



HOLMEWOOD HOUSE

WELCOME TO THE
PREPARATORY DEPARTMENT

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May we wish you a very warm welcome to

HOLMEWOOD HOUSE

GENERAL INFORMATION FOR PARENTS OF NEW PUPILS ENTERING YEARS 3 - 8

Please fill in and return all attached forms as soon as possible to the Registrar.

For ease of reference, the aim of this little booklet is to provide you with the necessary information you will require for your child's first few days at school.

*Please may we ask you to refer frequently to our website **www.holmewoodhouse.co.uk**, which is continually updated, and contains detailed curriculum information, the school calendar and important announcements.*

YOUR CHILD'S FIRST DAY AT HOLMEWOOD



New children should be taken to the reception area of the Collings Building by 8am on the first day of term.

If you have a younger child/ren starting in the Pre-Prep, please bring your older child/ren to the Prep School before going down to the Pre-Prep with your younger child/ren.

Please note that the School operates a one-way system during term time: **entry to the school is via Barrow Lane and exit is via Hither Chantlers.**

Barrow Lane is always congested on the first day of a new term, especially on the first day of a new academic year. The traffic situation eases once term is underway, as parents do not need to spend so much time on the school grounds helping their children with sports kit etc. and the traffic flows more freely. Therefore, please do not panic and think that the first day traffic situation is a reflection of every day at Holmewood!

When arriving on the first day, please park in the designated car parking areas and follow instructions from members of our maintenance team (easily recognised in yellow jackets!). Please do not park on double yellow lines, on pedestrian crossings, in the staff car park (clearly marked) or in front of the Jubilee Theatre entrance, which is a "kiss and drop" zone for older children. If no parking spaces are available in the vicinity of the Pre-Prep, parents of Pre-Prep children are asked to park on the tennis courts and then walk the short distance back.

You will be met in the Collings Building by your child/ren's Head of Year, who will show your child/ren to his/her changing room and classroom. A pupil will be chosen to act as your child's 'buddy' to help him/her to find his/her way around the school for as long as is necessary.

Children should bring all games kit to school on the first day of term.

A pencil case with pencils, coloured pencils, eraser, ruler etc will be required but all text books and exercise books are supplied at school. Expensive/valuable items are best left at home!

GENERAL INFORMATION

THE SCHOOL OFFICES

The Main School Office is open and the telephones manned Monday – Friday between 8am and 6pm and Saturdays from 8am to 1pm.

After 6.00pm on weekdays, any incoming calls are put through to the member of staff on Late Duty until 7pm. (Please see below for later calls.)

Main Office: 01892 860000;

The Pre-Prep Office is open 8am to 4pm (not Saturdays).

Pre-Prep Secretary: 01892 860005

APPOINTMENTS WITH THE HEADMASTER

If you require an appointment with the Headmaster on any matter, please telephone Mrs Woodruff, Headmaster's Secretary, on 01892 860001 to arrange a mutually convenient time.

ARRIVAL

The school cannot take responsibility for children left before 8.00am.

MORNING REGISTRATION

Form Teachers take the register at 8am promptly. Any child who fails to register with their Form Teacher during this period must go to the School Office before 9am to register and give a reason why they are late.

Absence from school through sickness: Please telephone the School Office before 8am if a child is to be absent because of sickness, or email: Admin@holmewoodhouse.co.uk.

Absence required for any other reason: Please send a written request for leave of absence. For children in Years 3 & 4, please write to the Head of the Junior School. For children in Year 5 and above, please write to the Deputy Head. Please avoid taking children on holiday in term time.

CHECK-OUT

At the end of the school day (after Games and Activities), **pupils in Years 3 & 4** must check out.

Check-out takes place in the classroom block at the following times:

| | |
|------------|--------|
| Mondays | 4.30pm |
| Tuesdays | 4.30pm |
| Wednesdays | 3.30pm |
| Thursdays | 3.30pm |
| Fridays | 4.30pm |

Children should find their parents first before going to check out with the duty member of staff. The pupil is then recorded as having left the school. Children staying late for after-school activities are still expected to check out but the register is marked indicating they are still on the school premises.

Children in Years 6, 7 & 8 finish at 6pm after Prep; 3.45pm on Wednesdays.

There are no check-out procedures.

In the event that you are delayed because of unforeseen circumstances, please notify the School Office as soon as you can. **Years 3 - 5** will either join the **Junior Boarders** activity from 4.30pm until 6pm or, if you are only going to be delayed for a very short time, they will be asked to wait in the Reception area of the Collings building until you arrive. **Years 6, 7 & 8** will be supervised by the member of staff on duty until you can get to the school.

If you need to get an **urgent message** to your child/ren during the school day, please telephone the School Office: 01892 860000.

If you are telephoning later than 7pm on a weekday, or 12.50pm on a Saturday, please telephone the Boarding House (Mr & Mrs O'Riordan) on 01892 860011.



MOBILE PHONES

Mobile phones are not permitted in school. If your child is required by the School to telephone you regarding for example a match fixture or late collection, he/she may use the School Office phone with permission.

LOST PROPERTY

There are lost property boxes in the Junior Department. Watches, spectacles and other valuables are handed in to the school office.

Other lost items may be reclaimed from the Lost Property area outside the bathroom block. Children should look in these places before reporting lost items to their Form Teachers or the Deputy Head.

PASTORAL CARE

The individual care of all pupils is central to Holmewood and the structure of the Prep school reflects this. The School is organised into Junior School (Years 3 & 4), and Senior School (Years 5- 8), with a member of staff as Head of each section. There are four forms in Years 6 and three forms in other year groups and the Form Teacher is the main point of contact for children and parents.

Additionally, all pupils are members of a House. There are six Houses (Ash, Beech, Cedar, Cob, Oak and Yew). Each House has a Housemaster/mistress, who gets to know their House members and provides another point of contact for the children.

We believe in rewarding achievements as widely as possible. Pupils receive Red Stars for good work, positive attitudes to class work and all activities, courteous behaviour and for carrying out duties. Each week, pupils who have performed well with Red Stars receive commendation in Assembly and are mentioned in the Newsletter. Red Stars go towards the totals for the House Cup, which is presented weekly and at the end of term to the House with the most Red Stars. All children are issued with a 'Prep' card on which Red Stars are recorded.

We also have a system of Blue Stars, which are given as part of our sanctions policy.

HEALTH

We have a fully qualified nursing Sister backed by a qualified First-Aider in a fully equipped Sick Bay. There are other First-Aiders in the school.

Children are sent to Sister if they are taken ill during a school day. If a pupil requires medication, **which has been prescribed by a GP** to school, this **must** be left with Sister who will administer doses at the appropriate times.

Children MUST report to Sister if they are not well. Children are not allowed to phone home to ask to be collected.

It is most important that the school is provided with emergency telephone numbers so that parents or their representative may be contacted if a child is ill and needs to be taken home early.

In accordance with Department of Health guidelines, children who have suffered from vomiting and/or Diarrhoea must be kept at home for 48 hours after the last incidence.



OFF GAMES

It is essential that a note is handed in to the school office before 9am if your child is to be *off games* and/or *PE*. This note should be repeated every Monday if necessary and an 'on games' note should be handed in to the school office when a child is fit enough to resume physical activity.

MINIBUS SERVICE

The school operates a morning pick-up minibus service and an evening drop-off service. At the start of each academic year, the routes and timings are revised in order to cater for demand. Once established, the routes are maintained for the academic year. You will find minibus service booking forms, which show routes and prices, included with this package. If you require further information about this service, please call our Minibus Coordinator, John Preston, on 07964 897049 or email minibus@holmewoodhouse.co.uk.



COMPLAINTS POLICY

Holmewood House has long prided itself on the quality of the teaching and pastoral care provided for its pupils. However, if parents do have a complaint, the school has a Complaints Policy in place and parents can expect their complaint to be treated seriously in accordance with this policy. Details of this policy can be found on our website.

PHOTOGRAPHS OF PUPILS

From time to time, it is necessary for us to take photographs of children for a range of promotional material. Children are never named without parental permission.

We also have an extensive website, which is a most effective way for prospective parents to find out more about Holmewood House and for us to keep current parents informed of all that is happening at Holmewood. We like to include unnamed photographs of the children at work or involved in their various activities.

A promotional film of the school is now part of our information package sent to Prospective Parents. The film will occasionally be reedited with new footage. Therefore, filming of activities and events takes place throughout the year.

If you do not wish your child/(ren) ever to appear (recognisably – as opposed to distantly, which should not be a cause for concern) in photographs (either in printed format, on the website or in social media), or in a promotional DVD, please advise our Registrar in writing.

If we do not hear from you, we shall assume that you have no objections to your children's photographs being used or to your child being filmed. Where photographs appear is as strictly controlled as possible.

Please can we remind you that whilst you are welcome to photograph and video your own children in school activities where circumstances permit, if the images feature other children, photographs should not be uploaded onto social media sites without the prior permission of the parents of the children concerned.

COMMUNICATION WITH PARENTS

FIXTURE CARD

Every child is given a Fixture Card (Termly Calendar) on the first day of each term. He/she will also be given one to bring home to you. The Fixture Card lists all members of staff, outlining their responsibilities, and explains how they can be contacted. It also contains the name of all new pupils. It gives you full information about all activities or events taking place throughout the term for years 3-8, so it is incredibly useful!

THE WEEKLY NEWSLETTER

The Newsletter is published every Friday in term time and is emailed to parents. It is also available on the Portal via the school website. The Newsletter contains any recent news about the School and its pupils, up-dates on fixtures and events happening during the forthcoming week together with other notices.

To access the Newsletter and other documents in the Parents' area of the Portal, log onto the portal and select the 'Parents' tab. In the Parents' area, select 'Shared Documents' by clicking the link on the left-hand side of the screen. (There is also a prominent Quicklink 'Newsletter' on the home page of the portal, which takes you to the Shared Documents folder.) From the list of folders and documents, open the Newsletter folder. You can then click on whichever Newsletter you wish to read, and you can save it to your computer by right-clicking the selected Newsletter and selecting 'Save target as...' from the dropdown menu.

CLARIONCALL

The school uses ClarionCall to communicate with parents by text or voice messages. This is used for everything from school closure (perhaps due to snow), fixture changes and general reminders, to progress updates on school trips abroad. For more information, please refer to our website. **For this reason, we require mobile phone numbers; please complete and return the contact details form in your Joining Instructions package and please remember to keep us informed of any changes to mobile phone numbers, so that you will continue to receive ClarionCall text and voice messages.**

CLASS REPRESENTATIVES

This is a group of parents, one from each form, who meet with the Headmaster and members of the Senior Management Team. Their role is to promote good relations between the school and parents, to welcome new parents to the school and to put forward constructive suggestions. Your child's class representative will make contact with you in due course (if you have given us permission to include you in our Parents' Address List – please see **PARENTS' CONTACT DETAILS** above) and will arrange to introduce you to other parents of children in your child's class. If you do not have the name for your class rep, please enquire at Reception. The reps organise many events for children and parents, so it is important for you to contact them, so that you can be included in any mailings or notifications.

FRIENDS OF HOLMEWOOD

A warm welcome to Holmewood House, from the Friends of Holmewood.

We have a committee of dedicated volunteer parents which meets regularly and works with staff to organize social and fundraising events on behalf of the school, including activities for children. Do have a look at our calendar of upcoming events and our ticketing service at **www.friendsofholmewood.org**. We host a drinks reception for new parents early in September (see invitation in your joining pack). This is a chance for you to meet the committee and other parents and we would be delighted if you could join us.

New members are always welcome on the committee, and you should always feel able to contact us if you have ideas or comments about what we could do – or if you have any questions about the way the school works that can't be answered by your Class Rep. The Friends committee has members from the whole school, and if they don't know the answer to your question, they're bound to know someone who does! Our email address is **friends@holmewoodhouse.co.uk**.

Over the last 10 years we have raised more than £200,000 for the school and a number of local and international charities. Most of our fundraising is through social events such as quiz & comedy nights, summer balls, children's fetes, fireworks nights and our annual Christmas Fair and we really hope you will come and enjoy these with us. As a result of these events we have financed school projects across all age ranges, enhancing the children's enjoyment of sport, drama, music and many other activities. Items funded range from pre-prep tricycles to easy-to-use theatre staging, classroom visualizers to beekeeping equipment, and a living willow sculpture, which the children helped to plant and now love to play in. Bigger projects have included the woodland adventure playground, a climbing wall and a restoration of the orangery, which is now a thriving multi-purpose room for match teas, meetings and social gatherings.

Do let us know if you would like to get involved with our social events in whatever capacity suits you. We appreciate that everyone is busy and may not have much time to spare, but buying tickets or volunteering half an hour of your time really helps us deliver some great events. Above all we want this to be fun for everyone and we hope to see you soon.

Su Xavier (Chair) suxavier@doctors.org.uk / 07834 217604

Danielle Shepperd (Secretary) danisheppard@gmail.com / 07789 003631

BOARDING

Boarding is not simply fun but a great experience and superb preparation for life after Holmewood, whether this be at a boarding or a day senior school. The experience of boarding helps to develop greater maturity, independence and confidence.

The boys' and girls' dormitories are in the main mansion on the first floor.

Our Boarding Houseparents, Kevin and Mary O'Riordan (01892 860011) live in a flat adjacent to the dormitories.

FLEXI-BOARDING

In addition to our regular weekly boarding, we operate a flexi-boarding system, Monday to Friday, subject to beds being available. Notice is required:

please phone Mrs O'Riordan on 01892 860034 (m'oriordan@holmewoodhouse.co.uk). This can be on a regular night each week or on an occasional basis, for example after an evening activity at school.

BEDTIMES

You may be interested to know that the Boarders' bedtimes are as follows:

| | | |
|--------------------------|--------|----------------------|
| Year 5 (9/10-year-olds) | 8.00pm | lights out by 8.30pm |
| Year 6 (10/11-year-olds) | 8.00pm | lights out by 8.45pm |
| Year 7 (11/12-year-olds) | 8.15pm | lights out by 9.00pm |
| Year 8 (12/13-year-olds) | 8.30pm | lights out by 9.30pm |

We recommend that day children follow the boarders' bedtimes.

HOMELY EXTRAS

Boarders are free to bring in photos, toys, games and posters to decorate their rooms. Expensive personal equipment must be insured through parent's private insurance policies. Children are not allowed to have mobile phones in school, except in exceptional circumstances and with either the Headmaster's or Mr O'Riordan's explicit permission.

LINEN

All linen is provided, including a duvet, but children may bring their own duvet covers.

TELEPHONE

Parents may telephone to speak to their children during the evenings between 7.30pm and 8.30pm on 01892 860017.

As for day children, the phone-card telephone is available at all times for boarders' use.

The February 2017 ISI (Independent Schools Inspectorate)

Boarding Welfare Intermediate Inspection report is available on our website.



UNIFORM

Please adhere to the school clothing list at all times. Please refer to the list which accompanies this booklet. Countless articles of clothing are mislaid each term either because they are not marked at all, or because they are not marked clearly. **Please make sure everything is clearly named.** Name tapes on P.E./games kit must be sewn onto the outside of garments where they can be easily seen; boots and shoes should also be marked, if possible, with a name tape or otherwise with indelible ink.

ALL uniform and ALL games clothes must have loops so that they can be hung up in the changing rooms.

NEW UNIFORM

All regulation school uniform is available from S. Simmonds & Son, Tunbridge Wells:

64 Calverley Road, Tunbridge Wells, TN1 2UG

01892 510123

Uniform can also be bought online at

www.simmonds-ltd.com.

Returns and exchanges are welcome in the store in Tunbridge Wells with proof of purchase.

Helpline for orders placed online and special orders:
01892 837202 (Monday to Friday 9am – 5pm)

Email for Customer Service:

customerservice@simmonds-ltd.com



SECOND-HAND UNIFORM SHOP

The shop operates to sell second-hand uniform in good condition. It is run by parents on a voluntary basis and profits are donated annually to two children's charities, one overseas and one locally.

The shop opens every Monday 8am—9am during term time and once during the Easter and Summer school holidays. Please email hhschoolshop@gmail.com if you need any further information.

The shop is located directly opposite the Theatre through the blue door to the right of the girls' changing rooms. Proceed up the stairs to the Drama Studio where items for sale are displayed.

EVERYDAY UNIFORM

In the **Autumn & Spring terms**, everyday uniform for **boys** consists of:

Grey corduroy shorts for those in Year 5 and below, grey trousers for those in Years 6 and above, blue cotton shirt, House tie, school pullover, school socks and plain black shoes.

In the **Summer term**, the long-sleeved blue shirt is replaced by a short-sleeved blue shirt. There is a V-neck sleeveless pullover as an alternative to the long-sleeved pullover.

Everyday uniform for **girls** consists of school kilt, blue cotton shirt and House tie, school pullover or cardigan, navy socks or tights and plain black shoes.

In the **Summer term**, the everyday uniform for girls in Years 3-5 consists of a dress with a navy school cardigan. Girls in Years 6-8 wear a blouse, although girls in Year 6 may continue to wear the summer dress, with the summer skirt and a cardigan.

FORMAL UNIFORM

Formal Uniform is worn when appearing in school concerts and for Speech Day.

For **boys**, it consists of shorts or trousers depending on year group, long-sleeved blue shirt and school tie (or School/House Leader's/triple colours/scholarship tie if appropriate) and a blazer. For **girls**, it consists of school kilt with long-sleeved blue shirt and school tie (or School/House Leader's/triple colours/scholarship tie if appropriate) and a blazer. The school tie (rather than the House tie) should be worn with the blue shirt for school outings.

HAIR

It is expected that **boys** wear their hair short enough to be out of their eyes, above their ears and off their collar.

Girls' hair should be neat and tidy. Once hair reaches the shoulders, it must be appropriately tied back. **Navy** or pale blue, brown or black hair ties or slides only should be worn.

REQUIRED SPORTS EQUIPMENT

Please see separate letter with regard to the Holmewood House Baselayer.

GIRLS' GAMES

Hockey (for all girls Year 3 and above)

Mouth guards **Girls in Year 3** require mouth guards for hockey for the second half of the Autumn term. A self-moulding mouth guard from a sports shop is adequate for this short period.

However, from Year 4, we recommend professionally fitted mouth guards in preference to self-moulding mouth guards. Your own dentist will be able to take a dental impression and supply a mouth guard.

Alternatively, please call *i-teeth dental care* on 01892 616062. A fitting for mouth guards is held in Sick Bay before the start of the Autumn term.

Trainers and/or astro shoes may be worn.

Sticks are provided but children can have their own if they wish. Goalkeeping kit is provided.

Shin pads

Swimming

Regulation navy/sky swimming costume (from School Shop)

Swimming hat (Provided by swimming coach, added to school bill)

BOYS' GAMES

Soccer (Year 3 and above)

Shin pads

Rugby (Year 4 and above)

Mouth guards See above

Safety studs The laws of Rugby Union exclude the use of certain kinds of screw-in studs in boots. This is for safety reasons, which apply just as much to young children as to adults; consequently we also require that boys should have boots that meet the requirements of the law. Most boys will have the same boots for rugby and football – in which case, they should have boots that meet the rugby requirements. In fact only some senior boys (who are likely to be playing in the scrum for senior teams) really need to have boots with screw-in studs. Boots with moulded soles (where the studs are part of the sole) are perfectly adequate for most boys – they are also cheaper and easier to maintain. If a boy does need screw-in studs, the following points are worth bearing in mind when buying them: (1) The studs **MUST** be 'kite-marked' with the British Safety Standards kite. No other studs are accepted as 'legal' despite anything the sales assistant may say. We have had several reports of parents being assured by shoe shop sales staff that the studs on a pair of boots were safe when in fact they were not. (2) When buying boots, it is a good idea to buy a spare set of studs as well. Screw-in studs work loose with normal wear, consequently they need to be tightened regularly. Boys are often not very good at looking after their boots, so it is not unusual for them to lose studs. (3) We do not ban different coloured boots. However, we do prefer children to wear the traditional black boots.

Any protection that is legal is permitted but not required i.e. scrum caps and shoulder protection.

Hockey (Year 4 and above)

Mouth guards See above

Trainers and/or astro shoes can be worn. Astro shoes are recommended if your child is in a team.

Sticks are provided but children can have their own if they wish. Goalkeeping kit is provided.

Cricket (Year 3 and above)

All equipment is provided. However, some children prefer to have their own equipment.

Children in Years 3 & 4 play with a soft ball and, therefore, pads, helmets and gloves are not required.

GIRLS & BOYS

Tennis & Squash

On the whole, children have their own equipment although tennis and squash rackets are provided for Junior Activity. Non-marking WHITE-soled trainers for Squash.

Athletics

Athletics takes place on the artificial grass all-weather pitch. Children can wear trainers and/or spikes. If spikes are worn, these must not be more than 3mm long.

SPORT AT HOLMEWOOD

UNDER 8 GAMES AND ACTIVITY PROGRAMME

Those in Year 3 are categorised as Under 8s. Their age groupings are all taken from 1st September.

Year 3s have compulsory games on Mondays and Thursdays. Juniors' matches take place on Thursday afternoons.

BOYS' GAMES: **Autumn** term – football
 Spring term—Tag Rugby and football
 Summer term – cricket and athletics

For the U8 boys, festival matches are organized against other schools to enable the whole year group to be involved.

GIRLS' GAMES: **Autumn** term – netball and hockey
 Spring term – netball
 Summer term – rounders and athletics

For the U8 girls, a few matches are organised against other schools and, where possible, the whole year group will play.

A BASIC SUMMARY OF SPORT AT HOLMEWOOD AFTER YEAR 3

The sports and activities we have on offer are extensive. We arrange many matches against other schools and also have inter-house tournaments. We also enter competitions in many sports and, where possible, all children are involved.

Years 4 & 5 have compulsory games on Mondays and Thursdays.
Years 6 to 8 have compulsory games on Tuesdays & Fridays.
Children may be required to play in matches (home and away) on Wednesday & Saturday afternoons, if they are selected for a team.
U8 & U9 matches take place on Thursdays (and very occasionally on Saturdays – please check the Fixture Card).

BOYS' GAMES: First half of **Autumn** term – football
 Second half of **Autumn** term – rugby
 Spring term – rugby and hockey

In the **Summer** term, our major sport is cricket, but we also offer athletics and tennis.

GIRLS' GAMES:
During the winter terms, girls play hockey and netball.
In the **Summer** term, our major sport is rounders, but we also offer Athletics, cricket and tennis.

In addition to games, each form has P.E. once a week.

This is an opportunity to have boys and girls playing games together and they are introduced to a varied programme of sports – athletics, basketball, fitness training, gymnastics, indoor hockey, mini tennis, swimming and volleyball.

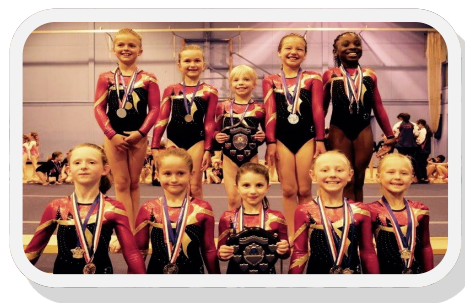
ACTIVITIES

We offer an extensive activity programme as part of the school day.

On the afternoons when children do not have games, they can choose from a whole range of other sports and non sporting activities.

Please study the Activities sheet included in your joining instructions. Please ask your child to complete this form and return it as soon as possible to the Registrar.

(N.B. Children in the Junior School who attend our Transition Morning may be given the chance to make their choices then.)



SCHOOL EVENTS

MATCHES

Team sheets are posted on the relevant notice board (Boys' Games & Girls' Games) outside the dining room and changing rooms a day or so in advance of matches. Please check the boards regularly for information regarding who has been selected, the match venue, the kit required and the estimated time of return if the match is away.

Team sheets are also posted on our website. To access the team sheets, log onto the Portal and select the Parents' tab. In the Parents' area, click on the 'Team Sheets' button on the right-hand side of the screen. You will then be given a choice of sports to select. Within the separate sports sections, you are given the option of downloading a Holmewood pitch map.

If you are unable to come and support a home match, please ensure that your child finds out what time s/he will be ready for collection.

Please ask your child to check team sheets regularly as well. If he/she is unsure of anything, he/she must ask either the person in charge of their team or Mr David Joseph (Director of Sport).

All rugby, soccer, cricket, hockey, netball and rounders matches played on Wednesdays and Saturdays commence at 2.30pm unless otherwise stated.

Children selected to play in Saturday matches have lunch at school.

Teams playing away are taken to their fixtures by members of staff in either a coach or school minibus. All staff who drive children in minibuses to away fixtures have Kent County Council training.

Details of match venues (and whether home (H) or away (A)) are given in the termly Fixture Card.

Details of any cancellations of matches are posted on our website.

Do come and support your child at both home and away matches if you can.

Directions to all the schools where we play fixtures are available on our website: ([More Detail/ Policies & Downloads/ Downloads/ Directions to other schools](#)).



OUTINGS

A variety of outings are arranged each term. Some are linked to topic work in the classroom, others are recreational.

Parents are informed well in advance and these outings are generally also listed in the Fixture Card. Please find enclosed a generic permission form for school trips. It would be helpful

if this could be signed and returned to the office as soon as possible.

The charge for the outing will be added to the child's school account.

Children should wear blue shirt, school tie and blazer for outings unless otherwise informed.



SPEECH DAY

All Prep School children are required to attend Speech/Sports Day, which is held on the last Saturday of the Summer term.

Speeches and Prize Giving take place in the morning in the Sports Hall. Prize-winners sit together in front of the stage; other children in the Prep school sit together in their forms. Pre-Prep children, if attending, sit with their parents. All children wear formal uniform (long-sleeved blue shirt and school tie).

After the formal Speeches and Prize Giving, parents are welcome to picnic in the grounds with their children. House Athletics finals begin at 2pm. We strongly encourage all children to stay and support their House. Term officially ends after the athletics presentations at the end of the afternoon.

EXTRA-CURRICULAR ACTIVITIES

MUSIC TUITION

We offer a wide range of instrumental lessons. Please complete the enclosed application form, if you would like your child to have instrumental lessons during the day at Holmewood, and return this form to the Registrar.

Every effort is made to ensure that new pupils can start individual music lessons during their first term.

However, this is not always possible if teachers do not have a space. You will be notified as soon as there is a vacancy.

The instrument music teachers will make direct contact with parents.

Music Tuition – Although Individual Music Lessons arranged by Peripatetic Music Teachers are subject to separate and individual contracts with parents, there is an agreed charge, which from 01 September 2017 will be set at £18.15 for a lesson in the Pre-prep and £24.20 for a lesson in the Prep School. Where the instructor is a member of the School's full-time music staff (Mr Bass-Gualbert or Mrs Johnson) the charge appears as an extra on the School Bill in the normal way. All other payments to Peripatetic Music Teachers should be made in advance in accordance with individual contracts.

We offer a wide range of after-school activities in addition to the Games and Activity Programme, which forms part of each day in the Prep School. After-school activities are mostly run by independent instructors, who will charge parents termly in advance. Where appropriate, please make direct contact with the instructors.



*

| ACTIVITY | DAY | TIME | INSTRUCTOR | TELEPHONE NUMBER | CURRENT COST (per term) |
|----------------------------------|--|---|--|------------------|--|
| TENNIS | By arrangement | | Jarrett Tennis School Steve Jarrett steve@jstennis.co.uk | 01892 538445 | Varies |
| SWIMMING | MONDAY– SATURDAY incl. | As per Swimming Programme | Mr Ben Stevens | 01892 860035 | See Bro- chure |
| ADVENTURERS | MONDAY, TUESDAY & FRIDAY Years 3, 4 & 5 | 4.30 – 6.00 pm | Mrs Teresa Bland tbland@holmewoodhouse.co.uk | | £55.00* |
| CRICKET | (Summer term) Years 3, 4 & 5 Years 6, 7 & 8 | 5.00 – 6.00 pm 6.00 – 7.00 pm | | | |
| BALLET, TAP & MODERN DANCE | MONDAY, TUESDAY & THURSDAY | As per on-line programme | Contact: Alice Burren 01892 864517 info@jdance.co.uk www.jdance.co.uk | | £5.75 per 45- minute session |
| GYMNASTICS | MONDAY Years 3, 4 & 5 WEDNESDAY Year 6, 7 & 8 | 4.45 – 6.00 pm 4.45–6.15pm | Geoff Turner Contact : Mrs Vikki Cook vcook@holmewoodhouse.co.uk | | £80.00 (Prep) £70.00 (Pre- -prep) |
| JUDO | THURSDAY Years 3, 4 & 5 Years 6, 7, & 8 | 5.00 – 5.45 pm 6.00 – 6.50 pm | Contact Vic Court 01892 549950 vic.csf@btinternet.com | | £80.00 |
| LAMDA | | Various times Groups & individual lessons | Mrs Sarah Truelove struelove@holmewoodhouse.co.uk | | Varies |

ICT ACCEPTABLE USE POLICY

Pupils **and** their parents/guardians must sign the ICT Facilities Parent Permission Form, having read through the school's acceptable use policy, which details the ways the computer systems (including Internet and E-mail) can and cannot be used.

COMPUTERS AND COMPUTER ROOMS

- No food or drink to be taken into or consumed in any room where there is a computer.
- Hands should be clean.
- Proper care and attention must be paid to keyboard, mouse, mouse mat, monitor and cables.
- The rooms must be left clean and tidy (consider your rubbish, possessions and furniture).

Computers are primarily for work therefore noise levels must be kept to a minimum.

PRINTERS

Good practice must be exercised when printing. A system of printer "credits" is in operation. Make sure you save your credits for schoolwork.

- Only print when absolutely necessary.
- Always check that your work is finished (including spelling).
- Only print the required pages.
- Choose the correct printer if there are alternatives.
- **Remember to collect your printouts from the printer.**

LOGGING ON

- You must use your **OWN** "Username" e.g. 01surni (a two digit number + first four letters of your surname + your initial).
- You must use a password, which remains secret.
- **You must never "borrow" anyone else's Username.**
- You must never attempt to alter system settings and software.
- **You must not attempt to install software on the system.**



INTERNET AND E-MAIL

You must always behave in a responsible way paying particular attention to the following:

- Never attempt to access unsuitable material. If you stumble on some, close down those pages **immediately**. Remember that the pages you visit, and for how long, are logged.
- Do not "download" unnecessary material. It can contain viruses and pictures can take up a lot of disk space on the server.
- 'Hotmail' or 'chat rooms' are not to be used.
- When using E-mail do not use bad language. Never send an E-mail that anyone else might consider offensive.
- **Do not reveal personal details such as your name, age, address and telephone number.**



All children will be held accountable for their own actions. Minor offences will be dealt with by a ban for a period of time, more serious infringements by the Headmaster.

The school has provided its pupils with a computer system that is second to none. Educational benefits arise from access to multimedia libraries, databases, programmed learning software, revision exercise software and many more.

Take advantage of it!

THE ROYAL NATIONAL CHILDREN'S FOUNDATION

The Joint Educational Trust and the Royal Wanstead Children's Foundation merged in January 2011 to become the Royal National Children's Foundation.

Holmewood House, through the generosity of its parents, has supported the Joint Educational Trust (JET) for many years and I am very keen that it should continue to do so. The School has close connections with the charity through David Ives (former Headmaster of Holmewood House), who is a trustee and Chairman of the Selection Committee. JET has helped children who have suffered tragedy or trauma at home or are at risk in some way.

JET enables these children to attend caring independent schools where they have a real chance of making a new start. It does not consider cases of financial difficulty or educational problems alone. The Royal National Children's Foundation will continue the work undertaken by JET. Now that we have no full boarders it is rather less likely that we shall be able to offer places to JET children as we have done in the past, but the need for support from Prep Schools is greater than ever. The stories that come before the selection committee make heart-rending reading!

I hope I can count on your continued support for the Royal National Children's Foundation enabling Holmewood to make a significant annual contribution. If you would like to contribute, please contact Suzanne Preston at the beginning of term and she will add your donation to current and future school bills.

With many thanks for your support,

Scott Carnochan



The happiness of your child is paramount.

We hope that your child will settle in quickly and happily
but if you have any worries, please let us know.

Most problems can be easily solved,
but only if we know about them!

Please talk to your child's Form Teacher or Head of Year,
as soon as possible.

Langton Green, Tunbridge Wells, Kent TN3 0EB
Telephone: 01892 860000

E-mail: admin@holmewoodhouse.co.uk
Website: www.holmewood.co.uk

