



Parents' Handbook (Prep)

'Mens Sana In Corpore Sano'
A Healthy Mind in a Healthy Body

Summer Fields is committed to safeguarding and promoting the welfare of children. All staff share this commitment and are trained in line with our Child Protection and Welfare Policy. All staff undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Summer Fields is a Charitable Trust
Registered Charity No. 309683

Contents

The following pages of the Handbook are a guide for parents and boys experiencing their first days at Summer Fields. From page 9 it has been arranged as an alphabetical reference guide.

Every effort has been made to reflect life at the Summer Fields' prep school, but the school's routines and procedures do change with time. Please consider this Handbook a helpful document, not a final authority of contract.

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Welcome from the Headmaster

This handbook has been produced to help you understand the normal working of the school. I hope you will find it useful, but please do not hesitate to contact us if you are uncertain about any matter. During the first half of 2020 many school routines and activities have been significantly impacted as a result of the Coronavirus pandemic. Whilst we are planning for a return to normal school life in September, there may be some elements of our usual procedures and routines which may continue to be affected by the ongoing pandemic.

I thought it would also be helpful to give you a brief outline of the aims and philosophy of the school:

Summer Fields aims to educate boys in the widest sense, whereby the foundations for future success are laid at a young age. Boys are prepared for their secondary education but they will also be exposed to a wide diversity of interests and activities. Emphasis will be placed on developing character and personality so that Summerfieldians can go out into the world and achieve.

We encourage boys to be involved in everything that is on offer and to strive for as high a standard as possible. We pursue academic excellence, but there is a wide spread of ability, so we cater for the high flier as well as the less gifted boy. The school has a great deal to offer in music, drama, art, craft, technology, information technology and, of course, sport.

Most importantly, our aim is that the boys are happy and enjoy their time at Summer Fields. Pastoral care and the needs of each individual are of paramount importance and we try to instil in each boy a kind and caring attitude towards others. Although the school totals some 300 boys, it is divided into smaller more personal units, whether this be in the Form Room or in the individual boarding houses (known as Lodges). The tutorial system is at the heart of our pastoral care. Particular attention is given to the special needs of the younger boys when they first come away from home.

The school Chapel is at the centre of our life, and you are most welcome to come to any of our Sunday services, except where it is specified that it is for the boys only. We hope that the boys will develop a moral and spiritual awareness that will help them throughout their lives. It is very important that boys try their best at all times and we aim to strike the right balance between being over-zealous and too easy-going.

I hope that your son(s) will have a happy and rewarding time at Summer Fields, and I look forward to meeting you all at the start of the Michaelmas Term.

A handwritten signature in blue ink that reads 'David Faber'.

David Faber
Headmaster

Map of school



Main Contacts

Headmaster	Mr David Faber Headmaster's PA – Mrs Beth McLaughlin hm.pa@summerfields.com 01865 459 209
Deputy Heads	Mr David Woolley (Deputy Headmaster and Deputy Head Academic) Mr James Aldred (Deputy Head Pastoral) PA to the Deputy Heads – Miss Erinn Bradley emb@summerfields.com 01865 459 234
Head of Pre-Prep	Miss Joanna Chapman Pre-Prep Secretary – Mrs Karen Watterson preprepsecretary@summerfields.com 01865 951 253
Senior Master <i>Senior schools and scholarships queries</i>	Mr Paul Davies pnd@summerfields.com
Designated Safeguarding Lead	Mr Chris Sparrow cs@summerfields.com
Prep School Reception <i>General enquiries and pupil absences</i>	Mrs Judy Woodham office@summerfields.com 01865 454 433
Pre-Prep Reception <i>Pre-prep enquiries and pupil absences</i>	Mrs Karen Watterson preprepsecretary@summerfields.com 01865 951 253
Day Boy Liaison	Mrs Lucy Aldred laa@summerfields.com
Senior Matron <i>Uniform and kit enquiries, second hand shop</i>	Mrs Nicky Darling nmd@summerfields.com
Medical Centre – Hobson's <i>Health and medical issues</i>	Head Sister – Miss Maggie Boardman sister@summerfields.com 01865 459 216

Bursary <i>All financial matters</i>	Operations Director – Mr James Kirk Finance Officer – Mrs Nancy Foley accounts@summerfields.com 01865 459 230
Communication and Social Media	Mrs Ann Snow acs@summerfields.com 01865 951 251
Registrar	Mrs Christine Berry admissions@summerfields.com 01865 459 204
Development Office <i>Alumni and Development</i>	Mrs Daphne O'Connell development@summerfields.com 01865 459 214

Music <i>Individual instrumental music lessons</i>	Director of Music – Dr Gareth Price gjip@summerfields.com Head of Instrumental Music – Mrs Sam Robinson sr@summerfields.com
Sport	Director of Sport – Mr Joe Porter jjp@summerfields.com
Head of Years	Year 4: Mrs Joanna Safdari jhs@summerfields.com Years 5 & 6: Mr Brett Hoskings mbh@summerfields.com Years 7 & 8: Mr Tom Edwards tmle@summerfields.com

Overview - the school Years explained

Summer Fields is an all-boys day and boarding school for children aged 4 to 13 years' old.

Stage	Age	School Day	Earliest arrival and latest departure for day boys	Day or Boarding	Saturday school
PRE-PREP					
Reception	4-5	8.15-3.30	7.45-5.45*	Day	No
Year 1	5-6	8.15-3.30	7.45-5.45*	Day	No
Year 2	6-7	8.15-4.15	7.45-5.45*	Day	No
Year 3	7-8	8.15-4.15	7.45-5.45*	Day	No
PREP SCHOOL					
Junior School					
Year 4	8-9	8.10-5.55	7.45-6.00*	Day or Boarding	Yes to 4pm
Year 5	9-10	8.10-5.55	7.45-6.00*	Day or Boarding	Yes to 4pm
Year 6	10-11	8.10-5.55	7.45-6.00*	Day or Boarding	Yes to 4pm
Senior School					
Year 7	11-12	8.10-6.40	7.45-6.40*	Day or Boarding	Yes to 4pm
Year 8	12-13	8.10-6.40	7.45-6.40*	Day or Boarding	Yes to 4pm

* Breakfast Club and After School Care are available for the Pre-Prep by prior arrangement

+ Breakfast and supper are available for the Prep School by prior arrangement with the School Office



A Typical Day at Summer Fields

We strive to make every day both stimulating and enjoyable for the boys in our care. While we have a keen eye on academic progress, it is far from being our only focus. A great deal of thought and effort goes into enriching the curriculum in other ways. Sport, Art, Drama and Music spring easily to mind, but there are many other activities on offer which will enthuse and captivate your children.

A typical school day is organised as follows:

7.15am	Boarders wake up
7.25am	Breakfast in the dining room
8.00am	Day boys arrive
8.10am	Registration in Form Rooms
8.15am	Chapel or Assembly
8.35am	Lessons
10.20am	Morning Break
11.00am	Lessons
From 12.35pm	Lunch
1.40pm	Lessons (Games between the October and February half terms)
3.25pm	Little Tea
3.55pm	Games (Lessons between the October and February half terms)
5.15pm	Activities
5.55pm	Years 4, 5 & 6: School Day ends <i>(Day boys depart, boarders supper then free time until Lodge)</i> Years 7 & 8: Senior Private Study
6.40pm	Years 7 & 8: School Day ends <i>(Day boys depart, boarders supper then free time until Lodge)</i>
6.30-8.15pm	Boys go to boarding Lodges
8.00-9.15pm	Lights out

Within this basic framework there is a great deal of variation. In addition to the major games of football, rugby, hockey and cricket, there is huge range of minor sports, including squash, Eton fives, golf, tennis, badminton, table tennis, swimming and basketball to name but a few.

There is a broad activity schedule and among the many on offer, boys may find their niche in clubs as diverse as bridge, model trains, rifle shooting or archaeology. There are also plenty of opportunities to enjoy additional coaching in specialist sports and activities including clay pigeon shooting, LAMDA, judo, polo, tennis and squash as well as a whole host of musical instruments.



And then there are major events such as concerts and plays, exhibitions and lectures. We would expect every boy to take part in many of these, whether as performer or spectator.

While the mix is a heady one, we also make room for plenty of down-time; the importance of rest and play is not lost upon us.

Pastoral Care and the tutor system

We aspire for the Pastoral Care at Summer Fields to be second to none. There are many members of staff involved in the welfare of each boy, and all of them are concerned as much with the boys' emotional and social well-being as with their academic progress.

The day-to-day pastoral support network has the Personal Tutor at the centre with the Lodgeparents, the Form Master/Mistress and the Heads of Year in close support. It is important that good lines of communication be established between the Tutor and the boy's parents, whether by telephone, letter, e-mail, or face-to-face at School. It helps to solve any problems if a boy knows that everyone is on the same side.

The Deputy Head Pastoral leads the Pastoral Team and oversees the implementation of our Pastoral Care policies. It is important, if you are aware of an issue affecting your child, that you bring it to our attention at the earliest opportunity; it is far easier to deal with things sooner rather than later.

Contact the Deputy Head Pastoral, James Aldred: jera@summerfields.com

Who should I contact about my child?

Who?	What?
Tutor	This will tend to be the main contact day-to-day: academic progress, behaviour, concerns
Form Master	Lost property; day-to-day administrative queries
Head of Year	Issues that cannot be resolved by the Tutor or Lodgeparent or significant concerns
Lodgeparents (Boarders)	Pastoral information; general questions around boarding
Subject teacher or Head of Department	Enquires about a particular subject or lesson
Day Boy Liaison (Prep boys)	Day boy general questions and queries
Pre-Prep Secretary	Pre-Prep general questions and queries
Medical and pastoral issues	Hobson's Medical Centre
School Office	General school queries; travel arrangements; collection and weekend leave arrangements; changes to contact details

The best way to contact staff is usually by email but you should not always expect immediate responses as they are busy teaching and looking after the boys.

In Year 4 the Form Master is also the Tutor and performs both roles. In Year 5 boys are allocated an individual Tutor.

A to Z – General Information

Access to School

All the outside doors to the school buildings are protected with thumbprint scanners. All visitors and parents should access the school via the Main School Reception. Reception is manned from 8.00-5.00pm (Monday to Friday) and 8.30-12.30pm (Saturdays).

At certain times of the day, such as drop-off and collection, the main vehicle and pedestrian entrance gates will open as you approach them. For most of the school day they will be locked. Access can be gained by using the call button on the entrance key pads, which will ring through to Reception or Hobson's (out of hours). Parking is available at the front of school or, on busy days, on the school fields.

All staff wear identification lanyards. Parents should not walk around the school unaccompanied and should expect to be challenged if they do so.

Activities

Activities take place on Mondays, Tuesdays, Thursdays and Fridays for all years in the Prep School. They take place between 5.15-5.55pm and the boys are able to sign up electronically each term. For some activities, boys may be pre-selected e.g. the Year 4 Christmas Play Rehearsal in the Michaelmas Term.

The list of activities is constantly changing but options include:

Chess	Water polo	Portfolio art group
Darts	Dog walking	Backgammon
Archives	Croquet	Academic clinics
Squash	Car club	Bridge
General Knowledge	Parlour games	Boules
Bingo	Airfix modelling	Scrap booking
Video Production Unit	Start a Rock Band	Table Tennis
News Review	History Club	Trivial Pursuit
Model train Club	Card games	Junior Choir
Puzzles and Brainteasers	Intellectual curiosity	Mindfulness

Arrival, Registration and Absence

It is important that we know whether or not your son is in school, as it is vital to be able to account for every boy at all times.

Boys should arrive by 8am for registration at 8.10am, having allowed themselves time to organise themselves for the day; hang up coats, put musical instruments away etc. Please allow your son to enter the school building alone; this is a big step towards feeling independent. We also ask that day boys use the thumbprint system when they arrive at school as it gives us a live record of who is on the school site. Day boys do not have breakfast at school but if your son needs to arrive early you should make arrangements with the School Office. If your child is late, he will be marked as absent and should sign in with the School Office upon arrival.

Parents must seek permission in advance from the Headmaster if a leave of absence is required, e.g. for a special family event. Parents should contact his PA, Mrs McLaughlin.

If a child is ill and is absent for any part of the day, please contact the School Office (details below) and your son's Form Master/Mistress. If a child has a medical/dental appointment during the school day, please inform the School Office. Hobson's are available for medical advice if necessary.

If a child is absent from school for any other reason that has not already been communicated, please inform the School Office before 8.30am.

Headmaster's PA: hm.pa@summerfields.com 01865 459 209	School Office: office@summerfields.com 01865 454 433	Hobson's: sister@summerfields.com 01865 459 216
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Assessments

Tracking of the boys' progress is continual. Formative feedback on progress is communicated through the marking of books, one-to-one conversations, parents' receptions and end of term reports. Summative feedback is communicated to boys and parents through half-termly Orders, assessments and examinations. Assessments are formally evaluated pieces of work which take place throughout the year. Examinations are attempted by boys in all year groups in the Summer Term; by Years 7 and 8 only in the Michaelmas Term; and by Year 8 boys only in the Lent Term. Boys up to and including Year 5 are not expected to undertake any preparation for examinations in addition to that attempted in lessons. Some examination preparation outside of school time may be helpful for boys in Years 6 and 7. Boys in Year 8 will be expected to undertake their own revision in order to fulfil their potential in both their mock and senior school examinations. Assessments are used to judge progress and identify targets for improvement; results are not published. In contrast, examination results are published to parents once they have been marked and the scores moderated by teachers across each year group, usually within a week of the last examination being sat.

Away Matches

Day boys, or boarders with prearranged weekend leave, may leave with parents directly from away matches after match tea. They should ask permission from the teacher responsible for their team before they leave, and make sure that their match kit is returned on Monday morning (washed if possible!).

Bedtime

School days are very busy and a good night's sleep is hugely beneficial. Our boarders read for 15 minutes every night before lights out at the following times:

Winter	Year Group	Summer
8.00pm	Year 4	8.15pm
8.20pm	Year 5	8.35pm
8.40pm	Year 6	8.55pm
9.00pm	Year 7	9.15pm
9.15pm	Year 8	9.30pm

We would hope that parents of day boys would follow similar bedtime routines and timings.

Behaviour, Rewards and Sanctions

We are a happy school where there are high standards of discipline and behaviour. We praise and reward children for good work and behaviour in a variety of way and the formal system includes including:

Reds	Boys should receive these regularly for all manner of positive contributions to school life.
SUGs	'Shown up for Good' – exemplary pieces of work are shown to the Deputy Head Academic and result in the award of 3 additional 'reds'.
Golden Tickets	On achievement of 5 SUGs a certificate is presented in an assembly and an additional treat is awarded.
Meritorious Treat	Boys who gained no official sanctions the previous term receive a special tea time at the beginning of the new term.
League Treat	The League which gains the most 'reds' minus 'blues' over the term receives a treat at the end of the term.
Prizes in assemblies and at Prize Giving	

Inevitably in any school community there are occasional lapses in general behaviour and misdemeanours occur. We operate a hierarchy of sanctions in the Prep school as follows:

Verbal reprimand	(A 'quiet word'), possibly reminding the boy of the required behaviour and explaining the consequences of repeated misbehaviour or poor conduct.
Blue	A token that counts as a "minus" in a boy's score for his League. Anyone giving a boy a Blue must tell him that he is doing so. The boy's Tutor will be notified automatically by email.
Detention	Depending on the offence, these range from 30-minutes to 1-hour in length and usually take place at 4.30pm on a Wednesday and Saturday. They are applied to more serious offences as detailed in the "Rewards and Sanctions" poster which are displayed around the school. The Tutor and Deputy Head are notified automatically.
Black Book	This is the final level of sanction available to staff and is reserved for very serious misconduct. The Headmaster or Deputy Headmaster see all those who are given a Black Book, and the sanction concludes with an extended two-hour detention.

In more serious instances, parents are consulted and, in extreme cases, the Headmaster has the right to suspend or exclude a child. More details can be found in the school Behaviour and Sanctions Policy which can be found on the website.

Birthdays

Boarders celebrate their birthdays with their friends in Lodge and day boys can celebrate with their forms if they choose. If your son would like to bring in an edible treat for their birthday, please in the first instance contact your son's Form Master/Mistress with a few days' notice. Please also note that we are a nut-free school and there are boys with various allergies which the Form Master will be able to advise on, so that we can be as inclusive as possible.

If you would like to come and visit your son on his birthday, please let the School Office know and meet him either at Morning Break (10.20am) or Little Tea (3.45pm) in the Reception waiting room. (NOT the main school.)



Boarding Houses

A great strength of Summer Fields is the six Lodges (boarding houses). Each Lodge is usually run by a husband and wife 'Lodgeparent' team and an assistant (gap year student) Matron. Some of the Lodges also have an additional residential Assistant Lodgeparent. Other members of staff are attached to the Lodges and help out on some evenings. Boys start in one of the two junior Lodges and then generally move up each year to another Lodge with their peer group. A few Lodges hold boys from two adjacent year groups and so some might remain in the same Lodge for two years rather than one. This system allows each Lodge to be geared towards a particular age-group.

House	Age Group	Lodgeparents	Contact Details
Borva	8-9 year olds	Charlie and Kirsty Langley	01865 459 241 borva@summerfields.com
Savage's	9-10 year olds	Ollie and Charly Bishop	01865 459 240 savages@summerfields.com
Upper House	10-12 year olds	Pandy Stoop and Brett Hoskings	01865 459 243 upperhouse@summerfields.com
Front Lodge	11-12 year olds	Andrew and Ann Snow	01865 459 242 frontlodge@summerfields.com
Mayfield	12-13 year olds	Martin and Deborah Ives	01865 459 248 mayfield@summerfields.com
Cottage	12-13 year olds	Chris and Sarah Sparrow	01865 459 245 cottage@summerfields.com

Whilst there is no compulsion to do so, day boys often convert to boarding over their time at the prep school. This can be particularly beneficial if they are planning to go to a boarding senior school.

For all general enquiries about boarding, please contact the Deputy Head Pastoral: James Aldred, jera@summerfields.com.

How can I prepare my son for boarding?

There are lots of staff and other boys on hand to help boys settle into the school life and routines but here are some essentials for him to practise before he arrives.

1	Shower and wash his own hair
2	Tie his own tie
3	Tie his shoelaces
4	Make his bed each morning and how to put a duvet cover on
5	Spend a few nights away from home with friends or grandparents
6	Use a knife and fork
7	Cut his own finger nails
8	Keep his bedroom tidy

Buzzer – The School Shop

A certain sum of money (usually £40 in the Michaelmas Term and £30 in the Lent and Summer Terms) is put on the termly account. Boys are able to visit 'Buzzer' to purchase various items including birthday cards, stationery, toys etc. The cost of each item is debited from the boy's personal account.

Calendar and Newsletter

A calendar, providing a vital link between school and home, is sent to all parents at the start of every term and shows all of the term's events. In most cases, this will provide the only notice of the dates of sports fixtures, plays, concerts and leave outs. However, a Weekly Newsletter will also be emailed with reports, photographs and information from the past week. This also includes an update to the calendar for the following week with any amendments or additions. If you do not receive the weekly newsletter please check your spam folder in the first instance and email Mrs Ann Snow, acs@summerfields.com. The most up to date calendar is on the parent portal.

Changes of address and contact details

It is essential that we should be able to contact parents of each child at any time. Please keep us informed of any changes, especially to mobile phone numbers, or of any relevant contact addresses, particularly if you go away during term time. You can update your details by going to the 'My Account' tab when logged in to the parents' portal or by emailing the office (office@summerfields.com for Prep, or preprepsecretary@summerfields.com for Pre-Prep).

Changes to routine

If someone other than a parent is collecting your son on any particular day, we ask that you email the School Office (office@summerfields.com) who will make a note for the Duty Master who will be signing them out. If for any reason you are held up and will be late collecting your son, please call the office (01865 454433 for Prep or 01865 951253 for Pre-Prep) during Office Hours or Hobson's (01865 459216 Prep only) after 5pm and the Duty Master will let your son know. Sometimes messages about collection are written in the sign out folder, so it is worth reminding your son to check.

The nature of Summer Fields as a busy school does mean that there are sometimes unforeseen circumstances; a boy being called up to a sports fixture, or a play rehearsal, or an extra choir practice. We would not want day boys to miss out on these things, and we encourage boys to let you know by calling from the Office during office hours or Hobson's after office hours. They also have the opportunity to use email to contact you if breaks in their day allow.

If your son has a regular commitment on a particular day which affects the normal collection time, please advise the Office who will make a note in the sign out folder.

If you give your son permission to walk home from school independently, please also advise the Office in writing; it is important that we are aware.



Chapel on Sundays

Morning Chapel, Mattins, takes place at 9.45am. Boys may go out afterwards returning to Lodge between 7.00 and 7.15pm. They get up in No. 1s for Chapel and may change into home clothes afterwards.

Evening Chapel, Evensong, takes place at 6.30pm. Boys going out on Weekend Leave should wear No. 1s so that they do not have to change for Chapel on their return at 6.00pm. Those in away matches can leave from their match in No. 2s, putting on jacket and tie when they return on Sunday.

Please note: Sunday supper in school is not provided for boys going out, unless parents have specifically requested it when booking Weekend Leave.



Parents and their family are welcome to come to Chapel on most Sundays. Details of Chapel services are available on the parent portal and in the calendar. Day boys are particularly encouraged to attend the annual Remembrance Service in November.

All boys wear their No. 1s for Chapel on Sundays.

Day boys and their parents are not expected at Sunday Chapel but are most welcome.

Chargeable Extras

Boys can enjoy additional chargeable extra lessons in LAMDA (drama), judo, squash, tennis, golf, clay pigeon shooting, polo, swimming, rifle shooting and fencing. These chargeable extras are signed up on a **termly** basis via the SOCS online portal, except for LAMDA, rifle shooting and polo where you sign up once and then continue for your duration at Summer Fields. There is no need to enrol for LAMDA or polo each term, but please note the half term's notice period to cancel these activities. Notice needs to be sent by email to the office, office@summerfields.com

LAMDA lessons are timetabled throughout the school day Monday to Friday and boys will come out of non-core academic classroom lessons. LAMDA lessons are on a rotating timetable meaning boys should not miss the same academic lesson each week. Boys are prepared for the LAMDA qualification as required.

Summer Fields boys are already very busy and we recommend that parents do not sign their son up for more than a maximum of 1 or 2 additional chargeable extra activities each week. We recommend that Year 4 parents wait until after Christmas, once their sons have settled into the busy new school routine, before signing their sons up to additional commitments.

For more information contact the School Office, office@summerfields.com

Clashes

Boys at Summer Fields lead busy lives and there will inevitably be clashes with timings for matches, music lessons, rehearsals etc. We encourage boys to spot these themselves, recognising that younger boys will need more help with this.

Collection from school

Normal collection times are as follows:

Day	Years 4-6	Years 7 & 8
Monday, Tuesday, Thursday and Friday	6.00pm	6.40pm
Wednesday and Saturday ⁺	4pm or after school matches	

Boys will wait to be collected in the Lobby. For the well-being of all boys in the school, we ask that parents wait in the Reception area to the right of the Lobby, or in the courtyard area just outside.

Day boys must check out before departing in the evening with a Duty Master and ensure they register their departure via the thumbprint system in the Lobby.

⁺ Year 7 and 8 day boys should be collected at 6.40pm (Monday to Friday) but they are not, however, obliged to stay for prep on Wednesdays, and may go home after Games if preferred.

Common Pre-Test

See '*Senior school visits*'

Complaints

Summer Fields has long prided itself on the quality of the teaching and pastoral care provided to the boys. However, if parents do have a complaint, they can expect it to be treated by the school in accordance with their Complaints Policy which is available on our website or from the School Office.

Contacting home – telephone, Skype, email

We recommend that all boarders should have a Homelink telephone card and the Registrar, Mrs Berry will send out further information about how to apply for one (to new boys only). There are charge card telephones in school for use by the boys; they do not receive incoming calls. We help the boys to use these for the first time but we try to discourage them using them for the first week or so whilst they settle into their new school.

Parents can also contact boarders via the Lodge telephones in the evenings for very brief conversations, or for messages to be passed on, but this is really not the best time to talk at length to boys. In the case of parents living abroad for example, special times can be arranged for boys to receive incoming calls in Lodges.

We do not allow mobile phones. Boarders travelling to school with any electronic items, e.g. phones, iPads, iPods and gaming devices etc. must hand them into their Lodgeparent for safekeeping.

All boys have school email accounts (SurnameSchoolnumber@summerfields.com) and boarders can use Skype to contact home at the weekends.

Curriculum/Tutoring

The purpose of the curriculum is to provide a safe, happy learning environment where our boys can flourish and develop into moral, understanding and enquiring individuals ready to make a positive contribution to the world around them. Lessons are 35 minutes long and all boys are taught English, Maths, Science, French, Art, Drama, Design Technology, Music, ICT, PSHEE and games as distinct subjects.

In Year 4 Humanities is a topic-based subject in which the disciplines of History, Geography and Theology, Philosophy and Religion (TPR) are introduced. From Year 5 onwards these three subjects are taught separately. Year 5 also sees the introduction of Latin to the curriculum. In Year 7 the majority of boys also begin the study of Greek. Distinct lessons in swimming are taught to Years 4 and 5; from Year 6 onwards swimming can be pursued through the games programme and Activities.

The school day is very busy with the boys pursuing a curriculum which is both deep and wide. Please note that we do not support the use of tutors to give boys additional lessons in subjects they study at school; not only can tutoring be ineffective it can be actively harmful in creating confusion about a subject and through over-tiring boys who are already very busy. If the school becomes aware that a boy is receiving additional tutoring it will be raised with parents as both an academic and pastoral concern.

Day boy Liaison

Mrs Lucy Aldred is the Day Boy Liaison contact, laa@summerfields.com. She is available as a point of contact for all queries to do with routine, what to wear, timings etc. Often she will be able to steer you in the right direction with particular questions. Please note that Mrs Aldred is available Monday-Friday; if there are issues on a Saturday, please contact the Office or your son's Form Master/Mistress. Similarly, if the issue is time-sensitive, please use the office (Hobson's out of hours) as a first port of call, as Mrs Aldred is a member of the teaching staff and may not pick up emails immediately.

Absence

It is important that we know whether or not your son is in school, as it is vital to be able to account for every boy at all times. If your son is unable to come to school, please contact the School Office office@summerfields.com and your son's Form Taker.

If any absence is planned, for example School Visits, dentist appointments, please ensure that the School Office (office@summerfields.com) have been advised as soon as possible.

We do ask that parents adhere firmly to the guideline from NHS England that boys should stay away from school until they are 48 hours clear of symptoms in the event of sickness or diarrhoea. If in any doubt, Hobson's will be happy to advise.

Arrival

Boys should arrive by 8am for registration at 8.10am, having allowed themselves time to organise themselves for the day; hang up coats, put musical instruments away etc. Please allow your son to enter the school building alone; this is a big step towards feeling independent. We also ask that day boys use the thumbprint system when they arrive at school as it gives us a live record of who is on the school site. Day boys do not have breakfast at school but if your son needs to arrive early you should make arrangements with the School Office. If your child is late, he will be marked as absent and should sign in with the School Office upon arrival.



Away matches

Check on the SOCS web app for team lists from 5pm the day before a fixture. In the Michaelmas and Lent Terms, boys wear number 2 uniform for away fixtures, unless details state otherwise. There should also be an anticipated return time listed. For any queries relating to Sports Fixtures please contact the Director of Sport (jjp@summerfields.com).

Calling Home

Day boys who need to make quick calls home to impart useful information (change of collection time, forgotten musical instrument, etc.) should go to the Office in the first instance, or Hobson's if the office is closed. It is helpful if they have telephone numbers memorised or available to hand.

Contacting the School (Changes to routine)

If someone other than a parent is collecting your son on any particular day, we ask that you email the School Office (office@summerfields.com) who will make a note for the Duty Master who will be signing them out. If for any reason you are held up and will be late collecting your son, please call the office (01865 454433 for Prep or 01865 951253 for Pre-Prep) during office hours or Hobson's (01865 459216 Prep only) after 5pm and the Duty Master will let your son know. Sometimes messages about collection are written in the sign out folder, so it is worth reminding your son to check.

The nature of Summer Fields as a busy school does mean that there are sometimes unforeseen circumstances; a boy being called up to a sports fixture, or a play rehearsal, or an extra choir practice. We would not want day boys to miss out on these things, and we encourage boys to let you know by calling from the Office during office hours or Hobson's after office hours. They also have the opportunity to use email to contact you if breaks in their day allow.

If your son has a regular commitment on a particular day which affects the normal collection time, please advise the Office who will make a note in the sign out folder.

If you give your son permission to walk home from school independently, please also advise the Office in writing; it is important that we are aware.

Hobson's

Hobson's is our medical centre. Day boys will receive treatment for minor cuts/bruises etc as well as other minor complaints. If Sister believes that your son is too unwell to remain at school, she will contact parents and arrange for him to be collected.

Administering Medication during the school day

Please liaise directly with Hobson's if your son requires any medication during the school day, such as antibiotics or hay fever medication. This also applies if your son requires any medication for any residential trips.

Detention

Detentions are held on a Wednesday and a Saturday at 4.30pm. If your son has been put in detention, it is his responsibility to tell you, and teaching staff will remind him of this. It will inevitably mean a later collection time on the day in question.

Messages during the day (home to Boys)

It is quite difficult to get messages to boys during the day, and teaching staff may not always have the opportunity to check their emails, particularly in the afternoons when they are likely to be on the Games fields. If there is an urgent message which is time sensitive, perhaps relating to collection that day, please contact the office 01865 454433 or office@summerfields.com and laa@summerfields.com and we will make sure the message is passed on and written in the Sign Out Folder. If the message needs passing on after office hours, please call Hobson's 01865 459216 who will ask the Duty Master to pass it on.

Picking up and dropping off

In the mornings there will be a large number of cars entering the school site and we ask that you use the main entrance to arrive, drop your son (making sure that he is aware of other cars around him) and then following the one-way system to leave through the Ewert Place exit. This ensures that vehicles aren't turning in a tight and busy space.

At pick up times, you will need to park in the car park, along the driveway adjacent to Borva and Savage's or adjacent to the fields.

Please observe the 5mph speed limit at all times.

Private Study/Prep/Homework (see also Private Study in main section)

Senior boys have Private Study sessions at 6pm on Monday, Tuesday, Thursday and Friday and are expected to attend, their school day finishing at 6.40pm. Senior Boys will also have some Prep set on a Wednesday evening which they may choose to take home as collection is at 4pm after Games or matches.

Under normal circumstances, Junior Boys (Years 4-6) will not have any work to complete in the evenings.

Saturday mornings - contacting the Office

It is worth noting that the email address office@summerfields.com is checked on a Saturday morning (8.30am-12.30pm) as the office is manned on a rota basis; individual addresses of the Front Office administration team may not yield a response on a Saturday.

After 12.30pm on the Saturday, the office is not manned. Should you need to speak to anybody or leave a message, you should call Hobson's (01865 459216), and they will be happy to pass on messages of an important nature.

Signing in and out

We have a thumbprint recognition system which boys should use as soon as they arrive on the school premises, and whenever they leave. Boys are also registered with this system as they enter the dining room at lunchtime.

We ask that boys use the Sign Out folder (in the Lobby) at the end of the day to show that they have left school for the day. At 6pm (sign out for Years 4-6), the sign out is overseen by the Duty Master. Senior Boys (Years 7 and 8) will sign themselves out after Private Study at 6.40pm or whenever their activity finishes.

We ask that boys take this responsibility seriously as in the event of an emergency, the sign out folder is an immediately available record of boys on site.

If a boy has to leave school during the day, he should sign out with the office or Hobson's. He should sign back in with the office or Hobson's when he returns. No boy should ever leave school without permission.

Supper

Day boys don't stay for Supper unless they have a planned activity after 6pm. If you wish your son to stay for Supper please contact the School Office to make arrangements. Please note that this is done on a termly basis.

Travel to school

If you live locally and wish for your son to travel to and from school independently, either walking or by bicycle, we request that you seek permission first from the Deputy Headmaster and that the School Office is informed in writing.



Electronic items

The boys are not allowed any personal electronic devices including mobile phones, iPads, iPods and gaming devices. For boarders, all such items and valuables must be handed into their Lodgeparent for safekeeping. Parents should email the Lodgeparent to ensure that they have done so. Day boys must not bring any of these items to school.

Year 8 boys may have a personal listening device for use in Lodge or at the weekends. There is clear and separate guidance on these that will be sent to parents at the end of Year 7.

End of Term

All boys are expected to be here for prize-giving which is the final event at the end of every term. Academic lessons carry on to the very end of term.

Food

All meals are taken in the Dining Hall in the centre of the school. This was fully refurbished in the Summer of 2015; it is a light and spacious area in which staff and boys can eat and enjoy a break from their busy schedules together. In addition to Breakfast, Lunch and Supper, there are snack breaks mid-morning and at tea-time; food is never far away.

A huge amount of attention is devoted to ensuring that boys are given food which they like and which is nutritionally balanced. There is a choice of hot meals, with a vegetarian option, as well as a wide selection of salads and cold meats. Boys are allowed to come back for seconds, so nobody should ever be hungry. The boys are closely involved with what they eat – the Food Committee has a representative from every form, and meets at least once per term.

An example of a typical menu can be found in the appendix to this Handbook.



Games

Boys have five major Games lessons a week, with matches as advertised in the school calendar. Boys play football in the Michaelmas Term, Rugby in the Lent and Cricket in the Summer. A small number of boys will play Hockey in the Lent Term. Minor sports sessions are held one afternoon each week, where boys have a taster of other sports on offer.

Gappers

Gappers are a vital cog in the Summer Fields machine, usually hailing from overseas but sometimes British. Often they have links with Summer Fields through family and friends, or they may be Old Summerfieldians themselves. They give invaluable help in providing a happy, organised and caring environment for our boys. Gappers are employed as members of staff at the school for one year before returning to full-time university education.

Guardians

Summer Fields does not arrange or give recommendations for specific guardians. However, we do require all parents living abroad or those who travel overseas extensively during term time to appoint one for their son/s.

Summer Fields recognises the importance of successful relationships between all parties regarding Guardianship in order to care for all boys who normally live abroad or whose parents spend a significant amount of their time overseas. As a result, Summer Fields requires all boys who live overseas to have a UK-based guardian whilst they are studying at the school. More information can be found in the Guardianship Policy which is available on our website or from the School Office.

Haircuts

Boys' hair should be off the collar, neat and tidy. Shaved heads/sides or patterns are not permitted.

Health Care

Health and medical needs of boys are coordinated through Hobson's Medical Centre based in the heart of Summer Fields School. Hobson's provides qualified registered nurse cover for the school community 24 hours a day during school terms.

Medical cover for boarders is provided by Dr Kyle Knox and Dr Siobhan Becker based at Summertown Health Centre, with whom all boys are registered for NHS provision. Two GP clinics are run in Hobson's each week on Monday and Friday mornings from 11am until 12.30pm. The GP list is organised by Sister who will also accompany the pupil during the consultation. Parents who wish to accompany their child are welcome.

Health Issues and Concerns

Boys are encouraged to come to Hobson's to share any concerns they may have about their health or well-being. There is an open door policy although boys will be asked to return during break/free time for non-urgent issues. Boys may also be referred for review/treatment by parents or any staff member



who has concerns about the health or well-being of a pupil. Parents will be kept informed of any significant health/medical issues and up-dated on their child's progress.

The school doctor agrees a list of over the counter medications which can be administered to boys by Sister to treat minor ailments.

Admission to Hobson's

If a pupil is unwell and needs to rest, requires monitoring or to be removed from his class or Lodge due to an infectious illness then he will be admitted as an in-patient to Hobson's. Boys with infectious conditions will be kept apart and toilets and wash facilities will be restricted to their personal use. In-patients are encouraged to rest and recuperate and the Hobson's team strive to make them feel comfortable in a "home from home" atmosphere and offer gentle activities to keep them occupied. Parents and key staff will be updated on an in patient's progress and any significant changes. Parents are welcome to speak to their sons on the Hobson's phone during the day and early evening. Games status will be given careful consideration on discharge.

Day Boys

Day boys who become unwell or who have an accident also come to Hobson's for minor treatment. Parents will be contacted promptly and permission will be sought for them to go home if appropriate from the Headmaster or Deputy Head. Parents will be informed by email, phone or writing of any medication administered by Sister. If a day boy is referred to A&E in the event of an emergency their parent will be called promptly to accompany them to hospital or to meet Sister, Hobson's Matron or a member of staff at the hospital as soon as possible.

Any symptoms of vomiting and/or diarrhoea should be treated as infectious. Boys should be kept at home for 48 hours after their last episode.

School Counsellor – Diana Sharp

The school counsellor usually visits once a week. Referrals can be made by staff, boys themselves and parents. Parental consent is usually gained where the child has been referred by a member of staff. Boys who self-refer will be treated in confidence and permission to inform parents discussed if appropriate.

Diana has a private practice in London and can be contacted directly: dianasharp66@hotmail.com or 07958 533694.

Own Medication

All prescribed and over the counter medication must be handed to Sister in Hobson's for review. It is not permitted to administer any non-UK/EU licensed, unidentifiable, unlicensed or undated medicine or any medicine which states that it is not suitable for a child of a certain age. Medication will either be administered by Hobson's staff or the Lodgeparents.

Medications for day boys will be stored safely and administered in Hobson's.

Prescribed Adrenalin Pens

Parents must inform the school if there is a need for their child to use an Epi-Pen. Parents should provide the school with information regarding any known triggers and an Individual Action Plan for the Management of a Severe Allergic Reaction.

Each boy with severe allergies has their own coloured bag which contains their emergency care plan and prescribed medication required in the event of an allergic reaction. These are kept in Hobson's and are given to the boys whenever they leave the school grounds. There is a similar emergency pack kept in the Lodge.

Asthma Inhalers

Boys are prescribed their own preventer and reliever inhalers by the School Doctor and a spare set is kept in Hobson's for both day boys and boarders in case of emergency. In general, boys will take their inhalers in Lodge although during an exacerbation, boys may be advised to take their inhalers in Hobson's so that their condition can be monitored more closely. Boys who are assessed as being responsible for carrying their own inhaler in school are encouraged to keep a named/numbered blue



reliever inhaler in their pocket for use should they feel tight chested and/or before/during games. Hobson's also has a small stock of reliever inhalers for use with asthmatics in emergency situations by Sister (eg pitch side). Boarders with asthma are reviewed regularly by the school doctor to ensure the most effective asthma management.

Administration of Vitamins and Food Supplements

Generally, vitamins and food supplements are not required by boys at Summer Fields as they should be getting adequate nutrition through the healthy school diet. However, parents may still wish their child to have additional vitamins or supplements and these may be administered under the supervision of Lodgeparents as long as Sister in Hobson's has checked them. No supplements or vitamins in foreign language, labels must be in English.

Immunisations

It is recommended on joining Summer Fields that all boys are up-to-date with childhood immunisations according to the UK Childhood Immunisation Programme. Parents are asked to provide this information in writing. Where a gap in immunisations is evident catch-up vaccinations will be offered where needed with parental consent.

Routine dental/eye or other medical appointments

Boys are encouraged to have all non-urgent dental, orthodontic and optician appointments during holidays and leave outs to minimise disruption to their school day. The same applies for all non-urgent chiropractic and osteopath appointments. We would normally expect the parents or guardian to accompany boys to such visits.

Contact details: sister@summerfields.com 01865 459216

Hobson's

Sister Maggie Boardman is the lead nurse and is supported by a team of nurses who are all registered with the Nursing and Midwifery Council. Between them, they provide 24 hour care for boys at Summer Fields during term time. The nurses are responsible for the health and well-being of all boys at the school and are available to give advice to parents when needed.

For more information see '*Health Care*'

Homesickness

It is very normal for boys to feel a little homesick, at least initially, and this is not something to worry about. There are always plenty of adults around or on duty who can help. If you do get a call from your son saying he is homesick please let the Lodgeparents or Tutor know.

Leagues

Each boy is in one of four leagues: Case (red), Congreve (yellow), Maclaren (green) and Moseley (blue). There are regular competitions and events where boys represent their League and they can accrue Reds and Blues for his League. The winning League is invited to an end of term League Treat.

Learning Support

Our Learning Support team works closely with teaching staff to diagnose and support boys with Special Educational Needs (SEN). Where appropriate, one-to-one lessons - a chargeable extra - may be arranged to help boys fulfil their academic potential. One-to-one lessons are also available as a chargeable extra when it is considered appropriate for boys for whom English is an additional language. The purpose of these lessons is to provide the correct support at the right time of a boy's education; when it has been effective, one-to-one lessons are phased out and the skills developed are applied independently to the classroom.



Leave Outs

See '*Short and Long Leaves*'

Letters and Parcels

The boys all enjoy receiving correspondence and small parcels from home. Many of them enjoy subscriptions to comics and magazines like the Beano and The Week Junior.

All letters and postcards for the boys are put in the racks along the corridor by the Chapel. Any parcels are sent to the Matron's Room where they are looked after for safekeeping before they are taken over to the boys' Lodges.

Library

The Library is at the heart of school life and is open all day. Summer Fields boys are known for their love of reading and they may borrow up to three books for two weeks at any one time. During the course of the academic year 2020-1 a brand new and state of the art library is being built in New Room as part of our New Chapter project which also includes the building of some new classrooms, a new base for Learning Support and the refurbishment of the chapel.

Lost property

This is an inevitable part of school life; please ensure that every item your son wears or brings to school is named clearly. Mrs Darling has a collection of unnamed items that cannot be returned to their owners which is in the room opposite the Matron's Room. If your son has lost something, please ask him to look there first.

Manners

We expect high standard of manners based on common sense and respect for other people. Boys are expected to show politeness to all adults, whether staff, parents or visitors to the school. Formal manners in the classroom enable all boys to gain the most from lessons. Staff in the dining room will remind boys of good table manners.

Match Teas

Following home matches, tea for boys is held in the Dining Room in the Michaelmas and Lent Terms and outside in the Summer. Boys are expected to host their opponents and should not ask to leave until their opponents have been waved off. Tea for parents and spectators is held in the Salata Pavilion or on the Headmaster's lawn in the Summer. This tea is not for Summer Fields' boys.

Music

All the boys at the school receive class music lessons from our specialist music teachers. Individual music lessons are also available for boys in a number of different instruments, from bagpipes to piano. Individual lessons are 30 minutes long in the Prep school and 20 minutes in the Pre-Prep and take place throughout each day of the school week. Boys will come out of academic classroom lessons for individual music lessons but the Music Department work hard to try and avoid boys missing core subject lessons. Music lessons are on a rotating timetable meaning boys should not miss the same academic lesson each week. However, we strongly encourage having lessons in one instrument only. At the start of a boy's career at the school.

Boys sign up and continue individual music lessons for their duration at Summer Fields. There is no need to enrol for this activity each term. There is a half term's notice period to cancel music lessons. Notice needs to be sent by email to the Head of Instrumental Music, SR@summerfields.com.

Most of the boys who receive individual tuition work towards ABRSM music examinations.

All boys in Year 4 form a Junior Choir and there is also a Treble Choir and Chapel Choir for the older boys. Boys also have the opportunity to take part in orchestras, groups and to perform in assemblies and concerts.

There is a League Singing Competition in the Lent Term each year.

For more information, please contact:

Gareth Price (Director of Music)
GIJP@summerfields.com

Sam Robinson (Head of Instrumental Music)
SR@summerfields.com



Off Games

Hobson's makes a medical judgement about whether boys are 'Off Games', monitoring their progress until they are able to return. If parents of a Day Boy are concerned about their son's participation in Games, please could parents contact Hobson's directly (sister@summerfields.com).

If a boy is Off Games they should report to the off-games classroom and teacher indicated on the games board at the start of games.

Out of school commitments

We understand that some boys may wish to take part in training and matches for local or representative teams, cricket and swimming being currently the most popular. While we would generally wish to support these endeavours, permission to attend such sessions must first be sought from the Headmaster. We do not usually allow boys to miss Sunday Chapel services. Transport to and from such activities must be with a parent or guardian. The school does not arrange transport for off-site extra curricular sporting sessions.

Parents' Meetings

See *'Reporting to Parents'*

Parent Portal

This is the main communication hub where you will access all information about the school. You will find:

- Useful documents such as this handbook, school doctor details, packing lists, bursary documents, newsletters, etc.
- Your son's timetable, reward & conduct record, school reports and attendance record
- School calendar and sporting fixtures
- Online forms

You will be sent an email to register for the parent portal just before your son joins. This will include your unique registration details and you will need to follow the on screen instructions to set up an account.

Once registered, to access the portal go to:

<https://summerfields.parents.isams.cloud/api/login/> or click on the 'parent portal' button on the main school website. You can also download the iSAMS app. This is probably the easiest and neatest way of staying in touch, and it works very well on tablets and phones. To do this, go to the app store and look for 'iSams Parent app'. You will be asked for the school code, which is SFSC.

Parties

It is our experience that birthday parties are often arranged for weekend leave and at the start of leave outs. If you wish to invite boarders to a birthday party please ensure that parental permission of all the boarders in question has been granted and that this permission has been communicated directly to the School Office in advance (by the deadline for booking weekend leave of the week in question). The School Office MUST be kept fully informed over travel and collection arrangements. No boarder will be allowed to leave the school with an adult who is not their parent or guardian unless express permission has been received for them to be released to the care of the specific adult picking them up. Whilst we appreciate that plans may change, please be aware that if the identity of the adult picking up a boarder is different to the person in to whose care permission has previously been received to release the boy in question, the boy will not be allowed to depart until such permission has been received.

Photographs

Individual pupil portraits are taken in September at the start of each academic year by Gillman and Soame. Proof cards are sent home at Michaelmas Term 1st Short Leave with your unique log in details to order. You order directly with Gillman and Soame and not through the school. Boys wear their normal everyday uniform, No.3s (cord shorts and league shirt).

There is a whole school photograph taken each Summer Term. To purchase a copy, you will need to order directly with the photographers, Bentley Photographic. We cannot process orders through the



school. You will be sent the direct link to the ordering page once the photograph is available. Boys wear their No.2 uniform (grey trousers, blue shirt and guernsey if cold) for this photograph. If you are attending Sports Day later in the Summer Term, there is an option to collect your photograph from school on this day if you order by a certain date. Any order received by the photographers after this date will have to be posted and you will need to pay a delivery fee.

Sport team photos are taken each term by Gillman and Soame. The Chapel Choir photo is also taken once a year by Gillman and Soame. To view the image bank of these photographs and to order go to <https://www.gsimagebank.co.uk/summerfieldsschool>. You will be asked to enter your email address and the token: 7xkqmk2020.

Photographs are also taken of school plays, concerts and other activities. These are used in newsletters, social media and other marketing activities within the school. If you do not want photographs of your son used in this way, you are given the opportunity to indicate this when you sign the Acceptance Form on entry to the school. You can also, of course, inform the School Office at any time. We never name boys in photos on social media.



Pocket Money

Boys are not allowed money at school, and any cash, cheques or tokens that are sent to them (e.g. as birthday presents) must be handed into the Lodgeparents for safe keeping. No buying or selling is permitted.

Policies

A number of school policies are available on the website or from the School Office. Choose the 'Policies and ISI Report' option under the 'About Us' tab on the school website to view these policies.

Possessions “Treasures”

It is essential that **everything**, including glasses, a boy brings back to school should be marked with his name and/or number! (Please refer to the Packing Sheet, available on the parent portal of the school website under “School Information – Useful Documents”).

A boy may, within reason, bring back anything in the way of photographs, games, mechanical toys, teddy bears etc. Electronic gadgets are not allowed. Water pistols, catapults and other sources of danger or mischief are not allowed! If in doubt, just ask!

If a boy has his own watch it is particularly important to have his name or number clearly engraved on the back. Boys can sometimes be quite careless in looking after such items, so we strongly recommend that valuable possessions remain at home. Apple watches, Fitbits or other interactive personal electronic devices are not allowed.

Boys have their own classroom locker and bedside storage which are for their personal possessions, other than sports equipment and clothes, so we should be most grateful if a check could be kept on the size and quantity of things that a boy brings back with him or has sent to him. There are also some small lockable storage facilities for Years 7 and 8 to use in school.

Private Study

Private Study (homework or prep may be more familiar terms) is undertaken at school. In Years 4, 5 and 6 Private Study is a timetabled lesson; there are four Private Study periods each week. A task will be set by the teacher of the subject in question to complete independently in the lesson. Private Study periods at this age are individually staffed, with a teacher available to give advice to the boys when required. However, the member of staff is not necessarily the teacher of that class, nor will they always be a subject specialist.

In Years 7 and 8, boys have Private Study sessions scheduled at the end of each weekday (after the completion of Activities and before supper). Whilst the subject teacher continues to set the task to be completed, Private Study periods at this age are more independent, with a member of staff on duty to supervise a number of classes at a time. There is a greater emphasis on boys relying on their own judgement about how best to complete tasks and the development of the skills required to successfully learn independently.

Reporting to Parents

The boys’ academic progress is assessed on a continuous basis, both by general daily conversations around the school, and by the more formal interchange of ideas during lessons. In addition to this, there are regular tests by subjects and preps where progress can be constantly monitored. Periodically during the three terms, boys are assessed by ‘Orders’. Each boy receives an Effort and Progress Grade, and a Distinction is awarded to the boy in each form with the best overall effort score. A Merit may also be awarded to boys with similar notable effort scores.

In the week after Long Leave in both the Michaelmas Term and the Lent Term, boys in Year 8 sit Mock Common Entrance or Scholarship exams. Boys in Year 7 undertake examinations at the same time in the Michaelmas Term. All other boys take formative assessments during the Michaelmas Term. All boys sit School Examinations at the end of the Summer Term.

At the end of each term, parents receive reports by subject on their son’s progress. In addition to this, each parent receives a formal invitation once a year to attend a Parents Reception. Here, parents may discuss their son’s progress with all his subject teachers, his Tutor and the Headmaster.



Scholarships

Most senior schools award scholarships/exhibitions for outstanding academic, musical and sports performance to boys in their final year of prep school who are joining them in Year 9. The precise requirements for attempting to win awards are specific to each school. From Year 5 until the mid-point of Year 7 the focus of staff and parents should be directed towards enabling boys to make progress at the most appropriate pace whilst providing appropriate support to help boys successfully gain a place at senior school through the open application process. Scholarships should not be a consideration at this point of a boy's school career.

In the course of Year 7 the Director of Music and the Director of Sport will approach parents of those boys whom they recommend attempt an award in these areas; outstanding levels of achievement relative to their contemporaries will be a key factor in initiating their approach. Orders, examination results, performance in computer tracking tests and set placings throughout a boy's time at the school all help inform the decision about whether we recommend a boy attempts an academic award to their senior school. This recommendation will be made via Tutors during the Summer Term of Year 7. The process of preparing for the specific demands of senior school awards commences in Year 8.

The purpose of attempting any award is that the process of doing so best supports a boy in making maximum progress throughout their final year at Summer Fields; whilst the likelihood of winning a scholarship may be a consideration in our recommendation, it is not the primary focus. Please be advised that whilst the vast majority of boys at Summer Fields are at the top of the national cohort when judged on a variety of academic metrics, scholarship level studies for any senior school are suitable only for those are operating at the very top of their year group across the curriculum. A boy who is not in the top set for each subject by the middle of Year 7 is unlikely to benefit from scholarship studies, neither is membership of top sets a guarantee of being advised to attempt an award.

If your son is in Year 6 or Year 7 and you have any questions about potential academic scholarships please contact Mr. Davies, pnd@summerfields.com



Senior school advice & visits

Boys regularly visit senior schools for general visits, assessments and open days. It is the parents' responsibility to take their sons to these occasions. If you have planned a visit please inform the Headmaster's PA, hm.pa@summerfields.com.

The Headmaster gives a presentation each Michaelmas Term to parents of Years 4 and 5 to explain more about the entry process, including information about the Common Pre-test, to the senior schools.

The vast majority of boys at Summer Fields will complete the CPT and will be assessed for senior school entry in Year 6 and Year 7. We strongly recommend that you seek guidance in making this important decision. The two key members of staff to contact are either the Headmaster or Mr Davies, the Senior Master, who will be delighted to make an appointment to discuss the options and routes available to you. Appointments can be made by contacting the Headmaster's PA, hm.pa@summerfields.com.

Shadows and Substances

A new boy is attached for his first few weeks as a 'Shadow' to another boy who has been at the school for a year or more. The duty of the 'Substance' is to look after his Shadow carefully, as well as to show him round. New boys will meet their Substances almost immediately on arrival and they will be taken into school by them when it is time to say goodbye.

Short and Long Leaves

These are the names we give to long weekends (Short) and half terms (Long) when the school is closed. They normally start at 12.15 or 12.45pm, though departure is later if there is a Parents Reception for your son. Please take careful note of any notices sent from school and, if you are in any doubt, check with the School Office.

At the end of a Leave Out, please return your son directly to his boarding Lodge, unless the school calendar specifies otherwise. Return timings are staggered and are given in the calendar. Please make every effort to adhere to these return times.

Social Media

Parents can find enjoy regular photographs and updates on Twitter (@SFSOxford) and Instagram (summerfieldsoxford).

Special Circumstances

The Headmaster would like to know – confidentially, if necessary – about any special circumstances that may affect a boy's life at school, however trivial they may seem. He would also like to know about any problems as they arise at School or at home, so that these problems can be nipped in the bud where possible. You can communicate this to your son's Tutor in the first instance.

Sports' Team information and SOCS

Team lists are published on the SOCS Webapp from 5pm the day before a fixture.

Sport and chargeable extras (co-curricular) are run through software known as 'SOCS'. It can be accessed through the main school website, the parent portal or through an app.

To keep track of your son's teams and which matches he is in, SOCS Sport will tell you everything you need to know. From the main school website or from the parent portal, select the 'Fixtures' tab from the 'What's on' menu at the top. To look at team sheets, the password is **sf1864**. SOCS Sport

is also accessible as a 'Webapp' (a bit like an app but you don't have to get it from the App store). To put it on your phone, go to <https://sports.summerfields.com> and follow the instructions. (On an iPhone a pop up will appear asking you to save it to your home screen. For Android click the three vertical dots (top right of screen) and select 'Add to Home Screen'.)

Chargeable Extras are also booked through SOCS Co-Curricular. First go to the parent portal, and then choose 'Chargeable Extras Sign-Up' from the 'Online Forms' drop down list at the top. This will take you to the SOCS login page, you will need to register the first time you visit. Refer to the 'SOCS Co-Curricular Parent Login: Parent Help' document in the appendix. You will be able to sign up for Chargeable Extras when the sign up period is open for that term.

We endeavour to include on SOCS the anticipated return times from fixtures, but sometimes boys will be delayed by traffic or other circumstances. If there is a significant delay (more than half an hour from the published time), we will try to email parents to advise of a predicted time.

Stationery

All boys require a named pencil case with the following basic items:

Writing pen* – blue or black	30cm ruler	Pencil sharpener
Pencils	Pencil crayons	Highlighter
Rubber	Protractor	Coloured pen

** If boys use ink pens, they should be cartridge pens with washable royal blue ink*

All boarders should also have their own supply of writing paper envelopes and stamps.

There is a school stationery shop where the boys can replenish things and parents will be billed for these items.

Sweets and tuck

No sweets or treats should be brought into school. No tuck boxes are required.

Telephones

Boys are not allowed mobile telephones. There are a number of chargecard telephones in the school building at the bottom of the Upper House/Hobson's staircase and also outside Chapel for the boarders to call family from during the school day. We encourage boys to keep in regular contact with home but some are better at doing so than others. No news is always a good sign though! There are also telephones in each of the Lodges.

If day boys need to call home during the day they can do so from the School Office or Hobson's.

To order a 'Homelink' (telephone) card for your son to use, download the document from the 'School Information - Useful documents' tab on the parents' portal.

Television and DVDs

With so much on offer for the boys to do at Summer Fields, television viewing is given a low priority! Educational programmes and DVDs are watched in line with the school curriculum. Most Lodges will allow TV on one or two nights a week and on Saturday the boys all watch a movie in their Lodges. Only material that has a rating appropriate to the age-group is permitted, and your support in adopting this practice at home is greatly appreciated.



Term Dates and Fees

The dates of terms are printed in the school calendar and are on the website www.summerfields.com. Fees are payable termly in advance. All financial matters are dealt with by the Bursary and Mrs Nancy Foley (Finance Officer - accounts@summerfields.com) will be available to deal with queries that may arise.

Tips for parents

For all parents:

- It is vital that parents and the school work together as a team. If you have any concerns, please contact the school.
- Never tell your son that he may leave the school if he is unhappy, even if you feel you want to say it! Speak to someone at the school as a matter of urgency.
- Name absolutely everything clearly.
- Try on all the uniform well before the night before term starts.

.... and specifically for boarding parents:

- Talk to your son about life at boarding school before the first term starts.
- Talk openly about homesickness: there is nothing to be ashamed of if a boy feels a little homesick. A sleepover over the holidays is a good idea; ideally, a boy should have experienced a few nights away from home without his parents, either with other relatives or friends.
- Pack with your son and ensure you include teddies and some things to make his bed area feel like home.
- Don't hang around at the start of term; as a rule, say your goodbyes quite quickly!
- Do send regular letters and postcards; don't send too many presents!
- Don't be panicked if you receive an unhappy phone call - telephones are a double-edged sword. Encourage your son to speak to an adult in school if there is a problem and then drop the Tutor or Lodgeparent a quick email so that they are aware and can follow up.

and finally....

Starting a new school can be a nervous time for parents as well as boys. As we tell the boys, if you are unsure about anything at all, you should ask somebody. We will always be happy to answer any queries that you may have. Most answers will be available from your son's Tutor with whom you should establish regular contact. Alternatively, some difficulties might be better referred to the Lodgeparents. If you have a problem of a more pressing nature, please contact the School Office who can advise you who to speak to.

Travel to school

If you live locally and wish for your son to travel to and from school independently, either walking or by bicycle, we request that you seek permission first from the Deputy Headmaster and that the School Office is informed in writing.

Train to London

The school usually arranges train travel to and from London at the start and end of most Leave Outs. The boys are accompanied by staff on the train from Oxford Parkway and Marylebone. To book your son on to the London Train Service please do so via the parents portal. Once logged in choose the appropriate form from the 'Online Forms' tab.



Uniform

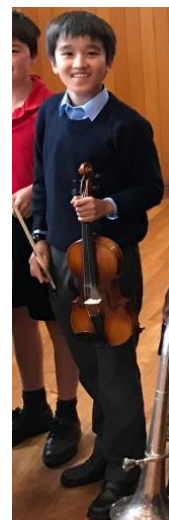
It is important that school uniform is strictly adhered to and all items should be clearly labelled with your child's name. The school cannot take responsibility for any items that are not clearly named. At Summer Fields we have 3 separate uniforms:

Number 1s

Blue shirt with League tie, grey trousers, tweed jacket with black shoes. Boys may wear their sleeveless navy jumper under their jacket if they choose, but not their guernsey. This is to be worn at the start and finish of Short Leaves and Long Leaves ('Leave Outs'), Sunday Chapel services, school visits and the end of term.



Number 1s



Number 2s



Number 3s - Winter



Number 3s - Summer

Number 3s

League polo shirt, navy corduroy shorts (Summer Term until Michaelmas Long Leave) or trousers (Michaelmas Long Leave until Easter) with black shoes. Year 8 have the option to wear corduroy trousers year-round. This is the day to day uniform at Summer Fields which is comfortable and practical.

PE and Games Kit

PE kit refers to the white shorts, white polo shirt with league coloured panel and white socks. Games kit refers to the football/rugby shirt, navy shorts and games socks.

Boys have 2 sets of both PE and Games kit, and 1 set of red tracksuit, navy joggers, red swimming trunks and navy swimming trunks.

All the PE and Games kit arrives at school in September and stays at school until the end of the Summer Term. The sets are constantly rotated, with one set in use and the other being laundered (both boarders and day boys), therefore it is essential that we have 2 sets. The only exception to this is the Games kit is not required for the Summer Term and will be sent home at the beginning of the Easter holidays.

Name tapes

The school orders the appropriate names tapes, which are colour coded to the boys' Leagues. If you need more – the school will order them for you. In which case, please email the Senior Matron, Mrs Darling (nmd@summerfields.com). Please make sure everything is labelled with sew on nametapes – the iron or stick on labels just fall off.

Footwear

Boys wear black shoes with both their everyday and more formal school uniforms. The styles the school ask you to buy are classic, plain leather lace-up or Velcro shoes. They must be polishable black leather, not nubuck or suede. Any styles with coloured stitching, e.g. Doc Martins, are not allowed.

Indoor trainers for Sports hall use

Indoor shoes should be either Green Flash or Adidas varieties:



ADIDAS - STAN SMITH LACES



ADIDAS – STAN SMITH – VELCRO



ADIDAS - VS ADVANTAGE CLEAN SHOES



DUNLOP – GREEN FLASH

Outdoor trainers

These should be predominantly white and proper sports' trainers. Fashionable and branded trainers do not always provide appropriate foot support and are not encouraged.

Football and rugby boots

All studded footwear must have kite marked studs

All footwear is sent home every holiday for checking and renaming.

School Uniform Provider

Stevensons, 245 Banbury Road, Oxford. OX2 7HN.

Telephone: 01865 554559 www.stevensons.co.uk

If you order uniform online from Stevenson's during the Summer holidays please have it **sent to your home address**. Anything sent here to Summer Fields won't be looked at until the beginning of September and won't be labelled until second week of term. There is a charge for labelling at £1.00 an item, which will be added to your son's bill. Should you need to order something during term time, please get it delivered direct to Summer Fields.

Second Hand Shop

There is generally a good supply of uniform year round although there will be times when stock is low. The shop is accessible to parents during term time. New parents may book an appointment with the Senior Matron during the term before your son starts.

Donations of clothing and footwear to the second hand shop are very welcome and all profits go towards the Maclaren Bursary Fund.

Head Matron's contact: nmd@summerfields.com

Boys who live overseas

If you are unable to take everything home at the end of the academic year you can use the School Trunk service. Their website is www.schooltrunk.org to find out further information. They only offer the summer holidays, as the school now offers a special packers service for those overseas boys who don't have storage in the UK for the Christmas and Easter holidays. If you do decide to use their service, please sign up directly with them by the end of June so they can send out the appropriate labels for the Lodges in good time.

For more information on the school's special packers service for the Christmas and Easter holidays, please contact Nicky Darling NMD@summerfields.com

Packing Lists

Packing lists for all three terms are on the parents portal under the 'School information – Useful documents' tab. Please don't send extra clothing to school as the Lodges don't have the space to store items that won't be used. If you want to swap your son's home clothes mid-term please make sure you have labelled them before they come to school.



Visits to the school

Parents are welcome to visit Summer Fields to support school fixtures and to attend plays, concerts and other such events. Parents are also welcome to join us for Chapel services on any Sunday unless specified in the school calendar (e.g. beginning of term Matins on a closed weekend). Visits at all other times should be authorised by the Headmaster through his PA.

Games sessions on a Wednesday or Saturday when there are no matches scheduled are 'closed' ie. spectators are **not** invited to watch the lesson.

Vocabulary

Like many schools, Summer Fields has a private vocabulary! Here are some words that might flummox a newcomer to the school:

Blue	Blues are 'negative'. Boys can be given a blue for lateness, untidiness, thoughtlessness, rudeness, poor attitude, etc.
Bolton	The main classroom block, named after a previous headmaster.
BOSFAM	An acronym for Boys of Summer Fields and Masters, used when the boys and teachers join forces to play golf or tennis for example.

Broomstick match	A cricket match played between the teachers and the boys' 1st XI during the last week of the Summer Term. The Broomstick is a shaved bat used by the staff team.
Buzzer	The boys' shop.
Far Fields	The fields through the wooden gates at the end of the drive over the cycle path. Far Far Fields is beyond the Far Fields where the Plantation is.
Form Master	This is the teacher in charge of a form and is responsible for overseeing the classroom and encouraging personal tidiness and organisation.
Hay Feast	Traditional jollity at the end of the Summer Term which involves building hay forts in which to picnic down by the river.
Hobson's	The school medical centre and named after a previous school doctor.
Junior Boys	Boys in Years 4, 5 & 6
Leave Outs	Short Leaves and Long Leaves. Short Leaves are a weekend leave where the school is closed and all boys go home or to their Guardian's. Long Leave is the traditional half term.
Lobby	This used to be the epicentre of the school before the building of Bolton, Wavell and the sports hall. It is still a focal point and useful meeting place (the big chess board!). This is where boys are usually signed out from.
Lodge	The house in which a boy sleeps.
Macmillan	This building contains the Music Department, opened by Harold Macmillan OS in 1979, and is also the main hall/theatre for plays, assemblies and concerts.
Orders	A form of reporting throughout the term. Each boy receives an Effort and Progress Descriptor for each subject. A Distinction is awarded to the boy in each form with the best overall effort score. A Merit may also be awarded to boys with notable effort scores.
O.S.	Old Summerfieldian (an old boy of the school)
Parents' Reception	An opportunity to discuss your son's progress with subject teachers, Tutors and Form Masters. You will be invited to one parents' reception throughout the academic year.

Plantation	The wooded area containing the outdoor maze and camping site in the Far Far Fields.
Red	Reds are 'good'. Boys are rewarded Reds for all manner of positive contributions to school life. There are Conduct Reds, Games Reds, Music Reds and Work Reds.
Red Pav	The 1st XI cricket pavilion. On match days the pitch allocations are pinned up on the notice board here.
Salata Pavilion	The big glass building overlooking the 1st XI square, housing changing rooms and reception facilities.
Senior Boys	Boys in Years 7 & 8
SUG	Very good work may be rewarded with a 'Shown up for Good' which is administered by the Deputy Head Academic.
Treasures	Anything that is important to a boy and his belongings. For example, his watch or a piece of art work.
Vinery or 'The Vins'	The name given to the boys' toilet - the original main school ones were built on top of a vinery.
Vol	This means anything that is 'voluntary', e.g. Vol Out in Break-time or Vol Swims after supper.
Wavell	The Art, Science, ICT and Design and Technology building adjacent to Bolton. It is named after the eminent O.S., Field Marshall Earl Wavell.
Weekend Leave	Boarders have the option to go home on weekend leave on certain weekends throughout the term. Boys need to be booked to go out on Weekend Leave through the parent portal.

Watches

An inexpensive and clearly named watch is a useful item for a Summerfieldian, particularly one who has paid extras which he shouldn't miss. Please talk to your son about where he should put his watch when he has to remove it for Games/swimming/PE; things left lying around will invariably go missing.

If a boy has his own watch it is particularly important to have his name or number clearly engraved on the back. Boys can sometimes be quite careless in looking after such items, so we strongly recommend that valuable possessions remain at home. Apple watches, Fitbits or other interactive personal electronic devices are not allowed.

Water

The benefits of drinking water regularly are widely accepted. All cold tap water at the school is drinking water. Water and/or other drinks are available at every meal, at snack times and there are water fountains around the school building for the boys to use through the day.

Individual water bottles are not allowed in school but may be allowed in the Lodges at the discretion of the Lodgeparents. Parents of boarders should not bring in or send supplies of bottled water.

Website

Do look at our website on a regular basis, www.summerfields.com. You will be sent login details and instructions for the Parents' Portal area of the website. You will also find copies of our main school policies there.

Wednesday Tea

Boarders may go out for tea in Summertown with their parents/guardians after games on Wednesday from 4.00pm-5:55pm. Boys **must** sign out with the School Office. If it is the boys' birthday, they may stay out for supper on these days only with the permission of the Deputy Headmaster, sought 7 days in advance, but must return in time for Lodge.

You may not take a boy out other than your own son unless the School Office has received written permission in advance from the boy's parents.

Weekend Leave

In addition to the regular Leave Outs, parents may take their sons out on most Saturday nights, returning in good time for Evensong (if advertised) on Sunday at 6.30pm. Such Weekend Leave must be booked by parents via the parents portal, no later than **7pm on the Wednesday** immediately preceding the Saturday night.

Please note there is normally no Weekend Leave on the first or final weekend of the term as these are Closed Weekends where all the boarding community stays at school.

It is emphasised that Weekend Leave is entirely optional; there is always plenty going on at school during the weekends to occupy the boys! For those that choose to stay in school on Sundays there is usually an optional offsite activity like karting, high ropes or a trip to the cinema, as well as a full programme of onsite activities.

If you need to urgently contact the school from Saturday 12:30pm until Sunday 7pm, please call Hobson's on 01865 459 216.



Appendix:

A typical menu

Summer Term Breakfast						
Week 4 13/05/2019	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hot items	Chipolata sausage Eggy bread Sauté potato Baked beans	Grilled back bacon Scrambled egg Potato waffles Grilled tomato	Streaky bacon Poached egg Fried bread Field mushrooms	Belgian waffles with fruit compote	Chipolata sausage Fried eggs Hash browns Plum tomato	Back bacon Poached egg Spaghetti hoops Field mushroom
Fruit	Whole fruit	Whole fruit	Whole fruit	Whole fruit	Whole fruit	Whole fruit
Daily breakfast items	Porridge station Cereal bar Yoghurt station Toast & preserves	Porridge station Cereal bar Yoghurt station Toast & preserves	Porridge station Cereal bar Yoghurt station Toast & preserves	Porridge station Cereal bar Yoghurt station Toast & preserves	Porridge station Cereal bar Yoghurt station Toast & preserves	Porridge station Cereal bar Yoghurt station Toast & preserves
Morning break	Hachapuri Water & fresh fruit	Jam filled croissant Water & fresh fruit	Cheesy quesadilla Water & fresh fruit	Granola bar Water and fresh fruit	Sausage rolls Water & fresh fruit	Pesto bread swirls Water & fresh fruit

Summer Term Lunch

Week 4 13/05/2019	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Soup	Minestrone Served with homemade bread	Tomato & basil Served with homemade bread	Sweetcorn chowder Served with homemade bread	Sweet potato & chive Served with homemade bread	Carrot & coriander Served with homemade bread	Pea & Ham Served with homemade bread	Sunday roast
Favourites	BBQ Chicken fillet with roasted tomatoes and onions	Chilli Con Carne with tortilla chips, guacamole and salsa	Spaghetti with pork meatballs and an arrabiata sauce	Lamb moussaka topped with parmesan cheese	Baked fish with tartar sauce and lemon wedges	Italian style chicken in a tomato & basil sauce with whole wheat penne	Roast beef with Yorkshire pudding and horseradish
Vegetarian	Edamame bean and feta frittata	Stuffed potato skins with garlic mushrooms and feta cheese	Vegetable quorn bhaji with onion chutney	Sun dried tomato and broccoli quiche	Falafel with tabbouleh and minted yoghurt	Courgette garlic and lemon risotto	Giant spring rolls with sweet chilli tofu
On the side	New potatoes & Corn on the cob	Steamed whole grain rice & chopped salad	Garlic focaccia & Rainbow salad	Crispy roast potatoes & Sauté courgettes	Chipped potatoes Mushy peas Garden peas	Homemade garlic bread & Broccoli florets	Roasted potatoes & Seasonal vegetable selection
Dessert	Chocolate puddle pudding	Baked apple charlotte with fresh cream	Raspberry & vanilla Bakewell	Peach & berry pie with Chantilly cream	Pear and apricot crumble with custard	Vanilla cheesecake	Lemon tart
Cold dessert	Yoghurt pots & Jellies	Yoghurt pots	Yoghurt pots & Jellies	Yoghurt pots & Jellies	Yoghurt pots & Jellies	Yoghurt pots & Jellies	Yoghurt pots & Jellies
Cut fruit	Fruit salad pots Selection of fruits	Fruit salad pots Selection of fruits	Fruit salad pots Selection of fruits	Fruit salad pots Selection of fruits	Fruit salad pots Selection of fruits	Fruit salad pots Selection of fruits	Fruit salad pots Selection of fruits

Summer Term Supper

Week 4 13/05/2019	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Little tea	Seeded flapjack Tea milk water and fresh fruit	Banana bread Tea milk water and fresh fruit	Tunnock's teacake Tea milk water and fresh fruit	Chocolate chip cookie Tea milk water and fresh fruit	Coconut cake Tea milk water and fresh fruit	Chocolate Kit Kat Tea milk water and fresh fruit	Wait and see Tea milk water and fresh fruit
Main course	Griddled Gammon steak with pineapple rings	Spicy sweet chilli chicken and roasted pepper fajitas	Build your own baguette Fill a crusty baguette with a selection of cold meats and cheese and tuna mayonnaise	Katsu chicken curry with coconut cream sauce	Sloppy joe burger on a brioche bun Stuffed pancakes with spinach and ricotta cheese	Hot Panini Tuna & red onion melt or Tomato, mozzarella & pesto panini or Pepperoni panini	Pizza Slice Night Margarita pizza or Pepperoni pizza or Some like it hot!
Vegetarian	Lentil hot cakes with a spicy tomato chutney	Tempura vegetables with sweet chilli dipping sauce		Quorn spinach and summer squash curry			
On the side	Oven baked hash browns & Garden peas	Garlic potato wedges & Dressed garden salad	Hula hoops	Steamed rice Sweetcorn and peppers	Roasted Sweet potato wedges Mustard, ketchup and crispy onions	Big bowl salads Tortilla chips	Ranch salad Curly fries
In addition	Selection of breads and preserves	Selection of breads and preserves	Selection of breads and preserves	Selection of breads and preserves	Selection of breads and preserves	Selection of breads and preserves	Selection of breads and preserves
Cold dessert	Giant jelly pots	Chocolate berry mess	Salted caramel fudge cake	Ice cream sundaes with sauce and toppings	Ice lolly	Strawberry mousse pots	Fruit and marshmallow skewers

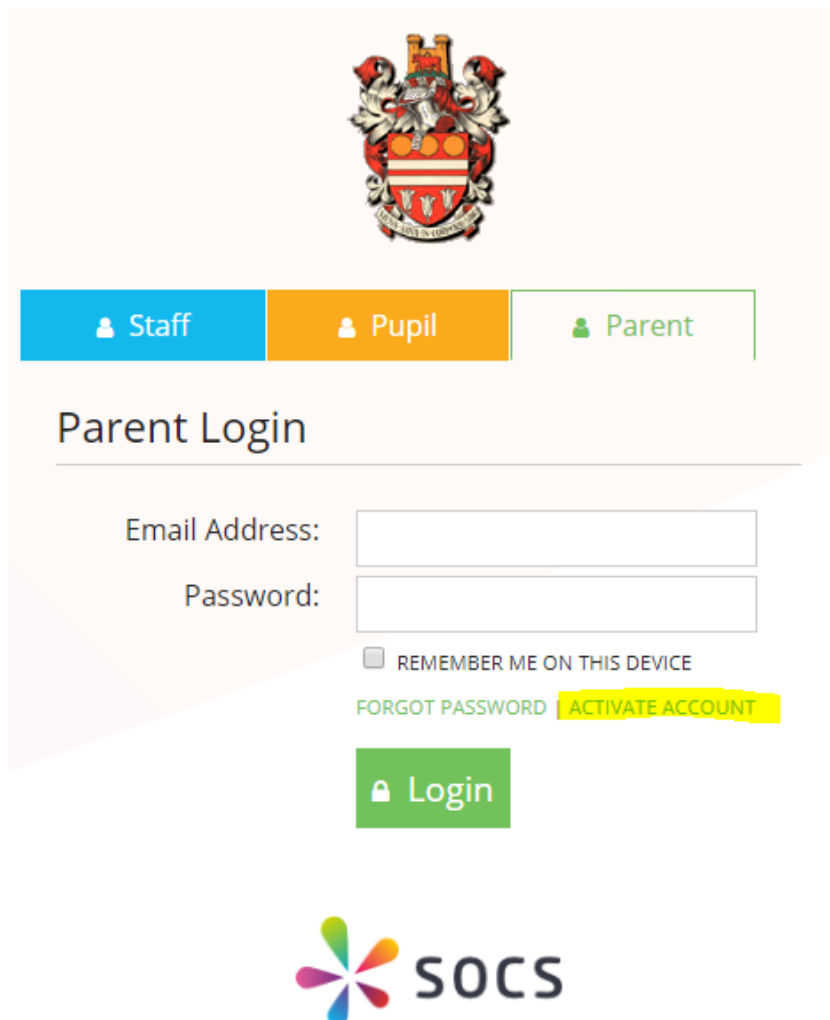
Selection of whole fruits

SOCS Co-Curricular Parent Login: Parent Help document

- First Use: Activate your SOCS User Account

1. Visit your school's SOCS login page (<https://www.socscms.com/login/2770>) and click the "Parent" tab.

2. Click the "Activate Account" link above the "Login" button.



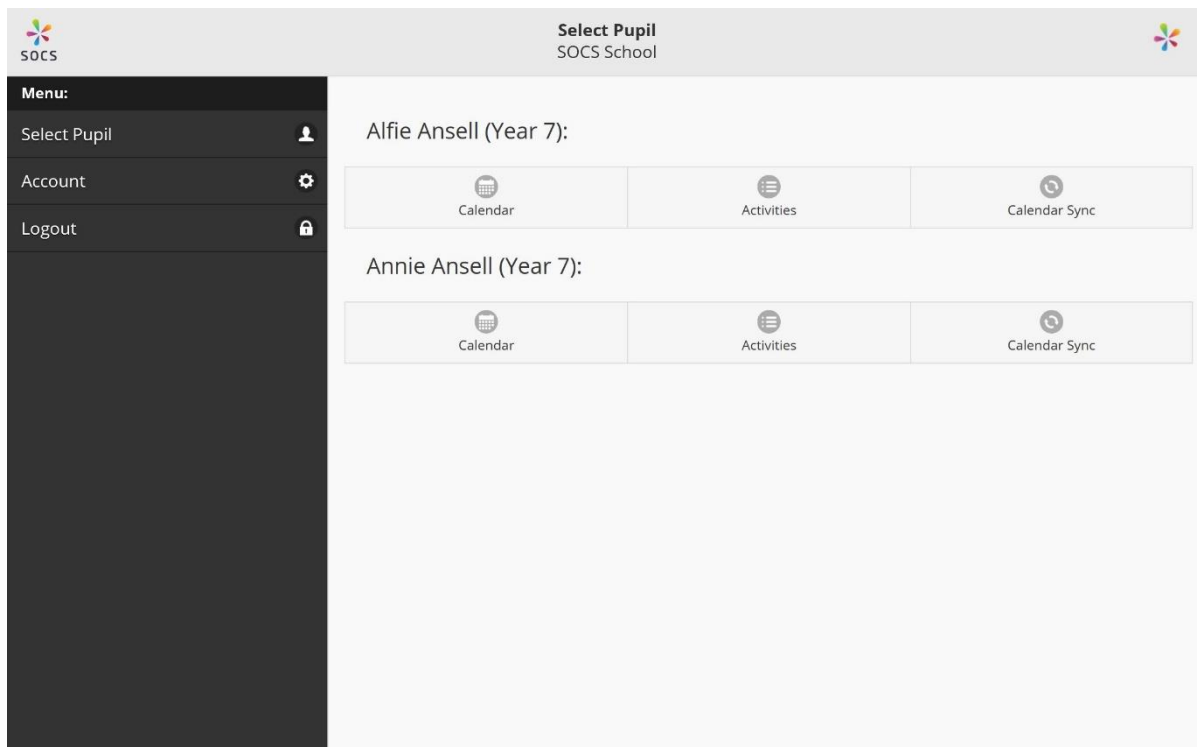
3. Enter your email address. *This must be the same email address which you have registered with your school. (ie. The email address you received this email to.)*

4. Click the "Activate" button. This will send you an email containing an account activation link. If you do not receive the email check your junk/spam email. You may need to add "noreply@misocs.com" to your safe senders list.

5. Click the Activation link in your email and set your password. Once you have set your password you will be able to login to SOCS.

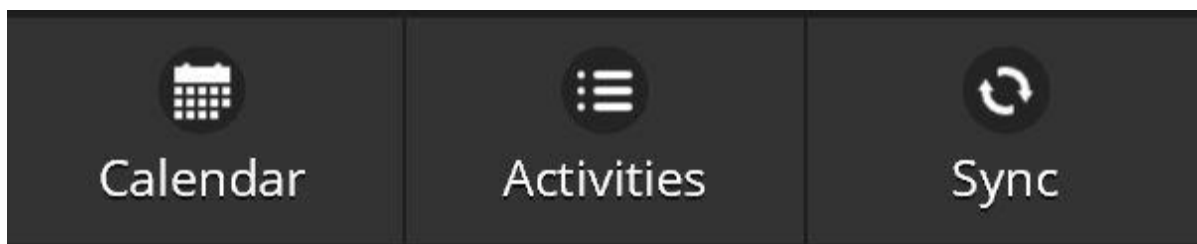
- Using SOCS

Once your SOCS account is active you can login to SOCS. If you only have access to a single pupil you will be taken straight to the pupil's calendar. If you have access to more than one pupil, you will be able to choose from your available boys:



You can switch between boys by using the "Switch Pupil" link in the main menu.

There are 3 main sections for each of your boys:



1. **Calendar:** Here you can view your son's calendar. At the start of the school year this may be blank; it will populate as the pupil is added to activities.

2. **Activities:** Here you can see what activities are available to your son and see which activities they have already been added to. This is also where you will add them to new activities during an activity sign-up (see below).

3. **Calendar Sync:** Here you can add the pupil's calendar to your own personal calendar application (e.g. Outlook, Google Calendar). This creates a live feed of the boys activities in your personal calendar.

- Activity Sign-up

During an activity sign-up you can add your boys to their preferred activity clubs depending on the rules setup by your school.

1. When you login, click the "Activities" link for a pupil.

You will see the Activity Sign-Up rules at the top of the page, along with the sign-up window open and close dates. It is important that you read the rules carefully.

Alfie Ansell
SOCS School

Available Activities

- You can add yourself to up to 5 activity clubs. If you have already been added to 5 activity clubs then you cannot add any more. If you need to be added to more than 5 activity clubs please notify a member of staff.
- You will be able to make changes to your clubs here between the following dates and times:
 - Sign-Up Opens: **11:47 Friday 1 June 2018**
 - Sign-Up Closes: **11:47 Friday 31 August 2018**
 - Sign-up is now open**
- Important:**
IMPORTANT MESSAGE!! Please ensure to sign up to a minimum of 3 clubs!!! Adding yourself to a club does not guarantee acceptance. We will review your choices. Confirmation day is 29th September. Please express your interest in your choices below. We will confirm these w/c 1 December. For changes email CoCurriculalr@bedes.org

Autumn 2018/19
Available Activities
Alfie Ansell

- Academic Clubs
- Activities
- Creative
- Music
- Outdoor Activity Group (OAG)

Below the rules you will see the list of Activity Categories. You can click on a category to expand it and view the category sign-up rules (if there are any) and the activities in the category. If a club is available you will see an "Add" button on the right hand side. Click the "Add" button if you would like to add the pupil to the club.

Alfie Ansell
SOCS School

Autumn 2018/19
Available Activities
Alfie Ansell

Academic Clubs

Important:
You can sign up to a **maximum of 1 activity club** in this category.
You are currently signed up to 0 activity clubs in this category.

Enrichment
Events: [View Events](#)
Year Groups: All
Gender: M/F
Parent authorisation required

Philosophy Cafe
Events: [View Events](#)
Year Groups: All
Gender: M/F
Cost: £3/Session
1st come 1st served

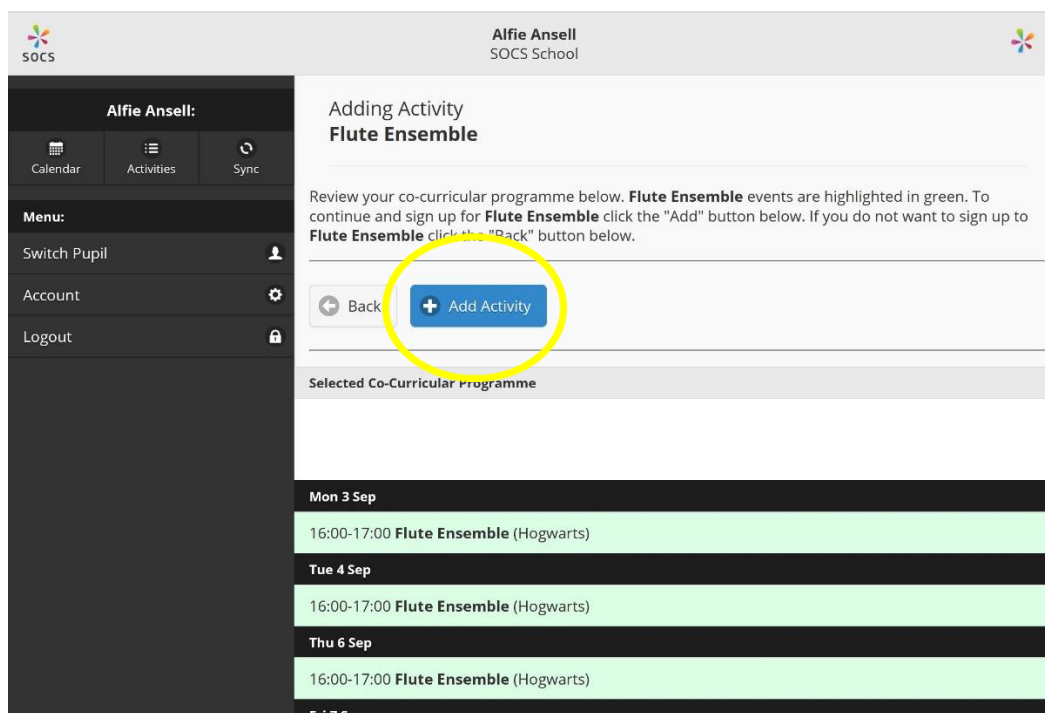
Notes:
A chance to discuss Hume,

ADD

ADD



You will first be presented with the schedule of events for the club so that you can check for clashes, along with an "Add Activity" button at the top. **To add the pupil click the "Add Activity" button.**



PLEASE NOTE: Drama (LAMDA), Extra Languages and Music Lessons are all shown as timetabled on Sundays. Don't worry though, lessons are **NOT on Sundays but are timetabled throughout the school day Monday to Saturday (depending on the activity). If your activity is showing a clash on a Sunday please ignore and 'add activity'.**

- Updating your password

To change your password click on the "Account" link in the menu. There you will be able to update your password.

You can also reset your password via the SOCS login page by using the "Forgot Password" link above the login button. You can then enter your email address and a password reset link will be sent to you via email.