

JUNIOR SCHOOL PARENTS' HANDBOOK 2025-2026

A School of Great Character



TERM DATES FOR THE ACADEMIC YEAR 2025-2026

AUTUMN TERM 2025

Staff INSET days:	Wednesday 3 and Thursday 4 September
Friday 5 September, 8.35am:	Start of term for all sixth form pupils and all pupils new to the junior and senior schools
Monday 8 September, 8.35am:	Start of term for all other pupils
Friday 26 September:	Open event preparation for open morning on Saturday 27 September School finishes at 3.20pm in the senior school and 3.45pm in the junior school
Saturday 27 September:	Open morning, pupil attendance is expected
Half term:	Two weeks beginning Monday 20 October
End of term:	Thursday 18 December, 12 noon

SPRING TERM 2026

Staff INSET Days:	Monday 23 and Tuesday 24 February
Start of term:	Monday 5 January, 8.35am
Half term:	Week beginning Monday 16 February
End of term:	Wednesday 1 April, 4pm

SUMMER TERM 2026

Staff INSET day:	Monday 1 June
Start of term:	Monday 20 April, 8.35am
Half term:	Week beginning Monday 25 May
End of term:	Wednesday 8 July, 4pm

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

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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. Our school places children's welfare and wellbeing at the heart of everything 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 celebrate our pupils' many successes daily, 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 activate your MySchoolPortal (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.

A handwritten signature in blue ink, reading 'Mrs Saskia van Schalkwyk'.

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 virtue of inspire and challenge curious minds we consider how pupils develop as independent thinkers, creating space both inside and outside of the classroom for pupils to embark on journeys of discovery.

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.

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, charity work and volunteering.

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.

Character education is both an implicit and explicit part of school life, influencing our approach to learning and teaching, our pastoral care, and our enrichment 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.



SCHOOL INFORMATION

ACADEMIC MATTERS

Assessments, reports and parents' meetings

As parents you will receive some form of reporting every half term, whether it is a parents' evening or a report card for approach to learning and attainment. More details 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.

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

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 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 using the Flipp app.

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 different genres. A reading record is kept in the front of pupils' 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 around two weeks. 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 for each year group. There is an Upper One production each year, and an Upper Two school play which concludes the summer term. We make good use of the school hall and the wonderful drama studio. 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 provide them with activities matched to individual ability.



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

Lower Two and Upper Two Girls

Autum term	Hockey
	Football
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 Boys

Autum term	Rugby
	Football
Spring term	Hockey
	Cross country
Summer term	Cricket

Lower School have their games lessons on Thursdays and Upper School 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.

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 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 between 4pm and 5pm.

Form One

In the first term, children are asked to do weekly 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 a termly organiser and an online platform 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 item 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 login. 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. In 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.

Lower Two and Upper Two use an online platform to record their homework.

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 the pupil can add a note to the assignment on an online platform.

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, pupils can add a note on the assignment on an online platform.

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

Parents are encouraged to check homework diaries/Teams 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 (Lower Two and Upper Two) are encouraged to ask any questions they have via an online platform.

Learning support

Learning support 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. Charges may apply to some learning support. Please see the fees on the website (www.exeterschool.org.uk) for more information. More information about THRIVE can be found at www.thriveapproach.com.

Any queries regarding learning support should be directed to Mrs Louise Stevens, learning support teacher, ls@exeterschool.org.uk or Mrs Harriet Coogan, Head of Learning Support, hec@exeterschool.org.uk.

Music

Music is an integral part of life in the junior school, with each form receiving two weekly lessons designed to nurture musicality and creativity. Lessons focus on music theory, listening skills, keyboard mastery, and composition, providing pupils with a well-rounded musical education. Over two-thirds take individual instrumental lessons and are encouraged to develop their confidence and performance skills by participating in informal concerts and assembly performances.

Junior school pupils learn a wide variety of instruments, including the full range of orchestral instruments, as well as piano, guitar, drums, and voice. Many are entered by the school for ABRSM and Trinity music examinations; please note that parents will be invoiced directly for these.

All pupils in Form One take part in a weekly whole-class Kodály-based lesson in musicianship. In addition, they receive a weekly paired string or woodwind lesson, both of which are provided free of charge. Pupils in Lower Two are given the opportunity to learn a brass instrument in whole class sessions throughout the academic year.

Our junior orchestra, junior choir and junior singers perform regularly at school events, including the annual Christmas and spring concerts. We also offer several free co-curricular music clubs, including a drumming club and two string ensembles.

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 MySchoolPortal for your information. We follow our Relationships Education Policy, which can be found on the school website.

Personal tutors

We request that parents inform the school if your child has a personal tutor so that we can contact them with information on how to best support your child's learning.

Physical education and games curriculum

Department philosophy & aims

Our aim is to ensure that every pupil has a positive experience of sport and physical exercise during their time at Exeter School. We want to ensure that physical education, sport and physical activity is an integral part of every pupil's school experience and weekly routine. We want all our pupils to find a sport or activity that they are passionate about and one they will continue to participate in when they leave school.

The four foundations when delivering our curriculum are **Active, Enjoy, Understand** and **Achieve**. We want our pupils to be active and engaged in weekly physical activity. To **enjoy** participating in PE, sport & physical activity. At the end of each lesson, we want them to have a sense of **achievement** from their involvement in curriculum lessons and extra-curricular activities and to **understand** the benefits of being physically **active** on their well-being and physical, social and moral development.

Physical education lessons

There is a clear pathway from the pre-prep through to the senior school with weekly physical education lessons from Reception through to Lower Fifth. There are three stages of our physical education curriculum with the first stage delivered at the pre-prep and junior school, the second in Third and Fourth Form and finally the third in Lower Fifth year.

Physical Education lessons at the pre-prep and junior school lays the foundation for a lifelong love of movement, through a focus on physical literacy and core skills that are transferable across a variety of sports. We believe that early exposure to a wide range of physical activities, from team games and gymnastics to swimming and dance, allows pupils to explore different ways of moving, develop fundamental motor skills, and build the confidence to try new things. Enjoyment is at the heart of everything we do in physical education, in order to boost pupils' confidence and love of sport.

Starting in Reception onwards, all pupils take part in swimming lessons as part of their curriculum, helping to build water confidence and develop stroke technique from an early age. This broad and inclusive approach ensures that every child has the opportunity to flourish as they progress through the school.

Games lessons

Games lessons provide an opportunity to introduce the schools' core sports of rugby, hockey, netball and cricket. Sessions are planned and delivered by a dedicated team of physical education teachers, academic teachers with specialisms in specific sports as well as external coaches. All pupils in the junior school are expected to participate in these sports, nevertheless, groups are differentiated and monitored to cater for pupil's previous experience, confidence and progress.

Pupils in From One and Upper One have one double games session per week, Lower Two and Upper Two have one double session and one triple games session per week.

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 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.

Please refer to MySchoolPortal where you will find more information on school sports, including kit and equipment requirements and curriculum information.

If you have any queries, please contact the Director of Sport: djg@exeterschool.org.uk or Head of Junior School Sport: cdd@exeterschool.org.uk

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

CO-CURRICULAR MATTERS

Enrichment clubs and activities

There are a wide range of extra-curricular 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. 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.

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 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 Tamblyn, 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 on MySchoolPortal 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.

Sport & co-curricular opportunities

Sports fixtures

In addition to participation in PE and games lessons, pupils have the opportunity to represent the school in a range of sports 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.

In Form One and Upper One, 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.

In Lower Two and Upper Two, 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 School against other schools should show an interest in attending extra-curricular clubs.

SOCS

SOCS is an online platform, which aims to provide our PE and games department several useful tools to create fixtures, team sheets, and upload and share this information to all parties involved. This platform also enables parents to download fixtures into a calendar and subscribe to notifications on your personal mobile phone or iPad. Fixtures, team sheets etc, are also available in your child's calendar. Please visit SOCS: <https://www.exeterschoolsport.org.uk/> password: sportexeter1633

Interhouse events

Interhouse events are the highlight in the Exeter Junior School sporting calendar. These events are fully inclusive and every pupil in the junior school takes part and represents their house on the day. Whilst there is a competitive element, these events are about fostering team work and camaraderie and bringing the school community together. These events include: sports day, inter-house cross country and the inter-house swimming gala. In addition to this pupils will play house matches each term in the main school sports during games sessions.

Please refer to MySchoolPortal where you will find more information on school sports, including; kit and equipment requirements and curriculum information.

If you have any queries, please contact the Director of Sport: djg@exeterschool.org.uk or Head of Junior School Sport: cdd@exeterschool.org.uk

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, but 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 variety of activities such as lunch, craft making and meet ups. This has proved to be a great success in the past, and all pupils benefit hugely from the arrangement.

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 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 RD & 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 emergency information

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 Head or Deputy Head and must be accompanied by an adult.

Pastoral care

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

The Junior School Head, 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 assembly. 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 character merits. Character merits 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, which are then shared with 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 with the senior school, whilst maintaining the intimacy and security of a smaller school. The head 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 aged 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 and sixth form pupils are invited to work with the junior school pupils 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.

UNIFORM

At Exeter School, we are proud to be **A School of Great Character**.

The introduction of our updated uniform is part of our ongoing commitment to fostering a strong sense of identity and pride among our pupils. It reflects our school virtues – such as collaboration, integrity, and service – and supports our shared aspiration for high standards in all areas of school life. Wearing the uniform well is one way our pupils demonstrate these virtues in their day-to-day conduct, helping to strengthen the sense of belonging that lies at the heart of our school community. We look forward to seeing the new uniform worn with confidence and pride.

In designing the new school uniform, every effort has been made to ensure it offers good value for families. This includes choosing durable, high-quality items from Schoolblazer, while also allowing several compulsory items to be bought from other retailers. This guide covers everything you need to know – from what to wear and when, to how to order and personalise your items.

To support families through this period of change, we've put in place a phased approach:

- If you are a family joining Exeter School for the first time from September 2025, your child should wear the new uniform from the start.
- If your child is a current pupil in September 2025, or a new joiner with an older sibling whose uniform can be reused, they may continue wearing the current (old) uniform until September 2028.
- During this transition period, mixing and matching old and new styles of uniform and sports kit is acceptable.
- The most important thing is that pupils continue to look smart and well-presented. Skirts must be worn no more than three centimetres above the knee and blazers must be smart. If a skirt, blazer, or any other item of uniform doesn't meet our requirements, it will need to be replaced with a compliant item from the new uniform range.

Please note that the new uniform will become compulsory for all pupils from **September 2028**.

You can read the full uniform guide at exeterschool.org.uk/school-life/school-uniform



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.

Hair

Hair should be smart and styled in a modest way. Excessively long, short, eccentrically styled, or dyed hair is not acceptable. In general, it is expected that long hair will be tied up and off the face.

Jewellery and watches

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 six 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.

Junior boys

Junior (Year 3 – Year 6): schoolwear		
Item	Should you have it?	Purchased from
Navy crested blazer	Compulsory	Schoolblazer
Burgundy crested V neck jumper	Compulsory	Schoolblazer
Mid grey school trousers	Compulsory (either/or shorts)	Schoolblazer or other retailer
Mid grey school shorts	Compulsory (either/or trousers)	Schoolblazer or other retailer
Junior tie	Compulsory	Schoolblazer
Long/short sleeved white shirts	Compulsory	Schoolblazer or other retailer
Navy crested coat	Optional but if a coat is worn to school it must be this one	Schoolblazer
Grey ankle socks	Compulsory with trousers only	Schoolblazer or other retailer
Bespoke long socks	Compulsory with shorts only	Schoolblazer
Navy crested bobble hat	Optional	Schoolblazer
Navy crested baseball hat	Compulsory	Schoolblazer
Navy crested rucksack	Compulsory	Schoolblazer

Sportswear		
Item	Should you have it?	Purchased from
Navy crested active jacket	Optional	Schoolblazer
Burgundy crested midlayer	Compulsory	Schoolblazer
Navy crested fitness T-Shirt	Compulsory	Schoolblazer
Reversible games shirt	Compulsory	Schoolblazer
Navy crested training pants	Compulsory	Schoolblazer
Navy crested PE shorts	Compulsory (either/or rugby shorts)	Schoolblazer
Navy crested rugby shorts	Compulsory (either/or PE shorts)	Schoolblazer
Navy base layer top	Optional	Schoolblazer or other retailer
Navy base layer leggings	Optional	Schoolblazer or other retailer
Navy swimming jammers (trunks)	Compulsory	Schoolblazer or other retailer
Games socks	Compulsory	Schoolblazer
Navy crested medium games bag	Compulsory	Schoolblazer



Junior girls

Junior (Year 3 – Year 6): schoolwear		
Item	Should you have it?	Purchased from
Navy crested blazer	Compulsory	Schoolblazer
Burgundy crested V neck jumper	Compulsory (either/or cardigan)	Schoolblazer
Burgundy crested cardigan	Compulsory (either/or jumper)	Schoolblazer
Checked skirt (from Year 3)	Compulsory (either/or pinafore/trousers/shorts)	Schoolblazer
Checked pinafore (to end of Year 4)	Compulsory (either/or skirt/trousers/shorts)	Schoolblazer
Mid grey school trousers	Compulsory (either/or pinafore/skirt/shorts)	Schoolblazer or other retailer
Mid grey school shorts	Compulsory (either/or pinafore/trousers/skirt)	Schoolblazer or other retailer
Long/short sleeved white reverse collar blouse	Compulsory	Schoolblazer or other retailer
Summer dress	Optional (available from summer 2026)	Schoolblazer
Navy crested coat	Optional but if a coat is worn to school it must be this one	Schoolblazer
Navy cotton tights	Compulsory with pinafore/skirt only	Schoolblazer or other retailer
Navy long socks	Compulsory with pinafore/skirt only	Schoolblazer or other retailer
Navy ankle socks	Compulsory with shorts/trousers only	Schoolblazer or other retailer
Navy crested bobble hat	Optional	Schoolblazer
Navy crested baseball hat	Compulsory	Schoolblazer
Navy crested rucksack	Compulsory	Schoolblazer

Sportswear		
Item	Should you have it?	Purchased from
Navy crested active jacket	Optional	Schoolblazer
Burgundy crested midlayer	Compulsory	Schoolblazer
Navy crested fitness t-shirt	Compulsory	Schoolblazer
Reversible games shirt	Compulsory	Schoolblazer
Navy crested training pants	Compulsory	Schoolblazer
Navy crested PE shorts	Compulsory (either/or skort)	Schoolblazer
Navy crested skort	Compulsory (either/or PE shorts)	Schoolblazer
Navy base layer top	Optional	Schoolblazer or other retailer
Navy base layer leggings	Optional	Schoolblazer or other retailer
Navy swimming costume	Compulsory	Schoolblazer or other retailer
Games socks	Compulsory	Schoolblazer
Navy crested medium games bag	Compulsory	Schoolblazer

Labelling

It is essential that all items of clothing and portable property, including footwear, belts, bags, books, lunch boxes, water bottles and sports equipment are clearly marked with the owner's name. The addition of the house name is advisable.

Supplier

Uniform may be obtained from the school's outfitters, Schoolblazer. Uniform is purchased online at www.schoolblazer.com

Schoolblazer FAQ (from their website)

How do I know what sizes to order?

We ask you to input your child's measurements and our intelligent sizing system will indicate the recommended size on the shopping page.

However, this is a suggestion only, based on the measurements you have entered. Should you wish to choose an alternative size, you can use the drop-down menu to select this.

What if I need to return an item?

We offer a free returns service so please return any item unsuitable using our online returns tool, and we will either refund or exchange as required.

Do I have to pay for name tapes?

We only charge for the cost of the name tapes and sew them in free of charge.

How long will my order take to be dispatched?

We promise to dispatch orders within 3 working days, and more swiftly than this wherever possible. FastTrack delivery is also available.

I need an item that is showing as out of stock on the website, what should I do?

As an online retailer we typically hold much higher levels of stock than a high street store, but if an item you require is showing as out of stock, please place your order and we will work to supply this as quickly as possible.

What if I need further information or help with my order?

Our Schoolblazer website features lots of useful information including a how to shop video and more frequently asked questions. Alternatively you can call our customer services team on 0333 7000 703 and they will be happy to help.



ADMINISTRATIVE INFORMATION

FEES AND CONTRACTUAL MATTERS

Credit cards

The school does not accept debit or credit cards for the payment of fees.

Electronic payments

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.

Fees and charges

Parents are notified by letter of any alteration to fees and charges in advance. Tuition fees do not include the charges for external examinations, whether modular or linear. These are paid in advance by the school on behalf of the pupil and shown separately on fees invoices. 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.

Notice of withdrawal of a pupil

Parents are reminded that pupils in all years with the exception of pupils leaving at the end of the Upper Fifth (Year 11) 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.

Pupils wishing to leave at the end of the Upper Fifth may be withdrawn from the school either by giving notice in writing to the Head by the end of the first half of the spring term (for the academic year 2025/26 this is Friday 13 February 2026) or, subject to a payment of an amount equal to 1 ½ 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. Provisional notice is not accepted.

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 on each invoice. 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. Full details are available on request from the Bursar's office.



GENERAL INFORMATION

Absence

Pupils may not be absent from school, except through illness or for compassionate reasons, unless the Head's permission is obtained, at least three days beforehand. Where planned absence takes place, permission must be sought by email from the Junior School Head. 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 Junior School Head 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.

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.

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 extermaynard.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 extermaynard.vectare.co.uk.

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.

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.

8.35am	Registration
8.40am-12.10pm	Periods 1-4
10.25am-10.50am	Break time
12.10pm-1.20pm	Lunch
1.20pm-3.20pm	Periods 5-7
3.20pm-3.45pm	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.

3.45pm	Form One C and H Upper One R and W Lower Two/Upper Two	Parents to collect from outside door near fort 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-5pm	Once registered, pupils go to classrooms/ playground 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.
5pm	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.

Equipment required

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
- A pair of wired USB-C earphones to use with an iPad
- Named gluestick
- PE kit in a blue drawstring shoe bag or rucksack.
- An old long-sleeved shirt for art lessons which should be brought on the first day and left at school
- Erasable handwriting pen (Upper One, Lower Two and Upper Two)
- Please label all personal items with your child's full name.

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 under Team sheets. 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.

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.

Mr Graeme Swan (Catering Manager: catering@exeterschool.org.uk) and Mrs Vanessa Fraser (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.

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 Head 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

The school has a comprehensive suite 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.

Key policies are available on the school's website www.exeterschool.org.uk/about-us/policies. Please contact headspa@exeterschool.org.uk if you have any queries.

Data protection policy

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

ICT Acceptable Use Policy

The school has an ICT Acceptable Use Policy which was written by the digital forum made up of staff and pupils from across the school.

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.

Publicity and communications (including social media)

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 and film pupils involved in school activities or events. We request your permission to use your child's first name and take, store, and use images or video of your child 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 you will feel able to support the school by allowing us to use

pupil images in this way. You can manage your preferences on how we use your child's image by completing the form on MySchoolPortal.

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 you or your child's permission.

Further information can be found in the Taking, Storing, and Using Images of Children Policy, which is available on the website and MySchoolPortal.

School calendar

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

Reception

The main reception to the school is signposted from the gate at Manston Terrace; please use the intercom to gain entry. The reception is located to the right as you enter through the gates. Visitor parking is available by the reception building.

This reception area does not have the facility to receive items from parents to pass to children, e.g. forgotten lunches, books, homework. These should be taken to the bursary on Victoria Park Road.

Visitors to the school wishing to see the Head, Junior School Head, Director of External Relations or members of the teaching staff, usually by appointment, should sign in with the receptionist. This office is open from 8.30am until 4.45pm.

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 always be courteous to adults and to each other. Politeness and good manners are an important feature of life at Exeter Junior School.

INSURANCE AND OTHER PAYMENTS

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.

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 fees refund scheme

Please see separate document on MySchoolPortal.

Security of personal effects

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.

Textbooks and exercise books

The cost of providing most textbooks is included in the fees. The textbooks are loaned to pupils by the school. Any loss or damage will be charged for according to the condition of the books when issued. Textbooks and materials are normally required to be handed back by the penultimate week of the summer term. Occasional charges may be levied for books or materials connected with specific projects where the items concerned are to be retained by the pupil.

Trip payments

No pupil is under an obligation to participate in any co-curricular activity involving extra expense without prior parental agreement. Theatre visits, and similar school organised outings are the financial responsibility of parents, though application can be made in difficult financial circumstances, via the Bursar, for help from one of the school's modest trust funds.



STAFF INFORMATION

STAFF AND GOVERNORS

Governors

Claire Baillie	Vice-chair
Adrian Burbanks	Vice-chair
Helen Clark	
Howard Dyer	
Catherine Gibaud	Vice-chair
Gillian Hodgetts	Chair
Ikenna Iroche	
Dominic Kalantary	
Gregory Lachas	
Katherine Lloyd Clark	
Richard May	
David McGahey	

Senior Leadership Team (SLT)

prefix@exeterschool.org.uk

Acting Head	Graham Bone	Head
Bursar	Miles MacEacharn	Bursar
Head, Junior School	Saskia van Schalkwyk	juniorschoolhead
Acting Deputy Head (Academic)	Paul Fennemore	PJPF
Deputy Head (Pupil development, welfare, and wellbeing)	Ali Dunning	AD
Deputy Head (Enrichment, character and community)	Bethan Rose	BVR
Deputy Head, Junior School	John Wood	JSW
Assistant Head (Sixth Form)	Luigi Chu	LC
Assistant Head (Lower School)	Julia Daybell	JHD
Assistant Head (Middle School)	Mike Glanville	MFCG
Director of External Relations	Elizabeth Williams	ESW
Head of Human Resources	David Rose	HR

Junior School Leadership Team

Pre-Prep Head	Mr Dan Ayling	preprephead
Head of Lower School, Head of Reading Development, Form One form tutor	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 DT and Upper One form tutor	Mrs Polly Wopshott	PRW
Head of Junior School PSHE and Lower Two form tutor	Ms Aimee McElhatton	ARM
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	CDD
Head of Junior School Art and Form One form tutor	Mrs Claire Handley	CHH

Junior School Teachers

Learning support teacher	Mrs Louise Stevens	LS
Head of Junior School Learning Support	Mrs Harriet Coogan	HEC
Class teacher	Mrs Beth Pinkerton-Smith	BPS
Head of Junior School Digital Learning	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
Head of Junior School Music and Upper Two form tutor	Mr Jonathan Titchin	JPT

Junior School Support Staff

Head's PA	TBC	
Secretary	Mrs Julie Wreford-Hyde	JHWH
Pastoral assistant	Mrs Amanda Buckingham	AJB
Teaching assistant	Ms Amy Ager	ACA
Teaching assistant	Mr Sam Gaskill	SG
Teaching assistant	Ms Katherine Hodson	KAH
Teaching assistant	TBC	
Gap students	Miss Lettie Lovell Mr Jamie McMurray	
Head of Safeguarding	Jess Doku	JLD
Chaplain	Reverend Close	MWC
School nurse	Vanessa Fraser	schoolnurse

Operations and professional services – members of the team who you may need to contact

Admissions Manager	Alex Irons	AOCI
Bursary Manager and PA to the Bursar	Lisa Stewart	LMS
Bursary assistant	Ariel Friend	AF
Director of Development and Alumni Relations	Alice Holohan	ASAH
Head of Finance	Anya Rowley	AFR
Head of HR	David Rose	DJR
Head of IT Services	Anthony Martin	ALM
Hiring and events coordinator	Helen Didon	HD
Applications and Data Manager	Alan Carter	ADRC
Marketing Manager	Lucy Bates	LKB
Music administrator	Sally Daldorph	SD
Head of Operations	Craig Stewart	CAS
Senior finance officer	Jamie Wilkins	JCEW
Sports administrator	Emily Warburton Watson	EJWW



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Exeter School
Victoria Park Road
Exeter, Devon
EX2 4NS

01392 307080
www.exeterschool.org.uk



@ExeterSchoolUK

