



Parents' Information Booklet

HESKETH HOUSE

2018-2019



The Aims of the Bolton School Foundation are:

Bolton School seeks to realise the potential of each pupil. We challenge, encourage initiative, promote teamwork and develop leadership capabilities. It is our aim that students leave the School as self-confident young people equipped with the knowledge, skills and attributes that will allow them to lead a happy and fulfilled life and to make a difference for good in the wider community. We do this through offering:

- **A rich and stimulating educational experience which encompasses academic, extracurricular and social activities;**
- **A supportive and industrious learning environment for pupils selected on academic potential, irrespective of means and background.**

The Bolton School Foundation consists of the Girls' Division (Hesketh House for Junior Girls and the Senior Girls' School), the Boys' Division (Park Road for Junior Boys and the Senior Boys' School) and Beech House Infants' School. Bolton School Nursery and the Kidzone Out-of-Hours Childcare Centre are also run as part of the Foundation. The commercial arm of the Foundation is Bolton School Services Limited which also operates the coach service.

The Senior Officers in charge of the Foundation are: Miss Sue Hincks (Headmistress), Mr Philip Britton (Headmaster) and Mrs Cathy Fox (Clerk and Treasurer).

The Foundation has a single Governing Body under the chairmanship of Mr Michael Griffiths. (See 'Correspondence' for contact details.) The Governor with particular responsibility for the Girls' Division is Dr Sheila Fisher.

1. The Junior Girls' Division Team

Head of Senior Girls & Girls' Division	Miss Hincks
Deputy Head of Senior Girls & Designated Child Protection Officer	Mrs Kyle
Head of the Girls' Junior School	Mrs Laverick
Deputy Head of the Girls' Junior School	Mrs Holt
Year 3 - 3H	Mrs Hilton
Year 3 - 3L	Mrs Labbé
Year 4 - 4B	Mrs Bass
Year 4 - 4W	Mrs Worsley
Year 5 - 5H	Mrs Holt
Year 5 - 5M	Mrs Marsden
Year 6 - 6G	Miss Gregson
Year 6 - 6J	Mrs Joseph
Part-time Teacher	Mrs A Forshaw
French/Spanish	Mrs Hornby
Music Staff	Miss Fairclough Mrs Price Mrs Wade Miss Robinson
Individual Music Lessons	
PE Staff	Mrs Higgins Mr Stringer Miss Donaghy Mrs Duddle Mrs Heatherington Miss Kent
Teaching Assistants	Miss Berry Mrs Hyland
Secretary	Mrs Hurst
Sergeant	Mr Greaves

2. The School Day - Our Timetable

8.40am	Bell rings in the playground
8.45am	Registration
8.50am	Assembly/Form Time
9.15am	Lessons
10.25am	Break
10.45am	Lessons
11.55am	Lunch
1.20pm	Registration
1.25pm	Lessons
2.35pm	Break
2.50pm	Lessons
3.55pm	End of the School day - children to be collected from playground

3. The School Day - Further Information

Arrival

School opens for the girls at 8.00am, with supervision on the playground if the weather is fine. There is no supervision prior to this time other than Kidzone (01204) 535263.

Assemblies

Assemblies are held on Tuesday, Thursday and Friday mornings. They are based on a series of spiritual, moral and religious themes, including British values. Assembly times are also used to promote our 'Habits of Mind', celebrate achievements and to inspire the children.

On Thursday mornings we hold a special Achievements Assembly when certificates and awards are presented. If your daughter wants her achievements to be recognised, she must remember to sign-up with a Year 6 Ambassador for the next Assembly.

Lunchtimes / Extra-Curricular Activities

Girls are given the opportunity to join at least two clubs every term in addition to Library. Information about this is given out at the start of the year and then again at the start of each term. We encourage parents to discuss the options with their daughters. We do expect girls who have made the decision to join a particular club to attend on a regular basis. Clubs vary across the academic year to reflect seasonal changes and to give as broad an experience of activities as possible.

Lunches

Lunches are eaten in the Hesketh House Hall. There are always two hot main meals, halal and vegetarian options, together with salads, sandwiches and baked potatoes to choose from. A hot dessert is provided, as well as fruit, yoghurts and cakes.

A copy of the lunch menu is available on the website for those parents who may find it useful to discuss choices with their daughter.

End of the School Day

Please collect your daughter from the School playground at 3.55pm. If your pick-up arrangements change please contact the School Office as soon as possible. At your discretion, your daughter may walk to meet you at the site boundary. However, she must return to Hesketh House if you are not there for any reason.

4. The School Day - Practicalities

School Office

The School Office is open from 8.00am-4.30pm.

Please telephone (01204) 434761 or email juniorgirls@boltonschool.org.uk

Parking

Parents are reminded of the difficulties and dangers caused by parking in the morning and at the end of afternoon School. The School frequently receives complaints about parents who park on pavements and in areas about the campus that are restricted in width and officially marked as no waiting/parking locations. Complaints are also made about parents who park at the front of School, in the 'Lion of Vienna' car park and in nearby roads, blocking access for local residents. Parents are asked not to park in the Bolton School Nursery car park. This is reserved for the parents of Nursery children to enable them to drop off and collect their children safely.

In order to help visitors who arrive by car, there are 13 clearly designated bays in the car park at the front of the School on the corner of Chorley New Road and Dobson Road. Visitors, including parents with an appointment in School, may park there, before gaining pedestrian access to the Riley Quad by walking along a path and the pavement along Chorley New Road and then under the Central Arch.

If you are visiting School for an appointment made by a member of the School staff, you will have been informed about parking arrangements for your visit. If you are visiting on an ad hoc basis and wish to reserve visitor parking, please contact Reception. Visitors arriving by car should only drive through the central arch into the Riley Quad if they have been invited to do so in advance of their meeting. The parking bays in the Riley Quad will be reserved for visitors requiring disabled access or who have an appointment with the Headmaster, Headmistress or Clerk and Treasurer and who have been specifically informed that a space has been reserved for them in the Riley Quad.

For evening and weekend events, other car parks on the site, including the Tudor Avenue car park and the sports field car park, may be open. There is also parking in the Boys' Quad and the Girls' Quad on some occasions. In addition, out of School hours, the Dobson Road gate may sometimes be left open for traffic to drive in and park for School evening events or events held at the Arts Centre. Parking for collection from after-school clubs is available on the Dobson Road Quad.

Visitors

The Bolton School site is very secure. If you need to come into School for any reason, please enter via the Riley Centre and sign in at the main reception. For Security and Health and Safety purposes, we need to know who is in School at any given time.

Late Pick up

Please ensure that your daughter is collected promptly at the end of the day and after all after-school activities/trips. Occasionally parents are unavoidably delayed. If this happens, we ask you to telephone the Junior School Office before 3.40pm so that we can convey the message to your daughter. We will not release your daughter to any other adult, without prior confirmation from yourselves with the Office.

If you are late, please collect your daughter from Hesketh House Reception. We ask pupils waiting to be collected to return to Reception at 4.10pm if no-one has collected them by this time. If pupils have not been collected by 4.10pm, a member of staff will ring parents to ask about collection arrangements.

Absence

If your child is absent please telephone or email School before 8.30am. If we do not hear from you, your child's absence has to be marked as unauthorised. A letter explaining your daughter's absence **must be brought** into School on her return, even if you have telephoned to let us know at the time.

If your child has a medical/dental appointment, a letter is required prior to the absence.

After School/Pre-School Care

This service is available before School from 7.30am and after School until 6.00pm. Please contact Kidzone on **(01204) 535263** to book a place for your daughter.



Kidzone also provides care for parents in the School holidays where your child can socialise with friends or make new ones. They offer many activities and trips through fun themes with the added use of Bolton School's superb facilities.

This flexible service can be used on a weekly, daily or sessional basis from 7.30am-6.00pm. All meals are included and provided by the Bolton School catering department. This holiday care service runs in line with the extended Bolton School holidays and welcomes any child aged 4-13 years.

Coaches

Bolton School operates a wide-ranging coach service for the convenience of pupils and parents. For further information, please contact the **Transport Office on (01204) 434711**. You can use this number until 5.00pm (weekdays); out of hours, the answer machine will give you an emergency number which is **07795 294521**.

School coaches leave from Senior Boys' Division quad and Chorley New Road after 4.00pm. Junior Girls finish their School day slightly earlier than Senior School pupils so that they can arrive at the coaches first.

For the first two weeks of the Autumn Term, new pupils are escorted to and from the coach to make sure that they familiarise themselves with and have confidence in the arrangements. The younger girls are provided with a coach buddy to look after them. We encourage any older pupils who might travel on your daughter's coach to keep an eye on things.

Snacks

Girls are allowed to bring a piece of fruit or another healthy snack into School for morning and afternoon break. Crisps, sweets and chocolate bars or biscuits are not allowed. Girls will be given a School water bottle which they can use in the classroom. They may also get a drink from water fountains around the building.

Birthday Treats

Some children like to bring in treats for their birthday to share with their class. Please note that anything sent in to School should be pre-packaged and clearly labelled with ingredients and allergens. These can then be distributed at the end of the day to be eaten at home with parents' permission.

Gifts

The exchange of gifts at Christmas and Easter is only permitted on the last day of term.

5. Communication

Letters/Correspondence

Newsletters which give you an opportunity to read about the weekly life in School and remind you of forthcoming events for the term. Some formal letters are sent to parents via email and letters are also sent home with pupils.

Please provide the School Office with an accurate email address and emergency contact numbers and inform us of any contact changes as they arise.

Parental Responsibility

In the interest of your daughter's welfare and for legal reasons, the School must have accurate and up-to-date records on the following:

- who lives with your daughter and which of these people has parental responsibility,
- whether there are any other people with parental responsibility who live apart from your daughter,
- whether there are any court orders which may have made changes to those who have parental responsibility or which impose restrictions on the exercise of parental responsibility.

If there are any changes following your daughter's admission to School, please notify the Headmistress immediately. Please note that any letters sent to you by School requiring a permission slip to be returned, e.g. regarding a School visit, must be signed by someone with parental responsibility as defined by the Children Act 1989.

Under the Terms & Conditions signed upon acceptance of the offer of a place for your daughter, *'when both parents will be absent from a pupil's home overnight or for a 24 hour period or longer, the Headmistress must be told in writing the name, address and contact number of the adult who will have care of the pupil'*. Therefore, if you are going away and leaving your daughter in the care of family or friends, please advise us of emergency contact arrangements.

Website

The website is worth visiting regularly for information, news and to view recent events that have taken place at School www.boltonschool.org/junior-girls.

Twitter

You can follow us on Twitter @BoltonSchool and @BoltonJnrGirls.

Appointments with Teachers

If you have a concern or worry about your child, please ring the Junior School Secretary and ask for an appointment, initially with the teacher. For some issues it may be possible to speak with your daughter's teacher by telephone, at a time convenient to both of you. We also use the girls' Homework Diary to communicate with parents/guardians on a daily basis. We know that minor worries can quickly become major ones and we like to avoid this.

If teachers have any serious concerns about your child, they will contact you.

Appointments with the Head

Appointments with the Head should be made via the School Office. If possible, it would be helpful to know the nature of the meeting in advance, in order that any relevant information can be gathered.

Consultation Evenings and Reports

Consultation Evenings are held in the Autumn and Spring Terms when you will have a short appointment with your daughter's Class Teacher. You will receive a short interim report towards the end of the Autumn and Spring Terms and a full report at the end of the Summer Term.

Dates List

A Dates List for next year will be issued to all parents early in the Autumn Term. Whilst we try to keep any amendments to a minimum, changes may occur. Upcoming events/dates are included in the weekly Newsletter. **All girls are expected to attend whole School events and concerts.**

Emergency Procedures

Information on procedures in the event of bad weather or an unforeseen emergency will be sent to you during the Autumn term. In the event that the buses cannot run and/or the School is closed for snow, we will post alerts on the website and the School will send the information via twitter. Please ensure that your daughter has your emergency contact number on her person at all times.

6. Medical Matters

We have a team of School Nurses who deal with any medical matters which occur during the School day. Please complete and return the medical form which will enable the Nurses to keep up-to-date medical records.

You are asked to make the School aware of any medical problems as they arise and not to send your daughter to School if she is unwell. In the School community, infections can be readily transmitted. Pupils who are suffering from diarrhoea, vomiting, feverishness and earache should be kept at home until they recover completely. If you have any queries, please telephone the Nurses on (01204) 434736.

Health Assessments

Our School Nurses carry out a general health assessment at various stages of your child's time in Hesketh House. Children are weighed and measured and their eyesight is tested. They are also checked for scoliosis. A hearing test is carried out at appropriate times and in Year 5 the girls will attend a talk on puberty given by the Nurses. The Nurses will communicate with you to discuss any concerns.

Accidents

Unfortunately, accidents do happen in Schools – in the playground, the classroom or in PE. When necessary, the Nurse sees children who are injured or who become ill at School. Any child who has a head injury is given a note to warn parents that they should monitor their child for 24 hours. Please do not be alarmed if you receive one of these notes, as cases of concussion at School are very rare.

Diseases

If your child contracts a disease such as mumps, Nurse will advise on the length of absence required by the Local Authority.

Sickness and Diarrhoea

Children should not return to School until at least 48 hours have elapsed since the last bout of sickness or diarrhoea. This not only prevents the spread of infection but also saves your child from experiencing a very miserable day.

Head Lice

Occasionally we receive reports of head lice in School. Please check your daughter's hair regularly and if necessary, seek advice from your local pharmacist about treatment.

Medicines

Asthma sufferers must carry an inhaler and a spare is also required to be kept in Hesketh House. Also, if your daughter requires an Epi-pen, please provide one for School to be kept in the medical room. If your child requires a dose of prescribed medicine or any applications of cream prescribed by the doctor during the School day, they should hand it in to the School Office on arrival clearly labelled with their name and with all details of the medicine and dosage instructions. A 'Consent to Administer Prescription Medicines' form should also be completed for the School Nurse.

It is possible to purchase sun tan lotion that can be applied once and will last for the whole day. Please use this to protect your child from the sun on sunny days. Your daughter may also bring a named sun hat to wear.

7. Miscellaneous

Homework

Your daughter will be provided with a homework timetable and a Homework Diary. Staff may use the Diary to send a message to you via your daughter. Please check your daughter's Diary on a regular basis and sign it at the end of each week. You may also be asked to sign if your daughter is experiencing difficulty in a particular area.

We expect Year 3 and Year 4 children to spend approximately 20-30 minutes a night doing homework. In Year 5 and 6, children may spend about 30-40 minutes per night. We also expect children in all year groups to read each night. The amount of time to be spent on homework is offered as guidance only and on occasion a pupil may wish to spend a little longer than is suggested. This is perfectly acceptable. However, we do not expect any pupil to spend hours on her homework and would ask parents to stop their daughters from working after a "reasonable" amount of time has lapsed. It may mean that the work is too difficult for her or she has misunderstood the task.

As teachers, we believe that homework is an essential part of the learning process and we expect girls to do their work thoroughly and promptly, so please bear this in mind if you are planning family events during the week.

Holidays

Bolton School holidays are generous and requests for extra holidays are strongly discouraged. If you do ask for leave of absence for a holiday or family function, your child may need to complete work missed on her return. The School policy is not to set work in advance for pupils in these circumstances. All absence requests must be made in writing to the Head.

Property

All of your daughter's clothing needs to be clearly labelled. She will need a small PE kit bag (maroon drawstring) and a swimming bag (black drawstring). **Please name your child's entire uniform, including her shoes.** Children may wear the Summer uniform until the October break; the Winter uniform is then compulsory until Easter.

Items of high monetary or sentimental value should not be brought into School. Please note that School cannot take responsibility for loss or damage to personal items.

Photographs and Publicity

Photographs of pupils are used for a variety of publications including School brochures, Newsletters and also for the School website.

A consent form has been sent to you in your Joining Papers Pack which should have been completed and returned. Please let the office know if you no longer wish to give consent for your daughter to appear in any of our publicity materials.

Music Lessons

School is able to offer private music tuition on a wide range of instruments with skilled and experienced instrumental music teachers. If you would like your daughter to have private music lessons, please give notification as soon as possible. An application form is included with the Joining Papers or may be downloaded from the Girls' Division website or requested from the School Office.

Earrings

Whilst we do not recommend pupils of Junior School age wearing earrings, if your daughter does have pierced ears, then we only allow one plain gold or silver stud in each ear. These must be removed for all sporting activities; sticking plasters over earrings is not acceptable. If you do choose to allow your daughter to have her ears pierced during her time in Junior School, then we ask that you do so during the Summer holidays. In this way her ears will have had time to heal before the new academic year starts.

Computer Equipment and ICT

Your daughter will have many opportunities to make use of computers, both in subject lessons and in her free time. She will also be issued with an iPad during her time at Bolton School.

You and your daughter will need to sign both the School's ICT and iPad Acceptable Use Policies which include coverage of email usage and correct use of the iPad. These forms will be sent to you at the appropriate times. Any infringement of these agreements will be treated seriously. The most common misunderstanding regards the taking and/or sending of images whilst your daughter is in School; this is strictly forbidden unless a member of the teaching staff specifically authorises a particular image to be taken for a specific learning objective.

School internet access is highly filtered but occasionally, inappropriate email may get through. Your daughter will be made aware of this possibility and told to report any such incidents immediately to a member of staff.

We strongly advise that parents discuss the use of the internet with their daughters; the Child Exploitation and Online Protection (CEOP) website, www.thinkuknow.co.uk can provide you with further information.

Mobile Phones

Girls are discouraged from bringing mobile phones to School, however we recognise that some children do need a phone in case of difficulties or issues on the journey to and from School. Any girl who does bring a mobile phone is required to hand it in first thing in the morning, by placing it in a named envelope in the box provided in Reception. Phones are then collected at the end of the day on the way out of School.

Pupils should not be using mobile phones on the premises except when permission is given by a member of staff, e.g. to inform parents of a change in collection time for a sporting fixture. If a child needs to contact home this should be done through the office, after first discussing the matter with the class teacher. Similarly, any messages for pupils from home should also come through the School office.

Equality of Access

The Girls' Division is committed to providing equality of opportunity and improving access for pupils with special educational needs or disabilities who study at the School. If your daughter has a diagnosed special educational need, disability or medical condition, we will do all that is reasonable to accommodate her needs. Assessment of her study needs will be carried out and her teachers will be consulted about putting reasonable adjustments into place to enable her to study effectively and to participate in School life.

The School Nurses, based in the Medical Room, are able to offer routine help where this is required. If your daughter develops a medical condition, health problem or allergy, this should be disclosed to the Headmistress as soon as possible so that the necessary arrangements can be made to provide for her welfare, health and safety.

Privacy Notice

Bolton School handles all personal data in line with GDPR regulations. A copy of the School's Privacy Policy is provided on acceptance of a place at School and can also be found on our website.

Health & Safety

The School attaches great importance to matters of Health and Safety. Every care must be taken for personal safety and the safety of others. We expect girls to wear flat shoes and to tie long hair back. Please ensure that your daughter has a plain elastic band or hair band to tie back her hair.

Policies

The Girls' Division has a full list of policies, in compliance with the regulations of the Independent Schools' Inspectorate. These include:

- Child Protection & Safeguarding Children Policy & Procedure*
- Policy for Dealing with Allegations of Abuse*
- Complaints Policy*
- Curriculum Policy (including the Teaching and Learning; Assessment and Reporting; Tracking, Intervention and Monitoring; and Learning Support Policies, as well as the procedures for PSHEE and Religious Education)
- First Aid Policy*
- Admissions Policy*
- Anti-Bullying Policy*
- Behaviour Management Policy*
- Behaviour Policy for Pupils, including Pupil Regulations*
- Privacy Notice*
- Exclusions Policy
- Health and Safety Policy*
- Policy for Pupils with SEND, including provision of education and welfare for pupils with statements*
- Policy for Pupils for whom English is an Additional Language

These policies are available for inspection on request and some (*) can be found on the website.

Anti-Bullying

We take allegations of bullying very seriously, when we hear of an incident, we:

- Talk to all parties involved.
- Monitor behaviour at playtimes.
- Alert staff at our weekly meetings about problems.
- Contact all parents involved if it is felt that a child is behaving inappropriately.

Our 'Pathways of Help' information is included in the Homework Diary.

Girls are encouraged to talk to the staff about anything which concerns them. Alternatively pupils can also put a note in to our 'Listening Box' in Reception and a member of staff will then pick this up.

Safeguarding & Child Protection

Bolton School aims to provide a safe and caring environment for its pupils. Bolton Children's Services Department recognises that, because of day to day contact with children, Schools are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to thrive.

Parents should be aware that where it appears to a member of School staff that there is a safeguarding issue involving one of the girls, the School is required, as part of the local Child Protection Procedures, to report its concern immediately to the Social Care Department for the area where the child lives and/or for Bolton (as the area in which the School is sited). To avoid any misunderstandings, parents of children who sustain accidental injuries which result in cuts/bruises should inform School on the next working day.

If there are any concerns related to Child Protection issues, please contact Mrs Laverick (Junior School) or Mrs Kyle (Senior School) who are the designated people responsible for Child Protection. It should also be noted that, where a child is looked after by someone other than a relative for more than 28 days in any School year, Bolton Children's Services Department should be informed. The Foundation's Safeguarding and Child Protection policy is available for inspection on the website.

Equal Opportunities

We have an Equal Opportunities Policy and every effort is made to create an atmosphere of mutual respect for and between all pupils and staff. We try to cater, as far as is reasonable, for any disabilities.

Complaints

A parent who has a complaint to make should, if possible, see the Form Teacher initially. If you feel that a situation has not been resolved through contact with the Form Teacher, you should make an appointment to discuss it with the Head of Hesketh House.

Parents whose complaint remains unresolved on an informal basis should proceed to putting their complaint in writing to the Head of Girls' Division. The Complaints Policy is available on the website.

CCTV

Security CCTV is in operation at various key areas across the site.

Uniform

Bolton School Shop, 3 Dobson Road

Tel: 01204 536678

Email: bolton@monkhouse.com

Winter uniform is optional at the start of the Autumn Term (depending on personal preference) and becomes compulsory after the October half term. Summer uniform is worn from Easter until the end of the Summer Term and can be worn until the October half-term if desired.

denotes available from the School Shop only

~ denotes available from School only

DAILY UNIFORM		
Coats		Plain black coat
Blazers	#	Maroon with School crest
Skirts	#	Plaid skirt
Blouses	#	White BSGD School blouse (long or short sleeved)
Summer Dresses	#	Maroon and grey striped cotton dress
Shoes		Should be plain, black and flat with a maximum heel height of 4 cm. Shoes should be well-fitted, suitable for School wear, and the stairs. Slip on shoes are <u>not permitted</u>
Headscarves		Should be plain black, worn for religious reasons only
Sweater	#	Maroon and V-necked with black neck and cuff bands
Scarves (optional)		School scarf
Hats & Gloves (optional)		Dark navy, black or maroon
Socks		Winter: Black socks or black opaque tights, no patterns allowed Summer: White socks or white tights, no patterns allowed

GAMES UNIFORM & EQUIPMENT

In order to ensure the safekeeping of your daughter's PE kit, the PE Department request that parents ensure all items are named as set out below.

Skirt	#	Maroon, pleated with large name tape stitched on to outer front panel
Polo shirt	#	White, short-sleeved, with School emblem and large name tape stitched under emblem
Tracksuit bottoms	#	Navy, with maroon and white diagonal stripe (small name tag inside)
Sweatshirt	#	Navy, long-sleeved, with School emblem and large name tape stitched under emblem
Swimming costume	#	Black, plain (small name tag inside)
Swimming cap	#	White with School emblem (named outside with permanent marker)
Gym knickers	#	Maroon with white stripe (small name tag inside)
Shoes		White sports trainer with named shoe label inside. No long tongued, high backed trainers or leisure fashion trainers. Named.
Socks		White, plain, ankle, named
PE bag	#	Maroon drawstring PE bag
Swimming bag	#	Black drawstring Swimming bag
Leotard		Black, lycra, named inside

MISCELLANEOUS ITEMS

Overall	#	Plain maroon, with large name tape stitched on breast pocket. Worn for Art, Science and Technology lessons
Watches		Small, tidy, analogue watches. Must be named, preferably engraved
Hair accessories		Black or maroon - no exaggerated styles. If your daughter has long hair, please ensure that it is either tied back or in plaits
Bags	~	Maroon 'Hesketh House' School bag (Available for purchase from the School office)
Name tapes	#	To name PE kit and overall

Our Parents Association also stock second hand uniforms, please get in touch with the School office if you require further information about this.

The Hesketh House School bags are part of the compulsory uniform requirement and all new girls entering School will be required to purchase the rucksack. They will be available for purchase at the New Parents' Information Evening in June and also from the School Office, priced £15.00.

For your own notes:
