



# HAZLEGROVE PREPARATORY SCHOOL



PARENTS' GUIDE TO THE LOWER SCHOOL  
2024- 2025

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## Introduction

The aim of this handbook is to help you and your child make the transition into the Hazlegrove Prep School. We also hope that it will be useful for those who join the school in Years 3 or 4, as well as for those moving from the Pre-Prep into the Prep School.

The step from Year 2 to Year 3 is significant for both parents and children. Pupils are encouraged to begin to take more responsibility for personal organisation – to look after their own belongings, to find their way around school and to be ready for lessons. It is also the stage at which a number of children join the school as boarders.

Pupils in the Lower School also begin to mix with the older children – in the dining hall, on the playground, in some clubs and moving around school. In all these situations, they will begin to become more independent as they move through Years 3 and 4. This is also the stage at which they begin to have more sports matches against other schools, usually on Thursday afternoons and Saturday mornings.

In Year 4, pupils join the rest of the Prep School in attending school on Saturday mornings.

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## An Open Door

You are always welcome to come and discuss any problems or concerns about your child. The first point of contact is your child's form tutor.

Mrs Bartlett is Head of Lower School. She co-ordinates the administrative aspects of the department as well as maintaining an overview of pupil welfare.

Miss Rudd is Academic Head of Lower School. She maintains an overview of the taught curriculum.

Other key staff in the Prep School to whom parents may need to speak can be contacted via the Lower School tutors or the school office.



## Pastoral Care

The children at Hazlegrove are surrounded with care. That care includes, at its core, staff for whom going many extra miles is an everyday thing and who make time to talk about the children. It includes a dedicated Pastoral Leadership Team which meets twice a week, a tutor system, a pastoral care curriculum embedded in everything we do and model, and an ever-developing framework for social and emotional literacy and support. It can encompass initiatives for everyone, from wellbeing festivals, mindfulness activities, being a Girls On Board school, Treasure Groups, and having school pets to be with when a quiet moment is needed, to a school counsellor, alongside our comprehensive Jigsaw PSHE curriculum which runs throughout the Pre-Prep and Prep School. We don't hide key issues or say it's 'just their age' - we look proactively at what we could do about that. We review and reflect on every incident to learn from it. Pastoral care is about developing in the children the tools they will use when things are more challenging for them or for their peers, so that they can cope well with everything life can throw at them with positive self-esteem, resilience, and a sense of belonging to something.



## Our Aims

Our aim is to nurture and support each child in becoming generous, kind and self-assured as they develop their sense of self. Time in the Lower School provides excellent opportunities to form strong relationships with both staff and children and for children to strengthen and develop their core moral principles. With these things in place, the children will be able to thrive academically. We aim to enthuse the children in their learning, to help them make links between their different subjects and to provide them with a clear structure in which to express themselves through a range of mediums. Together, we plan lessons that engage and challenge the children, sparking their curiosity, whilst giving them opportunities to discuss and think creatively, analyse and reflect, to be physically active and explore the creative arts. We encourage individual strengths and address those areas where a child may feel less confident. All of this is underpinned by high expectations and rigour, promoting independence, perseverance and effort in all aspects of the curriculum.

## Learning Support

We seek to help all pupils with either special educational needs, or specific learning difficulties, to achieve their individual potential and to feel confident within the school community.

The Objectives Of The Unit Are:

- To apply a whole school policy to meeting each child's individual needs
- To provide different levels of intervention to match the child's need
- To ensure that all staff are aware of every child's individual needs

Children Are Helped Through:

- Early intervention and assessment to address difficulties
- Structured, multi-sensory, cumulative programmes incorporating IT
- Identification of small steps for success
- Revision, over-learning and reinforcement
- Promotion of self-esteem

## A-Z Hazlegrove Guide

The A-Z Hazlegrove Guide has been compiled by staff to help parents, guardians and older pupils understand how Hazlegrove works. It is a practical guide outlining all aspects of life at the School. It is not a document that is likely to be read from cover to cover. It is perhaps more useful as a reference point which will help to guide you in the right direction, you can either navigate using the links or at the end of these you can scroll through the whole document if you wish. The guide is updated on an annual basis and is available to download from the parent portal.

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## School Calendar

All the relevant phone numbers and contact details can be found in the school calendar. This is sent out to all parents at the start of each term, and it is worth reading it carefully and highlighting events that affect you and your child. The school calendar can also be found on the school website and on the parent portal.

Events at which pupils are expected to wear a blazer are marked with a (B). Events at which parents are welcome are marked with an \*.

Timings of matches are planned a term ahead and details may occasionally change nearer the time. If your child is involved in a match, please confirm the timings on the noticeboard outside the ICT Room or by using the Match Line 01963 442602 (see 'Sport and Inter-School Fixtures'). Team lists are accessed via the parent portal. Information will also be emailed to parents and recorded in journals.

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## Parent Portal and Acta Diurna

Hazlegrove uses a School Management system, called iSAMS which includes a parent portal. Through the portal you will be able to access information about your child's timetable as well as school reports. The school calendar is detailed together with up to date team lists and concert programmes and music lessons.

You will also be able to see the contact details that we hold for you, in order to access the portal for the first time the school will send you a link.

**ACTA DIURNA:** You will receive emails from the school about events, trips, reports and etc, from this email address.

## The School Day

Each day follows a similar pattern although there are slight differences to timings on Wednesday and Saturday due to matches.

7:45am	Boarders' Breakfast
8:00am	Drop off from this time for Day Pupils
8:30am	Registration
8:40am	Assembly
From 9:10am	Lessons Start
4:00pm	1st Home Time (Breaktime for those children staying after school)
4:25pm	Junior Clubs (Years 3-6)
5:05pm	2nd Home Time
5.10pm	Lower School Prep and Junior Boarders' Music Practice
5.50pm	3rd Home Time; boarders change into home clothes
6.00pm	Boarders' Tea
6.30pm	Junior Activities/Free Time
7.10pm	Year 3 Boarders to Dorms
7.20pm	Year 4 Boarders to Dorms

Saturday School begins at the usual time and lessons finish at 12.45pm for Year 4 and above. There is no Saturday school on exeat weekends or half term holidays and there are no after school clubs on the Friday on which exeats and half terms commence. There are two exeats each term and school finishes for all children at 4.00pm.

Year 3 do not have Saturday School although they may have occasional Saturday morning matches. We would ask that before making arrangements for the weekend you check the school calendar.





## Arriving at School

Registration is at 8:30am each day. Children may be dropped off from 8:00am onwards. You may drop your child off at the turning circle by the main gates or park in the car park and walk to the corner of McCreery with him/her. Please do not park on the turning circle. Children then line up outside McCreery with their teacher when the bell rings at 8:25am. Should you need to drop your child off for breakfast with the boarders then please contact the School Office to arrange this and you will be put in touch with the appropriate Houseparents. If your child arrives after registration, they will need to sign in with Mrs Hunter at reception. Please ensure your child arrives in time. Arriving late can be very unsettling especially if it is consistent.

## Going Home

On a weekday, day pupils may go home at 4.00pm, 5.05pm or 5.50pm. When leaving school at the end of the day, it is essential that pupils always sign out at the De-Reg hut in the car park with a member of staff on duty. There is no signing out at the end of morning school on a Saturday, exeat or holidays. We would ask that parents please park in the main car park. Outside normal leaving times (eg dentist/doctor appointments) pupils must sign out and be collected from the School Reception. If you know you are going to be late collecting your child, please call the School Office and we will let your child know. They will then either be able to join a club or do prep.

The only exception to this is at 4pm: if a child has a younger sibling in Pre-Prep and no older siblings in the Prep School, they may sign out with a duty member of staff from the bench outside McCreery instead. For collections at 4:05pm and 5:50pm, all Lower School children must sign out from the D-Reg hut. Lower School must D-Reg every other day except Saturdays.

At 5.50pm the boarders change into their home clothes in preparation for supper and any day children remaining after this time can join them (there is a charge of £4.00 for day children). If you would like your child to stay for supper, please call the School Office.

## After School Clubs

A huge variety of clubs are offered each term. You will receive an email from the Deputy Head at the start of each term, asking you to book places for the clubs via Socs on the Parent Portal in which your child would like to take part.

Most of the clubs are organised internally, but the list will include some chargeable extras, such as ballet, horse riding, judo, golf and laser pistol shooting.

Once a pupil has opted for a club they are expected to remain committed to attend for the duration of the term. One term's notice must be given before cessation of any chargeable clubs. Please make a note of the clubs that have been chosen in their journal.

Occasionally a school club is cancelled unavoidably. In this case boarders are offered the choice of either joining an alternative club for the session. Day pupils are welcome to take up either of these options or arrange to go home where possible.

If a day pupil attends a late club that finishes after 6pm, they should be collected directly from the activity. If you are late, children will be taken into Supper and then prep with the boarders until you arrive.

After this time, you should speak to the duty member of staff who carries a mobile phone (07717 826934).



## Lunch and Break Times

Lower School form tutors and other members of staff sit with the Lower School pupils at lunch. Teachers and catering staff monitor children's choices to ensure they maintain a healthy diet. Please support your children by encouraging the correct use of a knife and fork and the eating of a range of fruit and vegetables. We encourage children to choose a 'rainbow plate'. At break times Lower School pupils' snacks are served in the Dining Hall by one of the matrons.

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## Tuck

Tuck and snacks are unnecessary since fruit and snacks are supplied at both morning and afternoon breaks. Children may bring in cake for their birthday (individual cupcakes are preferable). Any cake should be taken to their tutor room where it will be shared out at an appropriate time. Please be aware that we are a nut free school.



## Boarding

Hazlegrove is committed to providing a high standard of care to the boarding community. A good number of pupils board on a full time basis and a lesser number of pupils board on a flexible or occasional basis.

We believe that the happiness of each child is of vital importance, and each House is run by the Houseparents as an extended family.

We run a full programme of activities that cater for all interests and needs.

Children have set times to do their prep, music practice and reading. They receive the necessary support to ensure that these are all done constructively. We also keep a close eye on their health and diet as well as their manners and general conduct between one another.

Parents of full-time boarders receive a concise guide to boarding when their child begins.

Here are a few pointers for parents to bear in mind if you have younger children beginning to board:

- Establish good bedtime routines which include brushing teeth, being dry at night and settling down quietly.
- Create opportunities for your child to have sleep overs with family or friends - this will help in preparation for boarding.
- Take time to learn to tie shoelaces and ties.
- The food is fantastic at Hazlegrove and we are hugely supportive of the 'rainbow plate'. If your child can eat a balanced diet this will help them to embrace the different foods and flavours that they will have available to them.
- Teach your child how to use a knife and fork correctly.
- Telling the time is a very useful skill that can help with organisation.
- It is also good if the children can know their home address and telephone number.

There is plenty more information in the Parents' Guide to Boarding.

## Class Structure

Years 3 and 4 pupils are taught in mixed ability, parallel classes and have separate sets for Maths and Spelling. Setting means putting a group of children together for one specific subject, based on their ability in that subject. All our setting is flexible, as we take into account both the academic and personality profile of each year group. Form tutors will teach the children for English, Maths, Humanities and PSHE. The children will then be taught by subject specialists for the remainder of their lessons.

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## Prep (Homework)

The children are given weekly prep (homework). In Year 3 this consists of two preps (Maths and Spelling). In Year 4, children will have three preps (Maths, Spelling and an English/Humanities task). Across both year groups we encourage regular reading every day and times tables will be sent home from time to time. Preps are set to consolidate and extend their work in the classroom. We welcome your help and support with prep at home, and just ask that you add a note on the work to let us know if you have provided significant input. This helps us to have an accurate reflection of what your child can do, although please resist the temptation to do it all for them! Similarly, once your child settles to the task, if the prep set is persistently taking far more or less than the allotted 20 minutes, please do feed that back to us and we can re-adjust. Please also encourage your child to talk to their teacher so they can begin to take ownership of their work. [Click here](#)



## Journals

As children move up through the school and become more independent, the journal becomes an important means of communication between home and school.

It contains a diary for recording prep set, reading heard and other significant school events, such as instrumental music lessons, matches or concerts. There is a space for comments by parents and the form tutor and must be signed by both every week. This means all communication is seen and adhered to. Please check your child's journal every day and feel free to share news or ask questions.

They are also used to record Merits, Plus Marks and Stars:

Merits are awarded for excellent attainment.

Plus Points recognise good classwork and effort.

Stars are awarded for good citizenship (for example – consideration and helpfulness).

There is a copy of your child's timetable in their journal.

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## Reading

We want to instil in children a love of reading that will benefit the children beyond measure in their future education, and bring them lifelong enjoyment. Each child in the Lower School has space in their journal to enable teachers, pupils and parents to record reading progress. Please use this and encourage your child to read to someone at home regularly. A minimum of ten minutes a day is recommended and arrangements are made for boarders.

Please sign your child's journal at home each time he/she reads aloud to you. We value your co-operation in encouraging your children to read at home as much as possible.

Pupils may have two books from the school libraries and some will also have reading books from the LSU (Learning Support Unit). The Accelerated Reading Programme is used throughout the Prep School. This enables us to closely monitor the children's reading progress. Children take a 'Star Test' on the computer at the beginning of each term which gives us an approximate reading age. The children are then told the range within which they can choose their books (ie 2.3-4.8 etc). Each book is worth a number of points and children and their teacher jointly set their targets at the beginning of each term. Certificates are awarded when targets have been reached. When a child has finished reading a book he/she takes a quiz on the computer and is awarded the relevant number of points. The English Department closely monitor the results with form Tutors and guide the children to ensure progress is being made.

If you are considering purchasing books for your children please check [www.arbookfind.co.uk](http://www.arbookfind.co.uk) to see if the books are on the Accelerated Reader programme.

## Music and Drama

Music and drama are a key part of Hazlegrove life in the Lower School. In Years 3 and 4, children receive weekly class lessons by specialist teachers in both music and drama. Topics such as “Carnival of the Animals” and “Peter and the Wolf” are covered in music, whilst lessons in both subjects are given to rehearsals for the Lower School Production after the Autumn Half Term. This is performed in Week 3 of the Spring Term. Our weekly Dolphin Choir rehearsals are timetabled, providing ample opportunity to prepare for our Lower School concerts and events at Wells Cathedral and Sherborne Abbey.

Outside the classroom, our young instrumentalists may be invited to join ensembles such as the school orchestra, wind band and string ensemble. Our ensembles perform throughout the year at our larger concerts (including two with King’s Bruton) and school events such as Speech Day. Once at the required level, instrumentalists are expected to contribute to at least one ensemble during the week. Instrumental lessons are timetabled during the school day, and occasionally at 4pm for boarders. Budding actors can sign up for paid Speech and Drama lessons with Miss de la Poer. A huge effort is made to ensure that individual academic subjects are not overtly affected, with our admin team in constant communication with class teachers. Music practice is greatly encouraged, with a recommended ‘little and often’ approach. Boarders are allocated a fixed music practice time, fully supervised by our staff, from Mondays to Fridays. Performance in our weekly informal concerts is encouraged.



## Music Lessons and Practice Book

Individual lesson timetables are displayed on the board in the music department. Pupils who learn an instrument will be issued with a music practice book. Each week, music staff indicate what should be practised before the next lesson. Parents are encouraged to sign this book and record how long their child has practised each day. Boarders’ music practice is supervised each evening. Pupils practise for 20 minutes, four evenings each week. If your child is interested in taking up a musical instrument, please contact the Director of Music to discuss possibilities

## Pupil Progress

The progress and achievements of each pupil are carefully monitored and parents are kept informed of their child’s progress through parents’ meetings, grades and reports. Full details are available in A Parent’s Guide to Reports and Parents Evenings. [Click here](#)

## Houses

All pupils are placed in one of four Houses when they join the Prep School and will have the opportunity to represent their House in a number of school events. If your child has an older sibling, they will be placed in the same House.

Each House has a member of staff at its helm who encourages them to aim high.

Dover	Red	Norton	Yellow
Lyon	Blue	Tremlett	Green

A House competition is run each year, with a cup being awarded at the end of the summer term. The competition includes:

- Weekly star totals
- Subject competitions
- Sports day
- Merit and plus point totals
- Termly House matches
- Inter-House quiz

...amongst others.



## Sport and Inter-School Fixtures

Team sports are introduced from Year 3, and are played as follows:

	Girls	Boys
Autumn	Hockey	Rugby
Spring	Netball	Hockey
Summer	Cricket	Cricket

In Year 3, fixtures against other schools are introduced and can be found in the school calendar. Where possible, all pupils in the year are involved, although this is not always feasible. In the calendar, look for U8 (Year 3) and U9 (Year 4) matches.

Information about matches, teams and timings will be available via the Parent Portal. We will endeavour to send an email about sports fixture to parents as well as record details in the journal. Should a fixture be cancelled due to poor weather, for example, a text message will be sent out from the School Office.



## Electronic Equipment

Day pupils are never allowed to bring electronic equipment into school. This includes mobile phones, iPods, games, etc. Junior boarders are not permitted to have electronic equipment in the boarding house, this is regarded as a privilege for senior boarders (Years 7 and 8) only.

## Parties

We appreciate that children may arrange birthday parties outside of school. Please note that boarders are not able to attend parties on the first and last weekend of each term as it is their 'In Weekend' where the whole boarding community comes together for the weekend. However, boarders may attend on any other weekend upon the agreement of both parents and house parents. The children have very exciting weeks – please can you ensure that the children are rested, ready for the new school week.

## Lost Property

Lost property is looked after by the school matrons. Unnamed items are kept by the matrons and then displayed to pupils and parents at various times for identification.

In the Prep school there is more to lose so it is important that all items are clearly labelled with the child's name.

Lost property bins are located in the Sports Hall games locker corridor, in the Year 3 cloak room and in the upstairs Lower School corridor. Smaller, more expensive items, ie glasses, watches etc, can often be found in the school office.

## School Equipment

Pupils will need to have their swimming kit, PE kit and Games kit in school every day. It is also important that they have appropriate outdoor play clothes – coats, gloves and hats in winter; sun hats in the summer. Coats should be plain navy blue, wool and sun hats should be school ones which are available from the school shop. Sun cream should also be kept in kit bags during the summer term. A named water bottle may also be brought to school. The children will be making regular visits around the grounds as part of their Outdoor Education, the timing of which will vary, so it is important that they have a navy blue waterproof jacket, water proof trousers and a pair of wellington boots in school every day.

The children's Games kit is kept in their locker (Year 3 in McCreery/Year 4 in the Sports Hall Games lockers and boarders in the boarder's lockers). Children should bring all kit to school with them in a labelled sports bag/holdall on the first day of the Autumn term and they will then be shown the location of their sports locker, in which their Games kit

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## Pencil Case Equipment

Lower School pupils should have a small named pencil case. Year 3 and Year 4 will need handwriting pens (when considered appropriate by their teacher). These should be Berol-type with blue ink. Fountain pens are not permitted in the Lower School.

### Yes Please

Pencil Case (small, soft, with zip)  
HB Pencils x3  
Erasers (white, unscented)  
15cm Ruler  
Basic Set of Coloured Pencils  
Year 3/4 Blue Berol Handwriting Pens (or similar)

### No Thank You

Large Rigid Pencil Cases  
Sharpies  
Felt Tip Pens/Gel Pens  
Highlighters  
Scented Rubbers or Pens  
Fountain Pens  
Fun Shaped Erasers (cars, animals, etc)  
Pencil Toppers



## Hair, Jewellery and Make-up

Hair must be kept tidy and above the collar. Long hair must be tied back. Hair must be its natural colour. Jewellery: No jewellery allowed apart from watches and small gold or silver, matching, stud earrings (one per ear). Makeup is not allowed, this includes clear mascara.

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## School Shop – Year 3 and Year 4

The school shop is on site and is open at the following times throughout the term:

Monday 8:15am – 9:00am, Tuesday Closed, Wednesday 3:00pm – 5:00pm

Thursday Closed, Friday 8:15am – 9:00am, Exeat/Half Term Fridays 3:30pm – 4:15pm

Payment for second hand clothes and accessories can be added to the school bill. Payment for new items can be made by cash, cheque or card. Please call the shop to arrange an appointment if a full uniform kit out is required.

Contact Details: E [uniform@hazlegrove.co.uk](mailto:uniform@hazlegrove.co.uk) | T 01963 442613

Holiday Opening Hours – are arranged by term.



**HAZLEGROVE**

*Deo Juvante*

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**[admissions@hazlegrove.co.uk](mailto:admissions@hazlegrove.co.uk)**

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