



BISHOP  
CHALLONER  
SCHOOL

2024/2025

# PREPARATORY SCHOOL

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# HANDBOOK



This handbook is part of our commitment to work in close partnership with parents. It is essential that pupils, teachers and parents work together to ensure pupils reach their full potential and take every opportunity which comes their way.

We hope this booklet will provide you with a quick and easy point of reference, along with our website, for useful information you may need to know about.



# Aims and Mission Statement

**Through faith and a broad education, Bishop Challoner School strives to develop and nurture each child's unique talents. To Live, Love and Learn like Christ and fulfil their true potential in an ever changing world.**

At Bishop Challoner we aim to:

- recognise each individual as a unique part of God's creation and respect the human dignity of all members of the community;
- encourage each pupil to achieve his or her full potential in all areas including academic, creative, emotional and physical;
- celebrate and value personal success and achievement in all areas;
- provide a balanced curriculum which is responsive to and supportive of all needs and aspirations, fostering both intellectual curiosity and academic achievement;
- create a positive and supportive environment where high expectations are the norm;
- provide high quality teaching by well qualified staff in a disciplined working environment; and develop a social conscience towards all members of society - locally, nationally and globally.

## School Motto

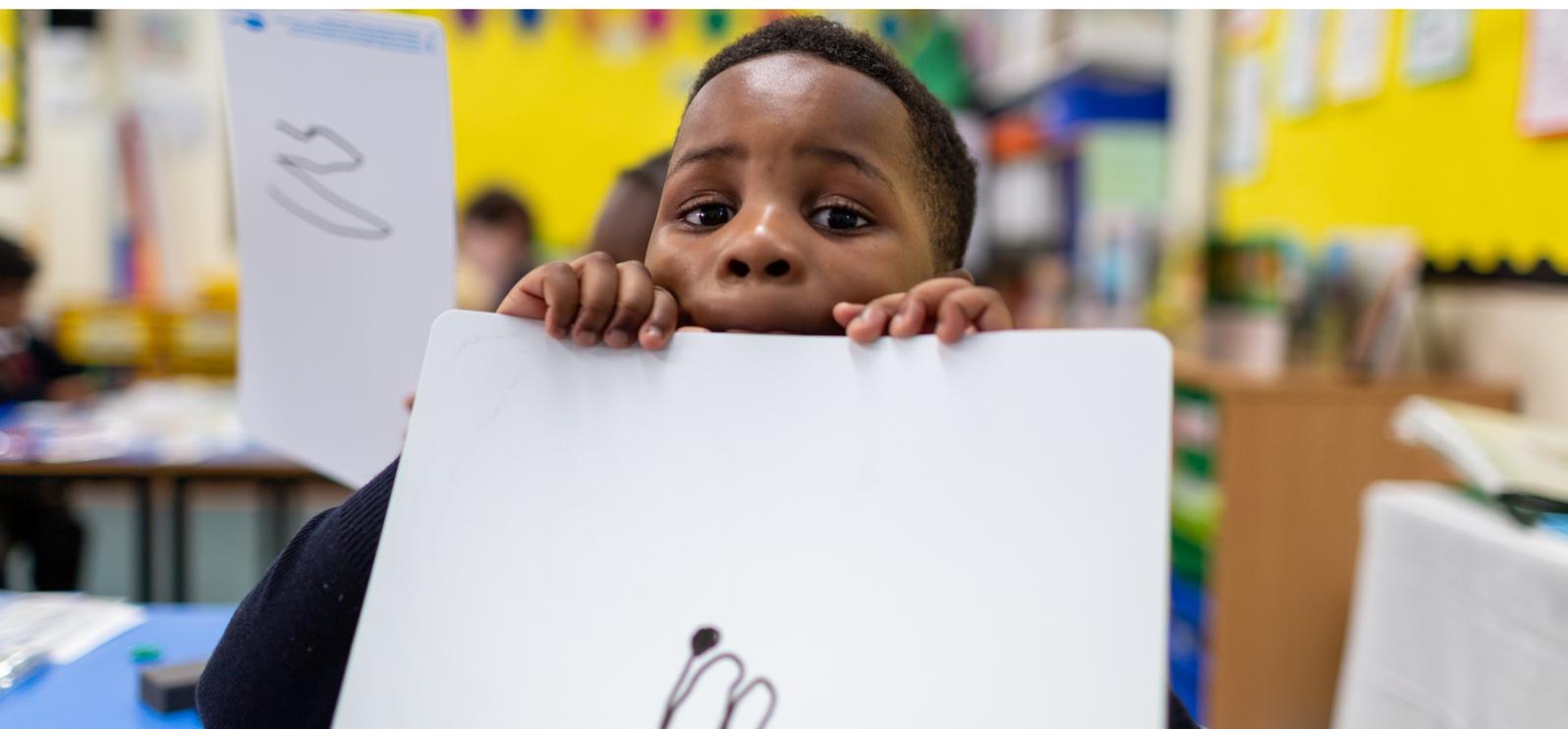
Our motto 'Quantum Potes Tantum Aude' challenges each member of our community to dare to do their very best.

## Catholic Values

Community and Service, Respect and Responsibility Faith and Spirituality, Celebrate Diversity Forgiveness, Happiness, Honesty Justice, Love, Trust.

Pupils in KS2 can nominate peers and staff if they see others living out our Catholic Values.

Bishop Challoner School is founded on Catholic principles but welcomes and respects all faiths.



# Junior School Staff

<b>Mr Anthony Peck</b> apeck@bcswb.co.uk	<b>Head of EYFS Reception Class Teacher, Forest School Lead, Science Coordinator, House Coordinator, Deputy Designated Safeguarding Lead</b>
<b>Mrs Helen Bateman</b> hbateman@bcswb.co.uk	<b>Head of KS1 Year 1 Class Teacher, Preparatory SENCO, Deputy Designated Safeguarding Lead</b>
<b>Ms Rachel Hoyles</b> rhoyles@bcswb.co.uk	<b>Head of KS2 Year 5 Class Teacher, Advanced Performers Lead, English Coordinator, Computing Coordinator, Deputy Designated Safeguarding Lead</b>
<b>Miss Georgina Leonidas</b> gleonidas@bcswb.co.uk	<b>Year 2 Class Teacher, Geography Coordinator, Music Coordinator</b>
<b>Mr Scott FitzGerald</b> sfitzgerald@bcswb.co.uk	<b>Year 3 Class Teacher RE, RHE and PHSE Coordinator</b>
<b>Mrs Alison Sweet</b> asweet@bcswb.co.uk	<b>Year 4 Class Teacher Maths and Assessment Coordinator</b>
<b>Ms Camilla Thompson</b> cthompson@bcswb.co.uk	<b>Year 4 Class Teacher</b>
<b>Mrs Thusarika Gooneratne</b> tgooneratne@bcswb.co.uk	<b>Year 6 English Teacher, Preparatory School Teacher, History Coordinator</b>
<b>Mrs Helen Vander Elst</b> hvdelst@bcswb.co.uk	<b>Reception Class Teaching Assistant, Wrap Around Care Leader</b>
<b>Mrs Rosario Andrews</b> randrews@bcswb.co.uk	<b>Learning Support Assistant</b>
<b>Mrs Lynn Black</b> lblack@bcswb.co.uk	<b>Learning Support Assistant, Wrap Around Care Assistant</b>
<b>Miss Zoe Wright</b> zwright@bcswb.co.uk	<b>Learning Support Assistant</b>
<b>Ms Janice Brown</b> jbrown@bcswb.co.uk	<b>Learning Support Assistant</b>
<b>Mrs Sharon Afzal</b>	<b>Lunchtime Supervisor</b>

# The School Day

<b>Time</b>	<b>Junior School</b>
<b>8.35 - 8.45</b>	<b>Registration</b>
<b>8.45 - 9.00</b>	<b>Assembly or Form Time</b>
<b>9.00 - 9.50</b>	<b>Period 1</b>
<b>9.50 - 10.10</b>	<b>Break time</b>
<b>10.10 - 11.00</b>	<b>Period 2</b>
<b>11.00 - 11.50</b>	<b>Period 3</b>
<b>11.50 - 12.45</b>	<b>Lunch Break</b>
<b>12.45 - 1.45</b>	<b>Period 4/registration</b>
<b>1.45 - 2.40</b>	<b>Period 5</b>
<b>2.40 - 3.25</b>	<b>Period 6</b>
<b>3.15</b>	<b>KS1 depart</b>
<b>3.25</b>	<b>KS2 depart</b>

A short break may be taken during the afternoon.

The school gate opens at 8.20am where pupils are supervised by staff until they are collected by their class teacher. Pupils may be dropped off from 8.20am.

# Wraparound Care

**We have an extensive range of after school clubs which run on every day of the week. For those who need care outside of the normal school hours and after school clubs, we offer Breakfast Club and after school club for an additional fee.**

## **Breakfast Club**

At Bishop Challoner Breakfast Club opens from 07:15 to the start of the school day at 08:30. Breakfast is served until 08:05.

We aim to provide an emotionally and physically safe environment for children; an environment where children feel comfortable, where their self-confidence, sense of responsibility, and an awareness of others can grow in a positive direction.

Because it is important that they are alert and calm at the start of the school day, children are provided with healthy options for breakfast; low sugar/low additive cereals, wholemeal toast, pancakes, spreads, fruit, fruit juice, fromage frais and Baby Bel. Water and milk is always available. Bishop Challoner is a “Nut Free” School.

While eating, children are encouraged to chat quietly, calmly, and politely.



After breakfast, children can choose from a wide range of activities and are encouraged to play independently, imaginatively and fairly. There are a variety of independent and adult lead craft activities planned throughout the year.

At the end of a session, children are taken to the KS1 playground where they line up with their classes.

## After School Club

The onsite After School Club runs from 3.15pm till 6pm for children in Nursery to Year 4. Pupils in Years 5 and 6 may attend from 5pm after Homework Club. We offer a safe and secure environment where children can relax and play under the supervision of qualified staff. We provide adult directed activities, e.g. craft, cooking and games alongside child-led free play. The children may choose from the various accessible, age appropriate resources and are encouraged to engage socially with children from other year groups therefore strengthening relationships within the school community.



# Pastoral Care

At Bishop Challoner, we recognise that pastoral care is inextricably linked with teaching and learning. Children are more likely to achieve their potential when they are happy in their learning, well-motivated and proud of what they have achieved. We ensure that each pupil receives the care, guidance and support needed to fulfil their academic potential.



We promote positive attitudes and children are rewarded and praised for excellent effort, high standards of work, showing care to others and taking responsibility.

In Early Years and KS1, the pupils follow the golden rules:

- 1) Treat others as you would like to be treated;**
- 2) Be polite and well mannered;**
- 3) Listen to adults at school and do as you are asked;**
- 4) Look after your own and other people's belongings;**
- 5) Keep yourself and your surroundings tidy.**

# In KS2, pupils follow the preparatory school Code of Conduct:

1) Treat other people as you would like to be treated, be kind, thoughtful and caring, listen when others are speaking;

2) Show respect for other people's views and property;

3) Always try to be cheerful, and polite and well-mannered to both adults and children;

4) Always ensure that you are neat and tidy and wearing the correct uniform;

5) Look after your belongings and keep our school tidy;

6) Always try to be punctual for your lessons and move around the school in a quiet and controlled manner.



We understand that often pupils need someone to talk to and so we run a Listening Ear. This takes place in the Preparatory School office at the following times:

Monday 11.50-12.15 with Mr Peck  
Tuesday 11.50-12.15 with Ms Hoyles  
Friday 11.50-12.15 with Mrs Bateman

Pupils demonstrating good behaviour receive points on Class Dojo. They work together to reach a class target of points which results in an own clothes day as reward. Individually they earn points to each their star awards. Pupils start with their green badge in year 1 and work their way through as they progress up the year groups.

1. Green
2. Blue
3. Yellow
4. Red
5. Bronze
6. Silver
7. Gold
8. Platinum
9. Sapphire
10. Ruby
11. Emerald
12. Diamond



# Curriculum

We teach a broad curriculum throughout the Preparatory School, enabling pupils to learn through a wide range of opportunities and practical experiences. Some subjects are taught by the class teacher and other lessons are delivered by specialist teachers.

Classroom lessons are supplemented with a range of trips and visits, with workshops and special events also regularly taking place.

A curriculum map is sent home termly giving details of the topics that will be covered in all subjects. This will also provide details of PE days and homework expectations.

In September, we hold an Information Evening where parents meet with their child's class teacher to discuss the curriculum and aims for the year.

# Homework

Pupils will receive homework regularly in line with the homework timetable. From Year 1 to Year 5 homework is sent home on Friday to be returned the following Wednesday.

In year 6, pupils are set homework throughout the week.

In years 5 and 6, homework is recorded on Satchel One.

Across the preparatory school, teachers will log homework on Class Dojo and also share what has been taught throughout the week.

## Responsibilities Pupils

- to complete homework to the best of his/her ability
- to take the opportunity to develop self-disciplined methods of work
- to recognise the need to complete work within a given time and to keep to deadlines
- to take the opportunity to use resources such as libraries, ICT or personal contacts

## Teachers

- to set homework which is relevant to the learning in class
- To ensure pupils fully understand the homework and that the task is accessible to them
- to ensure homework is handed in on time
- to foster links between school and parents, through Class Dojo

## Parents

- to ensure appropriate working conditions
- to monitor the actual amount of time spent on homework
- to encourage pupils to use a wide range of resources outside school

Preparatory school teachers are always happy to discuss homework requirements with you. Please do not hesitate to contact your child's class teacher should you wish to do so.

## iPads

Pupils in years 5 and 6 are issued a school iPad and pen. It is the child's responsibility to ensure that it is in school every day, fully charged.

The younger pupils have access to a class set of iPads to further their learning.



# Assessment and feedback to parents

All pupils complete online testing at the beginning of the school year. We use INCAS assessments from the Centre for Evaluation and Monitoring. These results will be shared with parents during the October Parents' Evening.

Pupils are then assessed termly in English and Maths using NTS assessment tests.

Other subjects are assessed at the end of a programme of study. Progress reports are sent home every half term.

Parents' Evenings are held twice yearly in October and February and teachers are always readily available to meet with parents to discuss pupil progress at other times throughout the year.

## Attendance

Regular attendance at school is very important. Teachers do their best to help pupils catch up with work they have missed but there are two things that must be kept in mind:

- Work set for absent pupils to do at home is never as effective as work done in class; pupils do need the support of the teacher in their learning.
- Teachers need to give pupils who have been absent extra time and attention in class - and that is at the expense of other pupils.

Please notify the school by telephone on every day of the absence. It is also useful to inform the class teacher via email or Class Dojo.

Please avoid arranging family holidays in term time. If you are obliged to remove your child from school for this or any other reason, you should obtain permission from the Headteacher or Head of Section at least two weeks in advance.

## Punctuality

Please ensure that all children arrive for school on time so that they are ready for the beginning of the school day. Lateness not only disrupts the learning of the individual but interrupts the learning of the whole class. Pupils are expected to be on the school site by 8.30am and registration takes place at 8.35am.

Pupils who arrive after the gates have closed at 8.35am must report to the Reception Desk. Preparatory pupils will then be escorted to their classes or to the hall for assembly.



# House System

The aim of the House System is to enhance group and team spirit, whilst encouraging a sense of loyalty, duty and friendly competition.

All pupils are in one of the four houses which are part of the pastoral system running throughout the school from nursery to sixth form. Sixth form pupils are selected as head of each house and are supported by staff member who are all allocated a house. The Preparatory School elect House Captains and Vice Captains each year and these pupils represent the school in House activities.

St Denis and St Margaret Ward (Blue)

St Edmund and St Catherine of Alexandria (Yellow)

St Michael and St Mother Teresa (Red)

St Patrick and St Josephine Bakita (Yellow)

When a pupil is recognised for achievement, a Dojo point is awarded and all points accumulate as part of the whole school house system. The house system is based on competition, charity fundraising and sports days.

Throughout the year a number of house competitions run across a variety of subjects, including Easter egg design, Christmas card design, Creative writing challenges, Inter-house sporting events, debating competitions and many more. There are regular house assemblies led by the Head of House. There are various cups and shields which are awarded throughout the year for events such as sports days.

At the end of the academic year, the house with the most points is awarded the House Cup.

## **Uniform and Appearance**

All clothing must be clearly and securely named. In any dispute over uniform regulations, the

Headteacher's judgment is final.

School Outfitters: Oz Schoolwear, Chatsworth Parade Queensway Petts Wood BR5 1DF Telephone 01689 824767. [www.ozschoolwear.co.uk](http://www.ozschoolwear.co.uk)

A full and up to date list of uniform can be found on the school website.

School uniform should be worn properly. Pupils are representing the school in the community and must look smart at all times. School uniform must be worn to and from school, on all school occasions, and when the school is being represented at games fixtures either home or away.

Pupils in Reception – Year 4 are expected to wear their school hats to and from school every day.

Class teachers will check school uniform, hairstyles and jewellery daily and will inform parents of any incorrect uniform. Jewellery and other inappropriate items will be confiscated and passed on to the Heads of KS1 and KS2 for safekeeping.

## Jewellery

- Only girls are allowed one small pair of plain stud earrings, gold or silver to be worn in the lower lobe of each ear.
- No facial/body piercings are allowed.
- No other jewellery is allowed (religious or otherwise)
- Small watches are allowed and are the responsibility of the pupil.
- Badges (metal lapel badges and other insignia) – only authorised school badges are allowed

## Hair

- Hair should not be dyed, highlighted or unnaturally coloured and should be tidy and not unacceptably long, excessively short or obscure vision, no channels are allowed in hair or eyebrows.
- Long hair must be tied back throughout the school day.
- No extreme hairstyles (as defined by the Headteacher), hair extensions or braids are permitted.
- Hair ribbons, slides should be navy, black or maroon.

## Makeup

- No makeup or nail varnish is permitted.

## Shoes

- Shoes must be plain black leather (no canvas, no suede, no cord, no trainers, no metal attachments, no industrial style, no boots) lace up or slip on with low heel
- Leather Nike trainer shoes are not permitted.
- Must be kept clean
- Trainers may be worn at break or in the lunch hour for sport
- School shoes must be worn to and from school

## Year 6 Leadership Team

In Year 6, pupils are invited to write a letter of application for the Year 6 Leadership Team. There are a number of roles available, including Head Pupils, Sports Captains, House Captains and Prefects.

All pupils on the leadership team carry out a number of duties such as:

- Play leader in the EYFS and KS1 playground
- Dining room support for EYFS and KS1
- Reading support for EYFS and KS1
- Assembly Leaders
- Catholic Value Leaders
- Attendance and Punctuality Leaders

## Important Prayers

The Our Father

Our Father who art in Heaven  
Hallowed be thy name  
Thy Kingdom come, thy will  
be done on earth as it is in  
Heaven Give us this day our  
daily bread  
And forgive us our trespasses  
As we forgive those who  
trespass against us And lead  
us not into temptation  
But deliver us from evil

Bishop Challoner School  
Prayer Heavenly Father,  
Fill our school with your Holy  
Spirit and inspire us to use  
our unique talents to live,  
love and learn  
like Christ, our Teacher.

May your light shine within  
us  
as we play our part in your  
beautiful world. Through  
Christ our Lord.  
Amen

Hail Mary

Hail Mary, full of grace The Lord is  
with you Blessed art thou among  
women  
And blessed is the fruit of thy womb,  
Jesus. Holy Mary, Mother of God,  
Pray for us sinners now  
And at the hour of our death

Glory Be

Glory be to the Father and to the Son  
and to the Holy Spirit  
As it was in the beginning is now and  
ever shall be world without end, Amen

Prayers for those who have died  
Eternal rest give unto them, Oh Lord  
And let perpetual light shine upon  
them

May they rest in peace, Amen  
May the souls of the faithful departed  
Through the mercy of God, Rest in  
peace, Amen.

# Parent Teacher Association

The PTA organises many social and fund-raising events and enjoys wide support from both parents and teachers. Its very existence highlights the importance we attach to the partnership between home and school.

The activities of the PTA encourage extra-curricular links between pupils, parents and teachers and help foster the sense of community which we believe is a hallmark of Bishop Challoner School. Funds raised by the PTA have helped in the purchase of a mini-bus, musical instruments, sporting equipment and computers. Such help is invaluable and greatly appreciated.

## Policies

In line with the Guidance and Regulations from the DCSF our Safeguarding/Child Protection Policy is published on our school website and we have included other key policies which ensure the safety and well-being of your son or daughter.

All new parents to the school receive an information pack where several of our relevant policies appear in hard copy.

Policies are updated regularly to ensure compliance with the independent School Standards Regulations.

The Safeguarding Policy, Anti-bullying Policy, E. Safety Policy, Health and Safety and Complaints Procedure are available for download from our website.

Policies available on request.