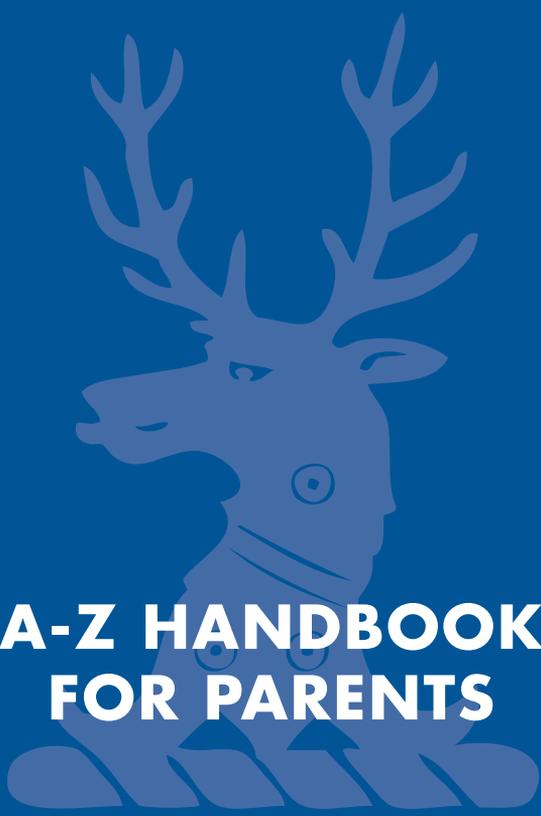




LOCKERS PARK



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. It may also act as a useful dictionary to translate some of the peculiar Lockers Park language your son may speak! 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 are restricted to the boys' hall and school office during the normal school day and pick up 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 boy will not be left unattended. If it is necessary to take him to hospital he will be accompanied by an adult. Parents or guardians will be informed as soon as possible.

Activities

A wide range of activities is provided on weekday afternoons and at weekends. Some are seasonal, like tennis or archery, while others, like electronics or .22 rifle shooting, provide an alternative to the full programme on offer. In theory (and often in practice) these activities are designed to allow individual members of staff to pass on their own enthusiasms and encourage boys to share them.

Addresses (Data Protection)

Each form has a parent representative who circulates the home addresses and telephone numbers of boys 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.

Alumni (Old Draperians!)

Many past pupils will not know that they are Old Draperians - so named after the first Headmaster of Lockers Park: Henry Montagu Draper. Old Boys are always welcome to revisit the school and to attend events such as Old Boys' Dinners, the annual School Ball or the Old Boys' cricket match and barbecue. The annual Old Boys' Newsletter keeps past pupils up to date with Lockers' news whilst news can also be found on the website: www.lockersparks.herts.sch.uk

Arrival Times

Day boys should be in school by 8.20am at the latest, but are welcome to join us for breakfast from 7.30am any time up to 7.50am.

Boarders returning at the beginning of term should aim to arrive between 7 and 8pm. Boarders returning from Exeats and Half Term should arrive between 7 pm and 8pm. Towards the end of term, morning arrival times may occasionally be later – notice of this will be sent out.

Art

Art is taught within the curriculum but is also available as an activity for those with a particular interest. Many public schools now offer awards for talented artists and we are very keen to encourage boys with artistic flair to apply for these. For further information, please contact the Head of Art.

Assessments (See Appendix)

B

Bedtimes

As a general rule the younger boarders (in bottom floor dorms) go upstairs from 7.30pm and their lights go out from 8.30pm after 15 minutes of quiet reading. The older boarders (in top floor dorms) go upstairs from 8.00pm with lights out from 9.15pm after 15 minutes of quiet reading. Some flexibility is allowed.

Birthdays

Boys 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. Presents and cards can be sent or hand delivered and we are happy to look after presents for boarders in advance, to ensure delivery on the correct day.

Boarding

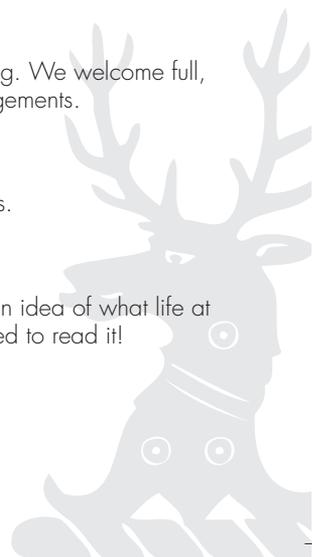
The Housemaster is the first point of contact for all matters regarding boarding. We welcome full, weekly or flexi boarding. You will be contacted in advance to finalise arrangements.

Boys' Hall

The main lobby or foyer, the day boy entrance and location of notice boards.

Boys' Handbook

Each boy is given a copy of the School's Handbook for Boys, which gives an idea of what life at Lockers Park is like and what is expected of them. They should be encouraged to read it!



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

A short service at the beginning of the day. Sunday services at 6.30 pm with visiting preachers are published in the school calendar and all parents are welcome to these.

Charities

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

Choir

There are two Choirs a Chapel Choir and Junior Choir.

Christmas Crackers

The name given to the entertainment provided by the six sets before the Feast, and part of the set competition.

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)

Common Entrance

All boys not taking a scholarship are expected to take Common Entrance at the end of Year 8. The cost of this is put on the boy's final account.

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 boys and parents must sign.

Complaints

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

Cs' Shrubs

Shrubbery by the fence between the chapel and the astrotrurf, used by the Cs in break and free time.

Cupboard

Basic stationery is available and will be added to the bill.



Daily Routine (See Appendix)

Dentist

Most children are registered with a dentist at home. Full boarders are registered with a local dentist for routine check-ups. We do not offer orthodontic appointments however; private dental appointments can be arranged on request.

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 boys with allergies we ask that the school nurse is contacted who will inform the catering department. Similarly cultural and faith requirements are provided for while salad and vegetarian options are always available.

Divisions (see appendix)

Doctor

Boys living locally should remain registered with their family GP. Full Boarders are registered with the school doctor who visits when required.



Drama

The major school productions are at the end of the autumn term (Juniors) and the spring term (Seniors). Speech and Drama lessons are available on request.

E

Effort Grades

These are awarded four times a term for the academic subjects and twice a term for the non-academic subjects. The grades consist of:

G, S+, S, S-, S? with G being the highest grade. For full details of the level descriptors please consult the Effort Grade Guide on the iSAMS Parent Portal.

e-mail

Each boy has an e-mail address and can send and receive messages. Members of staff also have their own e-mail addresses.

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.

Extras

Certain activities incur an extra charge (e.g. individual music and drama lessons). The leavers' programme (post Common Entrance) inevitably incurs additional costs. The Bursar will inform parents in advance of what these are likely to be.

F

Feast

This takes place at the end of the autumn term. It is a buffet supper for the boys and staff between the Christmas Crackers and the party games and is one of the highlights of the year.

Fire Policy

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

Flexi-Boarding

This is a popular option and boys can board from one night to four nights a week.

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 boys' facilities and selected charities.

Full House

A full house is a complete run of Gs in any one set of effort grades and therefore an exceptional achievement.



Games

Games and activities take place every afternoon. The main sports are football in the autumn term, rugby in the spring term and cricket in the summer. Hockey, squash, tennis, swimming and athletics are included in the games programme.

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 recorded in the boys' planners and are issued for acts of kindness, helpfulness and thoughtfulness. 5 green slips in a term result in a commendation.

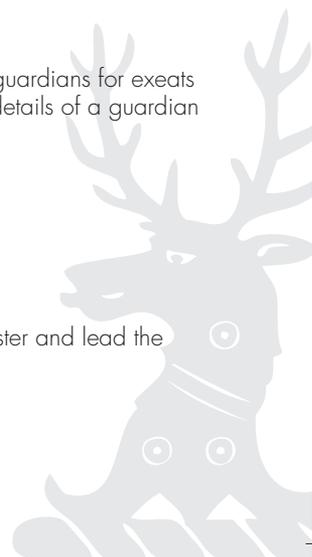
Guardians

The School Office must have the details of friends or family who will act as guardians for exeats or half term, should you be away. All boys who live overseas must provide details of a guardian in this country.



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 son 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.



Illness

Any boy 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 son home.

Independent Listener

An Independent Listener is available to the school when needed.

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.

Interview Practice

In the lead up to senior school entrance tests, boys will receive interview practice.

iSAMS Parent Portal

Parents may view information about their son 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.



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 boy's Set. Copies are recorded in the boys' planners and on iSAMS.

L

Late Arrivals and Appointments

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

Laundry

The school has an in-house laundry facility for full boarders' clothes. All clothes must be machine washable, dryable and named! Day boys and flexi-boarders are expected to take all items of kit home to be washed at weekends and exeats.

LE (Learning Enrichment) and EFL

For boys 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 personal items are named clearly.

M

Matches

Parents are very welcome to come and watch school matches. The details of these are in the school calendar and on the website. Team lists are published the day before. Matches on Wednesdays, Thursday and Saturdays usually begin at 2.30 pm and parents are invited for refreshments afterwards.

Matrons

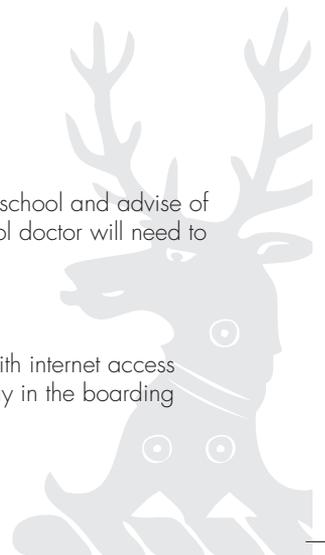
The Matrons Department is the first port of call for all medical matters.

Medical Forms

Parents are requested to complete a medical form when their boy enters the school and advise of any changes in medical circumstances. Boarders who register with the school doctor will need to alter their medical form.

Mobile Phones

Boarders may have a mobile phone on the days that they board. Phones with internet access and/or camera are not allowed. When not in use, phones are locked away in the boarding house.



Money

There is no need for boys to have any money at school. Boarders will have a nominable amount added to their bill to cover ad-hoc pocket money throughout the year.

The Mountbatten Building

This is the teaching facility (named after old boy Lord Louis Mountbatten) which incorporates eight classrooms, Science and D.T departments.

Music Lessons

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



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.



Off Games

All boys will be considered fit for games unless the Matron department is informed from a parent or guardian.

Old Gym

The large room between the Boys' Hall and the Centenary Hall used as a boy's common room and it is also the venue for match tea.

One-way System

The main drive operates on a one way system.



Parents' Receptions

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

Pater

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

P.D.R.

The Private Dining Room, situated opposite the boys' dining room and often used by staff and guests.

Policies

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

Prefects

Boys in Year 8 are invited to apply to become a Prefect who support the Head Boys.

Prep (See Appendix)

Pre-Tests

Boys will be prepared for senior school Pre-Tests on an individual basis.

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.



Reading

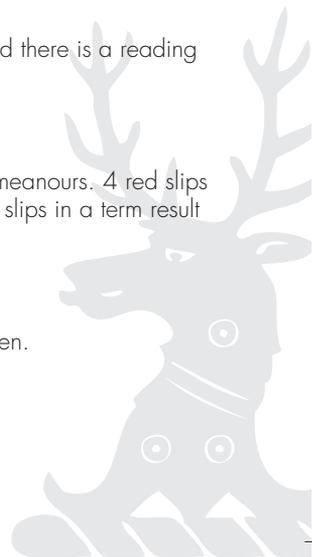
All boys are encouraged to read. The school has a well-equipped library and there is a reading period each day.

Red Slips

Red slips are recorded in the boys' planners and are issued for minor misdemeanours. 4 red slips results in a conversation with a member of the pastoral committee and 5 red slips in a term result in a letter to parents.

Reports

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



S

School Office

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

School Planners

All boys in Years 3 - 8 have a school planner which is used to record preps, reminders of tests and other information such as timetables, effort grades, rewards and sanctions. This is an important means of communication between the school and parents.

Security Door Code

This is changed on a regular basis and parents will be informed.

Senior School Entry Tests

When these are required, the boys will be prepared both in class and through additional sessions.

Senior School Presentation Evening

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

Set Competition

This is based on the individual scores of boys 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 Leader

A boy who is appointed to be in charge of a set.

Sets

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

Set Sports

All boys are involved in set sports competitions, which include: football, cross-country, cricket, athletics and swimming.

Setting

Boys are set in English and Maths in Year 5 and Year 6.

Boys are set for all subjects in Year 7 and Year 8.

Signing-Out List

All boys MUST sign out when they go home on the list in the Boys' Hall.

Slatter

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

T

Teams

Teams, the venue and timings of matches will be published the day before in the Boys' Hall.

Timetable

Your son's timetable can be found at the front of the school planner and on the parent portal.

U

Uniform

For an ordinary school day, boys wear a checked or striped shirt with navy cord trousers or shorts. Any visit off site and special occasions require 'best' a blue shirt, tie, grey trousers and jacket uniform. A clothing list is sent out to all new parents giving full details.

Uniform Shop

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

Up Passage

A Lockers Park phrase for the loo.

V

W

Website

www.lockerspark.herts.sch.uk

Whole School Events

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

XYZ



APPENDIX - ASSESSMENTS

Assessment Name	When?	Year Groups
CATs	October of each year	4 - 8
School Exams	End of Autumn Term End of Spring Term End of Summer Term	6 - 8 8 6 & 7
Assessment tests	End of Autumn and Summer Terms (In all subjects, less formal than full school exams)	3 - 5
English and Maths progress tests	End of Summer term	3 - 8
Effort Grades	Academic subjects – four times a term Non – Academic subjects – twice a term	3 - 8
BSTS 2 (Spelling)	Standardised Spelling Test – Spring Term	3 - 7
Attainment grades*	With the pupil's report in the Autumn and Summer term for all academic subjects	3 - 8

APPENDIX - DAILY ROUTINE FOR THE PREP SCHOOL

Drop off

7.30	Breakfast
8.20	All Day Boys should be in by now

Pick up

From 4.10	Cs
From 5.20	As and Bs

Saturday pick up is at 12.35

Evening

5.30 – 6.00	Prep/Activities (no collection during this time)
6.00	Supper
6.40 – 7.10	Prep/Free Time

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

APPENDIX - EVENING PREPS

Year	Time	Day
5	5.30 – 6.00	Tuesday and Thursday
6	5.30 – 6.00	Monday and Friday
7&8	5.30 – 6.00 6.40 – 7.10	Monday and Friday Tuesday and Thursday

APPENDIX - LOCKERS PARK CODE

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



Lockers Park Lane, Hemel Hempstead, Hertfordshire HP1 1TL
Tel: 01442 251712 Fax: 01442 234150
Email: secretary@lockerspark.herts.sch.uk

www.lockerspark.herts.sch.uk