
West Hill Park School

Prep School

Information Handbook
for Parents

Titchfield, Hampshire PO14 4BS



Notes

This handbook is organised alphabetically to enhance its use as a reference guide when questions arise.

All children are equal at West Hill Park, but for ease of writing, it was decided to use the pronouns “he/his/him” when referring to a child rather than “he/she”, “his/her” or “him/her”. No preferential treatment is implied.

While all attempts are made to reflect life at West Hill Park as it currently exists, the school’s routines and procedures can change with time. Parents and members of staff are very helpful and will always be eager to answer any further questions. Please consider this handbook a helpful document, but not the final authority.

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WEST HILL PARK PARENTS' HANDBOOK

Aims

West Hill Park aims to;

- Employ a highly skilled staff combining energy and experience who provide children with positive and caring role models and ensure that the school is alert to current best practice with a clear vision to the future.
- Maintain the whole site whilst sensitively developing it to make the most of the facilities and natural environment.
- Foster a social awareness and mutual respect in all members of the West Hill Park community.
- Develop each individual pupil to his/her potential, by providing an appropriate and balanced curriculum and extra-curricular activities in a co-educational environment encouraging success, service and satisfaction.
- Prepare all pupils for their next stage of education, as well as for a rapidly changing society, by developing and extending their confidence in a happy, caring, safe and stimulating environment.
- Nurture and challenge pupils academically, spiritually, culturally, socially, morally and physically.
- Foster excellent links with families, carers and the wider community.
- Maintain the school on a sound economic footing, ensuring that a realistic percentage of the annual fee income can be set aside for capital development.
- Help pupils to be aware of and of service to their community.

APR 10/09

Absence and Registration

If a child is ill or absent for all or part of the day, or if a child will be absent from school for reasons other than illness, please inform the School Office as soon as possible. If a child is off games or swimming, a note should be taken to the School Nurse as early as possible. If the off games/off swimming period is to be for more than one day, this must be clearly stated in the note. The School Nurse will inform the School Office of all children off games.

The school day begins with morning registration. Children are expected to be in their form rooms by 8:20am, with registration taking place at 8:25am. If a child misses registration, he will be marked as absent until he checks in with the School Office upon arrival at school. Children who are late, or their parents, should ensure they register with the School Office for fire drill purposes.

Afternoon registration is taken at 1:40pm, the beginning of the sixth period. Once again, all late children should register with the School Office.

Activities (Extra Curricular)

A variety of activities are available each term for the children at lunchtimes and after Prep. The children generally choose which activity they will attend although some are selective. Children may enrol for all activities by filling in the activities form provided by the School Office. For the Spring and Summer terms, this form is sent to parents near the end of the previous term. It should be returned by the end of that term. In the Autumn term, the form is sent home at the beginning of September and should be returned immediately. Activities usually start on the first Monday of term. Some activities are seasonal (especially sports related ones) and some are chargeable.

Parents should monitor their child's activities, especially those in the Shells (Year 3) and the Lowers (Year 4) to ensure that they are not over-extending themselves, as some of the activities finish quite late.

Children in the Shells (Year 3) or Loweres (Year 4) attending activities must advise the “ticking-off” member of staff that they are staying later than the normal pick up time. Children are collected from the Front Hall or from the location of the activity at the scheduled completion time. The following list is by no means exhaustive but gives an indication of what might be available.

Brass, String, Woodwind Group	Horse Riding (paid)
Chamber Choir	Needlework
Computers	Netball
Cookery	Orchestra
Craft Work	Recorder Club
Cricket (indoor)	Rugby
Cricket Nets	Sailing (paid)
Dance (Ballet, Tap and Modern)	Soccer
Fencing	Squash (paid)
Film Club	Swimming Squad
Fly fishing	Tennis (paid)
Hockey	Verbal Reasoning

Assemblies

At 8:45am on Mondays, Wednesdays and Saturdays, the children meet in the Jubilee Hall for a Whole School assembly. At this time the Prep School meets as a group to hear notices, match reports and daily instructions. At some Assemblies forms take it in turn to perform music and poetry. Parents are invited to attend when their children are performing or when there is a visiting speaker. On other mornings, Choirs, Year Group or House assemblies take place.

Basic Supplies

All children from Year 5 onwards are expected to have their own pen and blue ink cartridges, pencil, geometry set, calculator, ruler and rubber in school. Please ensure these are clearly labelled. Scissors, coloured pencils and other equipment will be provided as necessary by the teacher but children may prefer to have their own.

Children in Year 3 and Year 4 will be provided with the basic supplies by their form tutor. Once again, they may prefer to bring in their own. When additional equipment is required, such as fountain pens and calculators, each child will be informed on an individual basis.

Shells (Year 3) and Loweres (Year 4) children are provided with a book bag. A school bag for Years 5 to 8 is available from the school shop. Backpacks and other styles of bag are not permitted.

Boarding

The Boarding House is in the charge of the resident House Parents, matrons and staff who provide 24 hour pastoral and medical care within a relaxed family atmosphere. Boarding provides a wonderful opportunity to enjoy a very varied and full social life in a stable environment with a firm but fair, disciplined approach to prep, music practice, revision and other aspects of social and personal development. West Hill Park welcomes boarders from local, long distance and overseas families.

“Occasional” boarding is available to every Prep School child and is charged at £30 per night and £25 for siblings. Advance requests are required, particularly as boarding has become increasingly popular, to ensure the availability of beds. Year specific trial boarding weeks are available every term to encourage children to experience a full week’s boarding with their closer friends. If you would like to book your child in to board, please email the Boarding Staff at boarding@westhillpark.com

Boarding House Vocabulary

- **Exeat weekend** Boarding House is closed for the weekend. All boarders go home or stay with friends.
- **Activity Weekends** All boarders are encouraged to stay in and participate in the activities planned for them.

Unless defined as 'exeat', every weekend is flexible after commitments. After all weekends out, the children may return on Sunday evening between 7:00pm and 7:30pm, if required, or on Monday morning at 7:45am for breakfast. All boarders must return to school in full school uniform. The Boarding House Staff organise numerous activities for the boarders throughout the year. If you would like to know more, have a tour of the boarding facilities or discuss a trial boarding experience, please contact the Boarding Housemaster on 01329 840413.

Breakfast/Supper

Day children may book in for breakfast or supper. There is a folder in the Front Hall. 48 hours notice is required and the cost will be charged to the fees account.

Calendar

A new calendar which provides a vital link between school and home is issued and distributed to parents at the end of each term: Autumn (July), Spring (December) and Summer (March). This will provide notice to parents of the dates for matches, plays, concerts, exams, exeats etc so please mark your personal diaries accordingly. When unforeseen changes occur, parents will be informed via text message or email. Please also check the School Website on a regular basis for any changes to the calendar.

Cellars

The cellars are a set of recreation rooms available to boarders and day children at specific times during the day. Currently, the cellars consist of a large games room, a TV room and two rooms for the use of the Uppers (Year 8), who can make their own snacks at tea time. Bread, spreads and milk are provided by the school.

Change of Address

Any change of address or telephone number should be given to the Registrar in the School Office, who will ensure all information is passed to the Nurse (and the Boarding House where necessary).

Complaints

The School's Complaints Policy is available on the School website or from the School Office.

Contacting the Chairman of Governors

The Chairman of Governors can be contacted in writing through the School Office.

Contacting Teaching Staff

Staff are always happy to meet with parents but please note that registration time is always a busy time for staff. Please do not distract a teacher from classroom duties. If you do not locate the person you wish to see, notes should be left with the School Office, requesting the member of staff to get in touch with you. You can also contact staff by email initial.surname@westhillpark.com to make an arrangement to meet or to communicate only factual information. However, the School takes the view that email is not the appropriate means for lengthy discussion of pupil or school-related issues.

First Day for New Children

New children entering the school should be brought with their sports kit and school bag to the Front Hall where they will be met and accompanied to their form rooms. The Headmaster and his wife will be available to answer any last minute questions and make necessary collection arrangements for the end of the day.

Food and Drink

Children have several breaks during the school day when food and drinks are provided for them. At first break in the morning, each child receives a drink and a biscuit or a piece of fruit. Lunchtimes are staggered, beginning at 12:35pm for the younger children. Tea at 4:00pm consists of biscuits or cake, a drink and bread with spreads. All food, to the best of our knowledge, is nut free. There are a number of children with severe nut allergies and as such, the school has a nut free policy. We ask that parents do not bring food into school.

Weekly menus are printed and posted outside the Servery. Any special dietary needs should be put in writing. All parents will be sent a special dietary requirements form, which must be completed and returned to school. If these requirements change, a new form must be submitted to the School Office.

Form System

The Year groups are named as follows:

Shells	Year 3
Lowers	Year 4
Inters	Year 5
Middles	Year 6
Removes	Year 7
Uppers	Year 8

The Prep School is divided into six year groups with two or three classes in each year. In the Shells (Year 3) and Lowers (Year 4) classes are organised on a mixed ability basis with teachers providing extension work for those particularly advanced and able in a subject, and support for those who need to work at a slower pace.

In the Inters (Year 5) pupils will be in a completely mixed ability form for tutor time and any form competitions. They are grouped into sets of a similar ability for Maths, English and Science. They begin the year in groupings for History, Geography, RS, Latin and French but these are reviewed in December and changes may be made for the start of the Easter term once staff have assessed the pupils' abilities and potential.

In the Middles (Year 6) the forms are mixed ability for tutor time and for Arts subjects, PSHE and PE. They are grouped according to academic ability in Maths, English, Science and French as well as the Humanities. Progress is reviewed on a regular basis and changes are made if a pupil is judged capable of moving up a group or if they are struggling in a subject or variety of subjects.

In the Removes (Year 7), pupils are put into mixed ability tutor groups that will remain the same for their final two years at West Hill. They will be taught in these groups for Art, DT, Music, Swimming, and PSHE.

Pupils will be grouped according to academic ability in the core subjects as well as the Humanities. Again, progress is reviewed regularly and changes are made if necessary. They also begin Spanish in Year 7 and will be in one of two ability groups.

The system for the Uppers (Year 8) is the same as the Removes with pupils retaining the same tutor and tutor groups. Pupils then begin working towards their examinations to Senior Schools.

Forms are named after the Year group and the initial of the tutor's surname. For example, Miss Carmody's form in the Shells (Year 3) is named S3C. Mrs Ringelberg's in the Lowers (Year 4) is called L4R.

From Year 5 upwards, academic groupings follow the Year group, the initial of the subject and the set. For example the second Maths set in Year 6 is named 6M2; the top set for French in Year 7 is named 7F1. Humanities groups are named 7H2, 6HI etc for Latin, Geography, History and RS teaching.

Grading Policy and Reports to Parents

Progress Reports are issued at half term and the end of term in all academic subjects and in a variety of other subjects depending on the class. There are two parts to the grading system which identify the effort children have made and the extent of the learning achieved.

EFFORT		ATTAINMENT	
5	Outstanding effort	A	Work is totally accurate and shows a complete understanding of the tasks.
4	Good effort	B	Work is generally accurate and shows that most tasks are understood.
3	Satisfactory effort	C	Work is quite accurate and shows an understanding of the main points of the tasks.
2	Unsatisfactory effort	D	Work is accurate in parts but not in others. Some uncertainty is shown in the tasks.
1	Poor effort	E	Work contains mistakes and shows little or no understanding of the tasks.

The School believes that contact with parents is a vital part of the education process, and as such ensures that parents are regularly informed of their child's progress. This information is given in the form of Grades, Examination Results and a Parents' Meeting. The timetable for reporting is as follows:

During first half of Christmas Term End of Christmas Term	- Grades for Years 6, 7 and 8 - Full Reports for all - Parents' Meeting with teachers for all Year Groups
During first half of Easter Term End of Easter Term	- Grades - Grades for Years 3, 4, 5, 6 and 7 - Full Reports for Year 8 - Parents' Meeting with teachers for some Year Groups
During first half of Summer Term End of Summer Term	- Grades for Years 3, 4, 5, 6 and 7 - Examination results and written reports for all - Parents' Meeting for Years 3, 4 and 7

The End of Year Report will detail progress in all academic subjects, instrumental music lessons and sporting activities. A Personal Tutor's Report gives an overall picture of the child's progress, both social and academic. Parents' Meetings with the teachers allow for detailed discussion of the child's work and progress as well as giving the chance for a detailed analysis of the Grades and examination results (where relevant). In addition, the Headmaster is available at these meetings for general consideration of a child's progress. If at any time parents have a concern about their child's academic progress they should make an appointment to meet the Headmaster or Director of Studies.

When a child is due to leave West Hill Park, the Headmaster prepares an academic, extra-curricular and social report for the destination Senior School.

Hair

Both boys and girls need hairstyles that are appropriate for school; hair dye and hair gel are unacceptable. Girls with longer hair must tie it back with a plain hair tie, in pink, or grey. If a boy's hair becomes too long he will be requested to have it cut. As Head Lice can be a problem in School please can you "Bug Bust" your child's hair on a weekly basis (information from Surgery if needed).

Jewellery

A "no Jewellery" policy exists and as such earrings of any kind are unacceptable, the only exception being because of religious beliefs. It is requested that if a child is to get her ears pierced this takes place at the beginning of the summer holidays as she will need to remove the earrings before the term starts. Necklaces, bracelets and rings are also unacceptable and if worn may be confiscated from the child for a set time.

Health Issues

The School employs a Registered Nurse and is the member of staff you should see regarding any health issues concerning your child.

Illness

If a day child becomes ill at school he/she will be made comfortable and taken care of by the School Nurse or Matron on duty until his/her parents or carer can collect him/her from Surgery. If they are Boarders, they will be cared for and, of course, if parents wish they can go home.

In the case of an emergency, and if parents cannot be contacted, the child will be taken by a member of staff to the local Accident and Emergency department. The members of staff will keep the School Nurse or Matron on duty informed and she will pass on any information to the parents, as soon as they are reached.

Medication Policy

All medicines for children in the Prep School should be given, by the parent or guardian, to the School Nurse or Matron who can be found on duty in the Surgery throughout the day. All medicines should be labelled and in the correct dispensed packet/bottle. Parents or guardians will be required to complete a form giving dosage and written consent (without this form we are unable to administer medication). Medicines for day children should be collected from Surgery at the end of the day. It must be stressed that children must not carry around medicines, other than inhalers.

Asthma Policy

All children in the Prep School should be responsible for their own blue "reliever inhalers". The children are encouraged to keep the inhalers with them at all times or the inhalers may be held in the surgery for safe keeping. All members of staff are made aware of asthma sufferers; a list is published in the Staff Room and Surgery. The surgery stocks a spare reliever inhaler in case of emergency. Brown "preventer inhalers" should be left at home, except in the case of a boarding asthmatic. Children who Board, both inhalers are kept in an unlocked cupboard for ease of access. All inhalers must be named clearly.

Routine Medical Examinations

Medical examinations are no longer carried out in school except when boarders are registered with the school doctor.

If you have any worries you can contact the School Nurse.

Information Communication Technology

We have a Local Area Network around the School based on four Windows Servers, this gives pupils and staff access to a PC in every classroom. Other computers are available in specific areas such as the Library and the Boarding House. Almost all classrooms have a Projector and an Interactive Whiteboard.

During lessons, pupils have access to two computer suites each comprising 20 workstations running Windows XP. The main suite also has an Interactive Whiteboard and Projector as well as a Midi Keyboard at each PC with software to allow the room to double as a Music Suite. With a live TV feed, DVD player, Digital Movie Cameras and Surround Sound, the pupils are able to be extremely creative in their ICT work.

In keeping with advances in communications technology, all children have access to the Internet through a dedicated Fast 8MB ADSL line, fully filtered and secure. All children have their own e-mail addresses and have timetabled access to the network during breaks and after school, when they may work or use the Internet and e-mail for research and communication. There is a growing range of software available on the network and in addition to a dedicated ICT lesson, the children use the technology within all subject areas.

The younger pupils use Studio CT, a suite of applications which is specifically designed to help children grasp easily the key concepts of using ICT to enhance their learning. Studio CT is used regularly in school and we also have a Community@Home licence; this means that pupils are able to use the same software at home.

From Year 6 onwards the pupils use the Office Suite of applications to ensure that they are able to use Spreadsheets, Databases, Presentation packages etc, and can Word Process their project work successfully.

The INTRANET is available from home as is the Library system and school email.

Insurance of Personal Effects

The Governors wish it to be known that under the insurance policies held by the school, children's and parents' personal effects are NOT insured. It is assumed that items are covered by the parents' policies.

Learning Support Unit

West Hill Park has a Special Educational Needs Department, which is equipped to cater for children who need additional learning support. The Unit consists of three purpose built tutorial rooms which allow for private, individual tuition, for which a charge will be made.

Children are set structured goals, supported by one-to-one tuition, with regular written progress reports sent to parents and the opportunity to meet with teachers once a term. All trialists and new children are screened for dyslexia using a computerised assessment programme. The rest of the school are also gradually being screened.

Lookout

The LOOKOUT magazine contains a record of virtually everything that has happened throughout the school year. Each family receives a copy during the following year.

Lost Property

Items are returned to the child when they are found. Unnamed items are displayed in the Sports Corridor. Watches, keys and other valuables found are handed in to the School Office for safekeeping until claimed by the owner.

Music

Aims and Objectives

It is the aim of the Music Department to encourage the children at West Hill Park to listen to music critically, to study the performance of music according to their ability and inclination and to enable them to create their own music. This should encourage them to be able to enjoy music in all its variety more deeply.

The underlying principle of the work of the department is the assumption that pupils gain in maturity, greater self-discipline and enhanced social skills by participating in organised music activities, thus enriching their all-round learning in the school environment.

The aims of the Music Department at West Hill Park are threefold:

Firstly, through class lessons, we introduce the pupils to as many areas of the subject as is possible. This includes the traditional elements of musical history, music appreciation and theory awareness; but, in addition, all pupils gain experience on the violin, cello, recorder and keyboards through year long courses as part of their class tuition. Alongside this, all pupils compose from an early stage and they are able to use the suite of dedicated computers in the ICT teaching room. Class lessons also allow the opportunity to listen to and appraise music from many cultures and countries. We have a large variety of percussion instruments from around the world including; African drums, Xylophones, Glockenspiels, all of which are played regularly in class music to develop improvisation and ensemble skills.

Secondly, we help every pupil to fulfil their individual musical potential. Each week about 160 lessons are taught by a visiting team of specialist musicians with over 70% of the school learning an instrument. As such, the ability to play an instrument is seen as the norm rather than the exception at West Hill Park. In addition, twelve groups take place ranging from a guitar club to the four choirs and from jazz and rock groups to the School Orchestra and the Little Big Time Band. As a result, West Hill Park regularly enters musicians for Associated Board and Trinity and Guildhall examinations as well as participating in the Southampton and Portsmouth Music Festivals.

The Department's third aim is possibly the most important of all; that is: to help each pupil to realise that music is a gift for life. Confidence when playing in public is gained through a range of performance opportunities including class concerts, informal lunchtime concerts, playing solos as part of our weekly acts of worship, Church services, formal concerts, Rock'n'Pop concerts as well as the annual House Music Competition. This means that all those learning have a chance to showcase their talent regardless of their level of attainment in the hope that it will encourage them to continue to enjoy music throughout their lives.

Instrumental Lessons Policy and Procedure

To commence instrumental/singing lessons parents/guardians are required to complete and sign the appropriate instrumental lesson forms and return to the Director of Music.

Individual instrumental and singing lessons are available to pupils as an extra-curricular subject and are taught through the school day. Lessons are organised on a weekly rotational timetable which is posted in the music department and the instrumental teacher is expected to write the date/time of the next lesson in the pupil's Music Diary. All pupils are required to check their times and are responsible for attending their lessons. Instrumental teachers will often search for pupils who are forgotten their lesson, but they are not obliged to search for pupils in year 6 and above.

Lessons are paid for in advance at a cost of £200 per term for an individual lesson and £100 for a joint lesson, with another pupil of the same level and instrument. A total of 30 lessons will be given over the year, although in the longer terms more will be taught and in shorter terms, fewer.

Notice to discontinue lessons must be given in writing to the Director of Music by half-term to finish at the end of term or a whole term's fees will be required.

If a teacher is absent, missed lessons will be made up. If a pupil is absent due to illness, school trip, visit, exam or match, every effort will be made to make up the lesson but this cannot be guaranteed.

Sheet music, the hire/purchase of school instruments, music diaries, ABRSM exams and Guildhall/Trinity exams are at an extra charge and will be billed at the end of term.

It is recommended that when a pupil wishes to take up a second instrument that they should be at least Grade 1 ABRSM level and have talked to the Director of Music about the extra commitment and had a trial lesson with the teacher they wish to have lessons with.

Instruments taught; piccolo, flute, clarinet, saxophone, oboe, bassoon, violin, viola, cello, double bass, harp, cornet, trumpet, trombone, horn, tuba, euphonium/tuba, piano, organ, drum kit and recorder.

Music theory and practical musicianship is also available as a group session at an extra charge.

Old Westhillian Association

Once your child leaves West Hill Park, he may join the alumni association known as the Old Westhillian Association. Membership letters are distributed during the last term that your child attends West Hill. A fee is charged for a life membership, which entitles your child to receive an Old Westhillian newsletter called "The Gryphon", sent annually.

A committee runs the Old Westhillian Association and is elected annually at the A.G.M. The committee organises various activities for the alumni.

Open Days

West Hill Park welcomes other parents who are interested in learning more about the school to an Open Day, usually a Saturday morning in May and September or October. Anyone who has requested a prospectus during the year or whose child is on the school's registration list receives an invitation. Advertisements are also placed in the local press for people to have a chance to informally view the school. Current parents are also welcome to attend.

All Prep School children are usually involved in activities such as classroom lessons, acting as guides, demonstrating science experiments, playing in musical ensembles and practising swimming skills in the pool. Art, carpentry projects, creative writing and other work are on display throughout the school.

Parental Involvement

Parents are always welcome in the school. Numerous opportunities arise to support the children by attending events such as sports matches, concerts, House competitions, Saturday services, and the winter term play. All events are listed on the school calendar. Other activities such as Quiz Nights and dances are planned by parent committees and provide occasions for parents to socialise.

Tea for parents is always served in the Old Library on afternoons when matches occur with other schools. Tea is also available after House matches on Wednesdays and Saturdays. In addition, on the first morning

and the following Saturday morning of term, coffee is served to new and existing parents, refer to the school calendar for details.

Parents meetings such as the Parents' Evening for discussing your child's progress with his teachers are announced in the calendar each term. Other information about events specifically for parents is posted on the Parents' Notice Board.

Throughout the year, several informal sports matches are scheduled in which parents may participate. The matches are announced in the calendar. If you are interested in playing, please talk with the Director of Sport who would be able to direct you to the person who is organising the match.

In the school, there are several committees made up of parents and some members of staff, all of which change from time to time. The Friends of West Hill Park is a fund raising committee that plans numerous entertaining activities for the school, the Shop 'Til You Drop Committee organises the 'Christmas Fair' fund raser, and the Parents' Representative Committee meets once a term with the Chairman of the Governors and Headmaster to discuss any issues rasied by parents. There is a representative from each year on this committee. Parents should contact their child's year representatives for more information.

Parking

The school has five specific parking areas within its grounds and other areas that are acceptable for temporary parking only. A Visitors' car park is available in the main drive from St. Margaret's Lane. At the rear of the school, parents may use the large shingle parking area and the parking area alongside the drive entrance from Common Lane. The small tarmac parking area outside of the Pre-Prep is mainly for the use of members of staff and for parking school vehicles. Only delivery vehicles should use the Sports Hall car park during the school day. Please park along the back drive when visiting the Sports Hall.

Generally, there is a no-parking zone around the school during school hours but, as you may well imagine, parking at the school is at a premium at the peak times of "dropping off" and "picking up" the children. Parents of children in the Prep School are asked to park in the Visitors' car park and the lay-by running between the classroom block and the playing fields, whilst those in the Pre-Prep are to use the shingle car park. Please do not park in front of the Prep School building, particularly the area designated for emergency vehicles or on any grassed areas unless directed to do so. On the tarmac car park, please park only in the marked bays since school buses and delivery lorries need to manoeuvre in this area.

The traffic system is one-way from the main drive to the shingle car park and two-way from the Common Lane entrance to the Headmaster's house (just past the hard tennis courts). There are traffic-calming humps throughout and drivers are asked to restrict their speed to 10 mph, as children are often playing outside.

Pastoral Care

At West Hill Park we believe that the pastoral welfare of our pupils is of paramount importance. Each child has a Tutor with whom they can discuss all aspects of school life, including any worries they may have. Parents can also talk to their child's Tutor if they have any concerns about their child's work or general welfare.

All Year Groups begin every morning with tutor time and there are additional dedicated tutor periods throughout the week.

Houses

On entering the Prep School each child is allocated to one of the three Houses, Beaulieu (green), Hamble (red) or Meon (blue). Children with an older brother or sister already in the Prep School will be put in the same House as their sibling(s). Each child will also be given a School Organiser into which the relevant teacher will record Stars for good work or helpfulness. These Stars are transferred to a scoreboard posted outside the Staff Room. House meetings are held each Friday morning, when the Head of House gives feedback on the House's weekly score.

Each House has a Head of House whose role is to help develop and foster a spirit of teamwork and camaraderie amongst members of the House. They are concerned with enthusing and encouraging the members of the House to work together as a team and support, work and care for one another, not just for themselves. Being a member of a House gives a child a sense of identity and a sense of belonging, both of which are extremely important.

During the course of the year, children participate in many different types of House competitions. The House Grade Competition continues throughout the year with boys and girls in each age group participating in House Sport Competitions as well as Music, Maths and General Knowledge. In addition, each House supports a charity chosen by the pupils and raises money throughout the year.

At the end of the year, two major cups are awarded. The “Evers’ Cup” is given to the House who is the overall winner in sport. The House that wins the most points overall for all the year’s competitions receives the “River Cup”. The House Notice Board, outside the Staff Room, displays all House competition results.

Photography

Formal School Photograph

Every two years, the entire school gathers for the official school photograph taken by a professional photographer. Children are requested to wear full uniform, ie ties for the boys and blazers for everyone. The finished photograph is displayed, framed and unframed, in the Front Hall and copies may be ordered. A photograph of school leavers is taken in the intervening year.

Team and Activity Photographs

Children who represent the school in sport have a team photograph taken during the term. Photographs are displayed in school and can be ordered if required.

Photographs are also taken of school productions, House competitions and other activities. They are often included in the school’s magazine, ‘Lookout’.

Various school photographs are taken by the staff photographers and are available to view, and purchase, through the links in the parents’ section of the school website or www.photoboxgallery.com/whpphotography. A new password is issued each academic year.

Pick Up Times

(see Appendix F)

Policies

The following School’s Policies are available on the School’s website:

- Admissions
- Anti-Bullying
- Complaints
- Safeguarding

Prefect System

In their final year, all the Uppers (Year 8) children become House Prefects and have various responsibilities within the daily life of the school. A few children, who show outstanding qualities, will be elected to the senior position of School Prefect. Heads of School and Prefects are proposed by members of staff and are selected by the Headmaster.

Problems

Parents are encouraged to discuss with the Headmaster or his Deputy any difficulties affecting their child. Where there are specific problems, designated members of staff may also be involved:

Academic	- Headmaster or Director of Studies
Pastoral	- Tutor or Head of House, Deputy Head
Medical	- School Nurse or Senior Matron
Boarding	- Boarding Housemaster

Rewards and Sanctions

West Hill Park strives towards a co-operative community where discipline is not overbearing. The School's Policies on Behaviour, Discipline and Sanctions Policies are available to view on the Parents' Login area of the School Website.

Rewards/Motivation

Show Headmaster ("Show HM")

This is given when a child excels in a piece of work. The teacher awarding the distinction writes it on a piece of work and the child takes the work to the Headmaster at first break on a Saturday. It is recorded on the Headmaster's Good Work Notice Board and if a child gains five "Show HMs" in any term he is given a £5.00 book token at the end of that term.

Stars

Stars may be awarded to a child for any positive contribution around the School. They are written on work or awarded verbally by a member of staff. Children must have them written in their School Organiser and initialled by the member of staff. The Stars benefit the child's House and are recorded on Thursdays. At the end of each term, a cup is awarded to the House with the most Stars, and each House has an award for the highest Star Earner each term.

School Organiser

Each pupil in Years 5 - 8 is given a School Organiser in which he/she records Prep assignments, Behaviour Grades, Stars, Show HM's and any other achievements.

Monitoring Performance Performance Card

If a child is deemed to require particular support in any area he is placed on a performance card. Each member of staff who teaches the child fills in the performance card, and at the end of the day the child shows the card to their Personal Tutor. A child is placed on a performance card for a period of time decided by the child's Form Taker or Personal Tutor. When a day child is placed on a performance card, parents must also sign the card.

Detention

An unsatisfactory piece of work may be remedied by a detention where the child has to re-do the work. The detention is given as soon after the unsatisfactory work as possible, and is supervised at a designated time, by the member of staff.

In exceptional circumstances there may be a Saturday detention from 2:30pm until 3:30pm. This detention takes precedence over all other activities, including school matches.

School Plays

A play, often a musical, is presented near the end of the Autumn term. Children may audition for roles or may volunteer to be stagehands.

Rehearsals are after school with longer and more frequent rehearsals nearer to the performance date. Parental help is always welcome with dressing the performers, and with make-up and hairstyling on performance nights. The calendar indicates the performance dates of the play and families and friends are encouraged to attend. You will be notified if tickets are required. The Shells and Loweres (Years 3 & 4) usually perform a Musical and this involves all the children in these Year groups.

Security

The School's policy is to balance the need for security with providing a welcoming environment for Pupils, Staff, Parents and Visitors. All Parents and Visitors are therefore required to comply with the School's procedures for Visitors at all times and any other procedures that may be put in place from time to time as the need arises.

Sport

Specific sports are played by girls and boys in each term but a wide range of sporting activities is offered by members of staff as after school activities. These activities are available to most Year Groups but during the first year in Prep School, in the Shells (Year 3), children are encouraged to cope with school first and join in after school activities only after they have settled well into their new routine.

Games

Children are grouped by age, ability and sometimes size. Individuals may change groups throughout the term according to ability and improvement.

The sport played during Games changes from term to term.

Boys:	Autumn Term:	Year 6 - 8 Rugby Years 3 - 5 Football/Rugby
	Spring Term:	Years 6 - 8 Hockey and Cross Country Years 3 - 5 Rugby and Cross County
	Summer Term:	Cricket, Tennis and Athletics
Girls:	Autumn Term:	Years 6 - 8 Hockey Years 3 - 5 Netball
	Spring Term:	Years 6 - 8 Netball and Cross Country Years 3 - 5 Hockey and Cross Country
	Summer Term:	Rounders, Tennis and Athletics

All children take showers after a games session. Only medical exceptions to this are allowed and a note must be given to the School Nurse.

If a child must be off games for any reason, a note must be given to the School Nurse as early as possible.

Games Kit and Sports Equipment

A complete uniform list and marking instructions are included in Appendix E, F and G. In addition to the games kit listed, parents must supply their child with a gum shield, a tennis racquet and a hockey stick.

All children will be required to wear a cricket helmet when batting or keeping wicket. The school has a small supply of these should you not wish to purchase one.

A gum shield **MUST** be worn for rugby (from Year 4 upwards) and hockey, both for matches and practices. Parents are responsible for providing this either through their own dentists or by taking advantage of the company visiting the school.

A cricket box **MUST** be worn for cricket matches and practices.

As boys progress in cricket, they may wish to bring their own cricket equipment to school.

Please ensure your child has the correct kit and equipment necessary for each term.

At the beginning of each term there is a kit check. When children arrive at school, they take their kit bags to their classrooms rather than to the changing rooms. All kit is checked for marking and for any missing items that are essential.

The games kit must be taken home for washing every weekend and during the week if necessary (ie after playing rugby in the rain). The boarders' kits are washed at school each week. At the end of every term the complete kit is taken home.

Changing Room lockers and routine

Games kits are kept in individual lockers in the appropriate Boys' or Girls' Changing Room. Children are responsible for looking after their own kit and for keeping their lockers neat and tidy. There are lost property bins in both Changing Rooms for children to check through in case something is missing. Parents are encouraged to teach their child to be self-sufficient (eg checking their own kit for school and organising their own locker). Parents should refrain from going into the Changing Rooms, thus respecting privacy and encouraging responsibility in all the children. If parents need to enter a Changing Room this should be done between 8:15am and 8:30am. Please do not go into the Changing Rooms at any other time; staff will be happy to fetch children or kit for you.

Matches

The school plays competitive matches with other schools at the following levels:

Boys:	Under 13	- 1 st and 2 nd Teams
	Under 11A	- (Colts) and occasionally B Teams
	Under 10	- occasionally B Teams
	Under 9	- occasionally B Teams
Girls:	Under 13/12	
	Under 11	
	Under 10	
	Under 9	

Sports Selection policies

Inter-school matches form an integral part of the sports' programme and should be viewed as a key way of focusing coaching. As such there is an equal opportunity for everyone to play for a school team and every effort will be made by members of staff responsible for teams to allow each pupil to be included. There will be some cases where this is impossible because of physical and emotional development.

- School matches will be introduced gradually as pupils move through the Prep school with a full programme of fixtures when children reach Year 6.
- In any one sport, there is usually a small core of very talented players who may play for most of the time, but other children will be selected and substituted in a way that allows them to play and feel valued as part of the squad.
- The school Under 13 and Under 11 teams will be selected on merit, but members of staff will take into account each individual's attitude, determination, effort and behaviour on and off the field.

- Children of any age may be selected for the School 1st Teams if they show sufficient talent and stature. (The health and safety of the child will be of paramount importance.)
- Apart from the 1st Teams, children will usually be expected to play for the team appropriate to their age.
- House matches will be organised in major sports and children will be encouraged to take a full part.

Team lists are published on the school website and are placed on the Match Notice Board the day before the match with venue, start and finish times. Generally, all matches start at 2:30pm. Maps for any away matches may be requested from Reception and postcodes for Schools appear in the Calendar to assist satellite navigation. Parents are encouraged to attend and support these matches.

Tea is available for parents in the Old Library after home matches whilst the match children have match tea in the Dining Hall. Other West Hill Park children should have tea in the Dining Hall. Tea is usually available for parents at away matches.

Swimming Squad/Teams

There are three Swimming Squads that are selected by the Swimming Coach:

Junior	- Shells (Year 3) and Lowers (Year 4)
Middle/Intermediate	- Inters (Year 5) and Middles (Year 6)
Senior	- Removes (Year 7) and Uppers (Year 8)

If anyone thinks they have been missed or they want to swim with the Squad, please talk to the Coach.

Matches take place against other schools. Occasionally, there are triangular matches as well as special Cup Matches. Match teams are selected from the Swim Squad. Team lists are displayed on the Games Notice Board two to three days before a match and children should contact the Coach if they are unable to swim.

Sports Colours

Full sports colours may be awarded to Senior first team members, who merit recognition due to their talent, dedication, example and behaviour.

Sports Day

Field Events are held on the Friday before Sports Day. Prize Giving and athletics are the focus of Sports Day, the last day of the summer term each year. The day begins with all children taking part in the House Track Competition while parents encourage from the sidelines. A lunch break follows with each family bringing their own picnic to enjoy on the West Hill Park grounds. Prize Giving, featuring an invited guest speaker, follows in the Marquee.

Children arrive at school in their full uniform, ie ties for boys and blazers for all. They then change into their House shirts and games clothes for the morning of athletics. After the lunch break, children shower and dress in their uniforms for the formal occasion of Prize Giving in the afternoon. Parents should use their discretion in determining their own attire for a day of picnics and prizes.

Student Assistants

Students are recruited from New Zealand, Australia and South Africa to work for one year at West Hill Park and to become part of the West Hill Park family. They arrive in January for the start of the spring term and stay for a year. The boys assist in the classroom and also help with Games sessions. The female students help out in the Boarding House, in the classroom and with sports. All students live in the Boarding House and help with the pastoral care of the boarders, fulfilling the role of older brothers and sisters.

Sweets Policy

Day children are not allowed to bring sweets or other snacks to school. Boarders have Tuck Shop once a week, where they may select sweets.

Telephones

Should you wish to contact the school for information during the term time working day, please ring the Main School phone number. (01329) 842356. The School Office will make every effort to connect you to the person you require or take a message. After 5:00pm, the telephone system diverts to a duty member of staff, ie the Housemaster or Matron. During holiday periods, the school answer phone will direct you to the appropriate person or you may be asked to leave a message.

The pay phone in the Front Hall requires a minimum of 20 pence per phone call, for which coins are available in the Staff Room. Children are encouraged to use the telephone only to pass on important information rather than for social purposes. Boarders may bring in a mobile phone which is kept securely. They may use their phone after daily commitments and before bed. As mobile phones now have cameras, they may not be taken to the dormitory areas at anytime.

Titchfield

Titchfield village is a short walk or even shorter drive down West Street, which is directly opposite the Prep School gates. It has all the facilities you would expect to find in a small village, eg newsagent, grocer, chemist, bank, butcher, pubs, travel agency, hairdressers, estate agents, as well as shops selling antiques and carpets.

Titchfield has a wealth of historical features such as the church, the mill and the Abbey, which are all well worth more investigation. There are also some fabulous rural walks with an abundance of wild life.

Uniform

Clothing

Basic school uniform is the same for the winter and spring term; however both the boys' and girls' uniforms change for the summer term. Boys wear short-sleeved shirts and ties while the girls wear summer dresses. The wearing of school blazers is obligatory for all terms or at the Headmaster's discretion.

It is important for uniform to be of the standard issue and to this end the School Shop sells new and second-hand school clothes. The Shop stocks a large selection of new and second-hand sporting clothes and equipment. Name tapes may also be purchased.

A general uniform list may be found in the Appendix E and F. Most clothes are regularly stocked in the shop. Please leave enough time between visiting the shop and needing the clothes, in case anything must be ordered.

Occasional changes to the uniform do occur. They have a "running in" period and become mandatory a year or two after their introduction.

Parents are welcome to sell their child's outgrown clothes through the shop. **Clean clothes in good condition** should be packaged clearly with the child's name, address and home telephone number. Parents do not assign a price to their items. Instead, the Shop Manager determines the price after checking the general condition of the clothes. Reimbursement will be made on the school bill once the clothes are sold, this may be some time after the clothes were given or a child leaves.

The School Shop is open on Monday mornings from 8:30am - 11.30am and Wednesday afternoons from 2:30pm - 4:30pm during term time only. Individual appointments can be arranged. Tel: 07704 357223 or Email: shop@westhillpark.com The Second-hand Shop is open on Monday mornings from 8:30am - 10:30am. Both shops are open on selected Saturdays as detailed in the termly calendar.

Marking

Please make sure **everything** that your child brings to school is marked. Clothes should be marked with woven nametapes, bearing the first name and surname. Please remember to mark underclothes as well to avoid undue chaos in the Changing Room. See the “Marking” sheet in the Appendix for the position of nametapes. As the soles of many boots and shoes are now synthetic, it is not always possible to mark them underneath with nails and names written in biro or marking pencil very quickly disappear. It is preferred that footwear is marked by means of a name tape, glued or stitched either to the underside of the tongue in the case of shoes and boots or to the top of the insides of Wellingtons or on the strap of sandals.

Calculators, watches, pens and pencils should be engraved. Fountain pens and propelling pencils, etc should all be marked on the barrel and not on the top. This can be done at school, but it is recommended that parents have their children’s items engraved at home or by a jeweller before the term begins. In spite of careful marking, it is still best for children to leave expensive or valuable items at home.

APPENDIX A WEST HILL PARK DIRECTORY

Headmaster	Alastair Ramsay
Headmaster's Wife	Karen Ramsay
Deputy Head	Noll Jenkins
Financial Controller	Tim Rogerson
Finance Officer	Jan Simmons
Estate Manager	Mike Ledger
Director of Studies	Vicky Jenkins
School Nurse	Lesley Johnson
Boarding Housemaster	John Bond
Boarding Housemistress	Meg Goodwin
Assistant Housemistress	Domi Guillot-Long
Resident Senior Matron	Mel Dyer
Beaulieu Head of House	Ted Malleson
Hamble Head of House	Alistair Gray
Meon Head of House	Christine Atkinson
Admissions and Marketing	Karen Ramsay
Administration and Publications Secretary	Jill Evans
Pre-Prep Secretary	Amber Malleson
School Shop	Sue Howell
Director of Music	Karina Warburton
Learning Support Unit Co-ordinator	Jo Webb

APPENDIX B TELEPHONE DIRECTORY

Administration and Publishing	01329 840405
Admissions and Marketing	01329 840400
Boarding House Parents	01329 840413
Deputy Headmaster	01329 840414
Directory of Studies	01329 840419
Estate Manager	01329 840402
Fax	01329 842911
Finance Officer	01329 840416
Financial Controller	01329 840411
Learning Support	01329 840403
Matron/Surgery	01329 840417
Music School	01329 840407
Nursery	01329 846969
Pre-Prep	01329 840406
Prep School	01329 842356
School Shop	07704 357223

WEST HILL PARK TEACHNG STAFF

John Adam	Head of ICT
Christine Atkinson	Science
Karen Bell	Shells and English
John Bond	History co-ordinator, Boarding Housemaster
Iona Carmody	Head of Shells and Loweres, History
Melanie Coote	Head of Science
Peter Coote	Games and Spanish
Alistair Gray	Head of Geography
Dominique Guillot-Long	Head of French/Removes and Uppers
Richard Heathcote	Head of Art, RS co-ordinator
Poppy Hudson	Shells and Loweres Classroom Assistant
Noll Jenkins	French and English
Vicky Jenkins	Head of Latin
Ben Alway	Director of Sport
Andrew Kettlewell	Head of DT
Angie Lister	Shells and Loweres Classroom Assistant
Edward Malleson	Loweres, Geography, Maths
Madeleine Moore	Head of English
Nicki Perfect	Head of Maths
Angela Ringelberg	Loweres, Head of PSHE, RS, Maths
Karina Warburton	Director of Music
Jo Webb	Head of Learning Support

APPENDIX C UNIFORM LIST FOR DAY PUPILS

BOYS

- * Plain navy blue outdoor jacket
- * School Blazer
- * V-neck pullover
- * Grey shirt
- * School tie
- Mid-grey trousers
- Grey socks
- Pair black shoes
- Boilersuit
- Lab coat
- * Navy fleece
- * Navy/stripe rugby shirt
- * Plain rugby shirt
- * Track suit trousers
- * Track suit Jacket (Yrs 5-8 only)
- Navy games shorts
- White games shorts
- Games socks
- * White polo shirt
- * House polo shirt
- * Pairs of white sport socks
- * Swim shorts
- * Swim hat
- Astro-turf shoes (also used on grass)
- Indoor trainers
- Outdoor trainers
- Dark colour towel with hanging loop and name
- Games kit bag (linen or personalised barrel bag)
- Shin pads
- Rugby/Football boots with safety studs
- Mouth Guard (Mandatory from Year 4 only)
- Pair of Wellington Boots
- Swimming goggle (optional)

Summer Term

- Grey shirt with short sleeves
- Plain cricket whites (Years 5-8 only)
- Cricket box (Years 5-8 only)

GIRLS

- * Plain navy blue outdoor jacket
- * School Blazer
- * V-neck pullover
- * Long sleeve pink stripe blouse
- * Grey kilt – below knee length
- Grey socks or tights
- Pair black shoes – securely fastened and no fashion styles
- Boilersuit
- Lab coat
- * Navy fleece
- * Navy/stripe rugby shirt
- * Pink polo shirt
- * Track suit trousers
- * Track suit Jacket (Yrs 5-8 only)
- Navy games skirt
- White games shorts
- Games socks
- * White polo shirt
- * House polo shirt
- * White sport socks
- * Swimsuit
- * Swim hat
- Astro-turf shoes (also used on grass)
- Indoor trainers
- Outdoor trainers
- Dark colour towel with hanging loop and name
- Games kit bag (linen or personalised barrel bag)
- Shin pads
- Mouth Guard (Mandatory from Year 4 only)
- Pair of Wellington Boots
- Swimming goggle (optional)

Summer Term

- * Summer dress (Years 3-6 only)
- * Short sleeve pink stripe blouse (Years 7 and 8 only)
- Pairs of short white socks Long grey socks or grey tights

All items must be clearly and securely named – including all socks, underwear and bedding

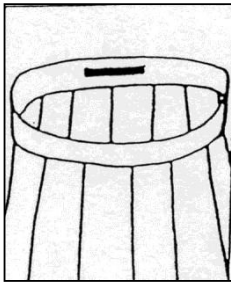
Branded Sports clothing is not permitted

Any other personal items are only allowed at the discretion of the Boarding House

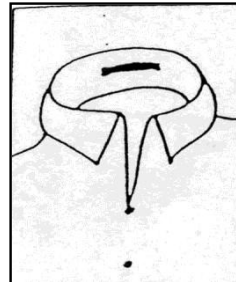
Selections of personalised items are available from the Shop

* **Items from School Uniform Shop
07704 357223
shop@westhillpark.com**

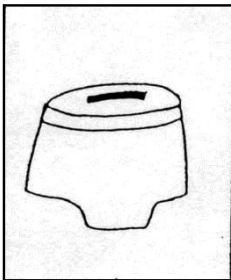
**APPENDIX D
MARKING**



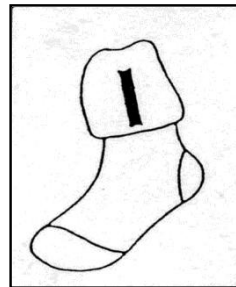
**SKIRTS
TROUSERS**
Please mark inside at
back of waistband.



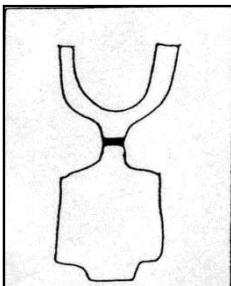
**SCHOOL SHIRT
BLOUSE
JUMPER
SUMMER DRESS
BLAZER
ANORAK**
Please mark inside
collar.



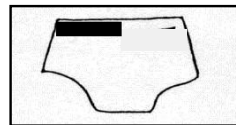
**PANTS
BOXERS
TIGHTS**
Please mark inside at the
back of waistband.



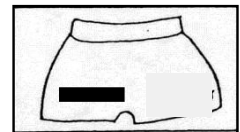
**SCHOOL SOCKS
SHORT/LONG**
Please mark lengthways
inside top of sock.



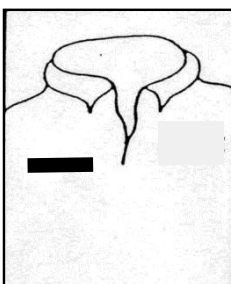
**SWIMMING
COSTUME**
Please mark on the back,
either round one strap if a
crossover style or looped
around the centre section if
'muscle back' style.



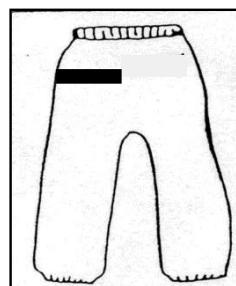
**SWIMMING
TRUNKS**
Please mark on
outside right.



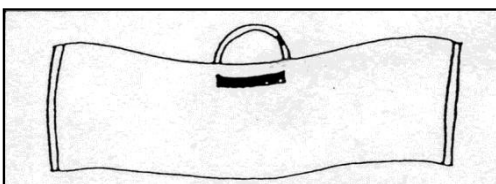
**BLUE/WHITE
GAMES SHORTS**
Please mark on the
outside right.



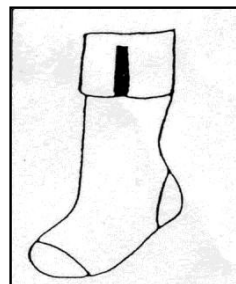
**GAMES SHIRTS
BOILER SUITS
HOUSE T-SHIRT
WHITE T-SHIRT
TRACK SUIT TOP**
Please mark on outside
right 2½ inches down from
seam.



**TRACK SUIT
BOTTOMS**
Please mark outside right
3 inches down from
elasticated waist.



TOWEL
Please mark and LOOP on middle of
long side.



GAMES SOCKS
Please mark lengthways
on inside of top, so that
name tape shows when
the top is turned down.

APPENDIX E

UNIFORM LIST FOR BOARDING PUPILS

BOYS

- 1* Plain navy blue outdoor jacket
- 1* School Blazer
- 2* V-neck pullover
- 3* Grey shirt
- 2* School tie
- 2 Pairs of mid-grey trousers
- 5 Pairs of grey socks
- 1 Pair black shoes
- 1* Boilersuit
- 1 Lab coat
- 1* Navy fleece
- 2* Navy/stripe rugby shirt
- 2* Plain rugby shirt
- 2* Track suit trousers
- 1* Track suit Jacket (Yrs 5-8 only)
- 2 Navy games shorts
- 2 White games shorts
- 2* Games socks
- 2* White polo shirt
- 1* House polo shirt
- 2 Pairs of white sport socks
- 1* Swim shorts
- 1* Swim hat
- 1 Astro-turf shoes (also used on grass)
- 1 Indoor trainers
- 1 Outdoor trainers
- 3 Dark colour towels with hanging loop and name
- 1 Games kit bag (linen or personalised barrel bag)
- Shin pads
- 1 Rugby/Football boots with safety studs
- 1 Mouth Guard (Mandatory from Year 4 only)
- 1 Pair of Wellington Boots
- Swimming goggle (optional)

Summer Term

- 3 Grey shirt with short sleeves
- Plain cricket whites (Years 5-8 only)
- Cricket box (Years 5-8 only)

GIRLS

- 1* Plain navy blue outdoor jacket
- 1* School Blazer
- 2* V-neck pullover
- 3* Long sleeve pink stripe blouse
- 2* Grey kilts – below knee length
- 5 Pairs of grey socks or tights
- 1 Pair black shoes – securely fastened and no fashion styles
- 1* Boilersuit
- 1 Lab coat
- 1* Navy fleece
- 2* Navy/stripe rugby shirt
- 2* Pink polo shirt
- 2* Track suit trousers
- 1* Track suit Jacket (Yrs 5-8 only)
- 2 Navy games skort
- 2 White games shorts
- 2* Games socks
- 2* White polo shirt
- 1* House polo shirt
- 2 Pairs of white sport socks
- 1* Swimsuit
- 1* Swim hat
- 1 Astro-turf shoes (also used on grass)
- 1 Indoor trainers
- 1 Outdoor trainers
- 3 Dark colour towels with hanging loop and name
- 1 Games kit bag (linen or personalised barrel bag)
- Shin pads
- 1 Mouth Guard (Mandatory from Year 4 only)
- 1 Pair of Wellington Boots
- Swimming goggle (optional)

Summer Term

- 3* Summer dress (Years 3-6 only)
- 3* Short sleeve pink stripe blouse (Years 7 and 8 only)
- 5 Pairs of short white socks/Long grey socks or grey tights

ALL TERMS – BOYS and GIRLS

- 1 Trunk or large suitcase clearly marked on the outside
- 1 Overnight bag, clearly marked on the outside (for overnight stays)
- 2 Pairs of pyjamas or nightdresses
- 1 Dressing Gown
- 1 Sensible pair of slippers
- 1 Sponge bag to include toothbrush, toothpaste etc
- 1 Hairbrush and/or comb without handles
- 2 Flannels, looped and named
- 1 Box large tissues
- 1 White plastic nit comb (named)
- 1 Travel rug
- 5 Pairs of underwear
- 5 Vests (optional)
- 1 Shower cap for girls
- 36 Woven name tapes to be kept by Matron
- 2 Sets of mufti clothes

All items must be clearly and securely named – including all socks, underwear and bedding

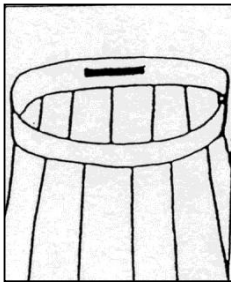
Branded Sports clothing is not permitted

Any other personal items are only allowed at the discretion of the Boarding House

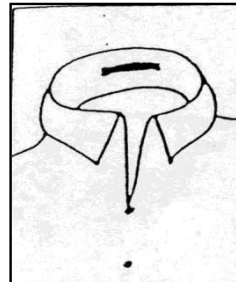
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* **Items from School Uniform Shop**
07704 357223
shop@westhillpark.com

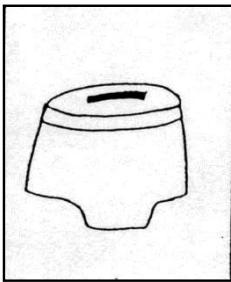
**APPENDIX D
MARKING**



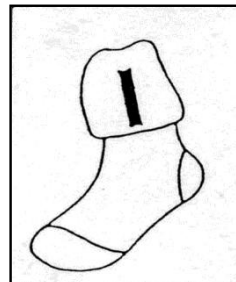
**SKIRTS
TROUSERS**
Please mark inside at
back of waistband.



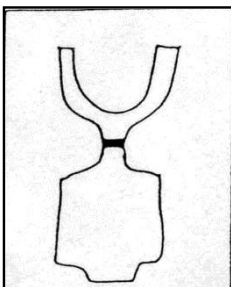
**SCHOOL SHIRT
BLOUSE
JUMPER
SUMMER DRESS
BLAZER
ANORAK**
Please mark inside
collar.



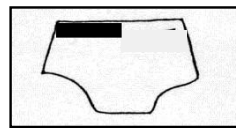
**PANTS
BOXERS
TIGHTS**
Please mark inside at the
back of waistband.



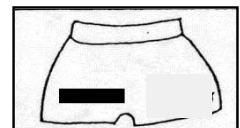
**SCHOOL SOCKS
SHORT/LONG**
Please mark lengthways
inside top of sock.



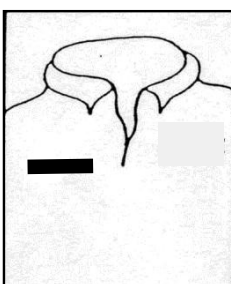
**SWIMMING
COSTUME**
Please mark on the back,
either round one strap if a
crossover style or looped
around the centre section if
'muscle back' style.



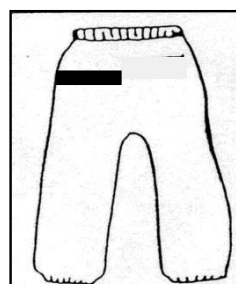
**SWIMMING
TRUNKS**
Please mark on
outside right.



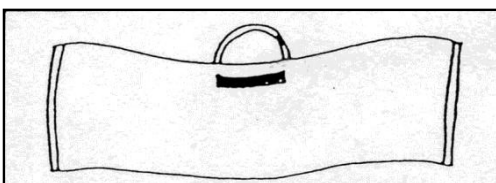
**BLUE/WHITE
GAMES SHORTS**
Please mark on the
outside right.



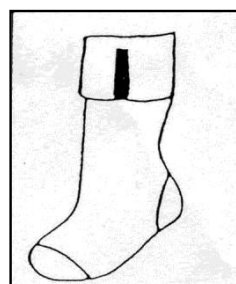
**GAMES SHIRTS
BOILER SUITS
HOUSE T-SHIRT
WHITE T-SHIRT
TRACK SUIT TOP**
Please mark on outside
right 2½ inches down from
seam.



**TRACK SUIT
BOTTOMS**
Please mark outside right
3 inches down from
elasticated waist.



TOWEL
Please mark and LOOP on middle of
long side.



GAMES SOCKS
Please mark lengthways
on inside of top, so that
name tape shows when
the top is turned down.

APPENDIX F PICK UP TIMES

Please note that all times below are approximate only to accommodate the school calendar

	Non Match Days		Match Participants
	Mon/Tues/Thurs/Fri	Wednesday/Saturday	
Shells (Year 3)	4:00pm	12:35pm	Winter/Spring Terms* Home 4:30pm / Away 5:00pm Summer Term* Home 6:00pm / Away 6:30pm
Lowers (Year 4)	5:15pm	After commitments	
Inters (Year 5) & Middles (Year 6)	5:15pm		
Removes (Year 7) & Uppers (Year 8)			

Notes:

1. All day children in the Shells (Year3) and Lowers (Year 4) **MUST** sign out at the end of every day. Parents or a designated responsible adult collect the child from Miss Carmody's class or Room 15.
2. Day children from the Inters (Year 5) and above are to be collected and be signed out from the Front Hall after Prep or at a time dependent upon their after school clubs or activities. Children must wait **in the Front Hall** to be collected and **NOT** elsewhere in the grounds.
3. Exeat Weekends – Normal finish for all classes will be 4:00pm but the school calendar should be consulted to check days and times.

* These are guidelines only. Please check the Match Notice Board for completion times for each match.

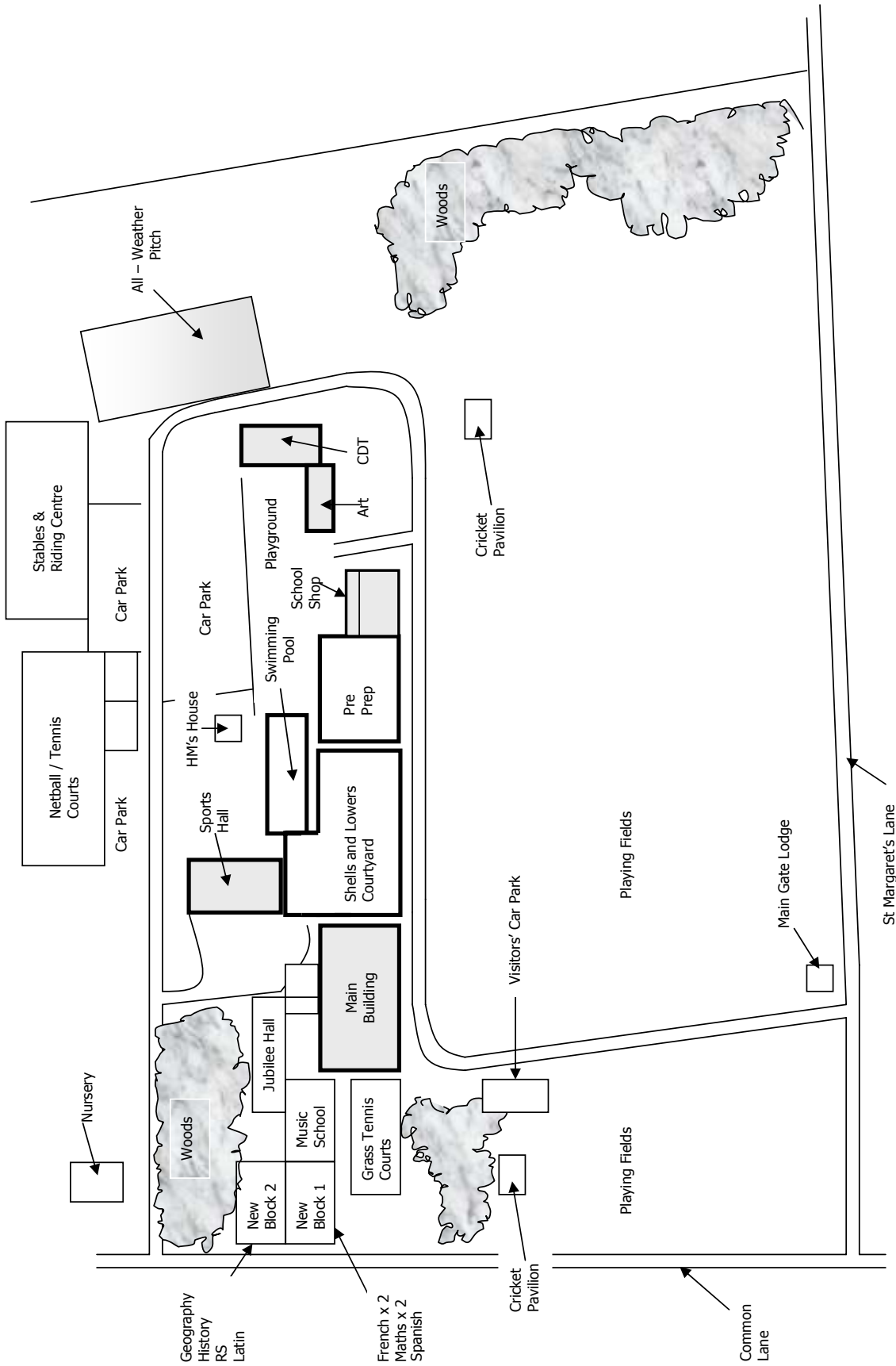
APPENDIX G
INDIVIDUAL DAILY TIMETABLE

CHILD House

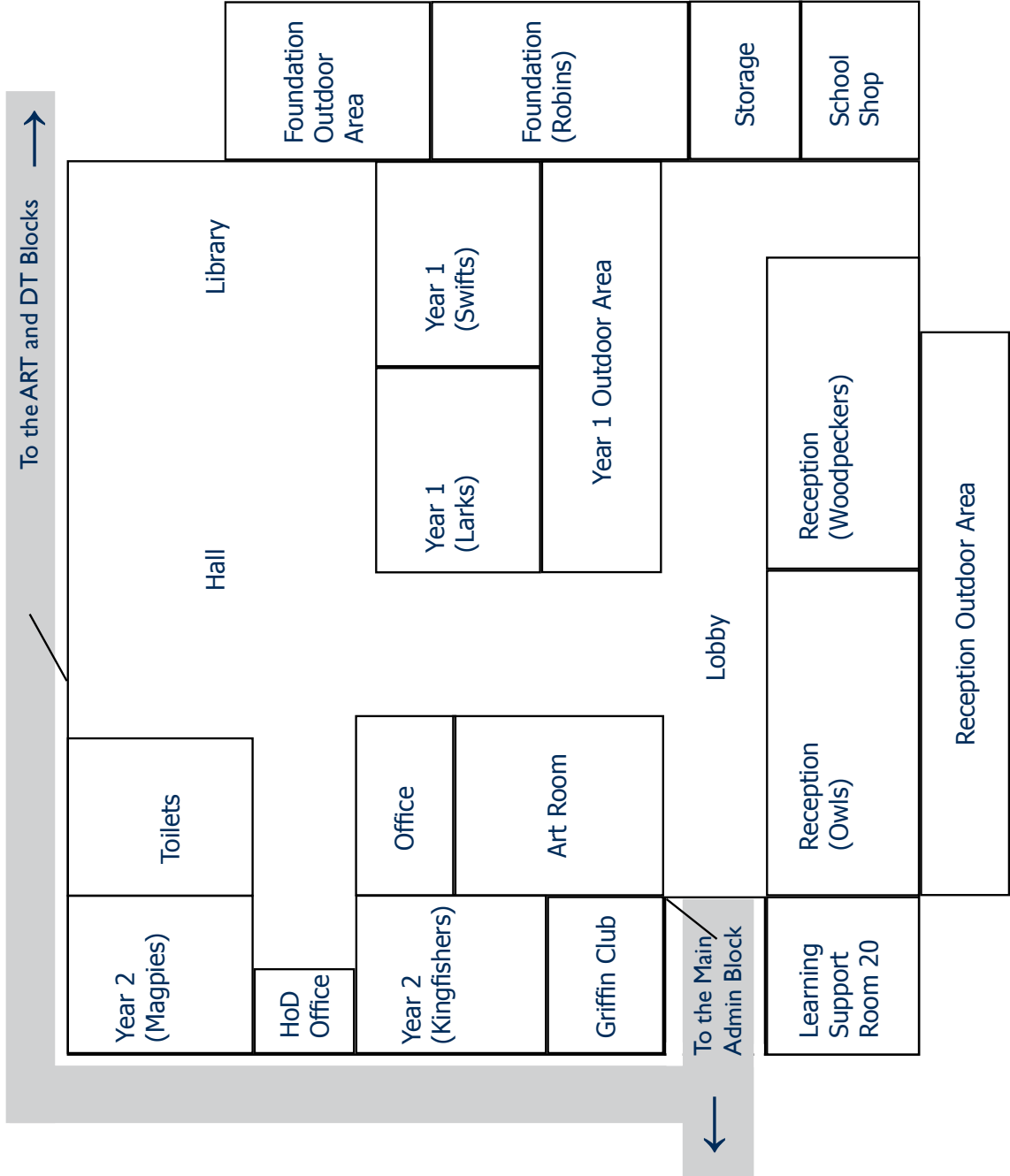
Form/Personal Tutor **Housemaster**

	Period 1 9:10am	Period 2 9:45am	Period 3 10:20am	First Break 10:55am	Period 4 11:25am	Period 5 12:00pm	Lunch Break 12:35pm - 1:40pm	Period 6 1:40pm	Period 7 2:15pm	Period 8 2:50pm	Period 9 3:25pm	Tea 4:00pm	Prep 4:30pm	Activities 5:15pm
Monday														
Tuesday														
Wednesday								GAMES/MATCHES/ACTIVITIES						
Thursday														
Friday														
Saturday								←			MATCHES			→

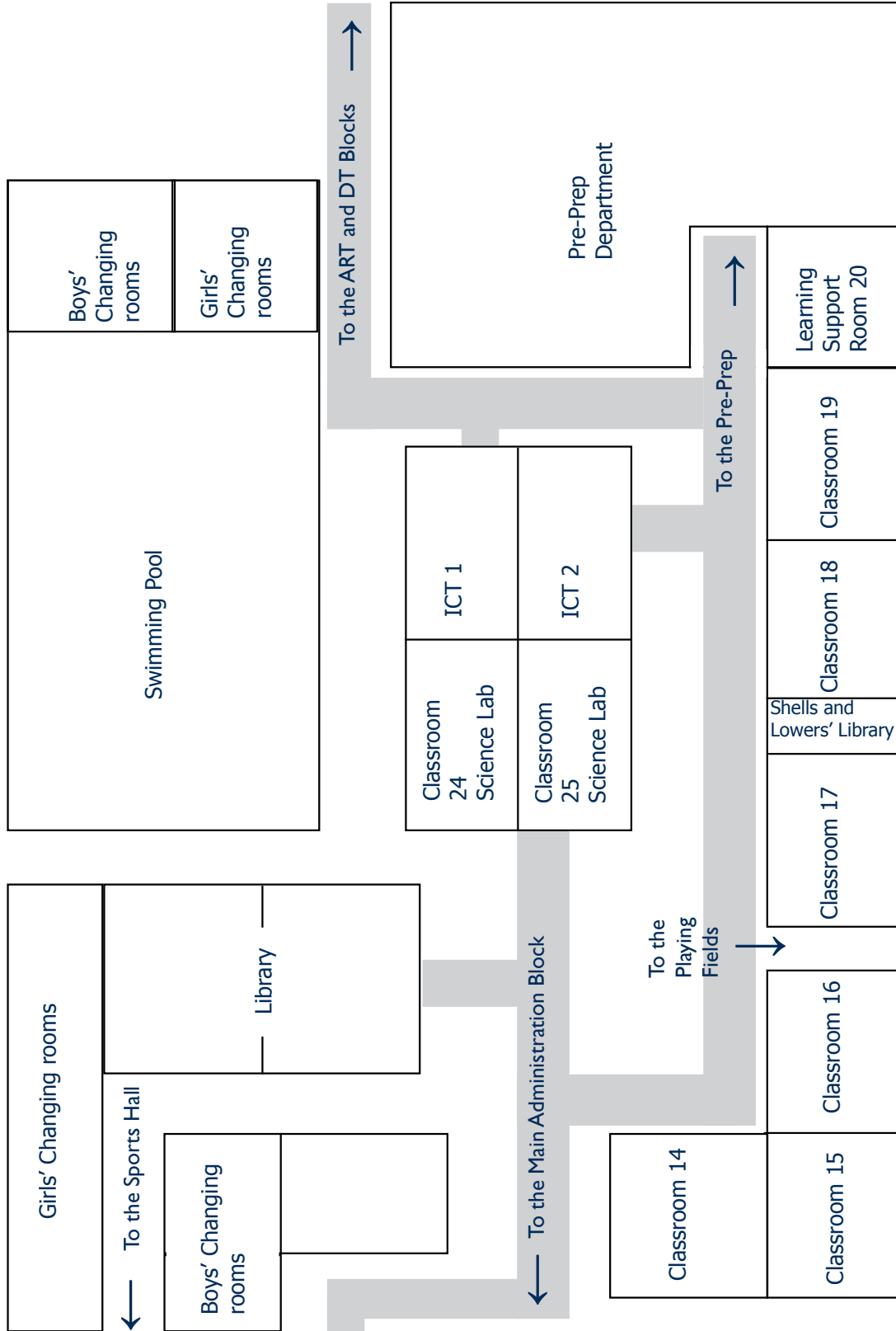
APPENDIX H WEST HILL PARK SITE PLAN



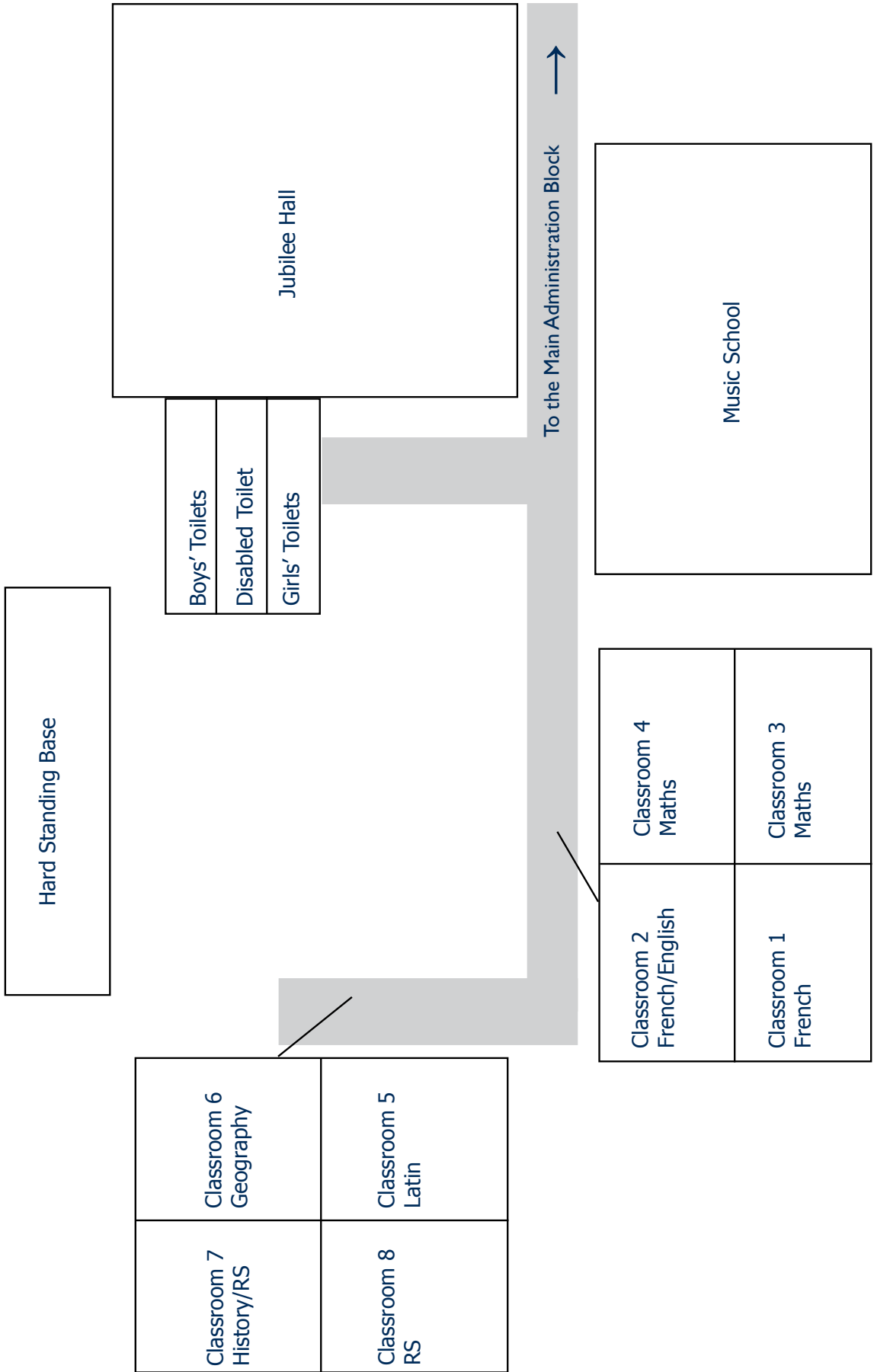
APPENDIX I
PRE PREP DEPARTMENT



APPENDIX J
SHELLS AND LOWERS COURTYARD



APPENDIX K
NEW CLASSROOM BLOCKS



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