

## **Regulatory Information for Parents and prospective Parents – Independent Schools Standards Regulations**

Carrdus School was started in Banbury (St John's House PNEU School) in 1952 by Kathleen Carrdus, and it transferred to Overthorpe Hall in 1970. Bought by Tudor Hall School in 2011, it is a company limited by guarantee and a registered charity, and a member of IAPS (Independent Association of Prep Schools). The address and telephone number for both term time and holiday time are: Carrdus School, Overthorpe Hall, Banbury, OX17 2BS; tel: 01295 263733; email [office@carrdusschool.co.uk](mailto:office@carrdusschool.co.uk) Please address correspondence to the Headmistress.

Its ethos and aims: we aim to achieve the highest possible standards for each one of our pupils by working with parents to provide the following: a school where children feel known, safe and valued; a supportive and challenging environment for learning; excellent teaching; a broad, balanced curriculum; development of pupils' particular strengths; support for needs of all sorts; encouragement for pupils to think for themselves, act/work independently with increasing judgement, and show tolerance and respect for others; with a climate of success, good behaviour and hard work, where achievement is recognised and rewarded.

Admissions, discipline and exclusions: we are a non-selective primary school taking boys and girls aged 3-8 and girls up to age 11. We welcome all children who would benefit from our type of education (subject to availability of places) irrespective of religion, race or ability / disability. Entry procedure is deliberately informal: a parental visit and discussion and a day/half day visit by the child. Admission forms require a £50 deposit and specify that a term's notice is required or a term's fees may be forfeit in lieu. Parents are asked to complete a Parents' Contract with the school.

Discipline is a whole-school concern involving both academic and domestic staff. Each child is respected as an individual; self-discipline is promoted and good behaviour is the expected norm; rewards and sanctions are applied fairly and consistently. Good habits of work and behaviour are encouraged and modelled from the moment a child enters the school. We work to eliminate bullying and antisocial actions.

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Behaviour which precludes constructive teaching and learning is strongly discouraged. We allow no degrading or humiliating punishments; staff, parents and pupils are normally all involved in discipline discussions.

Exclusion would only be considered as a last resort when a wide range of strategies had been tried to no avail or if an exceptional offence had been committed. To date we have not felt the need to threaten an exclusion.

Pupils with statements and those for whom English is an additional language. We work with three counties to put in place and implement statements of Special Educational Needs, including Individual Educational Plans and annual reviews. The Head is our SENCO. Pupils with EAL would receive regular skilled attention.

Our PSHE scheme of work has been prepared as a continuum from Year 1 to Year 6, following on from the Foundation Stage requirements for well-being. Please ask in the school Office to see or be sent a copy.

Parents and prospective parents: the following information is available either on the website or in the school Office, where it may be consulted; alternatively, do ask for copies to be sent to you:

- Anti-bullying policy
- Policy for Health and Safety on school visits
- Behaviour Management and Sanctions
- Curriculum policy
- Ofsted and Early Years reports
- SATs and Common Entrance results for the past year(s)
- Complaints Procedure and registered complaints during the past year
- Safeguarding Children Policy. Our Child Protection Officer is Mrs Daniels.
- Staff List (including temporary staff) and Qualifications are included at the back of the Prospectus and in the Parent's Handbook.

Please read the Parents' Handbook (copy in the Front Hall or ask at Office) for further detailed information. Our aim at all times is to ensure that up-to-date information is made constantly available.