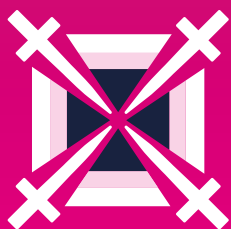




Junior School Parents' Handbook 2026-2027



Exeter
Junior School

A School of Great Character

Term dates for the academic year 2026-2027

Autumn term 2026

Staff INSET days: Wednesday 2 and Thursday 3 September

Start of term for all sixth form pupils and all pupils new to the junior and senior schools: Friday 4 September, 8.35am

Start of term for all other pupils: Monday 7 September, 8.35am

Open event preparation: Friday 25 September for open morning on Saturday 26 September: school finishes at 2.50pm in the senior school and 3.45pm in the junior school with no after school activities

Half term: Two weeks beginning Monday 19 October

End of term: Friday 18 December, 12 noon

Spring term 2027

Staff INSET days: Monday 22 and Tuesday 23 February

Start of term: Wednesday 6 January, 8.35am

Half term: Week beginning Monday 15 February

End of term: Thursday 25 March, 4pm

Summer term 2027

Staff INSET day: Monday 7 June

Start of term: Monday 12 April, 8.35am

Half term: Week beginning Monday 31 May

End of term: Wednesday 7 July, 4pm

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

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Welcome



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 extend 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 black ink, reading 'Sra Schalkwyk'.

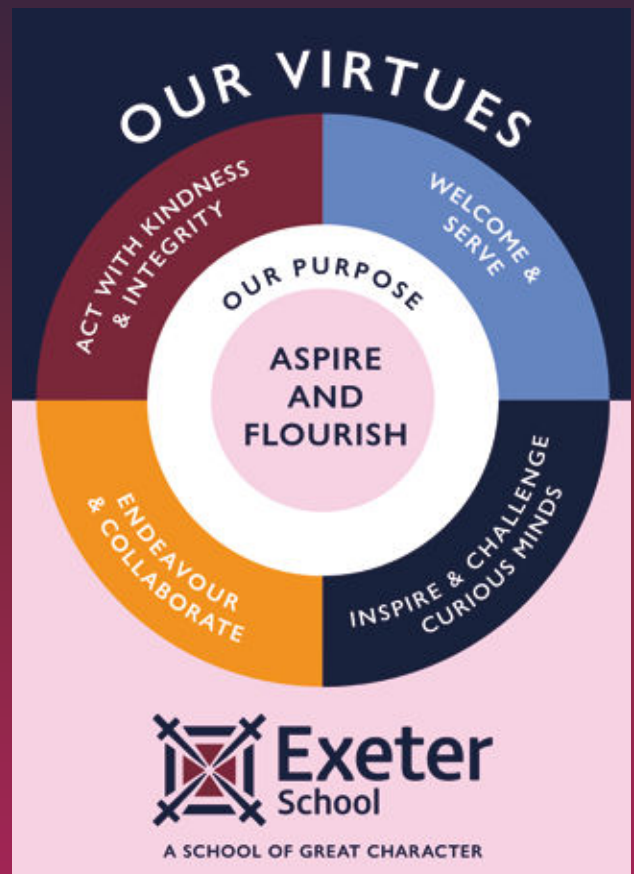
Saskia van Schalkwyk
Head, Exeter Junior School

A young boy with blonde hair and blue eyes is smiling at the camera. He is wearing a dark blue school blazer with red piping, a white collared shirt, a red and blue striped tie, and a red V-neck sweater. The background is a blurred brick building. The text 'A School of Great Character' is overlaid on the left side of the image in white, bold, sans-serif font.

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 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 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.

A young girl with dark hair tied back, wearing a dark blue school blazer with red piping and a red and white striped shirt, is smiling and looking at a smartphone she is holding. The background is a blurred indoor setting.

Academic matters



School Information

Assessments, reports and parents' meetings

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 hold parents' consultation evenings in the autumn and spring terms, providing an opportunity for parents to meet and discuss their child's progress with teachers. Any matters raised during consultation evenings will be followed up through further discussion between parents and the form teacher as soon as possible. If you have any concerns at any time, however small, please contact your child's form teacher in the first instance. Assessments in mathematics, English and science are set and marked internally by the school.

Curriculum focus on reading

Reading is central to English teaching in the junior school. We aim to foster a lifelong love of reading and the confidence to engage with a wide range of texts. Teachers actively promote reading for pleasure and as a powerful tool for learning.

All pupils are expected to always have a reading book with them. Opportunities for quiet reading are built into the school day, and teachers regularly read aloud to their classes. Pupils also share their responses to books through reviews, discussions, displays and online platforms such as Flipp.

In the lower school, children read regularly with an adult, either individually or in groups. Across the school, pupils are expected to read for at least 20 minutes each evening, with support from home where needed. We strongly encourage regular one-to-one reading at home.

Recommended reading lists are provided, and pupils are expected to read at least six of the suggested books each academic year (more for younger children). Reading records are maintained in pupils' organisers.

Pupils are encouraged to borrow books from the junior school library, which is regularly updated with a wide range of titles. They also visit the library with their form tutor and English teacher throughout the year and have access to classroom topic boxes refreshed each term. Pupils may borrow up to two books at a time and are expected to return or renew them after approximately two weeks. Lost books should be replaced with a like-for-like copy.

Academic Matters

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 (Year 4) production each year, and an Upper Two (Year 6) 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 areas of learning, enabling them to reinforce their understanding and practise skills on an individual basis.

Homework

Homework is an important part of the curriculum. We ask parents to support their child by providing time and encouragement to complete tasks at home.

Homework helps pupils to consolidate learning, prepare for future lessons, develop research skills, identify areas for improvement, and build the organisation and independence needed for senior school. It also enables parents to engage with and monitor their child's progress.

Homework is set regularly and increases gradually throughout the junior school to support a smooth transition to the greater demands of senior school. Occasionally, consolidation work may be set during

holidays, although we generally avoid doing so. Pupils may also complete homework in Late Room between 16.00 and 17.00.

Form One (Year 3)

During the autumn term, homework is set weekly in English and maths. Reading, spellings and French practice are also encouraged. In the spring and summer terms, occasional science homework is introduced through short consolidation tasks, research or project work. Children should spend approximately 20 - 30 minutes on homework each evening.

Homework is recorded in a termly organiser and online platform. Spellings are practised using Spellingframe, with individual pupil logins.

Upper One (Year 4) and Lower Two (Year 5)

Pupils receive weekly homework in English, maths and science, alongside regular spelling practice using Spellingframe and daily reading. Additional maths activities may be set through Times Table Rock Stars. History and geography homework may be set fortnightly, and drama pupils may occasionally be asked to learn lines for performances.

Most tasks should take around 20 - 30 minutes, although larger projects may require longer. Homework is recorded on the online platform.

Upper Two (Year 6)

Homework follows a similar pattern to Years 4 and 5, but individual tasks may take up to 40 minutes. Work will vary in length and complexity, and parents are encouraged to contact teachers if a task is taking an unreasonable amount of time. Pupils may also be asked to learn lines for performances during the spring and summer terms.

Parents are encouraged to check homework records regularly and communicate with teachers where necessary. While younger pupils may use their organiser, older pupils are encouraged to raise questions directly through the 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 for 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 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 weekly lessons designed to nurture musicality, creativity and self-expression. Lessons encompass music theory, listening skills, keyboard

proficiency, instrumental performance and composition, ensuring a comprehensive musical education. Music-making provides valuable opportunities for pupils to work collaboratively, developing the teamwork, communication and interpersonal skills that are increasingly important in both academic and professional settings. More than two-thirds of pupils take individual instrumental lessons and are encouraged to develop their confidence and performance skills through regular participation 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 (Year 3) 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 (Year 5) are given the

Academic Matters

opportunity to learn a brass instrument in whole class sessions during the spring term.

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 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 Health Education Policy, which can be found on the school website.

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 pre-prep through to senior school, with weekly PE lessons from Reception to (Lower Fifth) Year 9.

In the pre-prep and junior school, PE focuses on:

- Developing physical literacy and core skills
- Building confidence across a range of activities
- Encouraging enjoyment and participation

Pupils experience a broad curriculum including team games, gymnastics, swimming and dance. This variety supports the development of fundamental movement skills and helps children discover activities they enjoy.

Swimming forms part of the curriculum from Reception onwards, promoting water confidence and stroke development from an early age.

Games lessons

Games lessons introduce the school's core sports: rugby, hockey, netball and cricket. Sessions are delivered by specialist PE staff, supported by academic teachers and external coaches.

All pupils are expected to participate, with groups carefully differentiated to reflect ability, confidence and experience.

- Form One (Year 3) and Upper One (Year 4): one games session per week
- Lower Two (Year 5) and Upper Two (Year 6): two games sessions per week

Fixtures are offered across A, B and (where appropriate) C teams, alongside inclusive house matches.

- Lower School games: Thursdays
- Upper School games: Tuesdays and Fridays

Pupils should bring their games kit on these days and take it home afterwards. Further details, including the games schedule, are available on MySchoolPortal.

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

Form One (Year 3) and Upper One (Year 4) Girls

Autum term Hockey
Spring term Netball
Summer term Cricket

Form One (Year 3) and Upper One (Year 4) Boys

Autum term Rugby
Spring term Hockey
Summer term Cricket

Lower Two (Year 5) and Upper Two (Year 6) Girls

Autum term Hockey
Football
Spring term Netball
Football
Summer term Cricket

Lower Two (Year 5) and Upper Two (Year 6) Boys

Autum term Rugby
Football
Spring term Hockey
Football
Summer term Cricket

Participation in sport and medical absence

All pupils are expected to take part in timetabled PE and games.

If a pupil is medically unfit, parents should email jsreception@exeterschool.org.uk outlining the reason. Pupils who are unable to participate fully will not take part in fixtures or clubs but may still be required to attend lessons in kit and contribute as a coach, leader or official where appropriate.

Further information on sport

Additional information on fixtures, kit and curriculum can be found on MySchoolPortal.

For queries, please contact:

- Director of Sport: djg@exeterschool.org.uk
- Head of Junior School Sport: cdd@exeterschool.org.uk

Timetable

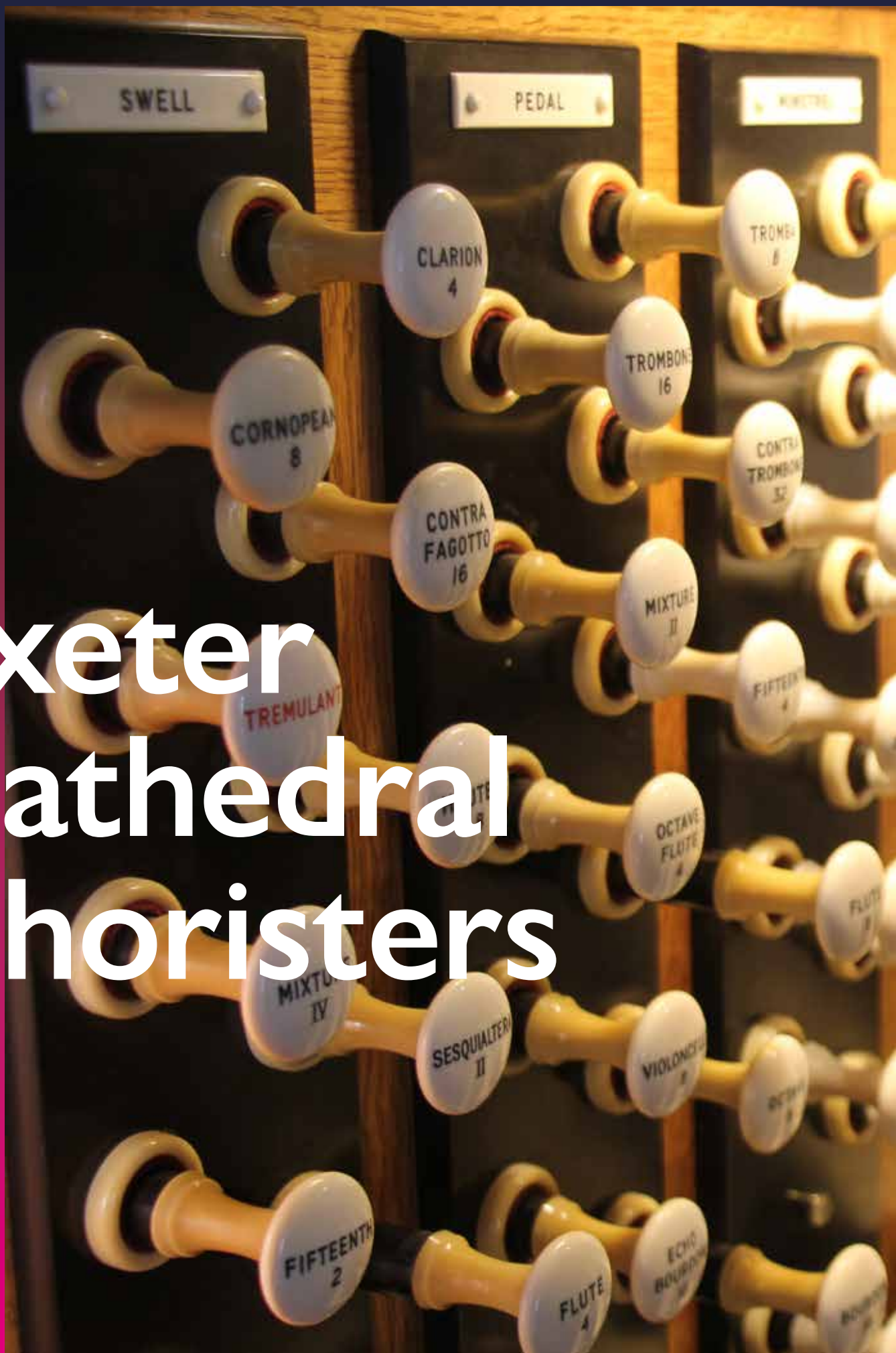
The number of periods allocated to each subject varies slightly from one year group to another, but the following list may be taken as an example for Form One (Year 3). A full lesson lasts 1 hour:

Subject	Periods per week
Mathematics	5
English	5
History	1
Geography	1
Science	2
Religious studies	0.5
French	1
Computer science	1
Art/design technology	1
Music	1
Drama	0.5
PE and games	2.5
PSHE	0.35
Total	22.5

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

Exeter Cathedral Choristers





From September 2026, we have the great privilege of being the school of Exeter's young choristers, working in partnership with Exeter Cathedral.

Rehearsals take place in our music department each morning, with choristers being collected from school at 16.00 on their given Evensong days (alternating between boys and girls). Various weekend commitments are also required. Current Exeter School pupils are eligible to apply to be choristers in January of Form One (Year 3) for the following academic year. Pupils may also apply to join the chorister programme in Upper One (Year 4), Lower Two (Year 5) and Upper Two (Year 6). Once appointed, pupils remain choristers until the summer of Fourth Form (Year 8). Please contact our Head of Chorister Care, Mr Titchin (JPT@exeterschool.org.uk) if you have any queries about being a chorister at Exeter School.

Morning Rehearsals

07:45: Choristers are dropped off at the music school where a member of the Cathedral team will take a register of the pupils.

08:30: Choristers will head back to the junior or senior school to begin their school day.

Afternoon Rehearsals

15:45/15.55: The school day ends in the junior/senior school.

Choristers will stay in school where they can have their snack and toilet break before being collected by the Cathedral staff who will take a register and confirm with the junior/senior school reception teams any choristers that may have gone home. Choristers will then be escorted to the Cathedral to begin Evensong rehearsals.



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 (Year 3) 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 its facilities to approved instrumental teachers, while the music department coordinates lessons for pupils. Instrumental teachers are self-employed, and arrangements are made directly between parents and teachers. Once lessons begin, parents should liaise with the teacher regarding all lesson matters.

Applications for lessons should be submitted via MySchoolPortal. Teachers publish recommended fees annually.

Instruments available

Brass

- Trumpet/ Cornet
- French horn
- Tenor horn
- Trombone
- Euphonium
- Tuba

Strings

- Violin
- Viola
- Cello
- Double bass
- Harp

Keyboard

- Piano
- Organ
- Jazz/Pop Piano

Guitar & Bass

- Acoustic guitar*
- Jazz/Rock guitar*
- Bass guitar

Percussion

- Drum kit
- Drumming
- Percussion

Voice & Musicianship

- Singing
- Singing improvisation

*Please specify acoustic or jazz/rock guitar on the application form.



Choosing an instrument

When selecting an instrument, parents may wish to consider:

- Flute and clarinet are versatile instruments with extensive ensemble opportunities.
- Oboe, bassoon, French horn, trombone, tuba, double bass and bass guitar players are often in high demand.
- Piano provides an excellent foundation in musicianship, theory and composition.
- Saxophone offers opportunities in classical, jazz and contemporary music.
- Brass instruments provide a rewarding and sociable ensemble experience.

Improvisation

Improvisation can be included within instrumental lessons for pupils of any instrument. It develops creativity and musicianship and may lead to ABRSM or Trinity Jazz examinations. Parents should indicate whether a jazz – or rock-based approach is preferred.

Co-curricular



Lesson arrangements

Pupils typically receive around 30 lessons per year, although numbers may vary between terms.

Teachers operate independently and set their own terms and conditions. In general:

- Fees are invoiced termly in advance.
- Lessons missed by the teacher are not charged.
- Lessons missed through pupil absence are normally chargeable, except in exceptional circumstances.
- Teachers will often rearrange lessons where sufficient notice is given.
- The music department works to minimise disruption caused by school commitments.
- One term's notice is normally required to discontinue lessons.

Hiring or purchasing an instrument

A limited number of school-owned instruments are available for hire. Additional hire schemes are available through external providers, including the Devon Music Education Hub.

Second-hand instruments can offer excellent value. Parents are advised to seek guidance from an instrumental teacher before hiring or purchasing an instrument, particularly a string instrument.

Practise Expectations

Beginners should aim to practise for 10–15 minutes daily. Younger pupils often benefit from parental support, while older pupils are expected to practise more independently and for longer periods.

Further Information

For advice about lessons or instruments, please contact: Peter Tamblyn, Director of Music pt@exeterschool.org.uk or Jonathan Titchin, Head of Junior Music jpt@exeterschool.org.uk

To request lessons, please complete the relevant form on MySchoolPortal.

Sport & co-curricular opportunities

Sports fixtures

In addition to participation in PE and games lessons, pupils can 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 calendar allowing all pupils to get a flavour of competitive sport.

In Form One (Year 3) and Upper One (Year 4), team selection is shared around all pupils in the year group, if 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 (Year 5) and Upper Two (Year 6), 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 co-curricular clubs.



SOCS

SOCS is an online platform, which aims to provide our PE and games department with 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: 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 teamwork and camaraderie and bringing the school community together. These events include sports day and inter-house cross country and swimming gala. In addition to this, pupils will take part in 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.

A young woman with brown hair, wearing a dark school blazer over a red and white striped shirt, is playing a brass euphonium. She is looking directly at the camera. In the background, there is a large, colorful circular chart titled 'ORCHESTRA' that categorizes various instruments into sections like 'WOODWINDS', 'BRASS', 'PERCUSSION', and 'STRING'. To the right, a poster titled 'Allergy Awareness Save a Life' is partially visible. The text 'Pastoral Care' is overlaid in large white letters on the left side of the image.

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 (Year 3), a buddy is allocated to them from Upper Two (Year 6). Not only does this provide an opportunity for Upper Two (Year 6) 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 Rhys Evans. The Child Protection (Safeguarding) Policy is published in full on the school website.

Health

Before your child starts at Exeter School, it is important to complete the confidential health questionnaire and special dietary needs form on MySchoolPortal. Only once completed will the school nurse be able to flag important medical data and dietary needs to the appropriate staff using the school record system and staff briefings as appropriate.

Please only complete the form again if there are any changes to your child's health needs, or changes to medication.

If a pupil has a food allergy or intolerance it is important school are informed, so in line with Benedict's Law all the appropriate staff and the catering team can be informed and your child supported with this.

The junior school reception staff and many of the teaching and games staff are qualified in paediatric first aid – and will provide your child with immediate care and will refer to the school nurse for support if needed.

If your child has a long-term health condition such as asthma, epilepsy, allergy or diabetes, the school



nurse will contact you to make sure your child has an individual health care plan and staff are aware of their individual needs and are trained as appropriate to support your child.

- Pupils who require rescue medication e.g. for asthma, epilepsy, migraine or diabetes, can safely store these with the junior school reception or the school nurse and as above. The school nurse will ensure they your child has an individual health care plan and staff are aware of your child's needs.

If your child needs medication short term such as antibiotics, please contact the junior school reception who can support you with this and let the school nurse know: jsreception@exeterschool.org.uk

The school nurse is available to discuss health and wellbeing with pupils or parents. The nurse's room is in the bursary and is open throughout the day from 08.30 until 16.00. You can contact the school nurse by email schoolnurse@exeterschool.org.uk or via the main switchboard 01392 307080.

Pastoral Care



Over the counter medication such as Calpol can be supplied by the school nurse and junior school reception staff as needed if parents have consented to this on the confidential health questionnaire on MySchoolPortal. Staff will always let parents know if they intend to give medication.

For pupils attending medical appointments in school time, they should let the junior school reception know in advance if possible.

Please can we ask for your support with the following:

- Pupils who are already unwell should not be sent to school, if you have any questions on this please do not hesitate to contact the school nurse or the junior school reception who can support you. jsreception@exeterschool.org.uk
- Pupils with diarrhoea or vomiting must not return to school until 48 hours after the final episode of diarrhoea or vomiting, this enables pupils and staff who are immunosuppressed to safely attend school.
- Pupils who feel unwell during the school day should report to the junior school reception or school staff.
- If pupils are unable to play sport, parents are asked to email their child's tutor and the junior school reception, so they can let the appropriate staff know, including the school nurse: jsreception@exeterschool.org.uk
- Pupils with an 'adrenaline auto-injector' (EpiPen) should provide two spares to be held in the junior school. These are then taken by staff wherever the pupil is on site, and on school fixtures and trips. If you do not provide this, your child may not be able to attend the school fixture/trip.
- 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. Please also let your child's tutor and junior school reception know of the injury, so the school nurse and staff can support your child return to education and sport.

Exeter School has spare EpiPens (Adrenaline Auto Injectors), Salbutamol inhalers and 5 Automatic External Defibrillators on site. All school staff have been trained in where these medical devices are. There are always paediatric first aid trained staff on site, and all staff have training in allergy and how to identify anaphylaxis and use an EpiPen.

The school will seek to contact parents if a pupil has an unexplained absence. Parents should update the school daily for continued absences.

For full details, including how the school manages attendance, please see our policy which is available on the website.

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 08.00, nor stay after 17.30, 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 and Deputy Head 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.

Pastoral Care



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 awarded for both work and positive behaviour and are totalled each term. They are shared in assemblies, and house totals contribute to an inter-house competition. The house with the most merits each year receives a trophy in the summer term.

- **Work merits:** for strong academic effort or achievement
- **Character merits:** for considerate behaviour (e.g. helping others, courtesy)
- **Good works:** exceptional work or behaviour shared weekly with Mrs van Schalkwyk

The system encourages teamwork, responsibility, and house pride.

Demerits

Demerits are used sparingly to address poor behaviour or effort. They are recorded and reviewed weekly to identify concerns.

- Repeated demerits trigger a discussion with the form teacher
- If concerns continue, parents are contacted and a meeting is arranged to agree next steps

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 to 18 school.



Uniform



Our school 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.

To support families with purchasing the school uniform, which was introduced in September 2025, we have put in place a phased approach:

- If you are a family joining Exeter School for the first time from September 2026, your child should wear the new uniform from the start.
- If your child is joining Exeter School from Exeter Cathedral School, they may continue to wear their ECS uniform or our 'old' uniform until September 2028.
- If your child is a current pupil in September 2026, or a new joiner with an older sibling whose uniform can be reused, they may wear the '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 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 or by scanning this QR code:



Shoes

We appreciate that buying appropriate school shoes is not always easy, with high street retailers increasingly marketing less formal and trainer-style footwear as “school shoes”, which do not meet our standards. All pupils must wear smart, formal shoes that can be polished and have sensible soles and heels suitable for school. For pupils in Form One (Year 3) to Upper Fifth (Year 11), school shoes must be black. Canvas shoes and trainers of any kind (even black leather) are not permitted. Trainer-styles with small holes across the top, visible logos/ tags and brands such as Nike, Adidas, Reebok are not permitted. Boots may be worn if there is a medical need, supported by a medical note. For further clarification please contact your child's form tutor in the first instance.



Further guidance on acceptable styles can be found here:

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.

Junior School Uniform

Hair

Hair should be smart and styled in a modest way. Excessively long, short, eccentrically styled, or dyed hair is not acceptable. 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, but they could also harm other players if they encounter 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.

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.

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 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 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
Navy crested V neck jumper	Compulsory (either/or quarter zip jumper)	Schoolblazer
Burgundy crested cardigan	Compulsory (either/or pinafore)	Schoolblazer
Checked skirt (from Year 3)	Compulsory (either/or pinafore trousers/shorts)	Schoolblazer
Checked pinafore (to end 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/shorts)	Schoolblazer or other retailer
Long/short sleeved white reverse collar blouse	Compulsory	Schoolblazer or other retailer
Summer dress	Optional	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 skirt/shorts/trousers	Schoolblazer or other retailer
Navy crested bobble hat	Optional	Schoolblazer
Navy crested baseball hat	Compulsory	Schoolblazer
Navy crested rucksack	Compulsory	Schoolblazer

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

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/running short)	Schoolblazer
Navy crested skort	Compulsory (either/or PE shorts/running short)	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

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.

A young boy with brown, slightly messy hair and freckles is wearing black-rimmed glasses and a dark blue school uniform with a red and blue striped tie. He is sitting at a desk, looking intently at a computer monitor which is partially visible on the right side of the frame. His hands are near the keyboard. The background is blurred, showing other students in a classroom setting. A large, bold, white text overlay is positioned across the middle of the image.

Administrative Information

Fees, insurance, other payments 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 20-88-44; Account No. 13227359). 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 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 20-88-44; Account No. 13227359). 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.

Notice of withdrawal of a pupil

The notice period for pupils in Upper Fifth (Year 11) is one and a half terms. The notice period for pupils in all other years is one term.

Pupils wishing to leave at the end of the Upper Fifth year 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 2026/27 this is Friday 12 February 2027) or, subject to a payment of an amount equal to 1½ 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 any other year may be withdrawn from the school either by giving notice in writing to the Head by the end of the spring term (for the academic year 2026/27

this is Thursday 25 March 2027) or, subject to a payment of an amount equal to one term's fees, on giving notice in writing at any time before the commencement of the next following term.

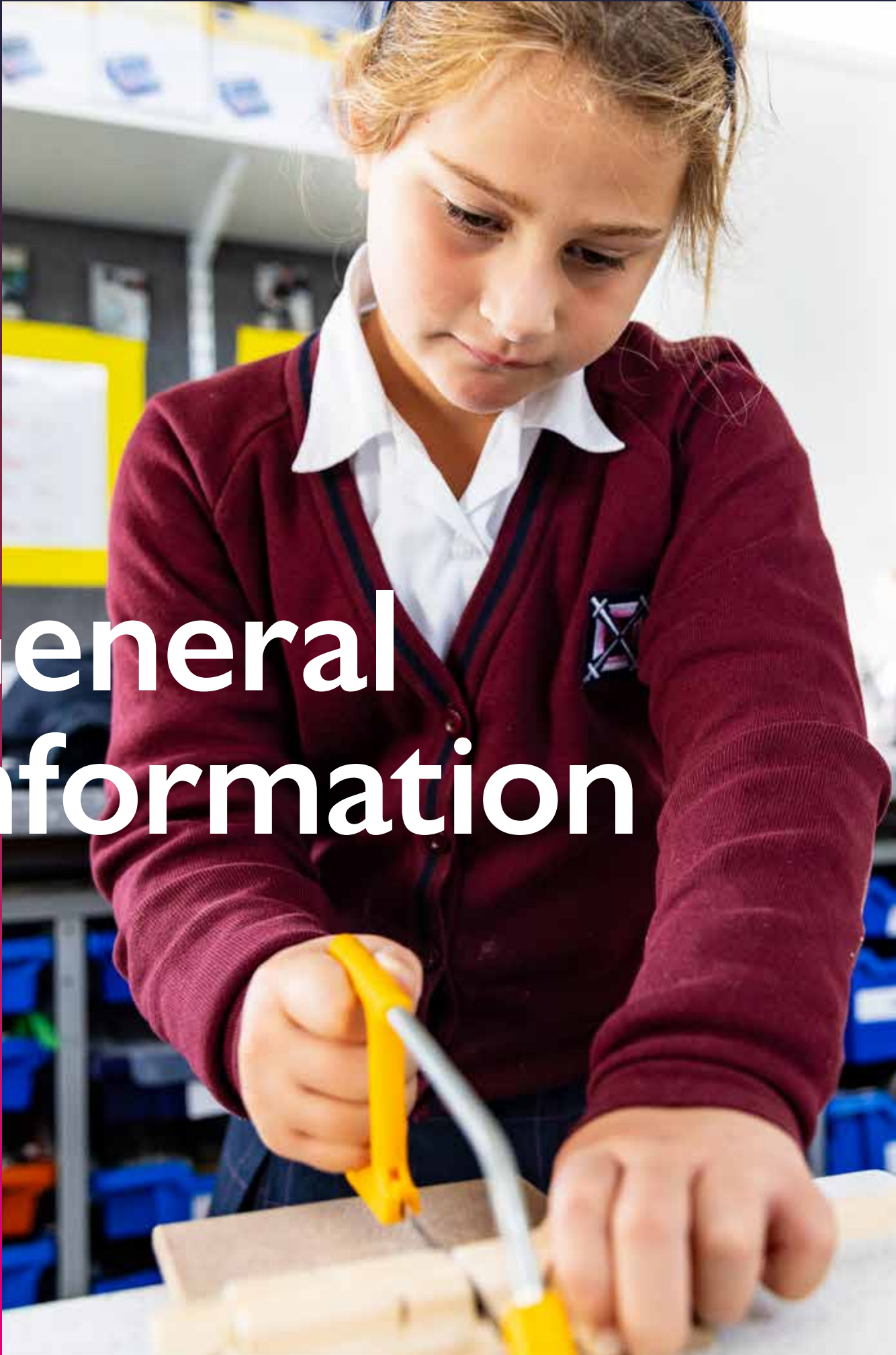
Notice if not acted upon will be deemed to have lapsed. Provisional notice is not accepted.

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.

A young girl with light brown hair tied back, wearing a maroon school cardigan over a white collared shirt, is focused on cutting a piece of cardboard. She is using a pair of yellow-handled scissors. The background shows a workshop or classroom setting with shelves and various items. The text "General Information" is overlaid in large white letters on the left side of the image.

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 in the bursary. Parents are notified well in advance via MySchoolPortal of what ticketed events are coming up, e.g. concerts and plays.

Tickets should be ordered through the box office on MySchoolPortal. Payment can be made either through PayPal or debit or credit card. Tickets are available for collection from the bursary a week before any event; pupils will be notified through the registers and asked to collect them from the bursary. Any tickets that are not collected in advance can be collected at the event.

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

The Exeter School bus network serves all major population centres within our catchment area, including Exmouth, Dawlish, Newton Abbot and Okehampton.

Our bus service is 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 hope that you will find the service a convenient alternative to driving to and from Exeter School. All routes run subject to demand and early booking to secure a place is recommended.

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 services support to assist parents and pupils who wish to use the service. Their team are 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 or make a booking, please visit: exetermaynard.vectare.co.uk.

Caring for others

Each year, we endeavour to support several local, national and international causes. Pupils regularly take part in sponsored activities which raise money for children's charities.

Communications

MySchoolPortal and website: www.exeterschool.org.uk. Social media: @ExeterSchoolUK

Parents are given access to MySchoolPortal. This portal displays information relating to your child(ren) and will be the standard method for the school to communicate important information to parents.

Every week during term time the Head sends a newsletter which reports on events that have taken place during the previous week and highlights some of the many achievements of our pupils. All other notices, such as parents' evening booking, school reports, signing up for school trips and other activities and documents will be found on MySchoolPortal, and highlighted in an email which is sent on a Thursday afternoon. Please check MySchoolPortal on a regular basis to keep up to date.

New parents are sent a letter (one letter for each household) detailing how to create a login in MySchoolPortal. Parents may allow other relatives to create a login if they choose but are always

General Information

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. Likewise, if parents would like a logon to be cancelled, they should inform the school. Accounts will be disabled once the last child of a family has left the school. The school reserves the right to cancel a logon.

The website contains a variety of news stories, useful information and certain legal policy documents, e.g. the Child Protection (Safeguarding) Policy. Any very urgent notices, such as temporary school closures, will be posted on the front page of the website as well as on MySchoolPortal and social media.

Important school communications should always be obtained through official school channels rather than relying solely on WhatsApp messages. Parents are also reminded to be mindful of the school's Terms and Conditions and community expectations when discussing the school, its staff, pupils, or other families online.

Daily routine

Playground supervision begins at 08.00, and the school bell is rung at 08.25. Lessons are normally 1 hour long, with a few being 30 minutes. Morning break is 25 minutes each day.

08.35-09.10: Registration and pastoral time

09.10-12.10: Periods 1-4

Break time: 10.10-10.40

12.10-13.20: Lunch

13.20-15.25: Periods 5-7

15.20-15.45: Form time

Assemblies and hymn practice take place in the morning. Many clubs and activities operate both during lunch break and between 16.00 and 17.00. Late room operates each day until 17.30. There is no fee for this provision.

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

15.45	Form One C and R	Parents to collect from the playground
	Upper One J and P	Parents to collect from the outside door near the fort
	Upper One W	Parents to collect outside classroom door opposite the sixth form centre
	Lower Two/Upper Two	Parents to collect from the playground
15.45-16.00	Late room registration in the Junior School Hall	Snack time: Please provide a healthy snack and a drink in your child's rucksack. These will be eaten during late room registration. Pupils should bring their rucksacks with them to the Junior School Hall for late room registration.
16.00-17.00	Once registered, pupils go to classrooms/playground J1, J2 & J3	Homework: Pupils may complete any homework they have before taking part in a quiet activity, such as reading. Break time: Pupils will play outdoors in fine weather. If the weather is poor, indoor games and activities will be provided.
17.00	Clear away and prepare bags	All pupils will pack their bags ready for home and then take part in a quiet activity, such as reading or watching age-appropriate children's television, until they are collected.
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- 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 for Upper One (Year 4), Lower Two (Year 5) and Upper Two (Year 6)
- 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 MySchoolPortal 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. Permission from the school is required to publish anything about Exeter School on the internet.

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 (Year 3) 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.

Parent WhatsApp groups

We are aware that each year group has parent WhatsApp groups; however, these are informal groups created and managed by parents and are not organised, monitored, or controlled by the school. Parents should exercise care and discretion when sharing information, remembering that not all families may wish to participate for a variety of personal reasons.

General Information

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.

Photography, video and use of pupil images

Photographs and video recordings of pupils participating in school life help us celebrate achievements, document important events, and provide a valuable record of the Exeter School community. From time to time, the school may take photographs and video recordings of pupils during lessons, activities, trips, performances, sporting events, and other school-related occasions. Subject to the preferences you provide, Exeter School may use your child's image and first name in school communications and promotional materials. This may include, but is not limited to:

- School publications, newsletters, and prospectuses;
- Displays and presentations within the school;

- The school website;
- Official school social media channels; and
- Other marketing, publicity, or fundraising materials produced by or on behalf of the school.

You can manage your preferences for the use of your child's image through MySchoolPortal and may update your choices at any time.

When using pupil images, the school will:

- Select images carefully and use them in an appropriate and respectful manner;
- Ensure images are relevant to the context in which they are used;
- Not identify pupils by their full name alongside images without specific permission from the parent, guardian, or pupil (where appropriate);
- Store and process images securely in accordance with applicable data protection legislation and the school's policies.

The school may also retain photographs and video recordings as part of its historical archive, preserving a record of school life for future generations of Exonians. Further information about how the school takes, stores, uses, shares, and retains images of pupils, including the legal basis for processing and your rights under data protection law, can be found in the Taking, Storing and Using Images of Children Policy, available on the website and MySchoolPortal.

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.

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 senior school office is open from 08.30 until 16.45. The junior school office is open from 08.00 until 17.30.

Recording of meetings

To maintain a professional, respectful and confidential environment, parents/guardians must not make audio or video recordings, take photographs, or capture

screenshots during parents' evenings, meetings, telephone or online discussions, or any other interactions with school staff without the prior explicit consent of the staff member(s) involved. Any such unauthorised recording or photography may be treated as a breach of the code of conduct for parents. We ask all parents/guardians to respect the confidential nature of these discussions so that everyone can speak openly and work together in the best interests of the pupil.

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 calendar

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

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.

General Information



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

Governors

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

Leadership Team

prefix@exeterschool.org.uk

Head	Adrian Rainbow	Head
Bursar	Miles MacEacharn	Bursar
Head, Junior School	Saskia van Schalkwyk	juniorschoolhead
Senior Deputy Head	Graham Bone	GSB
Acting Deputy Head (Academic)	Paul Fennemore	PJPF
Acting Deputy Head (Pastoral)	Mike Glanville	MFCG
Deputy Head (Enrichment, character and community)	Bethan Rose	BVR
Deputy Head, Junior School	Rhys Evans	RWIE
Assistant Head (Sixth Form)	Luigi Chu	LC
Acting Assistant Head (Middle School)	Aoife-Jane Culley	AJC
Assistant Head (Lower School)	Julia Daybell	JHD
Director of External Relations	Elizabeth Williams	ESW
Head of Human Resources	Jane Stephenson	JLS

Junior School Leadership Team

Pre-Prep Head	Mr Dan Ayling	preprephead
Head of Upper School (Acting Head of Pastoral Care), Lower Two form tutor and Head of PSHE	Mr Ross Hasler	RH

Junior School Teachers

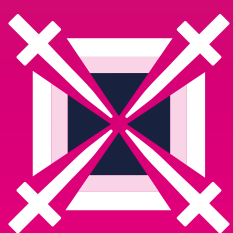
Head of Junior School DT and Upper One form tutor	Ms Polly Wormington	PRW
Head of Junior School History and RS, and Lower Two form tutor	Mrs Aimee Conway-Clifton (maternity leave)	ARCC
Head of Junior School English and Drama and Upper Two form tutor	Miss Emma Cox	ECC
Head of Junior School Maths and Upper 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
Head of Junior School Learning Support	Mrs Harriet Coogan	HEC
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 Form One form tutor	Mrs Hannah Russell	HDR

Staff Information

Head of Junior School Music and Chorister Care – Upper Two form tutor	Mr Jonathan Titchin	JPT
Upper One form tutor	Mr Christopher Johnston	CAJ
Upper One form tutor	Ms Polly Wheller	PJW
Lower Two form tutor	Mr Ben Masters	BJM
Class teacher	Mrs Beth Pinkerton-Smith	EMPS
Junior School support staff		
Head's PA	TBC	
Secretary	Ms Katherine Hodson	KAH
Pastoral assistant	Mrs Amanda Buckingham	AJB
Teaching assistant	Ms Amy Ager	ACA
Teaching assistant	Mr Sam Gaskill	SG
Teaching assistant	Mrs Sara Pellegrino	
Teaching assistant	Mrs Sarah Davis	
Gap students	Miss Emma Barton & Miss Lydia McLeod	
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	Jane Stephenson	JLS
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
Junior School

A School of Great Character

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