



LOCKERS PARK

A-Z HANDBOOK FOR PARENTS

THE PARENTS' A TO Z OF LOCKERS PARK

This booklet contains general information about many aspects of life at Lockers Park. It aims to give the gist of the formal policy documentation (available on request), our procedures and some of our traditions. Please do not hesitate to ask if you have any questions.

A

Absence

If your child needs to be out of school for any reason please inform the school office as soon as possible (01442 251712). All requests for absence must be approved by the Headmaster in advance.

Access to School Buildings

To comply with Child Protection and Safeguarding laws all parents and visitors to the Prep School are restricted to the boys' hall and school office during the normal school day and pick up times. For the Pre-Prep please use the outside doors to enter and exit your child's classroom. The main Pre-Prep door has to remain locked at all times.

Accidents

Any child that sustains an injury should report to the surgery. In more serious incidents the first available member of staff will assist and send for help. The child will not be left unattended. If it is necessary to take him/her to hospital he/she will be accompanied by an adult. Parents or guardians will be informed as soon as possible.

After School Activities

We aim to offer a range of sporting, artistic and creative activities. These take place at the end of the academic day. Details of activities and timings will be published at the beginning of each term.

Addresses (Data Protection)

Each form has a parent representative who circulates the home addresses and telephone numbers of children in that particular form, if parents are happy to supply the information. The school does not give out contact details of other parents without their express permission.

Arrival Times

The school day for the Pre-Prep starts at 8.45 and finishes at 3.45.

Please see appendix for timings.

Towards the end of term, morning arrival times may occasionally be later – notice of this will be sent out.

Assessments

Each term, informal reading, writing and maths assessments will be completed in class.

B

Birthdays

Children are more than welcome to have a cake at lunchtime on their birthday to share with their table. The school are more than happy to provide a cake at a cost, however, you may bring a cake in from home. Please contact the School Office to arrange this.

Blues

At break times the children change into their 'blues', tracksuit bottoms, tracksuit top and outdoor trainers. These can get very muddy!

Boys' Hall

The main lobby or foyer for the Prep School.

Breakfast Club

The Pre-Prep has a breakfast club, please see appendix for timings.

C

Calendar

The school calendar is published at the beginning of each term and contains details of all sports fixtures, expeditions, school events and exeat. It is also published and updated regularly on the website.

Carol Service

A whole school event, held at St John's Church, Boxmoor, towards the end of the Christmas term. Mince pies and mulled wine are provided back at school after the service.

Centenary Hall

The area of the school comprising the stage and the Music and Drama departments, which hosts large school events, and was built in 1974, the year of the school's centenary.

Chapel

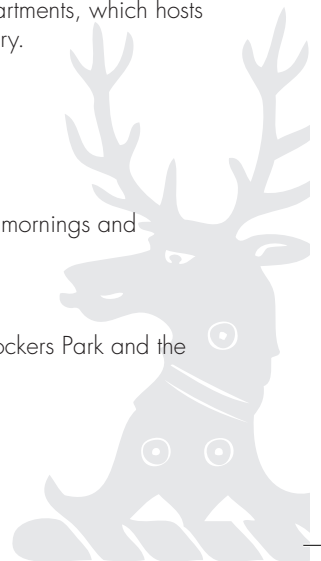
Each week there will be a short chapel service at 8.30.

Charities

The school supports various charities through fund-raising days, fêtes, coffee mornings and sponsored walks.

Christopherson Room

Adjacent to the Headmaster's study. Named after a former Headmaster of Lockers Park and the main reception room for visitors.



Code of Conduct (See Appendix)

The school adheres to a robust code of conduct, please see appendix.

Collection Times (See Appendix)

Communication

For all enquiries the first port of call is the school office, which can be contacted on: 01442 251712 or by email – secretary@lockerspark.herts.sch.uk

Computing

The school adheres to a strict code of conduct which all parents must sign on behalf of their child.

Complaints

If you are worried about anything please contact a member of staff, your child's form teacher or the Headmaster.

D

Designated Safeguarding Lead (DSL)

As stipulated by the Children's Act, schools are required to have a DSL. Please see insert for our named DSL.

Dietary Requirements

For children with allergies we ask that the school nurse is contacted who will inform the catering department. Similarly cultural and faith requirements are provided for. The children will enjoy a hot meal at lunch time with a menu designed specifically for Pre-Prep.

Divisions (see appendix)

E

e-mail

Each child has a school e-mail address which is used in computing lessons.

Emergency Contact Details

It is essential that the School Office has an up to date record of emergency contact details.

Exeats

These are long weekends during which the school is closed. The dates of these are published in advance and also on the school calendar.

F

Fire Policy

On hearing the fire alarm please evacuate the building to the assembly point which is the car park outside the boys' hall up at the Prep School.

Form Captains

Form Captains are responsible for supporting the form teacher and change termly.

Form Teachers

The form teacher is the first port of call for day to day matters.

Friends of Lockers Park (FoLP)

This is an association of parents that aims to involve other parents in sociable and fund raising activities. All proceeds go towards the children's facilities and selected charities.

G

Governors

Lockers Park is a Charitable Trust run by a Board of Governors. A list of the Governors is available from the school office.

Green Slips

Green slips are issued for acts of kindness, helpfulness and thoughtfulness. 5 green slips in a term result in a commendation.

H

Head Boy

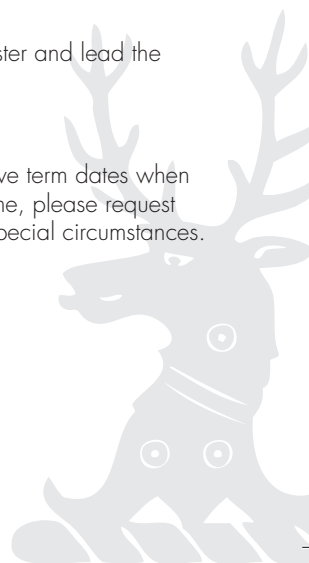
There will be up to three Head Boys per year who will support the Headmaster and lead the Prefects.

Holiday Dates

These are published a year in advance in the school calendar. Please observe term dates when booking holidays. If you need to take your child out of school during term time, please request permission from the Headmaster. Leave of absence will only be granted in special circumstances.

Houses

At Lockers Park these are known as Sets.



I

Illness

Any child who is ill during the school day is taken to the Matron on duty in the Surgery. Parents will be informed and may choose to take their child home.

Insurance

All pupils are covered for Dental and Personal Accident Insurance, details of which are provided to parents on entry. Fees Refund Insurance and BUPA insurance are available – please contact the Bursar for further information. Pupil's personal effects are not insured by the school.

iSAMS Parent Portal

Parents may view information about their child through the schools' management system ISAMs. Results of key assessments, details of rewards and sanctions and reports are uploaded to the system, along with attendance records, contact details and other information. Parents have their own username and password.

J

K

Ks and Copies

K is short for Keep, which is awarded for a piece of good work. Keeps add up and convert to Copies, which earn points for a child's Set. Copies are recorded on iSAMS.

L

Late Arrivals and Appointments

Any child who arrives after 8.30 in the morning or needs to attend an appointment off-site, must sign in and out at the main School Office.

LE (Learning Enrichment) and EFL

For children who require extra help, individual tuition is available at an additional cost.

Lockers Week

This is a weekly news bulletin with information regarding the forth coming week.

Lost property

In order to reduce the amount of lost property please ensure that all items are named clearly.

M

Matrons

The Matrons Department is the first port of call for all medical matters.

Medical Forms

Parents are requested to complete a medical form when their child enters the school and advise of any changes in medical circumstances.

Music Lessons

All requests for individual tuition should go directly to the Director of Music, on the form provided.

N

Newsletter

This is sent out at half term and end of term and is also available on the website. It contains information about forthcoming events and changes to routine as well as reports of recent past events and lots of photos.

O

One-way System

The main drive operates on a one way system.

P

Parents' Receptions

These happen every other term and are an opportunity to discuss your child's progress.

Pater

A Lockers Park word for a child who looks after and takes responsibility for a new child in their first few weeks at the school. This will normally be a child of similar age.

Policies

Policies are available for parents to read on the website or can be obtained from the school office.

Private Garden

The lawn outside the Headmaster's Study.

Prize Giving

These are internal events at the end of the autumn and spring terms. At the end of the summer term, parents are invited to attend.



Q

R

Reading

All children are encouraged to read. All children read out loud to a member of staff and enjoy story time each afternoon.

Red Slips

Red slips are issued for minor misdemeanours.

Reports

At the end of the autumn and summer terms, a full set of written reports is given.

S

Saturday Activities

Children in Year 1 and 2 are more than welcome to come to school on a Saturday morning. The children will take part in a variety of activities both in the Pre-Prep and Prep School.

School Office

Situated to the left of the boys' hall, this is the first port of call for all enquiries.

Security Door Code

Doors in the Prep School are opened by a keypad. This is changed on a regular basis and parents will be informed.

Senior School Presentation Evening

These are opportunities for parents to make informal contact with a variety of senior schools.

Sets

Each new child is allocated to a Set. There are six of these: Beatty, Haig, Jellicoe, Kitchener, Mountbatten and Roberts. Siblings are always in the same set as each other.

Set Competition

This is based on the individual scores of children in the set (Effort Grades and Copies) plus other competitions. The winning set has a special supper, generally held near the beginning of the following term.

Set Sports

All children are involved in set sports competitions, in the summer term.

Shrubs

Shrubbery at the bottom of the Headmaster's Private Garden, used by Pre-Prep in break times and nature activities.

Signing-Out List

A member of staff will sign your child out when they leave.

Slatter

This is the name given to sweets (named after the first supplier of sweets to the boys, a Mr Slatter!).

T

U

Uniform

Please see uniform lists on the school website or obtain a hard copy from the school office.

Uniform Shop

An invaluable resource for all parents and is open at the beginning of terms and regularly throughout the term.

V

W

Website

www.lockerspark.herts.sch.uk

Whole School Events

It is expected that all children attend these, whether or not they are directly taking part and parents are also often invited.

XYZ



APPENDIX - DAILY ROUTINE FOR THE PRE-PREP SCHOOL

Drop off

7.45 – 8.15 Breakfast Club

8.45 All children should be in by now

Pick up

3.45 End of school day

4.30 End of After School Activities

6.00 Last collection time

Optional Saturday School is 8.20 – 12.35

APPENDIX - DIVISIONS

Pre-Prep Reception, Year 1 and Year 2

Cs Year 3 and Year 4

Bs Year 5 and Year 6

As Year 7 and Year 8

Listen: To everyone

Organised: Be on time and prepared

Courteous: Be polite

Kind: Be honest and helpful

Effort: Always try your best

Respect: For others and their property

Success: Celebrate each other's achievements



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