



CLAYESMORE  
PREP

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PARENT HANDBOOK

*Welcome*







# Hello and welcome to Clayesmore!

I am so delighted you have chosen Clayesmore for your child.

We are a small, friendly school with big ambitions – both for your child and for our school. We hope that during their time at Clayesmore your child will thrive academically and personally, make lifelong friendships and, eventually, go out into the world as confident and compassionate young adults ready to embark on an exciting and successful future.

This booklet is designed to help you and your child navigate the early stages of life at Clayesmore – there is a lot to take on board but we know that children quickly adopt new routines and find their feet, and their new friends, swiftly.

If you have any questions, then please do contact us but we hope this information will ensure a smooth transition in to the school.

We look forward to getting to know your child better over the coming weeks, months and years and, of course, to see you at the many social, musical, drama, art, sporting and other events we host at the school. We truly want you to feel part of the Clayesmore community now and in the future.

With very best wishes



**Jo Thomson**  
Head

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# People To Know



Assistant Head (Year 7 and Year 8)  
**Mr Dan Browse**  
dbrowse@clayesmore.com



Assistant Head (Years 3,4,5 and 6)  
**Mrs Charlotte Townsend**  
ctownsend@clayesmore.com



Director of Studies  
**Mrs Sarah Hart**  
shart@clayesmore.com



Boarding Parents  
**Mr Simon & Mrs Jess Porter**  
prehouseparents@clayesmore.com



Teaching & Learning Centre  
**Mrs Anna Coombes**  
tlc@clayesmore.com



## School Office

prepoffice@clayesmore.com or phone 01747 811 707

# Communication

## Clayesmore Portal

When you join Clayesmore Prep you will be provided with a login to the Clayesmore Portal which is a ‘one stop shop’ for information about your children such as timetables, reports and assessment results, as well as things like school policies, absence requests, contact details, calendar events and more. We strongly encourage you to familiarise yourself with the portal as it will be an invaluable resource for your time at the school.

## School Post

You will receive emails from school via School Post. The system only sends emails relevant to your own children, usually at 4pm each day, and bundles emails together whenever possible. Please do read the emails as they will contain important information in relation to your child or school activities and events.

## Headlines

Each Friday you will receive a link to ‘Headlines’, a weekly digital newsletter which rounds up all that has happened in the school during the week and includes a brief outline of the week ahead.

## Social Media

We have active and engaging Instagram, Facebook, YouTube and Twitter feeds @clayesmoreprep and encourage you to follow us on your favourite social media. Please use #clayesmoreprep if you would like to re-post or share. You will be asked to sign a permission form agreeing to your child appearing on social media or marketing materials and you are, of course, entitled to decline this. However, we never post a pupil’s full name in public domains.





# CLAYESMORE PREP

## PARENTS ASSOCIATION

The Parents' Association (PA) is an active and vibrant group of committed parents across the prep school who organise a range of excellent events for the school community and raise funds for specific Prep projects.

Please look out for emails from the PA in the coming year and we hope to see you at some of the fun events being planned in the coming months.

To find out more, or to join the Prep PA, email to [prepoffice@clayesmore.com](mailto:prepoffice@clayesmore.com)



# Prep School Daily Routine

## Signing In/Out

Registration is taken twice a day, in the morning and after lunch. If your child is late to school, they will need to sign in at the office. Registration is an important safeguarding activity to ensure we know where the children are at different points in the day. Please ensure your child understands the importance of registration.

## Absence

If your child is away due to illness or an appointment, please register them absent on the Clayesmore Portal or call the school office on 01747 811707. Requests for absence should be made via the Clayesmore Portal in the first instance. An Assistant Head will be in contact if further discussion is required.

## DAILY ROUTINE - Monday to Friday

	Years 3 - 8
8.30am	Registration and Tutor Time
8.50am	Period 1
9.25am	Period 2
10.05am	Period 3
10.40am	Period 4
11.10am	Morning Break
11.35am	Period 5
12.10pm	Period 6
12.40pm	Lunch (staggered earlier times for Years 3 - 6)
1.45pm	Period 7
2.20pm	Period 8
2.55pm	Muck
3.15pm	Period 9
3.50pm	Period 10
4.25pm	LEX / Prep
5.05pm	Supper
5.30pm	Buses



## Attitudes to Learning

During your child's time at the Clayesmore Prep, they will hear a lot about 'Attitudes to Learning'. This is a pupil-centred initiative which promotes self-reflection, personal challenge and regular, purposeful discussion between the pupil, their teachers, tutor and parents. An important aim of our Attitudes to Learning initiative is that our pupils strive to develop valuable skills throughout their time with us, so that they become natural and embedded.

"Your attitude,  
not your aptitude,  
will determine  
your altitude."

Hilary Zigar, 1926

The four areas of our Attitudes to Learning are:



Communication



Courage



Creativity



Consideration

### Reporting to Parents

Every term, you will receive your child's Attitude to Learning profile, attainment grades and either a written report or a parents' evening.



CLAYESMORE

# LEX

LEX is an exciting and innovative programme at Clayesmore Prep School which represents a chance for pupils to choose from an enormous range of experiences, both at the weekend and during the week, that will be meaningful, positive and at times, transformative!

For our families, whilst LEX provides incredible choice, it also offers a far more flexible approach to a family weekend.

For us as a school, LEX is the manifestation of the Clayesmore approach - an unfettered commitment to the development of the whole person, in the fresh air as much as in the classroom, enhancing the already excellent weekday provision.

LEX is, and will be, a key component of a modern, outward-looking and adaptable education that allows well-rounded characters to flourish, now and in the years to come.

LEX on a Saturday morning will be open to pupils in Years 5-8 plus any younger boarders with us at the weekend. There will also be LEX lessons during the week for pupils from Year 5. These lessons will cover a variety of topics that encourage thought, discussion, leadership and an appreciation of the wider world.

A wide variety of LEX clubs take place daily providing pupils with the opportunity to learn or develop an area of interest.





## Sport

The Prep school has games sessions throughout the week and participates in inter-school fixtures on a Tuesday (Years 3-4) or Wednesday (Years 5-8) and on Saturday afternoons. You can see if your child is playing in a match via the Clayesmore Portal. You will also receive an email if your child has been selected.

We take a 'sport for all' approach at Clayesmore and aim to include as many children in competitive matches as possible, as often as possible.



## Individual Music Lessons

We offer a huge array of musical instrument lessons via both our in-house music staff and visiting peripatetic music teachers. If you would like your child to learn a musical instrument, please contact our Director of Music, Miss Freya Watson, on [prepmusic@clayesmore.com](mailto:prepmusic@clayesmore.com) who will be happy to help and provide you with further information.

Throughout the school year, you will have an opportunity to watch your child perform in a number of concerts and recitals which are well attended by the school community. These give your child a chance to perform in front of an audience, to gain confidence and to demonstrate their abilities.



## Speech & Drama Lessons - LAMDA

For those pupils wishing to go beyond the curriculum, Clayesmore offers weekly Speech and Drama lessons as an optional extra. It is a subject which can benefit children of all abilities, developing self-confidence, self-discipline and creativity. It can extend the most able, as well as offering less academic children an opportunity to excel.

We teach paired or solo lessons from Year 3 at entry level all the way up to the Gold Medal Grade in the sixth form.



## Medical Care and Wellbeing

Clayesmore has a wonderful Health & Wellbeing Centre. Here, children who are unwell or sustain minor injuries are looked after by an experienced and caring team of registered nurses and care assistants.

You can contact the care team on [healthandwellbeing@clayesmore.com](mailto:healthandwellbeing@clayesmore.com) or call 01747 813 133.

Minor bumps that don't require a nurse will be dealt with in the Prep building by one of our team of matrons. They can be contacted on 01747 813 139 or email [prepmatron@clayesmore.com](mailto:prepmatron@clayesmore.com).

We have a dedicated team of matrons in the Prep School who are also a key part of the Boarding House. They are all paediatric first aid trained but also there to help with any worries or concerns throughout the day and evening, being a key part of the pastoral care at Clayesmore Prep School.

The Health and Wellbeing centre is an 'across campus' facility. We have fully qualified nurses, medical centre assistants and matrons on hand for any acute and chronic medical care the pupils may require whilst at school. We oversee all childhood vaccinations for school aged children and have close links with our local GP service.

We will also be providing help and support pastorally and have access to two school councillors. Our long term aim is to start looking at mental health provision within the school along with educating the pupils and helping them put together a tool kit to help them build on their resilience and ability to cope with what life throws at them. Some of these will include anxiety management and relaxation skills. We aim to be a resource for staff, parents and pupils alike.





# Houses

Each child is allocated a House which they belong to during their time in the Prep. House competitions are fiercely contested whether in sport, music or other activities, with a terrific House spirit generated across all year groups.

Please note that siblings are placed in different houses.

The Houses are named after former Heads of Prep.

Edwards-Stuarts	Green
Everetts	Red
Rosses	Blue
Seddons	Yellow



# Uniform and Dress Code

School uniform can be purchased via School Blazer at [schoolblazer.com](https://schoolblazer.com). You can search for Clayesmore, and a uniform list will be available online with itemised prices. Uniform will be delivered to you and you have the option of it being pre-labelled with your child's name.

We respect gender equality and apply similar rules to boys and girls with uniform selections and policies. Pupils are free to choose which uniform they wish to wear from either gender.

## Girls & Boys

Please ensure long hair (shoulder length and below) and long fringes are tied back. Hair should be tidy at all times. Jewellery is not permitted apart from one pair of plain silver or gold earring studs. Makeup is not allowed.

Watches are allowed but we ask that these are not too valuable.

Shoes are to be clean on arrival each day.

## Personal Items

We discourage pupils from bringing in toys and/or personal items to school. If personal items are required, please ensure they are named appropriately.

## Sports Equipment

Please ensure any personal sports equipment (eg hockey sticks, cricket bats, rugby boots etc) is clearly named.

Rugby and football boots should have moulded plastic studs. Metal screw-in studs are only acceptable for the appropriate sport but are discouraged in younger years.

Mouth guards must be worn for rugby and hockey. These can be 'boil in the bag' guards or fitted by a specialist company such as Opro. We arrange for Opro to visit the school at the beginning of September to fit mouthguards.

Shin pads are required for hockey and football.

Rugby shoulder pads and head guards are allowed at any age if you wish your child to wear them.

Cricket helmets and box/abdominal guards are compulsory for cricketers to bat or keep wicket.

Parents are not allowed in changing rooms under any circumstances.





## Electrical / Digital Items

Phones, smart watches, tablets or gaming devices are not generally allowed in the school (please see separate boarding pages for Boarders' rules).

### Pupils in Year 3 - 7

Personal laptops or Chromebooks will be allowed for the purposes of learning support if this is recommended by the Teaching and Learning Centre. The school IT system operates on 'Google' and classes have access to computing devices when required.

### Pupils in Year 8

Pupils in Year 8 are required to bring their laptop or Chromebook to school. We have an arrangement with a company called Class Technology Solutions, and can provide relevant information upon request.

## Stationery Requirements

We always encourage our pupils to arrive for lessons fully prepared and equipped. We are very grateful to parents for helping us with this sometimes 'challenging' mission! It is essential all pupils in the prep school have the following named equipment in school every day:

- Two handwriting, rollerball, friction or fountain pens with cartridges – blue or black ink (Biros should not be used in school)
- Two HB pencils
- Pencil sharpener
- Eraser
- 30cm ruler
- Colouring pencils
- Scientific calculator (Yr 7-8 only - Casio FX-85GT Plus - recommended)
- Pair of compasses and protractor (Yr 5-8)
- Pocket English dictionary or electronic spell checker
- Highlighter pens
- Glue stick (large)
- School appropriate scissors
- Inexpensive ear-bud or over-the-head wired earphones (not bluetooth)
- A reading book from home
- No Tippex or equivalent

**OPTIONAL:** felt tips, fine liner coloured pens





## School Policies & Reports

School policies can all be found on the Clayesmore Portal and the website, [clayesmore.com](http://clayesmore.com), along with the latest school inspection reports.

## Occasional Boarding

We are able to offer ‘Sleepover’ packages for day pupils. More details about these flexible boarding options will be shared soon. In the meantime, you can book occasional boarding with Mr Porter. It is charged at £50 per night.

## Contact Details

Mr and Mrs Porter (Simon and Jess) run the Prep school boarding house and are available to answer any questions you may have or to provide updates about your child. They can be contacted on:

Telephone: 01747 813138 or 07776 683187  
[sporter@clayesmore.com](mailto:sporter@clayesmore.com)  
[jporter@clayesmore.com](mailto:jporter@clayesmore.com)

## Payphones & Emails

There are payphones in the boarding house and these numbers will be supplied to you on arrival. Children will also have a Clayesmore email account which they can use to send and receive emails from their family.

## Boarding

The prep boarding house is a warm and fun place run by our friendly Houseparents, Mr & Mrs Porter, who live at one end of the boarding house with their children Danny and Grace, and their black labrador, Nancy Willow. They have been at Clayesmore since 2018 and are very experienced Houseparents, who relish their important pastoral role within the school.

The boarding house is run as a ‘home away from home’ for the children who live there during term time and we do all we can to ensure they feel happy and comfortable while they are in our care.

We welcome boarders from Year 3 to Year 8, who all live together as a happy family, with the older children looking after the younger ones and all sharing a huge amount of laughter and fun.

## The Boarding Day

7.00am	Wake up & dress
7.25am	Breakfast in the Main House dining hall
7.45am	Tidy dorms
8.30am	Join tutor groups
8.30am - 4.20pm	School day
4.25pm	LEX/Prep
5.05pm	Supper in the Main House dining hall
5.30pm	Prep
6.15pm-8.00pm	Evening activities
8.15pm	Lights out Years 3 - 5
8.30pm	Lights out for Year 6
9.00pm	Lights out Year 7
9.15pm	Lights out Year 8

## Routines

Children are woken in the morning at 7am (8am on Saturdays & Sundays) by a member of the boarding team and get dressed before they head off for a delicious breakfast in the dining hall. After tidying their dorms, boarders join their tutor groups to start the school day at 8.30am. At 5pm the boarders come together and go to supper before spending half an hour doing supervised prep (homework) on a Monday, Tuesday, Thursday and Friday. Once done, the exciting and varied activities programme starts after which children enjoy a light, healthy snack and settle in for quiet time and lights out.







## Healthy Eating and Snacks

We are very lucky to have such scrumptious food served by our fantastic catering team. Breakfast has a lot of variety, with traditional cooked and continental options, yoghurts, fresh fruit and pastries all on offer. For supper we have at least three different hot and cold options available, including the excellent salad bar. Brunch on a Sunday is a particular favourite featuring all the treats children enjoy - like pancakes! We also take advantage of our homely brew room, where the boarders can have their toast and cereal, a 'pyjama breakfast' on Sundays and a hot chocolate for cosy chats with friends.



## Dormitories

Our comfy dorms give the children a lovely space to make their own. Each bed has its own locker and noticeboard to personalise and children bring photos of family, friends and pets, their soft toys and even fairy lights! We work hard to make sure the children are in dorms with likeminded friends. They also get the chance to spend time in our spacious common rooms and games room during their free time. Large bathrooms with showers, sinks and mirrors are on each corridor, with each child having their own space for their wash bags.



## Activities

We have a rich and varied activities programme in the evenings, with boarders having the option of participating or perhaps sometimes choosing to enjoy free time to relax. We take advantage of the school's great facilities including the sports centre, art and DT blocks and the swimming pool as well as going on local outdoor adventures and playing out in the spacious grounds. We also have select evenings where there is something different to try for example our 'World of Clayesmore' evening where there is a different competition or challenge each week. The activities are published at the start of each term so boarders know what to look forward to trying.



## at the Weekend

Weekends as a boarder are active, full and great fun. Saturday mornings mean LEX! Boarders are able to participate (with day pupils) in a huge range of activities, experiences, trips and expeditions. The afternoon is usually a fixture or an opportunity to try a different sport

Sundays often involve a trip to a fun attraction and in recent years boarders have gone to places like Dorset Water Park, Moors Valley Country Park, Clip and Climb and the beach.

Weekends are flexible and optional, however, and day pupils and boarders may choose to go home on Friday evening.





## Personal Devices

Children are allowed mobile phones to communicate with home, however, their usage is monitored and only allowed for a limited time each evening.

Smart pads are allowed and are once again monitored to ensure children are not on social media or digital devices for too long.

We have some gaming devices in the boarding house with age-appropriate games but times are restricted and we find most boarders prefer to spend social time together. This can be outdoors or in the 'Brew Room' where they can make tea, hot chocolate and toasted goodies if they wish.

All children are device free for at least an hour before lights out.

## Exeats

Exeats (or all-out weekends) are held twice a term and give boarders the opportunity to go home or to friends' houses for a well-earned rest. Children leave school on Friday afternoon, usually at around 3.45pm, and return either on Sunday evening between 5-7pm, or on Monday morning by 8.10am.

Our international and overseas boarders have the option to stay at school during most Exeat weekends. Fun trips and excursions are planned throughout the weekend so that children are happy and occupied. There is a charge for staying in school over exeats.





## Travel

We can arrange travel to and from airports either through the school minibus or via private taxi services. The travel service is efficient and very safe as well as being flexible to accommodate your travel bookings. We can arrange taxis and trains and can use our minibus fleet or local taxis to transport pupils to Heathrow airport. Please contact our Transport Manager, Richard Raymond on [rreymond@clayesmore.com](mailto:rreymond@clayesmore.com) to book your travel requirements.



## Accommodation

If you are visiting Clayesmore from further afield, you may wish to stay overnight.

Search Air BnB - postcode DT11 8LL (Clayesmore) <https://www.airbnb.co.uk>.

Some local places to stay include:

[www.crownhotelblandford.co.uk](http://www.crownhotelblandford.co.uk)  
[www.grosvenorarmshindon.com](http://www.grosvenorarmshindon.com)  
[www.thetalbot.pub](http://www.thetalbot.pub)  
[www.the-old-rectory-dorset.uk](http://www.the-old-rectory-dorset.uk)  
[www.saxoninn.co.uk](http://www.saxoninn.co.uk)  
[www.relaxdorset.co.uk](http://www.relaxdorset.co.uk)

## Essential Information

The Prep calendar, which you will be given each term, contains a wealth of relevant information, not least important diary dates, and we encourage you to review it each term.





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T: 01747 811 707

E: [prepoffice@clayesmore.com](mailto:prepoffice@clayesmore.com)

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[clayesmore.com](http://clayesmore.com)