



Abbotsholme

Equipment

Every student is expected to provide the following basic items of equipment for every lesson:

Black or blue ball point pen (and a spare!)	Pencil
Coloured pencils/Fine fibre tips	Pencil eraser
Pair of compasses	Pencil sharpener
Calculator	Ruler (30cm)
Rough notebook/jotter	Protractor
School Bag	Set square

Tippex/Liquid Paper is not allowed in school and must not be used in any school work.

Text books and specialised equipment will be issued on loan, and students will be required to pay for any loss or damage to school property.

Your child will be given a school i-Pad and is expected to look after and care for it.

Mobile Telephones

Pupils are permitted to bring a mobile phone into school. These must be left in boarding houses if they are a boarder; in the electronic devices locker for day pupils and with their class teacher if they are in the Prep school.

Pupils are not allowed to use the mobile phones around school. They should be turned off during the day.

There are rules for the use of these in boarding houses during the evenings. See boarding handbooks on the web site.

Parents are requested not to telephone pupils during lesson times, urgent messages can be left with reception or by e mail/ message to the pupil

Pupils may forfeit the right to have a mobile phone in school if they contravene these guidelines.

Absence Procedures

- Parents should contact school on the first day of absence, before 8.45 am, with details.
- Please ring in next day if the illness continues.
- Absences will not be authorised without this procedure.
- Leave may be granted in an emergency; e.g. Bereavement or for medical appointments, which must be in school time, provided a written explanation is received.
- Holiday leave in term time is strongly discouraged. All leave in term time is at the discretion of the Headmaster. This includes pupils leaving school early or returning late at the start of a term. If a request is made by letter, well in advance, leave may be granted.

Lateness

Pupils should be on time, parents are expected to ensure children are on time and present for registration.

Pupils who are late must register in at Reception.

School registration is at 8.20am and lesson one begins at 8.30am

Signing out if leaving school before 5.00

It is best to make appointments outside school hours.

- If a pupil must leave school during the day it is requested that parents inform school in advance. Please inform the Head of Year and tutor.
- Pupils must have this and see their Head of Year for a sign out slip.
- They should present this slip to reception when they sign out.
- If they return later in the day they should sign in again.

School Meals

- All pupils are provided with refreshments at morning break.
- All pupils are provided with lunch. There is a wide selection of food available from the kitchen and meals are eaten in the Dining Hall.
- A drink and biscuit are provided at 3.45pm.
- Boarders and pupils who are staying overnight are also provided with supper and breakfast.
- Menus for the week can be found on the website.
- Chewing gum is not permitted.

Nut and other Allergies

Abbotsholme School recognises that food allergies are of serious concern and understands that parents and pupils require some assurance as to its position. In recognition of this, the School continues to implement its policy of no nuts and peanuts. This policy is effective in all areas of the school both on and off site including in food technology and catering department and boarding houses.

We work to the current food standard agency guidelines and our suppliers and to identify and remove any products that contain these ingredients and whole and flaked nuts have been removed from our supplier listings. Certain products are however labelled as 'may contain traces of nuts' and 'made in a factory where nuts are used'. In these case assurances have been given by the suppliers that the trace elements will be extremely small and in a majority of cases, none will be present. At present, these products have continued to be used within the School.

If your child has any allergies re food please inform the Health Adviser who will pass this information to the relevant areas.

If parents wish to send in food e.g. cakes etc they should fill in an allergy form. These are available from school or via Firefly.

The School takes the issue of food safety very seriously and will clearly respond and communicate any changes to this policy. If you have any queries or wish to discuss any points further then please contact the School directly.

Please do not allow your child to bring nuts or nut products into school. Thank you.