



LEADEN HALL SCHOOL GUIDE





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Introduction from the Headmistress

We have wonderful facilities at Leaden Hall and a quality of education to match. However, it is the people who put heart into a school and we are lucky enough to have a wonderful community of Governors, Staff, Parents and Children who make the School such a special place.

However, I was surprised to find that including parents, children, staff and governors, there are now over six hundred and fifty people directly concerned with the School on an almost daily basis.

With such a large community there are almost certainly going to be a number of questions, which occur over and over again, and it is important that the answers provide a consistency of information which is easily accessible to everyone concerned.

We have, therefore, decided to issue this booklet that will be updated yearly.

I hope that you will keep it safe and use it as a handy reference should have any queries about Leaden Hall.

Julia

Mrs Julia Eager



Preparing for School

Will I be able to visit the school with my daughter before she starts?

Yes. We expect your daughter to have spent a morning with us so that she is familiar with the environment and knows the staff.

Is there anything in particular I can do to help my daughter prepare for school?

Girls generally settle in to Leaden Hall very quickly indeed. We want school to be a very positive experience and to work with you to achieve this. Here are two things that you can do to help your daughter to settle in with confidence.

Your daughter will be given a 'soul mate' to show her around school and act as a shadow until she is settled and happy. Her class teacher will also be keeping a close eye on her to make sure she settles comfortably and knows the ropes.

Please make sure she has the correct uniform, books and stationery. If she looks like everyone else she will feel she belongs.

Encourage your daughter to look forward to school. The more positive things you tell her about what she will do, the more she will look forward to it.



Transport and Travel

Is there a problem getting into the Close and Parking?

Leaden Hall has a Green Travel Plan, which aims to reduce traffic congestion. The following schemes are currently in operation: -

Stop 'n' Drop

Children may be dropped off at the front gate between 8.00am and 8.20am. Parents using this facility should not leave their car, simply stop and drop your daughter off. If she needs to be walked into School for any reason then you must park in the car park and walk up.

Lift Sharing

A list of families within your postcode area is available from the Office. This provides contact details of those people keen to share the school run.

Kiss 'n' Run (mornings only)

There are a number of Leaden Hall minibus services currently available and one in the pipeline. They leave from: -

- The Beehive Park and Ride site,
- Broughton Village and stops to pick up at the Wallops
- Tisbury to the South West
- Codford (West) in the future.

Details are available from the Office.

Car Passes

These passes are available from the School Office and they entitle you to park in the Close car park solely for the purpose of delivering or collecting your child. They do not allow you to park when you go shopping.

What if I can't park or I can't get to School to collect my child at the time arranged?

If you are unable to collect your child at the time arranged we will always look after her, do not worry. Just drive round until there is a safe, correct place to park. It is sometimes difficult to find a space but please park only in the designated areas or your pass may have to be withdrawn at the request of the Cathedral Close authorities.

There is no parking available to parents on the Front Drive and any movement of visitors' cars in this area is restricted.

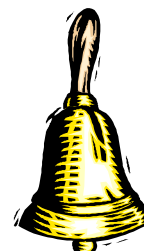


The School day

What is the length of the School day?

All children may enter via the front door from 8.00am and stay in the main house until 8.20am when the classrooms will open.

School Begins	8.30am (Registration)
Assembly	8.40am
Morning Break	10.55am – 11.15am (Mon) 10.20am – 10.40am (Tues-Fri)
Lunch Break	12.00pm – 1.35pm (3 sittings)
Lessons End	3.25pm (4.25pm)
Doors Open	3.30pm (4.30pm) Nursery & Reception finish at 3.20pm
Except: -	
Year 6 (Monday - Thursday)	4.30 pm
Year 5 (Monday)	4.30 pm



Teachers of all Pre-Prep children take them to meet parents on the front drive.

Can I bring my daughter to school before 8.20am?

Yes. You may leave her in the Front Hall between 8.00am and 8.20am where she will be supervised.

By which entrance should we enter school?

Via the Front Door – please ring at all times except at the start and end of the school day. As these busy times please enter via the Front Drive and then walk through the wooden gate by the Bursar's Office, past the Years 5 and 6 cloakroom. The side entrance gate must not be used by parents as a quick entry to School (by the Coach House). Although this is a thoroughfare, we are encouraging everyone to keep the wooden door closed. This must be adhered to for the security of everyone in School.

Can my daughter stay after 3.25 pm?

There is a range of activities which occur after School.

If you are unable to collect your daughter and would like her to stay later than 3.20pm, please let the office know after 8.15am.



Any child not collected by 3.45pm will automatically join the supervised Prep group or Pre Prep Late School

We have many girls staying each evening after 3.20pm. We need to know who these girls are and when they leave.

Any girl staying after 3.20pm goes to tea in the Conservatory then waits there before beginning prep and/or her activity at 3.45pm where she is registered. The first session will end at 4.30pm. Years 5 and 6 begin Lesson 9 at 3.50pm.

For the later session of Prep/Activity ending at 5.30pm, we ask that you collect your daughter from the front of the school or from the lawn in hot weather.

Please do not collect your daughter during Supper Time
i.e. 5.45pm – 6.30pm

If you are late collecting your daughter ie after 5.45pm please come to the Conservatory door. The front door bell may not be heard during Supper.



Absence from School

If my daughter is absent from school, what do I need to do?

Please ring the school office from 8.00am to let us know if your daughter is ill.

On return your daughter should bring a note for her class teacher, to explain her absence.

If she has a medical or dental appointment, please inform her class teacher before the appointment.

Can my daughter have time off school for any reason?

We value every moment we have with your daughter, a week's school learning is a great deal to miss and we strongly suggest that she does not miss school.

A written request for absence must be made to Mrs. Eager in advance.

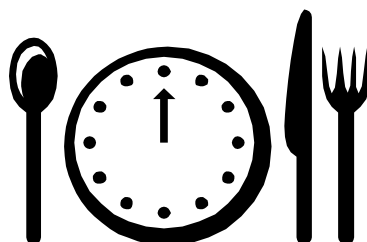
Lessons and school activities run right to the end of term and half terms, and we should like to keep everyone here until the end of term. It is very disruptive to lessons, learning and major school events if girls leave early or return late from the holidays.

It is very important for us to know when children are brought in late to School or are taken out of School early.

If you bring your daughter in after Registration (8.30am) or take her out for any reason during the School day please call into the Office before leaving/returning to class



Meals



When is Lunch?

We have three sittings for lunch. First sitting is at 12 Noon for Nursery, Reception and Year 1. The second and third sittings are at 12.35pm and 1.05pm.

We have a family service i.e. the older girls serve the younger ones and there are mixed age groups on each table for second and third sittings.

How will I know what my daughter is eating?

A menu is placed on Monday on the school notice board. The girls are encouraged to try a little of everything. A vegetarian alternative is always available by prior written request.

Are there any other refreshments provided during the day?

Yes. Milk and water, biscuits and fruit are provided at morning break. No food should be brought into School. There is fruit available in Nursery, all day.

Squash and biscuits/cake are provided at teatime for those staying on after 3.30pm.

Leaden Hall is a nut-free zone. Please help to keep it this way as we have a number of children with serious allergies.



The Curriculum

Where can I find details of the curriculum covered?

There is a broad outline of the whole school curriculum available on request.

We have a very full curriculum and we aim to encourage girls to reach their full potential. Some girls are ready to progress sooner than others. Lessons are prepared so that no child is held back or left floundering.

How are the children encouraged?

Merit stickers are given for good work. Once 20 merit stickers have been won, your daughter will be given a 'metal' merit badge. When she has gained 5 of these badges they will be exchanged for a single special gold merit badge.

Merit stickers are not for the best work in the class but are given when a girl achieves a personal 'best'.

For exceptional pieces of work children sign the 'Excellence Book' and are awarded with a certificate. These can be awarded for any subject

If my daughter experiences difficulties with learning will she be able to receive any help?

Yes. Staff are able to give girls a great deal of individual attention.

If your child requires specialist help this can be provided by our Special Needs Department. Mrs Eager and Mrs Body will contact you to discuss individual needs and the best way forward.

Will my daughter be able to do Drama, Music and Sports?

Yes. We have a full range of Drama, Music and Sports within the curriculum. The girls are encouraged to perform in public and a variety of productions take place each year.

Every year each class takes one Assembly. We will be very pleased if you are able to join us when it is the turn of your daughter's class.



Nursery

What is the aim of the Nursery?

The main objectives of the Nursery are to provide an interesting and stimulating environment in which the children can

Be happy
Feel confident
Become adaptable
Develop independence
Develop social skills
Develop a healthy attitude to school and learning and learn through first hand experience.

At what time does the Nursery Open?

Nursery opens at 8.30am – earlier arrivals should wait in the Music Room.

Is there a minimum number of Nursery sessions?

We feel it is very unsettling to have long gaps between attendance so we suggest 3 days or 5 mornings. However if you feel that this is not suitable for your child we will be happy to discuss it.

If I want to increase the number of Nursery sessions my child is attending what should I do?

To increase the number of sessions please ask Mrs Kemp in writing and she will check the availability of sessions to accommodate your request.

When will my daughter be able to move up from Nursery to Reception?

The children start Reception in the September following their 4th birthday.

Are Nursery children included in all the activities?

Yes, if it is appropriate. We want everyone to play as full a part in the life of the school as possible. Mrs Kemp will invite your child to visit the Nursery before he/she begins and will give you any advice which you may need.

Please allow your child to bring one favourite toy or something else of interest each morning to ease arrival and to show at circle time.



Homework



Will my daughter be given homework?

Yes. Every girl will have a prep book in which will be written her prep and any messages. It is very important that you read and sign this daily.

How much homework will she get?

From the earliest age the girls will be encouraged to take a reading book home to read with their parents. Reading to and with your daughter should continue throughout her years at Leaden Hall.

As the girls progress through the school, they will receive additional work to do at home, the amount increasing as they get older.

If my daughter experiences difficulties with the homework she has been given, what should I do?

Please do not worry if your daughter takes time adjusting to the demands of a new year group, the first few weeks are bound to be the most difficult. If she has problems please let your daughter's teacher know. We are educating her in a partnership with you and the sooner we hear of difficulties the quicker we can respond.

More detailed information re Prep/Homework will be sent home at the beginning of each school year.

Show an interest in what your daughter is doing and if it is necessary to offer help/guidance please acknowledge this with a note to the teacher.



Reporting to Parents

When are the official Parent / Staff meetings?

These take place in the Autumn and Summer terms in the evening.

Is this the only time I can talk to staff about my daughter's progress?

No. If you are at all worried you are most welcome to talk to Mrs Eager or your daughter's form teacher at any time. Please make an appointment with the office. We value the contact we have with you and want to respond quickly to any queries or anxieties.

Will I receive any formal report on my daughter's progress?

Yes. Every child from the Nursery to Year 6 receives a report in the Spring and Summer terms.

These are detailed reports covering all aspects of your daughter's development.

The Spring report will be sent home to you but we ask you to come to the parents' evening to read and comment upon the report in the Summer term.



Discipline

What is the School's approach to discipline?

We do not have many rules at Leaden Hall. We have an important guiding principle – Always treat others, whether they are older or younger, with the care and consideration which you hope to be shown yourself.

We value traditional, high standards of behaviour and want to work with you to achieve these.

Are the children given any guidelines?

The girls are all given a Day Girls/Boarders Handbook which explain the school's rules for physical safety. There are also guidelines in these booklets to show the girls who to contact in case of unhappiness caused by other children and the procedure they need to follow should they have any cause for complaint.

Will the girls be supervised during breaks?

Yes. There is always a member of staff and a member of the Nursery team with the girls at break times.

Are there any posts of responsibility for the children?

From Year 1 the girls are encouraged to take responsibility for each other and the school community. Each form has its own Form Captain, Vice Captain, Games Captain, Vice Games Captain and Eco Monitor who have tasks within the class. From Year 6 girls, a Head Day Girl and a Head Boarder are selected as well as several school prefects. Girls have to apply for the positions of House Captains, House Vice Captains, Publicity Officers, Games Captains, Charity Committee and Librarians.

How do you promote good manners?

The children are expected to be courteous to all staff and pupils. They are supervised at mealtimes and encouraged to eat in a civilised manner, in family groups, where conversation is encouraged.

What are Leadership Points?

Leadership points are given to children who consistently do the 'right thing' without fuss and act as a good role model for the rest of the School. Special stickers are given in Assembly which leads to a prestigious blue badge, only awarded when well and truly earned.



House System

Which 'House' will my daughter belong to?

We have three houses, Chicheley, Constable and Dereham and all girls and most staff are assigned to one of these on a random basis. However, if she has an elder sister she will be allocated to the same house.

Are there any house badges?

Yes. Your daughter will be given a house badge in the appropriate colour to wear on her uniform. Should she lose this a replacement can be bought from Mrs Penny for 20p.

Chicheley	-	Green
Constable	-	Yellow
Dereham	-	Blue

What role does the House System play?

This is an opportunity for all ages to mix together. All sorts of House events take place during the year and everyone is encouraged to take part in a variety of competitions.

Details giving the date and explanations of the competitions will be sent home in good time.

There are Inter-House Netball matches at the end of the Spring term for Years 5 and 6. Both the Pre-Prep and Prep Sports Days are house based as is the Swimming Gala for the girls in Years 3 and 4.

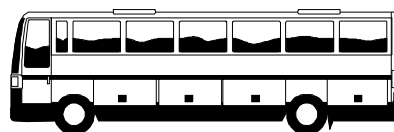
House point stickers can be earned by being particularly helpful.

These are collected on Fridays and given to House Captains in assembly who keep a running total to determine the winning house each week, term and year. A House Cup is awarded to the winning House at the end of the year.



School Trips

Are there any school trips arranged?



Yes. We have a number of trips throughout the year, usually tied in with the work the girls are doing. Details will be sent to parents in advance.

Do I need to provide a packed lunch if it is a trip that lasts all day?

No. A packed lunch is provided in place of an ordinary lunch.

What will my daughter wear on these trips?

Usually her school uniform. However there are times when other clothes are more suitable e.g. if visiting a working farm or making an historic visit. You will be given details if this is the case, together with any other items that may be required.

School Transport

All children must wear seat belts in the school mini bus. We only use coaches with seat belts fitted, that must be worn.



Activities

Is there a programme of after school activities?

Each evening there is: -



Late School (for Pre-Prep)	-	3.45pm to 4.30pm
Activities	-	3.45pm to 4.30pm
First Prep	-	3.50pm to 4.30pm
Second Prep	-	4.30pm to 5.30pm
Activities	-	4.30pm to 5.30 pm
Supper	-	5.45 pm to 6.30pm

We offer a wide range of activities and these vary according to the school term and the staff available. For some a separate charge is made and others are by invitation only.

The following are currently available: -

Adventure Club, Gym Clubs, Country Dancing, Drama, Pottery, Choirs, Art Club, Judo, Swimming, Orchestra, First Aid, Football Skills, Fencing, Knitting, Gardening Club (*Spring and Summer only*), Tennis Club (*summer only*) and Swimming Club.

How do I arrange for my child to join an activity?

Towards the end of each term we send out details of the following term's activities. The children choose activities at the Activities Fair the term before. The children have their choices signed by the teacher taking the class. Parents must then sign the card to say they agree. If a club is oversubscribed a waiting list is drawn up.

Are any activities available during the school day?

Yes. Some activities take place at lunch time. Again, these change but at present we run:

Ocarinas, Recorders, Netball, Photo Club, French Club, Italian Club, Greek Club & Spanish Club, Ballet, Chess, Young Journalists, Stitch Club, Tag Rugby, Yoga, Choir, Short Tennis (*summer*), Athletics (*summer*), Maths and Left-handed Club.

There are often age and / or ability restrictions on joining these, but the details are given on the form which all girls receive.



Medical Information

What medical information does the school need to have?

Anything that will help us to care for your child is helpful. You will receive a health questionnaire at the beginning of each term which we would like you to complete and return. This will enable us to keep an up to date record of your child.

Any medication must be given to Mrs Pibworth, Sister Roz or our House Mistresses who will then administer it. If your daughter uses an inhaler please inform us. Make sure she has one with her at all times in a named purse.

If your child suffers from anaphylactic shock

For children who are liable to anaphylactic shock we ask that they carry an epi-pen at all times.

If my daughter is ill during the day, what will happen?

If your daughter is not well during the day and needs treatment, we shall always get in touch with you. We have House Staff on site to deal with minor accidents or upsets.

If your daughter has had a fall or been given any medication during the day she will bring home a note from 'Avon' advising exactly what treatment/medication she has received.

Keeping us informed

What else does the school need to know?

1. If you are away and your child is staying with a friend or relative, please let us know whom we should contact in an emergency.
2. If someone unfamiliar is bringing or collecting your child from school: this saves embarrassing moments!
3. If your child is upset for any reason, it is always helpful for us to know. We are then better able to respond to her needs.
4. Please make sure you notify the School of any change in your contact numbers, so that we can always contact you in case of emergencies.



Parental Involvement in School Life

How can I get involved in the life of the school?

We need your support! In particular we value the commitment you make to attending school events. Your comments, thoughts, news and criticisms are also appreciated and welcomed.

Friends of Leaden Hall

The Friends of Leaden Hall concentrate generally in organising social and other events to raise money for school projects and to develop community spirit. They have their own newsletter and always need new members on the committee or just help for specific occasions like the Fireworks Party and Leaden Hall Barbeque. If you would like more information contact the Secretary of Friends.

The Leaden Hall School Lottery costs £12.00 per year and each month there is a draw, the lucky winner gaining the prize of £25.00. To join, contact the School Office. Money raised is put towards the purchase of new books for the School Library.

Form Reps

Each form has a parent representative who attends regular meetings with Mrs Eager, where general queries can be aired. These also act as an effective message service!

All of these groups can be contacted through the School Office.

Certificates for Pupils

We ask parents to provide a ring binder, to be kept at home, in which to place any certificates or special awards, whether they have been obtained through School or outside activities. We will try to give out certificates in punched pockets. This ring binder will serve as a good memento for your daughter's time at Leaden Hall.



The Next Stage after Leaden Hall

Will my daughter be prepared for her new school?

Yes. We shall do all we can to prepare your daughter for the next stage of her education. Mrs Eager is always ready to discuss and advise on this.

She also holds a meeting for parents to explain examination procedures in the Summer Term of Year 5 and sees parents individually any time from Year 4 upwards.

Do all the girls move on to the same school?

No. Leaden Hall girls move on to a variety of schools in both the State and Independent sector. Good links are maintained between Leaden Hall and local State and Independent Schools and with schools further afield.

Girls may move on to as many as 20 different senior schools in any one year. There are a number of different entry examinations eg 11+ County, 11+ Common Entrance, Scholarship (Academic, Sport, Music and Art). Some schools accept pupils through assessment and interview whilst others hold their own examinations.

The most important thing to realise is that all the children are prepared for every examination and Mrs Eager will advise parents to help choose the most suitable route.



Pastoral Care

Sister Roz Hanby and Mrs Alison Pibworth are the Health Care Team.

We take it seriously if any child is unhappy and you will see in our day girl and boarding handbooks how children can let us know.

We would urge you to let us know if you are aware that your child is worrying at home. The sooner we know the sooner we can sort it out.

Health Issues

This is referred to under the page 'Medical Information'.

General Worries

Everyone in School is prepared to help a child but Sister Roz Hanby is here to help children, to provide a listening ear for children and their parents. We are very proud of our school community and the Motto for the School helps provide a cohesive strategy which reflects our philosophy of care.



Our motto is

GET REAL

GET RIGHT

GET GOING!



What does

Get Real.....

Get Right.....

Get Going!

mean?

It means....

When something happens to you that makes you cross, angry or unhappy follow the three step plan.

Step 1



What has happened and what do I do?
(*Get Real*)

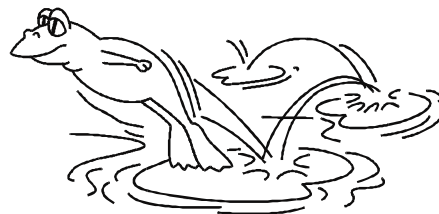
Step 2

What should I do?
(*Get Right*)



Step 3

Now I know what I should do.....



....."Okay I'll do it!" (*Get Going*)



STAY COOL IN SCHOOL

Our guidelines to care for each other at Leaden Hall

- Treat other people as you would have them treat you.
- Stay calm, do not be angry with each other, never take revenge and never try to get your own back.
- Look into your heart and be honest (especially with yourself).
- Be forgiving to all people and try to see good things in those people you don't like and who don't like you.
- Be aware of your own faults but never judge and criticise other people.
- Try to do your best and when things go wrong see if you can work out what you can do to make things better for you and those around you.
- Don't be afraid to say when you need help to be your best self or if you are worried or frightened or just unhappy.

People who you can help

- Your friends
- Other children in your class
- Other children in your year group
- Children you don't know very well but who seem unhappy

People who you can ask for help

- ❖ Your friends
- ❖ Prefects
- ❖ Your teachers
- ❖ The House Staff
- ❖ Sister Roz
- ❖ Mrs Pibworth
- ❖ Mrs Penny
- ❖ Mrs Litherland
- ❖ Mr Bennett
- ❖ Mrs Eager

.....and any other grown up in School.



Worries or Complaints

A Procedure for Parents

We hope that if you have already decided to send your child to Leaden Hall you will know that we strongly believe that you are entering into a partnership with us to provide the very best care for your child.

We always welcome suggestions and comments from parents and have a Form Reps Committee, meeting regularly, where these can be discussed. This is a forum where I have an opportunity to discuss educational initiatives which may be current nationally or which relate specifically to Leaden Hall. Questions are raised about matters relating to each class. I do my best to answer there and then but if I need to refer to other members of staff I report back as soon as possible. A number of very positive initiatives have been suggested by the Form Reps over the years which I believe have made Leaden Hall a better school.

Sometimes a suggestion cannot be implemented and I will always explain the School rationale for policies which may seem unclear.

If you wish to raise matters which specifically concern your child, please ring me at School or make an appointment to see me, through Mrs Penny. Don't leave any worries until they escalate. I will get back to you as soon as I can, but this will never be longer than 24 hours. It is in the best interest of all children to help solve any problems as soon as they arise. I hope that this way we will be able to sort things out quickly.

There may be a situation where you feel you would like to complain but are concerned about confidentiality. Please be assured that your complaint or concern will be treated in a confidential and respectful manner.

Knowledge of any complaint will be limited to the Headmistress and those directly involved. The Chair of Governors, Mrs Willan may also need to be informed. It is the School's policy that complaints made by parents should not rebound adversely on their children. We cannot entirely rule out the need to make third parties outside the School aware of the complaint and possibly also the identity of those involved. This would only be likely to happen where, for example, a child's safety was at risk or it became necessary to refer matters to the police. You would be fully informed.



While information relating to specific complaints will be kept confidentially on file, we would point out that anonymous complaints might not be pursued. Action needed to be taken under staff disciplinary procedures as a result of complaints, would be handled confidentially at School.

We would hope that you will feel satisfied with the outcome, or at least that your concerns have been fully and fairly considered. If you are not satisfied, the Headmistress will offer to refer the matter to the Chair of Governors.

Alternatively, you may wish to write directly to her. If you wish to do so, please send your letter to Mrs S Willan, c/o the School Address.

The Chair of Governors will call for a full report from the Headmistress and will examine matters thoroughly and impartially before responding. We hope that this will result in a positive solution. If it does not, the Chair of Governors will make provision for a hearing before a Panel, one of whom will be independent of the management and running of the School. Parents may attend this hearing and be accompanied at it by one other person, though legal representation at this stage would not be appropriate. The Panel will reach a decision and may make recommendations. The Panel will write to the parents informing them of its decision and the reasons for it. It will also inform the Headmistress, the Governors and, where appropriate, who is the subject of the complaint. If a complaint has not been resolved within the School, the parent can choose to go to their lawyer, and if the welfare of a boarding child is their concern, they can contact Ofsted on 08456 404040, www.ofsted.gov.uk.

We hope that we will be able to satisfy your concerns.



Uniform

Is there a school uniform?

Yes. We aim to keep this as simple and practical as possible. You will find a list later in this guide, which also indicates additional requirements such as stationery. Uniform can be purchased from our School supplier www.perryuniform.co.uk or ring 0113 236 2095. We also have a second hand uniform shop run by Mrs Cooper on 01722 711140.

If my daughter has had an activity after school, does she change back into her uniform before going home?

Yes. This is important so that we make sure that she has not left anything behind which would cause a problem in the morning! Girls should arrive at school in the morning in full school uniform, even if the first lesson of the day is PE.

Do I need to name all my daughter's belongings?

Yes. It is extremely important that everything (even socks!) is named securely and clearly so that items do not go astray.

All P.E. uniform must be named on the
out side on the left hand side.

Can my daughter wear her navy hat with her blazer?

No. If she wears her blazer she should wear her panama hat. If she wears her raincoat or winter coat she should wear her navy hat. The hat goes with the coat not what is underneath! Girls may wear their navy coat and hat during the Summer Term if cold or rainy.

If my daughter loses something what should she/I do?

Lost property is put into a bin in the senior or junior cloakroom. So please look there first. If the item is not there the prefects will do their best to find it.

Items such as spectacles, watches and purses may have been handed in at the School Office, so please check there also.

Children must arrive and leave school in full School uniform. Any requests otherwise must be in writing prior to the date concerned, so that duty staff can be informed of the circumstances.

All watches must be named. Please do not send your daughter into School with an expensive watch.



Winter uniform - all Pupils

HAT	Navy with hatband firmly attached (red stripe uppermost)
RAINCOAT/ WINTER COAT	Navy traditional A-line with hood Woollen Coat with velour collar
TIGHTS	Navy (long plain navy socks only with permission)
SHOES	Navy or black (no platform soles or patent leather)
FLEECE	Navy with school badge
SCARF	Navy
GLOVES	Navy

Pre Prep Nursery – Y2

PINAFORE DRESS	Navy cord
BLOUSE	Blue checked
CARDIGAN	Navy v-necked, plain with pockets
PLIMSOLLS	Black with elastic or Velcro – not laces
SOCKS	White ankle socks
GAMES SHIRT	White with school badge
SHORTS	Blue
TRACKSUIT	Navy with school badge
SMALL CUSHION	For F1, F2 & F3 – approx 30cm ² for afternoon rest time
WELLINGTONS	For F1 only – with loops for hanging
BALLET (also Yrs 3 & 4)	Pink wrap over cardigan, pink ballet shoes, pink leotard, pink socks (all kept in a small named bag)

Prep School Y3 - Y6

KILT	Blue tartan
PINAFORE DRESS	Blue tartan (optional)
BLOUSE	Cream viyella blouse with peter pan collar
JUMPER	Navy crew-necked, fine wool
TRAINERS	White or blue/white (no bright colours and preferably no black soles as these mark the gym floor)
GAMES SOCKS	2 pairs of short white socks
SHORTS	Blue
TRACKSUIT	Navy with School Badge
GAMES SKIRT	Navy, kilt style
SWIMSUIT	For girls in Years 3 and 4 (or swimming squad)
SWIMMING HAT	In house colour (available from the School Office)
SWIMMING BAG	Blue with school logo
SWIMMING TOWEL	Named
BALLET (optional)	Yrs 3/4 Pink wrap over cardigan, pink ballet shoes, pink leotard, pink socks Yrs 5/6 Navy leotard with separate skirt, pink wrap over cardigan, pink ballet shoes, pink socks



Additional PE kit for Y4, Y5 & Y6

The PE Dept will advise you when to buy these items

HOCKEY BOOTS	Football boots or old trainers are also suitable.
FOOTBALL SOCKS	Navy
HOCKEY STICK	Named (optional)
MOUTHGUARD	(Compulsory)
SHIN PADS	
RUNNING SPIKES	Optional in the Summer term

Items for all Pupils

HAIR ACCESSORIES	Navy soft hairband or navy ribbons (shoulder length hair must be tied back. No jewellery or hard hairbands allowed for safety reasons.
PE KIT BAG	Large drawstring breathable bag
ART OVERALL	Long sleeved (or an old shirt)
APRON	For lunchtimes
PURSE	Navy shoulder purse
SCHOOL BAG	Black

Summer uniform all Pupils

HAT	Panama with hat band (red stripe uppermost)
BLAZER	Grey with School Badge
DRESS	Navy and white striped
CARDIGAN	Navy, plain with pockets
SOCKS	Plain white ankle socks
SHOES	Navy sandals with enclosed toes and heels

Uniform for boys (Nursery only)

CLOTH CAP	Navy - optional
WINTER	
TROUSERS	Long navy blue (can be cord)
COAT	Navy blue
SHIRT	Long sleeved, light blue (optional)
SUMMER	
BLAZER	Grey with School Badge
POLO SHIRT	Plain dark blue
SHORTS	Navy cloth
JUMPER	Navy round v-neck
SOCKS	Blue ankle



Stationery Requirements

From Years 2 - 6

A pencil case containing: -

Pencils,
Pencil crayons,
Pencil sharpener,
Rubber, 30cm Ruler
Glue Stick (Year 3 – 6)

Years 4 – 6

All of the above items plus: -

Scissors,
*Set square,
*Pair of compasses,
'H' pencil,
red biro or gel pen
highlighters
*Protractor (360^o type)
*Calculator

*These items can be purchased from the School Office

A hymn book, Chambers School Dictionary, Mini Thesaurus, handwriting pen and maths revision guide and workbook will be given to your daughter, when required and you will be billed accordingly.

Please make sure that all of the above are clearly named.



Boarders

What does a boarder have to do for herself?

Make her bed
Change her duvet cover
Manage her own hair

} To encourage independence

Is there a best time to make phone calls to my daughter?

It is advisable to keep calls to once a week from 5.30pm–5.45pm or 6.30pm–6.45pm, so as not to interrupt Supper. De Vaux Boarding House may receive calls between 8.00pm and 8.30pm. Your daughter may ring home any evening. It would help if you provide her with a BT charge card and show her how to use it or she can buy one through School.

Exeat Arrangements?

The school is closed on Exeat weekends and there is no supper on the Friday. Parents or guardians must pick up the children no later than 5.30pm. Please make sure the school is informed of the arrangements that you have made for your child if you are living abroad.

Do I need to give permission for my daughter to go out at weekends?

Yes. If parents wish to allow their daughter to stay with a friend or relative at the weekend then they should confirm this with House Staff. A letter giving details of arrangements should be given on the Monday preceding the weekend.

Do parents need to let the school know if they are away during term time?

Yes. If your daughter is a boarder, please let the School Office know if you are to be away and whom we should contact in an emergency.

When should I return my daughter after a weekend or an exeat?

Either 6.00-6.30pm on Sunday evening or in time for School on Monday morning. Please let the House Staff know if she will be returning on Sunday. Supper is at 6.30pm. Children may come back in home clothes but if they forget any items of uniform they will be expected to come back in School uniform on Sunday night for the remainder of the term.



May I take my daughter out every weekend?

Yes, but please let the House Staff know at the start of each term the time you intend to collect and return her. Any weekly changes must be notified to the House Staff by Monday preceding a weekend. This helps us organise weekend activities.



Boarding at Leaden Hall

Gone are the days when children were sent away to board. Many of our children are local. There are Army families who want to get their children used to boarding before they are posted overseas, but many of our boarders are day girls who 'persuaded' their parents to let them board. Parents often lead very busy, demanding lives and boarding gives children the company of their peers, which used to be found in the companionship of large families.

Today's nuclear family can often put a surprising amount of pressure on a child, whose life can be dominated by caring but anxious parents.

The girls at Leaden Hall are given every opportunity to be imaginative and creative. They also take part in our more structured activities, but above all, they have time to be children. They have the joy of belonging, which is a real bonus in today's world where relationships are often fragile. They also have a great pride in their school and in themselves as we encourage them to grow in self-confidence.

Gone too are the days when a child is put on a train on the first day of term and collected at the end. Parents are encouraged to be very much a part of boarding life; many parents find that they grow even closer to their children when the day to day pressures are lifted and the family can enjoy quality time together.

There is no doubt that the boarders at Leaden Hall have a wonderful time.

You'll probably hear about midnight feasts, dressing up, acting, charades, cook outs and trips. You may also hear about good food, video night and sweets.

However, it may be very confusing for you and sometimes a little exaggerated, so it is as well to know that, although we do all have fun, there is structure and routine. This is extremely important for the children to feel safe and secure, so that they can get the very best from boarding.



This is what really happens :

The teaching day ends at 3:25 pm. The boarders are given tea and biscuits before going to first prep or an activity. Year 5 (Mon) and Year 6 (Mon-Thurs) have an extra lesson from 3.50 to 4.25pm. Girls either do Prep at 3.45pm or 4.30pm according to whether or not they are doing an activity.

At 4:30 p.m. the remaining girls sign in for Activities and then may change into 'home clothes' if they wish.

At 5:30 p.m. all the boarders usually watch the television news broadcast as we feel it is important that they should know what is happening in the world. This is followed by supper at 5.45 p.m. which is a cooked meal enjoyed by pupils and staff sitting together in a family atmosphere.

After supper, the Year 6 prep session starts. This lasts from 6:45 - 7:30 p.m. Meanwhile, those who have already had prep are involved in activities which include drama, dressing up, board games, charades and general fun activities which develop their social skills.

7.00pm - 7:30 p.m. is shower time. The older girls at Leaden Hall often come down for a special time, whilst the younger children are put to bed.

Those in Year 6, who live at our boarding house in De Vaux Place walk over together with their House Mistress. They have hot drinks and quiet 'family' time before going to bed at 9.00 pm

Sometimes Year 5 girls take it in turn to stay at De Vaux Place whilst all Year 6 girls have guaranteed places during the week. All full boarders stay in Leaden Hall at the weekend.

Lights out is at 8.30pm at the latest for the younger children and 9:00pm for the older girls.

The girls get up at 7.00am to have breakfast at 7.45am

The boarders may wear home clothes in the evenings and at weekends. It would be appreciated if full boarders could have a dress to wear to the Sunday service which is usually held at St Thomas' Parish Church. All clothes must be machine washable. Warm clothes are needed for the Winter. The School House staff deal with all the girls' laundry.



Activities away from the School are planned for either Saturday or Sunday afternoon (or often both!) These include swimming, riding, ski-bobbing, shopping, cinema trips and visits to adventure parks. We also have barbecues, camp fires and outdoor activities based in the school's lovely grounds.

Pocket money should be given to the House Mistress. All children must carry a school purse. They may collect their money from the House Mistress at 8:30 a.m. on days when this is necessary. Please provide pocket money in 50p or £1 coins in a labelled envelope stating how much per week is allowed, together with approximately £5 for emergencies (eg charity days).

Full boarders have one Exeat weekend on either side of the half term holiday. School closes down on Exeat weekends from 5.30pm Friday until 6.00pm on Sunday. This gives staff and girls a break, so parents need to make arrangements for their daughter to stay with friends or relatives if she is unable to go home. There is only a light supper provided after Exeat weekends. If the girls are staying with friends from school, we must have written authorisation from both parties. If full boarders are going home for weekends other than the Exeat, a letter must be sent to the House Mistress by Monday morning before the weekend. This also applies to full boarders who regularly go home at weekends requesting to stay in. If, on occasions, parents wish to vary collection or return times, house staff should be informed in writing or by telephone.

We have a number of boarders who may leave at 3.30pm on Fridays and return at 8.20am on Mondays, though if this is inconvenient for parents they may return by 7:00 p.m. on Sundays by prior arrangement. School letters which are given to day girls via pupil post are sent to boarders' parents by email or post.

We would like parents to arrange for relatives to take children to the airport when necessary, but if this is not possible, we can arrange transport.

Sister, Matron and the School Doctor look after the health of the boarders. The children will have their weight, sight and height checked. An audiologist visits the school to check the hearing of all new girls.

We extend our boarding facilities to accommodate day girls on certain weekends so that your daughter can invite a friend for the weekend to make school seem as much like home as possible. When your daughter first starts to board we do advise you not to ring her for the first few days as this often sets off homesickness. Do, however, ring us and we will tell you how your daughter is.



Boarders Requirements

- 1 Navy Kagool
- 1 Navy A-Line Raincoat with hood or Winter Coat
- 1 Navy hat with school hat band
- 2 Blue tartan kilts or pinafore dresses
- 2 Navy crew neck sweaters
- 2 School blouses
- 1 Navy kilt style skirt for games
- 1 School tracksuit
- 2 prs Games shorts
- *1 pr Navy football socks
- *Hockey/football boots or
- 2 Games shirts
- old trainers for outdoor wear
- 1 Swimming hat (house colour)
- *Hockey sticks/running spikes are optional
- 1 Painting overall
- 1 Black leotard with long sleeves (For Gym Club members)
- 1 black swimsuit
- 2 Aprons

- 1 Dressing gown
- 2 prs Pyjamas or nightdresses
- 3 Vests
- 6 prs Pants
- 6 prs of Navy tights or socks (by special arrangement)
- 1 pr Navy gloves
- 1 Navy scarf
- 1 pr slippers
- 1 pr Black or Navy school shoes
- 1pr Green Flash shoes or similar
- 1 pr Wellington Boots
- 1 Large drawstring bag for gym clothes
- 1 Sponge bag
- 2 Face Flannels
- A supply of toothpaste, shampoo, soap etc
- Hairbrush and comb
- Supply of tissues



Ballet (this activity is optional)

- 1 Navy leotard with separate skirt (Ballet 5 & 6)
- 1 Pink wrap-over cardigan (Ballet 3 & 4)
- 1 pr Pink ballet shoes (Ballet 3 & 4)
- 1 Pink leotard with skirt (Ballet 3 & 4)
- Pink Socks

Summer only

- 1 Grey School Blazer
- 1 Panama hat with school hat band
- 2 School dresses (navy and white stripe) 6prs White ankle socks
- 1 pr Navy sandals with enclosed toes
- 1 Navy v-necked cardigan
- 1 Sun hat
- 1 Dress for Sunday wear and suitable tights/socks
- A supply of woven name tapes

Linen

- 1 Duvet
- 2 Duvet covers
- 1 or 2 Pillows
- 2 Pillow cases
- 1 Bath Towel with loop (loop halfway along one side)
- 1 Swimming towel with loop
- (Please clearly label towels on a corner)

Play Clothes

- 3 T-shirts
- 3 Jerseys or sweatshirts
- 2 prs Trousers
- 2 prs Shorts
- 1 Waterproof jacket (lightweight)
- 1 Warm waterproof jacket
- 1 Summer anorak
- 1 Small rucksack for outings
- 1 pr Trainers

All items to be clearly marked with name tapes