

JUNIOR SCHOOL PARENTS' HANDBOOK 2023-2024

A School of Great Character



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WELCOME TO EXETER JUNIOR SCHOOL



A very warm welcome to Exeter Junior School. We are delighted that you and your family will soon be joining us, and look forward to a happy and successful association over the coming years. Ours is a school where children's welfare and wellbeing are at the heart of all we do. We offer a nurturing, caring and vibrant home for learning, which strives for excellence and enjoyment in all its endeavours. We encourage our pupils to be curious and freely explore the wide range of excellent opportunities available to help them develop their personality and talents to the full.

We are a school within a school, which enables us to retain the cosy, welcoming feel of a small junior school within the spacious grounds and high quality facilities of a much larger school. Our school is a place where we daily celebrate our pupils' many successes, guiding them towards their next steps and encouraging them to develop a true love of learning. We look to prepare them to both contribute to, and responsibly explore and engage with, our ever changing and challenging society.

We hope that you will soon discover how the life and ethos of our school are greatly enriched by the skills, talents and dedication of our experienced staff who provide the very best for our pupils, as both independent and collaborative learners. This encouragement and support extends beyond the context of the classroom, to the times of recreation and to the extensive range of extra-curricular activities that the school has to offer.

This handbook provides some useful information to help you and your family settle in as smoothly as possible. It also includes additional information, which will remain relevant beyond this first year.

At Exeter Junior School, our experienced and caring staff firmly believe that the basis of good education is clear communication between home and school. To that end, a weekly emailed newsletter provides regular reports of school events. Please active your My School Portal (MSP) account promptly as this is where you will find all the important information relating to your child.

Should you have any further queries, however small, please do not hesitate to contact the school at any time. It is by working together that we can ensure we provide the very best for your child. I look forward to seeing you soon.



Mrs Saskia van Schalkwyk
Head, Exeter Junior School

A SCHOOL OF GREAT CHARACTER

At Exeter School our commitment to developing the character of our pupils underpins all that we do. Drawing on the ideas of Aristotle, our school ethos is rooted in virtue ethics and promotes aspiration and flourishing in all. Our aim is to equip pupils with the practical wisdom they will require to navigate the challenges and opportunities of our fast-paced and ever-changing world, whilst celebrating their unique talents and individuality. Our expectation is for pupils to embody the school virtues through their time at Exeter School, embracing the rich and varied opportunities on offer.

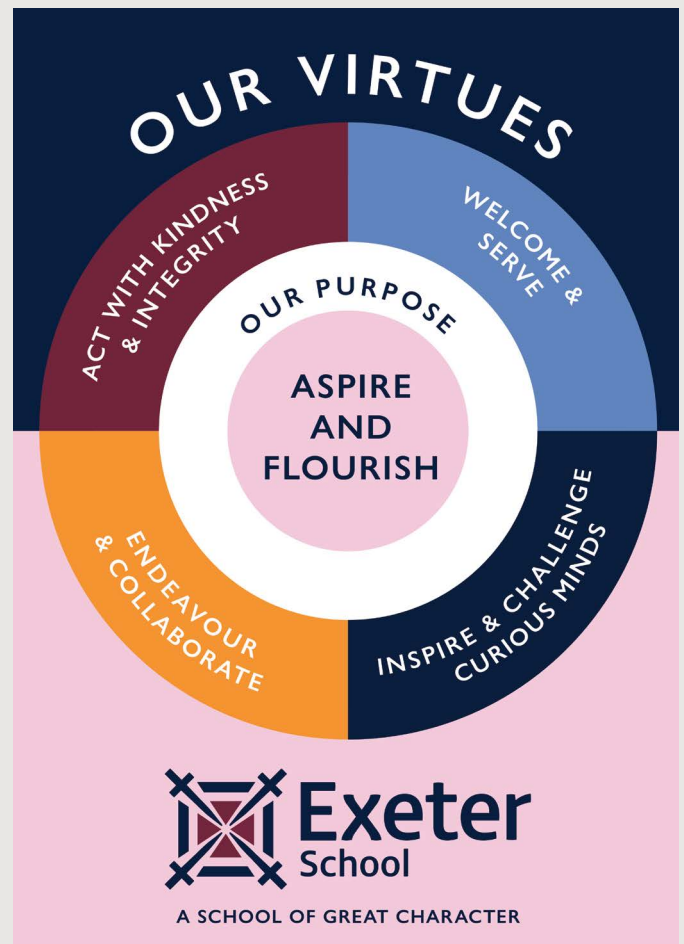
Through our intellectual virtues of inspire and challenge curious minds we consider how pupils develop as independent thinkers, creating space within lessons for questions to abound as pupils embark on journeys of discovery. Pupils may choose to attend clubs and societies that further extend this learning, or even create a club of their own. School trips are designed to stretch and challenge pupils, inspiring curiosity about the world around them.

Kindness and integrity are our moral virtues, through which we encourage pupils to care for those around them and the school community as a whole. Within the busyness of school life, we ensure pupils have chances to contribute in a meaningful way and to stand up for what is important to them. Through organising charity fundraisers, leading green initiatives, delivering assemblies, participating in mentoring schemes or representing the views of their peers in school council meetings, pupils are empowered to make a positive impact and have their voices heard.

Stepping out of our school community, pupils are expected to practice the civic virtues of welcome and serve, recognising a world bigger than themselves and understanding their potential to make a difference within it. Through partnerships with schools and charities in the local area, our pupils may spend time in conversation with elderly members of the community, or sharing their love of music, drama, physics, or chess with children from neighbouring schools. They may also undertake volunteering ventures of their choosing through participation in the Duke of Edinburgh's Award.

In all that they do, our pupils are encouraged to use our performance virtues of endeavour and collaborate, drawing on the support of all those around them, in addition to their own resolve, in order to achieve their full potential. Whether completing the Ten Tors challenge, performing at a school concert, representing the school on the sports field or participating in a school play, working as a team is what gives pupils the resilience to achieve things they did not believe themselves capable of.

Character education is both an implicit and explicit part of school life, influencing our approach to learning and teaching, our pastoral care, and our co-curricular programme. Pupils are taught about character through allocated time in the curriculum,



exploring the origins of virtue ethics and using role models and moral dilemmas to enhance their understanding of our school virtues. Each half term sees a focus on a different school virtue, with assemblies, form time and house meetings considering this theme with pupils. We also take time to celebrate the character development of pupils regularly, both within house meetings and assemblies. As a school of great character, it is our hope for every pupil that they will aspire and flourish, both in their time at Exeter School and throughout their life.

CURRICULUM 2023-2024

Assessments, reports, parents' meetings

All assessments are set internally in maths, English and science.

As parents you will receive some form of reporting every half term, whether is a parents' evening or a report card for approach to learning and attainment. More detail of this will be shared with you at the beginning of the new academic year.

We arrange parents' consultation evenings in the autumn and spring terms, during which we hope that the parents of each pupil will meet and talk to his/her teachers throughout the year. Please consult your child's form teacher in the first instance, should there be any concerns, however small. Matters raised during the parents' evenings will be followed up by further consultation between parents and form teacher as soon as possible thereafter.

Colours

Colours are awarded to Upper Two pupils, for outstanding consistent performance across the season, alongside a committed, respectful and determined approach towards sport (either individually or as part of a team). They are generally awarded to a select group and the number allocated is usually dependent on the success at competitions.

Curriculum focus on reading

Reading is a key element of English teaching in the junior school. We aim to instil a love of, and confidence in reading that children will carry with them beyond their years at school. Teachers motivate pupils by sharing their passion for reading as a pleasurable activity and a wonderful tool for learning.

We expect every child to always have a reading book. Teachers provide frequent opportunities for quiet reading to take place, often at the start of the school day and/or beginning of a lesson. In addition, teachers will select inspirational texts to read aloud in class. Book reviews are written and may be shared in a variety of ways, for example through discussion in class, via a classroom or library display and online (slipgrid).

In the lower school, children read to an adult on a regular basis – individually and/or in group reading sessions. Across the school, every child is expected to read for at least 20 minutes per night, with support from an adult, as necessary. We cannot emphasise enough the value of one-to-one reading at home.

Recommended reading lists are supplied to children and it is expected that they read at least six – more for younger children – of the books recommended each academic year. There is a wide range of titles. Children in Form One and Upper One will be directed towards a book which is suitable for their ability. Children in Lower Two and Upper Two will read books separated by genre and encouraged to enjoy a range of texts across genres. A reading record is kept in the back of yearly organisers.

Pupils are encouraged to borrow books from the junior school library during breaks and after school. Our stock is regularly refreshed, and a wide range of books are available. Pupils will also visit the library with their form tutor and English teacher at regular intervals, throughout the school year. Pupils will have access to books from a topic box in their classroom, which will be refreshed each term. We require children to log out all the books they borrow on our electronic system with the help of a librarian or their teacher. Pupils may borrow two books at any one time and will need to renew or return the books after a period of two weeks. Overdue slips will be issued up to three times as a reminder, after which, the book will need to be replaced. If a book is lost, we ask parents to replace the book with a like for like copy.

Drama

Drama is an integral part of our English curriculum. The children relish the opportunity to express their ideas through performance and presentation, and they have great fun playing drama games and thinking on their feet for improvised pieces. Every year group receives one lesson of drama each week. The lessons are planned to complement the current English topic, so that the children can 'step into' the book or play they are studying, and think and act in character. The children perform plays, poetry and prose, and all are invited to participate in 'Poetry By Heart' in the spring term. Our junior school poet laureates are busy throughout the year composing, and sometimes performing, their poems to mark special occasions. The drama programme of study includes external workshops, and we invite theatre companies and story tellers to visit the school. We have a rotating programme of extra-curricular drama clubs. There is a little Upper One production each year, and a larger Upper Two school play which concludes the summer term. We make good use of the school hall, the wonderful drama studio, and – in lovely weather – our beautiful paddock. Drama lessons are often enhanced with music and dance, with specialists lending their skills to our subject.

English and maths booster sessions

Pupils identified as requiring some structured additional support in either English or maths may be given the opportunity to attend weekly small group sessions to address particular areas of learning, enabling them to reinforce their understanding and practise skills on an individual basis. Pupils also have access to computer-based programmes such as Spellingframe and Mathsframe which provides them with activities matched to individual ability.



Equipment

Pupils will need:

- A set of coloured pencils
- Two HB pencils
- A pencil sharpener (with shavings container)
- Plastic metric rulers (15cm and 30cms)
- A rubber
- Gluestick
- PE kit in a blue drawstring shoe bag or rucksack and an old long-sleeved shirt for art lessons, should be brought on the first day and left at school
- Handwriting pen (Upper One, Lower Two and Upper Two)
- Please label all personal items with your child's full name.

Extra-curricular clubs and activities

There are a wide range of clubs and activities that take place each term. These include drama, coding, chess, science and art, as well as various choirs and musical practices, together with a wide variety of sporting activities. A termly timetable is published towards the end of the preceding term. For spring and summer terms, parents select which clubs their children wish to take part in before the end of the previous term. For the autumn term, selections are requested by mid-August. Where possible, any changes to the activities schedule are highlighted in MySchoolPortal. To allow for a period of acclimatisation, it is suggested that Form One pupils only do one club a week after school in their first half-term.

Please note, clubs alter each term to enable us to offer a wide range of extra-curricular activities.

Fixtures

Fixtures are arranged with both independent and state schools at a range of standards to give a broad and balanced card allowing all pupils to get a flavour of competitive sport.

At Form One and Upper One level, team selection is shared around all pupils in the year group, provided that they are willing to represent the school. We will assume pupils wish to participate unless stated otherwise by parents. In these years the main priority is inclusion and enjoyment.

At Lower Two and Upper Two level, games staff will consider pupils' attitude, determination, commitment and ability when selecting A, B and C teams. Staff will seek to rotate all teams with squad members when appropriate, based on the above criteria. Pupils who wish to represent Exeter against other schools should show an interest in attending extra-curricular clubs hosted by Exeter Junior School, however we appreciate that pupils and parents are very busy. Staff will always apply their professional discretion to each individual case with regards to club attendance. It is also very important to note that all pupils will be selected at least once a term to play in a match day experience. This could be against their own age group or against the Third Form, for example.

If and when it is suitable, there is the opportunity for pupils to

'play up' a year, if they have the talent to perform at a higher level; this will usually only occur in tournament teams and national competitions.

Games lessons

In games time, there are competitive teams at A, B and occasionally C teams, at all age levels in a range of sports, as well as house matches involving a number of pupils.

Within weekly games lessons, pupils throughout the year will experience the following:

Form One and Upper One Girls

Autum term	Hockey
Spring term	Netball Cross country
Summer term	Cricket

Form One and Upper One Boys

Autum term	Rugby
Spring term	Hockey Cross country
Summer term	Cricket

Lower Two and Upper Two Girls

Autum term	Hockey football
Spring term	Netball cross country
Summer term	Cricket

Lower Two and Upper Two Boys

Autum term	Rugby football
Spring term	Hockey cross country
Summer term	Cricket

Form One and Upper One have a games lesson on Thursdays and Lower Two and Upper Two have games lessons on Tuesdays and Fridays. For games lessons, as well as after school sports clubs, pupils need to bring in their games kit, but these should be taken home at the end of the day.

Guidelines for personal tutors

Guidelines on working together with personal tutors and external agencies may be found on our website under 'learning support'. We request that parents inform the school if your child has a personal tutor, for us to contact them and best support your child's learning.

Homework

Homework is an integral part of the school curriculum, and we ask parents to supervise their child's homework, and to help them by leaving space for it in the family timetable.

We see homework as a valuable exercise for the following reasons:

- It can be used as preparation for both oral and written work to be followed up in class.
- It is an important method of consolidating work covered in lessons.
- It provides the opportunity for further personal research into topics discussed.
- It identifies areas of weakness or lack of understanding, which can then be rectified by further help on a personal basis.
- It allows parents to take an interest in the work which their children are doing, gives an indication of the standards expected and enables parents to judge progress.
- It instils a self-discipline and organisation which aids preparation for senior school life.

We aim to set homework regularly, and as a matter of routine. We consider it to be relevant and of positive value. In general, we try to achieve a gradual increase in the demands made throughout a pupil's time in the junior school, in order to ease the transition to the greater work-load expected in the senior school. Sometimes, consolidation work may be set during holiday periods, but we normally avoid setting work at these family times. Homework may be completed in late room, at some point between 4pm and 5pm.

Form One

In the first term, children are asked to do homework in English and maths only. Alongside the formal homework set, the children are encouraged to do reading, spellings, and a small amount of French practice. In the second and third terms, occasional science is added to the list of formal homework sessions, which will take the form of a short, consolidation exercise or by occasional research and project work. Other subjects are not on the homework timetable until the children move into Upper One. Approximately 20-30 minutes should be spent on homework.

Form One and Upper One use an organiser and Google Classroom to record their homework. Parents can communicate with teachers via their termly organiser. Spellings are set using Spellingframe, each child will have an individual log in, where they can practise their spellings and play spelling games.

Upper One and Lower Two

One homework will be set each week in English, maths, and science. In addition children are set spellings using Spellingframe – for which each child has an individual log in. Children are encouraged to practise their spellings at home, working through spelling rules, and completing regular tests. There is an expectation that children will read at home each evening, using books from our fantastic junior school library, which has a rotating book stock provided by the School Library Service. We encourage children to read for at least 20 minutes, but, of course, to read for longer if they are absorbed in a book.

Short maths exercises may be set throughout the week. Children also have individual logins to Mathsframe and the very popular Times Table Rock Stars.

Science homework will take the form of a short consolidation exercise, followed by research or home project work.

History and geography homework are set fortnightly at the discretion of the subject teacher. The duration of each set homework should be approximately 20-30 minutes, unless it is a larger project or writing up a fieldwork investigation.

Drama – sometimes children will be set lines to learn for an upcoming performance. We are most grateful to parents for their help in learning these words at home.

Form One and Upper One use a termly organiser to record their homework, whilst Upper One and Upper Two use Google Classroom. Parents are encouraged to check homework diaries/ Google Classroom to see what homework has been set and what the due date is. Parents can communicate with teachers

via the pupils' organisers, whilst our older pupils (L2 and U2) are encouraged to ask any questions they have via Google Classroom.

Upper Two

Homework is as for Upper One and Lower Two but the duration rises to approximately 40 minutes per set piece. Tasks will vary in length and complexity; some weeks less work will be set, and some weeks there will be a little more. However, we ask that if a task appears to be taking an excessive amount of time, the parent stops the task and can inform the subject teacher via Google Classroom.

We are sometimes asked if parents should help with homework. The answer is 'yes', if help is asked for, but it should always take the form of guidance; gently pointing in the right direction, rather than simply providing the answer. If a child genuinely does not understand what he/she is supposed to be doing, there is nothing to be gained by giving their teacher the impression that they do. In such a case, please write a note via Google Classroom.

In the spring and summer terms, children will be set lines to learn for their summer production. We appreciate parental support in helping children learn and rehearse these lines at home.

Individual music lessons

The school hires out its facilities to approved instrumental teachers and the music department liaises with these teachers over the provision of lessons for our pupils. The instrumental teachers are self-employed and music lessons are a matter of agreement between parents and music teachers. Once lessons have begun, parents and music teachers should liaise directly. Instrumental teachers set a 'recommended rate' each year as guidance for the fees. Parents apply for lessons by means of the application form found on MySchoolPortal.

Lessons are provided on the following instruments:

Flute	Double bass	Organ
Clarinet	Singing improvisation	Percussion
Oboe	Drumming	Jazz/pop piano
Bassoon	French horn	Euphonium
Singing	Trumpet/cornet	Guitar*
Tenor horn	Trombone	Bass guitar
Violin	Tuba	Drum kit
Viola	Harp	Alto saxophone
Cello	Piano	Tenor saxophone

*Please specify choice of acoustic or jazz/rock guitar on the application form for music lessons. Lessons on acoustic guitar can incorporate both a classical style of learning as a starting point before moving on to contemporary/electric styles.

Other points worth considering before choosing an instrument for your son or daughter include:

- The flute and clarinet are both relatively easy to play and are extremely popular. Playing opportunities after pupils have left school tend to be fairly limited because of the degree of competition. There can be limited participation opportunity for pupils of these instruments at school as they become more



advanced, as places in the school's symphony orchestra are only available for the most talented flautists and clarinetists.

- Fewer people play oboe, bassoon, french horn, trombone and tuba, double bass and electric bass and pupils of these instruments often find themselves in greater demand in school ensembles as well as in later life.
- The piano remains a firm favourite as it caters for so much in a pupil's music education. The piano tends to be first or second study for most pupils.
- The saxophone is a very popular instrument at school and there are opportunities for pupils playing these instruments in the school jazz bands and concert band. Tenor saxophone players will always be in greater demand than alto players.
- Improvisation can be offered to pupils of any instrument as part of their whole or half lessons. Learning improvisation is a vital complement to instrumental lessons. It can lead to ABRSM or Trinity jazz examinations and is a very good base for the acquisition of general musicianship skills. Please specify whether your child would like a more rock or jazz-oriented approach when requesting lessons.

Please contact Peter Tamblin, Director of Music, pt@exeterschool.org.uk if you have any queries about lessons or instruments. If you would like lessons arranged for your son or daughter, please fill in the details on the forms available on MySchoolPortal.

Pupils receive approximately 30 lessons each year. Because of the differing lengths of school terms and because of the occurrence of school examinations, total lesson numbers vary from term to term. The self-employed instrumental teachers have their own,

individual, terms and conditions. To generalise, it is worth noting that teachers submit their accounts to parents termly in advance and any necessary adjustments are made in the following term. No charge is made if a teacher misses a lesson through illness or any other reason, but pupil absence, except in extreme cases like long term illness, will not result in lesson fees being waived. Given adequate notice, instrumental teachers can try to rearrange the occasional lesson, where clashes can be foreseen in this busy school. Where internal Exeter School commitments, arranged at short notice, clash with an instrumental lesson (e.g. house matches), the music lesson should normally take precedence. In the event of late selection to represent the school (i.e. three days' notice or less) in matches against other schools, Exeter School will cover the cost of an instrumental lesson which cannot be rearranged. Instrumental teachers normally require a term's notice before discontinuing lessons.

Availability of orchestral musical instruments is always very limited as most are already in use, but there are some instruments available from our stock. Hire schemes for instruments are operated, amongst others, by the Devon Music Education Hub (using the online form here) and Musicroom on Sidwell Street. Second-hand instruments are often good value. We strongly recommend that the advice of an instrumental teacher is obtained before purchase or hire, especially in the case of string instruments, which tend to be much better value when purchased second-hand.

Parents are advised that a young beginner on an instrument needs to practise for at least ten minutes to a quarter of an hour every day. Younger pupils tend to need sympathetic parental encouragement while they practise. Progressively longer, independent time will be required as a pupil becomes more advanced.

Jewellery and watches

A reminder that jewellery and watches are not permitted to be worn during PE and games. This includes all types of fitness watches. Not only could watches become damaged or broken, they could also harm other players if they come into contact with them in a competitive sporting context.

Pupils who have had their ears pierced must remove earrings before the activity and leave them in the changing rooms. If piercings are unable to currently be removed (due to the 6 week piercing/ healing rule) please provide tape to be worn to cover them up. We request that as soon as term has started, pupils do not get their ears pierced until next July in the summer holidays, this is especially applicable in the netball season.

Learning support

Learning support (LS) is available to address the needs of pupils who have been identified with a specific learning difficulty or additional need. Pupils receiving additional support may have a strategy sheet in place, which details their areas of strength along with their areas of need and appropriate strategies for supporting their learning. These are shared with all staff who teach pupils across the curriculum to ensure individual needs are met. Strategy sheets are regularly updated and parents informed of progress in termly written reports. Other pupils may receive small group

support to boost skills in English and maths. In addition, 'THRIVE' is used as an intervention to support pupils with their social and emotional development.

Any queries regarding LS should be directed to Mrs Harriet Coogan, Head of Learning Support:
hec@exeterschool.org.uk

Music

Each form in the junior school has two weekly music lessons. These are built on a foundation of singing, with integrated theory, listening and keyboard work. At least two-thirds of pupils take instrumental lessons and are encouraged to perform regularly to their peers through a series of assessed class concerts and informal concerts. The instruments played by junior school pupils include the full range of orchestral instruments as well as piano, guitar, drums and singing. Pupils are entered regularly by the school for ABRSM and Trinity music exams for which you will be invoiced directly.

Every child in Form One has a weekly, whole class violin/cello/Kodaly lesson. In addition every child in Form One has a weekly violin/cello lesson, in pairs. These lessons are provided for free. Pupils in older years often try brass instruments in whole-class sessions.

Our pupils combine with those in the first year of senior school to form the junior orchestra, which performs regularly at concerts, including at the senior school's Christmas concert. We also offer a drumming club, wind/brass ensemble and 'Sizzling Strings' club.

Every child sings in an annual carol service. The junior school choir (Lower Two and Upper Two) leads the Thursday morning chapel services as well as taking part in the Founders' Day service in the spring term and public concert performances. Choir practices take place twice a week. Entry to the choir is by audition; the admission policy being a liberal one which aims to respond to the prevailing enthusiasm for singing within the school by including as many pupils as possible.

PE and games kit

All pupils are expected to arrive to lessons with the correct kit and equipment. If pupils forget kit or an item of kit, this will be recorded. If this happens a second time a warning will be issued and parents will be contacted and a third time a demerit issued.

Personal, social and health education (PSHE)

Within our PSHE programme, the junior school has agreed an approach to the way in which personal, social and moral issues should be addressed throughout the school. We aim to promote an ethos which values self-fulfilment, reliability, social awareness, and mutual respect. The core values of this programme promote respect, discipline, enjoyment, and teamwork.

The lessons offer opportunities for reflection and discussion helping us to understand what leads to happy, responsible citizens with a sensitivity to the needs of others.



In addition, our Head of PSHE arranges for a range of visitors to speak with the children on issues relating to PSHE. Speakers come from local charities, churches, and community organisations.

Guidelines for other subject areas are provided by subject heads. An outline of the curriculum is made available on the intranet for your information. We follow our Relationships Education Policy, which can be found on the school website.

Physical education lessons

Within weekly PE lessons, pupils throughout the year will experience:

Form One and Upper One: Two lessons a week of the following: Swimming, invasion games, athletic development, dance/gymnastics and net/wall.

Upper One: Two lessons a week of the following: Swimming, hand eye coordination, athletic development, dance/gymnastics and net/wall.

Lower Two: One lesson a week of the following: Invasion games, swimming, dance, athletics and net/wall.

Upper Two: One lesson a week of the following: Athletic development, swimming, gymnastics, invasion games, athletics and net/wall.

Pupils off games and PE

All pupils are expected to participate in timetabled PE and games lessons. Parents of pupils who are medically unfit for games or PE should email the junior school reception or write a note in homework diaries, explaining reasons for non-participation. Clearly, pupils who are unfit for games and PE will not be

permitted to take part in fixtures or clubs. However, when appropriate, pupils will be expected to get changed into their PE or games kit and come out to the lesson and participate fully either as a leader, coach or official.

Sport

At Exeter Junior School we run an inclusive, engaging programme in both curricular and extra-curricular time to allow all pupils access to a wide variety of sports. The aim of junior school PE, games and extra-curricular clubs is to ensure pupils become confident, successful, independent learners, whilst developing team work, respect and leadership. As a result, we hope to provide pupils with an enthusiasm for leading a healthy and active lifestyle.

Sports contacts

Mr D. Gibson – Director of Sport

Mr C Dutch – Head of Junior School Sport

We value PE, games and physical activity very highly at Exeter Junior School and always strive to offer a rich and varied sporting calendar for our pupils. If you have any queries please contact the Director of Sport: djg@exeterschool.org.uk or Head of Junior School Sport: ccd@exeterschool.org.uk

Team sheets

Team sheets are produced using SOCS. SOCS is an online platform which provides our PE and games department with a number of useful tools to help perform their usual duties. Most notably it allows staff to create fixtures and team sheets and share this information to all parties involved and is used by many schools on our fixture card.

SOCS allows staff to upload team sheets and enables parents to select the teams their child/ren are involved in and download fixtures into a calendar (e.g. on your personal mobile phone or iPad) if you wish.

There is a guide and video that can be found on MySchoolPortal to help with subscribing to notifications and downloading the shortcut to your device.

Textbooks and exercise books

Textbooks are loaned to pupils by the school and are collected in by class teachers at the end of each school year. Exercise books, the cost of which is included in the fees, are issued on the first day of the autumn term and as necessary thereafter. They may be sent home at the end of the academic year, unless required for the following year.

Water bottles and waterproof/specific clothing

When representing the school, pupils will be expected to bring in their own water bottle, clearly labelled with their name on. In addition, on every team sheet, staff will detail additional clothing that is required for the fixture. This will especially differ between summer and winter sports. We would be grateful if parents ensure their child is fully equipped with the items listed on the team sheet.

FINANCE



Data protection policy

Please see Privacy Policy on the school website for details of how we process your data.

Dental insurance

This covers dental treatment arising because of a dental accident or emergency. This insurance is provided by Hayes Parsons, as an extension to the personal accident insurance, and is included in the termly fees. A brochure on the policy is available from the bursary.

Fees and charges

Fees for 2023-24 are published on MSP and the school website.

Notice of withdrawal of a pupil

Parents are reminded that pupils may be withdrawn from the school either by giving a full term's notice in writing to the Head or, subject to a payment of an amount equal to a full term's fees, on giving notice in writing at any time before the commencement of the next following term. Notice, if not acted upon, will be deemed to have lapsed.

Personal accident insurance

This covers serious injury of a lasting nature occurring during

term time or holidays. This insurance is provided by Hayes Parsons and is included in the termly fees. A leaflet on the policy is available from the bursary.

School lunches

Junior school lunches are mandatory. They are charged termly in advance.

It is a condition of acceptance that all fees invoices should be paid by the first day of term, unless otherwise agreed by separate contractual arrangement. In the event of late payment, the rate of interest charged will be 1.5% per month accruing on a daily basis. This late payment charge will be added to subsequent invoices. One full term's notice in writing is required before the withdrawal of a pupil from the school, otherwise a full term's fees will become due.

Electronic payment: Parents who wish to pay the school fees via an online banking or similar service may do so by quoting the school's bank details (Sort Code 56-00-49; Account No. 00719722). For payment to be acceptable by this method, it is essential that the account number shown at the top of the fees invoice you receive, is quoted as the reference for our payment. Without this information, your payment may not be able to be allocated to your account, which would then appear to be overdue.

Termly instalment scheme: The school also offers parents, at its discretion, the option to pay a particular term's fees by direct debit in instalments under our termly instalment scheme. Under the termly instalment scheme the dates and amounts of each instalment for the three terms' fees will be set out in a separate agreement. Providing the payment terms of the scheme are adhered to, there are no additional administration or interest charges added.

The school reserves the right to withdraw or amend the terms of the termly instalment scheme at any time by giving you notice in writing before the beginning of a new school term. No agreements to accept payment on deferred terms will be valid unless it provides for no more than four payments within a 12-month period. Extras will not be included in the termly instalment scheme and will be due on the first day of each term, but payment can still be taken by direct debit. Full details are available on request from the Bursar's office.

The school no longer accepts credit cards for the payment of fees. No additional charge will apply if payments are made by debit card.

School fees refund scheme

Please see separate document on MySchoolPortal.

GENERAL INFORMATION



Appeals

The admission of a pupil is conditional on acceptance of the Exeter School parental contract. Families will automatically receive a copy of this document, but additional copies are available on request from the bursary.

Bounds

The normal bounds, for junior school pupils, encompass the playground, the astro and the 'paddock'. Ball games may be played during break times only. Other parts of the Exeter School buildings and grounds may be visited for tuition purposes or with the specific permission of a teacher.

Pupils are not permitted to play on the school grounds, or make use of the facilities, after school, without supervision from Exeter School staff.

Caring for others

Each year, we endeavour to support several causes – local, national and international.

Pupils regularly take part in sponsored activities which raise money for children's charities. We also support national and local fund-raising events throughout the year.

Clothing and appearance

Pupils are expected to take pride in a smart appearance and must follow school dress regulations appropriate to their age group. These apply during normal school hours, on the way to and from school and when pupils are representing the school.

- A wristwatch appropriate for school is permitted.
- Pupils may wear matching single plain stud gold or silver earrings in pierced ears with no other adornments. These must be removed for P.E/games lessons and matches.
- Hair should be styled appropriately for school. Shoulder length or longer hair must be tied back with maroon or blue hairbands or ties.
- The use of hair colourant is not permitted.

Mobile phones

Mobile phones are not permitted at school unless there is a very good reason for your child to have one for emergency purposes, such as travelling on a school bus. The phone is handed in to the school office at the beginning of the school day and returned to the pupil at the end of the school day. Communication for collecting arrangements at the end of the day must always be made by contacting the junior school office.

Permission from the school is required to publish anything about Exeter School on the internet.

Parental concerns and complaints

The school recognises that, despite its best endeavours, some issues may arise that give parents cause for concern. All such issues are taken seriously and followed up promptly. The importance of confidentiality is recognised and under no circumstances will the school discriminate against a pupil because of parental expressions of concern or complaints.

Established internal procedures exist to investigate and deal with parental concerns and complaints, the provisions of which are summarised in our Complaints Procedure Policy which can be found on the school website or from the junior school office on request.

In some cases, it may be necessary to carry out some form of investigation before responding to a complaint. Investigations will be carried out as quickly and as thoroughly as possible.

Where parents consider that a particular sanction is unjustified, they should make any representations to the headmistress in the first instance. If they continue to be in dispute, they are entitled to write to the Chair of Governors who may appoint a governor or sub-committee of the governing body to review the decision.

Parents driving on school site

Unfortunately, there is no parking available other than designated disabled bays for parents on the junior school site, unless by prior arrangement. Parents are requested NOT to drop off/pick up children from the bursary. Those parents who bring their children onto school grounds by car via Manston Terrace are requested to drive slowly, to respect the existence of crossing points, and to park in designated areas.

Policies

Exeter School has a comprehensive set of policy documents and guidelines by which it operates, to follow accepted good practice and to be consistent in its dealings with pupils, parents, staff, and other agencies.

If you would like to see the full version of any Exeter School policy, please contact the junior school office who will be happy to arrange this for you.

Property

All property must be treated with respect. Pupils must look after their own property, including books and equipment lent by the school, by making sure that it is clearly marked with their names. Any found property should be handed to a teacher.

- Borrowing other people's property, without their permission, is not allowed. Any incident of theft will be treated as a serious breach of school rules.
- Any damage to school property must be reported at once to a member of staff. Deliberate damage to the property of the school, or to that of other people, is regarded as a serious offence.
- Pupils should not bring toys, games, sweets or money to school without the permission of a teacher.
- Pupils should not sell or 'swap' any items at school.

All items should be named so that if they are sent to lost property in the junior school reception, they can be placed in house bags for easy retrieval.

Parents are strongly advised to discourage pupils from bringing high value items or large sums of money into school.

Safety

Nothing dangerous or destructive may be brought to school. Due care and attention should be given to all school safety procedures, especially fire precautions.

Any form of bullying, either verbal or physical, is totally unacceptable. Pupils should inform a teacher at once if others are being unkind to him/her or another pupil's behaviour concerns them.

School ethos

You will have signed a contract with the school which includes Exeter School rules. We consider it to be important that all pupils, both at school and away from it, should act with consideration for others and for the good of the school and of their families. Our rules are dictated by common sense and by the requirements of community life. The following should be carefully noted: children should be courteous to adults and to each other at all times. Politeness and good manners are an important feature of life at Exeter Junior School.

Security of personal effects and lost property

The school's insurance policy covers loss or damage which is attributable to neglect on the part of the school. However, the cost of a comprehensive premium to cover theft, loss or damage in all circumstances would be prohibitive. Parents are therefore strongly urged to ensure that their own policies cover these contingencies adequately, including expensive clothing, sports kit, school bags and contents, mobile phones, watches, calculators, bicycles, and musical instruments.

PATRONS AND GOVERNORS

Patrons

The Lord Lieutenant of the County of Devon
The Right Reverend the Lord Bishop of Exeter
The Right Worshipful the Lord Mayor of Exeter

Governors

Mr J D Gaisford, BSc, ACA
(Chair)
Ms G Hodgetts, MSc, MCIPR, BA, DMS, DN, RGN (OE)
(Vice Chair)
Ms R M Vigers
(Vice Chair; Nominated Safeguarding Governor)
Miss R E C Edbrooke, BEd (Vice-Chair)
Mrs C N Baillie
Mr A P Burbanks, BA (OE)
Mrs H Clark
Ms C Gibaud, KC, B Bus Sc, MA
Brigadier S P Hodder, BSc (OE)
Mr ME Johnson BA, PGCE
Mr D A Kalantary, BSc
Mr R May, BA, MRICS
Mr D M McGahey, MA
Mr A H Richards FCA CTA TEP

PASTORAL

Child protection statement

Child protection responsibility rests with the junior school Deputy Head, Mr John Wood. The Child Protection (Safeguarding) Policy is published in full on the school website.

Health

Parents are asked to complete the confidential health questionnaire on MySchoolPortal in respect of all new pupils. Parents must update the junior school reception staff and/or the school nurse if there are any changes to this information.

If there is an identified food allergy or intolerance parents will also be asked to complete a special dietary needs form. Parents will be notified if this is necessary, the form can be accessed on MySchoolPortal.

The junior school reception staff are qualified first aiders, they are the first point of call for any junior school pupil who is unwell or who has been injured. The school nurse is available to discuss any aspects of health and wellbeing with pupils or parents. The medical room, located in the bursary is open throughout the day from 8.30am until 4.30pm. The medical room is supervised by the school nurse who is a qualified paediatric nurse and a team of qualified first aiders. The junior school first aiders will call upon the services of the school nurse if necessary.

Please can we ask for your support with the following:

- Pupils who are already sick should not be sent to school.
- Pupils with diarrhoea or vomiting must not return to school until 48 hours after the last episode of diarrhoea or vomiting.
- Pupils who become ill during the school day should report to the junior school reception.
- Pupils requiring regular medication i.e. pain relief or antihistamines (for hay fever) should where possible take this before school. If further doses are required to be taken while in school these should be handed in to the medical room or junior school reception where they can be dispensed by the school nurse.
- Any regular prescribed medication i.e. antibiotics should be left with the junior school reception or the school nurse and must be in the original box with instructions.
- Pupils requiring regular joint support i.e. tubigrip, must provide their own.
- If pupils are unable to play sport, parents are asked to email the tutor or send in a sick note for the attention of the tutor and games/sports staff. This cannot be provided by the medical room.
- Pupils with an 'adrenaline auto-injector' (EpiPen) should provide two spares to be held in the junior school. These are then taken by staff on school fixtures and trips.
- Any pupil who uses an inhaler for asthma must provide a spare one to be held in the junior school reception. Again, this is so it can be taken on school trips and fixtures.

- Injuries that are sustained outside school hours should be assessed by an NHS health professional and not be referred to the school nurse on the pupil's return to school.
- The school nurse is not able to provide long term repeat dressings for more than one week.

Health and safety in sport

Please supply your child with a gum shield, which is compulsory for both rugby and boys'/girls' hockey. We also insist upon shin pads being worn for both boys' and girls' hockey and football. Forgetting this safety equipment may result in pupils not being able to fully participate in sports sessions.

The school has available several cricket helmets and boxes for use by pupils in net practices, practice games and school matches. The wearing of helmets is compulsory when batting.

The school will also provide safety equipment for sports such as hockey when playing in goal and goggles for when playing squash.

Full risk assessments are completed in line with the Safe Practice in Physical Education, School Sport and Physical Activity guidance.

Health and safety statement

Exeter Junior School is fully committed to taking all reasonable steps to ensure the health and safety of its pupils and staff. Clear guidelines are laid down for trips and out of school visits. First aid provision on the site is wide-ranging and the school has easy access to the Accident and Emergency Unit of the R D and E Hospital, which is located near the Barrack Road entrance to the senior school. The school's policy is to carry out assessments on a regular basis and the principle of written assessments as a means of preventing risks or reducing them to a sufficiently low level to allow an activity to go ahead, is seen as essential. Exeter Junior School will do its best to minimise risks, but it cannot guarantee a risk-free education for its pupils.

Home-school information for emergencies

We ask parents to provide us with current telephone numbers and other contact information for use in case of accident or illness. It is essential that we are informed of any changes in personal details/contacts at the earliest opportunity.

Hours

The school is responsible for pupils throughout the normal school day. No pupil should be on the school site before 8am, nor stay after 5.30pm, unless for sports matches or school events. No pupil should leave the premises during school hours except with permission from the Headmistress or Deputy Head and must be accompanied by an adult.

Pastoral assistant

Alongside the form tutor's pastoral role, Mrs Amanda Buckingham, along with the TAs, is a regular point of contact for pupils' welfare at break times and also supports pupils with pastoral matters.

Pastoral care

Buddy system: Each new pupil is allocated a 'buddy' from the same house, who is given responsibility for taking care of the new member of our school community. In the case of Form One, a buddy is allocated to them from Upper Two. Not only does this provide an opportunity for Upper Two pupils to encourage and assist a younger pupil, it also helps to ensure that our youngest children become friends with those across the junior school. Throughout the year, at set times, our buddy pairs will enjoy a lunch together. This has proved to be a great success in the past, and all pupils benefit hugely from the arrangement.

The teacher in charge of each form has primary responsibility for the welfare of the pupils in his/her form. The Headmistress has overall responsibility. Consultation with parents will usually take place at form teacher level in the first instance.

The Headmistress, Deputy Head and Head of Upper and Lower School are kept informed of discussions via form teachers and may become directly involved at any stage, depending on individual circumstances. We use a system of merits and demerits as consequences for good and poor work and behaviour.

Prevention of bullying

At Exeter School, our community is based upon respect, good manners and fair play. We are committed to providing a safe, caring and nurturing environment that is free from disruption, violence and any form of harassment so that every one of our pupils can develop his/her full potential. We expect our pupils to treat all members of the school community with courtesy and co-operation so that they can learn in a relaxed, but orderly, atmosphere. All pupils should care for and support each other. Full details are provided in the school's Anti-Bullying Policy published in full on the school website.

Parents/guardians have an important role in supporting Exeter School in maintaining high standards of behaviour. It is essential that school and home have consistent expectations of behaviour and that they co-operate closely together. Acceptance of this Anti-Bullying Policy forms part of our standard terms and conditions.

Bullying, harassment, victimisation and discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. Any kind of bullying is unacceptable. Where necessary, we will apply the sanctions described in our rewards and sanctions policy for behaviour that constitutes bullying or harassment of any kind.

This Anti-Bullying Policy is designed to be clear, practicable and sensible. The school aims to prevent bullying and to deal effectively with bullying if it does occur. We shall do this by:

- Maintaining an environment characterised by warmth, positive regard and mutual respect, so that bullying will be less likely.
- Raising awareness of bullying through the curriculum and other activities.
- Having a clear rewards and sanctions policy, and school rules for pupils.

- Developing effective strategies for recognising and supporting victims of bullying and for recognising and dealing with bullies.
- Ensuring that all staff know what to do if they come across bullying, that they treat incidents seriously and that they are consistent in their approach.
- Assuring parents and pupils that all reports of bullying will be treated seriously. The Exeter School Anti-Bullying Policy is published in full on the school website.

The use of IT equipment to harass other members of the school community will not be tolerated.

Rewards and sanctions

Exeter Junior School has high expectations regarding conduct and work.

Merits

Merits are totalled every term, and the list is read out in house meetings. Three times a term, house staff organise meetings during which the current performance of the house is reviewed, and interest in achieving the best possible results is generated. The emphasis at this stage is not so much on individual scores as on the totals for each of the four houses. These totals are carried forward to the end of each term, and at the final assembly of the summer term, a trophy is awarded to the house which has accumulated the most merits in the year.

Merits come in two main forms; work related merits and conduct merits. Conduct merits have twice the value of an 'ordinary' merit and are given for courteous, considerate behaviour such as holding open a door or helping another pupil who may be injured.

The main aim of the system is to nurture a sense of communal responsibility: to encourage in each pupil the idea that their behaviour, attitude, and degree of motivation affects not only their own performance but that of those around them. It engenders a cheerful, enthusiastic sense of competition, and pleasure and pride in being part of their house.

Good Works are given for outstanding pieces of work or impressive behaviour from Mrs van Schalkwyk.

Demerits

Demerits are given far less frequently than merits and are intended to act as a deterrent or warning against both poor behaviour and a lack of effort with schoolwork.

Demerits are recorded on our school system and reviewed weekly to allow teachers to monitor any children whose work or attitude may be a cause for concern. A repeated appearance in the demerit report would initially trigger a meeting between form teacher and pupil, where the incidents would be discussed and

hopefully assurances of improvement would be offered by the pupil. Should there be no improvement, parents will be contacted and asked to meet with the form teacher, where the issues would be discussed and strategies for improvement agreed.

Transition to senior school

We are fortunate to share an extensive site and special events with the senior school, whilst maintaining the intimacy and security of a smaller school. The headmistress and deputy head of the junior school, as part of the senior leadership team of the whole school, work with senior staff to promote continuity and progress for pupils from 3 to 18. Many facilities are shared across the whole school; pupils are gradually introduced to senior school staff and other departments. Pupils from Exeter Pre-Prep regularly visit Exeter School for swimming lessons and special events.

Senior school pupils are invited to work with the juniors, sixth formers and sports leaders to support extra-curricular activities as part of the Duke of Edinburgh and school service activities.

Children's progress from the junior school to the senior school is designed to be as seamless as possible. Pupils are gradually taught by members of the wider teaching staff, as they progress through the junior school. This assists in the building of good working relationships and in our ongoing liaison as a 3-18 school.

ROUTINES AND ADMINISTRATION

Absence

Pupils may not be absent from school, except through illness or for compassionate reasons, unless the headmistress' permission is obtained, at least three days beforehand. Where planned absence takes place, a request form must be completed by the parents and returned to the headmistress for authorisation. This form is available from the school office and is also available on MSP. Leave of absence is normally given for educational purposes only.

In the case of illness, parents are asked to notify the school by telephone/email to jsreception@exeterschool.org.uk as soon as possible. The headmistress can be reached on juniorschoolhead@exeterschool.org.uk or 01392 307080.

Parents are asked to ensure that family holidays are arranged during the school holiday periods.

Box office

The box office is located in the bursary. Parents are notified through MySchoolPortal of what ticketed events are coming up, e.g. concerts and plays. Tickets should be ordered through the box office on the school website.

Payment can be made either through PayPal, debit or credit card. Tickets are available for collection from the bursary a week before any event – pupils will be notified through their registers and asked to collect them from the bursary. Any tickets that are not collected from the bursary in advance, can be collected at the venue on the evening.

Daily routine

Playground supervision begins at 8am and the school bell is rung at 8.25am. Lessons are 40 minutes long, with some double lessons. Morning break is 25 minutes each day.

8.30am	Registration
8.35am-12.05pm	Periods 1-4
10.20am-10.45am	Break time
12.05pm-1.15pm	Lunch
1.15pm-3.15pm	Periods 5-7
3.15pm-3.40pm	Form time

Assemblies and hymn practice take place at different times throughout the week. Many clubs and activities operate both during lunch break and between 4pm and 5pm. Late room operates each day until 5.30pm. There is no fee for this provision.

3.40pm	Form One C/Form One H Upper One B Upper One R Lower Two/Upper Two	Parents to collect from outside door near fort Parents to collect from the playground Parents to collect from the playground Parents to collect from the playground
3.45-4pm	Late room registration in the junior school hall	Snack time: please provide a healthy snack and drink to be kept in the rucksack to be eaten at registration. Pupils will bring their rucksacks to the junior school hall for late room registration.
4pm-4.50pm	Once registered, pupils go to classrooms J1, J2 & J3	Homework: pupils may complete any homework they may have and then participate in a quiet activity such as reading. Break: outdoors in fine weather or indoor games if inclement.
4.50pm	Clear away and prepare bags	Down time: all pupils will get their bags ready, and then quiet reading/watching children's TV until they go home.



Information systems

Parents are given access to MySchoolPortal. The school portal displays information relating principally to their child(ren) and is the standard method for communication between the school and parent.

New parents are sent a letter (one letter for each household) detailing how to create a login for themselves in MySchoolPortal. Parents may allow other relatives to create a login if they choose but are always wholly responsible for the security of the information contained in the system. In the event of any concerns about, or suspected breaches of security they should contact the school immediately. The school reserves the right to cancel a login at its absolute discretion.

Information regarding sports fixtures will be available on MySchool Portal with more information on SOCS (which can be accessed directly through MySchoolPortal). More details on SOCS can be found on page 8.

The website is primarily a marketing tool, but will contain a variety of news stories and certain legal policy documents, e.g. the Child Protection (Safeguarding) Policy. Any very urgent notices (e.g. temporary school closure) will be posted on the front page of the website.

Late arrival and early departure

Should a pupil arrive late, for whatever reason, health and safety procedures require each child to record their arrival by signing the 'late book'. This book is kept in the school office. The same applies if they need to leave early, attend an appointment, go to, and return from a music lesson, etc, when they should then complete the signing out book.

Pupils who miss registration in the morning or afternoon due to a music lesson should also sign the late book.

Publicity

Images of pupils actively involved in school activities can provide a valuable record of life at Exeter School, as well as individual and team achievements. Therefore, we may occasionally take photographs of, or film pupils involved in school activities or events. We request your permission to use the first name of your child, and take, store, and use images or video for purposes related to Exeter School. These will include (but are not limited to) promotional activity and publicity through printed material, our website and school social media sites. We would very much hope parents will feel able to support the school by allowing us to use pupil images in this way.

We would also highlight that:

- Images will be carefully and sensitively chosen and will not be used out of context.
- Images will also become part of the school archive, providing a visual insight for future generations of Exonians.

- Pupils will not be identified by full name in the photographs without your or your child's permission.

Further information can be found on MySchoolPortal and in the school's policy on taking, storing, and using images of children, which is available on the website.

School calendar

An up-to-date weekly diary is available on MySchoolPortal.

Timetable

The number of periods allocated to each subject varies slightly from one year group to another, but the following list may be taken as an example for Form One:

Subject	Periods per week
Mathematics	7
English	7
History	2
Geography	2
Science	3
Religious studies	1
French	1
Computer science	2
Art/design technology	2
Music	2
Drama	1
PE. and games	4
PSHE	1
Total	35

Each child will receive a timetable for their class to place inside their homework organiser.

Exeter Junior School year	National equivalent
Form One	Year 3
Upper One	Year 4
Lower Two	Year 5
Upper Two	Year 6

School buses serving Exeter School

Our network of bus routes serve all major population centres within our catchment area, including Exmouth, Dawlish, Newton Abbot and Okehampton.

Our bus service (shared with The Maynard School) offers a more sustainable option for the journey to and from school, enabling a reduction in both our carbon footprint and on-site traffic congestion. We also hope that you will find the service a convenient alternative to driving to and from Exeter School. All routes will run subject to demand, on some services the number of seats will be limited, and we are expecting demand to outstrip supply. As such, we would encourage parents who wish to use the service to make a booking for September as soon as possible. Bookings can be made at exetermaynard.vectare.co.uk.

We work in partnership with Vectare, a specialist school transport management company. Vectare provide an online

booking system and real time vehicle tracking, along with ongoing customer service support to assist parents and pupils who wish to use the service. Their team is the principal point of contact for any queries in relation to the service and can be contacted by email at exeterschool@vectare.co.uk. To find out more please visit exetermaynard.vectare.co.uk.

School lunches

Tasty and nutritious lunches are provided by Sodexo. These feature well-balanced, varied menus. The governors recognise the need to educate and encourage children to eat sensibly. It is the policy of the school that all pupils in the junior school take school lunches together and eat in the dining hall, under supervision. Only in exceptional circumstances, and usually this will require medical confirmation, may school lunches not be taken. Lunches are charged termly in advance.

Miss Michelle Hendrick (Catering Manager: catering@exeterschool.org.uk) and Mrs Lisa Barlass (School Nurse: schoolnurse@exeterschool.org.uk) are happy to talk to parents about any specific dietary requirements. Form One pupils are offered a workshop to inform their nutritious and balanced food choices.

We encourage pupils to drink water throughout the day and they are required to bring a named water bottle into school and form tutors will let pupils know where they can keep it. There is also access to the water fountain at break times and water is provided with lunch. Pupils may also bring in a healthy snack (sweets, chocolate, crisps or similar are NOT allowed, in accordance with NHS guidelines) for morning break or after school if staying to participate in a club or attending late room. Please ensure all snacks are nut free. If pupils wish to mark special occasions (e.g. birthdays, with a cake), please bring individual cakes or cut-up tray bakes and ensure they are nut-free.

STAFF

Members of Exeter School staff who you may need to contact

Senior Leadership Team (SLT)		prefix@exeterschool.org.uk
Head	Ms Louise Simpson	Head
Senior Deputy Head	Mr Martin Hughes	Dep-head
Bursar	Mr Miles MacEacharn	Bursar
Deputy Head (Co-curricular, Compliance, ICT)	Mr Graham Bone	GSB
Deputy Head (Pastoral)	Miss Ali Dunning	AD
Deputy Head (Academic)	Mr James Wilson	JLW
Assistant Head (Sixth Form)	Mr Luigi Chu	LC
Assistant Head (Character)	Miss Bethan Rose	BVR
Head, Junior School	Mrs Saskia van Schalkwyk	juniorschoolhead
Deputy Head, Junior School	Mr John Wood	JSW
Director of Admissions and Marketing	Mrs Elizabeth Williams	ESW
Junior School Leadership Team		
Head, Pre-Prep	Mr Dan Ayling	preprephead
Head of lower school, form one form tutor, head of reading development	Mrs Leah Hardy	LLH
Head of upper school, head of history, lower two form tutor	Mr Rhys Evans	RWIE
Junior School Teachers		
Head of junior school PSHE and upper one form tutor	Ms Jacquie Barnes	JAB
Head of junior school DT and lower two form tutor	Mrs Nicole Bassi	NSB
Head of junior school English and drama and upper two form tutor	Miss Emma Cox	ECC
Head of junior school maths and upper two form tutor	Mr Adam Cunningham	APC
Head of junior school sport	Mr Cameron Dutch	CCD
Head of junior school art and form one form tutor	Mrs Claire Handley	CHH
Class teacher and upper two form tutor	Katie Jones	KLJ
Head of junior school computer science	Mrs Siobhan Morgan	SSM
Head of junior school science and lower two form tutor	Mr Richard Pidwell	RJP
Head of junior school geography and upper one form tutor	Mrs Hannah Russell	HDR
Upper two form tutor and music teacher	Mr Jonathan Titchin	JPT
Junior School Support Staff		
Junior School headmistress' PA	Mrs Liz Corten	ECHC
Junior School secretary	Mrs Julie Wreford-Hyde	JHWH
Junior School pastoral assistant	Mrs Amanda Buckingham	AJB
Teaching assistant	Ms Amy Ager	ACA
Teaching assistant	Mr Sam Gaskill	SG
Teaching assistant	Mrs Fiona Turner	FT
Teaching assistant	Miss Sarah Withers	SW
Gap student	Mr George Guy	GTG
School nurse	Mrs Lisa Barlass	LJB
Chaplain		
Chaplain		Chaplain

TERM DATES FOR THE ACADEMIC YEAR 2023-2024

Autumn term 2023

Induction day for new pupils	Tuesday 5 September
Start of term	Wednesday 6 September, 8.30am
Open Evening preparation	Friday 28 September: school finishes at 3.40pm, no after school clubs or late room
Half term	Two weeks beginning Monday 23 October
End of term	Friday 15 December, 12 noon
Staff INSET days:	Friday 1 September and Monday 4 September

Spring term 2024

Start of term	Wednesday 3 January, 8.30am
Half term	One week beginning Monday 12 February
End of term	Tuesday 27 March, 3.40pm
Staff INSET days:	Monday 19 January and Tuesday 20 February

Summer term 2024

Start of term	Wednesday 17 April, 8.30am
Half term	One week beginning Monday 27 May
End of term	Wednesday 10 July, 3.40pm
Staff INSET day:	Friday 24 May

Parents are asked to ensure that family holidays are arranged during the school holiday periods, it is not school policy to authorise absence for holidays in term time.

Important dates for new pupils	Event	
Tuesday 5 September	Induction morning	Not in uniform 9am-12 noon (11am-12 noon: tea and coffee served on the paddock for parents)
Wednesday 6 September	Autumn term begins	8.30am

JUNIOR SCHOOL UNIFORM

For regulations on dress and appearance, please refer to the school rules. The headmistress is the final arbiter of school uniform.

Outfitters: Uniform may be obtained from the school's outfitters, 'Monkhouse', the shop is located behind the bursary. Opening times during term time are Mondays and Fridays 1pm-5pm; Wednesdays 8.30am-12.30pm.

During the summer holidays, the outfitters run an appointment system to minimise waiting times. If you would like to book an appointment, details can be found on MySchoolPortal or by visiting monkhouse.com/parentguide We strongly recommend that parents book an appointment during the summer holiday.

Second-hand uniform shop: The school second-hand uniform shop is located alongside the bursary.

Naming: It is essential that all items of clothing and portable property, including footwear, belts, bags, books and raincoats are clearly marked with the owner's full name using name tapes.

Lost property: Clothing items are sorted through once a week, and named articles returned. All unnamed items not claimed in the junior school are passed to the school's lost property store which is located in the bursary.

Uniform list for boys

EVERYDAY WEAR

- Single breasted navy school blazer with badge.
- Medium grey shorts (purchased from the school uniform shop), worn with grey $\frac{3}{4}$ length socks with school colours.

OR

- Long grey trousers (purchased from the school uniform shop), worn with plain grey ankle socks.
- Long sleeved white shirt (short sleeved white shirt optional for hot weather).
- Maroon V-necked pullover with junior school crest.
- School tie.
- Black shoes, with laces or velcro fastenings, not trainers (closed black sandals may be worn in the summer term).
- Navy blue school coat with junior school crest.
- Blue shoe bag (optional).
- Old long-sleeved shirt (for art).
- Navy blue cagoule (to be kept in school).

PE KIT LIST FOR ALL YEAR GROUPS

- White socks.
- Navy blue PE shorts with the school crest
- White PE polo shirt with Exeter School crest
- Navy blue tracksuit bottoms with Exeter School crest
- Non marking trainers





- Navy blue swimming trunks – not Bermuda style shorts.
- Swimming hat in house colour (from junior school office).

GAMES FOR BOYS FOR ALL YEAR GROUPS (Autumn and Spring terms)

- Navy blue shorts with school crest.
- Maroon and navy school rugby/hockey shirt with school crest.
- Maroon and navy blue hooped socks.
- Navy blue hoodie with Exeter School crest and pupil's initials.
- Football/rugby boots.
- Navy blue tracksuit bottoms with Exeter School crest
- Navy base layer top (optional).

SUMMER TERM GAMES KIT LIST

Lower Two and Upper Two

- Long white cricket trousers.
- White PE polo shirt or cricket shirt with Exeter School crest.
- White sweater, with or without red/blue trim (optional).
- White socks.
- Cricket boots or trainers.
- School cap with junior school crest.

Form One and Upper One

- Navy blue PE shorts
- White PE polo shirt or cricket shirt with Exeter School crest.
- White sweater, with or without red/blue trim (optional).
- White socks.
- Cricket boots or trainers.
- School cap with junior school crest.



Uniform list for girls

EVERYDAY WEAR

- Single breasted navy school blazer with badge.
- School skirt or grey trousers (purchased from the school uniform shop).
- Long sleeved white shirt with revers-style collar (short sleeved white shirt optional for the summer term).
- Maroon V-necked pullover with junior school crest.
- Maroon and white summer dress (purchased from the school uniform shop) for the summer term and first half of the autumn term.
- Navy tights or ¾ length navy socks or plain white ankle socks.
- Black shoes – flat or low heels, not boots or trainers– with laces or velcro fastenings (black closed sandals may be worn in the summer term).
- Navy blue school coat with junior school crest.
- Blue shoe bag.
- Old long-sleeved shirt (for art).
- Navy blue cagoule (to be always kept in school).
- Junior school rucksack.
- Junior school sports bag.

PE KIT LIST FOR ALL YEAR GROUPS

White socks.

Navy blue PE shorts with the school crest

White PE polo shirt with Exeter School crest

Navy blue tracksuit bottoms with Exeter School crest

Non marking trainers

Navy blue swimming costume – no bikini's/ tankinis

Swimming hat in house colour (available from junior school office).

GAMES FOR GIRLS FOR ALL YEAR GROUPS (Autumn and Spring terms)

Maroon and navy games skort with school crest.

Maroon and navy games shirt with school crest.

Maroon and navy blue hooped socks.

Navy blue hoodie with Exeter School crest and pupil's initials.

Astro's/ trainers

Navy blue tracksuit bottoms with Exeter School crest

Navy base layer top (optional).





SUMMER TERM GAMES KIT LIST

Lower Two and Upper Two

Long white cricket trousers.

White PE polo shirt or cricket shirt with Exeter School crest.

White sweater, with or without red/blue trim (optional).

White socks.

Cricket boots or trainers.

School cap with junior school crest.

Form One and Upper One

Navy blue PE shorts

White PE polo shirt or cricket shirt with Exeter School crest.

White sweater, with or without red/blue trim (optional).

White socks.

Cricket boots or trainers.

School cap with junior school crest.

Each child will be allocated a personal locker in which to store games kit. This will be lockable with a school provided combination lock.



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