



Prep School Procedures

For Entry at 7+

Effective September 2025

Bancroft's
Prep

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Prep School Procedures

(All parents and pupils are expected to follow these procedures.)

1. Attendance & school hours

- (a) The school day starts at 8.25am for all Prep children and ends at 3.30pm. The school site is opened at 7.45am and children can be supervised from this time. The Prep School office closes in the evening at 5.30pm.
- (b) **Pupils who arrive late for school** must go to the Prep School office to register. Pupils are registered at 8.25am and 12.55pm.
- (c) This procedure applies even if permission has been granted to arrive late - for example for a doctor or hospital appointment.
- (d) Absence notification. If your child is absent due to illness, please complete the [Prep School Illness Reporting Form](#) by **8:00am on the first day of absence and on** each subsequent day **they remain absent**. For all other types of absence, please email: prepoffice@bancrofts.org
- (e) As stated above, school ends at 3.30pm and pupils are not permitted to leave school before that time unless specifically authorised to do so. Pupils with permission to leave school early **must let the Prep School office know before leaving**.
- (f) After School Supervision is available from 4.00pm to 5.00pm. A charge of £10 per child is payable for children who are still at school during these times but not involved in an after-school club or activity.

2. Leave of absence

If there is anticipated absence, notice should be given, by letter or email, to the Prep School office. Permission to be absent from school should be sought well in advance in writing from the Head. Additional days requested for holidays during term time will not normally be authorised. Where possible, medical appointments should be avoided in school time.

3. Chapel and assemblies

We expect all children to attend assemblies and Chapel as Bancroft's is an all-inclusive multi faith school which is founded on Christian principles. Children of all religious faiths and none are warmly welcomed and their beliefs treated with respect.

4. Commitment

It is important that pupils understand that membership of a team, choir, orchestra, play cast or other group activity involves a commitment to attend. If there is a clash of school commitments pupils should refer the matter immediately to their class teacher.

5. Dress

School uniform is to be worn at all school activities where pupils are representing the school unless otherwise directed. Uniform must be worn correctly and conform to the current school dress regulations.

6. Fire and Lockdown Procedures

Pupils should read the Fire Regulations posted in the classrooms they use. A continuous warble on the siren is the fire alarm signal. Pupils should proceed in silence, without running, by the route posted in each room to their allocated **assembly area on the netball court**. Staff should shut doors and windows of the rooms which they leave where practical. Pupils must not leave the assembly area until dismissed by their Class Teacher.

Whilst there is a well-established and frequently practised evacuation procedure in the case of fire, there may arise a situation where it is in the best interest of pupils and staff to remain within the safety of the school buildings. In such a case, a different alarm will sound. If this sounds, pupils should either remain in, or immediately make their way to, the nearest secure location and remain silent. The silencing of the alarm is NOT the 'all clear'. Further instructions/information or the 'all clear' will be given either by Teams, school email, verbal paging through the PA and/or phone speaker, or the 'all clear' signal. Pupils should then go to their normal registration room to be registered.

7. Games

Pupils picked for school teams are required to attend matches. A pupil selected for a team who is ill on the morning of a match is required to email the Prep office and the member of staff running the team as early as possible so that a substitute can be arranged. Messages must not be left on the school's answering machine.

8. Lost property

All clothes and property must be clearly marked with the owner's name. Pupils who have lost property during either PE or Games lessons should first check the lost property situated in the lost property box. Named property will be returned to individuals. Unnamed property, including that not reclaimed from the Games / PE boxes, is disposed of at the end of each half term.

9. Off limits

- (a) All vending machines in the Senior School are off limits to Prep children.
- (b) Activities in the sports hall must be with the permission of a member of staff who must remain in the sports hall during the activity.
- (c) Use of the swimming pool must be under the supervision of a member of staff and a qualified life-saver. No pupil may enter the swimming pool without permission from a member of staff.
- (d) The field is out of bounds when signs are up.

10. Reporting sick to the school nurse

- (a) Pupils who feel ill will be directed to the Prep School office.
- (b) **Except in emergencies**, pupils should not go to the School Nurse's office without permission.

11. Staff room

Pupils wishing to contact staff for important matters can knock on the door of the staff room. Pupils can also knock on the door of the working common room.

12. Laboratory

Because of the dangers involved, the Science laboratory may only be used under supervision in accordance with the instructions issued separately.

13. Valuables

Unnecessary valuable property should not be brought to school. All property is the responsibility of the owner and should be clearly marked. There is no school insurance cover and individuals should make their own arrangements.

If valuables are inadvertently taken to PE / Games they must be handed in to the member of staff taking the lesson. It is the responsibility of individual pupils to collect these valuables from the member of staff at the end of the lesson/activity.

Mobile phones are not allowed in school, however, exceptions can be allowed when the children are in Prep 2 as some of the children travel to school independently. Appropriate permission must be sought in writing from the Deputy Head, Pastoral.

14. Closures in exceptional circumstances

The school will endeavour to remain open during periods of inclement weather. Should a decision be made to close the school, a notification will be posted on the website **www.bancrofts.org** – if there is no notification, the school will be open.

Appendix to Prep School Procedures

Prohibited items/Searching and Confiscation

The Department for Education has issued guidelines to all schools - primary and secondary - about items that are banned from school premises.

The list of prohibited items is:

- knives and weapons;
- alcohol;
- illegal drugs;
- stolen items;
- any article that the member of staff reasonably suspects has been, or is likely to be used: to commit an offence, or to cause personal injury to, or damage to property of; any person (including the pupil).
- tobacco and cigarette papers;
- fireworks; and
- pornographic images.

In addition, Bancroft's School bans e-cigarettes or other vaping paraphernalia.

All schools have a general power to impose reasonable and proportionate disciplinary measures (Education and Inspections Act 2006). This enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so.

Whilst we would not expect any of our pupils to be carrying any of these items we do have regard to the DfE guidance [Searching, screening and confiscation: advice for schools \(DfE, July 2022\)](#) and adopt the whole school approach to searching and confiscation contained within the Behaviour, Rewards and Sanctions policy available on the School website.

In summary, the Prep School Head, and staff authorised by the Head (or Deputy Head), may search a pupil or a pupils' possessions, with or without their consent, where they have reasonable grounds for suspecting that a pupil has a prohibited item in their possession.

Before any search is undertaken the pupil will usually be asked to consent. In seeking consent, the age and maturity of the pupil will be taken into account together with any special needs the pupil may have. Written consent will not usually be required. If items are "prohibited items" as listed above, the School is not required to seek consent, but the pupil will be asked in any event. Where a pupil is not deemed to have sufficient maturity or understanding or to be fit to give informed consent themselves, then consent will be sought from a parent.

The consent of the pupil must be obtained for searches for items that are not "prohibited items".

School staff can confiscate, retain or dispose of any prohibited item found as a result of a search. They can also confiscate, retain or dispose of any item, they consider harmful or detrimental to school discipline.