

BRUERN
ABBEY
SCHOOL



Parents' Handbook
September 2018

Headmaster: John Floyd MA (Hons.) SENCo

Bruern Abbey is an independent day and boarding school for boys aged 8-13 who experience dyslexia, or other forms of specific learning difficulties. It is the only preparatory school in the country to have as its main purpose the preparation of boys with specific learning difficulties for Common Entrance and other entrance examinations to mainstream independent senior schools.

Information for Parents

At Bruern we try to do our best to keep parents updated with what's going on in a number of ways. Hopefully this handbook will cover many of the salient points but below are listed the other main sources of information.

Calendar of Events - Please refer to the Calendar of Events (often known as the Yellow Book) for all the events during the term ahead. If you ever lose your copy there is a PDF on the School's website: www.bruernabbey.org

Headmaster's Weekly E-Newsletter – at the end of every week of term the Headmaster writes to all parents giving them information about what's going on and celebrating the achievements of the boys. Match fixture write-ups are regular as is information about upcoming events, not to mention the small issue of weekend prep.

School website – The School website also holds a lot of information concerning activities, clubs and the curriculum and inspection reports from CReSTeD, ISI and Ofsted.

Bullying

Bruern Abbey has a clear anti-bullying policy; it is simply not tolerated. This document is available from the School Office or from the School website. Any incident of bullying, physical or verbal, should be immediately brought to the attention of the Head of Pastoral Care Mrs Anna Hunter. Her details are in the Calendar of Events. Staff are ever vigilant, however, and the boys are encouraged to report any incidents of unkindness.

Child Protection and Health and Safety

The safety of your son is absolutely paramount. Bruern Abbey School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our full Child Protection Policy can be found on the School's website. The School also has a robust Health and Safety and Fire Prevention policy.

Parental Contact with the School

Parents should feel that they are welcome to contact their child's teachers, tutor, the Housemaster or the Headmaster at any time during the school year and not feel limited to the Staff/Parents' Evenings, particularly if they have any worries or concerns about their child's academic progress or personal welfare.

Each boy has a tutor who meets with their tutees every morning for 15 minutes or so, and it is with him/her, that parents will find that they most often communicate. The tutor should be the first member of staff that a parent contacts to discuss the progress, or otherwise, of their child, the tutor having the best 'overview' of that boy. The name of the tutor appears alongside the name of each child in the 'school roll' section of the Bruern Calendar of Events. The email addresses of all tutors are listed each week in the Newsletter and staff can be contacted by telephone through the School office. Tel: 01869 242 448 Email: secretary@bruernabbey.org

Absences

The Headmaster should be notified of all planned absences, either by email or by letter. The School Secretary should be telephoned between 8.30 and 9.00am and notified of an absence through illness. The School is required to follow up absences if not notified. Children cannot help being absent through illness, but most parents can prevent their children from being absent during term time for holiday purposes, by booking these to coincide with school holidays. At the beginning of each year, parents are informed of all holiday dates and of important assessment dates. Absences for holidays are to the detriment of your son's education; please can they be kept to an absolute minimum. Please also be aware that a school can no longer 'approve' holiday during term-time; the Department of Education simply do not allow it!

BRUERN ABBEY CODE OF CONDUCT

The Bruern Abbey Code of Conduct (P.R.E.P.) is at the basis of all expectations of behaviour.

P - Punctuality – making the effort to turn up on time for lessons, games and activities

R – Respect – showing politeness and consideration to fellow pupils, staff and Bruern itself

E – Enthusiasm – making the most of the opportunities available to you

P – Preparation – looking after your possessions so you can be organised and ready for your day

The Evening Routine

After lesson time (8.30am - 6.05pm) the boarders follow an evening routine. This can be found at the end of this document. The routine varies, not least with the seasons of the year and for annual events such as Burn's Night or Thanksgiving Dinner. If you want to know what is going on at any particular time then you can either contact the School Office or email Emma Browne for junior boarders (ebrowne@bruernabbey.org) or Bradley Bryant for the seniors (bbryant@bruernabbey.org).

Pupil Contact with Parents and Home

Pupils are allowed to contact home in a number of ways and regular communication with parents is encouraged and supported.

Boys can ask any member of staff for permission to call home during the day from the School Office, if it is urgent. In the evenings they can ask any member of the boarding staff including the Headmaster and Deputy Headmaster to use any of the 'phones in the School. Many parents also contact the Headmaster or a member of the boarding staff to request that their son 'phone home and these messages are passed on as soon as is reasonably possible. Contact details can be found in the yellow book. Boys are not permitted to keep their own mobile phone once at school and all phones must be handed into the Housemaster, Mr Bryant, upon arrival.

Formal Dinners

Formal Dinners are a real highlight of the Bruern week and a good opportunity for parents to come and see their sons. The evenings start at approximately 6.10 pm with a reception in the Drawing Room on Tuesday and Chapel on a Thursday. For dinner you will be seated with a member of staff and three or four boys, chosen by your son and there will be tea and coffee in the Drawing Room afterwards and you should be free to depart between 8.00 and 9.00pm. If you wish to attend a Formal Dinner then please email Karen Moore, our School Secretary, and she will book you in. Early bookings are advisable!

Wednesday Suppers

On Wednesday evenings, often after matches, you are welcome to take your son out for dinner with email permission from Emma Browne for juniors ebrowne@bruernabbey.org and Bradley Bryant for seniors bbryant@bruernabbey.org. Please can you remember to sign your son back in upon your return and please can juniors return no later than 20:00 and seniors 20:30. Please note that these supper outings are not encouraged in the first and last week of term and inviting other boys is an exception to be agreed prior with the Headmaster.

First Aid and Medical Matters

Bruern Abbey has its own dedicated medical room, a Matron (a qualified nurse) and trained first-aiders to treat your son if he is either ill or injured. For further details concerning this please see our First Aid and Medication Policies which are available from the School Office.

Medication supplied from home must be given directly to the Matron and children are not permitted to administer their own medication. All medication should be in its original containers with the accompanying leaflet. Any changes to a child's medication must be put in writing to the Matron.

If you have any questions please email our Matron, matron@bruernabbey.org or you can call her mobile 078341 63208.

Reports

You will receive a half-termly report on your child's progress written by your son's class teachers and tutor. These will be sent at the start of half-term and your son will have usually discussed his with his tutor. In addition, parents will have two parent teacher meetings each year and one end of term report. The annual and termly timings for these are set out in the Calendar of Events.

Rules and Regulations

We want our boarders to enjoy many of the home comforts, but for the smooth running of the School we need to impose a few rules and regulations and we would appreciate parents' co-operation. As mentioned above, mobile phones may only be used with permission. They are handed in to the House Tutor or Housemaster on Monday mornings and are returned on Friday afternoons. They can be used in the evenings with permission from the Housemaster or another member of the boarding staff. For a fuller list of school rules please see the School's behaviour policy.

Boarding

For further information on boarding, please see the Boarders' Handbook (available on the School website or from the School Office). Should you have any questions or flexi-boarding requests, please email Emma Browne ebrowne@bruernabbey.org for juniors and Bradley Bryant bbryant@bruernabbey.org for seniors.

Transport Using the "London Bus"

Lists must be fixed by no later than 12 noon on the Wednesday preceding the weekend and arrangements must be made directly with the bus company, Bliss Travel and not through the pupil, nor the school office.

Please email Sue Stattersfield (sue@coachcentre.co.uk).

Bliss Travel Ltd, 34-40 Verney Road, London SE16 3DH www.blisscoaches.com

Once having notified the bus company of the required pick up/drop off point, no changes may be made on the day of the run unless there is an emergency.

In the event of an emergency, contact either the School Office (01869) 242448, Bliss Travel on 0207 730 5290, or the Chaperone on the bus 07946 493116.

A child may be left with another parent/ designated adult provided that prior arrangements have been made.

Should parents/designated adults not be there at the appointed time of pick up, they should continue on to the next stop.

If for any reason a parent/designated adult is not able to collect at the appointed time on a Friday, it will be necessary to make arrangements for collection. The bus cannot continue until the child is collected and this becomes very inconvenient and worrying for parents further along the route.

Please see below for the collection/drop off points.

TIMETABLE OF COLLECTION/DROP OFF POINTS FOR THE LONDON BUS

MONDAY

FRIDAY

| | | |
|-----------|---|-----------|
| 7.00 a.m. | HANS PLACE SW 1 Bus picks up/drops off in front of Hill House School in south-east corner of Hans Place | 5.45 p.m. |
| 7.15 a.m. | HOLLAND ROAD Picks up just below Fairfax Place W11 (Bristol Showroom) | |
| | ADDISON ROAD W14 Between Melbury Road and Holland Park Road | 5.35 pm |
| 7.30 a.m. | BP PETROL STATION On slip road opp. Hoover Building | |
| | HOOVER BUILDING On South side of A40 | 5.20 p.m. |
| 7.40 a.m. | M40 JUNCTION 2 M40 Junction 2 – 1 st lay by going into Beaconsfield Third exit off roundabout onto the A3555. Drop off at first lay by. | 5.00 p.m. |
| 8.05 a.m. | M40 JUNCTION 4 M40 Junction 4 – Marlow Bottom – 2 nd turning, lay by on right. Exit junction 4 – proceed ahead to the roundabout, then left onto the A4010. | 4.40 p.m. |
| 9.00 a.m. | BRUERN ABBEY SCHOOL | 4.00 p.m. |

Whole-School Policies

Bruern Abbey makes every effort to disseminate its School Policies to parents and pupils. A range of policies and procedures covering all areas of the curriculum and every other aspect of the School, have been systematically put in place through staff consultation and collective decision-making. All policies and procedures are reviewed regularly. Inevitably, policies will evolve to meet new legislation and the changing needs of the school.

Parents can request any policy they wish from the School Office. In addition, the following policies are available on the School's website in PDF form.

- Anti-bullying Policy
- Boarders' Complaint Procedure
- Mission Statement
- Health and Safety Policy
- Child Protection Policy
- Educational Visits Policy
- First Aid and Medication Policy
- ICT Acceptable Use Policy
- Exclusion, Suspension and Removal Policy
- Pupil Complaint Procedure
- Supervision Policy
- Taking and Storing of Images Policy
- The Curriculum Policy

Uniform

All boys will need the following:

| | | | | | |
|----|---|--|---|--|--|
| | Winter Uniform | | | Summer Sports Kit | |
| 3 | Tattersall Check brushed cotton shirts | | 3 | White T shirts | |
| | | | 3 | Pairs white tennis socks | |
| 3 | Navy blue corduroy trousers | | 1 | Pair white tennis shoes/ plimsolls (optional) | |
| 10 | Pairs grey long knee length socks | | 1 | Pair white trainers | |
| 1 | Pair brown shoes (school or deck type) | | | | |
| | Summer Uniform | | | Cricket Squad only. Cream cricket trousers white cricket jumper and cricket spikes | |
| 3 | Pairs Fawn Shorts | | | | |
| 3 | Gold Polo shirts | | | General | |
| | Formal Uniform | | 1 | Barbour waxed jacket (or similar) green or navy | |
| 1 | Grey Herringbone tweed sports jacket | | 1 | Wash bag with flannel, hairbrush, comb, | |
| 2 | School ties | | | Toothbrush and toothpaste. | |
| 2 | White poly/cotton long sleeved shirts | | 1 | Pair Wellington boots | |
| 2 | Pairs grey poly/viscose shorts | | 3 | Yellow school pullovers | |
| 1 | Pair black school shoes | | | | |
| | Winter Sports Kit | | | | |
| 2 | Towels with loops (for hanging up) | | | | |
| 3 | Pairs navy blue shorts | | | | |
| 2 | School rugby shirts | | | | |
| 1 | School/plain navy tracksuit bottoms | | | | |
| 3 | Pairs gold rugby socks | | | | |
| 1 | Pair shin pads | | | | |
| 1 | Mouth guard | | | | |
| 1 | Pair rugby/football boots | | | | |
| 2 | Pairs navy blue school swim trunks | | | | |
| 1 | Base layer (Top and bottom) Optional | | | | |

All Boarders and Flexi Boarders will also require:

| | | | | | |
|----|------------------------|--|---|-------------------------------|--|
| 1 | Dressing gown | | 1 | Duvet | |
| 3 | Pairs pyjamas | | 1 | Pillow | |
| 10 | Pairs pants | | 2 | Duvet covers and pillow cases | |
| 4 | White vests (optional) | | 1 | Lockable treasure/tuck box | |
| 1 | Pair slippers | | | | |

PLEASE LABEL EVERYTHING WITH YOUR SON'S NAME.

We find sewn in labels are more resilient in clothing.

Please label all shoes with permanent marker.

Our school supplier is:

Billings & Edmonds

112 Chiswick High Road

Chiswick

London

W4 1PU

0208 7420201

chiswick@billingsandedmonds.co.uk

We do have a small stock of second hand clothing. Enquiries regarding uniform should be made to

laundry@bruernabbey.org Please quote sizes where possible.

All games kit is laundered at school (including that of the day boys). We regret that sports kit cannot be sent home for the boys to use at weekends or holidays.

Please be aware that all luggage sent in to school in September, will be stored in our attic until the following July.

As a general rule summer uniform is worn from September to October half term and from Easter to the summer holidays. Winter uniform is usually worn from October half term until Easter. This is subject to change, depending on the weather.

Daily Routine

Juniors

| Mon | Tue | Wed | Thu | Fri |
|---|---------------------------------------|---------------------------------------|---------------------------------------|----------------------------------|
| 09:00 Arrive, registration and tutors | 07:00 Wake up | 07:00 Wake up | 07:00 Wake up | 07:00 Wake up |
| | 07:30 Breakfast | 07:30 Breakfast | 07:30 Breakfast | 07:30 Breakfast |
| 09:30 Assembly | 08:15 Reg. / Tutors | 08:15 Reg. / Tutors | 08:15 Reg. / Tutors | 08:15 Reg. / Tutors |
| 10:00-10:40 Lessons | 08:30-10:40 Lessons | 08:30-10:40 Lessons | 08:30-10:40 Lessons | 08:30-10:40 Lessons |
| 10:40-11:10 Break time | 10:40-11:10 Break time | 10:40-11:10 Break time | 10:40-11:10 Break time | 10:40-11:10 Break time |
| 11:10-12:35 Lessons | 11:10-12:35 Lessons | 11:10-12:35 Lessons | 11:10-12:35 Lessons | 11:10-12:35 Lessons |
| 12:35-13:30 Lunch | 12:35-13:30 Lunch | 12:35-13:30 Lunch | 12:35-13:30 Lunch | 12:35-13:30 Lunch |
| 13:30-14:55 Lessons | 13:30-14:55 Lessons | 13:30-14:15 Reading | 13:30-14:55 Lessons | 13:30-15:40 Lessons |
| 14:55-15:05 Change | 14:55-15:05 Change | 14:15-14:30 Change | 14:55-15:05 Change | 15:40- Home |
| 15:05-16:05 Games | 15:05-16:05 Games | 14:30-15:30 Games | 15:05-16:05 Games | |
| 16:05-16:35 Shower & change | 16:05-16:35 Shower & change | 15:30-15:50 Shower & change | 16:05-16:35 Shower & change | |
| 16:35-16:45 Tea break | 16:35-16:45 Tea break | 15:50-16:05 Tea break | 16:35-16:45 Tea break | |
| 16:50-18:05 Lessons | 16:50-18:05 Lessons | 16:05-17:05 Assembly | 16:50-18:05 Lessons | |
| | | 17:05-18:05 Activities | | |

Daily Routine

Seniors

| Mon | Tue | Wed | Thu | Fri |
|---|---------------------------------------|---------------------------------------|---------------------------------------|----------------------------------|
| 09:00 Arrive, registration and tutors | 07:00 Wake up | 07:00 Wake up | 07:00 Wake up | 07:00 Wake up |
| | 07:30 Breakfast | 07:30 Breakfast | 07:30 Breakfast | 07:30 Breakfast |
| 09:30 Assembly | 08:15 Reg. / Tutors | 08:15 Reg. / Tutors | 08:15 Reg. / Tutors | 08:15 Reg. / Tutors |
| 10:00-10:40 Lessons | 08:30-10:40 Lessons | 08:30-10:40 Lessons | 08:30-10:40 Lessons | 08:30-10:40 Lessons |
| 10:40-11:10 Break time | 10:40-11:10 Break time | 10:40-11:10 Break time | 10:40-11:10 Break time | 10:40-11:10 Break time |
| 11:10-12:35 Lessons | 11:10-12:35 Lessons | 11:10-12:35 Lessons | 11:10-12:35 Lessons | 11:10-12:35 Lessons |
| 12:35-13:30 Lunch | 12:35-13:30 Lunch | 12:35-13:30 Lunch | 12:35-13:30 Lunch | 12:35-13:30 Lunch |
| 13:30-14:40 Games | 13:30-14:40 Games | 13:30-14:15 Reading | 13:30-14:40 Games | 13:30-15:40 Lessons |
| 14:40-15:10 Shower & change | 14:40-15:10 Shower & change | 14:15-14:30 Change | 14:40-15:10 Shower & change | 15:40- Home |
| 15:10-16:35 Lessons | 15:10-16:35 Lessons | 14:30-15:30 Games | 15:10-16:35 Lessons | |
| | | 15:30-15:50 Shower & change | | |
| 16:35-16:45 Tea break | 16:35-16:45 Tea break | 15:50-16:05 Tea break | 16:35-16:45 Tea break | |
| 16:50-18:05 Lessons | 16:50-18:05 Lessons | 16:05-17:05 Activities | 16:50-17:30 Lessons | |
| | | 17:05-18:05 Activities | 17:30-18:05 Lessons/Prep | |

Evening Routine

Summer (Easter to October)

| | Mon | Tue | Wed | Thu |
|---------|---|---|---|--|
| Juniors | Supper Play outside Audio book | Play outside Recital Formal Dinner | Activities * Play outside BBQ Film | Chapel Play outside Formal Dinner |
| Seniors | Activities * Supper Play outside Documentary | Play outside Recital Formal Dinner Reading | Play outside BBQ Film | Chapel Play outside Formal Dinner (Finish film or read) |

Winter (October to Easter)

| | Mon | Tue | Wed | Thu |
|---------|---------------------------------------|-------------------------------------|---------------------------------------|--|
| Juniors | Supper Audio book | Recital Formal Dinner | Activities * Themed Supper Film | Chapel Formal Dinner |
| Seniors | Activities * Supper Documentary | Recital Formal Dinner Reading | Themed Supper Film | Chapel Formal Dinner (Finish film or read) |

* For further details on activities, see the activities notice board opposite the Staffroom.

If your son is going to be a boarder, you can find full details of the Boarding Handbook on the school website. For any general queries, please do not hesitate to contact the school secretary, Mrs Karen Moore secretary@bruernabbey.org or the registrar, Mrs Debbie Swift, admissions@bruernabbey.org