



DITCHAM PARK SCHOOL



PARENT HANDBOOK 2022/23

www.ditchampark.com



Dear Parents,

We are delighted you have chosen Ditcham Park School for your child's education. We hope this will be the start of a long, rewarding and happy experience for you and your family.

The information contained within this booklet is for your guidance and relates to the daily life of the School. We believe it provides practical information about the School. If anything is unclear, please do not hesitate to contact us.

We look forward to welcoming you to our School.



Graham Spawforth
Headmaster



Mission Statement and Ethos	5	Senior Curriculum	13
School Aims	5	Years 7 & 8	13
The School Site & Atmosphere	6	Years 9, 10 & 11	13
The Governing Body	6	GCSE Results & Value Added	13
Staff List	7	Homework.....	13
Introduction	9	PSHE.....	14
Racial and Cultural Ethos	9	Trips and Visits.....	14
Equal Opportunities	9	ICT.....	14
Term Dates	9	Activities	14
Early Years & Juniors Curriculum	10	Merit Certificates.....	14
Early Years – Pupils rising 3 – 5 years	10	Headmaster’s Award and School Colours....	14
Pre-School	10	School Cups and Prizes	15
Early Years – Foundation Stage		Timetable – Seniors	15
EYFS & Key Stage 1	10	PE Autumn Curriculum	15
Daily Routine	11	Pre-School	15
Timetable – Key Stage 1 & 2	11	KS1.....	15
Timetable - EYFS	11	KS2.....	15
Homework.....	11	KS3.....	16
Health Education	11	KS4.....	16
Trips & Visits	11	Bag racks and Lockers.....	17
ICT.....	12	Valuables	17
Activities	12	Mobile Phones.....	17
Merit Badges (Key Stage 2).....	12	House System	17
Headmaster’s Stickers (Key Stage 1)	12	Additional Support	17
Parent Liaison.....	12	Learning Support	17
		Peripatetic Music	18
		Extra-Curricular Activities	18



Wrap-Around Care	20	Formal and Specific Reports	
Morning Supervision.....	20	on Pupils Progress.....	28
Juniors After School Care.....	20	Parents’ Evenings - Juniors	28
Seniors After School Care.....	20	Parents’ Evening - Seniors.....	28
Timing of School Day		Formal Reports - Juniors	28
& School Drives	21	Formal Reports - Seniors.....	28
Timetable from Autumn 2022	21	Confidentiality.....	28
One Way Traffic System on School		Medical Emergencies and	
Drives	21	Administering First Aid	28
Cars & Parking on Site	22	Prescription Medication	29
Bicycles	22	School Lunches.....	29
Mopeds & Scooters	22	Nuts	29
Travel and Bus Routes.....	23	Uniform Shop	30
Transport Map	24	Parents’ Association.....	30
Communication & Contact		School Grounds	30
with the School	25	School Fees	30
Guide to Use of Email Communication		School Fees Refund Scheme:	30
with the School.....	25	Extras.....	30
Clarion Call.....	25	Insurance of Fees.....	31
Newsletter.....	25	Insurance of Pupil Personal Effects.....	31
Website	26	Insurance Against Accidents	31
Parent Portal.....	26	Parents’ Complaints Procedures	31
Urgent Changes to School Opening			
Hours/Emergency Closure/ Problems			
on our Access Roads.....	26		
Meetings with Teaching Staff.....	26		
Year Group Representatives or Buddies.....	26		
Social Media.....	27		
Parent Communication Code of Conduct...	27		
School Attendance &			
Requests for Absence	27		



Mission Statement and Ethos

At Ditcham Park School our mission is to nurture and encourage each child to learn and progress within a supportive environment so that our pupils develop into confident young people who go out into the world with the skills and desire to improve it.

Our ethos whereby 'Every child is known and valued' is founded on outstanding pastoral care, excellent teaching and an all-round approach to education.

School Aims

1. Identify and develop each child's interests and abilities

All children are unique and have a distinct blend of abilities. We aim to find the best in every child through an 'all round' approach to education and by identifying and developing their abilities whether they are academic, sporting or in the creative arts.

2. Promote Academic Excellence

We seek to inspire within our pupils a lifelong love of learning by creating a culture of innovative, dynamic and progressive teaching which ensures that, as our pupils learn, they are excited, curious and, like their teachers, passionate about their interests.

3. Provide an environment where pupils are happy and where they can flourish

We believe our relatively small size helps us provide outstanding pastoral care so each child is known and valued. Our physical environment, situated on a beautiful 16 acre site in an Area of Outstanding Natural Beauty, positively influences behaviour and encourages an appreciation of our natural environment and encourages a sense of well-being.

4. Prepare pupils for the future

We aim to provide our pupils with the academic qualifications, knowledge and skills, including technological and creative skills, to equip them for Further and Higher Education and to take full advantage of the opportunities provided in our Digital Age. We aim to develop self-confident young people with Christian values, a growth mind set and the desire to shape the modern world for the better.

5. Connect with the Community

We aim to develop strong links with our parents and the local community. We believe that an education at Ditcham Park School should be accessible to children from the local community.



The School Site & Atmosphere

Ditcham Park School is situated in an outstandingly beautiful setting on the South Downs, south of Petersfield. The grounds are extensive and include 16 acres of playing fields, woodland, play areas and lawns. The impressive views over Hampshire and West Sussex to the Isle of Wight provides beautiful, spacious and open natural environment within the South Downs National Park in which to learn and socialise. Modern, purpose-built facilities have been developed around the original Victorian building. Since 2016, the School has built four new Junior classrooms, a bespoke Pre-School, a significant extension to its Sports Hall and a new catering facility.

The School has a reputation for providing for individual children's needs through close support and encouragement within a purposeful environment. It has a caring family atmosphere, 'where every child is known and valued'. Pupils from age 2 ½ years to 16 years harmoniously share the same site and facilities which ensures a seamless transition between the stages of schooling. Staff and pupils know each other extremely well and high expectations are set for pastoral care and support, academic success, contribution to school life, behaviour towards others and extra curricular involvement. Pupils are confident, caring, socially aware, responsible and well prepared to face the dynamic world in which we live.

The School is a registered charity and the Headmaster is a member of the Independent Schools Association. The School is inspected on a regular basis by the Independent Schools' Inspectorate (ISI). In the most recent ISI inspection in February 2020, Inspectors reported that our pupils' personal development is "excellent" and that "all pupils have a very good attitude to learning, develop strong communication skills and work hard". The report also says that our "pupils' creativity is highly developed and a strength of the School." The full report can be found under School Policies on our website.

The Governing Body

MR R OVEREND

Chair of Governors, Chair of the Education Sub-Committee and Designated Governor for the Creative Arts

MR C J PICKETT

Designated Governor Health & Safety and Member of Buildings Sub-Committee

MR G SEDDON

Chair of Finance & Personnel Sub-Committee

MRS L CAMPBELL

Member of the Education Sub-Committee, Designated Governor for Safeguarding and SEND Member

MRS N DENTTEN

Member of the Finance & Personnel Sub-Committee (Deputy Chair)

MR G HUGHES

Member of Buildings Sub-Committee

MR J HALL

Chair of Building Sub-Committee and Member of the Marketing Committee

MRS R PARRETT

Member of Education Sub-Committee (Deputy Chair) and Deputy Designated Governor for Safeguarding

DR L PYE

Member of Buildings Sub-Committee and Member of the Marketing Committee

MR P SYMONDS

Member of Finance & Personnel Sub-Committee and Designated Governor for Data Protection

MRS C BAYNES

Member of Finance & Personnel Sub-Committee

Patrons of the School

SIR SHERARD COWPER-COLES, KCMG, LVO

MRS P M HOLMES Founding Headmistress 1976-1999

CDR M E BUCHANAN

MR J P DALEY

MRS K S MORTON Head Teacher 1999-2011

MRS A MOODY

MR B H STRUGNELL

MR A DALE

GLEN JONES

Clerk to the Governors



Staff List

SENIOR LEADERSHIP TEAM

Headmaster	Graham Spawforth
Bursar	Glen Jones
Head of Seniors	Kate Senior
Head of Juniors	Pippa Probert
Deputy Head of Seniors	Richard Howard
Deputy Head of Juniors	Roland Ainsworth

TEACHING STAFF – SENIORS

(Head of Department shown in **Bold**)

Head of Seniors	Kate Senior
Deputy Head of Seniors	Richard Howard

Art	Penny Metcalfe Nikki Rose
Business	Richard Howard
Computer Science And Digital Learning	David Harding
Design And Technology	James Hoad
Drama	Susie Wey
English	Karren Roberts Katy Snow Jane Browning Julie Mothersele Kate Senior Mel Tillings
Geography	Rose-Marie Turner
History	George Harris
Latin	Olivia Bicknell
Mathematics	Sarah Whittle Yvonne Morris Michelle Nellist Richard Howard
Mfl	Heather Bond Sandra Lipscomb
Music	Ed Williamson Julie Leighton
PSHE	Jane Browning

Physical Education	Graham Vaudrey Sophie Kempson James Walton Louise Small
Religious Studies	Jane Browning
Science	Laura Hoad Dan Leonard Lana Surgeon Belinda Kelly Stacey Boyland James Hoad
Library	Gill Davies
Learning Support	Belinda Fifield - Junior Hayley Brimble - Senior Rachel Standen

TEACHING STAFF – PRE-SCHOOL AND JUNIORS

Head of Juniors	Pippa Probert
Deputy Head of Juniors	Roland Ainsworth
Head of EYFS and KS1	Kirstin Witte

Pre-School	Ayla Askew Claire Falla (TA)
Reception	Lydia Stevenson Lisa Macey (TA)
Pre-Prep (Year 1)	Anna Somerville Emma Mason (TA)
Prep (Year 2)	Kirstin Witte Tracey Leadbetter-Zee (TA)
Transition (Year 3)	Matt Livingston Kate Newton
Lowers (Year 4)	Rachel Tanner Louise Atkinson Kate Dunleavy (Mat Leave)
Middles (Year 5)	Jane O'Hara Kerry Vaughan-Carpenter Caroline Blackey
Uppers (Year 6)	Roland Ainsworth Julie Mothersele Pippa Probert



Well-Being Coordinator	Carrie Munday
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PERIPATETIC

Music	John Roberts Gemma Billington Harun Kotch William Waine Rupert Morgan Mitch Callow Bridget Holton Ella De Jongh Darren Reeves Michelle Scopes
Sport	Isaac Jolley Paul Hamilton Katie Rowley Nicholas Sharratt
Drama (LAMDA)	Jenny De Jongh

PASTORAL AND EXTRA CURRICULAR POSITIONS OF RESPONSIBILITY

Head of Careers	George Harris
Examinations Officer	Gill Davies

Heads of Houses (Seniors)	George Harris Katy Snow Shelley Nellist Graham Vaudrey
Housemasters (Juniors)	Kate Dunleavy (ML) Matt Livingston Rachel Tanner Kirstin Witte

Intervention Co-Ordinator	Sarah Whittle
Pastoral Co-Ordinator	Sophie Kempson

Safeguarding Team	Pippa Probert (DSL) Kate Senior (Interim Deputy DSL) Matt Livingston (Deputy DSL)
Teaching & Learning Team	Kate Senior Roland Ainsworth David Harding Laura Hoad Julie Mothersele



Introduction

Welcome to Ditcham Park School.

The purpose of this booklet is to enable you, as parents, to create a strong and effective partnership with us in the education of your child. We have included aspects of School life about which parents most frequently seek guidance. We trust, having read it, you will contact us if anything is still unclear.

Pupils are encouraged to have confidence in our staff so that each child has at least one teacher to whom he or she can report any worries or concerns. The School is organised in such a way that Class and Form Teachers are the first to deal with most problems, but pupils are able to choose another member of staff in whom to confide if they prefer.

The School is non-denominational by foundation although its ethos is based upon Christian tradition and the Christian Festivals of Christmas and Easter are celebrated.

Our teaching of Religious Education adopts an ecumenical approach. Pupils of all faiths and origins are accepted into the School and in practice have no problems in integrating into morning assemblies and other aspects of School life.

Racial and Cultural Ethos

The school is non-denominational by foundation although its ethos is based upon Christian tradition and the Christian Festivals of Christmas and Easter are celebrated. Teaching of Religious Education adopts an ecumenical approach. Pupils of all faiths and origins are accepted into the School and in practice have no problems in integrating into assemblies or other aspects of School life.

Equal Opportunities

The School is committed to offering equal opportunities for all. The School's Equal Opportunities Policy and Access Statements are available on the School website, or on request from the School Office.

Term Dates

AUTUMN TERM 2022

INSET Thursday 1st and Friday 2nd September 2022

Term starts Monday 5th September 2022 for all pupils in Pre-School and Juniors and for pupils in Form 1 and Form 5 in Seniors.

Tuesday 6th September, Term starts for pupils in Forms 2, 3 & 4 in Seniors.

INSET – Friday 21st October

Half Term – Monday 24th October to Friday 4th November 2022

Term ends Friday 16th December 2022

SPRING TERM 2023

INSET – Monday 9th January 2023

Term starts on Tuesday 10th January 2023

Half Term – Monday 13th February to Friday 17th February 2023

Terms ends Friday 31st March 2023

SUMMER TERM 2023

Term starts on Monday 24th April 2023

INSET – Friday 28th April 2023

Half Term – Monday 29th May to Friday 2nd June 2023

Term ends Friday 7th July 2023

TERM DATES 2022/23 ARE PUBLISHED ON OUR WEBSITE.



Early Years & Juniors Curriculum

Ditcham Park School offers a broad and balanced education appropriate to its pupils, with the freedom to deliver a curriculum that is constantly reviewed and evolving, based on best practice.

The children's preferred learning styles are acknowledged and reflected in the teaching. All pupils benefit from being taught music and PE by specialist staff and from using the specialist facilities available. As they progress through the school there is also specialist teaching of art, design and technology, drama, science and modern languages. A Science, Technology, Engineering, Art and Maths (STEAM) programme runs in Juniors to provide pupils with advanced technological and creative skills.

Gifted and talented pupils are recognised with extension and enrichment activities provided, whilst there is a highly regarded learning support unit for children with mild, early learning difficulties such as those classified as dyslexic. In class, work is appropriately differentiated, whilst aiming to promote self-esteem, as well as academic progress.

Reading is seen as an essential tool for learning. We aim to foster a love of books by accessing both fiction and non-fiction. Pupils in Juniors have the opportunity to read with an adult on a daily basis. As their competency evolves there are comprehension exercises, literary appreciation, play and poetry reading, public speaking and shared reading activities. Close liaison between home and school helps to sustain progress, with reading and library books taken home.

Early Years – Pupils rising 3 – 5 years

In Early Years, we have written a curriculum which meets the needs of our pupils and also makes the most of our unique and beautiful surroundings. It considers the seven areas of learning specified in the Early Years Framework 2021. As part of this, we have written six aspirations that we aim to ensure all pupils work towards and are benchmarked against throughout the Pre-School and achieve by the end of their Reception year.

We follow the Early Years Foundation Stage (EYFS) curriculum, which has seven areas of learning:

These are:

- communication and language
- physical development
- personal, social and emotional development
- literacy
- mathematics
- understanding the world
- expressive arts and design

Pre-School

Our Pre-School, Ditcham Dragonflies, provides a caring and supportive learning environment with highly qualified and talented staff. The curriculum follows Early Years guidelines with a focus on child-led play and outdoor learning. Specialist Music, Drama and PE lessons enhance this provision still further.

Early Years – Foundation Stage EYFS & Key Stage 1 EYFS & YEARS 1 & 2

Reception is the final year of EYFS. Reception class enjoy outstanding facilities with bespoke areas for indoor and outdoor learning. The curriculum follows the Early Years guidelines with a focus on child-led play and outdoor learning. Specialist Music, Drama and PE lessons enhance this provision further.

Pre-Prep (Yr 1) and Prep (Yr 2) classes comprise Key Stage 1. They too benefit from excellent indoor learning facilities and access to extensive outdoor learning areas delivered by caring and well qualified teachers. The Key Stage 1 curriculum is delivered through a vibrant, integrated cross curricular approach with a focus on practical activities and outdoor learning which gives the children a sense of purpose in their learning.



Daily Routine

Registration is at 08.40 and all pupils should be in their classroom no later than 08.35. The day is divided into four equal sections, each separated by a break mid-morning, mid-afternoon and at lunchtime.

Parents are welcome to accompany their children into school at the start of the day although they are requested to leave the classroom by 08.35 ready for the teacher to begin registration promptly at 08.40. This provides an opportunity to talk to the staff although, for confidential issues, parents are asked to make an appointment via the school office. However, it should be borne in mind that children enjoy the sensation of growing up and when feeling confident, encouraged to bring themselves into school.

Timetable – Key Stage 1 & 2

Lesson 1:	8.40 - 9.40
Lesson 2:	9.40 - 10.40
Break:	10.40 - 11.10
Lesson 3:	11.10 - 12.10
Lunch:	12.10 - 1.00
Lesson 4:	1.00 - 2.00
Lesson 5:	2.00 - 3.00
Lesson 6/short break/assembly:	3.00 - 3.45

Timetable - EYFS

Two sessions:

The morning from 8.45 - 11.45 am and the afternoon 12.55 - 3.45 pm, to allow for free flow activity throughout the day, having breaks when they occur naturally.

Homework

Throughout Juniors there is the expectation that children will reinforce their reading skills each evening, building on what has been practised during the day. Once a child is ready, but generally in Year 1 and thereafter, there is a requirement to learn a series of spellings, and to this is added a designated multiplication table in Years 2 or 3, again depending on readiness. Formal homework is set every evening from Year 5 upwards. Homework in Year 5 and 6 is explained to pupils in the lesson by their teacher and then set on Satchel One and Show My Homework, which pupils can log on to access later for full instructions.

All pupils are expected to regularly practise reading, learn weekly spelling lists and tables appropriate to their age. Additionally, children in the Middle and Upper Junior forms are given approximately 30 minutes of homework every evening. Information about your child's homework can be found in their diary and should be signed by a responsible adult every night. Staff will counter-sign diaries on a weekly basis. Homework is compulsory and parents should email the class teacher if for any reason the homework has not been completed.

Homework for Middles and Uppers is also shared via the Show My Homework webpage for which all parents and pupils have log-ins.

Health Education

All classes receive health education as an integral part of the science and PSHE (Personal, Social & Health education) lessons. These include personal hygiene, healthy bodies and healthy eating. The school also operates a healthy eating policy both at lunch times and morning break focusing on fresh fruit available daily. In Year 5 the topic of puberty is addressed and sensitively extended at a level appropriate to the children in Year 6.

Trips & Visits

Outside trips and visits are an important part of the Junior curriculum. In the Early Years Foundation Stage there are trips to such places as Birdworld, the Sealife Centre, Staunton Country Park, West Wittering Beach, Beaulieu and Gilbert White's House, whilst in Key Stage 1 and 2, trips to the Science Centre in Winchester, Churt Sculpture Park, Portsmouth City Museum and Butser Ancient Farm are just a small sample of the educational visits that pupils enjoy. In addition, pupils in Year 4 have a two-night camping experience in the New Forest. There is a three-day residential trip in Year 5 and Year 6.



ICT

Juniors embrace technology when it helps pupils learn and is especially helpful in keeping parents informed about learning and activities taking place in School. Tapestry is used in our **Pre-School** and Reception class to record pupil achievement and activity. Likewise, See-Saw is used in Year 3 for the same purpose. Pupils will use a Chromebook laptop and Google Classroom online learning platform from Year 4 onwards.

Activities

All pupils in Year 3 to Year 6 receive instrumental lessons as part of our enrichment curriculum.

- Year 3 recorder
- Year 4 brass instrument
- Year 5 woodwind instrument
- Year 6 string instrument

All pupils in Year 3 to Year 6 participate in one compulsory extra-curricular activity of their choice per week and the choices vary each term. Activities include badminton, chess and board games, computer imagery, outdoor games and stretch and movement, but these options vary termly.

Sport and Games activities provided to pupils in Year 1 to Year 6 include Campanology, Netball, Choir, Football, Hockey, Tennis, Rugby, Junior Orchestra and Choir in Year 3 to Year 6. There are also optional paid activities with peripatetic staff in Bushcraft, Mountain Bike Club, LAMDA, Fencing, Golf, Dance and Tennis.

Merit Badges (Key Stage 2)

These are awarded for consistent effort, a piece of work that is exceptional for that individual, positive support of the School/class community and to reward group work. The badges are presented together with a congratulatory letter informing parents of the reason for the award.

Headmaster's Stickers (Key Stage 1)

Key Stage 1 Pupils receive Headmaster Award stickers in recognition of effort or achievement and exceptional work.

All awards are recorded in the Headmaster's weekly Newsletter to parents.

Parent Liaison

There are two Parents' Evenings and two written reports for EYFS and Key Stage 1 and two Parents' Evenings and three written reports for children in Key Stage 2. Parents are also encouraged to speak to the class teachers at the beginning or end of the day or by appointment. The Headmaster, Head of Juniors and Deputy Head of Juniors are similarly available.



Senior Curriculum

Ditcham Park Seniors provides both an environment and curriculum that are relevant to the times in which we live and designed to address the educational and developmental needs of each child. We aim to provide a balanced, creative and wide-ranging curriculum throughout a child's education and recognise that children learn at different rates and in different ways. Our teaching aims to reflect this, and knowledge of our pupils informs our best practice both in terms of academic and pastoral provision which remains at the heart of all we do.

Years 7 & 8

In addition to English, Maths and Science, all pupils in years 7 and 8 study History, Geography, French, Spanish, Religious Education, Computing, Drama, Design and Technology, Art, PSHE and Physical Education. Every pupil takes part in a broad-ranging co-curricular programme where they participate in a range of creative, academic and sporting opportunities, as well as STEAM programmes. All pupils belong to one of four houses and enjoy a range of competitions and activities throughout each academic year.

Years 9, 10 & 11

We are pleased to offer a three-year GCSE programme at Ditcham Park School. This provides the time required for pupils to enjoy a rich learning experience that will enable them to achieve the highest levels at GCSE. All pupils follow GCSE courses in English Language, English Literature, Maths and Science. Science at GCSE is studied as either a combined – 'double' award - or separate science – 'triple' award - programme. As well as this 'core' curriculum, pupils are able to choose four additional subjects from the 13 'option' subjects available. These include: Art and Design, Business, Computer Science, Design and Technology, Drama, French, Geography, History, Latin, Music, PE, RE and Spanish. In addition, pupils participate in timetabled games lessons and weekly PSHE sessions. The school provides comprehensive careers and further education guidance, particularly for those pupils in their final years at school. Opportunities include: visits to 6th form providers; a visiting speaker programme; support with interview and application processes. Throughout Key Stage 4, our pupils continue to enjoy a rich programme of extra and co-curricular activities.

GCSE Results & Value Added

Ditcham Park School is proud of its GCSE results and the success enjoyed by its pupils. In 2022, results have built on successes in previous years. 51% of results were grades 9-7 (A*& A) and 99% of results were grades 9-4 (pass).

CATS is a system through which value-added can be calculated at GCSE level. It compares the GCSE results achieved by pupils in year 11 with a series of GCSE projected grades based on tests sat by pupils nationally in year 7. In 2022, we saw some impressive value-added results, with pupils achieving on average at least 1 grade higher than expected across all subjects.

Homework

Homework is compulsory in Seniors and it increases in volume and complexity as a pupil moves up the School. Its intention is to deepen a pupil's knowledge and understanding of subject areas and to build on the work done in School time.

- A homework rota is established at the start of each year and sets out the different days that different subjects should set homework. This provides an outline and a guide for parents and pupils of what homework to expect, however there will always be situations where teachers need to deviate from this rota to make sure optimal learning takes place.
- In Forms 1 and 2 pupils will be set between two and four pieces of homework each day. Each homework piece normally takes between 20 and 30 minutes. Most subjects set one homework per week.
- In Forms 3, 4 and 5 there are potentially three homework pieces per night, with each one demanding work of approximately 45 minutes.
- Homework for all pupils is posted online using "**Show My Homework**". This enables pupils and parents to access homework tasks. Both pupils and parents are provided with logins to Show My Homework, so parents can easily access and monitor the work that has been set. The School's Head of ICT, Matthew Mitas, is responsible for creating Show My Homework accounts for new pupils. Any technical issues concerning the use of Show My Homework should be directed to him in the first instance, matthew.mitas@ditchampark.com. General homework enquires can be directed to the Deputy Head of Seniors, Richard Howard, richard.howard@ditchampark.com.



Failure to complete homework on-time or to an appropriate standard will be reflected in the half-term grade and may result in further sanctions.

PSHE

All pupils receive a comprehensive and accredited programme of Personal, Social & Health Education lessons. Key foci for the senior school include: sex and relationship education; mental health and wellbeing; anti-bullying; safer internet use; identity; drug education; finance and life skills; and British values.

Trips and Visits

Trips and visits enrich our pupils' learning and form an important part of the Senior curriculum. We run residential and day trips for all year groups, including: the residential to Calshot activity centre; various STEAM trips; the battlefields trip to Ypres; MFL visits to Spain and France; English and Drama theatre trips; and the annual school ski trip.

ICT

On entry, all senior pupils will be issued with their own Chromebook for use both in school and at home. Year 7 and 8 pupils follow a digital learning curriculum which prepares pupils for the future. Our curriculum foci include: creative design work; coding; internet and cyber security. Our GCSE Computer Science course builds on skills learned in Key Stage 3.

Activities

Every pupil takes part in an exciting co-curricular programme where they participate in a range of sporting opportunities, STEAM programmes and enjoy a range of competitions through our House system.

Ditcham Park School runs a full fixture programme with local schools offering all pupils the opportunity to participate. Fixture lists include the following sports: football; netball; tennis; rugby; basketball; cricket; and athletics.

Years 7, 8 and 9 follow a carousel of STEAM activities intended to provide enrichment provision which helps to prepare pupils for the future.

The House system further reinforces the strong sense of community within the school with each pupil a member of one of the four Houses named after local villages – Buriton, Chalton, Harting and Nyewood. The House mini-lesson session provides pupils with the opportunity to participate in a range of activities including quizzes, cross-country, spelling bees and sports events.

Merit Certificates

Merit Certificates are designed to allow an immediate recognition of work which exceeds expectations in terms of effort or quality and are administered by subject teachers. Pupils are issued with a "Merit Card" and collect merits from staff at an appropriate time in the lesson and place them on their Merit Card.

25 stickers = Merit Certificate

50 stickers = Bronze Merit Badge & Certificate

75 stickers = Silver Merit Badge & Certificate

100 stickers = Gold Badge & Certificate

When they have achieved a certificate, boundary pupils are presented with the appropriate award in Assembly.

Headmaster's Award and School Colours

In addition to the Merit Scheme, pupils can also be awarded with Colours and a Headmaster's Award.

Headmaster's Awards

Headmaster's Awards are presented to pupils who achieve an outstanding standard in a piece of work, or show an exceptional effort with a subject task, School performance or special event or occasion. A pupil is nominated for this award by the member of staff who will submit to the Headmaster, in writing, the details of the achievement.

All award winners will be recognised in the School newsletter, the Outstanding Work Book in the Headmaster's study and in the pupil record of achievement file.

School Colours

Pupils who are awarded School colours are entitled to wear the metal colours badge on their School uniform. Colours are awarded for exceptional talent and sustained high level performance in a sport, music, drama or other recognised



School activity. Colours are normally won by pupils in Form 3-5 inclusive. In exceptional cases, a Form 2 pupil might be nominated for and presented with their colours.

Currently colours can be earned in the following School sports and activities:

Art, Athletics, Badminton, Basketball, Cookery, Cricket, Cross Country, Cycling, Dance, Drama, Design & Technology, Fencing, Football, Gymnastics, Hockey, Horse Riding, Music, Netball, Rounders, Rugby, Swimming and Tennis.

Criteria for colours include:

- Sustained commitment to the sport/activity, including regularly representing the School in the activity
- High level of performance
- Role model to others within this sport or activity
- Support of staff or other pupils within this sport/activity
- Significant progress and development within the sport/activity
- Excellent conduct both within School and at external fixtures and events

School Cups and Prizes

Prizes in the form of Book Tokens, Cups and Trophies are awarded for academic work, sport and public speaking. These are given during the Founder’s Day in the Summer Term. Form 5 [Year 11] receive subject prizes and their GCSE certificates during Awards’ Evening in the Autumn Term.

Timetable – Seniors

Tutor time:	8.40 - 8.55
Lesson 1:	8.55 - 9.55
Lesson 2:	9.55 - 10.55
Break:	10.55 - 11.10
Lesson 3:	11.10 - 12.10
Lesson 4:	12.10 - 1.10
Lunch:	1.10 - 2.00
Lesson 5:	2.00 - 3.00
Mini Lesson:	3.00 - 3.45

PE Autumn Curriculum

PE Kit	Games Kit
Polo shirt	Polo Shirt/Rugby Shirt
Black shorts (boys)	Black shorts (boys)
Skort or shorts (girls)	Skort or shorts (girls)
White Socks	Green football socks
Plimsolls or non-marking trainers	Gumshield
¼ Zip top/Hoodie	Shinpads
	Boots (Studs)
	Outdoor trainers
	¼ zip top/Hoodie

Pre-School

Emphasis will be on basic ball skills, balance and gymnastics movements and sequencing. Dragonflies clothing with trainers.

KS1

Pupils will participate in team games and individual activities, focus will be on Dance, Gym and Ball skills, they will also have some games sessions that focus on speed, decision making and agility.

Master basic movements including running, jumping, throwing and catching, as well as developing balance, agility and co-ordination, and begin to apply these in a range of activities.

Participate in team games, developing simple tactics for attacking and defending.

Perform dances using simple movement patterns.

KS2

Ball Skills/Games

Play competitive games, modified where appropriate, for example, basketball, rugby, football, hockey, netball, and apply basic principles suitable for attacking and defending.

Kit is sport relevant: Games kit including outdoor studs for Hockey, Rugby and Football, PE kit for Netball and Basketball. Tracksuit for colder weather.



Gymnastics

Develop flexibility, strength, technique, control and balance, for example, through athletics and gymnastics.

Dance

Perform dances using a range of movement patterns.

Outdoor Education

Take part in outdoor and adventurous activity challenges both individually and within a team.

Fitness

Various simple fitness tests and circuits. Pupils compare their performances with previous ones and demonstrate improvement to achieve their personal best.

Swimming and water safety

We also provide swimming instruction in both key stage 1 and key stage 2.

In particular, pupils should be taught to:

- swim competently, confidently and proficiently over a distance of at least 25 metres
- use a range of strokes effectively, for example, front crawl, backstroke and breaststroke
- perform safe self-rescue in different water-based situations

KS3

Pupils will be taught:

Games

Use a range of tactics and strategies to overcome opponents in direct competition through team and individual games, volleyball, badminton, basketball, football, hockey, netball and rugby.

Kit is sport relevant: Games kit, including outdoor studs for Hockey, Rugby and Football, PE kit for Netball and Basketball. Tracksuit for colder weather.

Gymnastics

Develop their technique and improve their performance in other competitive sports, for example gymnastics.

Dance

Perform dances using advanced dance techniques within a range of dance styles and Forms.

Outdoor Ed

Take part in outdoor and adventurous activities which present intellectual and physical challenges and be encouraged to work in a team, building on trust and developing skills to solve problems, either individually or as a group.

Fitness

Variety of fitness techniques in line with GCSE components and types of training. Pupils analyse their performances compared to previous ones and demonstrate improvement to achieve their personal best.

Take part in competitive sports and activities outside School through community links or sports clubs.

KS4

Pupils should be taught to:

Games

Use and develop a variety of tactics and strategies to overcome opponents in team and individual games, for example, badminton, basketball, football, hockey, netball, rugby and any relevant GCSE options.

Gym and Dance

Develop their technique and improve their performance in other competitive sports, for example, gymnastics, or other physical activities, for example, dancecx.

Outdoor Ed

Take part in further outdoor and adventurous activities in a range of environments which present intellectual and physical challenges and which encourage pupils to work in a team, building on trust and developing skills to solve problems, either individually or as a group.



Fitness

Use GCSE programs (PEP) to improve fitness levels, use GCSE relevant fitness tests to evaluate their performances compared to previous ones and demonstrate improvement across a range of physical activities to achieve their personal best.

Continue to take part regularly in competitive sports and activities outside School through community links or sports clubs.

Bag racks and Lockers

All Junior pupils have two pegs in the boot room for their PE kit and coats. Lunches, book bags and musical instruments are kept in the classroom.

All Senior pupils have an allocated space within their cubbyhole for the storage of their School bag. There are additional racks provided for pupils to store their PE and Games kit and other sporting equipment. There are also a small number of lockers available, which are allocated by the Head of Seniors to those pupils who have a specific need for this additional secure storage.

Valuables

Valuables are **not** to be brought to School apart from wrist watches and Chromebooks which are the responsibility of the pupil. During PE/Games lessons, wrist watches should be handed to the PE teacher in charge for safe keeping. It is the responsibility of individual pupils to look after personal laptops.

Mobile Phones

With many pupils travelling by minibus or coach, we accept that mobile phones are sometimes useful for journeys to and from School. Mobile phones and other portable electronic devices may be brought into School by pupils in Yr6 (Uppers) and above but they are **not** to be used during the School day, only for emergency contact purposes. Uppers are required to hand their mobile phones in to their class teacher on arrival. Pupils in Seniors are required to keep their mobile phone in their bag. If pupils need to contact home, they can do so via the telephone in the School Office. This will enable our staff to assist if there are any changes to arrangements or look after them if they are unwell.

House System

All pupils are assigned to one of four Houses when they join the School. They are:

Nyewood	Green
Buriton	Blue
Harting	Red
Chalton	Yellow

The Houses are led by House Captains who are elected from amongst their peers and supported by staff. In Juniors, the House Captains are from Upper Juniors and in the Seniors they are from Form 5. House Captains and Deputies are awarded badges in recognition of their status.

House Events are held throughout the year and include a Talent Competition (Juniors), a House Charities Week (Seniors), House sports matches, Sports Days (Juniors and Seniors) and House Quiz Competition.

In **Juniors**, the House system gives the children tangible recognition of good work and good behaviour by the awarding of House points. These are recorded by the House Captains and a weekly tally is kept and announced at the Friday Assembly.

Additional Support

Learning Support

The School offers one-to-one or small group tuition for pupils who require additional learning support with their studies, usually because of learning difficulties but this can also include help with organisational and study skills. Sometimes this has been agreed before a child is offered a place at the School, but at other times the School will suggest a pupil will benefit from extra help outside of the classroom. There is a charge for this tuition and you will be notified of this in advance. Learning Support staff are all employed directly by the School and charges for these lessons will appear on your termly invoice.

Learning Support lessons are subject to the same rules as School fees, lunches and transport in that **one full Term's notice in writing** is required should you decide to stop these at any time.



Peripatetic Music

Our team of Peripatetic Music Teachers visit the school to offer a range of instrumental and vocal lessons.

Please request a form from the School Office to be sent to the Head of Music in the first instance prior to the forms being sent the music teacher.

Fees for these lessons are fixed at the beginning of the academic year and are set by the Teachers themselves, not the school. Once a pupil has requested a lesson, their name and parent contact details (once permission has been granted at the bottom of this form) will be passed on to the teacher who will contact parents directly, invoicing them for the cost of lessons per term. The arrangement is one between teacher and parent.

All peripatetic staff have been fully vetted by the school and the Government's Disclosure and Barring Service for compliance. They are subject to an agreement with the school for the provision of their services which is renewed annually.

As with the school, peripatetic teachers require one full term's notice in writing for the discontinuation of lessons. This must be given direct to the Teacher, ensuring you copy in the Head of Music.

Peripatetic lessons are arranged to take place on a rotational system during the school day from 8.40am until 3.45pm. Depending on the Teacher, they may be able to teach before or after school.

Examples of lessons offered are:

- Piano
- Singing
- Guitar
- Woodwind
- Strings
- Brass
- Drums

Examinations are taken with the Associated Board of The Royal Schools of Music.

Extra-Curricular Activities

We want to develop in every pupil the skills, talent and abilities required to become emotionally resilient and autonomous learners. We want to encourage in every child a sense of commitment, to value high achievement and to be prepared to adapt and to be innovative.

Our Extra-Curricular Activity programme plays an important part in enabling us to work towards these aims. It does so by extending the curriculum beyond that which is taught in timetabled sessions.

These extra-curricular activities offer pupils opportunities:-

- For learning the value of teamwork, individual and group responsibility, physical strength and endurance, competition, diversity, and a sense of courage, commitment and community.
- To apply academic skills in a real-world context and are thus considered part of a balanced education.
- To make choices in terms of what they want to do, or not do as the case may be, which in itself can be educational.

We have created an Extra Curriculum Activities (ECA) Booklet to inform you of the specific activities on offer at Ditcham Park School.

Any questions, please email: parents@ditchampark.com

Examples of the range of extra-curricular activities are shown on the following page:



Day	During School	After School
Monday	Speech and Drama Choir Golf (Lunchtime) Hymn Practice	Tennis Pre-Prep to LJ (Summer & Autumn Terms) Active8 Bushcraft (not Trans & Loweres - fixtures) Dance Trans and Loweres Fixtures
Tuesday	KS2 Termly Rotation of clubs Including: Street Dance, Dodge ball, rounders, badminton, crochet, computers, fingerprint art, bending and stretching, popstars club, mindfulness, colouring, computer club, lego challenge, marble run, origami, cartoon club, table tennis & decoupage. Orchestra, Keyboard Club Junior Choir	Active8 Bushcraft Tennis UJ & F1 (Summer & Autumn Terms) Dance
Wednesday	Speech and Drama Junior Brass Sport rotation of Trans/LJ then MJ/UJ for the following sports: Netball / Football (Autumn Term) Netball / Rugby (Spring Term) Rounders / Cricket (Summer Term)	Bushcraft (not Middles and Uppers - fixtures) Active8 Middles and Uppers Fixtures
Thursday	Junior Strings Fencing	Active8 Judo MTB club Transition and Loweres fixtures
Friday	Speech and Drama Transition Handbell Group	Bushcraft



Wrap-Around Care

The School offers wrap-around care from 07.50 to 08.30 and from 3.45 until 18.00. There is no charge for the morning session for any pupils. In the evening there is no charge for Seniors After School but a charge is applied for Juniors as this is operated by an external company, Creative Kidz. Online booking makes this system easy and efficient.

Morning Supervision

Early morning supervision is provided from 7.50 - 8.25. Pupils are required to sign in at the Margaret Daley Library where they will be supervised until the start of the School day.

Juniors After School Care

In partnership with Creative Kidz, the School offers fun, engaging and progressive sports and activities for Junior children. There is a charge for this service. A snack is served to pupils at 4.00pm which is currently free of charge. Booking is accessed directly through the Creative Kidz website, a link can also be found on the School website in the parents area.

Session times

Half session: 3.45-5.00pm

Full session: 3.45-6.00pm

Seniors After School Care

We provide fully supervised after School sessions run by a qualified member of staff. Pupils are able to work quietly in a supportive and controlled environment in the Margaret Daley Library whilst waiting for pick-up.

Booking is accessed directly via the School website www.ditchampark.com

A snack is served to pupils at 4.00pm – this is currently free of charge.

Session times

Half session: 3.45-5.00pm

Full session: 3.45-6.00pm



Timing of School Day & School Drives

Timetable from Autumn 2022

	Juniors	Seniors
	8.25 – 8.40 Arrival & Registration	8.40 – 8.55 Tutor Registration
P1	08.40 – 09.40	8.55 – 9.55
P2	09.40 – 10.40	9.55 – 10.55
BREAK	10.40 – 11.10 (30 min)	10.55 – 11.10 (15 min)
P3	11.10 – 12.10	11.10 – 12.10
P4 Seniors (Juniors Lunch & break)	12.10 – 1.00	12.10 – 1.10
P4 Juniors (Seniors Lunch & break)	1.00 – 2.00	1.10 – 2.00
P5	2.00 – 3.00	2.00 – 3.00
Mini Lesson (mini break for Juniors)	3.00 pm break	3.00 – 3.45

The School day runs from 8:40 until 3:45 each day for all Pre-School, Junior and Senior pupils.

All pupils should be in School by 8:40. Morning registration takes place in the first tuition period and the afternoon registration takes place in their tutor group.

Pupils are expected to arrive at School between 8:25 and 8:40 and to leave by 3:50 unless they are taking part in an activity arranged and supervised by a member of staff. No child should arrive in the classroom before 8:25am.

Children may arrive on site from 7:50 but must sign in via the main School Reception before proceeding to the Margaret Daley Library where they will be supervised by a member of staff until 8:30.

During term time, the School Reception is open from 8.00 until 5.00 and the School Office is open from 8.00 to 4.30 Monday to Friday. Both are open for the majority of the School holiday periods from 8.30 until 4.00.

For the smooth running of the School day, we politely ask that parents are not in the School building at drop off or pick up unless they have a pre-arranged appointment with

a member of staff, in which case they should sign in at the School Reception. Within Juniors, staff will be available in the courtyard from 8.25 to take the children up to their classrooms and any concerns or issues can either be emailed before the start of the School day or raised, briefly, with the staff at drop off.

One Way Traffic System on School Drives

Access to the School from the south (Chalton/ Finchdean) or from the north (Petersfield /Harting), is through narrow country lanes. Please **drive slowly** and with consideration to other road users and wildlife. The School drives start at **the South Lodge and the North Lodge**. The lanes leading to these are public roads and where our local neighbours reside. Please be always courteous. Our place within the community relies on our strong and respectful relationships with our local neighbours. Your co-operation and support of this is essential. If you have any questions or comments about access routes to the School site, please contact the Bursar in the first instance (glen.jones@ditchampark.com).



To reduce the risk of collision or congestion on the School's restricted width drives, **UP ONLY** traffic is permitted between the following times:

8:25am to 8:40am and 3:30pm to 3:45pm

Two-way traffic is permitted at all other times. Layby areas have been negotiated with the adjacent landowners and the drive there is widened. Otherwise the soft verges, which **do not belong to the School**, do not provide safe escape and cars must give way to heavier vehicles. Late arriving coaches can cause havoc, especially as it is illegal for them to take to the verge or reverse.

Notes:

1. Drivers starting down the drives around 8:20 and 3:25 are likely to meet others coming up and may well be caught by the 8:25/3:30 UP ONLY rules and are expected to stop and wait until 8:40 or 3:45 respectively. Pupils will be supervised during such a delay at the end of the School day.
2. Drivers starting up from the bottom around 8:35 or 3:40 are likely to meet traffic heading down immediately after 8:40/3:45. Two-way traffic is permitted without priority; courtesy and patience are required and expected at all times. The School does not accept responsibility for any damage whilst on the drives or on the site.
3. A speed limit of 20mph is required on the School drives and some 'sleeping policemen' have been laid. Within the School grounds, speed is restricted to 5mph for the safety of children, staff and visitors. Because of our beautiful rural location, loose gravel, mud, farm vehicles, animals, running water/deep puddles, blind corners and fallen branches are regular hazards. Please always drive with care.
4. Should you wish to car share, parents can contact each other through Friends of Ditcham Park School and the Year Group Representative. The use of coach and minibuses, arranged by the School, is encouraged.

In the mornings, please wait until the coach and minibuses have arrived before leaving the School. An "Up only" system operates between 8.25am and 8.40am.

In the afternoons, please wait until the coach and minibuses have arrived at School before attempting to go down the drives. An "Up only" system operates between 3.30pm and 3.45pm.

Your co-operation is requested on the rare occasions when the buses are delayed. In the event of an unforeseen delay, the School will contact you via Clarion Call text messaging service or you can contact the School office for information.

Cars & Parking on Site

If you bring your child to School by car, please observe the following guidelines for the convenience and safety of all concerned:

Please park your car in the spaces provided at the top of the drives within the School site boundary. Parking on both sides of the drive approaching the front of the School is not permitted as it restricts access for wide and emergency vehicles and causes congestion in an area which is set aside for disabled parking and deliveries. Parking at the front of the School is reserved for visitors and parents are asked not to wait in this area either in the morning or afternoon. **Please do not drop children outside of the front door as they are not permitted to use it – pupils, both Seniors and Juniors, have their own entrances to the School, unless children are attending Early Morning wrap-around care in the Library.**

Bicycles

A written request to the Headmaster should be made for permission for your child to cycle to School. Pupils wishing to do so, must arrange for the safe storage of their bicycles during the School day. All pupils must lock their bicycles and the School does not accept responsibility for any loss or damage.

Mopeds & Scooters

Pupils are **not** allowed to travel to and from School on mopeds or scooters.



Travel and Bus Routes

Pupils attending Ditcham Park School are fortunate to enjoy a stunning rural location in which to learn, exercise and play. To ensure we remain easily accessible to those families who want their child(ren) to benefit from our School's safe and nurturing countryside location but are not able to drive independently to Ditcham Park on a daily basis, we operate an excellent and comprehensive "Home-School" bus service throughout our catchment area.

A network of 10 minibus and coach routes are available from September 2022. Details of the current pick up and drop off points are shown on the diagram below. Many of these, particularly Petersfield, link easily to a number of public bus and train services including the mainline Portsmouth-Guildford rail service which calls at Petersfield Station, which is also one of our regular bus route stops.

Our routes are provided by AMK, who we have worked with successfully for many years. Consequently, our parents and their children get to know their AMK driver well and we have been delighted to receive very positive feedback from parents during the most recent service survey.

The driver has responsibility for the welfare of the children while they are using School transport and pupils should be respectful towards him/her. Pupils must have their seat belts fastened at all times and must remain seated for the whole journey. A valid bus pass should always be carried and eating and drinking is not permitted. Any pupil who consistently fails to comply with these expectations will be subject to sanctions and may jeopardise their future use of School transport.

Transport is paid termly in advance and **one full term's notice in writing** must be given should parents wish to discontinue the service. Casual transport may be purchased from the School Office subject to space being available.

From time to time, it may be necessary to make changes to the route or bus that your child is travelling on. In these circumstances, we will always speak with parents prior to changes being made and confirmation of changes will be sent in writing or by Clarion Call text/e-mail service.

Parents are respectfully asked not to request changes to the route or make personal arrangements with the transport providers directly. All such requests must go through the School Office.

Senior pupils travelling on School transport have been appointed as Monitors and will notify the School office of any other problems which may arise.

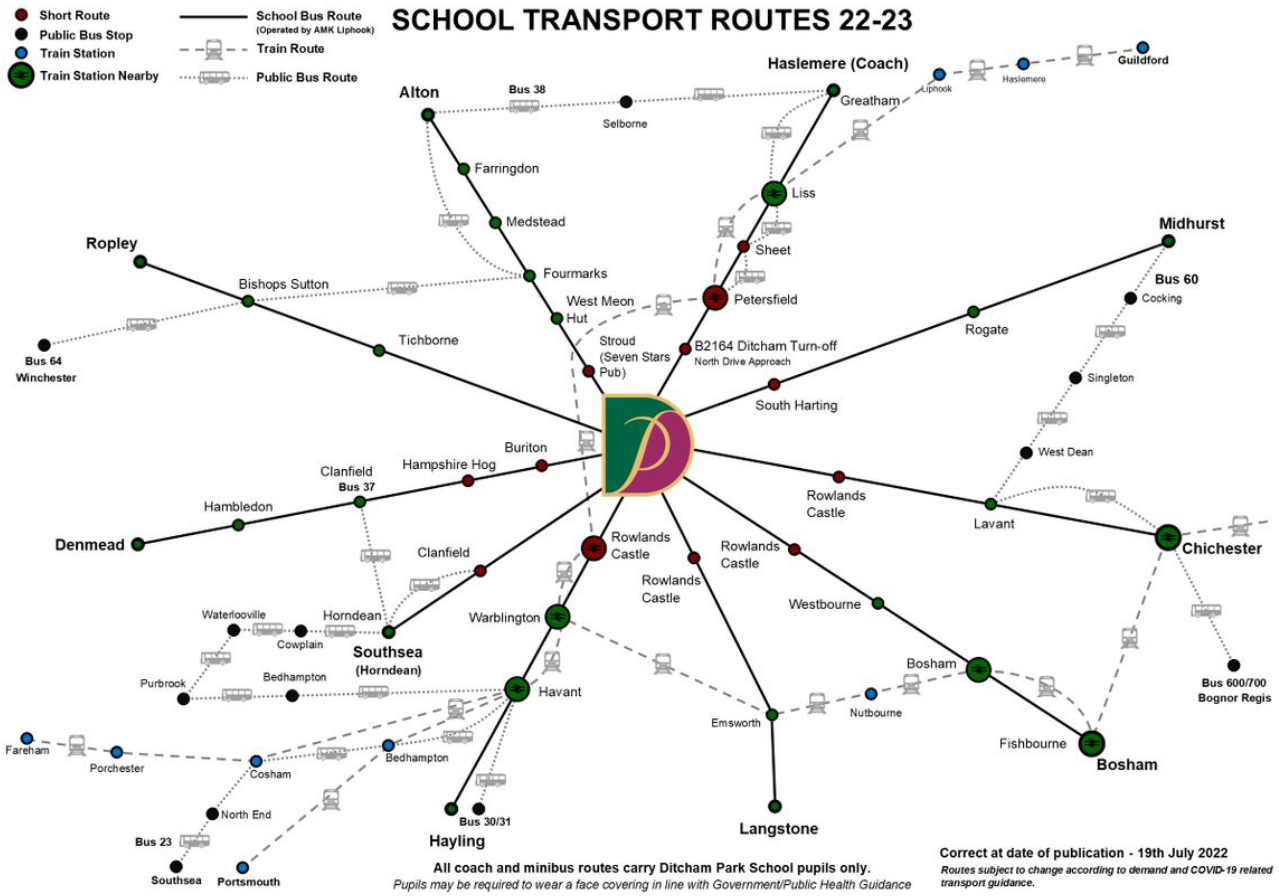
Timetables for which are available from the School Office. The School will notify parents in writing if there are any substantial alterations to the schedule.

"Adam is great, so punctual you can set your watch by him"
"So good with our children, and a 1st class driver"
"A kind and caring guy, who looks after our kids"

Further details, including a timetable and schedule of charges, are available from our Deputy Bursar louise.bowen@ditchampark.com



Transport Map





Communication & Contact with the School

Communication between School and home is crucial to the success of the education of all of our pupils.

Phone, email, letter or a visit in person are very useful and effective methods of communication with the School. Depending upon your preference, all of these can be used to contact specific members of staff for further discussion or to arrange a meeting at a mutually convenient time.

Guide to Use of Email Communication with the School

- Absence notifications or requests for absence must be directed to the School Office via parents@ditchampark.com. This is essential for our registers and legal documentation.
 - General enquiries or concerns about your child should be directed to your child's Form Tutor in Seniors and Class Teacher in Juniors in the first instance. As or when required, Class Teachers and Form Tutors will liaise with the relevant member of our Senior Leadership Team.
 - In Seniors, subject based issues should be directed to the relevant subject teacher and/or the Head of Department - though you may wish to cc your child's Form Tutor as well. The email address of each teacher can be found on our website under About Ditcham and then Staff and Governors. Double click on the name of a member of staff and this will provide you with their email.
 - Urgent or emergency situations must always be communicated through the School Office, preferably by phone: 01730 825659. If this is not possible, please use the parents@ditchampark.com email address.
- During the School day, our priority is to dedicate time to pupils through teaching, preparing and marking work, pastoral support and other co-curricular activities. **The expectation is that staff will aim to acknowledge all emails within two working days.** Where required, a more detailed response should arrive within five working days. If you have not received a response within this time, please contact the School Office as the staff member concerned may be absent, running a School trip or not in School as a number of our staff are part-time.
 - Staff email addresses are available from the Parents Portal on the School website and on our website under About Ditcham and then Staff and Governors. Double click on the member of staff to receive their email address.
 - If you wish to contact the School in the holidays, please contact the School Office directly via parents@ditchampark.com or by phoning: 01730 825659. Inevitably there will be some occasions when the office is closed i.e. Bank Holidays, between Christmas and New Year and for some days at Easter and in the summer. At these times, a message will be left on the School answer phone and you will receive an auto-reply to any email advising when staff will be back.
 - Safeguarding or Child Protection issues should be emailed directly to our designated safeguarding persons: Mrs Pippa Probert pippa.probert@ditchampark.com or Ms Kate Senior kate.senior@ditchampark.com.

Clarion Call

The School uses a communication system called Clarion Call to send emails and texts to parents. We try to send messages to parents on Wednesdays although this is not always possible.

Newsletter

We circulate a weekly electronic newsletter every Friday afternoon to parents. This contains the latest news regarding School activities, trips, sporting events and pupil achievements.



Website

The School website can be found at www.ditchampark.com and Cookies need to be enabled before you can gain access to the Parents Portal.

All of our key policies are available on the website along with general information about the School including News, Admissions, Academic and Extra Curricular activities. In addition, our ISI Inspection Report can also be found on the website.

Under the **Parent Info** tab there is a large amount of additional information for parents including term dates, lunch menus and information regarding the School uniform and the new GCSE 9-1 grading system. The Parent Portal can also be accessed here.

Parent Portal

All new parents will receive an email invitation to register and login to the Parent Portal. This allows access to the School calendar and sporting fixtures as well as staff email addresses. Appointments for Parent's Evenings can also be booked through the Parent Portal.

Urgent Changes to School Opening Hours/Emergency Closure/ Problems on our Access Roads

On very rare occasions, due to bad weather or difficulties in accessing the School site, it is necessary for safety reasons for the School to close. In these circumstances, our main communication method is via a Clarion Call text message sent directly to all parents. A message will also be posted on the School website giving clear information on the status of the School opening/closure. This will be updated at the beginning and end of the School day to assist parents with planning and making alternative arrangements if required. Parents are advised to check the homepage of our School website before leaving home.

During a period of emergency School closure, appropriate work will be accessible to all parents and pupils via **Show My Homework** on the School website and in addition, Google Classroom for all Seniors.

In the case of an emergency closure and also in the case of an accident or illness, it is important for the School to have an alternative telephone number to call (for example, a relative or friend); please ensure our School office have two emergency numbers as well as your home number.

Meetings with Teaching Staff

We are always keen to address issues as and when they may arise and parents may request a telephone call or a meeting with a member of staff in this case. For Juniors, the first point of contact is the Class Teacher and for Seniors, the Form Tutor. If they are unable to resolve the issue, the next stage is to involve the Deputy Head of Juniors or the Deputy Head of Seniors. The Head of Juniors or the Head of Seniors or indeed the Headmaster will become directly involved only after all other avenues have been explored or if the situation is of such a serious nature that it requires their direct and personal intervention.

Parents may ask for a meeting with a particular staff member via their direct email or through the School Office. In such circumstances, it is important that an appropriate private and focused time is arranged so that issues or concerns can be addressed professionally without disruption to the normal School day for pupils. Parents are asked not to approach staff directly at the beginning or end of the School day when they are dealing with pupil arrivals and departures.

Year Group Representatives or Buddies

To assist with the integration of new pupils and parents and to aid communication, the School operates a Year Group Representative system. A parent from each year group voluntarily takes on responsibility for that group and will contact new parents at the start of the year (or when the child joins the School if it is at another point) to arrange social events and to co-ordinate communication with the School. New parents are asked to provide their contact details to their Year Group Representative.



Social Media

The School uses the following social media platforms:

- Facebook
- Instagram
- Twitter
- LinkedIn

Parent Communication Code of Conduct

We believe it is important for our pupils to learn how to treat others with respect, including when they communicate online. Parents have an important role to play in modelling this for their children.

We respectfully ask parents to abide by a Communication Code of Conduct when communicating with the School and each other directly by e-mail and indirectly when using an online platform. We ask parents:

- To be respectful towards members of staff and the School.
- To be respectful towards other parents and children.
- To direct any complaints or concerns through the School's official channels so they can be addressed in-line with the School's Complaints Policy (see page 36)
- Not to use private groups or personal social media to complain about or to try to resolve a behavioral issue involving other pupils. Instead, please contact an appropriate member of staff at School.
- To refrain from publishing images of other children on social media without the permission of the other children's parents.

School Attendance & Requests for Absence

Pupils are expected to attend School every day unless they are ill. Extra work during absence is only set and marked by staff if a pupil suffers a prolonged absence through illness or injury but is deemed well enough to undertake Schoolwork.

If your child is absent from School because of illness, you must inform the School by 8:30am on the morning of the first day's absence. Please leave a message on the 'Reporting Absence' line via the main School telephone number (01730 825659) or via email: parents@ditchampark.com.

Requests for an absence from School such as family occasions, holidays etc, must be made in advance to the Headmaster who, in accordance with government guidelines, will inform you whether it will be considered as authorised or unauthorised.

Absences are deemed to be authorised for the following reasons:

- Illness
- Attending a medical or dental appointment
- Attending the funeral of a family member
- Attending an interview at another School or 6th Form College
- Attending a music or dance examination
- Participating in the religious observation of the religious body to which their parents belong
- During study leave for Form 5 prior to the GCSE examinations

Absences are deemed to be unauthorised if:

- The Headmaster does not give permission for a request for additional time off (in which case you will be notified in writing)
- Parents do not inform the School of the reason for an absence



Formal and Specific Reports on Pupils Progress

Parents' Evenings - Juniors

At the start of each term, there will be a parents' evening for all parents in the Junior School. The initial one, at the start of the Autumn term, is there to ensure that the new class teacher have all the information about they need about each child. The parents' evenings at the start of the Spring and Summer terms, enable the parents to discuss the end of term report, their child's progress and next steps with the class teacher.

Parents' Evening - Seniors

There are two Parents' Evenings each year for parents of Form 1 pupils. Forms 2 - 5 have one Parents' Evening each year. The dates of all Parents' Evenings are published in advance on the termly calendar, with parents able to book appointments via Clarion Call.

Please note: Parents' Evenings are for parents only for all year groups in Juniors. and parents and your child for all year groups in Seniors

The School's expectation is that all parents will attend Parents' Evenings, but if for any reason you are unable to, please notify your child's class or Form Teacher to make an alternative arrangement.

Formal Reports - Juniors

In the Autumn and Spring terms, all children within the Juniors will have a progress and target setting report and in the Summer term, they will receive a full written report.

Formal Reports - Seniors

A short report that highlights attainment and class and homework effort is provided at the end of every half term. In addition, a full written report is provided at the end of the Autumn and Summer terms.

Confidentiality

Pupil records, correspondence and medical records are securely filed in the School Office and are accessible only to teaching and administrative staff. The information contained therein is regarded as confidential within the School although parents may, subject to access request, request to see their child's file by giving written notice in advance to the Headmaster or Bursar as CPO.

Medical Emergencies and Administering First Aid

The School has several qualified first aiders in: the School Office, PE, Science and Design & Technology departments. All EYFS staff have specific paediatric first aid training and all other Junior staff are qualified first aiders. If necessary, the emergency services will be contacted.

Pupils who become ill at School must report to the School Office and seek permission to go to the First Aid room. If it seems unlikely they will recover after a short rest, parents will be telephoned and asked to collect their child. Pupils must ensure that the member of staff whose lesson they are missing is aware of their absence. Pupils who remain in the First Aid room for an extended period will be monitored by Office staff.

Pupils are not permitted to telephone their parents themselves and ask to be collected.

In the event of an accident or other emergency, First Aid staff will administer first aid and if necessary call an ambulance. If a pupil is taken to hospital by ambulance, where possible, they will be accompanied by a member of staff who will remain with the pupil until a parent or guardian arrives.

Please notify the School immediately in respect of any special medical condition affecting your child, so we can inform the relevant staff.



Staff may not give non prescribed medication to pupils without the written consent of parents/guardians.

If a pupil suffers regularly from acute pain, such as migraine, we ask that parents authorise and supply the appropriate pain killers for their child's use, with written instructions about when the child should take the medication. A member of staff will supervise the medication and notify parents in writing or by email, on the day painkillers are taken.

Prescription Medication

If a pupil has a prescribed medication for regular or short-term use, we ask parents to bring the medicine to School in the prescription packaging showing the child's name, dosage and the dispenser's name. All medicines must be brought to the School Office in the first instance and parents must complete a 'Request for School to Administer Medication' form.'

The School reserves the right to refuse to administer medicine which is not presented in the correct packaging.

Pupils who regularly take medicine to control a specific chronic condition such as epilepsy, diabetes, asthma or anaphylaxis, can take their medicine themselves (if trusted to do so) or under the supervision of staff. If parents wish the School to administer medication for their child, they must complete and sign a consent form.

Pupils suffering from asthma should give a spare inhaler to the School, where it will be kept in the First Aid room (please ensure this is clearly labelled); pupils suffering an allergy and requiring an Epi-Pen should always carry one on their person and a spare Epi-Pen should be given to the School. If diabetic, the appropriate medication and snack provision should be supplied.

School Lunches

Lunch is served in the South Downs Hall for all pupils except for Pre-School children, who eat lunch in the Pre-School building. Juniors and Seniors have separate sittings. All meals are cooked daily on the premises and provide a nutritionally well-balanced choice. The meal is a social occasion with staff and pupils eating together. Children who choose to bring packed lunches to School also eat in the South Downs Hall. During the summer months, Seniors may eat packed lunches outside.

Seniors must opt to either have a hot lunch every day or to bring a packed lunch every day. Lunches are charged for termly in advance, and a **full term's notice in writing** must be given of any changes.

Juniors may opt to have hot lunches on individual days if they wish, although the School's preference is for all pupils to have a hot lunch every day; again these are charged termly in advance.

All children in Pre-School, Reception, Pre-prep and Prep are provided with a free hot and healthy School lunch daily.

It is not possible for a pupil to purchase a hot lunch on any individual day unless there are extenuating circumstances.

In line with the School's policy on encouraging healthy eating, the inclusion of sweets, chocolates etc. in packed lunches is discouraged. Fresh fruit and vegetables are available during the mid-morning break for all pupils free of charge.

Nuts

The School does not permit nuts in the School as increasingly there are children who have allergic reactions to peanuts in particular. **In addition, the School does not use nuts in its catering operation. However, many manufacturing companies now include a "rider" on their packaging stating that a product "may contain traces of nuts" or is "made in a factory that handles nuts" although nuts are not listed as an ingredient. In such circumstances, the School may use such products.**



Uniform Shop

The School has its own in-house Uniform shop situated in The Courtyard. The shop is open every Monday from 8:30-9:30am and again from 1:30pm until the end of the School day during term.

Second-hand uniform is available for sale during term time only and can be found in the Junior entrance lobby next to the Junior Library. Dates vary and will be posted on the School website.

All items of uniform must be clearly labelled with your child's name and for PE kit, art overalls, names should be clearly visible on the outside of garments. It is impossible for lost items to be returned to pupils if they are not named.

Parents of Juniors (including Pre-School) are requested to provide their child with a pair of wellington boots (which are to be left in School during the week) to wear outside when the ground is wet. For Seniors, they may wear football, hockey boots or trainers instead.

If you have any questions or require assistance regarding our School uniform, please contact Ali Bates: e-mail: uniform@ditchpark.com Tel: 07547 895200

Parents' Association

The Parents' Association at Ditcham Park is known as **The Friends of Ditcham Park School**. All parents are automatically considered to belong to 'The Friends'. If you would like to find out more, please visit: www.friendsofditchampark.com, or email: friendsditcham@gmail.com.

The Friends run a regular programme of social and fund-raising events throughout the year including a Welcome Evening for new parents at the start of the Autumn Term, a Christmas Fayre, Quizzes, Children's Parties and Black Tie Dinners. If you are interested in taking an active part, please come along to the AGM in September where your support will be welcomed. To find out more about their activities, please visit The Friends website at www.friendsofditchampark.com.

School Grounds

We are very proud of our stunning location in The South Downs National Park, an area designated as being of Outstanding Natural Beauty, and spend considerable time and effort in maintaining it to a high standard. We therefore respectfully request that parents do not bring their dogs into the School grounds or walk them anywhere on the site, including the wooded area to the north behind the Science Block and Theatre. There are many public footpaths just outside of our perimeter which are suitable for this. Thank you.

School Fees

Fee rates will be reviewed from time to time and may be changed. The School shall endeavour to give at least a term's notice of any changes to fees.

School fees are an annual charge but are invoiced termly in advance. Fees must be paid on, or before, the first day of each term unless a prior arrangement has been made with the Bursar. Payment may be made by cheque or Bank Transfer, details are available from the Bursary.

School Fees Refund Scheme:

A School Fees Refund Scheme is available, details of which will have been sent to you with your joining information. Parents have the choice of opting in or out of the scheme. The premium currently charged at 1.37% will appear on your termly invoice. This is an opt-in insurance and we will continue to charge you thereafter. Once you participate in this scheme, you will need to give the School one full term's notice of your intention to withdraw at any time. This is an opt-in insurance policy. Further details can be obtained from the Head of Admissions and / or Bursary staff.

Extras

Items which are considered as "Extras" are: **Lunches, Transport and Private Tuition i.e. Music, Speech & Drama or Learning Support and Activities**



Parents are reminded that one full term's notice in writing is required for the cancellation of any extras or the expected charge will be levied. This arrangement also applies to tuition provided by Peripatetic Staff who will invoice you directly for the provision of services.

Insurance of Fees

So long as a child's name remains on the roll, the full fees are payable whether the pupil is in attendance or not and the Governors cannot consider application for the remission of fees in case of absence. Parents may wish to consider taking out insurance against absence through illness. Details of a School Fees Protection Scheme are available on request from the Bursary or Admissions:

admissions@ditchampark.com

Insurance of Pupil Personal Effects

It is the parental responsibility to insure against the loss of personal effects.

Insurance Against Accidents

The School only accepts responsibility for accidents where the School is held liable in law for negligence.

Parents' Complaints Procedures

Stage 1 – Informal Resolution

In the event of a parent having a complaint about any aspect of School life in relation to their own son or daughter the normal procedure should be to bring the matter in the first instance to the attention of the pupil's Form Teacher (Juniors) Form Tutor or relevant Head of Department (Seniors). It is hoped that most complaints and concerns will be resolved to the parents' satisfaction. All staff should normally respond within 48 hours of any communication although serious issues may take longer. Normally a full response should be received, or a meeting should be arranged within a week.

If a parent considers their complaint is not satisfactorily resolved, then the parent should contact the relevant member of the Senior Leadership Team as follows:

- The Head of Seniors for pastoral matters, relating to Seniors
- The Deputy Head of Seniors for academic matters, relating to Seniors
- The Head of Juniors for all concerns relating to Juniors
- The Bursar for all financial matters

If a satisfactory resolution is still not reached, then parents will be advised to proceed with their complaint in accordance with Stage 2 of the Complaints Procedure (Formal Resolution).

Stage 2 – Formal Resolution

If the complaint cannot be resolved on an informal basis then the parents should put the complaint in writing addressed to the Headmaster. The parent should use the key word 'complaint' in all correspondence and within the subject heading when using e-mail. It should be noted that if the complaint concerns the Headmaster, parents should put the complaint in writing addressed to the Chair of Governors, at the School's postal address.

1. The Headmaster will decide, after considering the complaint, the appropriate course of action to take. In most cases, the Headmaster will meet with or speak to the parent concerned, normally within 5 working days of receiving the e-mail or letter of complaint, to discuss the matter. If possible, a resolution will be reached at this stage, although it may be necessary for the Headmaster to carry out further investigations.
2. The Headmaster will keep written records of all meetings and interviews held in relation to the complaint.
3. Once the Headmaster is satisfied that so far as is practicable, all of the relevant facts have been established, a decision will be made and the parent will be informed of this decision in writing, within 10 working days of the Headmaster receiving the complaint.



Stage 3 – Panel Hearing

If parents are still not satisfied with a decision made at this stage, they should proceed to Stage 3 of the Complaints Policy (Panel Hearing). If the complaint is made during a School holiday period or as the School enters a School holiday period parents should note that the timescales set out above may be delayed if access to key staff is required.

If parents are not satisfied with the Headmaster's written decision, they will need to write to the Headmaster informing him that this is the case within 20 working days. Parents will then be referred to the Chair of the Governing Body, who has been appointed by the Governors to convene a Complaints Panel hearing when required. The Chair of Governors can be contacted either via the Clerk to the Governors, Mrs Denise Allen, at the School by e-mail denise.allen@ditchampark.com or telephone 01730 825659 Ext 1250; or directly by e-mail chairofgovernors@ditchampark.com, or by post marking correspondence "Private and Confidential for the Attention of the Chair of Governors" and posted to the School address.

1. The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of two School Governors who are not directly involved in the matters detailed in the complaint and a panel member who is independent from the management and running of the School. The Chair of Governors, on behalf of the Panel, will acknowledge the complaint and schedule a hearing to take place within 10 working days of the complaint being escalated to him/her by the Clerk to the Governors.
2. The Complaints Panel hearing will proceed notwithstanding that the parent may subsequently decide not to attend. If necessary, the panel will consider the parents' complaint in their absence and issue findings on the substance of the complaint thereby bringing the matter to a conclusion.
3. The parents may attend the hearing and be accompanied to the hearing by one other person if they wish. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.
4. If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than 5 working days prior to the hearing.
5. If possible, the Panel will resolve the parents' complaint without the need for further investigation. Where further investigation is required, the Panel will decide how it should be carried out.
6. After due consideration of all facts they consider relevant, the Panel will make findings and may make recommendations, which it shall complete within 10 working days of the hearing.
7. The Panel will write to the parents informing them of its decision and the reasons for it. The decision of the Panel will be final. A copy of the Panel's findings and recommendations (if any) will be sent by electronic mail or otherwise given to the parents, and, where relevant, the person complained about as well as the Chair of Governors and the Headmaster. A copy of the Panel's findings and recommendations (if any) will also be available for inspection on the School premises by the Chair of Governors and the Headmaster. If the complaint is made during a School holiday period or as the School enters a School holiday period parents should note that the timescales set out above may be delayed if access to key staff is required.



Timeframe for dealing with complaints

All complaints will be handled seriously and sensitively. They will be acknowledged within 5 working days if received during term time and as soon as practicable during holiday periods. It is in everyone's interest to resolve a complaint as speedily as possible: the School's target is to complete the first two stages of the procedure within 20 working days. Stage 3, the Appeal Panel Hearing, will be completed within a further 20 working days. Please note that, for the purposes of this procedure, working days refers to weekdays (Monday to Friday) during term time, excluding bank holidays. If the complaint is made during a School holiday period, or as the School enters a School holiday period, parents should note that the timescales set out above may be delayed.

A copy of our Complaints Policy can also be found on our website.



DITCHAM PARK SCHOOL

Where every child is known and valued

www.ditchampark.com

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