



TAUNTON  
SCHOOL  

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PREPARATORY

# Parents' Handbook

September 2022



# CONTENTS PAGE

<b>1</b>	<b>Welcome from the Headmaster</b>	2
<b>2</b>	<b>Key Information</b>	3
	Absence, Illness, Health, Medical	3
	Communication between parents and the School	4-5
	Computers, Phones, Electronic Devices	5-6
	Curriculum, Stationery and Equipment	6-9
	The TPS Mission	9-11
	Meals, drinks and snacks	11
	Rewards, behaviour and discipline	11-12
	Term Dates	12-13
	The School Day, Prep, Clubs, Transport	13-15
<b>3</b>	<b>PE and Games information</b>	16-21
<b>4</b>	<b>Performing Arts Information (Music, Dance, Speech and Drama)</b>	22-25
<b>5</b>	<b>Information for New Pupils</b>	26-27
	Before starting	
	The first week	
<b>6</b>	<b>Other Information (A-Z)</b>	28-30
<b>7</b>	<b>Child Protection</b>	31
<b>8</b>	<b>Uniform, Appearance, Sports Kit and Equipment</b>	32-33
	<b>Appendix 1</b>	34-36

# 1 WELCOME FROM THE HEADMASTER

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Welcome to the very special community that is Taunton Prep School. The purpose of this information booklet is to ease the settling in process for you and your child. If you have further questions please do not hesitate to contact us directly at school. May I suggest that this is initially done through our Admissions Manager, Mrs Fiona Harvey.

Taunton Prep School is an exciting and vibrant environment. Your child will be enthused to learn. It is our aim to give your child the best possible start to their education: they will be busy and we will ensure that they are, above all, happy.

I look forward to meeting you at our numerous social, sporting, dramatic and musical events as well as at our more formal parents' evenings, of which you will be sent more information in due course.



Mr Andrew Edwards  
**Headmaster**

## 2 KEY INFORMATION

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### **ABSENCE, ILLNESS, HEALTH, MEDICAL**

#### **Absence through illness**

On the first day (and any subsequent days) of any absence, we ask you to telephone the School Office on 01823 703307/703306 or e-mail [tpsoffice@tauntonschool.co.uk](mailto:tpsoffice@tauntonschool.co.uk) before 9.00am. If your child develops or is in contact with an infectious disease you are required to inform the School. Your child may not return to school for 48 hours following a sickness bug.

#### **Permission for future absence**

A letter or email to ask permission for your child to be absent for any part of the compulsory school day or any school sports fixture, should be sent in writing to the Headmaster ([tpsheadmaster@tauntonschool.co.uk](mailto:tpsheadmaster@tauntonschool.co.uk)) in good time.

#### **Matron and the Health Centre**

The Matrons are a special part of our community. If your child has had an accident or is unwell, a member of staff will send them to Matron in Thone House. She will help your child and assess whether they should be taken to the Health Centre. Parents will be contacted, if appropriate. In the case of an accident requiring emergency help, the child will be taken directly from the School Medical Centre to Musgrove Park Hospital, Accident and Emergency Centre.

If your child is unwell during the school day, you may receive a phone call asking you to come to collect them. If this is not possible, your child will be kept in the Health Centre until you are able to collect them. The Health Centre is also available to treat minor injuries.

The School Health Centre is staffed by a registered nurse from 8.00am to 7.00pm Monday – Saturday during term-time, and there is always a nurse on call every night and on Sundays.

#### **Medication in School**

If a pupil needs to take medication (either short term or long term) a Medical Consent form must be completed and handed into Matron (via the School Office). Medical Consent Forms should not be handed into Form Tutors. Pupils who are taking tablets or medicine **MUST** hand them into Matron for safe-keeping and those children who use inhalers should supply Matron with a spare, which she will name and store for that pupil in an emergency. All pupils requiring an Epi-pen should bring a spare to be kept in the School Office.

#### **School Counsellors**

We have a number of professional School Counsellors in the Health Centre. If it is felt by staff that a pupil would benefit from seeing a Counsellor, we will discuss this first with parents.

## **COMMUNICATION BETWEEN PARENTS AND THE SCHOOL**

### **Communication**

Communication is the key to a successful relationship between home and school and therefore, the happiness of your child.

The Form Tutor will remain the first point of contact for any pastoral or academic concerns. For academic matters, the next level of assistance and guidance will be provided by Mrs Pike in her role as Deputy Head (Academic).

The Pastoral Heads of each section of the school will provide an extra level of assistance and support. With regard to behaviour and discipline, the Form Tutor will operate at 'Level One', Pastoral Heads will become involved in more serious matters at 'Level Two', whilst the most serious matters will be dealt with by the Deputy Head (Pastoral), Mrs Hall-Tomkin, at 'Level Three' and the Senior Deputy Headmaster (Mr Coleman) and/or the Headmaster at 'Level Four'.

Issues are often best dealt with on the phone and staff are always happy to respond to a request to call parents.

If you wish to see a teacher, please write a note in your child's Planner, phone or e-mail.

There is not an expectation for staff to read emails the moment that they are received so please do not expect immediate responses, especially in the evenings or at weekends. We do however endeavour to acknowledge all emails, letters and phone messages within 24 hours. To contact the Headmaster, please call the School Office or email: [tpsheadmaster@tauntonschool.co.uk](mailto:tpsheadmaster@tauntonschool.co.uk)

### **Courier**

This is a half-termly communication which is e-mailed to all parents and can also be found on the school website. Detailed information of all events at school during the week and future dates are recorded.

### **Office Hours**

The Prep School Office will be open between **8.00am** and **5.45pm** during weekdays and from **8.00am** until **12.30pm** on Saturday mornings. The Pre-Prep Office will be open between **8.00am** and **4.30pm** during weekdays.

If you need to call the school number (01823 703307) after office hours, you will be given two options. You can either leave a message, which will be dealt with when the School Office re-opens on the following morning, or, up until 6.30pm, you can be passed through to the Boarding House (01823 703321).

### **Important Telephone Numbers**

The Headmaster's PA	(01823) 703305
Matron	(01823) 703321
School Health Centre	(01823) 703161
TPS School Office	(01823) 703307
TPPS School Office	(01823) 703339
Admissions Office	(01823) 703303
Musgrove Park Hospital	(01823) 333444

### **Your Contact Details**

Please ensure that the School has the most up to date day time contact numbers, as well as home numbers for you. If you have mobile phones and e-mail addresses these would be helpful too. If you change your contact details please remember to notify the School Office.

Please also ensure that your child's off-site consent form and pupil information form, (sent under separate cover), are returned to the School Office before your child commences at the School. Please note that should you be away at anytime, we will need to have a replacement contact number for the duration of your absence.

### **Pupil Planners**

A wonderful communication tool! Every pupil is given one at the beginning of the year. Not only is the planner used to record Prep details, it also contains a lot of information and has a space for messages.

Each evening, your child should show you their planner for you to initial once they have completed their Prep, as well as asking you to sign it each weekend. Teachers will sometimes send a message to parents via the planner.

NB: If you do write a message to a teacher in the Planner, please ask your child to show it to the relevant teacher as messages have been found at the end of the week!

### **Calendar**

The school operates a digital calendar. This can be accessed via the internet, pc or mobile device and will synchronize with your device calendar. The calendar shows all school events and can be filtered by each part of the school. It also shows sports events and co-curricular activities. See link for access: [Taunton School Calendar](#)

## **COMPUTERS, PHONES, ELECTRONIC DEVICES**

### **Digital Devices**

At TPS, we believe it is important to give our children a 21<sup>st</sup> Century education, equipping them with the skills needed to succeed in our ever changing digital world. Our teachers embed the use of devices into learning in a range of creative ways to further enhance the learning of all pupils within the classroom. Since 2020 we have had a BYOD scheme as we transitioned from remote learning. As we move forward, this has continued to evolve. Parents will receive separate information regarding the current specifications required at TPS and the schemes that are available to parents.

### **Mobile Device Policy**

A copy of the School's Mobile Device Policy is available from the School Office.

### **Mobile Phones/Smart Watches**

Mobile phones are not allowed during the school day. Should a pupil have a specific need, such as for transport home, then the pupil concerned must drop off and pick up the phone at the School Office at either end of the school day. If the phone needs to go on an away trip or fixture, it must be handed to the member of staff in charge.

Please note that smart watches are not permitted at TPS.

There are computers available to the children around the school. Pupils have Computer Studies lessons but also have access to the Internet for research purposes. Our system operates filtering policies and many sites are blocked. This is something that we review and monitor closely, however, if a pupil inadvertently accesses an unsuitable site they must inform a teacher.

If you allow your child to have access to the Internet at home, it is advisable that the computer is in an area of your home where you are able to see what your child is accessing and that you apply filtering which is now offered by most Internet Service Providers. More advice will be given throughout the year relating to this. The school network can be accessed by pupils via the school website. The portal will require the child to use their unique username and password in order to gain access.

ICT permission may be given by staff for specific preps and research. The teacher will sign in your child's planner.

### **E-mail**

As part of your child's school network access, pupils are given their own e-mail address which is hosted on the school servers. It is important they use this system responsibly. Access to email from outside of the school network can be achieved via the school website.

## **CURRICULUM**

### **Assessments and Reports**

Assessment grades are sent home at the end of every half term throughout the year. Full written reports are sent home for Years 3, 4 & 7 at the end of the Spring Term and for Years 5, 6 & 8 at the end of the Summer Term.

As a school, we value the Attitude to Learning made by pupils in every subject. Attitude to Learning grades are given to pupils and parents in Years 3 to 8 at the end of every half term (except for the final half of the Summer term) using a 4 point grading system. When deciding upon the Attitude to Learning grades, teachers give the best fit looking at a range of criteria linked to the TPS Mission.

Teachers award attainment grades at the end of each term, taking into account overall performance during that term, including written and oral work in class, homework and test results. These grades are awarded using a 1 to 9 scale with 9 being the top grade. Teachers benchmark, as closely as they can, the overall attainment levels of pupils against national averages, taking into account both independent and government-funded schools

In Years 3, 4 and 5, attainment grades are given in the two core subjects – English and Maths. These grades appear on the end of term assessment card to parents, who may share them with their children if they feel that it would be positive to do so.

In Years 6, 7 and 8, attainment grades are given in all subjects (except PSHE, Games and PE) to both pupils and parents.

Your child will bring home a copy of their grades inside their pupil planner which you are asked to sign.

### **Curriculum Topics**

At the beginning of each term, you will receive a copy of our curriculum jigsaw providing information on the topics your children will be studying in each subject.

### **End of Unit Test and Examinations**

The children take end of unit tests or assessments after completing a topic, as well as undertaking termly tests to establish their reading and spelling ability.

In Years 3 – 6 children take standardised tests in English, Maths and Science at the end of the Summer Term. In Years 7 and 8 these standardised tests take place at the end of the Spring Term. Results are shared with parents on an individual pupil record sheet within the Parent Portal and parents are invited to discuss results with teachers should they have any concerns. In Year 7 and 8 examinations are taken in the first half of the Summer half term in the majority of subjects and results are shared with parents as part of the end of term written report. In many subjects, end of unit tests are regularly taken and therefore the children generally take the exams in their stride. Taking these tests and examinations gives the children an opportunity to practise and develop different revision techniques which will help them as they progress through the school.

### **Educational Progress**

This department, run by Mrs Lian Middleton, is situated in Thone House and is an important part of our provision for some pupils who may experience a specific learning difficulty, mainly in Literacy and Numeracy. Children may be referred by staff for an informal assessment. If it is thought to be beneficial, they may require extra support through the department. Mrs Middleton can be contacted via email: [lian.middleton@tauntonschool.co.uk](mailto:lian.middleton@tauntonschool.co.uk).

### **Firefly**

This is the school intranet. In Years 5-8, prep is set by teachers and can be viewed through Firefly using your child's username and password. It is also a great place to access resources relevant to the topics your child is studying. It is maintained by the teachers and updated regularly. For Years 3&4, prep is set using pupil planners and the Seesaw platform.

### **Parent Consultation Evenings**

Parent/Tutor Evenings are held for all year groups in the Autumn Term. The meetings are an opportunity to discuss pastoral matters relating to your child and their start to the new school year. Parent/Teacher Evenings take place for Years 5, 6 & 8 in the Spring Term and for Years 3, 4 & 7 in the Summer Term. These meetings are an opportunity to have a conversation with your child's subject teachers regarding their academic progress and attitude in class. All Parents' Evenings are organised using an online appointment system and once term has started, you will receive a letter to invite you to these evenings.

### **Prep**

This is a daily activity for most pupils.

In Years 3 and 4, pupils are given 1 Prep each weekday which should take a maximum of 25 minutes to complete. This includes learning weekly spellings, timestables and completing weekly reading to an adult.

In Years 5 and 6, the Prep expectations increase slightly. Pupils will have 1 Prep per evening selected from the following subjects: English, Maths, Science, French & Humanities (History, geography or PRE). Each prep should last approximately 30 minutes. In addition to this, pupils will be expected to read regularly as well as practice their weekly spellings.

Years 7 and 8 will have 2 Preps per evening lasting between 30 – 40 minutes in a range of subjects across the curriculum.

If your child is finding the Prep difficult or has completed the allotted time for Prep, please stop them and write a comment in the margin of your child's work. They are still young and have a long day and although we encourage them to work hard on their Prep, there has to be a balance with rest and play. If you have any queries or concerns regarding Prep, please do not hesitate to contact your child's Form Tutor.

We ask parents to support the School's Prep Policy by:

- making it clear that they value Prep and support the school in explaining how it can help their child's learning
- praising and encouraging their children to take pride in their Prep and by taking an interest in their work
- providing a peaceful place, free from distractions such as television, where their children can concentrate on their Prep. (Pupils may also remain at School for supervised prep sessions)
- ensuring that their child spends an appropriate amount of time on Prep and notifying Form/House Tutors as soon as possible if there are any concerns (and putting a note in the appropriate exercise book if the Prep is unfinished even though the child has worked on it for the allocated time)
- ensuring Pupil Planners are filled in as appropriate and signed weekly

### **Pupil Planners**

Please see page 5.

### **Reading**

Pupils are encouraged to read regularly. We encourage parents to listen to their child read as often as possible. In Years 6 to 8, pupils will predominantly read to themselves, but it would be good to hear them aloud at least once a week to develop fluency and expression.

### **Stationery and Equipment**

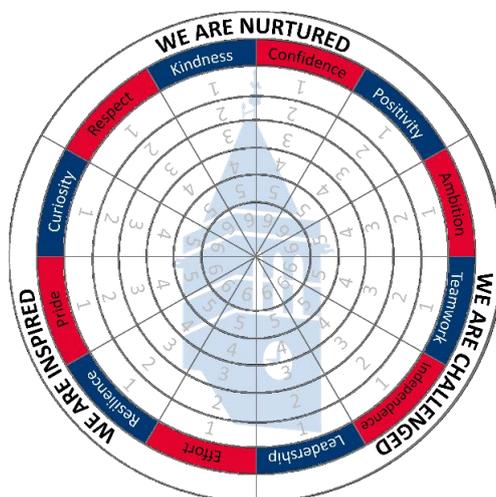
At TPS, your child will need their own pencil case containing writing pencils, colouring pencils, a glue stick, a rubber, pencil sharpener, ruler and an ink pen plus blue cartridges or a handwriting specific pen. (See Appendix 1 for guidance on suitable handwriting pens). Birs are not permitted. Pupils in Year 3 are introduced to using a pen in the Summer Term and parents will receive information regarding purchasing a suitable pen before the Summer Term commences. From Year 5 onwards, your child will also need a protractor, compass and a scientific calculator (Casio fx-991ex). All these items should be clearly named. Your child should have the above objects in **one** small pencil case. Pupils in Years 5 to 8 are required to have nine A4 pocket files, preferably different colours for each subject, in which to store their workbooks and any Prep resources. These should be clearly marked with their name, form and subject.

### **Use of bags to carry equipment to lessons**

Pupils in Years 3-6 should use the school satchel or rucksack to carry their equipment between lessons. Pupils in Years 7&8, in preparation for transition, may continue to use the school bag or use a dark blue/black (minimum branding) rucksack/satchel of their own choice. This will help them with their personal organisation and assist them with keeping their possessions together. However, they should only carry equipment needed for the next block of lessons.

At 8.20am, pupils should ensure they have the equipment and books needed for lessons up to breaktime. At breaktime, pupils should return to their form room and replenish their bags with the equipment and books needed for lessons until lunch. At no point should a pupil be carrying all their books for the day with them in one go. Any books not required for a session should be stored in the pupil's locker in their form room.

## THE TPS MISSION



A **challenged** pupil shows: Teamwork, independence, leadership and high aspirations.

A **nurtured** child shows: Respect, kindness, confidence and positivity.

An **inspired** child shows the following values: Effort, persistence, pride and curiosity.

### HOW CAN I FOLLOW THE TPS MISSION?

- All of you at TPS show many of these attributes in your day-to-day school life. Some are easier to show than others.
- Certain attributes will need some conscious thought and planning to decide how best to achieve them.
- Below are some examples of how to show the attributes of the TPS Mission.

<b><i>We are challenged</i></b>	
<b>Attribute</b>	<b>How can I demonstrate this?</b>
<b>Ambition</b>	<ul style="list-style-type: none"> <li>➤ Be ambitious by setting yourself challenging targets</li> <li>➤ Go beyond your comfort zone by taking risks &amp; trying new things</li> <li>➤ Plan (how to get even better), Progress (move to next level) &amp; Review (how is my plan going?)</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>➤ Works well as a pair and as part of a team. (Listening, responding, discussing &amp; acknowledging)</li> <li>➤ Be flexible –adapt your views, try other ideas &amp; cope with change</li> <li>➤ Recognise the strengths of others and accept difference</li> </ul>
<b>Independence</b>	<ul style="list-style-type: none"> <li>➤ Work well without help</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Make choices by thinking for yourself and choosing the best way to do things</li> <li>➤ Organise your time effectively, including prep and extra-curricular activities</li> <li>➤ Communicate effectively with staff, showing initiative</li> <li>➤ Hand prep in on time with excellent level of effort</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>➤ Proactively carry out positions of responsibility</li> <li>➤ Show initiative</li> <li>➤ Set an example by showing others the way and inspiring them</li> <li>➤ Organise others to work effectively – inform and instruct</li> </ul>

***“There are no negatives in life, only challenges to overcome that will make you stronger.”***

<b><i>We are inspired</i></b>	
<b>Attribute</b>	<b>How can I demonstrate this?</b>
<b>Effort</b>	<ul style="list-style-type: none"> <li>➤ Show focus and engagement in all activities and tasks; show excellent levels of persistence</li> <li>➤ Contribute positively to all aspects of school life</li> <li>➤ Ensure you have the correct equipment for lessons and activities</li> <li>➤ Do everything to the best of our ability</li> </ul>
<b>Resilience</b>	<ul style="list-style-type: none"> <li>➤ Tries to overcome setbacks</li> <li>➤ Responds positively to setbacks and disappointments</li> </ul> <p style="text-align: center;">Sticks at things - never gives up even when the going gets tough</p>
<b>Pride</b>	<ul style="list-style-type: none"> <li>➤ Take care in your work –presentation and handwriting</li> <li>➤ Look after the school environment ( litter, classrooms, corridors)</li> <li>➤ Ensure both you and your uniform are smart and meet expectations</li> <li>➤ Look after your belongings and be organised</li> </ul>
<b>Curiosity</b>	<ul style="list-style-type: none"> <li>➤ Ask questions</li> <li>➤ Research and delve deeper to improve knowledge and understanding</li> </ul>

***‘There is nothing as easy as being inspired’***

<b><i>We are nurtured</i></b>	
<b>Attribute</b>	<b>How can I demonstrate this?</b>
<b>Respect</b>	<ul style="list-style-type: none"> <li>➤ Listen respectfully &amp; respond sensitively; maintain silence when appropriate</li> <li>➤ Be on time and ready to learn</li> <li>➤ Have good manners</li> <li>➤ Show compassion by thinking of others</li> </ul>
<b>Kindness</b>	<ul style="list-style-type: none"> <li>➤ Help those in need</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Be thoughtful towards others</li> <li>➤ Embrace and drive forward charity work</li> </ul>
<b>Confidence</b>	<ul style="list-style-type: none"> <li>➤ Be confident when speaking with others and in front of others</li> <li>➤ Perform with confidence</li> <li>➤ Cope under pressure</li> </ul>
<b>Positivity</b>	<ul style="list-style-type: none"> <li>➤ Smile</li> <li>➤ Make people happy</li> <li>➤ Have a "can do" approach to all aspects of school life</li> </ul>

***'Nurturing has the ability to transform people's lives.'***

## **MEALS, DRINKS AND SNACKS**

### **Dining Hall**

Each year group will have lunch together in the Dining Hall. We encourage the children to eat a balanced meal whilst only taking what they will eat. Lunch menus may be viewed on Firefly.

### **Drinks and Snacks**

During morning break, drinks and snacks are provided for all pupils. A drink and snack are also available at 3.50pm for those pupils staying for either Prep or club. Pupils should not bring in sweets, chocolate or snacks from home (except as part of a packed lunch).

### **Chewing Gum**

Chewing gum is not permitted on the School premises.

### **Lunch**

The majority of pupils have a cooked school lunch which offers a wide and healthy balanced diet with choice of hot or cold food, including a vegetarian option. There is always a salad bar available in addition to hot meals. Lunches are billed termly in arrears. A small number of pupils prefer packed lunches and these may be brought into school and eaten in the Dining Room. If your child has a packed lunch please inform his/her Form Tutor and the Finance Department. We ask that the packed lunch is a healthy and balanced meal.

### **Nut Free**

TPS strives to be a nut free school.

### **Water Bottles**

The children are encouraged to drink water throughout the day and to bring a named water bottle with them to school.

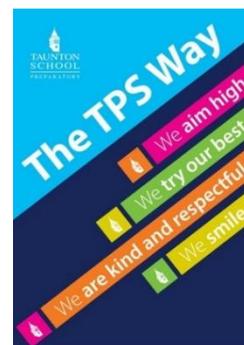
## **REWARDS, BEHAVIOUR AND DISCIPLINE**

### **Ethos of School**

- Challenge, Nurture, Inspire
- Want pupils to aim high, try their hardest, be kind and respectful, smile
- Christian values
- Emphasise the positive (Catch them doing it right, *"If a child lives with encouragement he learns confidence. If a child lives with praise he learns to appreciate"*)

## TPS Way

At Taunton school we aim to challenge, nurture and inspire young people to succeed in a global community. We aim to do this by following the TPS Way as well as showing the values outlined in the new TPS Mission.



## Rewards

- **Housepoints**

These are awarded for significant effort and recorded in your child's planner. Each week, Form Tutors collect the total of number of housepoints and these contribute to an Inter-House competition. Children are awarded a certificate and badge if they achieve a specific amount of housepoints.

- **Roll of Honour**

Awarded for an outstanding piece of work (3 housepoints).

Every week in Assembly, we award certificates for:

- Citizen of the Week
- Learner of the Week
- Musician/Actor/Actress of the Week
- Sportsman of the Week
- Sportswoman of the Week
- Boarder of the Month
- Dancer of the Week

## Behaviour and Discipline

Our ethos is to encourage and motivate children and celebrate their successes and good behaviour. It is important that pupils are given clear boundaries and that this is done in a warm, caring and nurturing manner. Where mistakes are made, we will work with pupils to help them understand what has gone wrong and how they can improve. We have a wide variety of consequences which we give to pupils depending on the nature and seriousness of the mistake(s). This can range from a 10 minute loss of break-time to a Headmaster's Detention. More details can be found in our Behaviour and Discipline Policy.

## Role of Parents

- The school expects parents to support the action of the school and to work in partnership to support and discipline the pupil. If parents have any concerns about the way their child has been treated, they should initially contact the Form Tutor. If the concern remains, they should contact the PHOY, Deputy Head Pastoral, Senior Deputy Head or the Headmaster.
- Schoolwork - the school expects parents to support their child's learning and to work positively in partnership with the school.

## TERM DATES

Term dates can be found on the school website.

There are two exeat weekends in the Autumn and one in the Spring and Summer Terms when none of the pupils are required to attend school on a Saturday morning. Boarders may stay

in school for the weekend or go home (from Friday evening). An organised and entertaining weekend programme is organised for boarders staying in school. The dates of the exeat weekends will be shown in the calendar. All Prep School pupils are expected to be in school on the last Saturday of the Summer Term which is Parents' Day.

## **THE SCHOOL DAY, PREP, CLUBS AND TRANSPORT**

### **Arrival and Departure of Pupils**

#### **Arrival**

Supervision in the playground and classrooms starts at 8.00am. Most pupils arrive from 8.00am onwards and can be left in the care of the staff. If required, we have staff supervision in the library (Weirfield building) from 7.45am to 8.00am. There is no charge for this and pupils do not need to be pre-booked. Between 7.45am and 8.00am, pupils should not go to other parts of Weirfield or into other buildings. Pupils should not be left unaccompanied on the school site before 7.45am. After 8.00am pupils may go to their classrooms. We ask the children to go into the playground once they have placed their belongings in their form room, until the registration bell is rung at 8.15am. **All pupils must wear their blazer to school.**

There are three arrival routes – Years 3&4 entrance between Pre-Prep and Prep (Chess Board gate), Years 5&6 through Weirfield central doors and Years 7&8 in front of the Centenary Hall foyer. Members of staff are present in the morning at these arrival points to welcome children and talk with parents.

We would encourage all our parents who drive their children to school to use the drop and go zone at the front of Weirfield (the main TPS teaching block). In order for the drop and go zone to work effectively, parents must not park and leave their vehicles. If a longer stop is required, please use the car park on Fairwater Green and walk to the school entrance.

#### **Arriving late**

If your child is late for any reason, they must go immediately to the School Office to sign in.

#### **Departure**

After school, pupils in Years 3-6 will be safely released to their parents at the same locations as drop off. Pupils in Years 7&8 can make their own arrangements as to where they meet their parents e.g. outside Centenary Hall, Fairwater car park, joining younger or older siblings at other parts of the school or walking home (with permission). If any other point is more convenient, arrangements must be made personally with the Headmaster. **All pupils must wear their blazer home.**

#### **After School Routine**

Please see timings below:

- End of lessons: 3.40pm
- Form Time: 3.50pm
- Clubs: 4.00pm – 5.15pm
- 1<sup>st</sup> Prep: 4.10pm – 5.15pm
- 2<sup>nd</sup> Prep: 5.15pm – 5.45pm

Please note that children are released at either 3.50pm or 5.15pm and pupils should please not be collected at times in between.

- At the end of Form Time at 3.50pm, children may either go home or stay for a club or for supervised Prep. If they are going home, we ask that parents collect them promptly. If parents are intending to collect at 3.40pm but find themselves unavoidably delayed, their child will be taken to a Prep session in the relevant year group.
- For pupils staying for a club or for Prep, we provide something to eat and drink and they have a playtime until the start of the club or Prep. If parents are intending to collect at 5.15pm, but find themselves unavoidably delayed, they will find their child waiting in the Library.
- The supervised 2<sup>nd</sup> Prep from 5.15pm to 5.45pm will take place in the Library. Parents may collect their children anytime between 5.15pm and 5.45pm. There is a phone number on the window at the Year 5&6 entrance which parents may call if they arrive between these times to collect their children. Please note the phone is only manned between these times.
- Flexi-boarding is available to pupils in Year 3 and above, only where bed space in Thone House allows. The cost for flexi-boarding can be found on our Fees page (and is currently £39.70 for a single night). Enquiries regarding flexi-boarding should be directed to the Head of Boarding, Katherine Wells, on [katherine.wells@tauntonschool.co.uk](mailto:katherine.wells@tauntonschool.co.uk).

On Saturdays, lessons for Year 7&8 finish at 12.35. On some Saturdays, pupils have school matches in the afternoon.

### **School Buildings**

Please note that parents are respectfully asked not to enter any school building unless they are doing so in order to attend one-off events to which parents have been specifically invited (e.g. concerts, class assemblies, meetings etc.) or regular events to which we always welcome parents (e.g. Performing Arts Cafes, indoor sports fixtures, match teas etc). The exception to the strict rule that parents should not be in school buildings is for parents wanting to come to the Prep School Office on the ground floor of Thone House, which can be accessed either via the entrance from the Swimming Pool car park or by walking across the playground to Thone building.

### **Notification of Collection Times**

The School must be fully informed of the times that children leave each day. Lists will be kept and any deviation from this (i.e. not staying for supervised prep due to dentist appointment) should be recorded at morning registration or notified to the School Office throughout the day.

### **Taunton School Mini-Bus Routes**

Bus routes are flexible and extra pick-up points are reviewed regularly. Please do not hesitate to contact the Transport Department at [transport@tauntonschool.co.uk](mailto:transport@tauntonschool.co.uk) or 01823 703107, if you would like more information on this service.

### **Walking Home**

If you would like your child to walk home, please provide formal permission by way of a letter to the School Office.

### **Clubs and Activities**

These generally take place from 4.00 – 5.15 pm. An email listing all the Clubs and Activities is sent home before the end of each term (during the Summer holidays for the Autumn term). The number of clubs recommended for each child depends on their age, tiredness, prep and other commitments. If your child has other commitments out of school, please do not feel that they must undertake a club within school. Clubs can be signed up to via our dedicated online system called Misocs. Please visit:

<https://www.socscms.com/login/719/parent>

### **Saturday Morning Enrichment Programme for Years 3 to 6**

This is optional for all pupils from Year 3 to 6 . Pupils are given the opportunity to sign up to one of five areas for the duration of the term (Art, Design Technology, Performing Arts, Sport or Cookery). This is also open to pupils from outside TPS. The sign up process is similar to our After School Clubs and Activities programme and can be accessed through an online link. Each Term the activities vary within the five areas and parents will be contacted via email with links to sign up.

## 3 PE AND GAMES INFORMATION

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### Games and Matches

“Games” incorporates Rugby, Hockey and Cricket/Tennis for the boys and Netball, Hockey, and Cricket/Tennis for the girls.

The different sports are divided into the three terms in the academic year as follows:

Term	Boys	Girls
Autumn	Rugby	Hockey
Spring	Hockey	Netball
Summer	Cricket/Tennis	Cricket/Tennis

### Games Policy

Our games curriculum encourages participation, performance and enjoyment. All pupils are encouraged to enjoy sport as an individual and as a team player, whatever their ability. We strive to provide fixtures for all children from Years 3 to 8, in all sports run within the games curriculum. Every pupil, unless excused, will represent the school on several occasions during the academic year.



In addition to school matches, pupils also participate in intra-school matches and House Matches. The points from each age group go towards the overall winner's trophy.

### Staffing and Lessons

#### Hockey, Rugby, Netball, Cricket

We are lucky to have a depth of experience in our games staff. There are numerous qualified games teachers, with specialisms across the curriculum. In addition, we are supported by academic staff with sporting backgrounds. The Senior School Heads of Sport for Rugby, Hockey, Cricket and Netball are also involved in all games lessons and coach some of our teams.

Games is taught with two year groups at the same time; Years 3 and 4, Years 5 and 6 and Years 7 and 8. On some occasions, groups will combine across year groups on ability. Year 3 and 4 have 6 lessons (3 double lessons) of games per week. Years 5 to 8 have 7 lessons which includes Wednesday afternoons, which is when fixtures or additional practices take place. In addition, there are some fixtures on Saturdays, these are predominantly for Years 7 and 8. However, occasional fixtures, normally in festivals, for other age groups may take place during the weekend. The way the games lessons are set out in the curriculum allows us to use the same staff to coach all abilities and ages. For example, the 1st XI cricket coach could also work with the U10B team.

### **Swimming, Athletics and Tennis**

Swimming and Athletics are taught in PE lessons during the year from Years 3 to 8. Swimming activities also run throughout the year after school, which allow better swimmers to train and other pupils to swim for fun. Galas take place during all three terms, usually after school. Athletics Club runs throughout the Summer Term with various events being entered from April onwards. During the Autumn and Spring Term, we enter Cross Country events and have our own House race. Tennis is also run as a club in the Spring and Summer Terms with fixtures during the summer.

### **Team Selection/ Matches**

At Taunton Prep School, we strive to include as many children as possible in sports matches. Children are selected into A, B or C teams from Year 5 (number dependent). This selection procedure is fluid and children will move between groups, especially near the beginning of a term. We understand that team selection can be a contentious issue and children can be disappointed. As experienced staff, the decisions we make are for the correct reasons and it is important to us that a child should understand these reasons. Any parent who feels their child is confused should urge their son or daughter to speak to their coach or another member of staff who can help them. It is important that, regardless of the team a child is in, they are encouraged to perform at their best and enjoy the experience whether they win or lose a match.

In common with most Prep schools, children who perform at a higher level and are physically and socially ready may, on occasion, be considered to play for an older age group in certain fixtures (this is not permitted in rugby). This will only happen in County/National/IAPS competition or playing against a touring school in hockey, netball and swimming. All normal weekly fixtures, against schools, are selected within year groups. Cricket is the only exception when the 1<sup>st</sup> XI will be selected across Years 7 and 8 for the majority of fixtures.

### **Match Days**

Pupils in Year 3 and 4 will receive match details posted in their tutor rooms. All other pupils are expected to read the details relating to their match on the School Sports website to see if they have been selected and to make a note of collection times and other relevant information. Details of matches will be posted on the website 36 hours prior to match days. Online at: <http://prep.tauntonchoolsports.co.uk>

### **Sports Fixtures – Direct to your mobile device!**

Whilst every effort is made to ensure that the sports fixture information contained within the digital school calendar is current and correct, sports fixtures are arranged well in advance and can be subject to change. Therefore, current fixture information and team selections can be found online - <http://tscal.uk>

The mobile Web App allows staff, parents and pupils to “favourite” teams and quickly access fixture and team sheet\* information when mobile. It synchronizes with your sports map so that visiting teams, staff and parents can navigate to the correct car park and pitch as they arrive at the school

The Web App can be saved to your home screen, and does not need to be downloaded from an App Store. It will also work on any mobile device running a recent version of IOS, Android or Windows.

To save the Web App to your mobile's home screen visit our calendar website on your mobile device at <http://tscal.uk> and then follow the Sports Fixtures Web App link - instructions for adding to your home screen will be shown automatically.

For more details about the Web App visit:

<http://www.schoolssports.com/Support/Page.asp?ID=175&CatID=12>

The password is available from the School Office.

Team lists, fixtures and important match information can also be easily viewed online using the Schoolsports.com website (or direct using <https://www.socsscms.com/login/719/parent/>)

To access: Locate Taunton School, then select sport, age groups, and fixtures. Click on the little blue icon for team selection. We will always aim to get team sheets published 36 hours before the fixtures. You may also want to download the app so you can view activities, fixtures etc. from your phone.

Start and pick up times are marked on team sheets for parents convenience. This pick-up time includes time for match tea, which all children should attend as a matter of courtesy. Children must only seek to leave once their member of staff has given permission. If there is a need for a child to leave early, parents should speak to the team coach prior to the match. If the pick up time alters during a fixture i.e. the bus is caught in traffic, then staff endeavour to phone the School Office who will send a text/email message to all relevant parents.

Generally we have very few U8 competitive fixtures and instead we host and attend festivals of hockey, rugby, netball and cricket throughout the year with other local schools, whereby the children are put into mixed school teams to encourage team interaction and good sportsmanship.

### **Commitment to Matches**

Pupils selected for teams are expected to honour that commitment, including Saturdays. Matches are listed in the calendar and on our School Sports website. **If your child is unable to play in a match then a request for absence must be made to the Headmaster and the Sports Teacher responsible for your child's team.**

### **Off Games**

If a child needs to be off Games due to illness or injury, parents must write, email or call the School Office, Sports Department or Form Tutor to give the reason for a child being off Games and whether it is for 1 day, a week etc.

### **Playing Pitches:**

**Rugby** – The majority of home rugby fixtures will take place on the Prep School Field/Greenham rugby pitches.

**Hockey** - The 'Jowett' Astro turf pitch is on the opposite side of Greenway Road. Also known as Uppers. Parking is available. The 'Durrant' Astro is located on the Senior School Campus, near the Music School and Day Houses.

**Netball** - The majority of home netball fixtures will take place on the Prep School/Greenham Courts.

**Cricket** – These fixtures will be played on a mix of the Greenham Field, Uppers Field and the front of the senior school.



### **Parental Support**

Sport is an important part of any child's upbringing. Not only does it help to keep them fit and healthy, but also brings enjoyment and a passion for something that will last a lifetime. With this in mind at Taunton we would like to encourage parents to ask "Did you enjoy the game?" rather than "Did you win?". Asking children how they played encourages them to recognise their own strengths and weaknesses, which will then help support their learning and progress.

We welcome your support at matches and tournaments. We ask that to help instil good sporting behaviour in the pupils, that you applaud both Taunton and the opposition's good play. In addition, please try not to shout instructions to them as they may have been told something completely different by their coach.

### **Parents' Guidelines for Sport (from IAPS)**

*Children develop differently, at different rates and react differently to the same pressures.*

- Don't force an unwilling child to participate in sport; he or she is not playing to satisfy your ambitions.
- Children and young people are involved in organised sport for their enjoyment – not yours.
- Encourage your child to always play by the rules.
- Teach your child that effort and teamwork are as important as victory so that the result of each game is accepted without undue disappointment.
- Turn defeat into victory by helping your child work towards skill improvement and a positive sporting attitude. Never ridicule or shout at your child for making a mistake or losing a competition.
- Children learn best by example. Applaud good play by your team and by members of the opposing team.
- Don't question publicly the official's judgment, and never their honesty.
- Support all efforts to remove verbal and physical abuse from children's sporting activities.
- Recognise the value and importance of coaches. They give their time and resources to provide guidance for your child. Set an example by being friendly to the parents of the opposition!
- Emphasise enjoyment and fun.

- Praise and reinforce effort and improvement.

### **Colours and Awards**

Colours are awarded to Year 8 at the 'Final Assembly' at the end of each term. They are given for excellence within a specific sporting area. A 'Progress Prize' is also awarded at the end of term to a Year 8 pupil who is deemed to have made significant progress throughout the term regardless of the team they regularly play in. Additional 'Sportswoman and Sportsman of the Week' awards are given each week in assembly.

### **Gifted and Talented Sports Policy**

Taunton Prep School believes in the development of its pupils through the medium of sport. For those identified as Gifted and Talented, it is important that the needs of the individual are met to the best of the School's ability whilst ensuring that the School is able to fulfil their fixture list, and the reputation of the School and the interests of other pupils are not damaged.

**For the purposes of this Policy, a Gifted and Talented performer is one who has been identified by the Sport Department as having the potential to reach county level and above when given the opportunity (some sports do not select below U14).**

Taunton Prep School expects that all Gifted & Talented performers will play for the School and, by so doing, will act as role models to other pupils in our community. However, the school is aware that there may be times when a child has been selected to play for a County/Regional/National team, or needs to attend a selection event at a time that clashes with a School sport commitment. When considering such a clash the following will apply:

- the School reserves the right to ask the player to honour the School commitment if, by missing the event, the player will affect the success of the School team in a County, Regional or National event;
- if, on any occasion, the pupil is not required for his/her County/Region etc, he/she will only be allowed to play for the School (or to be involved in related activities such as House matches, tours) if it is considered to be in the best interests of the individual and the School for that to happen.

**The spirit of this policy is to ensure that Taunton Prep School maintains high standards and excellence across its sporting curriculum, whilst allowing Gifted and Talented performers the opportunity to enhance their talents in other sporting environments.**

Gifted and Talented performers may be given the opportunity to represent the Senior School in some sports if it is felt that the pupil is of the relevant standard and ability. Contributing factors that will be considered in this selection will be based on the following criteria:

- Direct liaison between TPS Director of Sport and the TS Director of Sport.
- The requirement of TPS to fulfil their fixture obligations.
- The requirement of TS for performers of that calibre in specific sports.
- A suitable training and competition programme will be devised to suit each individual by the coaching staff at TPS and TS.

It is important to recognise that this decision will be made on an individual basis.

### **Kit and Equipment**

Please refer to the kit list and the Games information for what is required. In particular, it is important that safety equipment is provided for the pupils such as MOUTHGUARDS and SHIN-PADS for the rugby and hockey terms. The School arranges annual mouthguard fittings by Opro. For the cricket term HELMET/PADS/GLOVES/BOX are only required from Year 5 (If a boy/girl plays in a school team or practices with a hard ball).

We would be extremely grateful if **ALL** equipment is named. Please note that sewn-on labels are preferable as ironed-on ones tend to peel off once clothing has been washed. All labelling should be done before the item is brought into school. We cannot guarantee that unnamed items will be returned. Labels may be bought through the School Shop. We also ask that Sport's Bags are named on the OUTSIDE. Years 5 to 8 keep their kit bags in the Sports' Locker rooms.

### **Team Photographs**

These are taken during each term and may be purchased by parents through the external sports photographer via the School website.

## 4 PERFORMING ARTS INFORMATION (MUSIC, DANCE, SPEECH AND DRAMA)

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At Taunton Prep School we strive to encourage children to seize every opportunity which is on offer.

The Performing Arts Department boasts two Dance, two Speech and Drama and two full-time Music teachers together with eighteen Visiting Music Teachers and a Music Administrator. The department consists of a music school with seven instrumental rooms, a dance studio, two speech and drama rooms and a music technology room. Venues for performing include two large halls, a theatre, school chapel and summer outdoor performances.



In addition to a full and varied programme taught within the curriculum, there are also opportunities for individual and group music, dance plus speech and drama lessons.

Music, drama and dance permeate throughout the school to produce a special, creative atmosphere where children's confidence is nurtured and performance at all levels is encouraged. Weekly, the Centenary Hall is transformed into a relaxed Performing Arts Café. Parents and friends enjoy a wonderful array of music, drama and dance performed by the pupils.

The Performing Arts team work collaboratively to produce three full-scale musical productions in Years 4, 6 and 8. Pupils have an intensive week of rehearsals in order to create a production of a very high standard. Every child is involved, be it as an actor, dancer, musician or experiencing the importance of working in the lighting box, or helping as part of the scene crew.

Every child is encouraged to enter the Taunton and Somerset Festival of the Arts, which provides opportunities for individuals and small groups to perform a range of classes in this community-based festival.

Pupils are entered for examinations across Music, Speech and Drama and Dance. Associated Board of the Royal Schools of Music and Trinity Guildhall examinations are held each term. Royal Academy of Dance examinations, twice a year. Speech and Drama LAMDA and Vanguard examinations take place once a year.

### **Music**

*“Everyone should have the chance to learn a musical instrument and there should be no barriers to taking part in something that is so life affirming.”*

Jools Holland

The department boasts a vibrant and creative atmosphere and we are proud to be able to offer lessons on all instruments. Learning an instrument at school has a direct correlation with success in other academic subjects and helps children with concentration, creativity, self-esteem and self-discipline.

There are two major classical music concerts during the year. The Michaelmas Concert and the Summer Concert see over 100 children from the Prep School performing in over 18 various ensembles.

As a long-standing annual tradition at Taunton Prep School, a Choir from Years 6 to 8 travel overseas and perform in the most amazing venues such as St Peter's Basilica, the Pantheon in Rome and St Mark's Cathedral in Venice. Previous tours include Paris, Belgium, Prague, Barcelona, Salzburg, Lake Garda, Florence, Madrid, Switzerland and Malta.

Performing for the local community is very important and we are often invited to attend special occasions, for example, we sing annually at Dunster Castle for the candlelight festivities.

Pupils are encouraged to audition at both at Regional and National level and presently there are children who attend the National Children's Choir of Great Britain, the National Children's Orchestra of Great Britain, the Somerset Youth Orchestra and County Bands.

### **Individual Music Tuition**

We can offer the following instruments: piano, organ, violin, cello, flute, oboe, clarinet, bassoon, saxophone, French horn, trumpet, euphonium, baritone, trombone, percussion (including drums), acoustic guitar, electric guitar, electric bass guitar and harp. Individual singing lessons are also available. We are always happy to arrange free taster lessons on any instrument, as necessary.

Individual music lessons in the Prep School are 35 minutes in length, ensuring tuition slots in with academic lessons. Lessons are normally given during school hours, and we will endeavour to make sure that pupils are on a rotation so the impact on missing academic curriculum time is minimised. Lessons times are displayed on the notice boards in the Music Department and updated each week.

A copy of the Music Tuition Application Form is available from our Music Department ([tpsmusic@tauntonschool.co.uk](mailto:tpsmusic@tauntonschool.co.uk)).

### **Open Door Policy**

If at any time you would like any information about your child's lessons please feel free to email [tpsmusic@tauntonschool.co.uk](mailto:tpsmusic@tauntonschool.co.uk). Parents are always welcome to come and join their child's music tuition lesson, to meet the Visiting Music Teacher and discuss progress at any time during the year. In order to arrange a visit please email [tpsmusic@tauntonschool.co.uk](mailto:tpsmusic@tauntonschool.co.uk).

### **Music ensembles**

Music ensembles run before school, during lunchtimes and after school. Children of all ages and abilities are encouraged to join these fun activities. In addition to the 6 choirs the following instrumental opportunities are also on offer:

- TPS Percussion Ensemble
- TPS Orchestra
- TPS String Ensemble
- TPS Guitar Ensemble
- TPS Junior Chor (for pupils for Years 3-5)
- TPS Senior Choir (for pupils in Years 6-8)

- TPS Brass Ensemble
- TPS Wind Band
- TPS Woodwind Ensemble
- Music Theory Clinic

### **Open instrumental afternoon (Year 3&4)**

We understand that children are keen but it is not easy to be able to make the right decision about which instrument to choose. Before the beginning of Spring Term we hold an afternoon where parents and children are invited into school to meet the Visiting Music Teachers and to try out various instruments such as percussion, guitar, tuba, harp, trumpet, saxophone, clarinet, trombone, French horn, flute, voice and the violin. Children can 'have a go' on the instruments and parents can chat with the Visiting Music Teachers in order to make informed choices about which instrument to choose.

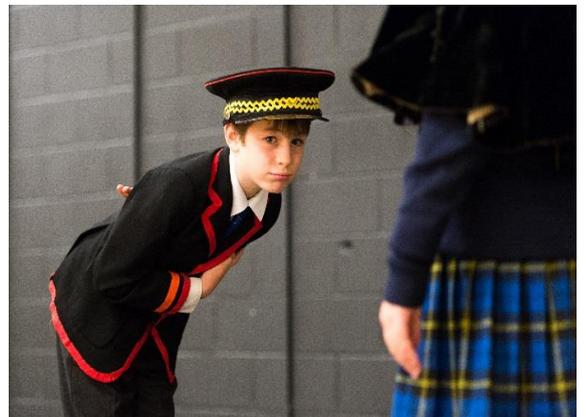
### **Free Wind and Brass Scheme**

Another opportunity for the children is we offer 5 free instrumental lessons on either a brass or woodwind instrument. This takes place during the children's music lesson. Instruments will be supplied and your child will be able to bring the instrument home to practise. There is a short performance for parents at the end of the session, which takes place in the Centenary Hall.

### **Drama**

Studying drama improves self-confidence, imagination, empathy, co-operation, communication and provides an emotional outlet. There are three after-school activities offered to all children.

Pupils who wish to extend their drama skills are encouraged to have Speech and Drama lessons. Lessons are taken in pairs and the aim is to offer the children a safe environment in which to explore all manner of performance and presentation skills. Team games, exercises and regular peer performances help to build the child's confidence, which has huge benefits across all their subjects. Specific work is undertaken on vocal performance; including diction, projection and range. Lessons take place during the normal timetable but great care is taken to ensure that children do not miss the same academic lesson more than once in a half-term.



Please email Miss Tara Day ([tara.day@tauntonschool.co.uk](mailto:tara.day@tauntonschool.co.uk)) or Mr Alastair Kirby ([alastair.kirby@tauntonschool.co.uk](mailto:alastair.kirby@tauntonschool.co.uk)) or see our website to obtain an application form:

Dance also has a high profile in the school. There is an abundant amount of opportunity to perform, including regular dance performances where dancers perform a wide selection of pieces in a variety of styles. Ballet lessons are offered from Nursery 4 upwards throughout the school and follow the syllabus created by the Royal Academy of Dance. Ballet dancers also have the opportunity to perform in the annual whole-school dance showcase productions as well as the many Performing Arts cafes and various school events throughout the year.

Dance lessons can be on an individual or shared basis. Please contact Diane Turner ([diane.turner@tauntonschool.co.uk](mailto:diane.turner@tauntonschool.co.uk)) or Lucy Hartland-Mann ([lucy.hartlandmann@tauntonschool.co.uk](mailto:lucy.hartlandmann@tauntonschool.co.uk)) for further information.

There are a variety of dance activities, which take place around the school day for Years 3&4. We pride ourselves in the Performing Arts Department in being able to nurture, support and challenge the children in our care. The staff are passionate about creating a positive and exciting learning environment.

## 5 INFORMATION FOR PARENTS OF NEW PUPILS

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### **Prior to starting, the following information will be sent to parents of new pupils:**

- Consent Form/Medical Questionnaire to enable your child to participate in trips and on/off-site activities
- Letter regarding Opro Mouthguard fittings (if starting in September)
- Letter regarding pre-season training
- Letter from our PTA and letter regarding Classlist (software to enable parents to communicate with each other)
- Details of registering an account for co-curricular software
- Clubs and Activities for the forthcoming term
- Details of Saturday Morning Enrichment Programme for forthcoming term (Years 3 to 6 only)
- Details regarding any trips during the coming year
- Bring Your Own Device 'BYOD' Policy
- Details of how to access Microsoft Teams
- Firefly Guide (Pupils in Years 5 to 8)
- Parent Portal Guide
- School Shop Opening Hours
- Music, Speech & Drama and Dance tuition forms
- School Bus Booking Form

Our Parents' Handbook, Boarders' Handbook, uniform list, school calendar and term dates are all available on our website.

### **New Pupils' Tea Party – Monday 5<sup>th</sup> September - 3.30pm – 4.30pm**

This is for all new pupils joining TPS in September together with their parents/guardians. You will be able to familiarise yourselves with the School and meet the teachers before School starts on Monday 5<sup>th</sup> September. Pupils will see their classrooms, be shown where their peg is for their blazer, coat and sports bag, and will be able to ask any questions that they may have. Pupils should come in uniform. We look forward to giving you a very warm welcome.

### **The First Day**

- Buddy - When a new pupil begins at TPS, your child's Form Tutor will allocate a current pupil to look after them and to 'show them the ropes'.
- Your child's Form Tutor will be in your child's Form room from 8.00am to greet your child. **PREP SCHOOL PLANNER** – your child will be given one of these on their first day.
- Please see the section earlier in this document regarding communication between parents and the School.

Your child may be collected at:

- 3.50pm at the end of the school day; or
- 5.15pm at the end of 1<sup>st</sup> Prep or a chosen activity; or
- 5.45pm at the end of 2<sup>nd</sup> Prep

For information regarding Sports, Music Dance and Drama and Educational Progress, please see separate section earlier in this document, or contact:

Director of Sport ([shaun.winsor@tauntonschool.co.uk](mailto:shaun.winsor@tauntonschool.co.uk))

Head of Performing Arts ([philippa.simmonds@tauntonschool.co.uk](mailto:philippa.simmonds@tauntonschool.co.uk))

Head of Educational Progress ([lian.middleton@tauntonschool.co.uk](mailto:lian.middleton@tauntonschool.co.uk))

## 6 OTHER INFORMATION (A-Z)

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### Activities and Outings

Whilst most in term activities and outings we offer are included within the fee structure, those involving overnight stays are subject to an extra charge. Some clubs may also incur a cost.

### Assembly

Assemblies, tutor time and chapel services will be held weekly after morning registration. You will be contacted by the Form Tutor about when your child's form assembly will be held.

### Bicycles

If you wish your child to cycle to school unaccompanied by an adult, they must have passed the 'Bikeability Course' and a letter of permission must be sent to the Headmaster before they are able to do this.

### Boarding

We have a thriving Boarding Community at TPS. Boarders may be invited out for a meal or weekend with your child and family. This may be arranged by contacting the Boarding House on 01823 703322 or [katherine.wells@tauntonschool.co.uk](mailto:katherine.wells@tauntonschool.co.uk)



Thone House offers flexible boarding to pupils in Year 3 and above, where bed space in Thone House allows. The cost for flexi-boarding can be found on our Fees page (and is currently £39.70 for a single night). Enquiries regarding flexi-boarding should be directed to the Head of Boarding, Katherine Wells, on [katherine.wells@tauntonschool.co.uk](mailto:katherine.wells@tauntonschool.co.uk).

### Carpe Diem

Our School Motto - 'Seize the Day'

### Chapel

All Prep School pupils attend a weekly Chapel Service. Pupils are expected to attend Chapel unless the Board of Governors has granted permission for an individual to be exempted. Blazers are always worn to Chapel.

### Exeat

This is a weekend when children in Years 7 and 8, who normally have school on Saturday mornings, do not come in. Enrichment sessions for Years 3 to 6 do not run on Exeat weekends. The Exeats are shown on the calendar and on the school website. Full boarders are welcome to stay for a full, interesting and active weekend programme.

### Firefly

We operate a virtual learning environment for our pupils to access from within school and at home. It can be accessed via a web browser at <http://intranet.tauntonschool.co.uk> or alternatively via an app from the IOS Store or Google Play. Information on how to access this can be obtained from the School Office.

## **Houses**

There are 4 Houses: Cooper, Dowell, Loveday, Roberts.

On entry to TPS your child is placed into one of them. Not only will their housepoints be added to the House total each week but they will have the opportunity to represent their House in a number of Inter-House events, for example, music and sports competitions. This gives them a sense of belonging and pride as part of a team linking all year groups.

## **Insurance**

Parents are advised that the School cannot be held responsible for the loss of valuables while on the school premises. The School is able to offer parents Personal Effects Insurance through the School's insurers, Marsh Insurance Brokers, and details of this and Personal Accident Insurance will be sent out to new pupils with the school account in due course. For further information, please contact the Finance Office on 01823 703143.

## **Library**

We encourage the children to use the Library for research purposes and for reading. Pupils may go into the Library at break times and lunch times where they are expected to follow a code of behaviour. They may sign books out for 3 weeks making sure they sign the book back in.

## **Lost Property**

As we request that all uniform and equipment is labelled, we hope that any lost property will be limited. We encourage pupils to be responsible for their own belongings and ask them to look for any missing items in the first instance. Items of lost property can be located in the Lost Property room (next to the Sports Office). At the end of each term, all lost property items are placed under the Anderson Shelter and parents/pupils are encouraged to review and locate any missing items.

## **Manners**

We encourage all children to have both good manners in school and good table manners. Linked to 'The TPS Way', we discuss them on a regular basis.

## **Money**

Pupils should not bring money into school unless they have been given special instructions for a specified event.

## **Mufti Days**

Mufti days are non uniform days which take place during the School year. In exchange for not wearing uniform, pupils are asked for a contribution (usually £2) which is given to the School charities. Mufti days are noted in the School calendar.

## **Parents' Day**

A special day at the end of the academic year for the family to see the school after attending prize giving in the Marquee. It is held on the last Saturday of the Summer Term.

## **Parent Portal**

We host a dedicated Parent Portal which gives you access to your child's timetable, school reports and billing. This is a password secure site and further details can be obtained from the School Office. The site is accessed via the school website under the parents section.

**Parents' Association 'PA'**

The PA are a voluntary group of parents from across the age ranges at Taunton School who arrange events and activities to raise money that is directed back into the school to support various initiatives. New volunteers are always welcome! Please contact [pta@tauntonschool.co.uk](mailto:pta@tauntonschool.co.uk) if you would like to join.

**Website**

[www.tauntonschool.co.uk](http://www.tauntonschool.co.uk) gives you information about the school, the Courier and other details including photographs of trips and activities.

## 7 CHILD PROTECTION

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Please note that if you have any Child Protection concerns, the Child Protection Lead for the Prep School is Mrs Joanna Hall-Tomkin ([joanna.hall-tomkin@tauntonschool.co.uk](mailto:joanna.hall-tomkin@tauntonschool.co.uk)) and for Pre-Prep & Nursery is Mrs Louise Leah ([tppshead@tauntonschool.co.uk](mailto:tppshead@tauntonschool.co.uk)). The whole school designated safeguarding lead is Mr Ed Burnett (TS Senior Deputy Headmaster).

Each child also has access to useful telephone numbers, such as ChildLine and the school's independent listener, which are published around the school.

Please refer to the School's Safeguarding Policy for further detail (available on the School's website).

## 8 UNIFORM AND APPEARANCE

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A full uniform list can be found on our website: [www.tauntonschool.co.uk/about/school-shop/](http://www.tauntonschool.co.uk/about/school-shop/)

All items carrying the School's logo and marked with an \* are bought from the Taunton School Shop. Most of the other items can also be purchased from the shop including the Sports items. All pupils must wear their full school uniform, **including blazers, to and from school**. No other non-uniform items should be worn.

The term-time opening hours are:

Monday	08:00 – 14.00
Tuesday	10.00 – 14.00
Wednesday	10.00 – 14.00
Thursday	10.00 – 14.00
Friday	10.00 – 14.00
Saturday	08:30 - 12:30 (1st Saturday of the month)

The Shop is always open prior to the start of term for appointments. To make an appointment, please contact:

Manager: Nancy O'Carroll  
Telephone: 01823 703165  
Email: [schoolshop@tauntonschool.co.uk](mailto:schoolshop@tauntonschool.co.uk)

Payment can be made by cash, credit card or cheque (with supporting bank card). **Please check our website for opening hours during the summer holidays.**

All clothing and equipment should be clearly named using labels with a white background with blue or black lettering. Sew in name tapes may be ordered from the School Shop.

### **Blazers**

Pupils must wear their blazers to and from School, to Assemblies and to Chapel.

### **Coats, bags and shoes**

- Pupils in Years 3 to 6 should wear a TPS school navy coat. Years 7&8 may either wear the school navy puffa jacket or a smart, dark coat when appropriate i.e. the coat should be non-branded / brand logo should not be visible UNLESS it is a Taunton School branded coat. Pupils in all year groups are required to have an official TPS bag for their books and pencil cases. There is a choice of backpack or satchel style, both of which are available in the School Shop.
- With regard to school shoes, please ensure that they are plain black in appearance and do not have coloured trimmings, heels or soles. The uniform lists state that shoes need to be black leather shoes with laces, buckle or Velcro (NOT trainer-style, boots, suede, ballet pump style, or Dr Martens).

### **Hair**

Pupils may not have their hair dyed, bleached or artificially coloured in any way. Hair should be neat and tidy, off the collar and should not impair vision. Hair should be of a consistent length and should not be shorter than a Grade 3. Gel and wax are not permitted in school.

Hair that is over the collar should be tied back in a low pony tail with plain navy or black hairbands. Above all, a smart appearance is vital.

### **Jewellery**

One pair of small plain gold or silver stud earrings may be worn. Pupils may wear a watch. Rings and necklaces may not be worn in school.

### **Make-up**

Make-up is not permitted at TPS.

### **Watches and other valuables**

We have found it most helpful, as a security precaution, for pupils' watches to be engraved with their name; most jewellers undertake such engraving. While encouragement is given to the pupils to look after their possessions, the School cannot accept responsibility for valuable items, which should be covered by your own insurance. Please note that smart watches are not permitted at TPS.

## APPENDIX 1

### Getting started

The natural progression from pencil to pen begins with the use of a banana pen.

We would recommend the STABILO EASYoriginal.

This fun pen is the first ergonomic rollerball for left or right-handers, uniquely designed for children as they learn to write. It has been designed to help children move from pen to pencil as they take their first steps towards clear, legible writing with an ink pen. The ergonomic, non-slip grip prevents muscle fatigue and writing pain, enabling optimal writing experience.



### Next steps

Once your child is comfortable with and established using the banana pen, the next step is to progress to a basic cartridge pen. There are many expensive brands which can be purchased but in the first instance we would recommend a basic inexpensive ink pen. This is because children do have a tendency to push a little harder when first learning to write with an ink pen, which may lead to bending or breaking of the nib.

We would recommend the BEROL Papermate handwriting fountain pen.

The soft comfortable grip on this pen helps reduce calluses and prevents fingers from coming in contact with the nib, thus making it the perfect pen for beginner writing practice.



For children who still need assistance with a suitable pen grip, the following pen would be recommended instead of the above:

The Pelikan Twist Fountain pen. The triangular barrel makes it a comfortable pen to hold using the tripod grip, whilst the rubberised finger grip ensures that it is suitable for prolonged writing sessions. The barrel is chunky, making it perfect for learner writers, who are learning to write with ink.



### A pen to last a lifetime

Once your child is happy with using a fountain pen to write with then we would recommend investing in a long-lasting quality cartridge pen which they will be able to use throughout their school career. We would recommend a Parker or a Lamy pen.

#### *Parker Vector*

Parker Vector Black fountain pen with medium nib. Vector's style and durability make it delightfully easy for student and professionals alike to use. Focused on providing good value performance, Vector pens ensure a consistent and fluid writing experience every time.



#### *Parker Jotter*

The Jotter's streamlined design, durability, affordable price and iconic clip have made this fountain pen a Parker classic. Featuring a stainless steel nib and gently fluted grip section, writing with this fountain pen is smooth and comfortable.



#### *LAMY Safari*

Classic design fountain pen in a range of colours. Tough ABS plastic, triangular finger grip area, ink level window and strong metal nib.



### Left-handed specific pens

Smudging, scratchy letters and covered up writing are some of the problems faced by pupils who are left-handed. Many companies, such as LAMY have developed pens specifically designed for left-handed pupils which are worth a trip, however at TPS, we understand that not all left-handed pupils will be able to get on with an ink pen. Therefore, below is a list of alternatives for pupils who are unable to get on with the traditional fountain pen.



#### *Pilot G2*

The Pilot G2 07 is a smooth-writing retractable gel rollerball with a comfortable cushion grip - a renowned best-seller for lefties all over the world.

#### *Uniball Signo 207 gell rollerball*

The Uni-ball Signo is an all-time classic gel pen.



*Pentel Tradio Stylo Fountain Pen*

The Pentel Tradio is essentially a luxury refillable version of the classic Fountain Pentel without the traditional metal nib.

