



Parents' Handbook



A-Z of Information

SICUT AQUILAE

Absence

What do you do if your child is absent from school through illness?

If your child is unwell, please do not send them to school. You should telephone the School Office on 01485 532809 or email the School Office - ghsoffice@glebehouseschool.co.uk by 9am to inform us of the reason for their absence. Please keep the school informed if the illness is prolonged or your child has a communicable disease. If you wish your child to miss games, please write an 'off games' note to their tutor. If your child is sent home ill, please keep your child off school for 48 hours in cases of infection.

What do you do if there is to be a known absence?

If you know in advance that your child needs to be absent from school, please contact the office in writing or via email at ghsoffice@glebehouseschool.co.uk ahead of the absence.

Holidays

Please do not book holidays during term time; any requests for these must be made to the Headmaster.

Activities (Pre-Prep School)

Pre-prep activities are organised at lunchtime and after school from 3.30-4.10 pm. These all take place within the school and are led by Glebe staff or visiting staff, depending on the activity.

The activities vary termly. At the start of each term children and parents are issued with an activities list for the term and children are invited to sign up for their choice of activities.

Lunchtime activities on offer include - Recorder Club and Ballet

After school activities on offer include – Ball Skills, Gymnastics, Art Club and Football.

Activities (Prep School)

In the Prep School activities are organised at lunchtime, at 4:10pm and sometimes after games commitments on a Wednesday for those who are not on away matches. These take place either at the school or by travelling by mini-bus to an external facility and run by Glebe staff or visiting staff depending on the activity. At the start of each term children and parents are issued with an activities list for the term and children are invited to sign up for their choice of activities. Children may be 'directed' to certain activities e.g. if they play an orchestral musical instrument or have singing lessons they will be expected to join the choir or the orchestra when they get to an appropriate standard.

Lunchtime activities on offer may include – Chess, Choir, Languages and 'Glebe Does Strictly'

After school activities on offer may include – Glebe Performers, Computing, Gymnastics, Tennis and Yoga

External Facility activities on offer may include – Golf and Sailing

Addresses

We must be kept advised of all changes of address and, where necessary, of additional addresses and parents are asked to write to/email the School Office with such information. We also need up to date telephone numbers. We should be able to contact a parent or guardian at any time of the day, so daytime contact numbers are important as are contact numbers should parents be away for any period. Email addresses are also very helpful and we hope increasingly to communicate with parents through this means. Parents who do not wish their numbers to be disclosed upon request to other parents should inform us in writing.

Appearance

Parents are asked always to encourage their children to maintain high standards of dress and personal appearance. We will expect that ties are done up, shoes are clean, shirts are tucked in etc. Every child should arrive and leave in a blazer and cap/hat. This means that, once at school, blazers and ties may be removed and left in changing rooms and shirt sleeves may be neatly folded to above the elbow. Please refer to our Uniform and Appearance Policy for more details.

Birthday Cakes

We are happy to help celebrate birthday by parents supplying a cake and which can then be shared with your child's classmates. These should be taken to the school office in the Prep School and to the Division Teacher in Pre Prep.

Boarding

Glebe House school offers the opportunity for children to board between 1-4 nights a week. You can choose any of these options for children from Division 3 upwards. Many children like to group with their friends and choose to board on the same night/s. We have separate boarding houses for the girls and boys. All pupils are together for activities until approximately 7.00pm for juniors and 7.30pm for seniors when they return to their boarding houses for their bedtime routine. In the morning boarders are given a cooked breakfast at 7.45am. Boarding is great fun with complimentary activities organized throughout the year such as film night, murder mystery night, and evening trips out to the beach, Sandringham Park, the arcades and Farmer Fred's play centre. Taster sessions are offered through the School Office.

For more information about boarding please contact the Housemaster or Housemistress anytime.

If your child has chosen to board please see page 20 for reference to the Boarding Kit List.

Housemaster for boys boarding

Jon Turner - 07773 774813

Email: jmt@glebehouseschool.co.uk

Housemistress for girls boarding

Tamzine Fraulo - 01485 777372

Email: tjf@glebehouseschool.co.uk

Boiler Suits

All children from Reception to Division VIII must have a Boiler Suit. This is worn during free time, when the children are outside. It is to protect their school uniform whilst they play. This should be clearly named and taken home each Friday to be washed. They should also wear wellingtons, trainers or football boots on their feet when playing outside. They should not wear school shoes.

Breakfast Club

Day pupils may take breakfast at 7.45 am Monday to Friday, at a small extra charge. This must be booked with 24 hours notice via the School Office

Buddies

All new children will be allocated a 'buddy' to guide them around the school until they feel comfortable. Where possible this will be someone in their Division and House.

Bullying

Glebe House School has a zero tolerance on bullying. Please contact your child's tutor in the first instance should you have any information about your child experiencing bullying of any type. (For further information please refer to the Anti Bullying Policy).

Buses

We currently offer a bus service on a Monday morning and a Friday afternoon. There are regular stops, but we work with parents to offer convenience. Children going home by bus should sign out as normal and meet the bus driver by the Oak Tree. They are escorted to the bus and seated by a member of staff. For more information about the bus routes please contact the School Office.

Calendar

All important dates are listed on the electronic calendar on the website www.glebehouseschool.co.uk This has been developed as a valuable resource and is the most up-to-date source of information. Team sheets are emailed to the parents concerned.

Car Park

Most children arrive/leave by car each morning/evening. Please ensure that you drive slowly when in the school grounds – 5mph. Please park in the car park sensibly and be respectful to other drivers. Please do not allow your child to walk across the car park at any time, as this is potentially dangerous, please use the pathways provided. Please be particularly aware of children using the footpath when entering the Nursery and car park area. Car shares are recommended to help with congestion.

Choir

The school choir is an integral part of Glebe House School and they meet under the leadership of Lucy Hawkins once a week to work on musical arrangements. The choir warmly welcomes singers from Divisions III-VIII.

The Choir performs a key role in the school church services at Christmas and at the end of the school year as well as performing in other school musical events and shows. The choir joins organized 'Choral Days' at other independent schools and they are often invited to take part in musical events in the local area.

Christmas Church Service

On the last day of the Autumn term the school has Collections in the morning (see Collections) followed by a church service at St Mary's Church, Old Hunstanton. Individuals from the school perform readings and carols are sung by the school choir and the congregation. Mulled wine and mince pies are served afterwards and children leave with their parents for the Christmas holidays after the church service. It is a lovely culmination of the Autumn term and parents and family members are warmly welcome. This is a formal occasion so children are expected to wear full school uniform, blazers and hats/caps.

Collecting your child from School – Pre Prep

Pre-prep finishes at 3.30pm (unless they are staying for activities or Ladybirds until 4.10pm) and the children are sent out to you by their teacher into the enclosed area outside Pre Prep. All children should wear their blazers and hats/caps to leave in the evenings, so please ensure that they wear them to school every day.

We will not allow Pre-prep children to go home with anyone other than their own parents unless we know in advance, so please inform us if someone different is to collect your child.

Collecting your child from School – Prep

Prep School children can be collected at 4.10pm after lessons, at 5.00pm after activities, at 5.30pm after cooked tea or at 6.00pm after doing their prep. Children will notify their tutor at registration when they are going home each day, after which they will sign out and should be collected from the Oak Tree courtyard where they will be supervised by a member of staff.

Collections

This is the term we use for our formal end of term assemblies in the Prep School. This is a celebration of achievements and events throughout the term.

Common Entrance

The majority of children are prepared for the Common Entrance examinations to Independent Senior Schools at the age of 13+ years which take place at the end of Division 8. (For further information please visit the Independent Schools Examination Board's website www.iseb.co.uk) There is a fee payable for these examinations.

Communication

Without close communication between home and school, we cannot do our job properly. Communication between parents and school is greatest and easiest in the pre-prep. As children move up the school, so they learn to become more independent. Whilst daily contact between parents and teachers reduces, we encourage parents to contact the school whenever there is something worrying them. The first point of contact will normally be the School Office or your child's Form tutor who will be able to sort out minor problems or refer you to someone who can help and consult with relevant staff on more significant issues. If the person you need is unavailable, feel free to tell the School Office or your child's form tutor the nature of your query: he or she will keep what you have to say entirely confidential, but it often helps us to respond more quickly if we have had some time to consider how best to approach a given problem.

Complaints

If you have any complaints about the school, please contact a member of staff or the Headmaster as soon as possible. There is a formal complaints procedure that the school will follow. This is available from the website, however, most issues are sorted out amicably without resorting to this process. (see also 'problems')

Concerts & Musical shows

Glebe House School hosts a number of concerts and musical shows throughout the year and rehearsals for these are conducted during school hours or as a compulsory after school activity. We have at least one informal concert every term (see Informal Concerts). At the end of the Autumn term, there is a Christmas show involving the whole school with both musical and drama performances.

Consent Forms

When a child enters the school forms are completed giving permission for a child to appear in photographs in connection with school activities and to travel in staff and/or other parents' cars.

Trips in school hours, which are shown in the calendar, with reminders sent home before the event, do not require individual consent forms.

Consultation Evenings with Parents and Reports.

For parents of children in Reception, Division I & II:

Parents are asked to make appointments with their class teacher in the middle of the Autumn and Spring terms to discuss the progress of their child. Written reports from every teacher will be sent home at Christmas and at the end of the school year.

For parents of Prep School children Divisions III-V:

There will be a full report at the end of the Autumn term.

In the Spring term parents of children are asked to make appointments with each of their child's teachers on one of two evenings during the term. There will be a short report card at the end of term.

In the Summer term a results card will be sent out after school exams and there will be a full report at the end of term.

For parents of Prep School children Divisions VI – VIII:

In the Autumn Term parents of children are asked to make appointments with each of their child's teachers on one of two evenings.

At the end of the Autumn Term there will be a short report card.

At the end of the Spring Term there will be a full report.

At the end of the Summer Term a results card will be sent out after school exams along with a full report.

Discipline

Please refer to the Behaviour Discipline Policy on page 26.

Divisions

This is the Glebe House School name for year groups, based on our historical association with the Royal Naval Colleges and is illustrated below:

PRE-PREP SCHOOL		PREP SCHOOL	
Reception	(Age 4-5)	Division III	(Year 3 - ages 7-8)
Division I	(Year 1 - ages 5-6)	Division IV	(Year 4 - age 8-9)
Division II	(Year 2 - ages 6-7)	Division V	(Year 5 - age 9-10)
		Division VI	(Year 6 - age 10-11)
		Division VII	(Year 7 - age 11-12)
		Division VIII	(Year 8 - age 12-13)

Emergency Contact Numbers (Glebe House School)

During the school day please call the School Office 01485 532809

Email

We are keen to use a variety of methods to communicate with parents and email is widely used. Staff all use email and can be contacted by using their school email address which can be found on the 'Contact Us' section of the website.

Examinations

From Division III upwards your child will have an examination every year in the Summer term. In Division III this will be limited to English, Maths and Science, but from Division IV onwards this will also include Geography, History, RS, and French. Provision is made as necessary for those who are entitled to extra time.

Fees

The school is a business and late payment of fees inevitably causes not only cash flow problems but also considerable extra work for the School Business Manager who will inform parents of ways of paying on a monthly basis. If there is some delay, the school is invariably sympathetic, but only if trouble is taken to ensure that we are kept informed as to the problem and likely date of payment. A system of interest charges may apply to late payers. All parents will be aware of the need to give one full term's notice of intention to withdraw a child from the school.

For any questions or concerns about fees please contact:

School Business Manager/Bursar

Paul Ashby

Email: bursar@glebehouseschool.co.uk

Food

For the pre-prep school a mid-morning snack, cooked lunch and afternoon snack are included in the fees charged by the school. For prep school, a mid-morning snack, cooked lunch, afternoon snack and cooked tea are included in the fees charged by the school. Cooked tea for prep school children is also included in the fees. It is optional but the majority of children choose to stay for it. Prep children wishing to stay for cooked tea 'sign up' for it at registration each day.

The size of the school allows us to eat as a large family – Pre-Prep at 12 noon and Prep School at 12.30pm. This facilitates encouraging good manners and eating habits. Both these are reinforced constantly in a firm but friendly fashion by all staff, who sit with the children at mealtimes. There is a choice of main course or salad bar at lunch plus a dessert. Children are allowed to have small helpings if they wish, but they are expected to try everything as we believe that, amongst other things, this is a necessary part of benefiting from a balanced diet. If a parent wishes their child to follow a special diet, the cooks should be informed through the School Office. Every effort is made to follow a healthy eating policy with fresh produce used wherever possible.

All children have a drink and something to eat mid-afternoon. Prep School Children can stay for cooked tea at 5.30pm and the majority do so. Further snacks are available for boarders after evening activities. We endeavour to ensure that your children have a balanced diet.

Games

From Division III the following sports are played at different times of the year by both boys and girls:

Hockey
Rugby
Football
Cricket
Netball*

* This is predominantly played by the girls although the boys join in during inter-house competitions.

Matches against other schools in these sports mainly occur on a Tuesday, Wednesday or Friday afternoon although fixtures may be made on other days subject to the calendar. Team lists and match information are sent out up to a week in advance by email to parents of the children involved in a match.

All children will participate in swimming from the beginning of the Summer Term until October.

Athletics, soccer, tennis, swimming and cross country feature prominently in our sporting calendar and Glebe participates in external galas and school cluster sporting events wherever possible.

Sports such as golf, sailing, archery & fencing all are included in our extracurricular provision.

Glebe Five-A-Day

At Glebe House School we encourage all children to follow the Glebe Five-A-Day:

Always follow instructions straight away

Bullying is not ok

Care for each other and everything

Do your best and join in

Everyone is polite and has good manners

Governors

The School is a Charitable Trust administered by a Board of Governors. There are usually about eight Governors at any one time presided over by the Chairman. There is at least one meeting each term attended by the Headmaster and School Business Manager. It is at these meetings that policy is formed and major decisions taken. Parents are welcome to contact the Chair of Governors, Phil Haslam, through the School Office.

Hair

Tidy hair of a reasonable length and off the face is expected. Pupils with long hair will be expected to tie it up, use a hairband or clips in appropriate uniform colours. Please refer to our Uniform and Appearance Policy for more details.

Headmaster

The Headmaster is available to help you and your children gain the most from all that Glebe House has to offer. He will always be willing to discuss your concerns or comments – please make an appointment via the office if you wish to see him.

Hire of facilities

The private use of school facilities including the swimming pool, tennis courts, the Hall, the gym and the minibuses are without charge to parents, by prior arrangement with the school office. Parents have often held children's birthday parties in the pool or hall.

Houses

Each child joins a House on entering the school. Where we know of any historical connection with the school we will endeavour to place children in the house of the past family members. There are three houses:

Barbers



L'Estrange



St Edmunds



Each house has its own colour and children wear a Glebe tie with their house colour running through it. From Division II upwards each house meets once a week under the supervision of designated house staff and the Division VIII Head of House. These are informal meetings to discuss house events. The houses are integral to the pastoral care system, and there are inter house competitions in many areas of school life including sports and the performing arts. Children are awarded house points throughout the year at competitions and events and the house with the highest points at the end of the year is awarded 'The Flag'.

House Matches and Competitions

Parents are most welcome to attend sports events when children compete for their House and such events as The House Show. These are listed in the school calendar and events other than matches are marked with an asterisk.

Informal Concert

Informal concerts are held once or twice a term and they are a fantastic opportunity for children receiving music/singing lessons and the choir perform in front of an audience. Dates for the informal concerts can be found on the school calendar and various music staff will advise the school when they feel the children are ready to perform. Children sign-up to perform at a concert. A running list of performers is emailed out to the parents concerned up to a week in advance of the concert.

Ladybirds Club

We offer the opportunity for Pre-Prep children who don't wish to attend an activity to be supervised, at no additional cost, by a member of staff between 3.30-4.10pm. This is particularly useful for parents who have Prep and Pre-Prep children to allow them to be picked up together. If they are booked into Teatime Club from 4.10-6.00pm, they will be escorted to the Nursery.

Leavers' Programme

All Leavers in Division VIII will participate in a programme of activities after they have finished their Common Entrance examinations. It is a programme of constructive and educational activities away from the classroom, and may last between three and four weeks. Special excursions include The Headmaster's Trip, a 21 mile walk around North Norfolk and various residential trips away. The programme culminates in a Leavers' Dinner in the last week of term for the children, their parents and staff.

Lost Property

Parents are asked to ensure that all possible items are clearly marked with their child's name. Items found around the School will be returned to the child if named, and placed in the Lost Property Box if unnamed. If a child mislays any of their equipment they should tell a member of staff as soon as possible who will suggest areas where they may look. However, we hope that as children grow they will become increasingly responsible for their belongings.

Manners

It is expected that all pupils at Glebe House will always act with courtesy and consideration towards others in line with the Glebe Five-A-Day.

Matches

When children join the Prep School they can take part in inter-school sports matches. The majority of matches take place on Tuesday, Wednesday or Friday afternoons. We warmly encourage parents to support the children. Team sheets will be sent out by email before a match. The school calendar on the website will indicate age groups, venues and occasional changes. Information is available from the School Office to help you find the venues when your child is part of an away team. We always offer parents and guests a cup of tea and sandwiches and cake, usually in the Dining Room, after the match.

Children may be taken home from an away match by their parents, following match tea, and when the supervising member of staff is informed. Children returning from away matches with their team will be signed out to parents by the team coach from the Oak Tree. Children playing in home matches may sign out as normal after match tea and giving the visiting team a 'send off'.

Captains of teams write a match report which should be sent to the Director of Sport (it is therefore helpful if it is typed/emailed).

Match kit

In most sports match shirts (and sometimes shorts and socks) are provided by the school. Children should remember to have clean boots, tracksuit and playing kit (if not provided) in a bag with items such as gum shield, hockey stick, shin pads as required. Hair should be tied back and fingernails in netball and rugby should be cut short.

Match etiquette

Children are encouraged to look after visiting teams by meeting them on arrival, ensuring that they know where to go, treating them fairly on the field, applauding their efforts at the end through handshakes and three cheers, talking to them at tea and seeing them off on departure.

Medication

All prescribed medicines should be given to the School Secretary and an authorisation form completed. They will ensure that the children receive the correct dosage throughout the day. The only medication that does not require a form is Calpol which will be administered following the product guidelines.

Minibuses

The school owns two minibuses which are regularly serviced, carefully maintained and have fitted seat belts. They are used for transporting school teams and taking classes on outings.

Moving on at 13

The Headmaster and Director of Studies are always pleased to discuss your child's progress and the Senior Schools for which she/he is best suited. A discussion with him should be the starting point for making decisions about your child's future.

Mouth guards

Mouth guards are compulsory for Hockey and Rugby for all pupils from Division III upwards. These can be fitted by your dentist or can be bought from good sports shops and moulded at home. No pupil will be allowed to participate in matches or practices without a mouth guard.

Music Lessons

Every child is taught class music throughout their time at the school. In addition, a large number of children have individual instrumental music lessons. These are taken at various times of the day and are charged as extra by the music teacher concerned. Most of the younger children will have a fixed lesson, and older children come out of lessons on a rota, but great care is taken to avoid disrupting a child's academic progress. We have a number of visiting instrumental teachers who visit the school and children are prepared for examinations as appropriate. Parents who wish their child to start playing an instrument should contact the School Office. If a child wishes to stop receiving instrumental tuition, a half term's notice must be given in writing. If a child misses lessons through illness or through some other reason outside the control of the teacher or the school, the parent will still be liable for the cost of those lessons.

Newsletter

As long as we have your email address, you will receive a weekly newsletter from the school that celebrates what has been happening during the week, looks ahead to the current week and contains a message from the Headmaster.

Old Aquilians

Pupils who leave Glebe House School become Old Aquilians (see Sicut Aquilae). We seek to keep in touch with our former pupils through occasional emails, newsletters and events. The end of year service at St Mary's Old Hunstanton on Speech Day is styled as 'The Leavers' and Old Aquilians Service' and former pupils are most welcome to attend or indeed to visit at any time. Prior notice ensures that appropriate staff are available to chat or tour visitors around.

Open Day

The school hosts two Open Days and one 'Open House' throughout the year, The dates of which are published alongside the term dates. This is a compulsory day for all Glebe Pupils from Div I – Div VIII. Any absence from Open Day will be noted on the absence record for that pupil. It is an important day for us to show the wider community how proud we are of our school!

Parents' Committee

The Parents' Committee is a group of parents who organise events to encourage parents and staff to socialise and raise money for the school. They are remarkably active and are usually glad to welcome new members.

If you would like to join the committee please contact the School Office and they will pass your name on to the Chair of the committee, Mark Cain, who will get in touch with you. The functions are varied, invariably good fun and well worth attending.

Plays

All children are encouraged to take part in dramatic productions which happen each year. Performances are usually held in the School Hall or the Town Hall. All Pre Prep children will be in a Nativity play in the Christmas Term as part of the Christmas Concert and all from Division III upwards will be in one of two (occasionally 3) productions in the Spring or Summer terms.

Policy Documents

These are available for a range of areas of school life and can be found on our website or from the School Office on request.

Prefects

All senior pupils in Division VIII have the opportunity to become prefects. Prefects are elected by staff based on leadership skills following written applications and interviews.

PREP (Homework)

Otherwise known as homework, Prep is set for the Prep School most nights except Wednesdays (when we have the majority of our sports matches) and can be done at school during the Prep Session at 5.30pm, however, parents are welcome to collect their child at 4.10pm after the last lesson if they prefer, or if this enables a child to attend clubs outside of school. Divisions VII and VIII may be set additional work at weekends.

Problems

If your child is having problems at school, they are encouraged to talk to any member of staff, normally this will be their tutor. However, all members of staff are willing to listen to any problems that the children may have. If they do not wish to talk to anybody at school, Christine Earnshaw (01485 533367) is the school's 'listening ear'. They can also contact:

The Duty Team

Childrens' Specialist Services on 0344 800 8014
The Children's Rights Director on 0800 528 0731 www.rights4me.org
Childline on 0800 1111
The NSPCC have a contact line on 0808 800 5000 for children and young people
The Independent Schools Inspectorate who inspect Independent Schools : ISI, CAP House, 9 - 12 Long Lane, London, EC1A 9HA, Tel: 020 7600 0100

Registration – Pre Prep

Pre-Prep children should arrive at school and be accompanied by parents to their classroom for registration at 8.30am with their class teacher. Children can arrive from 8am and must be accompanied to the Astroturf for supervised play. The School cannot accept responsibility for children left before the appropriate time. If your child arrives at school late please make sure that they visit the School Office to register with the School Secretary.

Registration – Prep

Prep children arriving at 8.30am should go straight to their tutor's classroom for registration. Children who arrive before 8.30am must be accompanied to the Astroturf for supervised play. The School cannot accept responsibility for children who arrive before the appropriate time. If your child arrives at school late please make sure that they visit the front office and register with the School Secretary.

Reports

Please see 'Consultations with Parents and Reports'.

School to Home Books

Each child is issued with a 'school to home' book each year. This will contain; space for the children to write in the details of their prep in a diary, their timetable and prep timetable and pages for their house stars to be recorded. For Pre Prep there is also a section for parents to write comments to their child's Division Teacher; these are checked on a daily basis.

School Council

A member of each class is elected or chosen to be on the school council, who will meet at least twice a half term to discuss various school matters and have a say in how things are done at Glebe.

School Business Manager

Paul Ashby has an office close to the Courtyard Entrance to the rear of the main building and is responsible to the Headmaster and Governors for the financial management of the School. Paul is usually in school Monday to Friday throughout the year. You should approach the School Business Manager on all matters regarding fee accounts. You can arrange an appointment via the school office or email him directly.
Email: bursar@glebehouseschool.co.uk

School Office

The School Office is open from 8.00am to 6.00pm Monday to Thursday, and 8.00am to 5.00pm on Friday. Outside these hours an answerphone system is in place. The telephone system is automated, please be patient and follow the verbal directions. To visit the School Office please use the main entrance blue door at the side of the school and once inside please press the buzzer on the left to be let in the inner door.
Tel: 01485 532809
Email: ghsoffice@glebehouseschool.co.uk

Scholarships

Scholarships are awarded at Glebe House School for Sport, Academic Excellence and Art and Design. For more information on scholarships please see the School Scholarship policy.

Senior Schools

Glebe House is a Preparatory School which prepares children to move on to their Senior Schools after Common Entrance at age 13. Glebe Pupils move on to a variety of different schools including local independent schools, independent boarding schools further afield and state schools. Both the headmaster and senior glebe staff are always on hand to offer comprehensive support and advice to children and parents in order to help them make the right decision for their senior school.

Sicut Aquilae

This is the school motto and, translated from Latin, means 'like eagles'. It refers to the Old Testament Book of Isaiah chapter 40 where children will be raised up like eagles and hence soar. The word Aquilian is the used in the title of our magazine and in referring to former pupils as Old Aquilians.

Signing Out

All Prep children need to 'sign out' as they leave school. This is carried out by a member of staff on duty and takes place by the Oak Tree in the courtyard area. A member of staff is always present to supervise children waiting in the courtyard for pick up and they will sign them out.

Special Educational Needs

All children are assessed on a regular basis to ensure that they are progressing at an appropriate pace for their ability. From time to time children are referred to Felicity Hancock, our SENDCO, for further assessment. The outcome of such assessment will be discussed with parents and a programme of support may be put in place. For full information please see our SEND policy.

Speech Day

Speech Day is the last day of school in July and it is a celebration of the year at Glebe House School. It commences in the morning with a church service at St Marys's Church in Old Hunstanton, followed by speeches and the presentation of awards in a marquee on the school field. Parents and family members are invited to attend. This is a formal occasion and so children must wear full school uniform and hats. All children are expected to attend.

Stars

The children are awarded stars for effort or behaviour. As well as being a personal achievement these accumulate towards a House total which is rewarded at the end of each school year by the presentation of the Aquilian Trophy to the winning house. A list of stars is posted on the House Notice Board on a weekly basis.

A-Z OF INFORMATION

Stationery

Every child should arrive at school properly equipped with pen, pencil, colouring pencils, rubber, ruler and glue stick in a named pencil case along with their reading book. Older children will need a calculator and your child's maths teacher will advise parents on when and the type preferred.

Swimming

The children are given swimming lessons from Reception upwards. We swim during the whole of the summer term and until half-term in the Autumn Term. All children need to have a swimming hat, trunks/costume and a towel in school during this time. A School gala is held in the Summer Term and various swim competitions against other schools are arranged during the year

Teatime Club

Pre-Prep children whose parents wish them to do so may attend Teatime Club from 4.00 pm to 6.00pm in the nursery where tea is provided. A variety of games, quiet activities and outdoor activities are available. Children may be collected at any time. Places must be reserved and paid for on a termly basis, although there may be space for children to attend on a flexible basis.

For more information please call the Nursery on 01485 777371.

Trips

These are a vital part of a child's education. Some will be day trips in the local area at a minimal cost and these will generally occur once or twice a term for most children. Others will be residential and most year groups would expect to enjoy at least one such trip. The school may also arrange occasional trips during the school holidays e.g. the ski trip.

Trophies

A number of trophies are awarded throughout the school year and at Speech Day on the last day of school. The School requires all trophies to be returned to school before they are due to be next presented to avoid disappointment. Engraving is the responsibility of the parents.

Tutors

In the Prep School we use the term Tutor and in the Pre-Prep the phrase Division Teacher. Pre-prep children have the majority of their lessons with their Division Teacher. Prep children go to their Tutor's classroom for registration before going to subject-specific teachers for their lessons. Your child's Tutor/Division Teacher should be the first person you contact if you are concerned about your child. They will always endeavour to get to the root of any problem and to resolve it. Prep children have a different Tutor each year as they move up through the school.

Website

The website www.glebehouseschool.co.uk is one of the major means of communication with current and prospective parents.