



Homefield Preparatory School

FOUNDED IN 1870



Parent Information Handbook

For Academic Year 2022-23



Please note that this handbook was first published in July 2022. We recommend that you also check our website (www.homefieldprep.school) and stay up-to-date with all of our channels of communication to get the latest school information.

Headmaster's Welcome

Dear Parents,

Since 1870, Homefield has been renowned for its academic success and family atmosphere. A safe and happy environment, with a real depth of specialist teaching ensures the fulfilment of our boys' individual potential. We offer a truly cosmopolitan school, our rich diversity a real strength. A great education should be aimed at knowledge and skill, but also character so that our boys not only 'do well' but 'do good': This is our mission.

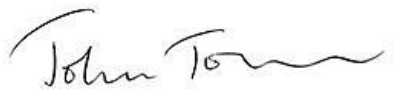
Our academic success and scholarship rates are exceptional. At Homefield we produce well-rounded boys who go on to some of the very best senior schools in the country. Personal interests and passions are cultivated, whether they are artistic, linguistic, sporting or social.

We challenge our boys and are very ambitious for each and every one of them. These expectations are not around undue pressure to pass exams. We encourage an enlightened individual who "can do all things if he will". Depth and breadth are baked into our mix, all the way from our Reception right up to our teenage boys. 'Creative' subjects, like music flourish, but so do creative mind-sets and attitudes toward learning, questioning, being inquisitive and inventive.

As a charitable trust since the 1960s, a keen sense of civic and community responsibility is important to us. From an early age, our boys learn what good citizenship looks like. We believe that positive values influence character and attitude. In the 21st century it's more important than ever for our boys to feel rooted within a strong moral community and to benefit from being part of a bigger picture. They will make loyal friends here who, we hope, will stay by their side for life.

We would also like to welcome and encourage your support at all school functions and sports fixtures. It is very important that you enjoy being part of Homefield Preparatory School as much as your son.

Best wishes,



John Towers
Headmaster



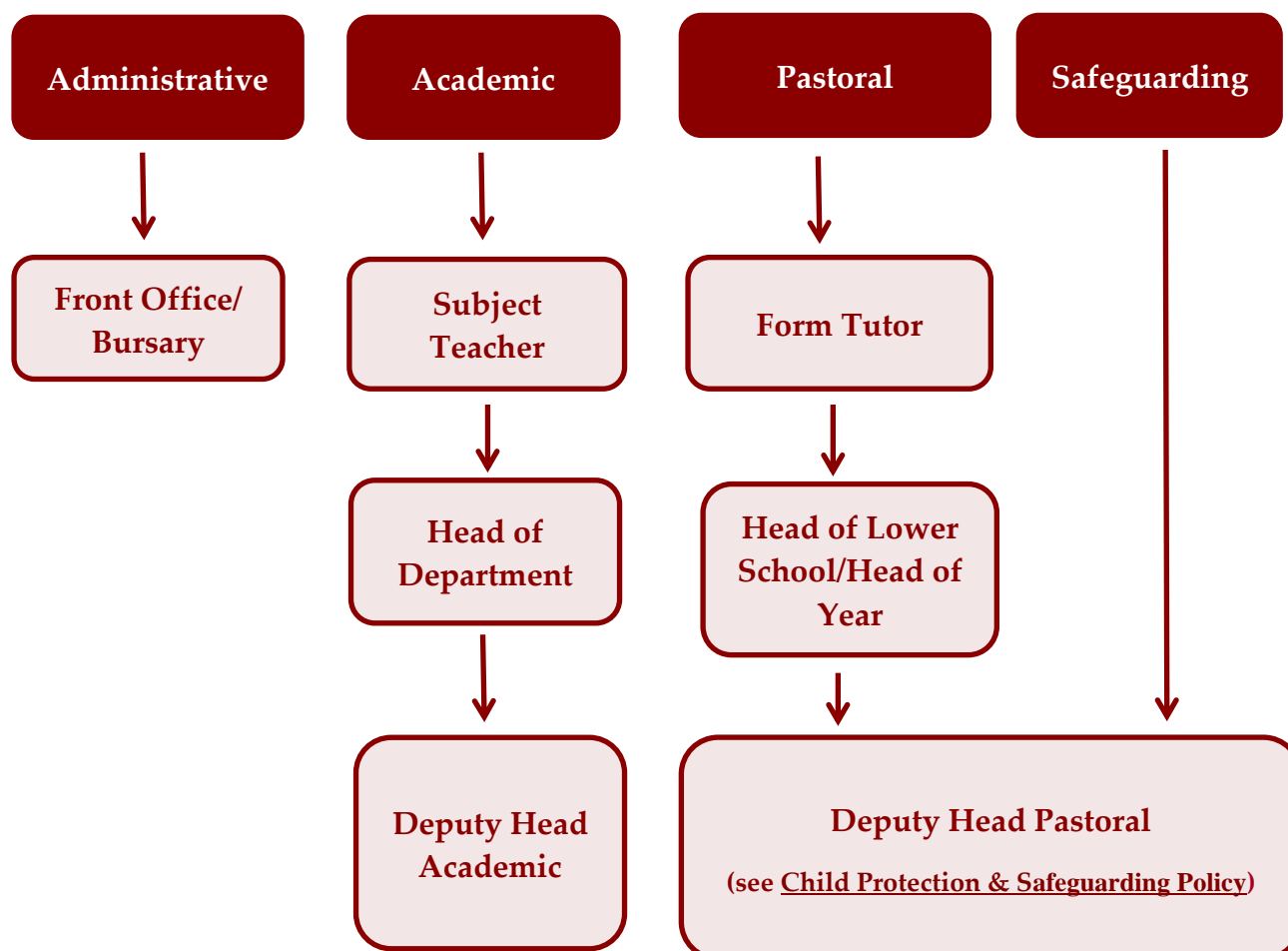
Connecting With Us

Our commitment to Homefield values and courtesy should always be present, no matter what the medium of communication. The arrival of email over the past few years has allowed easy communications, based on experience, here are some guidelines to enable it to be most useful:

Sensitive or important issues will benefit from direct face-to-face attention from staff. We have an 'open door' policy at Homefield and staff usually are available every day, at pick up, to talk to parents. We can also arrange telephone conversations, or you can book in ahead to meet staff. Generally, **it is best to start with the Form Tutor**. Both academic and pastoral staff are busy caring for and teaching your boys, often from before 8.00am in the morning until after 6.00pm in the evening. **They will check emails during work hours, when they can, and we aim to respond within 48 hours (during term time)**. However, please do speak to us with any urgent matters so that we can engage quickly to help you.

If you wish to email staff, then please note that email addresses are: first initial followed by surname@homefieldprep.school. (For example, Mr D Jones would be **djones@homefieldprep.school**.) If you have any trouble contacting a member of staff via email, then please contact administration@homefieldprep.school for more help.

If you have a particular query or concern, then please follow the flow chart below to see who you should approach first:



If a matter is urgent then please contact our Front Office, either by telephone on 020 8642 0965 (during school hours) or via email: administration@homefieldprep.school.

We strongly encourage parents to communicate directly with the school if there are any matters of concern. Sourcing information on channels such as WhatsApp can be misleading or unhelpful as it is not mandated by the school. Talking to us directly is always best so that we can provide parents with the most up to date and accurate information.



You will find that our website: www.homefieldprep.school will answer a great many of your questions and contains all our latest information. Please do check it regularly for updates.



The school also publishes a newsletter called 'Headlines' every two weeks which can be accessed via our [website](http://www.homefieldprep.school) in the 'News and Info' section. We also email the newsletter via InTouch. Please ensure that you read it in order to keep up with all of the school's events.

Homefield uses InTouch to regularly communicate with parents by text and email. This includes urgent messages. It is therefore vital that you provide the school with accurate contact information. Music timetables and menus are emailed out weekly.

You may also want to follow our social media accounts on Facebook, Instagram and Twitter (main school and sports account) for regular news and photos of activities happening in and out of school.



Contents

- Absence
- Aims
- Anti-Bullying
- Arrival & Departure
- Assessment & Reporting
- Behaviour
- Birthdays
- Breaktime Snacks
- Calendar
- Complaints
- Contact Details
- Curriculum
- Data Collection & Protection
- Extra-Curricular Activities
- Family News
- Fees
- Governing Body
- Homework
- Houses
- Illness
- Leadership & Responsibility
- Lost Property
- Lunches
- Minibus
- Mobile Phones
- Open Mornings
- Parents' & Friends' Association
- Pastoral Care
- Policies
- PSHE (Personal, Social & Health Education)
- Safeguarding & Welfare
- Scholarships
- School Day
- Senior School Transfer
- Sports
- Staff List
- Stationery
- Term Dates
- Uniform & Presentation
- Watches
- Wellbeing

Absence

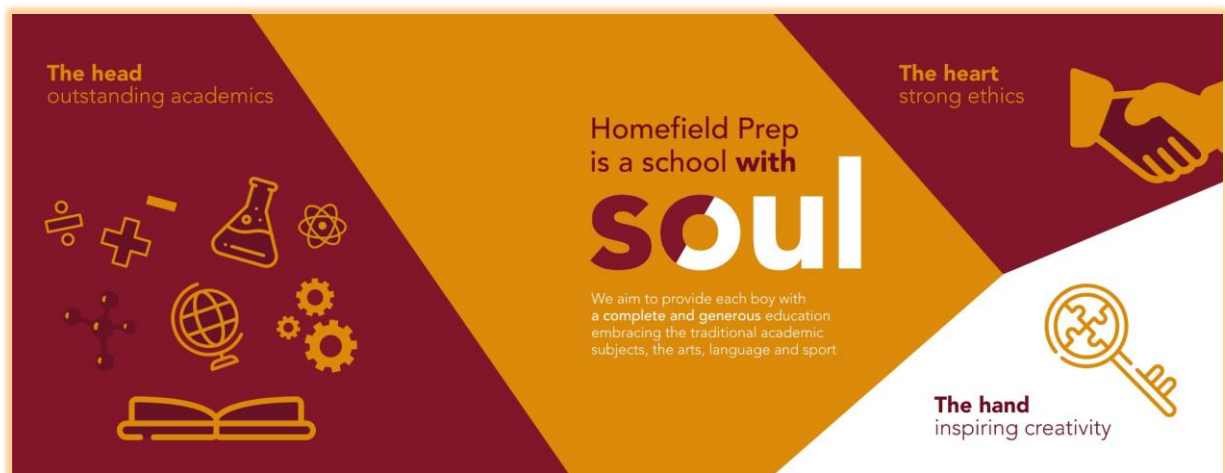
If your son is unable to come to school because he is unwell, you should telephone the Front Office Absence Line (020 8642 0965, Option 1) or send an email to absence@homefieldprep.school that morning, before registration at 8.25am, to let the school know the reason for the absence and how long the absence is likely to be.

Permission must be sought from the Headmaster for any other leave of absence. An absence request form is available on our website in the 'Contact Us' section and must be completed and returned to the Front Office. Please note that absence for personal reasons such as family holidays during the school term is strongly discouraged. We take attendance very seriously and will contact parents should their son's attendance fall. An attendance rate of 95% is generally considered good and this is the minimum target we ask of our boys.

Aims

The following mission statement informs our overall approach.

At Homefield we aim to provide a safe and happy environment, with a real depth of specialist teaching, to enable academic success. We invest in an ambitious curriculum for all our boys. This goes beyond English, maths and the sciences. Quality and vitality also underpin the humanities, the arts and sport. This breadth and depth ensures a wider fulfilment of our boys' individual potential, in 'head, hand and heart'.



We seek to develop deeper study skills and aptitudes toward learning, such as research and collaboration, in order to inspire independent thinkers who work well with others and are eager for challenge.

We aspire to be a truly cosmopolitan school, with a rich diversity both, reflecting and supporting our place as a charity within the wider community of London. We aim for a generous education of knowledge and skill, but also ethical character so that our boys not only 'do well' but 'do good'. With roots in the 19th Century, our mission embraces the 21st Century where well-being and civic virtue are key to our school's character and success.

Anti-Bullying

We actively promote our Anti-Bullying Policy and parents are asked to commit their full support. Bullying is where an issue is persistent and not a singular event. If you require further information then a copy of our [Anti-Bullying Policy](#) is available from our Front Office and on our website.



Arrival & Departure

We pride ourselves on supporting and encouraging our whole school community to live healthy and active lifestyles. Lots of our families travel to school on foot, by scooter or bike, and we would ask that as far as possible you do the same. We ask all families who travel by car to park a little distance from the school and walk the remaining part of the journey, in order to build some exercise into the daily routines of the boys. This also helps to keep the road outside the school congestion-free and safe for children crossing.

School starts at 8.25am promptly. Boys should be prompt in arriving to ensure they are ready for registration and the first activities of the day. School finishes at 3.45pm from Reception through to Year 2. Year 3 upward finish at 4.00pm.

During the school day the driveway should be kept clear at all times; the entry routes are in continuous use and emergency vehicles may need access at any time. The area outside the school is restricted in space and hazardous due to the close proximity of traffic. We urge parents and carers to be vigilant about their boys' safety and behaviour on the narrow paths and when crossing the roads. Please be considerate when you park and ensure that you do not park over or obstruct any of our neighbours' driveways. No vehicles should come onto the school site after 8.25am unless visiting a member of staff and then must be parked in a designated visitor space. At the end of the day, if you know that you are going to be delayed then please notify us in order to save any undue distress to your son.

Assessment & Reporting

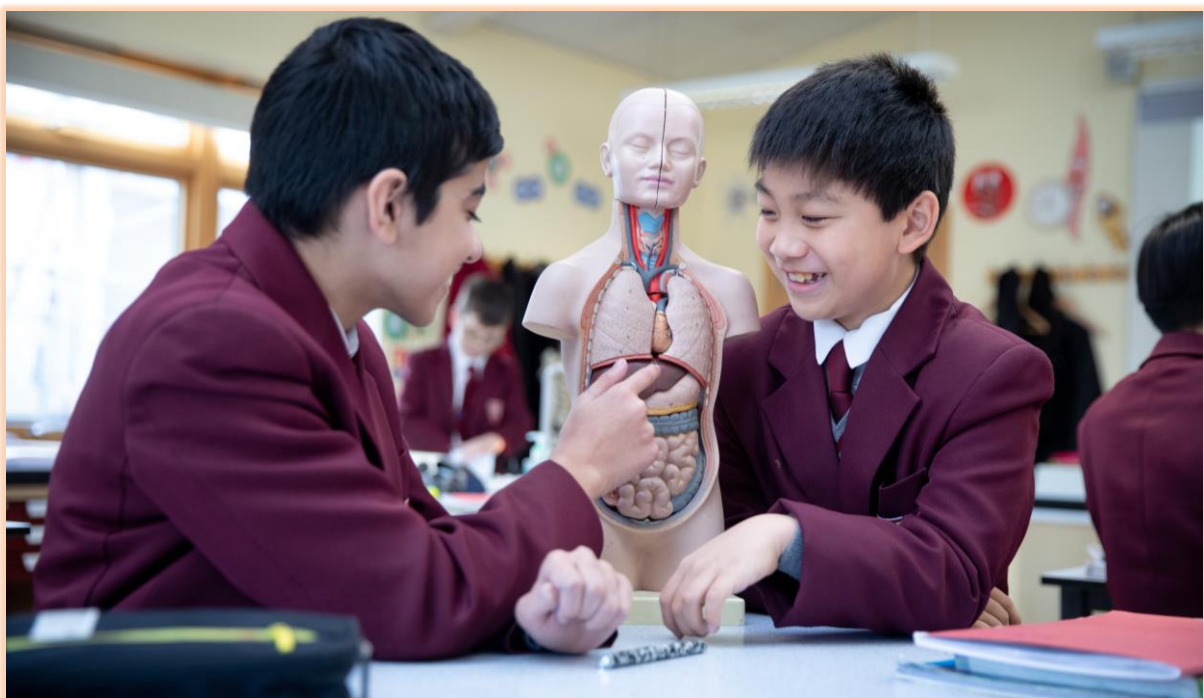
Reports

In Reception, a formal baseline assessment is completed within the first half of term and in the Summer Term to record your son's progress against all the national 'Early Learning Goals'. Observations (photos and comments) are recorded in a Learning Journey for each boy along with supporting work that shows their growth throughout the year. We communicate boys' progress through end of term targets, sent home in Autumn and Spring, as well as a final report in Summer, that indicate what boys need in order to further progress their learning. In Summer, the end of term report will indicate if your son has 'met' these Early Learning Goals, or that their skills are 'not yet met'.

For Years 1-8, an end of term report in Autumn and Spring includes a summative judgement on where our staff consider the boys to be, compared against national age-related expectations. This professional judgement is based on the boys' book work, interaction in the classroom, homework, and teacher formative assessment. These reports also contain useful curriculum targets to further enable parents to support and encourage their boys' studies.

For Years 1- 8 the termly reports inform whether your son is currently:

- **Working Towards:** Working within or towards national age-related expectations and towards Homefield Prep age-related expectations.
- **Meeting Expectation:** Working beyond national age-related expectations and meeting Homefield Prep age-related expectations.
- **Greater Depth:** Working beyond national age-related expectations and beyond Homefield Prep age-related expectations.
- **Working Beyond:** Working significantly beyond national age-related expectations and well beyond Homefield Prep age-related expectations.



A further report will come home during the second half of the Summer Term with more detail on the progress of your son over the year. To complement this, in Autumn and Summer Term, a Parents Day/Evening provides another opportunity for 1:1 consultations.

The termly reports from teachers are also informed by a range of on-going standardised assessments from Year 1 upwards. Teachers use these tools to support curriculum planning and, where appropriate, interventions. We do not report on raw scores or rank the boys in the school. We encourage boys to reflect upon a 'personal best' and to consider their own progress for validation. In the older years, currently Year 5 and above, we do 'group' boys for core subjects based on teacher assessment and this is reviewed each half term. This helps differentiate learning and promotes progress across all groups. Further internal validation of reporting is conducted by the Senior Leadership Team and includes formal department reviews and book scrutiny. All these activities help us to moderate our reporting and further encourage consistency as boys' progress through the school.



In various subjects there will also be a wide range of informal quizzes, general knowledge, spelling and vocabulary tests, practice papers, end of topic assessments. These are discussed during Parent Consultations, where appropriate.

All Year 7 and 8 boys study the 13+ Common Entrance (CE) syllabus. In the summer of Year 8, all the boys sit formal CE assessments irrespective of their destination school, this provides a validation of their hard work and provides a useful assessment. Certificates and grades are shared with the boys and parents. At Homefield we use Common Entrance as a 'leaver's certificate' and as a celebration, not as a high stakes exam.

All of our boys are on their own pathway to achievement. It always best to recognise and praise their personal progress and steps forward.

Parent Consultations:

Over the course of an academic year, parents will have several formal opportunities to discuss the academic and pastoral progress of their son with appropriate teachers.

The schedule for this academic year is as follows:

- Autumn term: Parent Information evening, academic parent consultations with subject teachers.
- Spring term: Pastoral parent consultations with Form Tutors.
- Summer term: Academic parent consultations with subject teachers, following the release of end of year reports.

Appointments will be bookable through the school's online booking system.

Behaviour

The school encourages and rewards good behaviour through positive reinforcement. Boys are encouraged to adopt the highest standards of behaviour, principles, and moral standards and to respect the ethos of the school. Our [Whole School Behaviour Policy](#) can be found on our website.

Lower School

'Homefield Hero' certificates are presented in the Lower School on a weekly basis to recognise the achievements and good behaviour of boys. Stickers are also given to the boys for a wide variety of reasons and each boy has his own sticker album.



Reception

The boys in Reception have a range of incentives that encourage and reward positive behaviour on a daily basis. Our stickers are a visible acknowledgement of an individual's achievements, and they allow everyone (at school and also at home) to see and then praise the boy for his good behaviour. In the Reception classes, boys' attainment of an individual goal during the term/year is also rewarded with the award of the 'Homefield Hero' certificate.

Upper School

In the Upper School, a code of conduct has been drawn up with agreed rewards, called House Points. These points can be awarded for such aspects as positive behaviour, good classwork or homework, performances on the sports field, involvement in music or plays and good general deportment throughout the school. For exceptional pieces of work or activities, a 'Headmaster's Crest' will be awarded. Three 'Headmaster's Crests' are recognised by the award of an achievement badge that is worn on the boy's blazer. 'Courtesy Counters' are also given to boys who show good manners and citizenship. 'Homefield Hero' certificates are presented in the Upper School on a weekly basis to recognise achievements and the good behaviour of boys.



A range of sanctions also operate for negative behaviour and these are used on occasion. A consistent and fair policy, that is supported by both home and school, allows the boys to benefit from the social environment of school and fully develop their potential for learning. If a boy does not adhere to a rule that he is well aware of, a 'misconduct' will be issued. Parents will be informed by the teacher of any major misconducts or if there are repeated minor

misconducts. This will facilitate the school and parents to work together to rectify the behaviour. This is a tool to promote good behaviour throughout the school.

Birthdays

We enjoy celebrating birthdays and boys are welcome to bring a healthy treat in for their friends if they so wish. It should be something small that can be given out easily by the teacher. Please **do not** send sugary cakes or sweets, toys or party bags into school. Whenever parents kindly donate treats, be it birthday or for fundraising events, please note that nuts are **not** permitted and there should be a note with all ingredients supplied to avoid potential allergic reactions.



Breaktime Snacks

Water is always available, both indoors and outdoors. In the Reception, during snack times, boys will be offered milk or water. There will also be a healthy snack available to them in the morning and fruit in the afternoon. Cartons of milk for morning break can be ordered via the following web link: <https://www.coolmilk.com/>. Milk is free to under 5s and subsidised for over 5s throughout the school. Lower School and Upper School boys all receive a healthy snack prepared by our chefs at breaktime and boys should bring a bottle of water to school with a 'sports cap'.

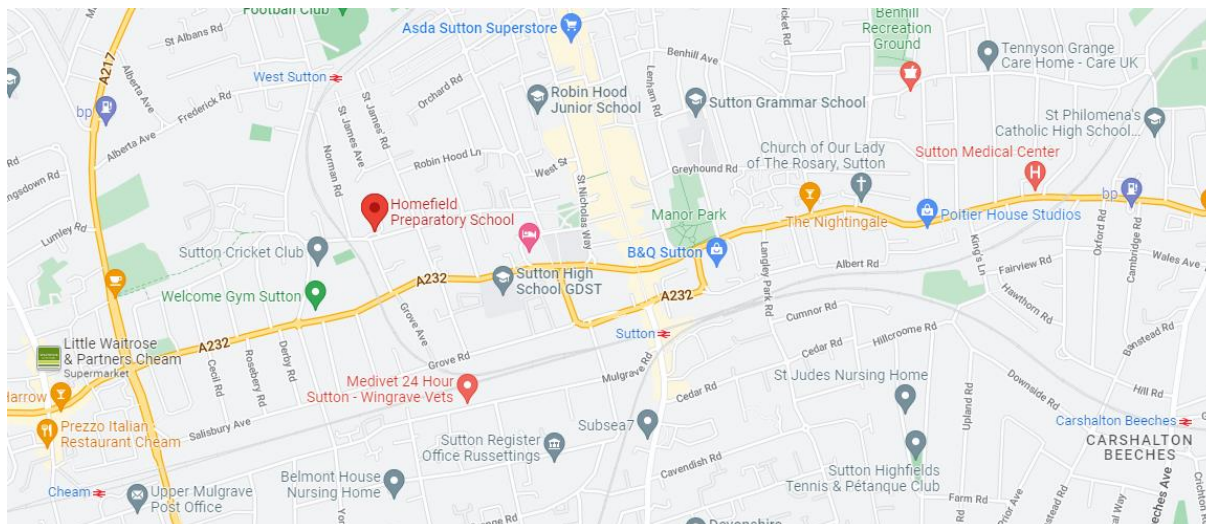
Calendar

The most up to date termly calendar of events can be found on the SIMS Parent app (which can be downloaded from the App Store and Play Store).

Complaints

We recognise that at times things can go wrong but we also expect that the majority of concerns can be dealt with in an informal and constructive manner. The formal complaints procedure can be found in the [Complaints Policy](#) which is available on the school website and upon request at any time from the Front Office.

Contact Details



Homefield Prep School, Western Road, Sutton, Surrey, SM1 2TE, Tel: 020 8642 0965

Website:	www.homefieldprep.school
General enquiries:	administration@homefieldprep.school
Absence notification:	absence@homefieldprep.school
Minibus enquiries:	minibus@homefieldprep.school

Curriculum

Reception Curriculum

The school day is organised to provide a range of inside and outside learning opportunities in each of the areas of the Early Years Foundation Stage Curriculum. The content of activities is planned to promote the boys' development emotionally, intellectually, socially, and physically. The curriculum is delivered through termly topic themes. In addition to the Early Years Foundation Stage areas of learning, the school week offers a regular cycle of activities. These include assemblies, library sessions, Music, Sport, and French, taught by specialist teachers.

We teach phonics through Ruth Miskin's Read Write Inc. scheme. In Reception they learn five sounds a week. This fast-paced phonic approach helps the boys to very quickly progress on to blending sounds together in order to read words. A handwriting policy and an approved script are used throughout the school. A copy, showing the form of letters used, is provided for parents. We begin by teaching the boys to print each letter and move on to the

cursive writing style in the third term of Reception. Capital letters should only be used for the initial letter of a name at this stage of learning to write. We refer to the alphabet letters by their sounds and introduce the letter names later. Please use this method at home too, as this helps boys in the early stages of their reading development.



Boys are taught as a whole class, in mixed ability groups, or individually, according to the teacher's aims and the boys' needs. There is a balance between child-initiated and adult-directed activities and the curriculum is sufficiently differentiated to meet the needs of individual boys at different stages of their development. The importance of interactive and social play as boys naturally make sense of their world is intrinsic to our teaching approach.

To extend learning and to make it a more meaningful experience, the boys are encouraged to bring in books or items of interest related to the topics being studied. We welcome parental involvement and invite parents to participate in their son's learning by making the planning available to parents on our Reception noticeboard. We also encourage parental involvement, regular reading practice and we hold a meeting for parents at the start of the Autumn Term at which we give tips on how you can best help their boys with reading.

Lower School Curriculum (Years 1 & 2)

Most of the Lower School lessons are conducted in the boys' Form Rooms. The boys also have access to dedicated facilities such as the Computer Room, the Music Room, the Sports Hall, Learning Resource Centre, Science Laboratories and the Art and Design Room. Games lessons take place on the school's playing fields and in the Sports Hall. The boys receive a good balance of whole class, small group and individual teaching and are taught in mixed ability classes.

Reading books will be sent home on a regular basis. A reading record will suggest how many pages are to be read. Staff are keen to encourage reading from a wide variety of sources - books at home, use of a public library, computers, and signs around us. The Learning Resource Centre helps to promote the pleasure of reading. French, Computing, Sport and Music are all taught by subject specialists. Their Form Tutor oversees their pastoral needs and daily care. A curriculum booklet outlining the topics in each subject to be covered each term is provided to parents at the beginning of the academic year. A copy is also available electronically. Each September we hold a curriculum and welcome evening for parents.

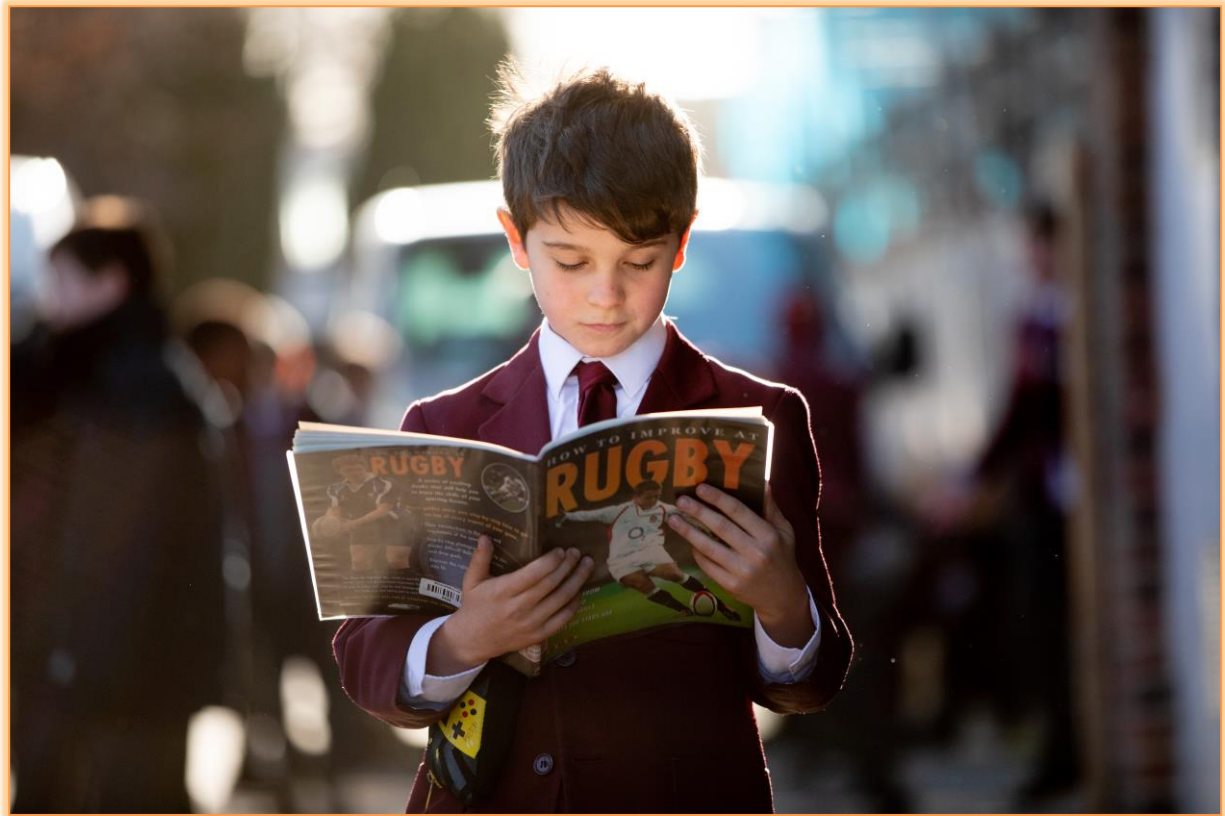
Upper School Curriculum (Years 3 to 8)

A booklet detailing your son's curriculum for the forthcoming year will be issued to parents at the beginning of each academic year. All of our senior boys follow a curriculum of Maths, English, French, Science, History, Geography, Theology, Philosophy & Religion, Art & Design, Music, Computing, PSHE, Sport and STEAM. Boys begin Latin in Year 4 and Reasoning is part of our curriculum in Years 4 and 5. Grouping is introduced in Mathematics in Year 5 and for English and Languages in Year 6. It is important to remember that boys in each group will follow a common syllabus and that the principle of mobility between groups is inbuilt. In Years 7 and 8 streaming is further introduced to the boys so they receive the best preparation for their senior schools. The curriculum is honed to the requirements of the ISEB and Common Entrance exams.

Boys are taught by specialist subject staff and continue to have timetabled access to dedicated facilities. Games lessons take place on the playing fields on site and, where appropriate, external venues (Sutton Cricket Club, Cheam Leisure Centre, Oaks Park Golf Club, Sutton Churches Tennis Club, Goals North Cheam) are also used for boys in Years 4 to 8. For such visits off site, parents are required to complete a generic consent form at the beginning of the academic year.



Boys are exposed to a variety of teaching styles in order to meet their individual learning preference, encountering a mix of whole class teaching, individual and group activities. Emphasis is placed on developing speaking and listening skills. Our boys are encouraged to be fully involved in their own learning through self-assessment and self-evaluation. In appropriate cases, the school will provide boys who are experiencing difficulty with extra in-house support.



Homefield prepares boys for their next choice of senior school, either for Year 7 or Year 9 entry. A number of our boys pass the local grammar school 11+ entrance examinations. Many also stay on at Homefield for Year 7 and 8 to successfully prepare for both state and independent schools. All boys follow the deep and wide Common Entrance Curriculum in Year 7, with assessment paper exams at the end of Year 8 to recognise achievement.

Please note that the school strongly discourages extra tutoring as this often creates confusion through differing approaches and can lead to the creation of extra pressure and anxiety for the boy. Parents need to be aware that the local tutoring businesses are unregulated and we are unable to recommend any.

Data Collection & Protection

Parents are advised that the school holds certain personal and sensitive information on file. A copy of our [Data Protection Policy](#) is available by request from our Front Office or on our website if you require further information.

The School's privacy notices are also available on the School's website or upon request. The School requires a Data Collection sheet to be completed for every boy each year on which any medical and dietary needs should be recorded. This is collected using the SIMS Parent App. Reports, timetables and achievement marks are sent out using the app.

A Healthcare Plan may need to be put into place for children with certain medical requirements. Should parents have specific dietary concerns they should seek advice from the Head Chef (from our caterers CH&Co) via an email to our Front Office: catering@homefielprep.school.

Extra-Curricular Activities

We aim to provide a wealth of opportunities to complement, enrich and extend those already offered by the school curriculum. We believe that boys flourish when given access to a wide variety of opportunities. We want boys to try new skills, have fun, learn, and develop as individuals. Clubs offered by our own staff are complimentary and are bookable via our online booking system. Clubs run by external coaches are chargeable and are booked directly. Please visit our [website](#) for full details.



Family News

Please tell us about anything significant that has happened or will be happening in your son's life. This way we can celebrate good news with the boys or provide more support if they need it.

Fees

Fees are payable in full by bank transfer or cheque on or before the first day of each term. Should you wish to discuss any matter regarding your school fees, please contact the Bursar directly on 020 8642 0965 x231, or via email to bursar@homefieldprep.school.

Governing Body

The Governing Body is made up of volunteers who support our Charitable Trust; many are ex-parents.

Mrs M Gardiner Boiling	Chair of Governors Bursar	M.A. (Cantab), Graduate LLB (Hons), DipABRSM
Mrs M Harris	Deputy Chair of Governors Former Head of Girls' Independent Prep School	B.Ed., M.A. Ed
Mr A Ahmed	Finance Manager	B.Sc. (Hons.), MBA
Mr C Akojie	Property Developer and Local Business Owner	B.Sc. ACA
Dr G Bamford	Teacher (retired)	B.Sc. (Hons.), PhD, CPsychol, AFBPsS, P.G.C.E.
Mrs J Crooke	Chartered Management Accountant and Client Relations Manager	
Mr S Everest	Retired Senior Civil Servant	OBE
Ms Georgina Gillan	Lawyer	LLB (Hons), MA Child Studies
Ms E Rix	Deputy Head	BA (Hons), PGCE
Dr A H Wilcox	Consultant	M.A., M.Sc., LLM, MRCP, FRCPath

Homework

In Reception, boys bring home a reading book three times a week, phonic homework that links to our Read Write Inc. scheme and the occasional topic-based homework. In Years 1 and 2, boys have reading on some nights and a little school-relevant material will be sent home at weekends and during the holidays. After the October half term, Year 1 boys are given a small number of weekly spellings to learn, and handwriting practice may be given. In Year 2, boys have spellings and times tables practice every week. From Year 3 to Year 8, boys receive one or two pieces of homework a night. Homework provides the opportunity to extend work covered in the classroom or to reinforce it. Homework is recorded on Microsoft Teams.



Houses

Boys are assigned to one of our four Houses: Bomfords (Yellow), Ellis (Blue), Grays (Green) and Walfords (Red). House events are held regularly during the year. Brothers will be placed in the same House. The House system helps to strengthen pastoral care and encourage achievement amongst the boys. At the end of each term, the boys who have been awarded the most individual House points receive either a gold, silver, or bronze certificate in recognition of their efforts.

Illness

Each year every boy in the school is issued with a Data Collection 'sheet' that must be completed by parents via the SIMS Parent App to ensure that all contact details are correct and up to date. Should your son's medical status change throughout the year, please inform the school in writing as soon as possible. Parents, in some cases, may be asked to complete a Healthcare Plan and a Medication Consent form if their son has a medical condition that we need to be aware of or we are required to administer prescribed medication.

Injuries (eg. cut, graze, bruise) are dealt with by our Welfare Assistant or a member of staff with a First Aid qualification. In the case of a more serious incident, parents will always be informed.

Please do not send your son into school if you have a reason to suspect that he is ill. If your son suffers vomiting or diarrhoea for any reason, he cannot attend school until **48 hours** have passed since the last occurrence of the symptoms. He will not be allowed into school if he returns before this period. Conjunctivitis or other communicable diseases should also be treated appropriately at home to minimise the risk of infection to others. For absence during the term due to reasons other than sickness (such as medical appointments), parents should write to the Form Tutor concerned. Requests for unavoidable absence during term time should be made to the Headmaster using the 'Leave of Absence' form which can be found under the 'Contact Us' section of our website. If your son is asthmatic, you must ensure that he has an inhaler at school that is correctly labelled and 'in date'. The same applies if your son has an epi-pen. Staff have been fully trained in the administration of this medication.

The school has its own sick room in which boys who have small accidents, injuries or who become ill at school can be cared for. It is vital that the Front Office is given full details of any important or long-term medical problems and parental contact numbers must be supplied. As some parents may not be available to collect their son, alternative contact numbers for another appropriate adult must always be supplied.

Leadership & Responsibility

At Homefield we aim to provide a wide range of responsibilities for the boys to experience, over time. Many will be formal or informal in order to encourage the boys' awareness of civic and civil values, others may be more formalised. At present we provide a wide variety of age-appropriate roles. These include: House Captains, Form Captains and Vice Captains, Sports Captains, Prefects, Technology Champions, Eco Council, School Council, etc. Most of these roles are rotated through the year. Some have the opportunity of peer voting, but all are subject to final approvals by the senior pastoral staff who will always have a casting vote. Professional judgment may include ensuring certain students are identified or indeed providing veto should we have any concern around matters such as behaviour, attendance and punctuality, or general commitment to Homefield Prep.

Lost Property

Please ensure that all items of clothing and other personal belongings are clearly labelled. Lost articles that are named can then more easily be returned to their owner. Often things are not genuinely lost, but simply misplaced and we should be grateful for all the support you can give in ensuring that the boys adopt a responsible approach to looking after their belongings from an early age. Please dissuade your son from bringing expensive toys and equipment to school. We cannot accept responsibility for their damage or disappearance. Only one pocket-sized toy is allowed.

Lunches

A hot lunch is prepared on the premises by our caterers (CH&Co). Boys have a choice from three meals on offer each day. Halal and vegetarian options are available. A copy of the lunch menu can be found on our website and is emailed to parents every week. Should parents have specific dietary concerns they should seek advice from our Head Chef, via email: catering@homefieldprep.school.



Minibus

Homefield Preparatory School operates minibuses which collect and return boys to a number of pick-up points each day. Details can be found on our [website](#). After school, we run a later bus to the Wimbledon area at 5.10pm for those attending extra-curricular clubs.

The cost of the minibus, based on whole-term bookings, is currently:

- Mornings or Afternoons £25.00 per week
- Mornings and Afternoons £37.50 per week

Parents should contact our Front Office or email: minibus@homefieldprep.school if they would like to enquire about the availability of a place on one of our buses or to alter any existing arrangements.

Mobile Phones

Boys are not allowed mobiles, smartphones or internet enabled devices (such as Apple watches and kindles) in the school.

Exceptionally, boys in Years 6, 7 and 8 are allowed to bring a mobile phone if they are travelling on the minibus or travelling independently to and from school. They must be handed in when getting on the minibus, or immediately upon arrival at school, and can be collected at the end of the school day from the Front Office at 4.00pm or when departing the minibus. Phones should be clearly marked with your son's name. Please ensure any phones have safe settings enabled and contain child/age-appropriate apps and platforms.

The school does not accept responsibility for any loss or damage to mobile phones. It is therefore recommended that they are insured and that a copy of the unique IMEI number is retained by parents.

Open Mornings

These are held at various times throughout the academic year, mainly during a normal working school day. One Saturday a year, we may run an additional event for those prospective parents who cannot visit midweek. Boys that are required to attend this event should wear full school uniform or sports kit depending on their role. Historically, we have always had very good support from parents and boys which is greatly appreciated.

Parents' & Friends' Association

The Association aims to celebrate a feeling of 'community' amongst parents through its regular social events. As well as embracing the wider school community, these events enable the association to purchase items for the school, such as new playground equipment, a fantastic outdoor pavilion, table tennis table and a laser cutter. It is an active and enterprising organisation, which runs frequent and successful events that are well attended by lots of parents and families across the school. Regular events include quiz nights, a firework display, a summer fun day, an Easter egg hunt, a summer ball, a Christmas Fayre plus termly coffee mornings.

The Association use a secure website, [Classlist.com](https://www.classlist.com), to enable parents to contact each other safely and easily, and to share information about fundraising events.



Pastoral Care

At Homefield, we ensure that the boys are provided with the structure to be confident and self-motivated, with a keen emotional intelligence and sense of moral and civic responsibility. There is a strong and supportive system of pastoral care, anchored by well-established tutorial and House systems. From the Reception through to our Upper School, the boys have significant and high quality contact with Form Tutors.

Our boys thrive on very clear structure, routines, expectations and strong reward. Celebration and respect are paramount and when the boys do well, with either behaviour or study, they can anticipate the admiration of both peers and the wider community. Reward systems are tailored to age and stage and so are highly motivating.

Boys in both the Lower School and Upper School are given early opportunities to exercise leadership through an active School Council and a range of other roles including Form Monitors, Sports Captains and House and School Prefects. They also take part in a wide range of charitable fund-raising initiatives. Whether a boy's passion is for the library, the concert hall, the chess board, or the rugby field, we understand how best to support and guide them to the next and best school for them. When boys leave us, they do so as young leaders, with a love of learning, a quiet confidence and a growing maturity.



The keystone in the provision of pastoral care is the Form Tutor. Parents are informed of their son's particular Form Tutor with the end of year reports, or by letter from the Admissions Team in the case of new boys joining. Your first point of contact should always be your son's Form Tutor. If your son is experiencing any problems at school, then these are best raised at an early stage. Your son's Form Tutor will always make every effort to deal with them at once. Indeed, we feel it is extremely important to know of any issues as soon as possible, as often a problem can be speedily resolved before it becomes more serious. Staff are available to contact via email, details on how can be found at the back of this handbook and on the school website, or more urgently by leaving a message for a call back with our Front Office. Should problems persist then they should be referred first to the Head of Year; beyond that, to the Deputy Head (Pastoral). Appointments can be made by telephone through the Front Office, or via email request.

Boys officially move up from the Lower School to join the Upper School at the beginning of Year 3. They have a longer day until 4.00pm and are taught by specialist teachers. They learn to move to their lessons around the school. The step from the Lower School to the Upper School is exciting and challenging and some of the senior staff will be already familiar to them. Boys will also have encountered other Upper School teachers outside of their classroom, for example in Music and Sports.

Policies

Copies of school policies are available on our [website](#) and on request from the Front Office.

PSHE (Personal, Social & Health Education)

The school uses 'Go Givers', a leading national programme for PSHE provision up to Year 6. Details can be found at <https://www.gogivers.org/>. Year 7 & 8 boys follow 'Dimensions Curriculum' and details can be found at <http://www.dimensionscurriculum.co.uk>.

Safeguarding & Welfare

The health, safety and welfare of our boys is paramount and we are committed to safeguarding and promoting the welfare of all boys in our care. Please see our website for a full copy of our [Child Protection and Safeguarding Policy](#).

The Designated Safeguarding Lead for the school is our Deputy Head Pastoral, Mr Siva.

The deputy Designated Safeguarding Leads are:

- Miss I Alcobia, Head of Years 3 & 4
- Mrs E Auty, Head of Inclusion
- Mrs E Field, Head of Lower School
- Mrs M Harris, Child Protection Link Governor
- Mr K W Leung, Head of Years 7 & 8
- Mr E Smith, Head of Years 5 & 6



Scholarships

Scholarships at Homefield celebrate outstanding attainment and progress. These are granted annually, on the basis of internal assessments and a collective review from the entire academic team. We offer 4 scholarships per year, one for each of our 'Houses', for a student, in the Upper School who epitomises attainment and effort across the curriculum. The recipient is awarded a prize and their name is then placed on one of our historic Honours boards.

School Day

All boys must arrive at school by 8.25am each day. Reception, Year 1 and Year 2 finish school at 3.45pm. Boys in Year 3 and above finish school at 4.00pm. Please see the specific school day timings for each year group:

Reception		Years 1 & 2		Years 3 to 8	
8.25am	Registration	8.25am	Registration	8.25am	Registration
8.35am	Class Time	8.35am	Assembly/PHSE	8.35am	Assembly/PHSE
10.20am	Morning break	9.00am	Lesson 1	9.00am	Lesson 1
		9.40am	Lesson 2	9.40am	Lesson 2
		10.20am	Morning break	10.20am	Lesson 3
10.40am	Class Time	10.40am	Lesson 3	11.00am	Morning Break
		11.20am	Lesson 4	11.40am	Lesson 4
Noon	Lunch break	Noon	Lesson 5	Noon	Lesson 5
1.15pm	Class Time	12.40pm	Lunch break	12.40pm	Lesson 6
		1.40pm	Registration	1.20pm	Lunch break
		1.50pm	Lesson 6	2.20pm	Registration
		2.30pm	Lesson 7	2.30pm	Lesson 7
3.00pm	Enrichment	3.10pm	Enrichment	3.10pm	Lesson 8
3.45pm	Dismissal	3.45pm	Dismissal	4.00pm	Dismissal

Senior School Transfer

We support the onward transfer of boys to senior schools at either 11+ or 13+. Our curriculum provides coverage, whether your son is applying for either state or independent school settings. In addition, for independent school transfer at 11+ and 13+ we will provide a Headmaster's reference, upon request from the senior schools, and we will also help boys prepare for senior school 'interviews'.

Homefield Prep is an independent broker. This is reflected in the wide range of senior schools for which our boys are prepared. We work closely with parents to find the 'best fit' school where boys will continue to thrive. You can see useful details of our school offers and transfers on our website under the 'Upper School' section.

The Headmaster and/or a member of our Senior Leadership Team host annual seminars for parents with children in Year 4 or above, to inform them of the senior transfer process and trends, to help them plan ahead.

In addition, the Headmaster provides 1:1 consultations for parents with children in Year 5 or above to help select appropriate senior schools to match their son's needs and aspirations.

This year our boys have been awarded:

- 31 offers from the top 'Parent Power' London and Surrey senior independent schools
- 19 external scholarships
- 32 offers for grammar school places at 11+

Sports

The main aims of sports teaching at Homefield Prep are:

- To create a stimulating, disciplined and supportive environment where children are happy and motivated to learn.
- To promote physical activity, physical development, and a healthy lifestyle.
- To develop positive attitudes to physical endeavour including perseverance, fair play, teamwork, sportsmanship, and the ability to cope with success and failure.
- To provide a range of opportunities for the boys to maximise their potential and enjoyment on every level from recreation to excellence.
- To promote and develop an understanding of safe practice in physical activities.



Boys from Reception upwards receive specialist teaching from our team of dedicated sports teachers. Reception through to Year 3 have two double lessons a week. Boys in Year 4 to 6 have three double lessons of sport every week: two Games lessons and one PE. Boys in Years 7 and 8 have two double Games lessons.

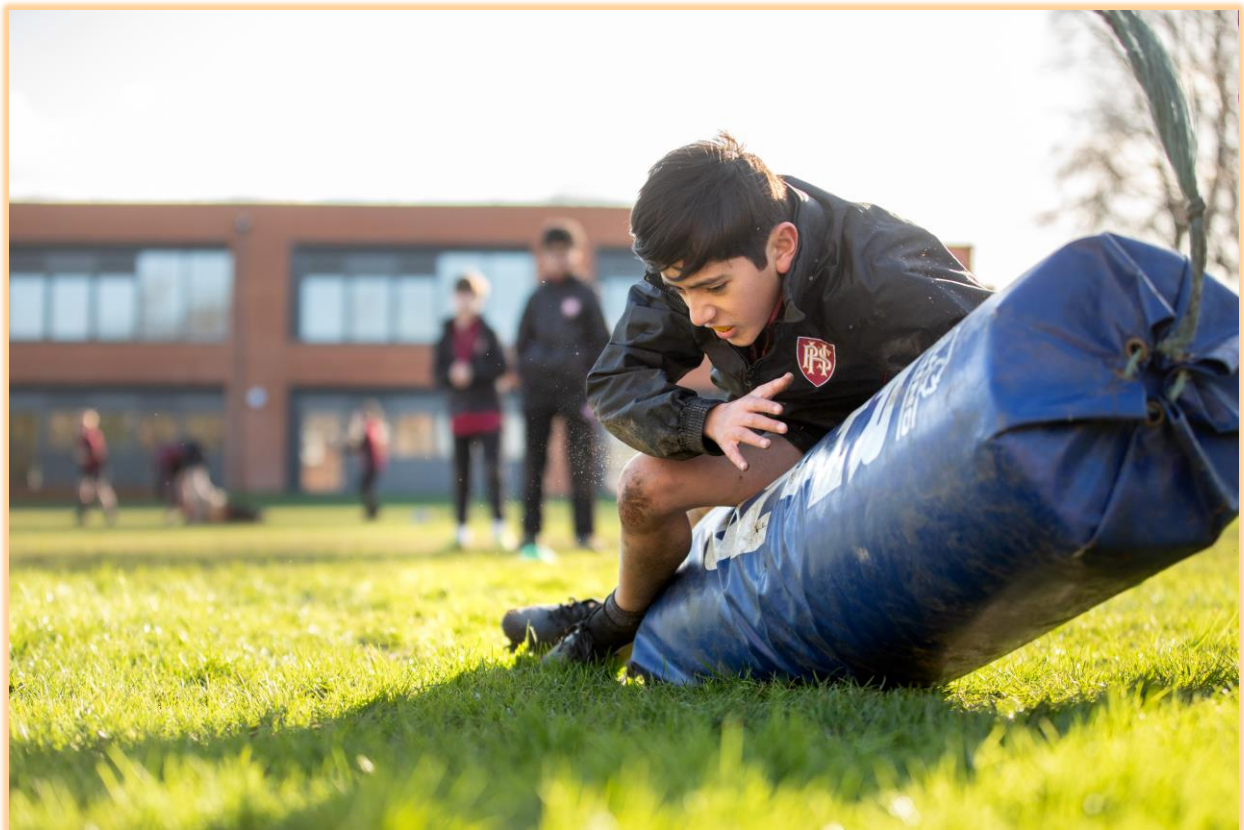
Games Lessons:

Groups and teams are selected on ability and a number of fixtures against other schools will be played in each sport during the year.

Autumn Term: Football, Rugby

Spring Term: Rugby, Hockey

Summer Term: Cricket



PE Lessons:

Groups are mixed ability and each group of up to 16 boys will rotate around the following six units of work:

Athletics
Basketball
Cross Country
Golf
Swimming
Tennis

Staff List

Please note that the following staff roles were in place at the time of printing:

Senior Leadership Team

Mr J Towers	Headmaster	B.A. (Hons.), M.A., P.G.C.E., N.P.Q.H., F.R.S.A.
Mrs L Crook	Deputy Head Academic	B.Ed., M.A., N.P.Q.M.L.
Mrs E Field	Head of Lower School	B.A. (Hons.), Q.T.S.
Ms N Nwaejike	Bursar	Bacc (Hons.) Accountancy
Mr Z Siva	Deputy Head Pastoral	B.Sc. (Hons.), P.G.C.E.

Teaching Staff

Miss I Alcobia	Teacher (Head of Years 3 & 4)	B.A. (Hons.)
Mrs E Auty	Head of Inclusion	B.A., P.G.C.E.
Miss J Bruton	Reception Teacher	B.A. Early Years Education
Mrs L Colgate	Head of English	B.A. (Hons.), P.G.C.E.
Mrs J Costain	Year 2 Teacher	B.A. (Hons.)
Mrs D Delhalle	French Teacher	M.A., Q.T.S.
Mrs L Drake	Year 2 Teacher	B.A. (Hons.), P.G.C.E.
Mr D Edwards	Assistant Sports Coach	Level 2 Cricket Coach
Mrs S Godly	Year 1 Teacher	B.A. (Hons.), Q.T.S.
Mrs Y Griffith	Head of Music	BMus, Q.T.S.
Mr T Hartley	Upper School Teacher	B.A. (Hons.)
Ms S Larkin	Upper School Teacher	B.Sc., P.G.C.E.
Mrs C Leach	Upper School Teacher	B.A. (Hons.) Education, Q.T.S.
Mr K W Leung	Head of Art & Design (Head of Years 7 & 8)	B.A. (Hons.), P.G.C.E.
Mr M McCaffery	Head of Classics	B.A. (Hons.), Dip. Ed.
Mrs M Mach	Head of Learning Technology	B.A. (Hons.), Q.T.S.
Miss S Marriage	Upper School Teacher	B.A. (Hons.), P.G.C.E.
Mr D Matthews	Head of Sport	B.Sc., Q.T.S.
Mrs Y Muller	Upper School Teacher	B.A. (Hons.), M.A., P.G.C.E.
Miss O Nanasi	Head of Maths	B.A. (Hons.), P.G.C.E.
Miss D Randall	Upper School Teacher	B.A. Ed
Miss E Read	Acting Head of French	B.A. (Hons.), P.G.C.E.
Miss S Rowe	Year 1 Teacher	B.A. (Hons.), Q.T.S.
Miss S Samengo-Turner	Upper School Teacher	B.Sc. (Hons.), P.G.C.E.
Miss C Smith	Head of Science	B.Sc. (Hons.), M.A., P.G.C.E.
Mr E Smith	Head of Physical Education (Head of Years 5 & 6)	B.A. (Hons.), Q.T.S.
Miss R Waite	Upper School Teacher	B.Sc. (Hons.), P.G.C.E.
Mrs E Walker	Upper School Teacher	B.A. (Hons.), P.G.C.E.
Miss D Yersever	Upper School Teacher	B.Sc. (Hons.), P.G.C.E.

Academic Support Staff

Mrs S Bartlett	Teaching Assistant	B.Eng. (Hons.), Level 3 CACHE
Mrs S Edwards	LRC Manager	City & Guilds Learning Support Cert., N.C.F.E.
Mrs S Ekanayake	Teaching Assistant	B.Sc (Hons.) in Mathematics, M.Sc in Operational Research, TESOL, Diploma in Mathematics Teaching
Mrs C Fenn	Teaching Assistant	B.Sc., Level 3 CACHE
Mrs N Harris	Teaching Assistant	Level 3 CACHE
Miss N Ladega	Teaching Assistant	B.Sc. (Hons.)
Miss K Leong	Teaching Assistant	B.A. (Hons.), P.G.C.E.
Mrs N Mayuran	Science Technician	B.A. Business Administration, Advanced Diploma Business Administration, Diploma Business Administration
Mrs A Sinha	Teaching Assistant	B.Sc. (Hons.)
Mrs J O'Sullivan	HLTA/SENCO Support	B.A. (Hons.), Level 4 HLTA
Mrs H Sharrad	Teaching Assistant	B.A. (Hons.), M.A.
Miss C Y Tong	Teaching Assistant	M.Sc., B.SSc. (Hons.), P.G.C.E.
Miss J Votier	Teaching Assistant	Cache Level 3 Diploma QCF

Business Support Staff

Mrs J Corner	Data Systems & Front of House Manager	ILM Level 4
Mrs S Evans	Head of Admissions & Marketing	B.A. (Hons.), Q.T.S.
Mrs S Harmes	Headmaster's P.A.	FInstAM, FEPA
Ms E Leung	Admissions & Marketing Assistant	B.A. (Hons.), M.A.
Mrs J Li	Deputy Bursar	ACCA
Miss H Seiver	Receptionist	B.A. (Hons.)

Stationery

Exercise books will be provided by the school.

All boys from Year 2 upwards should bring a named pencil case containing the following items:

- 15cm and 30cm ruler
- 3 or 4 good quality HB pencils
- 1-12 colouring pencils (not wax crayons)
- Pencil sharpener with barrel (Oxford Helix ones are good)
- Rubber
- Glue stick
- Purple pen (recommended)

Boys in the Upper School should also bring:

- Protractor, Compass, Calculator, Purple pen

Term Dates

Autumn Term 2022

Autumn Term begins Monday 5th September 2022

Half Term begins Monday 17th October 2022

Half Term ends Friday 28th October 2022

Autumn Term ends Thursday 8th December 2022

Spring Term 2023

Spring Term begins Wednesday 4th January 2023

Half Term begins Monday 13th February 2023

Half Term ends Friday 17th February 2023

Spring Term ends Friday 24th March 2023

Summer Term 2023

Summer Term begins Monday 17th April 2023

Half Term begins Monday 29th May 2023

Half Term ends Friday 2nd June 2023

Summer Term ends Wednesday 12th July 2023 (Reception to Year 3)

Prize Giving Thursday 13th July 2023 (Years 4 to 8)

Uniform & Presentation

In choosing Homefield Prep, you made a positive choice in terms of uniform and our standards of presentation. We expect boys to be smart and well turned out at all times. The Homefield Preparatory School uniform is compulsory.

We expect that hair should be tidy and 'off the collar and out of the eye', this provides a good guideline. We do not wish boys to be distracted whilst studying or at sport. Hair should be moderate, and neither be too long nor inappropriately short or shaven. Where in doubt, with matters of dress and appearance, do consult with staff who can provide further guidance. Should a boy come to school with unsatisfactory appearance, parents will be contacted in order to quickly resolve matters. We do recognise that some hairstyles and headcoverings may have significant cultural, ethnic, or religious significance and so we will apply sensitivity where appropriate.



Items of uniform, in both regulation and non-regulation design, are available to purchase online from our supplier, Stevensons, or if you prefer you can visit their shop in person, Lester Bowden in Epsom.

Stevensons website: www.stevensons.co.uk

Lester Bowden shop:

Address:

109-113, The Old Spread Eagle, High St, Epsom, Surrey, KT19 8DN

Tel:

01372 747474

For your convenience we also provide the following uniform service to support parents:

Purchase of small items:

Hats, scarves, gloves, and summer caps can be purchased from the Front Office using the official order form. This is also available to download from the 'Uniform' section of our website. The completed form should be handed in to the Front Office or emailed to uniform@homefieldprep.school. Please allow two school days for your order to be ready for collection or you can request for it to be delivered to your son's class. We will try to fulfill orders as quickly as possible. *For administration purposes, orders can only be accepted on our official order form.*

Free delivery of items from Stevensons to school:

Items purchased via Stevensons online can be collected from the Front Office if you choose to take advantage of the free delivery option. Please check the Stevensons website for details on delivery timings.

**ALL ITEMS OF CLOTHING, INCLUDING SHOES, SHOULD BE CLEARLY
MARKED WITH EACH BOY'S NAME**

BOYS ARE NOT PERMITTED TO WEAR NON-REGULATION COATS

Uniform Checklist – Lower School: Reception

Schoolwear and Sportswear

- | | |
|---|---|
| *** BLAZER | *** FLEECE GLOVES (OPTIONAL)* |
| *** RECEPTION TRACKSUIT TOP | *** CAP (SUMMER)* |
| *** WHITE POLO SHIRT | *** WATERPROOF SUIT IN A BAG |
| GREY PLAIN SHORTS | PLAIN BLACK SHOES (VELCRO FASTENING) |
| *** GREY/MAROON STRIPED LONG SOCKS (WINTER) | PLAIN WELLINGTON BOOTS |
| GREY ANKLE SOCKS (SUMMER) | BLACK PLAIN PE SHORTS (SUMMER) |
| *** REGULATION BLUE COAT | *** DRAWSTRING PE BAG |
| *** BOOK BAG | PLAIN WHITE TRAINERS (VELCRO FASTENING) |
| *** FLEECE HAT (OPTIONAL)* | |
| *** FLEECE SCARF (OPTIONAL)* | |

*** These items must be purchased from either the Lester Bowden shop in Epsom or our online supplier, Stevensons at: <https://www.stevensons.co.uk>. There are no other official stockists.

* These small items are available to purchase via an order form sent to the Front Office.

Please note that only the maroon Homefield hat, scarf, gloves, and cap may be worn.



PLEASE NOTE:

We request that a spare pair of pants and grey socks are kept in school at all times. This is for water or milk spills, food stains at lunchtime and playtime, or other accidents.

Uniform Checklist – Lower School: Years 1 & 2

Schoolwear

*** BLAZER
*** TIE
*** GREY V-NECK SWEATER
GREY PLAIN SHORTS
*** REGULATION BLUE COAT
WHITE LONG-SLEEVE SHIRT (WINTER)
WHITE SHORT-SLEEVE SHIRT
(SUMMER)
*** GREY/MAROON STRIPED LONG
SOCKS (WINTER)
GREY ANKLE SOCKS (SUMMER)
*** RUCKSACK (SMALL)
*** FLEECE HAT (OPTIONAL)*
*** FLEECE SCARF (OPTIONAL)*
*** FLEECE GLOVES (OPTIONAL)*
*** CAP (SUMMER)*
PLAIN BLACK SHOES (VELCRO
FASTENING)

*** These items must be purchased from either
the Lester Bowden shop in Epsom or our online
supplier, Stevensons at:
<https://www.stevensons.co.uk>. There are no
other official stockists.

* These small items are available to purchase
via an order form sent to the Front Office.

Please note that only the maroon Homefield hat,
scarf, gloves, and cap may be worn.

Sportswear

*** WHITE POLO SHIRT ***
BLACK SHORTS (PLAIN)
*** BLACK/MAROON SPORTS SOCKS
*** LOWER SCHOOL TRACKSUIT
TOP ***
*** LOWER SCHOOL TRACKSUIT
BOTTOMS ***
WHITE SHORT SOCKS (SUMMER)
*** HOLDALL
*** BOOT BAG
PLAIN WHITE TRAINERS (VELCRO
FASTENING)
VELCRO BOOTS (SAFETY STUDS,
NOT BLADES)
SHIN PADS

*** Please note that these items can be used as
Sportswear as the boys move up from Reception
to Year 1

Uniform Checklist – Upper School: Years 3 to 8

Schoolwear

*** BLAZER
*** TIE (COLOURED HOUSE STRIPE)
*** GREY V-NECK SWEATER
GREY TROUSERS
*** REGULATION BLUE COAT
WHITE LONG-SLEEVE SHIRT (WINTER)
WHITE SHORT-SLEEVE SHIRT (SUMMER)
GREY ANKLE SOCKS
*** RUCKSACK (LARGE)
*** FLEECE HAT (OPTIONAL)*
*** FLEECE SCARF (OPTIONAL)*
*** FLEECE GLOVES (OPTIONAL)*
*** CAP (SUMMER)*
PLAIN BLACK SHOES

*** These items must be purchased from either the Lester Bowden shop in Epsom or our online supplier, Stevensons at:
<https://www.stevensons.co.uk>. There are no other official stockists.

* These small items are available to purchase via an order form sent to the Front Office.

Please note that only the maroon Homefield hat, scarf, gloves, and cap may be worn.

Sportswear

*** REVERSIBLE SPORTS SHIRT (GAMES)
*** UPPER SCHOOL BLACK SHORTS (WITH LOGO) (GAMES & PE)
*** BLACK/MAROON SPORTS SOCKS (GAMES)
*** UPPER SCHOOL TRACKSUIT TOP (GAMES & PE)
*** UPPER SCHOOL TRACKSUIT BOTTOMS (GAMES & PE)
*** WHITE PE POLO SHIRT (CRICKET & PE)
WHITE SOCKS (SHORT) (GAMES & PE)
*** HOLDALL (GAMES & PE)
*** BOOT BAG (GAMES & PE)
WHITE TRAINERS (CRICKET & PE)
VELCRO BOOTS (SAFETY STUDS, NOT BLADES) (GAMES)
SHIN PADS (GAMES)
MOUTH GUARD (GAMES)
SHORT BLACK SWIM SHORTS (YEARS 4-6) (PE)
*** CRICKET TROUSERS (YEARS 4-8, SQUAD MEMBERS ONLY)
*** CRICKET SWEATER/SLIPOVER (YEARS 4-8, SQUAD MEMBERS ONLY)

Cricket squad members should wear:

- White PE Polo Shirt
- Cricket Sweater/Slipover
- Cricket Trousers
- White Trainers

Non-squad cricket players will wear normal PE kit
Please note: school provides a safety helmet

Watches and Jewellery

Please note that, although boys can wear watches in school, please do not allow your son to wear a 'smart' watch, or any watch that has connectivity to the internet on the school site. Boys must always be responsible for their own property and so we would not recommend sending expensive watches that might end up broken or lost. Watches must be removed, at the direction of staff, for the safety of themselves and others.

For the health and safety of all pupils and to prevent the loss of important and significant items, decorative or religious jewellery and accessories are not to be worn in school. This is particularly important given the high risk on the Sports Field and Gymnasium, working with machinery in Design and Technology, work in the Science Laboratories, but also pertinent for the playground and general classroom.

Wellbeing

At Homefield Prep we recognise the importance of managing and supporting the wellbeing of our boys and their families. We take a holistic approach towards supporting mental health and emotional wellbeing. It is embedded into our curriculum and runs through our pastoral system, intertwined into everyday teaching and planning for the best outcomes and inclusion of all boys. Our 'Wellbeing Wheel' underpins the learning and weekly 'Wellbeing Wednesday' lessons are enjoyed by boys across all year groups.

Boys also have space to talk at Homefield. 'My Space' supports dealing with everyday issues and managing challenges boys may face, such as friendships, exam pressures, parental separation, and bereavement. All sessions have a key focus on talking about emotions, responses, reflecting on actions and developing strategies for the boys to employ.

You can find out more on the [Wellbeing](#) page of our website.





Homefield Preparatory School

Western Road
Sutton
Surrey
SM1 2TE
Tel: 020 8642 0965

