



# Welcome Pack

## A-Z Guide for New Parents

King Henry VIII Preparatory School | 2022-2023

## **Contacts**

King Henry VIII Preparatory School  
Warwick Road  
Coventry  
CV3 6AQ

Reception telephone number: 02476 271160

Email: [info.khps@bkhs.org.uk](mailto:info.khps@bkhs.org.uk)

Website: [www.kinghenrys.co.uk](http://www.kinghenrys.co.uk)

The main school telephone number is that shown above and from this, all calls can be transferred anywhere within King Henry VIII School. Alternatively, parents may contact departments or teachers directly.

King Henry VIII Preparatory School is part of the Coventry School Foundation.  
The telephone number of the Coventry School Foundation Office is 02476 271300  
Email: [csfreception@bkhs.org.uk](mailto:csfreception@bkhs.org.uk)

All enquiries regarding fees should be directed to the Coventry School Foundation Office or the Business Manager.

The Headmaster of King Henry VIII Preparatory School is a member of the Independent Association of Preparatory Schools,  
11, Waterloo Place,  
Leamington Spa,  
CV32 5LA.

## Welcome to King Henry VIII Preparatory School



*'We should say to each of them: do you know what you are? You are a marvel. You are unique. In the entire world there is no other child exactly like you. In the millions of years that have passed, there has never been another child like you. And look at your body – what a wonder it is. Your legs, your arms, your fingers, and the way you move. You may become a Shakespeare, a Michelangelo, a Beethoven. And when you grow up, can you then harm another who is, like you, a marvel? You must cherish one another. You must work – we all must work – to make this world worthy of its children.'*

(Pablo Casals)

Welcome to King Henry VIII Preparatory School. We are delighted that you have made the important choice to leave your child in our care. We will ensure that as they progress through our wonderful school, your son or daughter will grow in confidence and develop both personal skills and a love of learning that will be beneficial throughout their lives.

This booklet will provide you with lots of information about the School however, if you are at all unsure about anything, please do not hesitate to contact us. A successful partnership between home and school is essential - no question will be too small and no worry will be unimportant.

We look forward to meeting children and families in person over the year.



## The Ethos of King Henry VIII Preparatory School

Confide Recte Agens – Have the confidence to do what is right. The school motto is the driver for the moral compass we aim to develop in our pupils. We promise that the best interests of the child will always be at the heart of our decision making and as such our motto is equally applicable to our staff.

King Henry VIII Preparatory School has a Christian tradition, in keeping with the other schools in the Coventry School Foundation, however children from all faiths and cultural backgrounds are warmly welcomed. Tolerance, forgiveness and understanding between people of different religions, races, backgrounds and countries are imperatives in a modern world. Children are taught that differences between people and places help to make the world a wonderful and fascinating place. King Henry VIII School has an association with Coventry Cathedral and is a member of its Community of the Cross of Nails which seeks international peace and reconciliation.

The School seeks to encourage and develop a range of gifts and talents amongst its pupils in Years 2-6 (academic, artistic, creative and sporting). It has high academic standards and aspirations but its timetable is broad. The curriculum has a traditional ‘prep’ school breadth, with plenty of extra-curricular activities. There are outstanding opportunities to experience beyond the classroom, in the form of trips (local and international), outdoor pursuits, dramatic and musical opportunities, cultural and charitable activities. Each year group from the age of 7 is given the opportunity to go on residential school trips. The building of confidence, enthusiasm, self-reliance and leadership are as important life skills developed through these experiences.

A strong tradition of pastoral care exists at the School. Fundamentally, the School seeks to be a happy place where individuals can grow and express themselves. We recognise that each child is unique and will have their own developmental path: we are committed to helping pupils to develop at the appropriate times, in the direction of their talents and interests, and to ensure that all children feel safe and secure. Our Learning Support Department is proactive in offering additional help for those requiring such intervention.

The School provides care for children before and after the conventional school day as well as during some of the holiday and thus can be a ‘home-from-home’ for many children whose parents work hours beyond the normal school day.

There are strong home-school links, with parents having regular communication from the School regarding their children’s progress, and being able to meet with staff both formally and informally. Parents are welcomed into the School’s community so that they feel they are stakeholders in the School and have a voice in its direction. The School has a Parents’ Association which is linked with that of King Henry VIII Senior School.

## USEFUL INFORMATION

We hope this A to Z Guide will provide you with all the practical and routine information which you and your child need to know about the School.

Please feel free to contact us about any aspect of school life or if you require any further information or details about King Henry VIII Preparatory School. Contact details may be found inside the front cover of this booklet.

### ACCESS AND PARKING

#### Opening times

The School opens at 7.45 am on weekdays during term time and at 8.00 am during the school holidays; it closes at 6.00 pm during term time and 5.30 pm during the holidays. During the school holidays, please call the main King Henry VIII School number 02476 271111 and leave a message. A member of the administration team will contact you to resolve your query. Other than for parents' evenings and special events, the school gates are locked. This is a security measure. All access to the Hales Building is via a security gate and doors with security codes.

Anyone visiting the School during the day is required to go to the School Office to be signed in and given an identity badge.

#### Parking and the delivery and collection of children

i. Regrettably, the only parking allowed on campus during the main School day is for staff.

ii. In the morning, most parents park near school and walk their children to the gate or leave their child close to the supervised School entrance so they can see they have arrived safely. From 7.45 - 8.15 am parents are allowed to drive around the School Crescent (off Warwick Road) to drop off their children. However, parents may not park here for longer than it takes for children to leave the car. Parents must not drop children off on the main road (Warwick Road) as this is a very busy route leading to the Coventry City Centre Ring Road. There is plenty of parking available at Central Six, an out-of-town retail park, adjacent to the King Henry VIII School campus. Parents may also park on Michaelmas Road, opposite the School, and children should use the pelican crossing on Warwick Road. Parents should not drive over the zebra crossing in front of Hales and park in the parking bays around the Hales Campus; parking space here is very limited and reserved for staff who have to be in early to set up for their teaching day.

At the end of the school day, please collect children from the school playground. The children will be brought out by their form teachers (or a substitute). If the School has received written permission from parents, children can be released by staff to catch a bus or train or walk home. Any child who has not been picked up or dismissed by 4.00 pm will be taken to aftercare (which is a chargeable provision).

### ADDRESS AND TELEPHONE NUMBERS

Should there be a change of circumstances once your child has started school, please notify the Receptionist of any changes to personal details, including emergency contact numbers and work numbers for parental contact during the day. The Receptionist will provide a new 'Data Capture Form' for completion.

### ADMISSIONS

King Henry VIII Preparatory School is a feeder school for King Henry VIII (11-18) School and therefore tries to ensure that each child offered a place has a good chance of gaining entrance to the Senior School at Year 7. King Henry VIII Senior is academically selective and accepts pupils who work at a level typically well above age related expectations.

The main point of entry to King Henry VIII Preparatory School is at the age of 7 into Year 3. For the next academic year, we will have Year 2 as well. Children may gain admission to the school at other ages subject to there being vacancies in specific year groups.

Once a child has been accepted at the School, education at King Henry VIII Preparatory School will normally continue up to the age of 11. After the point of entry, assessments undertaken are to monitor progress and guide teachers' planning to ensure that the curriculum is well matched to the needs of individuals. In the event that there is a concern about a child's ability to make appropriate progress, the School will enter into a dialogue with parents to determine the most appropriate next steps. This may include the offer of additional support in school or the provision of advice about settings more closely matched to the needs of the child.

## Year 2 - Key Stage 1

Children joining the school in Year 2 will be assessed as to the suitability of King Henry VIII Preparatory School for them during individual 'taster days'.

## Year 3 to 6 – Key Stage 2

Children joining the school from Year 3 onwards are required to be assessed more formally by way of an Entrance Assessment. These assessment days are arranged throughout the academic year.

### APPOINTMENTS

As far as possible, appointments with the doctor, dentist or optician should be made out of school hours. If an appointment has to be made in school time, the School Office and Class Teacher must be notified in advance, whenever possible.

### ATTENDANCE

Parents are responsible for ensuring both the regular attendance and punctuality of pupils. At Hales, morning school commences at 8.40 a.m. Pupils who arrive after this time are late and must report directly to the Reception. On occasion, it may be obligatory for a pupil to attend School at times other than the ordinary school hours.

We ask that Parents do not arrange holidays for pupils in term time. In exceptional circumstances written permission for absence from school should be sent to the Headmaster via the Head's PA at the following email address – [headspa.khviii@bkhs.org.uk](mailto:headspa.khviii@bkhs.org.uk). Class teachers are not able to give permission for absence during term time.

### BEFORE AND AFTER SCHOOL CARE

Before school care is available from 7.45am and Aftercare until 6.00pm.

	Fees
Before Care from 7.45am	£1.75 daily Breakfast is available for an extra £1
Before-care from 8.15am on the playground	Free of charge
4.00pm - 4.30pm	£2.00
4.30pm - 5.00pm	£2.00
5.00pm - 5.30pm	£2.00
5.30pm - 6.00pm	£2.00

£10 for every 10 minutes, or part of, beyond 6pm

### CALENDAR

At the start of the academic year parents and pupils will be able to access the weekly calendar through the weekly newsletter, Sagitta and via SOCS accessed from our website. The online calendar will provide up to date information including times and dates of important activities and events throughout the year, with more detailed updates at the start of the Spring and Summer terms.

### COVENTRY SCHOOL FOUNDATION

King Henry VIII School was created in 1545 and has gone through many changes in its lifetime. It is one of five schools in the charitable foundation known as Coventry School Foundation. The other schools are King Henry VIII Preparatory School (KHPS), Bablake School, Bablake Prep School and Bablake and King Henry VIII Pre-Prep. The Coventry School Foundation contact details are: Coventry School Foundation, 15 Queen's Road, Coventry, CV1 3EG – 02476 271300

### COMMUNICATION - DAY TO DAY

Once your child has started at the School, you may find that day-to-day administrative matters, such as asking for further information regarding forthcoming school events, are best and most swiftly answered by the School administrative team. For information relating to academic progress and pastoral matters, your first point of contact should be your child's Form Teacher. You can easily make an appointment to see this teacher or usually catch him/her at the end of the school day. Teachers are not available at the start of the day, other than for very urgent matters

as staff are required in their classrooms to prepare for the day. Staff will always respond to a telephone call or e-mail (within 48 hours) and will gladly make themselves available to meet with you at a mutually convenient time. If the matter is of a more serious nature, or you simply do not think your child's Form Teacher will be able to deal with the matter, you might wish to contact the member of staff who has responsibility for your child's year group. Staff details and email addresses can be found on our website: [www.kinghenrys.co.uk](http://www.kinghenrys.co.uk)

### COMMUNICATION – SAGITTA

We try very hard to keep you regularly informed about events at school. However, traditional methods of communication can be rather 'hit and miss' with letters often going astray! We are also increasingly aware of the substantial cost of, and the environmental impact associated with, the amount of paper and photocopying involved. To secure regular, routine communication we send a weekly newsletter via email each Friday known as 'Sagitta'. We may also use 'Parentmail' for messages, letters or reminders falling outside of the normal 'Sagitta' publication. Paper copies of all Sagitta newsletters and Parentmails are available from Reception at any time.

### COMPLAINTS

The Coventry School Foundation has approved a Policy for Responding to Parental Complaints. This can be found on our website. In essence, this explains how complaints will be handled and what to do if you are unhappy with the outcome. If the original complaint has not been dealt with to your satisfaction then you should write to the Chairman of the Academic and Resources Committee at the School. The policy is available on the website.

### CONTACT WITH PARENTS

The School is always willing to discuss pupils' progress and future prospects with parents. Form Teachers, Team Leaders and Senior leaders are available to make appointments with parents. Where parents wish to meet with the Headmaster they are asked to arrange an appointment in advance with Headmaster's PA via the following email – [Headspa.khviii@bkhs.org.uk](mailto:Headspa.khviii@bkhs.org.uk) During the course of the academic year parents' evenings are held which enable parents to discuss progress with Form Teachers and specialist teachers.

### CONTRACT/PARENTAL AGREEMENT

This formal document from Coventry School Foundation is a requirement of entry to the school for all pupils, a pupil cannot join the school unless the contract has been completed. The 'duplicate' copy is for parents' retention.

### CURRICULUM

We aim is to provide a rich and relevant curriculum, maintaining high academic standards and integrating the principles of the National Curriculum where appropriate. Very early on during each academic year, parents are invited into school to meet with Year teams where information at a greater depth is shared.

### EXTRA-CURRICULAR ACTIVITIES

The School offers an enormous range of extra-curricular opportunities, the vast majority of which are provided at no extra cost. The programme changes each term and families are provided with a booklet to assist them in making choices with their children. Activities are booked using our online booking system. To ensure equality of access for all, a process of allocating clubs is followed.

Other external providers offer clubs. Details and forms can be obtained from the school offices or on our website.

### FEES

	Age	Fee
Year 2	6+	£3,185 per term (includes lunch)
Year 3	7+	£3,640 per term
Year 4	8+	£3,640 per term
Year 5	9+	£3,640 per term
Year 6	10+	£3,640 per term
Lunches		£3 per day (approximately)

Fees are inclusive of classroom textbooks and exercise books

Fees are subject to review and may be increased (usually effective from 1st September each year)

## Payment Options

School Fee Plan – This is by far the most popular payment option. Ten monthly payments are made at 0% APR by direct debit. Please see the letter from the Director of Finance and Operations on page 37. Alternative payment methods can be found on the invoice issued termly. More information can be found on our Foundation website: [www.bkhs.org.uk](http://www.bkhs.org.uk)

Termly fees are at the discretion of the Governors and are payable in advance before the first day of term. The first fee invoice will be sent directly from Coventry School Foundation during the summer holidays.

Overdue accounts will be subject to a monthly surcharge of £75 per month. Any queries relating to your account please email the Fees Administrator at [fees@bkhs.org.uk](mailto:fees@bkhs.org.uk)

Parents have already provided information as to whom the fee account is to be sent on the Registration Form.

## GOVERNORS

The current Chair of Governors is Mr Ian Dunn who can be contacted, if necessary, via the Coventry School Foundation Office, 15 Queens Road, Coventry, CV1 3EG.

## HALES CAMPUS

King Henry VIII School was founded in 1545, at the direct request of the King, by the scholar and writer John Hales. The School was originally located in the city centre but towards the end of 19th century, it moved to its present site on Warwick Road. The purpose built Hales campus, where children in Years 2, 3, 4, 5 and 6 learn happily each day in a mixture of general classrooms and specialist facilities, was built in 1996.

## HOLIDAY CLUBS

During the school holidays (half terms and each of the three main school holidays) the School runs a Holiday and Sports Activities club for children in Nursery - Year 6. Holiday clubs play an important part in the lives of some pupils at the School and for children who are not members of the School but live in the Coventry area. Holiday clubs run on specified days from 8.00 am until 5.30 pm. Details of the programme for each holiday are available in advance from the School office and on the website. Holiday clubs are charged for on a daily basis and are extremely popular with children. The School is aware that school holidays can cause significant difficulties for families where both parents work and the aim is to provide care for children when parents need to work. We do not, however, cover weekends or bank holidays.

## HOMEWORK DIARY

Used in Key Stage 2 classes, the Homework Diary is used as an immediate and convenient communication between school and home. Please sign it at the end of each week. The Homework Diary can also be used as a means of communication between home and school.

## HOUSES

Each pupil belongs to one of our four houses:

- Hales' – named after the school's founder John Hales
- Holland's – named after Philemon Holland, a former headmaster famous for his translations of Livy, Pliny, and Plutarch.
- Sherwyn's – named after the first headmaster, Thomas Sherwyn
- White's – named after Sir Thomas White, who created the Sir Thomas White Scholarship which funds scholarships at the school to this day.

Children are placed in the same house as any siblings already within the School. Children collect house points which are totalled regularly and competitions throughout the year between houses encourage healthy competition.

## INDEPENDENT ASSOCIATION OF PREP SCHOOLS – IAPS

King Henry VIII Preparatory School is a member of IAPS, an association for Headmasters of leading prep schools throughout the world. Membership of IAPS is a kitemark of quality and schools have to meet strict standards before they can be accredited. Committed to continuous improvement, the very best teaching, management and administration staff are attracted to IAPS schools because of their quality.

IAPS, 11 Waterloo Place, Leamington Spa CV32 5LA

## ILLNESS AND ACCIDENTS - MEDICAL

When a pupil is absent through illness the parent is required to inform the School Office either by email or telephone before 9.30 am. The School Office will then distribute this information to the necessary staff.

Pupils taken ill at School or who suffer an accident will receive immediate attention from the School Nurse or medical assistants, who will inform parents as necessary. It is essential that the School has full and up to date information regarding emergency contact with parents, so please ensure that the Health Information Sheet (located in the returnable forms booklet) and the Student Data Capture Form are returned promptly at the start of term.

Parents are asked to co-operate with the School's policy concerning medication. Pupils must not carry any medicine around the school. Inhalers and epipens are stored safely and use in school is recorded. Prescribed medicines, in a named box can be administered by school staff providing the appropriate forms have been completed by parents. The Health Information Sheet, previously referred to in this section and found in the returnable forms booklet, asks you to provide us with details about medical and any learning support requirements for your child.

## INSPECTION

The Prep and Senior school were fully inspected by the Independent Schools Inspectorate in February 2016. We were delighted to be awarded the highest possible award of 'Excellent' in every category. A copy of the full inspection report is available on the school website. A regulatory compliance inspection was conducted in March 2019. The school is fully compliant with all regulations.

## INSURANCE

Pupils' Accident Insurance

The school fees include provision of accident insurance cover which becomes effective in cases of pupils sustaining permanent injury or disablement in the course of school activities. Furthermore, the cover extends to the results of accidents occurring during recreational and leisure activities involving pupils at any time, whether the activities be school based or private. More information is available on the school website.

In addition, your child will receive dental cover in the event of a personal accident. At no charge to the parent. More information is available on the school website.

Similar considerations apply to school journeys within the United Kingdom. The School is then insured for personal and public liability but not for personal effects and property. In such cases special short-term policies covering a wide range of risks are available and the member of staff in charge will supply details of the cover on request. The School Business Manager, Mrs Tracey Pascall, is happy to advise parents on matters relating to insurance.

## LEARNING SUPPORT / INCLUSION TEAM

The School has an Inclusion Team who work closely with Form Teachers and parents in monitoring and developing learning and pastoral development programmes for pupils as appropriate. The Head of Learning Support is Mrs C Brindley.

## LEAVE OF ABSENCE

No cause, except illness, is considered a sufficient reason for absence unless permission has been granted by the Headmaster. When leave of absence is required, permission must be sought by writing to the Headmaster at least two days prior to the date leave begins, stating the reason for the request. This communication should be sought through the Headmaster's PA via the following email – [Headspa.khviii@bkhs.org.uk](mailto:Headspa.khviii@bkhs.org.uk). Pupils are not permitted to take family holidays during term time and the Headmaster has authorisation to refuse such requests.

## LIBRARY

There is a substantial, fully functioning Library. Children may also select to use the library during designated times and lunch break.

All children, whether or not they have completed the school reading scheme, have their own library login and may withdraw books that can be taken home. 'Free readers' may select their school reading book from the library collection.

## LOST PROPERTY

All lost property is monitored and kept in a designated location. Please ensure all items of clothing are fully named, this will help with the return of any lost items. Form Teachers and Team Leaders are always available to help in the case of any difficulty. Named property that is found around School will be returned to the pupil in question. In our experience, a lack of the child's effort to find lost property is often behind claims that 'someone has moved my kit'. Please do not buy new kit for your child without informing the Form Teacher or the School Office first - a proper hunt in school is usually successful!

## LUNCHES/CATERING

Year 2 - the cost of the hot lunch is included in the fees. The children will be supervised during lunch.

Year 3 - 6 (School Lunches)

At Hales, the lunch services are provided in the Dining Room which is shared with the Senior School on a cafeteria basis using a card reader cashless system. Therefore, your child will have an account set up within the cashless system and you will need to ensure funds are entered into this account via Parent Pay. This enables you to receive email reminders when the account falls below £6.00 and for you to check what your child is choosing. Hales children use the Dining Room before the Senior School break begins.

Children in Years 3-6 at Hales are expected to make their own choices with regard to what they purchase using funds from an account setup by their parents (accessed via a card reader). Staff on duty will advise. Menus with prices are posted in the Hales Entrance area and in the Sagitta newsletter.

Hales Menu - A wide choice of hot and cold items at both service times allow your child a good choice and a nutritionally analysed menu range. At all service times, hot and cold items will be available along with a wide choice of beverages. Lunch services offer main meal options, vegetarian choices, pasta dishes, jacket potatoes, salad options and a wide choice of freshly prepared sandwiches, baguettes, wraps and fruit pots. The cost of purchasing a two course meal is around £3.00 per day with sandwiches currently ranging from £1.40 upwards

Parents wishing to contact the school catering department may do so by telephoning 02476 271151.

## Nuts

Parents are asked not to supply their children with nuts or products which contain nuts to be eaten within school as a number of children at the School are allergic to these and any contact can lead to a serious anaphylactic reaction.

## MARKETING

Website and Marketing Materials

The School constantly updates the website and in order to comply with the Data Protection Act 2018 and GDPR regulations we need your permission to use any photographs which may contain an image of your son/daughter. We would also like to seek your permission for the use of any images taken by the school to appear in other marketing features, please complete the sections on the Pupil Data form which can be found in the returnable form booklet.

The school shares key events, news and noteworthy items via its Facebook, Twitter and Instagram platforms.

## MOBILE PHONES

Under normal circumstances, mobile phones should not be brought to school. However, if a mobile phone is required for added safety/security in journeying to and from school, mainly for children travelling by bus, it must, on arrival at school, be handed into Reception. It is anticipated that this arrangement will only be appropriate for Year 6 pupils as most other children are accompanied home by a parent or nominated guardian. No responsibility for the loss of a mobile phone will be accepted where the above procedures have not been followed.

## MUSIC DEPARTMENT/LEARNING A MUSICAL INSTRUMENT

There is a very strong music tradition at King Henry VIII Preparatory School and there are many opportunities for children to develop their musical talents. Music lessons are taught by a music specialist and these weekly sessions allow the children to explore composition, listening skills, music history and music appreciation. We expect all children in Years 3 and 4 to participate in our choirs which are scheduled during the school day. There are also optional choirs available in Years 5 and 6.

In addition to their classroom music and singing, a large number of children learn solo instruments in school. We have a great number of very talented peripatetic visiting music teachers who deliver high quality tuition during the school day. Children who learn solo instruments (either in or out of school) also have the opportunity of joining one of the many extra-curricular music clubs and groups which take place before, during and after school. There are also solo performance opportunities in concerts throughout the year.

We should like to take this opportunity to invite you to apply for your child to receive tuition in any of the instruments listed in the next paragraph. Please check the enclosed list to see if your child is eligible for that instrument before applying as not all instruments are available to children of all ages.

Instruments available for individual tuition at King Henry VIII Preparatory School

Piano, violin, viola, cello, double bass, flute, oboe, clarinet, bassoon, saxophone, recorder, trumpet, trombone, French horn, tuba, cornet, euphonium, acoustic guitar, electric guitar, bass guitar, drum kit, orchestral percussion and singing.

Once your child is at the School and receives tuition on a specific instrument, there is no need to fill in the forms again, unless he/she wishes to learn an additional one.

If you have any questions about individual music tuition, please contact Miss Bawcutt by email: [NMB@bkhs.org.uk](mailto:NMB@bkhs.org.uk). Please see below for some answers to frequently asked questions, and also details of the music clubs and groups which children who play an instrument can expect to join.

### Music Clubs and Groups

This is a typical list of clubs that are available each year. Exact details may differ due to numbers of children or timetable and staffing arrangements.

Year group	Instruments offered	Additional information
2	Piano	Please apply using the form in the Returnable Forms pack. Availability all year. It is essential that your child has a piano / keyboard with weighted keys at home if your child learns the piano.
	Recorder / fife	Available (usually after Christmas), please apply using the form in the Returnable Forms pack. Lessons are sometimes in pairs / threes.
	Violin	Available all year, as individual lessons, or sometimes in pairs / threes.
	Cello	Lessons sometimes in pairs / threes.
	Instruments available for hire.	
	Drums / flute / acoustic guitar	There are sometimes slots available for Year 2 pupils to learn these instruments. Please contact Miss Bawcutt directly if you are interested.
3, 4, 5 and 6	All instruments mentioned in opening are available: Piano, violin, viola, cello, double bass, flute, oboe, clarinet, saxophone, recorder, trumpet, trombone, French horn, tuba, cornet, euphonium, acoustic guitar, electric guitar, bass guitar, drum kit, orchestral percussion and singing. Bassoon and harp possible - contact Miss Bawcutt	All these instruments are available as individual lessons. Please apply using the form in the Returnable Forms pack. If there is enough demand, we will run a 'brass club' for beginner brass players in Years 3 & 4. Please apply using the form in the Returnable Forms pack

### **Jazz Band**

If you have reached, or are near to reaching grade 1 on your instrument, and you would like to learn jazz – this is the club for you. We need clarinets, saxophones, trombones, trumpets, a drummer, a bass player and a keyboard player.

### **Percussion Ensemble**

For those of you desperate to make music of the loud variety – come along and learn all about intricate rhythms and how to keep time with others. Mainly for those already learning percussion, but sometimes there is availability for novices too.

### **Brass Group**

A chance to improve your skills on your brass instrument. The group has played at prestigious events such as the Christmas Concert at Coventry Cathedral and Prize Giving.

### **Wind Band**

A great opportunity to play with other brass and woodwind players. Lots of chances to perform during the year. There is space in this group for two percussion players. Please see Miss Bawcutt if interested in percussion. Otherwise – open to all wind players.

### **Saxophobia (The Saxophone Group)**

The coolest crew in school! If you're a saxophonist, even if you've only had a few lessons, you will be playing the coolest jazz tunes around – and be taught how to improvise too!

### **Year 3 and Year 4 Choir**

The success of our Christmas Cathedral concert depends on the commitment of all of our Year 3s and 4s and therefore these choirs take place during the school day and are compulsory for all children in these year groups.

### **String Orchestra**

Essential for all string players (excluding guitar). This club will give you the opportunity to practise and improve your playing skills, and it's so much fun to play with other instrumentalists!

### **Chamber Choir**

A smaller choir available to Years 4, 5 & 6, where the emphasis is on improving vocal skills and singing unaccompanied. The first two rehearsals in September will be open to all, as an opportunity to find out if this is the right club for you. Auditions will then be held to determine the members of the final group.

### **King Hal's Singers**

For Years 5 and 6, this is the most prestigious choir in school, and members have the opportunity to sing in all the concerts during the year. No auditions and all are welcome.

### **Orchestra**

All string players who have reached Grade 1 standard should be in orchestra. Woodwind, percussion and brass players will be invited once they are of a suitable standard. If you learn a woodwind, brass or percussion instrument outside of school and are interested in joining orchestra then please see Miss Bawcutt to find out if you are of an appropriate standard.

### **Guitar Ensemble**

This club is for guitar players who have already grasped the basics, and are now ready to play in a group. Your guitar teacher will tell you when you are ready to begin playing in this club. If you learn guitar outside of school and would like to join – please see Miss Bawcutt.

### **Clarinet Choir**

For clarinet players – a chance to improve your skills. This club has given members the chance to play music of a very high standard in the past.

### **Flute Choir**

Open to all flautists. A chance to play together and make beautiful music!

## Rock Band

The line-up of Rock Band is usually: 2/3 guitars, 1 bass, 1/2 percussion players, 1 pianist on keyboards, 2 singers. If there is more demand than places, auditions will be held. This band is offered to Year 6 initially and opened up to other year groups if there is a need. Talk to Miss Bawcutt if you are interested.

## FAQs

What's the point of having individual lessons – don't they learn music in the classroom?

As much as Miss Bawcutt would love to teach violin, flute, trombone and drums all at the same time in her weekly music lessons, this just isn't possible! The classroom music we teach consists of listening, performance, composition, theory and appreciation work, which the children greatly enjoy but which cannot compare to the one-to-one tuition given by our hugely talented team of peripatetic music staff. If your child is keen on music, then individual lessons are a worthwhile expenditure.

When will lessons take place?

Lessons take place on a rotation system across the school day. For example, if a teacher works in the school on a Monday from 9am until 3pm, then your child's lessons would take place at a variety of different times each Monday. Once your teacher is allocated, he or she will contact you to say which day lessons will take place. We do not offer lessons that take place solely at lunchtimes or after school.

So, do lessons happen during class time in school?

Yes. Music lessons last half an hour, so there will be a maximum of half of another lesson missed in a week, and the same lesson should not be missed every week.

But can't my child have lessons at the end of the day, or in break and lunchtimes?

No. We have a policy whereby lessons take place during the school day on a rotation basis. Only children learning a second instrument are permitted to have 'fixed slots' in breaks, lunches and after school.

How will my child catch up on work they've missed?

We find that children are very good at asking the teaching staff what they have missed and we also recommend that they ask a 'buddy' in the class to make some notes for them on any key points/ homework etc. Staff are always happy to discuss any missed work with children and we do not generally find that there is any problem with this.

How much do lessons cost?

This depends on the teacher, but as a rough guide, a course of 10 half-hour lessons at national recommended rates will cost somewhere in the region of £145 - £180.

Are the music staff employed by the school?

Our visiting music teachers (VMTs) are self employed, and the contract to deliver lessons lies between the teacher and parents. Payment goes directly to the VMT, as does the required notice to stop lessons. This scheme helps to ensure good communication between parents and instrumental teachers. It is a good idea to keep in regular contact with your child's teacher, by email, phone or through a practice diary. There is also a chance to meet your child's teacher face-to-face at school during our 'consultation week', and instrumental report cards are given out in the Spring Term. More details about this will be released nearer the time.

How much practice time does learning an instrument use?

The value of parental support and encouragement at home should never be underestimated, particularly when the initial novelty of playing an instrument has worn off! Pupils who are receiving individual tuition should practise every day, rather than long, irregular sessions. The golden rule is 'little, but often'!

Do I need to own my own instrument?

Not necessarily! The school has a number of orchestral instruments available for hire for the nominal charge of around £28 per term. Pupils are able to use these for a term or two whilst they decide if that particular instrument is for them. The instrumental teachers can also advise on the hire and purchase of instruments.

If my child learns an instrument outside of school time, will they miss out on clubs, groups and performances?

Absolutely not! Every musician is highly valued, and it makes no difference where the lessons take place. If lessons

at home are more convenient for you, then the school are fully supportive of this. We would ask that your child makes Miss Bawcutt aware of any instruments learnt outside of school so that they can be fully included in clubs and groups. You would also need to contact Miss Bawcutt directly if your child wishes to be considered for playing in one of our concerts.

## NUMBER 57 SCHOOLWEAR

We have a lovely school uniform shop. This is known as Number 57 Schoolwear as it is located at 57 Barker Butts Road in Coventry, just over a mile from school. The shop is run on behalf of the CSF by Helen Zgraja, who has worked in the local retail industry for many years. Most items can be bought off the peg; those that can't may be ordered and delivered to school if required. Contact details are listed at the back of this booklet on the School Uniform List. Please note that the shop does get incredibly busy in the last week of the summer holiday, so do try to go earlier if possible. Please ensure that an appointment is made before visiting the shop in order to avoid issues arising.

## NURSE

The School Nurse works in both King Henry VIII Preparatory School and Senior Schools. She is on site between the hours of 8.30 am until 4.00 pm Monday to Friday.

There are four main aspects to the work of the School Nurse. Firstly, she is responsible for the day-to-day management of any accidents/illnesses that occur to the children during school hours. In addition, the School Nurse is involved in the support and management of pupils who have existing medical conditions.

Pupils are not allowed to carry medicines around the school with them; this may result in medicine being taken inappropriately. On the Health Information Sheet, found in the returnable forms booklet, there is the opportunity for you to give consent for your child to receive Calpol during school hours should the need arise. If your child receives Calpol during the day, a note will be sent home with him/her, stating the dose, the time given and the reason why. If your child requires prescribed medicines to be given during the school day, the medication should be handed to the School Office at the beginning of the day for safe storage, and provided the school has a letter of consent or medicine form, a member of staff will be responsible for dispensing the medicine. If your child is asthmatic and carries an inhaler in school, this information must be recorded on the Health Information Sheet.

It is expected that parents of pupils who are absent due to illness, inform the school on the first day of absence. If the child is absent and the school has not been informed, we will make contact with the parent/guardian to establish the reason for absence.

Finally, the School Nurse is available to support the whole school community by way of discussing medical or any other matters which may be of concern to individual pupils or their parents.

In addition to the School Nurse, each campus has a medical assistant. At Hales this is: Miss Lawless.

## PARENTS' ASSOCIATION

The School has a flourishing Parents' Association (P.A.) which encourages contact between home and School and to which all parents are deemed to belong. Please read the letter found at the back of this booklet.

More info: [pa@bkhs.org.uk](mailto:pa@bkhs.org.uk)

## PARKING

Parents are asked not to bring their vehicles onto the School Campus but should drop off their children and pick them up at a safe and appropriate parking location, such as Davenport Road, Michaelmas Road, Spencer Road, or Central Six Retail Park.

**PLEASE DO NOT PARK ON DOUBLE YELLOW LINES just outside school as this is both ILLEGAL AND DANGEROUS. PLEASE DO NOT OBSTRUCT DRIVEWAYS AND ACCESS POINTS NEAR SCHOOL.**

**PLEASE DRIVE SLOWLY AND PARK WITH CONSIDERATION FOR OUR NEIGHBOURS AND OTHER FAMILIES WHEN USING YOUR VEHICLES NEAR SCHOOL.**

## PASTORAL CARE

Pupils are organised into Forms and the role of the Form Teacher is vital in encouraging and monitoring the academic and social progress of its members. It is through the Form Teacher that pupils become familiar with all aspects of school rules, routine and events and to whom they should turn for help and advice in the first instance. All staff are involved in the pastoral care of pupils and their work is supported through the PSHE programme, a variety of assemblies and social activities, trips, House events and extra-curricular activities. The Deputy Head Pastoral is responsible for the day to day pastoral support for the children at Hales.

## PERSONAL POSSESSIONS

Parents are asked to note that while all reasonable care is taken to ensure the safety of pupils' possessions within school, the Governors do not accept responsibility in cases of loss or theft occurring on school premises and the School's insurance policies do not cover the personal property and effects of pupils or, for that matter, of members of staff.

Fortunately, many household content policies already cover the policy-holder and members of the household against loss of clothing or other property at the place of work, which can be taken to include a school. Not all policies automatically offer such cover but where necessary a policy can be extended at a small extra charge.

You would be well advised to check with your insurers to ensure that items of uniform or sports equipment, say, are covered by your policy while at school, when visiting other schools and while in transit between home and school.

## REPORTING AND ASSESSMENT

We aim to keep parents fully informed about their children's academic and pastoral development as they journey through King Henry VIII Preparatory School. The methods used for assessing pupils are wide ranging and include observation, oral feedback, marking and more formal style testing. Most assessments that take place in school are for the purpose of informing teacher planning in order that schemes of work can be adapted to meet the needs of individuals. Intermittently, summative assessments take place which measure a child's attainment against a set of expectations. School uses this information to monitor progress and to identify children who may be vulnerable to underachievement. This may be a pupil requiring additional support or someone needing a greater challenge. Test results are always considered against a child's typical work in class as this gives the most accurate picture or true ability.

Parents are kept informed about their child's attainment and progress through parent consultation evenings and reports. Consultation evenings are held during the Autumn and Summer Terms and reports are sent at the end of each term. Parents are of course welcome to make an appointment to discuss their child at any other point outside of the typical schedule should they have any concerns.

## REWARD AND DISCIPLINE

We focus strongly on the promotion of positive behaviour, in accordance with our school's general aims and ethos, in relation to children's personal, social and moral development, and our policy on rewards and sanctions with regard to pupils' behaviour.

We regard it to be a highly important aspect of children's education and development that they learn to behave well towards others and towards the community in which they live. Good behaviour underpins effective learning, and children need good personal and social skills in order to live fulfilling and rewarding lives as adults.

Behaviour which, in any way, disrupts learning, lacks safety or is disrespectful is unacceptable in our school, and, through the constant promotion of positive behaviour, we seek to minimise, if not eliminate any such behaviour. Alongside this policy, we are an inclusive school and endeavour to meet the needs of all children, including those with emotional and behavioural difficulties.

The school has three rights as our main principles for good behaviour.

- the right to learn,
- the right to feel safe and be safe
- the right to respect and fair treatment.

The School's Behaviour and Discipline policy is available from the Foundation website - [www.bkhs.org.uk](http://www.bkhs.org.uk).

## SAFEGUARDING AND CHILD PROTECTION

The well-being of our pupils is of paramount importance to the school and its staff. The school also has certain guidelines which it has to follow. The relevant information is contained in the Safeguarding Policy which is available on the Foundation website ([www.bkhs.org.uk](http://www.bkhs.org.uk)) and also in hard copy from Reception. The Designated Safeguarding Lead (DSL) is Ms Hayley Shortt - Deputy Head Pastoral to whom all enquiries should be addressed.

## SCHOOL HOURS

A summary of the school day and lesson times is shown below.

	Hales Years 2,3,4,5 & 6
Morning Registration / Form Time	8.40am – 8.50am
Period 1	8.50am – 9.50am
Morning Break	9.50am – 10.10am
Period 2	10.10am – 11.10am
Period 3	11.10am – 12.10pm
Lunchtime	12.10pm – 1.10pm
Afternoon Registration / Assembly / Singing Practice (Hales – Monday, Thursday and Friday)	1.10pm – 1.35pm
Period 4	1.35pm – 2.35pm
Period 5	2.35pm – 3.35pm

### Morning Break

At morning break all children go outside. They are allowed to bring a healthy snack of fruit or vegetables to eat and water to drink. The School operates a healthy eating policy and no sweets, chocolate, crisps or sugary drinks may be consumed.

## SCHOOL HEAD BOY AND HEAD GIRL

It is school policy to provide opportunity for leadership and responsibility at all age levels.

The Head Boy and Head Girl are chosen by the staff. Their main duties are to set an outstanding example of positive behaviour for all other children in the School and to represent the pupils on occasions such as Sports Day, Prize Giving and presentations to staff or parents.

## SCHOLARSHIPS - YEAR 4

A small number of pupils are awarded an academic scholarship at the end of Year 3. Music and Art are also available. See info in Bursary and Scholarship policy on the Foundation website: [www.bkhs.org.uk](http://www.bkhs.org.uk)

## SECOND HAND UNIFORM SALES

The Parents' Association regularly organise Second Hand Uniform Sales, the dates of which are published in the school calendar. This is an excellent way of saving money on new uniform as your child moves up through the school. For more information: [pa@khviii.net](mailto:pa@khviii.net)

## SPORTS DEPARTMENT

Our broad and balanced curriculum, alongside a strong extra-curricular programme of activities, will provide opportunities for all children to succeed in sport.

We aim to:

- Develop a love of being physically active.
- Enable all children to engage in sport at a level appropriate to each individual.
- Give opportunities for children to play in a competitive environment.

### Sport in the Curriculum

It is important for all children to master fundamental movement skills at a young age as a foundation for participation in many sports and physical activities as they grow older. We want to provide them with the right skills, confidence

and motivation to be physically active. Our emphasis will be on fun alongside developing core skills such as agility, balance, co-ordination, flexibility and core strength.

In Games, children will be grouped in a variety of ways during lessons to aid teaching and improve learning. Children can expect to be in mixed ability groups and groups set by ability. The groupings are very flexible throughout the year to allow for the fact that children develop and learn at different times and will be dependent on the learning intentions. It is important to develop more specific skills in the games activities in which the children will be introduced to controlled competition. Fun, skill development and teamwork are the focus but within the context of conditioned games.

In PE and Swimming lessons, children will be taught in their classes allowing them to work in mixed ability, mixed gender groupings.

The information below gives a brief outline of the curriculum areas covered in Sport in all years.

	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
<b>PE</b>	Gymnastics, Dance, Athletics	Gymnastics, Outdoor Adventurous Activities, Athletics	Health Related Exercise, Dance, Athletics	Gymnastics Outdoor Adventurous Activities, Athletics	Dance, Health related exercise, Athletics
<b>SWIM</b>	Water skills Games Stroke work	Water skills Games Stroke technique (Front crawl, back-stroke, breast-stroke)	Water skills Games Stroke technique (Front crawl, back-stroke, breaststroke)	Water skills Stroke technique (Front crawl, backstroke, breaststroke, butterfly)	Water skills Stroke technique (Front crawl, backstroke, breaststroke, butterfly)
<b>GAMES</b>	Rugby skills Football skills Cricket skills Basketball skills Netball skills Hockey skills Rounders skills Tennis skills	<b>Boys:</b> Rugby, Football, Cricket <b>Girls:</b> Hockey, Netball, Rounders, Cricket	<b>Boys:</b> Rugby, Football, Cricket <b>Girls:</b> Hockey, Netball, Rounders, Cricket	<b>Boys:</b> Rugby Football, Cricket <b>Girls:</b> Hockey, Netball, Rounders, Cricket	<b>Boys:</b> Rugby, Football, Cricket <b>Girls:</b> Hockey, Netball, Rounders, Cricket

### Competitive Sport

We believe that children should experience competition in a safe and secure environment throughout their time at King Henry VIII Preparatory School.

1. These competitive situations will include:

House sports competitions

ALL children from Year 2 to Year 6 take part in Sports Day.

ALL children in Year 3 - 6 will take part in House matches every term in one major game.

ALL children in Year 3 - 6 will swim in the House swimming gala.

These House events develop a sense of belonging. They teach children to play by the rules; to win and lose with grace; to work together co-operatively within a team. Personal skills such as perseverance, determination and commitment are developed helping to build self-esteem.

2. Inter school competition

Children from Year 3 upwards are able to take part in at least one match per term against another school. This may take the form of a fixture, tournament, festival or friendly game.

We are a large preparatory school and from time to time we can only secure fixtures with other schools for one or two teams to play because their numbers do not allow for whole year group fixtures. Teams for some of these forms of competition will be chosen on ability which allows our children to compete at a level appropriate for each child. It

also provides an opportunity for children with sporting aptitude to excel.

To widen the opportunities for all children to participate in inter school competition we are working with other schools to introduce more 'festivals' where mixed ability teams are created and possibly even mixed gender teams. A large number of our fixtures are played as 'away' games due to restrictions in space on our school site.

### **Fixtures**

It is expected that any child selected to represent the school in a fixture will be available to play. The only exception to this being if your child is asked to represent their county/district in a sports fixture. School fixtures take priority over school clubs (paid or unpaid), out of school clubs and other out of school activities.

Requests for an exemption must be made in writing to the Headmaster at least four days before the event.

Your child will receive a team sheet for every school fixture they are asked to play in. This will be given out the week prior to the fixture for a weekday fixture (Monday – Friday).

Saturday fixtures happen from time to time so please check the calendar and where possible plan to avoid clashes if your child could potentially be needed for a weekend fixture. For a Saturday fixture, we aim to send out the team sheet giving a least a week's notice. Selection for fixtures, however, is not always possible weeks in advance as decisions are made regarding teams based on the games lessons during the week leading up to the fixture.

For details of sports fixtures, please refer to the SOCs school calendar and keep an eye out in Sagitta for updates and additional fixtures.

### **Extra Curricular Sports**

In addition to the curriculum lessons that every child receives each week we are able to provide clubs and activities to extend and enrich the sports opportunities at King Henry VIII Preparatory School. Some of these are provided by external agencies and some by school staff. Clubs are available before school, at lunchtime and after school. Whilst we would love to be able to offer clubs to every child, every night, we are restricted by space available and our fixture commitments. We will continue to keep these important opportunities under review to ensure we reach as many interested children as possible.

### **Sports Colours**

Sports 'Colours' (badges) may be awarded to pupils at the end of the year for children in Years 4-6.

A high standard of endeavour, effort and commitment at all times

### **KHPS Players' Code of Conduct**

Always be on time and in full school games kit.

Follow and play by the rules of the game.

Always accept and respect the decisions of the referees/umpires/officials and thank them after the match.

Control your temper at all times.

Work hard for yourself and your team.

Be a good sport.

Treat all players as you would like to be treated.

Cooperate with your teacher, teammates and opponents.

Take part for your own enjoyment and not to please others.

After a match, the captain should lead the 'Three Cheers' and everyone should shake hands with the opposition.

Always accept victory with modesty and defeat with dignity.

Teamwork is vital for success. No player is more important than another.

Attend match tea as a team.

Your place in a team is earned through skill, commitment, punctuality, loyalty and sportsmanship.

No one has an automatic right to a place in a team.

### **IAPS Code of practice for spectators**

Spectators should remember the following: -

Children play organised sport for their own fun. They are not there solely to entertain you and they are not miniature adults nor professional sportsmen and women.

Do not harass or swear at players, coaches or officials.

Applaud good play by both sides and show respect for your team's opponents. Without them, there would be no game.

Never ridicule or scold a child for making a mistake during a competitive match of any kind.

Condemn the use of violence in all forms.

Respect the decisions made by officials.

Encourage players always to play to the rules.

Relax and enjoy the game whether your team wins or not.

Remember that young people learn by example so make sure that yours is the right one!

## TERMS AND HOLIDAY DATES

Terms and holiday dates are shown below and also appear in the Homework Diary.

**Please remember that absence from school has a detrimental effect on children's learning and therefore booking family holidays during term time IS NOT permitted.**

All requests for absences due to special circumstances must be in writing and have prior approval from the Headmaster.

2022 Autumn Term	
Term starts	Wednesday 7th September
<i>Senior School</i>	<i>Entrance Examination Saturday 15th October</i>
Half term	Monday 24th October - Friday 4th November
Term ends	Friday 16th December (12 noon finish)
2023 Spring Term	
Term starts	Thursday, 5th January
Half term	Monday 20th February - Friday 24th February
Term ends	Friday 31st March (4pm finish)
Summer Term	
Term starts	Tuesday 18th April
May Day	Monday 1st May
Half term	Monday 29th May - Friday 2nd June
Term ends	Thursday 6th July (12 noon finish)

## TRANSPORT FROM HALES TO THE GRANGE AND VICE VERSA

The School operates a minibus service between sites, for children who have siblings at The Grange, at the start and end of each school day. This is free of charge. Please email our transport manager: [tm@bkhs.org.uk](mailto:tm@bkhs.org.uk) for more information and to secure a place on the shuttle if required.

## TWITTER

The school has a Twitter account so that parents can keep track of the most recent events and successes in school. It is very simple to follow on Twitter: [@BKHSKHVIIIIPrep](https://twitter.com/BKHSKHVIIIIPrep). You are, of course, warmly encouraged to tweet to the world about anything you feel parents may be interested to know.

## UNIFORM

Pupils are expected to wear their school uniform with pride and to comply with the guidelines on School Uniform on pages 21 to 26 of this Welcome Pack. The wearing of school uniform is compulsory on all School occasions, except when specific advice is given to the contrary. Examples of these occasions are charity non-uniform days, dressing up themed days or if a child's birthday falls on a school day. Following a well-argued request from the School Council children may, if they wish and their parents agree, wear their own clothes to school on their birthday. This is not compulsory as some children may not choose the added attention.

Hairstyles: long hair needs to be tied back in a blue/black hairband. Short hair should be smart with no extreme cuts or tramlines. Hair should not be coloured or dyed.

All clothing and equipment must be clearly marked with the pupil's name.  
Parents will be contacted when a child fails to comply with the school uniform policy.

## VALUABLES

Pupils should not bring valuable items or money to School. However, if circumstances necessitate that such items are brought to school they should be handed to a member of staff for safekeeping. If these procedures are not followed the School cannot accept responsibility for loss of property.

## WATCHES

Analogue and digital watches are permitted in School at the owner's risk and must be removed for all sports activity. Smart watches are not permitted. We encourage the use of FitBits and similar fitness trackers as they permit children to focus on their personal health and fitness. However, it is imperative that children only use these to track fitness and not for any other purpose, e.g. messaging, emails, social media, etc. Fitness trackers that are not being used in line with the above will be confiscated.

## WEBSITE

You are very likely to have visited our school website [www.kinghenrys.co.uk](http://www.kinghenrys.co.uk) already, but we would be grateful if you would take a look whenever you can as we try to update it regularly. You will find on the website a link to our Twitter feed, recent News items and also the weekly calendar of events. You can also find us on Facebook and Instagram.

## WITHDRAWAL OF PUPILS FROM SCHOOL

In accordance with point (i) of the Parental Agreement (The School Contract), a full term's notice of the intention to remove a pupil from school must be sent to the Headmaster, in writing. The Contract must be returned to school prior to admission. Please refer to the section entitled 'Contract/Parental Agreement' at the beginning of this booklet for further details. Failure to comply with the above will result in a full term's fee being charged.



BABLAKE &  
KING HENRY VIII  
SCHOOL

**Nursery, Pre Preparatory and Preparatory  
School Uniform Booklet**

2022-2023



All pupils joining King Henry VIII School in September 2022 will need to book an appointment for uniform fitting.

We encourage all new parents to book an appointment as soon as possible. Our fully trained staff will fit your child to allow for summer growth spurts and all purchases are exchangeable right up to the start of term.

If you book an appointment online for a June fitting, we will enter you into our prize draw to win the entire cost of your purchase.

Appointments are available to book online at [www.number57schoolwear.co.uk](http://www.number57schoolwear.co.uk)

Bablake and King Henry VIII School pupils are expected to take pride in their uniform and appearance: clothes should be clean, in good repair and worn properly; hair must be tidy, of natural colour and appropriate for a school setting. All articles must be clearly marked with the pupil's name and form.

### Travelling to/from school

School uniform will be worn whenever pupils are on site at BKHS or representing the School elsewhere, this includes the journey to and from School and on school visits as required.

To promote a healthy lifestyle, our uniform does not preclude walking or cycling to School. Pupils are permitted to wear light colours and reflective materials over their uniform, so that they are as visible as possible when walking or cycling to School during the winter months.

### Further questions?

If a pupil or family is experiencing any difficulties caused by our uniform guidance on such bases as religion, race, disability, gender identity or medical issues, they are encouraged to contact their child's Head of Year to discuss further.

The Head reserves the right in their absolute discretion to refuse entry to the School to any pupil failing to observe any of these dress regulations, and to rule on the acceptability of variations not covered by the regulations.

Please note that failure to comply will lead to a formal warning. Repeated non-compliance will lead to serious sanctions in accordance with the School's Behaviour Policy.

## NURSERY UNIFORM

### **Nursery Uniform**

School PE top  
School jogging bottoms  
School sweatshirt  
School PE shorts  
School coat  
School backpack

### **Optional items**

School wooly hat  
School scarf  
Grey gloves  
School bookbag

### **Summer uniform for girls**

School summer dress  
School cardigan  
White turnover socks  
School cap with crest

### **Summer uniform for boys**

Black school shorts  
School cap with crest

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All items of clothing must be clearly marked with the owner's name

## PINAFORE UNIFORM – RECEPTION TO YEAR 6

School blazer  
School cardigan  
White long-sleeved, reverse collar shirt  
School pinafore  
School senior kilt (optional for Year 6 only)  
School House badge  
Grey knee high socks or tights  
Black shoes (lace or velcro)  
School coat with crest  
School book carrier (Reception – Year 2)  
School backpack, small (Reception – Year 2)  
School rucksack, large (Year 3 – 6)  
Art apron (Year 3 – 6)

### Optional

School woollen hat with crest  
School scarf  
Plain grey gloves

### Summer uniform

School summer dress  
School cap with crest  
White plain ankle socks



## SPORTS KIT – RECEPTION TO YEAR 2

School PE top  
School PE shorts  
School jogging bottoms  
School sweatshirt  
School drawstring gym sack  
White sports socks

## SPORTS KIT – YEAR 3 TO 6

School games shirt  
School games skort  
School games socks  
School PE top  
School PE shorts  
School tracksuit  
School quarter zip midlayer  
School sports bag  
School swimming hat  
School swim bag  
Red swimming costume  
Gum shield  
Hockey shin pads  
All round sports trainers – not leisure or fashion trainers

### Sports kit – optional

School base layers – if base layers are worn they must be School base layers  
Fitted multi-sport sports gloves  
Hockey stick

**All items are COMPULSORY unless stated optional**

All items of clothing must be clearly marked with the owner's name

## TROUSER UNIFORM - RECEPTION TO YEAR 6

School blazer  
School jumper  
School tie  
White long-sleeved collared shirt  
Black school trousers – regular cut, not skinny fit  
School House badge  
Grey socks  
Black shoes (lace or velcro)  
School coat with crest  
School book carrier (Reception – Year 2)  
School backpack, small (Reception – Year 2)  
School rucksack, large (Year 3 – 6)  
Art apron (Year 3 – 6)

### Optional

School woollen hat with crest  
School scarf  
Plain grey gloves

### Summer uniform

School cap with crest  
White short-sleeved collared shirt  
Black shorts – regular cut, no cargo style



## SPORTS KIT - RECEPTION TO YEAR 2

School PE top  
School PE shorts  
School jogging bottoms  
School sweatshirt  
School drawstring gym sack  
White sports socks

## SPORTS KIT - YEAR 3 TO 6

School games shirt  
School games shorts  
School games socks  
School PE top  
School PE shorts  
School splash top  
School track bottoms  
School quarter zip midlayer  
School sports bag  
School swimming hat  
School swim bag  
Red swimming shorts  
Gum shield  
Hockey shin pads  
Rugby boots – preferably Velcro  
All round sports trainers – not leisure or fashion trainers

### Sports kit – optional

School base layers – if base layers are worn they must be School base layers  
Fitted multi-sport sports gloves  
Hockey stick

### Cricket kit – summer term only

School cricket shirt – required by all pupils selected to play in school teams  
Cricket trousers – required by all pupils selected to play in school teams  
School cricket sweater – optional  
Cricket box

**All items are COMPULSORY unless stated optional**

All items of clothing must be clearly marked with the owner's name

## Number 57 Schoolwear

Manageress: Mrs Helen Zgraja

Telephone: 024 7659 7876

Web: [www.number57schoolwear.co.uk](http://www.number57schoolwear.co.uk)

Email: [sales@number57schoolwear.co.uk](mailto:sales@number57schoolwear.co.uk)

### Opening Hours

Monday to Friday 9am – 5pm

Saturday 10am – 2pm

Sunday/bank holidays closed

### Location

57 Barker Butts Lane, Coundon, Coventry, CV6 1DU

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### Payment

In cash, by guaranteed cheque or major debit/credit card

### Returns policy

If you need to return any item purchased we will refund or offer an exchange if returned within 28 days unused, in the original packaging and with a till receipt. Refunds will be made via the original payment method. Any claim for faulty items will be returned to the manufacturer for assessment and an exchange offered.

This does not affect your legal rights.





BABLAKE &  
KING HENRY  
SCHOOL

# COMPETITION TIME

**We are giving you the chance to win the  
cost of your school uniform!**

Book an appointment in June to WIN a refund of the  
full receipt value of your uniform purchase.

For everyone that books an appointment to purchase  
uniform between the **1st and 30th June 2022** will get  
FREE ENTRY into our PRIZE draw!

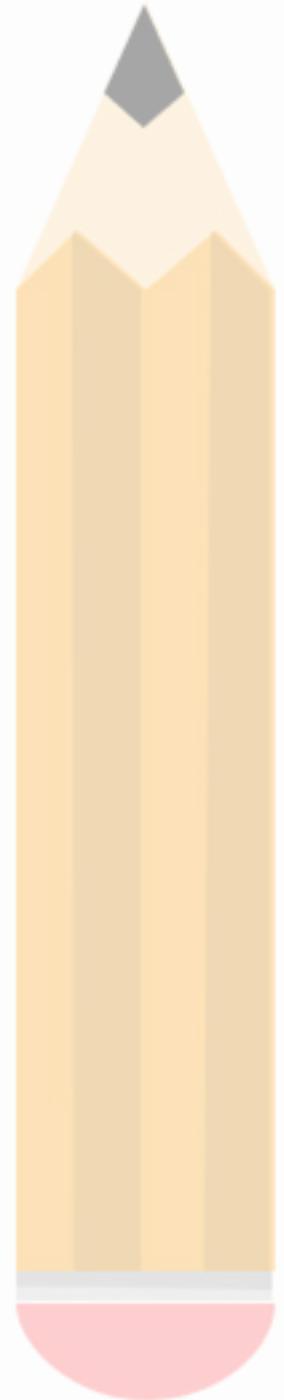
## How it works:

Simply book an appointment online at [www.number57schoolwear.co.uk](http://www.number57schoolwear.co.uk) and purchase your uniform before the end of June. You can then enter our draw for the chance to win a refund of the full receipt value.

The first customer to visit the shop on Friday 1st July will draw the winner.

Entries will only be available to appointment holders, there is no minimum or maximum purchase. Entries are open to all year groups and are limited to one child per entry (for those with more than one child, multiple entries are permitted). The winner will receive a full refund via the same payment method as their original purchase, for the receipt value.

You must keep your receipt to claim your prize refund!



**NUMBER 57 SCHOOLWEAR**  
COVENTRY SCHOOL FOUNDATION OUTFITTERS



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BABLAKE &  
KING HENRY VIII  
SCHOOL

15 Queens Road, Coventry CV1 3EG

Fees for Academic Year 2022/23

Senior School	Termly Fee - £4,595
Reception to Year 2	Termly Fee - £3,185
Years 3 – 6	Termly Fee - £3,640
Nursery (Termly)	3 Full Days - £1,911
	4 Full Days - £2,548
	5 Full Days - £3,185

Thank you for entrusting the education of your children to us. We are proud of the accomplishments of our pupils and could not have succeeded without the partnership with you, our families.

Yours sincerely

Professor Ian Dunn  
Chair of Governors



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BABLAKE &  
KING HENRY VIII  
SCHOOL

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May 2022

Dear Parent,

### MONTHLY PAYMENT OF FEES

We have an arrangement with School Fee Plan (SFP) to administer a monthly direct debit collection scheme on our behalf. This service allows you to spread the cost of your school fees over ten months, commencing in August each year and finishing in May. This facility is interest free, as all related charges are met by the Coventry School Foundation. As with all service providers, credit agreements are subject to status.

You can apply online at  
King Henry VIII Senior School [www.myschoolfeeplan.com/KingHenryv111Senior-CV3](http://www.myschoolfeeplan.com/KingHenryv111Senior-CV3)  
King Henry VIII Prep [www.myschoolfeeplan.com/KingHenryv111Prep-CV3](http://www.myschoolfeeplan.com/KingHenryv111Prep-CV3)

**All applications must be completed before the 2nd July 2022.** Please note that you do not need to have received your fee invoice to complete this process, as we send the fee information directly to SFP.

Once set up, you will continue to receive termly bills from us, but these will be for information only, as ten monthly instalments will be taken from your bank account in accordance with the authorised Direct Debit Mandate.

You will not be required to take any further action during the year, as we will advise SFP of your termly invoice value. You will then be notified in writing of the monthly amount to be taken from your account. You will also be informed in advance of any changes resulting from adjustments which may have been incurred during a school term.

There is no long-term commitment involved and you may revert to paying your fees in advance at any time if you so wish. The agreement can be automatically renewed each year without the need for further signatures, until you advise otherwise. Should you require further information, please visit the aforementioned website.

Yours sincerely,

Mrs Jacqui Hammond  
Director of Finance and Operations



## **WELCOME FROM THE PARENTS' ASSOCIATION**

A very warm welcome to King Henry VIII School. Can we take this opportunity to let you know, if you did not already, that you are all members of the school Parents' Association.

King Henry's PA focuses on working across the school campuses, building the school community through fun events and fundraising through group cooperation.

Besides yourself, the PA consists of an active and friendly committee that meets throughout the year to organise social and fund raising activities, and support events in the schools' calendars. Proceeds from fundraising events are used to fund projects and purchase equipment for the benefit of the pupils.

The level of involvement in the PA that works for your family is entirely up to you! However, this year, we would like to challenge all of our parents to strive for 5 hours of volunteer time for our school. This can be achieved in so many small ways, or all towards one big event. Attendance at our school events and meetings is a great way to see what we are about.

The committee meetings are held twice termly, and you will find the dates and times published in the schools' calendars with informal event group meetings arranged as necessary. Details of the committee members and forthcoming events can be found on the school website.

For further information about joining in, please contact us via the school reception or our email address: [pa@bkhs.org.uk](mailto:pa@bkhs.org.uk).

Once again, may we take this opportunity to welcome you and thank you for any support that you may be able to provide. We look forward to meeting you.

Parents' Association



YOUR MONTHLY PAYMENT OPTION

BROUGHT TO YOU BY SCHOOL FEE PLAN

# It's as simple as **ABC**

The alternative way to pay school fees

## We **understand** that the course of parenting doesn't always **run smoothly**

Thankfully with SFP, at least paying your child's school fees can

### **Introducing School Fee Plan (SFP) – your monthly payment option**

As parents, we all want to give our children the best possible start in life, and a private education is one of the key ways in which we can equip them to take full advantage of the opportunities that life will bring.

SFP can help you do just that. Our payment smoothing service allows parents to spread the cost of school fees rather than paying a lump sum as each term's invoice is split into manageable monthly instalments. You simply need to be a UK resident aged over 18 with a bank account that supports payments by Direct Debit.\*

### **Who is SFP?**

SFP is the market-leading school fee finance provider in the UK. We make paying school fees as simple as ABC by allowing you to spread the cost of large termly fees over monthly instalments.

We are part of Premium Credit Limited who have been consistently committed to supporting parents and independent schools since 1996. We are authorised and regulated by the Financial Conduct Authority, members of the Finance and Leasing Association (FLA) and we follow the FLA Lending Code, a copy of which is available on request.

Our services are already trusted by hundreds of independent schools and used by thousands of parents to make their life a little easier when it comes to paying for their children's education.

### **What are the benefits?**

- Enables you to pay your school fees on a monthly basis
- Extras can be added throughout the year if agreed with your school
- You don't need to provide security
- Apply in advance, ready for the start of term
- Sign your credit agreement online – no need for paperwork or postage

### What our **customers say**

“ Having used SFP from both a parents perspective and also through my work as a bursar at an independent prep school. I would highly recommend them due to their excellent customer service, ease of use and competitive rate.”

Ms Marshall – a parent of The Grey House School

“ Excellent way of spreading fees, along with excellent service.”

Mr Heilling – a parent of Harrow School

### Apply **now**

Find the link for your school at

[www.myschoolfeeplan.com/KingHenryv111Prep-CV3](http://www.myschoolfeeplan.com/KingHenryv111Prep-CV3)

You will be able to calculate the monthly payments with our online calculator.

Or call us on

**01372 746 006**

Spread the cost and pay your termly  
school fees by Direct Debit



YOUR MONTHLY  
PAYMENT OPTION



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**King Henry VIII Preparatory School**

Warwick Road  
Coventry  
CV3 6AQ