



# HAZLEGROVE PREPARATORY SCHOOL



PARENTS' GUIDE TO THE UPPER SCHOOL  
2024 - 2025

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## Introduction

Welcome to the Upper School – a busy, exciting and rewarding stage of your child’s education! It is hoped that this handbook will inform you about this next stage so that you are prepared for all that may happen over the next two years. We also hope that it will be useful for those who join the school in Year 7, so there is some information that many of you will already know.

## A Busy Life

As pupils enter Years 7 and 8, they become busier! Prep increases, and so can commitments in other areas of the School such as Music, Sport, Drama and Art. Common Entrance and Scholarships become the focus of academic life. Pupils may well be representing the school in several different areas and be asked to be present at a variety of rehearsals or practices – and they will also be expected to become more responsible for catching up work that they have missed. For some pupils, this becomes the time where they have to start making choices between things that they enjoy, and they will often need guidance from staff and parents.



## Contacting Us

In the Upper School tutor groups are organised on a House basis and often combine both Year 7 and 8. This enables us to have smaller tutor groups allowing tutors more time with their tutees. When staffing allows, your child will stay with their tutor for the entirety of their time in the Upper School.

You are always welcome to come and discuss any problems or concerns about your child's education. The first point of contact is your child's tutor who oversees the academic and pastoral welfare of your child.

Mrs Cobb has overall responsibility for the pastoral well-being of pupils in the Upper School and should be the next point of contact if required.

Mr Farquhar has overall responsibility for the academic progress of pupils in the Upper School and should be the next point of contact if required.

Please be aware that it is not always possible to catch a member of staff first thing in the morning. We will return a phone call or e-mail as soon as possible and messages can be left with the school office.

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

## School Calendar

All the relevant phone numbers and contact details can be found in the school calendar. This is sent home 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 team lists on SOCS or by using the Match Line 01963 442602 (see 'Sport and Inter-School Fixtures'). Team lists are also displayed via the Parent Portal on SOCS.

## 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 unashamedly make time to talk about the children. It includes a dedicated Pastoral Leadership Team which meets every 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, being a Girls On Board school and having school pets to be with when a quiet moment is needed, 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.





## A-Z Hazlegrove Guide - Online

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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## 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.

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
9:10am	Lessons Start
4:00pm	1st Home Time (Breaktime for those children staying after school)
4:25pm	Senior Prep
5:05pm	2nd Home Time
5:10pm	Senior Clubs
5:50pm	3rd Home Time; boarders change into home clothes
6:00pm	Boarders' Tea
6:30pm	Boarders' Activities/Free Time/Music Practice
By 9:00pm	All Lights Out

Lessons finish at 12.45pm on a Saturday.

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## Years 7/8 Trips and Outings

Letters will be sent out when a trip is organised. Likely trips include:

- Residential week at the River Dart Centre\*
- Year 7 trip to Wintershall
- Geography trip to Lulworth Cove
- Leavers' Trip\*

\*Charged as an extra.

## 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.

Many Upper School pupils will take the opportunity to board at some stage in their final two years in preparation for their future schools. Please contact the Houseparents if you would like your son or daughter to board as a one off or for a longer period.

Mr and Mrs Froggatt - Boys

Mr and Mrs Forbes - Girls

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

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## 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
- Improved access to the curriculum

## Prefects and Monitors

It is hoped that every child in Year 8 will be willing to take on some form of responsibility within the school community. The children are invited to apply for Monitor roles to support the wider school community in areas such Art, Drama, DT, Flag, Gardening, Library, Lower School, Music, Pre-Prep, Sport etc.

Pupils may also gain responsibility as Heads of House. A small number of pupils are appointed as Prefects in their final year. It is hoped they will set a good example as role models to the younger pupils and will support staff in the smooth running of the school.

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## 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.

On a Wednesday and a Saturday however, clubs are more flexible and children may leave once they have the permission of the staff member they are with, without an official sign out.

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 within the Parent Portal for the clubs 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. Allocated clubs can be viewed on the child's ipad via SOCS or on the Parent Portal.

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).



## Sport

There is more Sport to be played in the Upper School. The pattern is the same as in previous years. Boys play rugby, hockey then cricket; girls play hockey, netball then cricket. Swimming and squash matches take place in the autumn and spring terms whilst tennis and athletics matches take place in the summer term.

Fixtures are in the school calendar and SOCS available via the Parent Portal by 6pm the night before. Pupils are expected to represent the school when selected for a match. The school should be informed as early as possible if a pupil is unavailable for a certain date. A match update line will also give details on match days (01963 442602).

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## Music and Drama

Music and drama are an integral part of Hazlegrove life in the Upper School. In Year 7, children receive weekly class lessons in both Music and Drama. Topics such as "The History of Pop Music" and "Composing Film Music" are covered in Music lessons, whilst class-based Year 7 plays are a focus of the autumn term in Drama. These short plays are an opportunity to explore themes such as Shakespeare, Agatha Christie and the Opera, with an emphasis on inclusivity and team building. In Year 8, with an increased academic timetable, children receive lessons in Music throughout the year. Topics cover a wide range of genres, from Classical to Pop. In Year 8, Drama is reserved for a whirlwind two-week block, post-Common Entrance, and a hotly anticipated Year 8 Production is presented to an audience on two separate nights. During this time, Year 8 children spend every lesson working with Mrs Sclater and her team in the Theatre. Individual areas of interest are encouraged, with children able to support their peers on the stage, singing in ensembles, helping the production team or working with lighting and sound in the tech box.

Outside the classroom, countless other opportunities are offered. Our choirs, orchestras, bands and drama club are offered alongside other Upper School activities, both during the school day and after school. Instrumentalists and singers are expected to contribute to at least one ensemble during the week, and prospective scholars will be asked to support their department wherever possible.

Instrumental lessons continue to be timetabled during the school day and budding actors can sign up for paid Speech and Drama lessons with Miss de la Poer. Maximum effort is made to fix lessons in non-academic slots for children in 8S, up to their academic scholarship exam, and for those working towards Common Entrance thereafter. Boarders will be allocated a fixed music practice time, fully supervised by our staff, from Mondays to Fridays. Performance in our weekly informal concerts is encouraged.



## Prep

The children are given weekly prep (homework). Preps are set on Monday, Tuesday, Thursday and Friday evenings, with the aim of consolidating the learning objectives that have been covered in lessons.

Preps are designed to be completed independently. However, if you have provided any significant input, please add a note at the bottom of the piece of work to help us maintain an accurate understanding of what your child is able to do on their own. Please resist the temptation to do it all for them!

Children are encouraged to talk to the relevant member of staff if they are encountering any problems or need a little longer to complete a task, to help them take ownership of their work and develop their own time management skills.

Across the school, we encourage regular reading, language vocabulary and maths consolidation (e.g. times tables). In the Upper School, pupils have access to specific apps that enable them to do this independently. [Click here](#)

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## Holiday Work

As pupils progress through the Upper School, they are set increasingly significant amounts of holiday work, to ensure that no ground is lost and they prepare adequately for their exams. Support at home to make sure that the set work is done, within the guidelines that are emailed out to parents before the start of each holiday, is always greatly appreciated.

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## Catching Up Missed Work

In Years 7 and 8 it becomes very important that pupils catch up on any work that they have missed as soon as possible after the lesson concerned. Pupils are expected to be responsible for this themselves, with the support of their tutors.

There is a 'catch-up' period between 12:45 and 1:15pm when a member of staff may sign a pupil in for them to complete work, or a pupil may attend voluntarily.

## Journals (Diaries)

In the Upper School the journal is in the style of a diary. As children move up through the school and become more independent, the journal becomes an essential tool for your child as they organise and manage their time and commitments.

It contains a diary for recording prep set and other significant school events, such as instrumental music lessons, matches or concerts. There is a space for comments by parents and the tutor.

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

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## 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](#)



## Tests and Examinations

The majority of pupils in Years 7 and 8 are working towards Common Entrance (CE) examinations, with a few taking Academic Scholarships. CE exams take place in the summer term of Year 8, whilst scholarships tend to be earlier (usually in the spring term). If your child is sitting a scholarship, they will sit practice papers twice in Year 7 (in February and May). In Year 8, they then sit Scholarship-style mock exams just before half-term in the autumn term and again in the spring term (timings vary depending on pupils' senior schools).

If your child is working towards CE, they sit their first CE-style set of exams in the May of Year 7. We treat this very much as a learning experience, and use it to teach them how to improve their marks over the course of the next year. In Year 8, they then sit CE-style mock exams just before half-term in the autumn term and just after half term in the spring term. Common Entrance is sat in the week after half-term of the summer term.



## Future Schools

An important decision that you will make during your child's time at Prep School is the choice of senior school. A few highly selective schools require registration during Years 4 and 5 but the majority begin to assess pupils in Year 6 and 7. The first steps in choosing a school would normally be both to visit a range of schools, as early as you feel able, and to arrange an appointment to speak to the Headmaster. The next step would be to register your child at one or more schools and to let us know your decision. Schools will use a combination of tests, taster days, interviews and the reference provided by us as part of their selection process. In preparation for their first assessment day at a senior school, pupils will usually be offered the following:

### 1. Interview practice

Pupils have an interview workshop, usually with the Headmaster or a senior member of staff, which runs through commonly asked questions and essential tips to help pupils come across as well as they can. In preparation for any further interviews or assessments, pupils are offered refresher workshops if appropriate. This is usually only necessary when there has been a long time lag between senior school assessment days.

### 2. Online or paper-based test practice (where applicable)

Although some senior schools do not carry out a formal academic assessment, many now use the ISEB (Independent Schools Examination Board) Pre-tests or other similar online assessment tools to screen pupils during their assessment procedure. At least one regular weekly workshop is offered during clubs and/or lunchtimes, in order to support those pupils who wish to have extra practice. Times of these are advertised and parents informed, but the onus is on the pupils to come along when they are advised to do so. We also set pupils some practice tests or exercises to complete in their own time, and encourage them to take screenshots of any questions that they want to ask us about at their next workshop. Pupils make the most of these sessions if they have completed these tasks beforehand, so that we can work through any common mistakes.

### 3. Year 8 entry routes

All our pupils will take exams in their final term. Although not all senior schools require these, we believe that they provide a focus for learning and development of study skills, which is vital for pupils' preparation for the next stage of their education. Most pupils sit Common Entrance papers. A few candidates will sit academic scholarship papers at some point in the year, which may be set by the ISEB or by the senior school itself, and are always marked by the school concerned.



One thing that really helps all of the support, above, to run as smoothly as possible is if we are informed by you as soon as you have entered your child for a senior school: the more notice we have prior to an assessment day, the more time we have to organise the most appropriate support.

#### 4. Awards (non-academic)

Once you have chosen a senior school and your child is registered there, if you are considering applying for a non-academic scholarship, the first thing to do is to check what awards are on offer and whether they 'fit' your child's profile. Secondly, please do come and talk to your child's tutor and the relevant Head of Department directly. They will need to know what senior school has been chosen in order to give you the best advice about the commitment and preparation needed and what the senior school would expect, should a scholarship be awarded. If everything is positive, the next step is to confirm with your child's tutor and the relevant Heads of Department that this is definitely the chosen route, so that we can make sure all the right preparation is happening, and enter your child for the award by a set closing date. Most scholarships are means-tested, so if funding is going to be important, it is well worth speaking with the Bursar about whether or not they advise applying for a bursary. Sometimes being a scholarship candidate can help with that application, but the senior school will let you know if this is the case. It is important that parents and pupils are aware that both outcomes are a possibility. Not every child that sits an award will win one and Hazlegrove has no control over how the senior schools allocate them each year.

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## Internet - Safety

The Internet, despite all it offers us, provides us with huge challenges when it comes to keeping our children safe. The children at Hazlegrove are taught sensitively all about the advantages and dangers of the World Wide Web, and there are very rigorous systems in place to ensure that the pupils are not exposed to anything untoward. With the growing use of social networking sites, as well as on-line gaming sites, and the considerable associated problems these can cause, it is vital that parents ensure that dialogue is maintained with their children about their on-line activities.

## Equipment

In the Upper School, pupils have more to carry around in terms of folders, files and textbooks as well as instruments and sports kit. Each pupil is supplied with a small locker to hold their books, and space on a Games shelf. Pupils are expected to arrive at lessons with the correct equipment for the next few lessons. If your child is regularly coming home with an overloaded bag, please help us by checking that they have only brought home what they need for that night's prep. We also ask pupils to avoid carrying large ring-binder folders.

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## Electronic Equipment

All Upper School pupils have an iPad. If your child is new to the school you will receive a letter about how we expect this is to be used by your child. Apart from the issued iPad day pupils are never allowed to bring electronic equipment into school. This includes mobile phones, iPods (except for during French oral practice time leading up to Common Entrance), games, etc. Permissible items are calculators and electronic dictionaries or translators. If boarders have electronic equipment in the boarding house, it should remain there during the school day.

One of the principal aims of issuing iPads to the children is to teach safe and responsible usage. The two golden rules are to ensure that the iPad is fully charged at the start of each day, and to only use the iPad at the specific instruction of a member of staff.

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## Upper School Pencil Case list

A tidy pencil case  
Fountain pen or Rollerball, spare blue ink cartridges, and a spare pen  
Sharpened pencil, spares, a pencil sharpener and an eraser  
Coloured crayons – a small selection  
A 30cm ruler graduated in centimetres and millimetres  
A 360° protractor  
A pair of compasses  
A working scientific calculator (CASIO fx-85GT Plus is a great model)  
Some highlighters  
Glue stick

## Equipment for Exams

A pen and appropriate ink supply

A sharpened pencil and a spare

A 30 cm ruler (cm & mm)

A 360° protractor

A pair of compasses

A scientific calculator

2 highlighters

EAL students also need a native language to English dictionary for all exams

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## Lost Property

Lost property is looked after by the school matrons who will return any labelled possessions to the child's games locker. Unnamed items are kept by the matrons and then displayed to pupils and parents at various times for identification. It is important that all items are labelled with the child's name. Smaller, more expensive items, i.e. glasses, watches etc., can often be found in the school office.

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## Tuck

Tuck and snacks are unnecessary, since fruit and snacks are supplied at both morning and afternoon breaks. Please do not allow your child to bring in sweets at any time. If they are bringing a cake in for some reason, such as a birthday, this should be taken to their tutor room where it will be shared out at an appropriate time. (Please be aware that there are a number of children with allergies).

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## 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). Make-up is not allowed, this includes clear mascara.

## School Shop – Year 7 and Year 8

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 for a full uniform kit out.

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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