



Alley Court
PREPARATORY SCHOOL

Whole School Parents' Handbook
2026–27

Everything you need, all in one place.

A practical guide to life at Alley Court - from the school day and communication to uniform, lunches, clubs, pastoral care and everything in between.

2 to 11 years 
Nursery to Year 6

7.30am to 6.00pm 
Wraparound care

12 acres 
Learn, discover, grow.

75+ 
Termly clubs and activities

The Parent Portal



← scan for the
parent portal &
school calendar

School Day · Uniform · Food & Menus · Wraparound Care
· Clubs & Activities · Communication · Health & Wellbeing
· Key Contacts · Term Dates & Calendar · Safeguarding ·

Welcome to **Alley Court**

A very warm welcome to Alley Court.

Whether your family is joining us for the first time or returning for another year, I hope this handbook will become a useful guide to everyday life at our school, answering many of the practical questions that arise throughout the year and helping you know where to turn when you need us.

At Alley Court, we want children to be happy, successful and excited to come to school each day. We are ambitious for every pupil and committed to helping them become curious, courageous and compassionate; responsible, respectful and resilient. Just as importantly, we want them to enjoy their childhood – to make friends, discover new interests, embrace challenges and make the most of the opportunities around them.

A strong partnership between school and home is an important part of that. We value open, positive communication with our families and want you to feel that you know who to speak to whenever you have a question or concern. Your child's teacher will usually be the best first point of contact for day-to-day matters, while our School Office team is always happy to help with practical or administrative enquiries.

Most of all, we want every child, and every family, to feel known, supported and part of the Alley Court community.

I hope you find this handbook helpful, and I look forward to sharing another happy and successful year with you.



Mrs Deborah Lewington

Headteacher



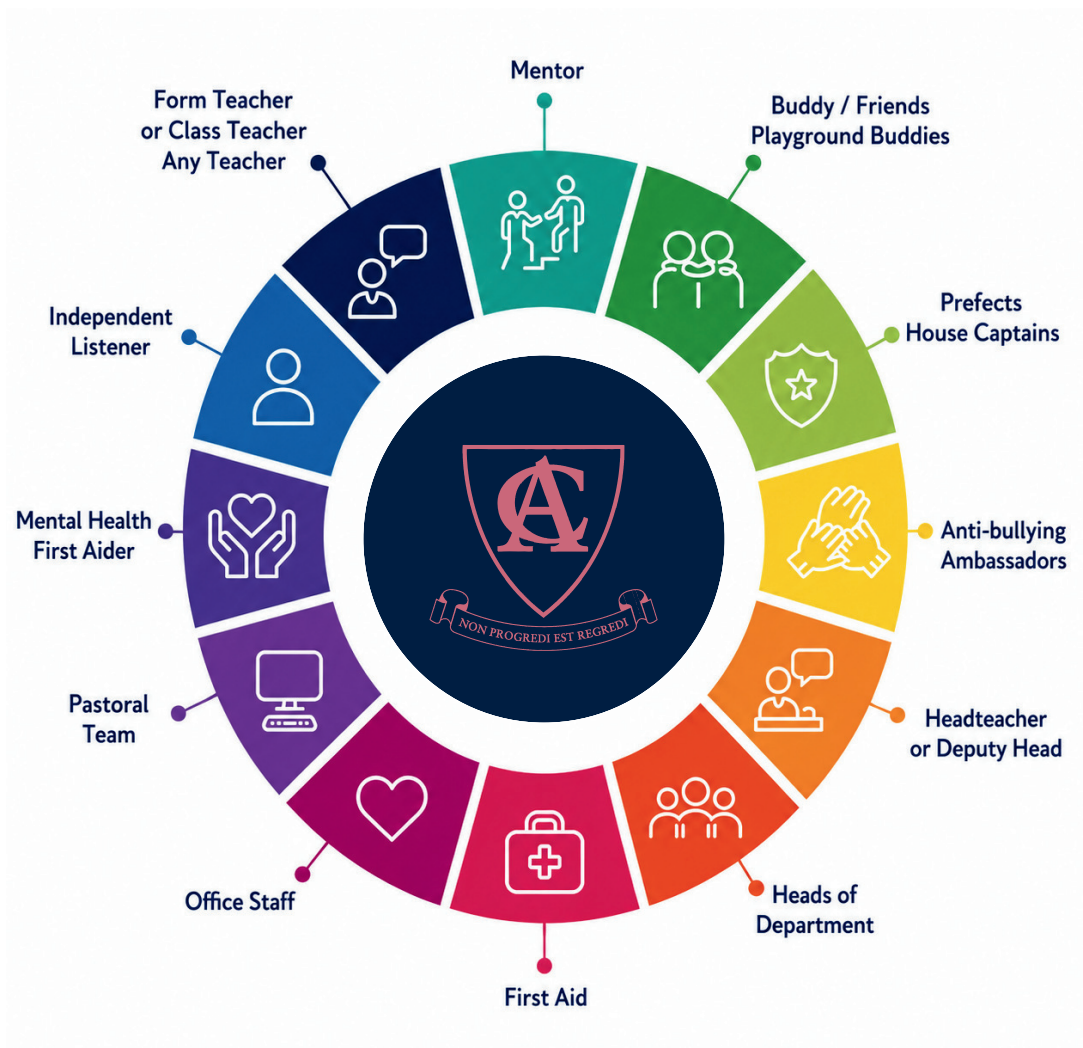
Aims of the School

To educate children up to the age of eleven to be Curious, Courageous and Compassionate.

Childhood, at its best, is an exciting and wondrous adventure, where learning is present at every opportunity.

Our Circle of Care

At Alleyn Court, every child's safety and wellbeing comes first. Our Circle of Care means that every child has a network of trusted people around them; people they know they can talk to, turn to and trust. Whatever the worry, however big or small, there is always someone ready to listen and help.



Everybody in the Circle of Care has a part to play — make sure your child knows who to speak to.

Contact Details

Alley Court Preparatory School
Wakering Road, Great Wakering
Southend-on-Sea, Essex SS3 0PW

Telephone

School Office: 01702 582553

Useful Email Addresses

School Office office@alleyn-court.co.uk

Accounts finance@alleyn-court.co.uk

Admissions admissions@alleyn-court.co.uk

The Parent Portal

The Alley Court Parent Portal is your go-to place for the practical information you need throughout the school year. From your child's timetable and reports to the school calendar, uniform information and key documents, it is designed to make school life as simple to navigate as possible.

You can access the Parent Portal at any time via the website, or log in directly through Schoolbase.

Your individual login details will be sent to you by the School Office.

Your calendar is tailored to your child or children, so it's the best place to check what's coming up and the dates that matter to your family.

Communication

Your child's class teacher or form tutor is your first point of contact for any questions or concerns about your child. If further support is needed, matters can then be discussed with the relevant Head of Department or Deputy Head. The Headteacher is always happy to meet with parents, preferably by appointment.

1. Class Teacher / Form Tutor

- Your child's day-to-day learning and progress
- Friendships
- Wellbeing
- Celebrations and achievements
- School trip and residential information

2. School Office

- General enquiries
- Absence
- Supplying medication or informing the school about your child's illness or medical needs
- Wraparound care and clubs booking
- Peri music lessons & LAMDA
- Clubs booking queries
- Holiday club
- Appointments with the Headteacher

3. Senior Leadership & Safeguarding

- Mr Ben Dolbear, Deputy Head & DSL
BDolbear@alleyn-court.co.uk
 - Safeguarding concerns (safeguarding@alleyn-court.co.uk)
 - Complaints
- Mr Tobias Duffin, Bursar
bursar@alleyn-court.co.uk
 - Financial queries
 - Health & safety
- Mrs Deborah Lewington, Headteacher
Head@alleyn-court.co.uk
 - Requests for term time holiday
 - Staff concerns

Your Class Teacher or Form Tutor is your first point of contact. Alley Court keeps an open-door policy, with appointments best requested after 3.15pm (Pre-Prep) or 3.30pm (Prep). More staff information can be found on our website.

Keeping You Connected

Good communication between home and school is an important part of life at Alleyn Court. We use a small number of communication channels to keep you informed about your child, school life and the things you need to know.

The Parent Portal

Your go-to place for school information.

The Parent Portal brings together the practical information you need throughout the school year, including your child's timetable, school reports* and attendance, personalised school calendar, key documents, consent forms and your contact details.

**Timetables and reports are only for Year 1-6. The Early Years are sent on Tapestry*

Tapestry

Nursery to Year 4

Tapestry gives parents a secure window into their child's learning and experiences at school. Teachers share observations, photographs and learning moments, while parents can add their own observations, photographs and 'wow moments' from home, helping us build a richer picture of each child's learning journey.

Email

For important messages & direct communication.

Email is used for school notices, reminders and information that need to be communicated directly. Your child's teacher is your first point of contact for day-to-day matters relating to your child, while general and administrative enquiries can be directed to the School Office.

Weekly News Bulletin

Your weekly round-up of Alleyn Court life.

Our weekly bulletin brings together school news, forthcoming key dates and events and useful reminders, giving families an easy way to keep up with what's coming up in the following weeks.

Not sure where to look?

Timetable or calendar?



Parent Portal

Consent forms?



Parent Portal

Food & Nutrition?



School Website

School Life?



Tapestry &
School Social Media



Term Dates 2026–27

Autumn Term 2026

Thursday 3rd September	Term begins for pupils
Friday 16th October	Break for half-term (3.00 & 3.30pm)
Monday 2nd November	Return from half-term
Friday 11th December	Term ends 12.00pm Pre-Prep / 12.30pm Prep, pick up from St Augustine's Church

Spring Term 2027

Monday 4th January	Term begins for pupils
Friday 12th February	Break for half-term (3.00 & 3.30pm)
Monday 22nd February	Return from half-term
Wednesday 24th March	Term ends (12.00–12.30pm)

Summer Term 2027

Tuesday 20th April	Term begins for pupils
Monday 4th May	Bank holiday, school closed
Friday 28th May	Break for half-term (3.00 & 3.30pm)
Monday 7th June	Return from half-term
Friday 9th July	Term ends (12.00–12.30pm)

Holiday Club at Alleyn Court

Our range of Holiday Club offerings provide a fun, active and familiar environment for children during each of the school holidays. With a varied programme of sporting activities, creative challenges, outdoor adventures and plenty of time with friends, each day is designed to keep children happy, engaged and entertained.

Holiday Club dates, times and booking information are shared with parents ahead of each school holiday. Places must be booked in advance and are subject to availability.

Form & Department Structure

	Year Group	Age
↑ Pre-Prep ↓	Lower Nursery (Ducklings)	2 - 3
	Upper Nursery (Bumblebees)	3 - 4
	Reception	4 - 5
Pre-Prep	Year 1	5 - 6
	Year 2	6 - 7
Prep	Year 3	7 - 8
	Year 4	8 - 9
	Year 5	9 - 10
	Year 6	10 - 11

What to bring

Nursery

- Full set of clean clothes in a drawstring bag
- Named water bottle
- Welly boots
- School branded or plain navy coat
- Waterproofs
- Alleyn Court book bag
- School branded or navy sun hat, warm hat and gloves

Reception

- Alleyn Court book bag
- Alleyn Court drawstring bag (PE Kit)
- Named water bottle
- Welly boots
- School branded or plain navy coat
- Waterproofs (Navy)
- School branded or navy sun hat, warm hat and gloves

Pre-Prep

- Alleyn Court book bag or back pack
- Named water bottle
- Alleyn Court drawstring or sports kit bag (PE Kit)
- Welly boots
- School branded or plain navy coat
- Waterproofs (Navy)
- School branded or navy sun hat, warm hat and gloves

Prep

- Alleyn Court back pack
- Named water bottle
- PE & Games Kit in School kit bag
- Alleyn Court school coat
- Waterproofs (Navy)
- School branded Sun hat, Navy or schoolbrand warm hat and gloves
- Pencil case

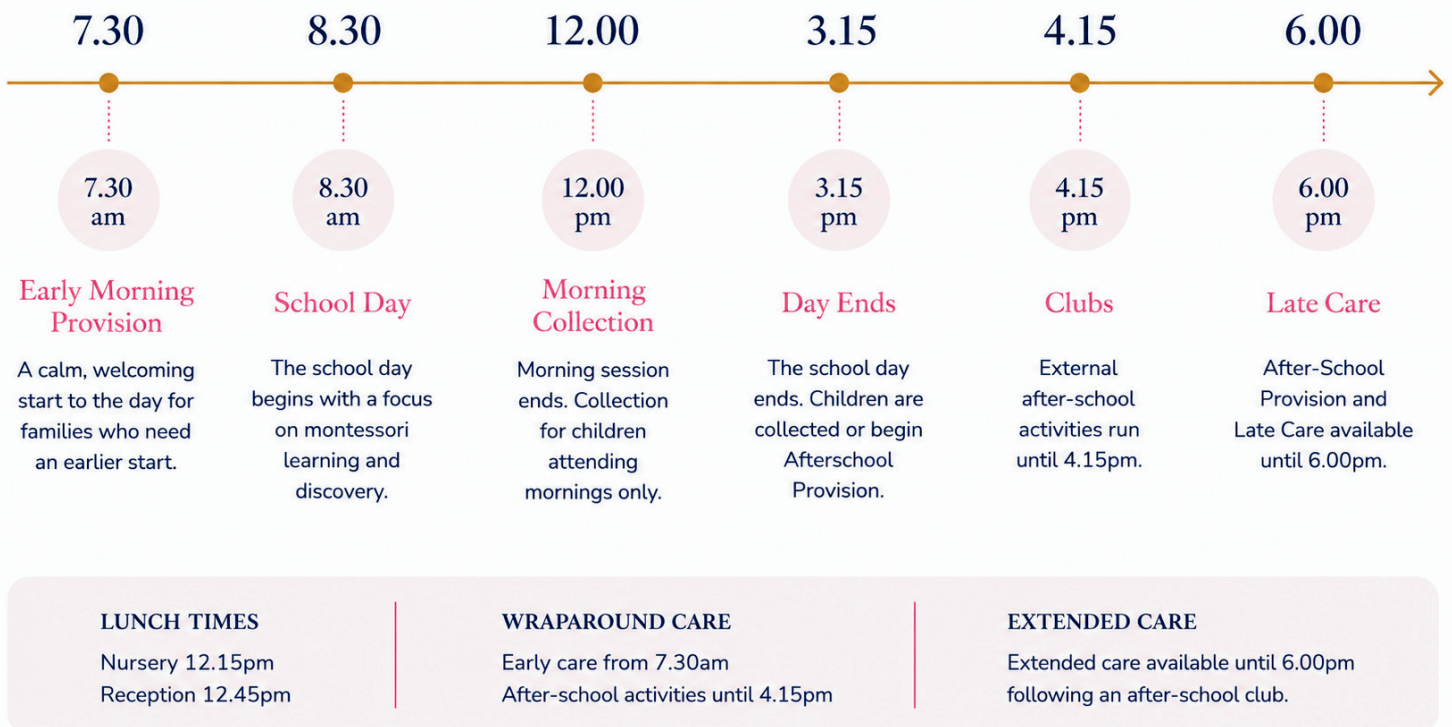


A Typical School Day

From morning drop-off to after-school care.

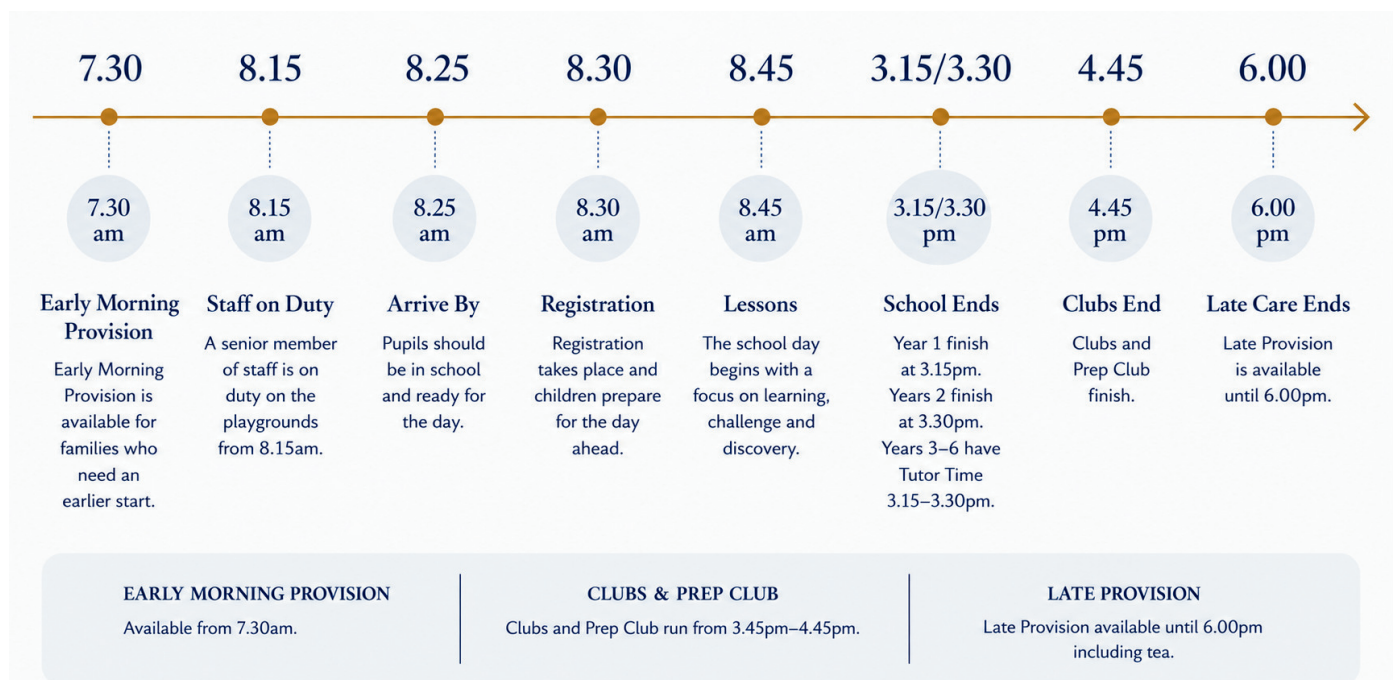
Early Years

Nursery · Reception



Pre-Prep & Prep

Year 1 · Year 2 · Year 3 · Year 4 · Year 5 · Year 6





Wraparound Care & Co-Curricular Clubs

We offer wraparound care both before and afterschool. Club provision is emailed at the start of term and available from the main office.

For Lower Nursery to Reception, ad-hoc attendance without notice/confirmation is not possible, due to ratio restrictions. Sign-up is termly, to book your child into wraparound, please email lmascall@alleyn-court.co.uk.

Early Years Nursery · Reception

Provision	Timings	Cost
Early Morning + Breakfast Club	7.30am – 8.30am	£6
After-School Clubs	3.15pm - 4.15pm	Cost per term varies depending on the club
After-School Care (with food)*	4.15pm – 5.00pm	£8
Late Stay*	5.00pm – 6.00pm	£8

*Available only following attendance at an external after-school club.

Pre-Prep & Prep Year 1, 2, 3, 4, 5, & 6

Provision	Timings	Cost
Early Morning + Breakfast Club	7.30am – 8.30am	£8
After-School Clubs	3.45pm - 4.45pm	Free of charge unless delivered by an external provider, when fees may apply.
Prep Club	3.45pm - 4.45pm	No Additional Fee
After-School Care (with food)	4.15pm – 5.00pm	£8
Late Stay	5.00pm – 6.00pm	£8

Drop-off, Pick-up & Parking

A smooth start and finish to the day helps everyone. Please use the route that applies to your child's year group and avoid remaining on site longer than necessary at busy times.



Morning drop-off

Early Years

Park and accompany your child to the Imperial or Wilcox entrance, depending on their class.

Years 1 & 2

Park and escort your child to the Wilcox Playground gate.

Year 3

Park and escort your child to the Tomlinson Playground gate, via the Sports Hall path.

Years 4 to 6 (+ younger siblings)

Use the Drop & Go zone by the main entrance gate.



After school pick-up

Early Years

Collect from your child's designated Early Years entrance.

Years 1 to 3

Collect from the appropriate playground or collection point.

Years 4 to 6

Collect via the main entrance collection point.

Clubs & After School Care

Children attending clubs or wraparound care should be collected from the designated after-school collection point.

Cycling to school

Years 5 and 6 may cycle to school with written parental consent. We recommend that children have completed Bikeability or an equivalent cycle-safety course and that helmets are worn throughout the journey.



Bike Storage

Secure bike storage is available behind the Music Block, where bicycles should be locked for the duration of the school day.

ALTERNATIVE ACCESS

Top-Woods Gate: Open 8.00 to 9.00am and 3.00 to 4.30pm.

Families may also use the roadside Drop & Go layby by the top-woods gate and walk into school through the gate through Forest School.

Please drive slowly and follow staff directions at all times.

PE, Games & Sport

Sport is an important part of school life at Alleyn Court, with pupils taking part in PE, Games, fixtures and competitions throughout the year. We encourage every child to participate fully, develop their skills and enjoy representing their school.

Alleyn Court teams compete at local, regional, national and international level, and pupils selected to represent the school are expected to show commitment, teamwork and good sportsmanship.

Year 1 children come to school dressed in PE kit on PE days. On Games days they will need to bring their kit with them to change into. Nursery & Reception children come to school dressed in PE kit on their PE days.

All pupils who participate in Games lessons and matches will travel home in their kit.

What's the difference?

PE <i>Build the skills</i>	Games <i>Put them into practice</i>	Year Group	Games Day
PE develops the physical skills children need to move confidently and effectively, through activities including gymnastics, athletics, dance, fitness and movement.	Games applies these skills through team and individual sports, developing technique, tactical understanding and match play alongside teamwork and sportsmanship.	1 & 2	Tuesday
		3 & 4	Monday & Thursday
		5 & 6	Wednesday & Friday

Team selection

Our approach is ambitious in competition and inclusive in opportunity. Wherever possible, we field A, B and C teams, with the aim that every child in Years 1 to 6 has an opportunity to represent Alleyn Court in sport during the year.

A Teams are selected from the strongest available players, regardless of age. B and C Teams are selected from the oldest available year group first. Children selected for a fixture can generally expect to play for at least half of the match.

We ask parents to support team selections and to encourage positive behaviour from the sidelines. Learning to win with grace and lose with dignity is an important part of school sport. Any questions about team selection should be directed to the Director of Sport, Mr Smith.

All children should have the appropriate Alleyn Court-branded PE and Games kit, with every item clearly named.

Your child's individual PE timetable is available in the Parent Portal. Please check this regularly so that your child has the correct kit in school on the appropriate days.

Co-Curricular Activities & Visits

We attach great importance to the opportunities that extend and enrich the curriculum. Our co-curricular programme gives children the chance to explore new interests, develop their talents, build confidence and enjoy experiences beyond their everyday lessons.

Every pupil is encouraged to take part in at least one co-curricular activity each term.

Clubs & Activities

A varied programme runs throughout the school week and includes:

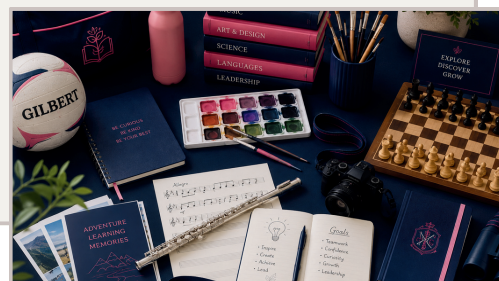
Before-school clubs provided free of charge

After-school clubs provided free of charge

After-school clubs run by external providers, for which a small charge applies

Clubs and activities held during break times and lunchtimes

Opportunities vary from term to term and span areas such as sport, music, drama, art, STEM, languages, creative activities, academic and leadership.



The School Office will let parents know when each term's programme is available. Year 1 - 6 clubs are booked daily at registration. All Early Years clubs are booked by emailing lmascall@alleyn-court.co.uk with full details of timings and any applicable charges provided at the time of booking.

Educational Visits & Residentials

Learning beyond the classroom is an important part of school life. Throughout the year, pupils take part in a programme of educational visits, day trips and residential experiences designed to complement their learning and provide opportunities to develop independence, resilience and friendships.

YEAR 3 - One-night residential on site at Alleyn Court

YEARS 4 & 5 - Long weekend away

YEAR 6 - week away (during term time)

House System & Celebrating Success

All pupils from Reception upwards are allocated to a School House, where they earn house points for themselves and their house, with inter-house events and competitions through the year.

 Pearsons	Green
 Rankins	Purple
 Tremaynes	Blue
 Williams	Yellow

Recognising Achievement

Subject Badges

Teachers award Star Badges and year group subject badges to recognise effort, progress and achievement across the curriculum. Badges are awarded annually and proudly worn on the blazer lapel.

Scholarships

Academic and Talent Scholarships may be awarded to Prep pupils from Year 3 upwards achieving elite standards and the highest levels, recognising exceptional achievement, contribution and talent.

Ready - Respectful - Safe

These three simple expectations underpin school life. Positive behaviour is recognised and encouraged, with our Behaviour Policy applied consistently across the school.

EVERY FRIDAY, WE CELEBRATE!

Our weekly **Celebration Assembly** recognises pupils' successes both in and beyond school.



Merit certificates are awarded throughout the year as pupils build their house points, with further achievements recognised at our Annual Prize Giving.

Year Group badges are awarded for each subject annually at Prize Giving.



Year 1



Year 2



Year 3



Year 4



Year 5

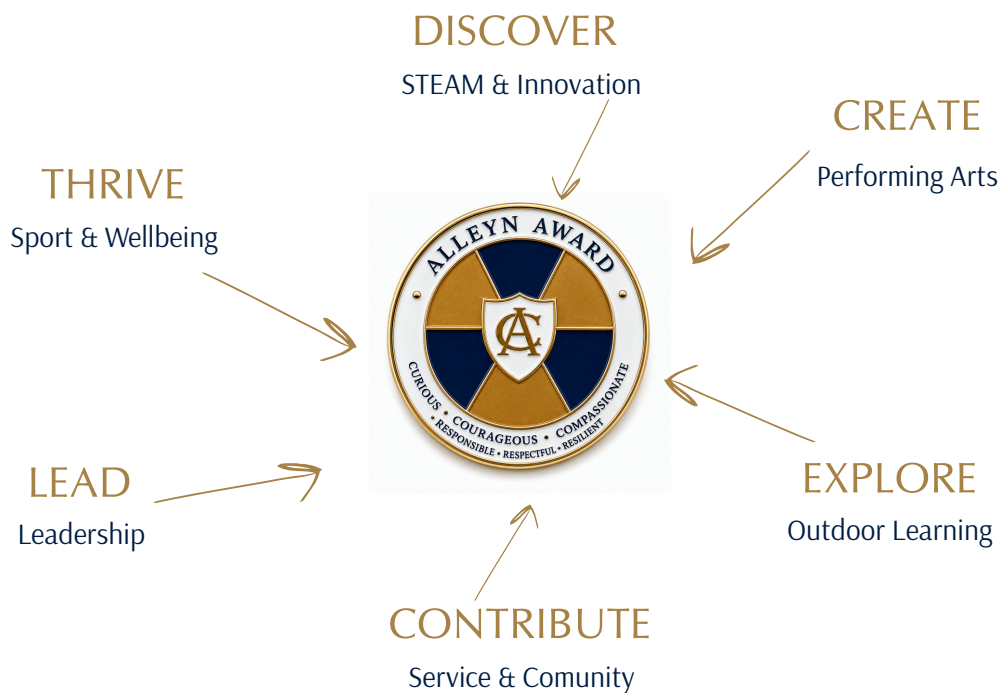


Year 6

The Alleyn Award

The Alleyn Award is our own programme for recognising the learning and personal growth that happens beyond traditional academic achievement. Alongside our academic curriculum, every child in Year 6 will work towards the Alleyn Award.

Through experiences across school and beyond, pupils are encouraged to try something new, take on challenges, develop their interests, contribute to their community and reflect on how they are growing.



How parents can help

Encourage your child to try new things, talk to them about what they have learned and help them recognise the skills they are developing. Experiences outside school can also contribute to their journey, so share achievements, activities and interests with us and encourage your child to capture these in their portfolio.

The Award belongs to the child. Our role, at school and at home, is to encourage, notice and celebrate the journey.



scan to find out more

Homework & Enrichment

Homework reinforces learning, builds independence and helps children develop good study habits.

Homework is designed to reinforce and extend learning in school while developing independence and good learning habits. It should take no more than 30 minutes.

Reception to Year 3

Homework is set weekly by the class teacher and is encouraged, but not compulsory.

Year 4 to 6

Homework follows a published timetable and is recorded in your child's homework diary.



Up to 30 minutes



Planner checked daily



Signed weekly

If homework is taking considerably longer or your child is struggling, please add a note for their teacher.

Reading at home

Regular reading is strongly encouraged for every pupil.

Sharing books, reading independent and talking about stories to help us to develop confident, enthusiastic readers.

School Library

Open two mornings and one afternoon each week. See the library door for current times.



Assemblies

Wednesday & Friday

Whole-school assemblies from Year 1.

Friday 8.45 - 9.15am

Selected year-group class assemblies for parents. One year group class assembly per academic year.

Dates

Please check the School Calendar in your Parent Portal

*Early Years have a separate assembly.
Reception children join whole-school assemblies gradually through the year.*



Music & Drama

All children gain experience of instruments, notation and performance through the music curriculum.

Individual music lessons

Many pupils take lessons with our peripatetic music teachers. Please contact the Director of Music for further information. Lesson costs and payments are arranged directly with the teacher.

LAMDA Speech & Drama

Sessions take place on Thursdays and Fridays, with pupils encouraged to take exams and compete in local festivals.

School Uniform

Uniform and clothing lists for each year group are available on the school website and via the School Office. Please check these for the most up-to-date requirements before purchasing uniform.

Winter uniform is worn during the Autumn and Spring Terms, with Summer uniform worn during the Summer Term.

School shoes should be smart, plain black, unbranded and leather. Black leather trainers are not permitted, even if unbranded.

Hair, Jewellery & Watches

Hair reaching the shoulder should be tied back. Hair fasteners should be school-design or plain pink or navy, and extreme hairstyles or coloured hair are not permitted.

Jewellery should not be worn in school. Watches may be worn, provided they are clearly labelled, but smart watches or other devices capable of taking photographs or videos are not permitted. Watches and jewellery must be removed for PE. Make up is not permitted.

Looking After Belongings

Please clearly label all uniform, footwear and equipment. While we make every effort to reunite children with their belongings, things do sometimes go astray, so we recommend choosing practical, serviceable items rather than expensive equipment.

Pupils in Years 1 and above are allocated a cubby for their prep bag, with additional space available for sports kit.



Parent Teacher Association (PTA)

The PTA organises a range of events and activities throughout the year for children, parents, staff and the wider school community, helping to bring families together and support school life.

There are plenty of ways to get involved, whether by joining the committee, volunteering at a particular event or simply coming along and taking part. Details of upcoming events and opportunities to help are shared regularly with parents.

All parents automatically become members of the Alleyn Court Parent Teacher Association (PTA) when their child joins the school.



Want to get involved?
pta@alleyn-court.co.uk

Assessment & Reporting

We aim to understand every child's progress so we can support them to achieve their full potential and enjoy their learning.

HOW WE ASSESS PROGRESS

Early Years Nursery · Reception

Children's learning and development is assessed through daily observation and assessment, formal assessment and termly summative Learning & Development Assessments.

Learning and key moments are also captured and shared with parents through Tapestry.

Pre-Prep & Prep Year 1 to 6

Progress is assessed continuously through marked classwork, whole-class and individual verbal feedback, alongside termly standardised assessments in English and Mathematics.

This helps teachers understand each child's strengths, progress and next steps in learning.

KEEPING YOU INFORMED

We keep parents informed about their child's progress throughout the year.



PARENTS' EVENINGS Face-to-face opportunities to discuss your child's progress during the year.



Pupils' books are marked regularly and can be viewed at Parents' Evening or on request. Teachers also use live marking and verbal feedback during lessons, enabling pupils to respond to feedback while they are learning.

UNDERSTANDING ASSESSMENT GRADES

Attainment

W	Working towards expectations
M	Meeting expectations
E	Exceeding expectations

Effort

1	Excellent effort	Exceeding expectations
2	Good effort	Meeting expectations
3	Some effort	Working towards expectations

Attendance & Absence

Regular attendance supports children's learning, progress and wellbeing. The School must maintain an accurate attendance record and know the reason whenever a child is absent. Children arriving after registration will be marked late and should report to the School Office on arrival.

Illness

If your child is unable to attend school due to illness, please telephone the School Office by 8.30am.

Please let us know if your child has a contagious or infectious illness, so that we can take any necessary action and inform other families where appropriate.

Following vomiting or diarrhoea, children should not return to school until 48 hours after the final episode.

Holidays & Absence

For children in Reception to Year 6, holidays during term time will not normally be authorised. Requests for absence in exceptional circumstances must be made to the Headteacher in writing in advance.

Unauthorised absence will be recorded accordingly.

Where a pupil's attendance falls below 90% over the previous 12 months, this is considered persistent absence and will be reviewed through the School's attendance support procedures.

Visiting the school

Parents are always welcome to visit the School by prior arrangement. All visitors must report to and sign in at the School Office on arrival. At collection time, please avoid arriving early to watch sports lessons, as this can be distracting for pupils and staff. Parents are welcome to support pre-arranged sports fixtures.

Alley Court is a smoke- and vape-free site.

Food & Nutrition

Early Years

A healthy mid-morning snack is provided in the Early Years, with water or milk offered. Children can choose either a school hot lunch or a packed lunch, with the choice made termly.

Packed lunches must be nut-free, and parents are asked to be mindful of other allergens, including egg, sesame, strawberries and kiwi.

Year 1 to 6

A variety of freshly cooked lunch options are available each day, with staff encouraging children to choose a healthy, well-balanced meal. Children should bring a healthy, nut-free snack for break time. No other drinks, sweets or shared snacks are permitted during the school day, including for birthdays.



Health & Medical

Alley Court staff are **First Aid** trained, with trained Paediatric First Aiders also on site. If your child requires First Aid, this will be provided as soon as practicable. We will contact you if they are unwell or injured and need to be collected from school.

Prescribed **medication** can only be administered when supplied in its original pharmacist-labelled packaging, with clear dosage instructions and written parental consent. From Year 3, children who require an inhaler should carry one with them at all times, with a clearly labelled spare held by the School Office.

Medical Conditions & Care Plans

Please let us know, as soon as possible, about any significant medical condition, allergy or health need that may affect your child at school. Where appropriate, we will work with you to put an Action Plan or Care Protocol in place. It is important that you keep us informed of any changes to your child's health, medication or medical needs.



Illness	Guidance
Conjunctivitis	Recommend staying at home if feeling unwell.
Chicken pox	Excluded until all spots have dried and scabbed.
Sickness / diarrhoea	Excluded until 48 hours after the last episode and eating normally.
High temperature (38°C+)	Excluded; please seek medical treatment as soon as possible.
Antibiotics	Excluded until 24 hours of treatment completed and well enough to return, unless the GP advises otherwise.
Slapped cheek	Contagious before the rash appears — seek GP advice before returning.
Impetigo	Excluded until lesions are crusted/healed, or 48 hours after starting antibiotics.
Hand, foot and mouth	Seek medical advice; return once feeling better.
Rash / unknown spots	Parents will be contacted to collect; please have this checked by a GP.
Head lice	May return once treatment has commenced.

Chicken pox, slapped cheek and scarlet fever can all be harmful to unborn babies — please always tell us if your child has one of these. The EYFS setting cannot give any non-prescribed medicine (including Calpol, Nurofen and Piriton).

For full guidance: Please refer to the School's Health & Safety, First Aid and Medical Policies, available via the School Website or from the School Office.

Anti-Bullying & Behaviour

Alley Court is committed to providing a safe, respectful and inclusive environment in which every child can learn and thrive.

All forms of bullying, physical, verbal, emotional, relational or online, are taken seriously, investigated and addressed appropriately.

Particular care is taken where behaviour relates to a child's identity or a protected characteristic, including race, religion or belief, sex, disability, sexual orientation or gender reassignment.

Our approach reflects our responsibilities under safeguarding guidance and the Equality Act 2010.

Bullying is generally understood as repeated behaviour intended to hurt another person physically or emotionally, often involving an imbalance of power. It may take place face-to-face or online.

Children are still learning how to build and manage relationships, and disagreements or mistakes will sometimes occur.

We help pupils understand the important difference between relational conflict and bullying, while using incidents as opportunities to reflect, repair relationships and develop more positive behaviour.

Anti-bullying education forms part of our PSHE and wider pastoral provision. Alley Court is a "listening & telling school": children are encouraged to speak to a trusted adult whenever something is worrying them, whether it affects them personally or another child.

For full guidance, please refer to the School's Anti-Bullying and Behaviour Policies.



At Alley Court, we are:

READY

We are ready to learn when we:

- line up calmly and move around school sensibly
- wear our uniform correctly
- have the right equipment for each lesson
- listen carefully to instructions
- settle quickly and start when asked



RESPECTFUL

We show respect when we:

- treat others as we would like to be treated
- look after our belongings and our school environment
- listen to other people's thoughts and opinions
- make responsible, independent choices
- understand that we will not always agree
- recognise, respect and value our differences



SAFE

We keep safe when we:

- sit and move around school safely
- listen carefully to instructions, especially in an emergency
- follow our online safety rules when using technology
- use equipment safely and as directed
- respect other people's belongings and personal space
- walk calmly around school
- speak to an adult if we are worried or need help



Safeguarding, Online Safety & Photography

Keeping children safe is everyone's responsibility.

At Alleyn Court, the safety, wellbeing and protection of every child comes first. Safeguarding is embedded throughout school life, from the people children can turn to and the way we manage our site, to how we support children to navigate an increasingly digital world.

Safeguarding & Child Protection

All members of the Alleyn Court community share a responsibility to safeguard and protect children. If we have a concern about a child's welfare, we will usually work in partnership with parents and carers. There may, however, be circumstances in which our Designated Safeguarding Lead is required to make a referral to the appropriate safeguarding authority without first consulting parents.

Our Safeguarding & Child Protection Policy, Anti-Bullying Policy and Online Safety Policy are available on our website or from the School Office and are reviewed in line with current statutory guidance, including Keeping Children Safe in Education 2026.

Online Safety

Helping children learn to use technology safely, responsibly and confidently is an important part of their education at Alleyn Court. Online safety is taught and reinforced in school, while parents and carers play an equally important role in supervising and supporting children's use of devices and online services at home. We strongly encourage parents to attend our bi-annual Online Safety sessions, where we share current guidance, emerging risks and practical ways to help children develop safe and healthy digital habits.

Photography, Video & Media Consent

When your child joins Alleyn Court, and annually thereafter, we ask you to make a photography and media consent decision. This covers the use of imagery and video across our website, social media, printed publications, displays, video and local media.

Consent can be changed in writing at any time. Our Photography, Video & Media Consent Policy explains how consent is managed and what a change means for material that has already been produced or published.

Photography at School Events

Parents are welcome to capture special moments involving their own children where the school has confirmed that photography is permitted. Please take care not to photograph other children and do not publish images or video containing other pupils on personal social media or other public platforms. Where photography or filming is restricted for safeguarding reasons, we ask all families to respect the guidance given by the school.

Useful Information

Personal property

Personal items are not insured under the school's insurance policy – we strongly recommend valuable items are not brought into school

Mobile phones & electronic devices

Mobile phones, smart watches, iPads and similar should not be brought to school. Children who travel to/from school alone may bring a labelled phone/smart watch, left at the school office for the day.

Fees & notice of withdrawal

Current fee, registration and withdrawal details are available from the Bursar. A term's written notice to the Headteacher is required to withdraw a child, or a term's fees in lieu apply.

Emergency contact details

Three emergency contacts are required, kept up to date – the school has a legal duty to share this data with the Local Authority as part of its safeguarding duty.

Complaints

Parents and pupils may use our Complaints Policy if a concern isn't being addressed properly; parents also have the right to refer a complaint directly to ISI if unhappy with how it's been handled.

Policies

- Accessibility Plan
- Admissions Policy
- Anti-Bullying Policy
- Attendance Policy
- Behaviour Policy
- British Values Policy
- Complaints Policy
- Curriculum Policy
- English as an Additional Language (EAL) Policy
- Educational Visits / School Journeys Guidance
- EYFS Supervision Policy
- First Aid Policy & Procedures
- Health & Safety Policy
- Managing Allegations Policy
- Online Safety Policy
- Parent Code of Conduct
- Risk Assessment Policy
- Relationships & Sex Education (RSE) Policy
- Child Protection & Safeguarding Policy
- Safer Recruitment Policy & Procedure
- SEND Policy & Information Report
- Supervision Policy
- Whistleblowing Policy & Procedure

Further policies and information

The above represents a selection of our key school policies that can be accessed via our website. All Alleyn Court policies are available from the School Office on request - office@alleyn-court.co.uk

Curious.
Courageous.
Compassionate.

Alleyn Court Preparatory School

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