



Parents' Handbook

Reviewer responsible:	Head	Date of last review: 07/25
Reviewed by:	MS/AB/RQ	Date of next review: 07/26
Authorised by Governor:	DG	

Introduction

Welcome to the Parent Handbook for the academic year 2025-2026. Whether you are a parent new to the school, or you are an old hand, we hope that you will find this document useful in navigating the different structures, systems and expectations that the NHP education and pastoral care system is built upon.

If you feel that anything has been omitted then please do let me know. Working in partnership is key to success and we are keen to identify and act upon anything that we can improve upon.

I hope that the Handbook is a useful source of information for you.

Maxine Scully
Head

The school structure

The School is situated on a split site. The Lower School, located in the original NHP building (OB), comprises parallel classes from Reception to Year 2 (ages 4-7). The Middle School, located in the Jane Cameron Building (JCB), comprises Years 3 to 5 (ages 8-10). The Upper School comprises Years 6-8 (ages 10-13) and is located in the Portobello Green Building (PGB) on Thorpe Close.

Children entering Reception join one of three parallel classes of mixed-age range. The younger children have the option of one half-day on a Wednesday in the autumn term.

The staff

Our teachers have been selected on the basis of experience, a passion for their subject, commitment to the ethos of the school and proven ability to motivate children and inspire learning.

Up to and including Year 4, subjects are mainly taught by class teachers. Music, Drama, French and Sport are taught by specialist teachers throughout the school. Individual instrumental lessons are taught by specialist peripatetic teachers. From Year 5 up, teaching is taught mainly by subject specialists. Heads of Departments, together with the Deputy Head (Academic) and the Heads of the Lower and Middle and Upper Schools, are responsible for coordinating the curriculum.

There is a School Secretary for each building.

NHP's Leadership Structure

Mrs Maxine Scully	Head
Mr Adrian Butler	Head of Finance and External Operations
Mrs Camilla Robinson	Head of Organisation and Internal Operations
Ms Nicola Swales	Deputy Head, Academic
Mr Peter Whitmell	Deputy Head, Pastoral
Mrs Katie Shingler	Deputy Head, Cover Manager and Head of Organisation and Internal Operations (Mat cover)
Mrs Claire Davies	Co-Head of Lower School
Mrs Sophie Brooks	Co-Head of Lower School
Mrs Joanna Skeoch	Head of Middle School
Mr James Hadley	Head of Upper School

Parental access to written records

We are committed to fostering a strong partnership with parents and guardians to support the educational and personal development of each pupil. As part of this commitment, we uphold the principles of transparency and accountability in our management of pupil records.

Parents and guardians of pupils may access written records, in line with the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).

These may include academic records and assessments, attendance records, behavioural reports, individual support plans (if applicable), Medical records maintained by the school and correspondence relating to their child's education.

Use of photography or video recordings

In order to comply with safeguarding regulations, we must remind parents that any photographs or videos of NHP pupils that you may take during school activities (eg plays, concerts, school outings) must only be used for private viewing and should not be passed to any third party (outside your family) or used in any publication, social network or other way that may threaten the safety and security of the children involved. Certain school performances may be videoed by a professional approved by the school.

In addition, your consent is requested for your child to be photographed or videoed as part of normal school activities. No photographs/videos of your child would be included in any publication/recording without your consent. You will be requested to sign a form giving consent for your child to be photographed or videoed as part of such normal school activities and to confirm appropriate use of any such material you may hold on arrival at NHP. A record of consent is stored on the school's MIS system. Consent can be changed at any time by contacting the school's Admin Team.

Code of Behaviour

School rules are kept to a minimum and are generally to ensure the safety of children while they are in school. Children are expected to respect the teaching staff, other adults in the school community, their fellow pupils and property. It is expected that children will be attentive, well behaved and hard-working in the classroom. Kindness, courtesy and consideration for others are highly valued and positively reinforced by all members of staff.

Our ethos of providing a happy, supportive environment in which children feel confident to ask questions and explore will require children to develop self-discipline and a sense of personal responsibility.

Any repeated wilful, conscious desire to intimidate, frighten or hurt someone else is regarded as bullying, and behaviour which involves the illegitimate use of power in order to hurt or offend others is regarded as bullying behaviour. At Notting Hill Prep, bullying and bullying behaviour are not acceptable. All the staff are alert to any potential occurrence of this behaviour, and pupils and parents are encouraged to report any such incident at once, should they become aware of it.

There is a staged procedure in place to deal with bullying. In the event that such an incident is reported, it will be dealt with swiftly by staff in accordance with the school's **Dealing with Bullying Policy**. It is a stated aim of the school that all pupils at Notting Hill Prep have the right to start and end their day in a happy frame of mind.

If parents would like further information on either bullying or behaviour matters, hard copies of all policies are kept in the school office and are available on request. Certain policies, such as **Dealing with Bullying, Managing Behaviour and Safeguarding and Child Protection** are immediately available on the website.

Partnership with parents

We consider partnership with parents an essential ingredient for ensuring children's progress and sense of well-being. In addition to formal Parents' Evenings, meetings with staff may be arranged to discuss more pressing issues. Curriculum evenings, Future School meetings and informal social evenings are arranged throughout the year and parents are invited to concerts, assemblies, plays and any performance opportunities. The Head is always pleased to see parents on matters of interest or concern.

The Parents' Association organises social and fundraising events. It holds regular meetings and provides an opportunity for new parents to meet one another, for promoting the welfare of the school and for fostering school/parent relationships.

Parent volunteers make a valuable contribution to many areas of school life such as accompanying classes on trips, helping in the library etc. Parent volunteers will be asked to sign a confidentiality agreement and comply

with NHP's safeguarding procedures, which will include a safeguarding induction and possibly a DBS check, depending upon the nature of their involvement.

Lines of Communication between Parents and Staff

Good communication between parents and the school is essential in order to ensure the best possible support for the children. Outlined below is the suggested procedure for the most efficient modes of communication for parents:

- The Form Tutor (or subject teacher for specific subjects) is the first point of call for matters concerning:
 - Schoolwork
 - Homework
 - Pastoral care
 - Home issues that may impact on school*(*Depending on the level of concern/severity of a home issue, it might be more appropriate to contact the Head or one of the Deputy Heads in the first instance)
- For educational/curricular issues or queries, please contact the subject teacher/head of department (e.g., Head of Maths) in the first instance, followed by the Heads of Lower, Middle or Upper School, or Deputy Head (Academic) if necessary
- For pastoral matters, please contact the Deputy Head (Pastoral)
- For immediate matters pertaining to minor organisational issues, please speak to the relevant School Secretary in the morning (or leave a message with them) and they will pass on necessary information to the teacher concerned as soon as possible. This will avoid conversations with form teachers at a time when they are extremely busy helping the children with their personal organisation, taking the register and generally preparing for the day ahead. The form or subject teacher will get back to you as soon as he/she is able to, if a response is required.
- If the matter is extremely urgent or sensitive, please contact Maxine Scully (via her PA), to arrange an urgent meeting or telephone call

The full staff list can be found on the school's website.

If you are not satisfied:

If you are not satisfied with any area of communication or wish to have clarification on school policies, please contact a member of the Senior Leadership Team or the Head directly.

I hope you will find the above information ensures that levels of communication are seen as a convenient and efficient means of promoting the wellbeing of your children.

Safeguarding children

The Board of Governance and staff are fully committed to safeguarding and promoting the welfare of children in our care. All staff have a full and active part to play in protecting pupils from harm. Our policies which particularly relate to the protection of children are:

Safeguarding and Child Protection

E-safeguarding

Whistleblowing

Safer Recruitment Dealing with Bullying Educational Visits Managing Behaviour

Rewards and Sanctions Learning Support

Pastoral Care

Policy for Confidentiality ICT Acceptable Use

After Notting Hill Prep

Boys and girls are prepared for entry to both boarding and London day schools. One on one meetings are held with the parents of Year 5 pupils in the spring and, if required, again in the autumn term of Year 6. Regular meetings are held, open to all parents, to give a thorough introduction to the application process.

Staff will provide the necessary information on each child's performance and potential to enable parents to base

their decision-making process on realistic expectations, and the Head and Deputy Head (Academic) will be happy to offer advice on schools best suited to each child's character and potential.

Exam techniques and specific entry requirements will be incorporated into the curriculum in the years prior to taking entrance examinations. Parents will be kept fully informed of developing expectations in relation to these exams and, if necessary, will be offered advice on how best to support the preparation process.

Please see the school website <https://www.nottinghillprep.com/leavers-destinations/> for a full list of offers and acceptances for our leavers at 11+ and 13+.

Complaints

If parents are unhappy about any aspect of the care or education provided at Notting Hill Prep, they should speak to their child's form teacher or a specific subject teacher, either by phone or at an arranged meeting. It is very much hoped that the cause for concern would be dealt with satisfactorily at such a meeting. There is a formal complaints procedure in place, should that be necessary. Parents are welcome to read the Complaints Policy which is kept in the school office. It is also available to download from the website <https://www.nottinghillprep.com/nhp-policies/>:

Term-time absences, sabbaticals and medical appointments

In the event that your child is absent for any reason, please log this on My School Portal. Messages go directly to the admin team who will respond via the portal. You can access My School Portal with this link: <https://nottinghillprep.myschoolportal.co.uk/login>

If absences are not communicated to school, the relevant building secretary will attempt to contact parents and carers after completion of the morning register.

Any requests for absence which are not related to illness or medical appointments should be directed towards the Head for authorisation.

The school's responsibilities are:

- Providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised
- Providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.

Requests for Absence from the Head

An absence from school is disruptive not only to the learning of the individual pupil, but also to the class as a whole. Pupils are expected to attend school fully throughout term time.

Term dates are published well in advance and we expect parents to plan their holidays and other family commitments to fall within these dates. Requests for absence for non-urgent reasons e.g. co-ordinating holidays with siblings or cheaper flights will not be accepted.

Requests for absence in extraordinary circumstances should be made in writing to the Head well in advance. Where the request relates to a specific event e.g. a family wedding please include a copy of the invitation as confirmation.

Sabbatical Policy

An absence from school is disruptive not only to the learning of the individual pupil, but also to the class as a whole. Pupils are expected to attend school fully throughout term time.

If you are considering taking a pupil out of school for an entire term for personal or work-related reasons, this is classed as a sabbatical. Anyone wishing to discuss this must book in a face-to-face meeting with the Head and authorisation will not be granted prior to a meeting taking place.

There are a number of guidelines related to taking a term away on sabbatical which should be considered during the planning stages:

- Full school fees apply during the term's absence to guarantee the pupil's place on return
- The duration of a sabbatical is **one** term and can only be taken **once** during a pupil's time at NHP
- The on-going education of the pupil(s) is entirely the responsibility of the parents. The school will not provide work, access to the school curriculum or communication with teachers during a sabbatical term
- Achievement and progress grades may be impacted and the school may require an assessment test on the pupil's return to ensure that their educational standard is still in line with the rest of their cohort
- It is strongly advised that pupils should not be taken out of school during an exam cycle. These constitute Year 5/autumn term Year 6 for the 11+ and Year 8 for the 13+. A sabbatical term during these crucial academic periods could have a significant effect on a pupil's performance in entrance examinations

Medical appointments

Parents are asked to book non-urgent medical and dental appointments for their children outside of school hours or during half-term and end of term holidays to prevent disruption to the school day.

Security

Doors for all buildings will be open between 8.10am and 8.25am when a member of staff will be on duty to welcome the children. They will be open again at going home times. A member of staff will be on duty on our gates at going home time between 3.00 and 4.00pm.

At all other times, the school gates and doors to the buildings will be kept closed and access controlled by an entry phone system. Those entering or leaving must ensure that no one else is granted unauthorised access. CCTV is in operation and there are telephones in every classroom linked to the School Secretaries' offices.

If your child arrives after registration (8.25am) please be sure to inform the School Secretary of his or her arrival. All other visitors must report to the School Secretary in the appropriate building, sign in and be given a visitor lanyard. All visitors must be accompanied at all times by a member of staff whilst on school premises.

If you are collecting your child at a time other than the normal going home time, you must report to the School Secretary so that we know they have left the building.

If your child is to be collected from school by someone other than a parent or regular carer, please send a note/email to this effect, giving the name of the person collecting, to the Form /Class Teacher or please inform the School Secretary. If relevant, the school must be given information about who has/doesn't have legal access to your child.

Babysitting

For safeguarding reasons, staff are not allowed to carry out babysitting/nannying work for NHP families. The School will not be held responsible or liable for any health and safety, child protection, confidentiality or other issues that may arise from private arrangements.

Tutoring

Our belief is that NHP provides an excellent education already and tutoring is not required. However, there may be circumstances where 'targeted' tutoring - of specified duration and purpose - may serve the best interests of

a child and we will advise parents accordingly. Tutoring of NHP pupils by NHP staff is not permitted.

Fire Drill and Critical Incident

All staff understand the fire and critical incident drill procedures and are familiar with the designated fire escape routes. The fire alarms and extinguishers are inspected annually. The alarm call points are tested in rotation weekly. A fire drill and a critical incident drill are held every term.

School Travel Plan

We have agreed, in conjunction with Royal Borough of Kensington & Chelsea (RBK&C), to operate and develop a pro-active Travel Plan to help minimise the number of people who deliver their children to school by car. The requirements of this Travel Plan are as follows:

- Please walk, scooter or ride to school if at all possible.
- If you have to drive, please use the 'kiss and drop' system organised by the school. Each day a designated member of staff will be on the pavement outside the original school building (OB) ready to help your child/ren from the car and escort him/her into school if entering the Lower School (OB) or, if in the Middle and Upper School (i.e. Years 3-8), direct them towards another member of staff at the traffic lights so they can cross over to the JCB side of the road, thereby allowing you to stop for no more than a few minutes outside school to deliver your child/ren.
- If you use the 'kiss and drop', please drive west down Lancaster Road so that you approach the school on the OB side of the road (i.e. you will need to turn into Lancaster Road from Portobello Road) – whether you are delivering to the Lower or Upper School.
- There is no 'kiss and drop' on the JCB side of Lancaster Road and you should not under any circumstances park in front of the Youth Centre next to our entrance to JCB.
- If you wish to come into school with your child, please park legally some distance from the school (ideally in another street).

We do feel this is an important issue and the need for strict adherence to these 'rules' is in order that RBK&C can see that we are able to adopt a responsible and efficient policy to neighbourhood concerns of traffic congestion and health and safety issues. They will do spot checks to ensure that our written policy truly reflects our actions, and this will impact on any application we may make in the future to extend our premises. The school requests you to take these requests very seriously – and ensure that anyone who delivers or collects your child is aware of these important rules.

School Fees

Fees should be paid by no later than the first day of each term.

A deposit is payable upon acceptance of the offer of a place at the school. The deposit secures a place but will not be refunded if your child does not subsequently take up the place offered. The deposit is returned at the end of the child's last term at the school provided that all fees due have been paid and appropriate notice given. Deposits not reclaimed within 12 months of leaving are written off and retained by the school.

A full term's notice in writing (received no later than the last day of the preceding term) is required before removing a child from the school, and half a term's notice for cancellation of any optional extras, failing which a full term's, or half term's fees respectively, must be paid in lieu of notice.

A payment plan for paying fees on a monthly basis is available. Details of the company offering this facility are available via the website or from the Head of Finance and External Operations.

The NHP Bursary Foundation

A core founding principle of NHP is community. Through the NHP Foundation, we forge a close relationship between the school and the diverse local community in which we are situated. The NHP Foundation was established in 2009 with the vision of focussing our collective energies on enhancing and improving the lives of local primary school children living in disadvantaged circumstances. Today, this is done by means of two interconnected paths: Radius, our community partnerships programme, which harnesses the collective power of

the NHP community to support local initiatives through fundraising, time commitment and the sharing of resources; and the provision of bursary places, making an NHP education available to a broad cross-section of children from the local area. NHP now has a thriving bursary programme that is an integral part of the fabric of the school.

The Foundation is a registered charity which works closely with, but independently of, the school. Each year, it offers fully funded dedicated places to children joining into Year 7 from the state sector. It also offers the Jane Cameron Bursary for Creative Arts – in honour of our founding Head – to a child entering in Year 4 who shows outstanding promise in the creative arts. These bursaries are academically selective and means-tested and cover not only fees, but trips, enrichment, activities and all incidentals. Bursary students are completely integrated members in the rich life of our school. With the support of the Governors and Mrs Scully, the Foundation aims to expand the bursary programme and support 15 pupils on a fully-funded bursary by 2030. Currently, the Foundation are supporting 9.

NHP parents donate to the work of the Foundation via occasional fundraising initiatives and an optional termly add-on to the fees. Thanks to their ongoing generosity, 56 free places have been offered to local students to date. Our bursary award holders have gone on to attain scholarships and fully-funded places at senior schools such as Charterhouse, Rugby, Dulwich College, Wycombe Abbey, Latymer Upper and The Harrodian. Witnessing their growth and success as they have consistently made the most of this life-changing opportunity has been a privilege for our entire community.

School Policies

Copies of all school policies are held in the office and parents are welcome to read them or request copies. The following policies are available to download from our website <https://www.nottinghillprep.com/nhp-policies/>:

Safeguarding and Child Protection
Safer Recruitment
Health and Safety
Complaints
Admissions
Managing Behaviour
Exclusion
EYFS
Relationships and Sex Education
Sustainability

Dealing with Bullying
Curriculum
Learning Support
English as an Additional Language
Inclusion and Equal Opportunities
Attendance
Supervision of Children
Confidentiality
PSHE
E-Safety

Rewards and Sanctions
First Aid
Fire Policy and Procedures
Lost Child
Non-Collection of Children
School Accessibility Plan
Data Protection
Risk Assessments
Policy for Allergy Management

Please ensure that everyone who looks after your child reads and is fully aware of the Health and Safety and Security matters included in this handbook.

Privacy Notice for Notting Hill Preparatory School

Notting Hill Preparatory School is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about pupils, in accordance with the Data Protection Act 2018 (which is the UK's implantation of the General Data Protection Regulation (GDPR), section 4 of the Education and Skills Act 2008, Education (Independent School Standards) Regulations 2014 and section 83 of the Children Act 1989.

Who Collects This Information?

Notting Hill Preparatory School is a "data controller." This means that we are responsible for deciding how we hold and use personal information about pupils and parents.

The Categories of Information That We Collect, Process, Hold and Share

We may collect, store and use the following categories of personal information about you: -

- Personal information such as name, pupil number, date of birth, gender and contact information;

- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance details (such as sessions attended, number of absences and reasons for absence);
- Financial details;
- Performance and assessment information;
- Behavioural information (including sanctions);
- Special educational needs information;
- Relevant medical information;
- Special categories of personal data (including ethnicity, relevant medical information and special educational needs information);
- Images of pupils engaging in school activities (in accordance with photo consent, and images captured by the School's CCTV system);
- Information about the use of our IT, communications and other systems, and other monitoring information;

Collecting This Information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the DPA 2018, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

How We Use Your Personal Information

We hold data and use it for: -

- Pupil selection (and to confirm the identity of prospective pupils and their parents);
- Providing education services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- Assessing performance and to set targets for schools;
- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care;
- Support teaching and learning;
- Giving and receiving information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils;
- Managing internal policy and procedure;
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements;
- To carry out statistical analysis for diversity purposes;
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
- Monitoring use of the school's ICT and communications systems in accordance with the school's ICT policy and e-Safeguarding policy;
- Making use of photographic images of pupils in school publications, on the school website and on social media channels;
- To engage with and facilitate the mission of the NHP Foundation and Alumni Association;
- Security purposes, including CCTV; and
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

The Lawful Basis on Which We Use This Information

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances: -

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual

obligations);

- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

Sharing Data

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it's the only way we can make sure you stay safe and healthy or we are legally required to do so.

We share information with: -

- The Independent Schools Inspectorate (ISI), Ofsted, the Department for Education (DfE) - on a statutory basis under Education (Independent School Standards) Regulations 2014
- Other Schools that pupils have attended/will attend;
- NHS;
- Welfare services (such as social services);
- Law enforcement officials such as police, HMRC;
- Local Authority Designated Officer (LADO);
- Professional advisors such as lawyers and consultants;
- Alumni Association, NHP Foundation and Parents' Association;
- Support services (including insurance, IT support, information security); and
- The Local Authority.

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

Why We Share This Information

We do not share information about our pupils with anyone without consent unless otherwise required by law.

Storing Pupil Data

The School keep information about pupils on secure computer systems and sometimes on paper. Except as required by law, the School only retains information about pupils for as long as necessary in accordance with timeframes imposed by law and our internal document retention policy.

If you require further information about our retention periods, please let the Head of Finance and External Operations know, who can provide you with a copy of our policy.

Automated Decision Making

Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision making in limited circumstances.

Pupils will not be subject to automated decision-making, unless we have a lawful basis for doing so and we have notified you.

Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way).

Requesting Access to Your Personal Data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information contact the school's Head of Finance and External Operations.

You also have the right to: -

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purposes of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the data protection regulations.

If you want to exercise any of the above rights, please contact the Head of Finance and External Operations in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to Withdraw Consent

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Head of Finance and External Operations. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Contact

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the Head of Finance and External Operations in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the Head of Finance and External Operations then you can contact the DPO on the details below: -

Data Protection Officer:

Judicium Consulting Limited

Address: 5th floor, 98 Theobalds Road, London, WC1X 8WB

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Telephone: 03455487000 Option 1

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.

Changes to This Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates.

Terms & Conditions

In acceptance of the offer of a place at Notting Hill Preparatory School, we agree to be bound by the terms and conditions set out below.

1. Fees: Termly fees must be paid in advance of the first day of term for your child to be able to take up their place. Both parents are jointly and severally responsible for school fees (unless and until the school is in receipt of a court order that revises this - see point 5).
2. Deposit: A deposit of half of the term's school fees is payable upon acceptance of the offer of a place at the school (currently £4,743.00). The deposit guarantees a place but will not be refunded if your child does not subsequently take up the place offered. The deposit is returned at the end of the child's last term at the school provided that all due fees have been paid and appropriate notice given.

3. Notice: A full term's notice in writing (received no later than the last day of the preceding term) is required before removing a child from the school, and half a term's notice for cancellation of any optional extras, failing which a full term's, or half term's fees respectively, must be paid in lieu of notice.
4. Parental Responsibility: I/We both have parental responsibility (i.e. legal responsibility) for my/our child; I/we both agree that my/our child should attend NHP and no other person's consent is required. I/we are jointly responsible for the payment of fees.
5. Court Orders: I/We have informed the school if I am/we are separated or divorced and if any court orders have been made in relation to my/our child or either of us (including any orders relating to financial matters).
6. Policies: I/We understand that the school will act in accordance with its stated policies, available on the website or as hard copies in the school office.
7. Medical Emergency: I/We understand that, in the event of a medical emergency or serious injury that requires hospital treatment, the school would follow the appropriate emergency procedure which would of course require them to make contact with me/us, or the designated emergency contact, as quickly as possible. In the unlikely event that the school is unable to make contact they would follow the advice of the emergency services as to the appropriate medical treatment. If possible, anyone accompanying a child to hospital would take with them the medical form completed by the parents on the child's entry to the school. The school would continue to make every effort to contact the parents/emergency contact.
8. Disabilities, Special Education Needs and Learning Difficulties: I/We have already provided and will continue to provide details of any disability, special educational need or learning difficulty (eg dyslexia, dyspraxia, attention deficit disorder, visual or hearing impairment or any condition requiring use of a wheelchair) of my/our child. I/We attach in confidence details of any relevant information received subsequently.
9. Late payment of fees will be subject to an interest charge which is calculated at Bank of England Base Rate plus 5% per week. In the event that the school is required to use a debt collection agency due to non-payment of fees, then the fee payer(s) will be fully responsible for all associated costs.
10. Terms: I/We understand that the terms and conditions of the school will undergo reasonable changes from time to time as circumstances require and will apply in our dealings with the school.

Parent Code of Conduct

In this document, 'parent' should be read as meaning any parent or carer, or any adult accompanying children onto and away from school premises.

1. Introduction

Our school expects the highest standards of behaviour from our pupils and in turn expects that all parents will set a good example to all children and help maintain a safe, calm and respectful environment at all times.

At our school we are very proud and fortunate to have a highly dedicated and supportive community of parents, staff, governors and volunteers, working together in partnership to provide our children with the best possible education. We know that where parents and the school work within a positive partnership the children benefit and do better at school. And we know too that for this partnership to be effective and harmonious it is vital that we maintain good relations between all involved.

Thankfully, serious relationship difficulties are rare in our school community, however schools are complex environments and everyday frustrations can sometimes cause misunderstandings. Establishing where this happens and remaining committed to resolving difficulties in a constructive manner through open and positive dialogue is essential.

The purpose of this Code of Conduct for Parents is to provide a reminder to parents about the expectations on them around relationships and conduct in the school community.

2. Principal aim of this code of conduct

- That all members of the school community treat each other with respect and feel safe at all times

3. Expectations

- That all parents set a good example to all children at all times, showing them how to get along with all members of the school and the wider community
- That parental concerns or complaints are raised and handled with mutual respect and in accordance with the school's Complaints Procedure, which can be found on our website or a copy can be obtained from the school office
- That no staff, governors, volunteers, parents or children are the victims of abusive behaviour or threats from adults on the school premises, or through social media or other electronic means
- That physical attacks, threatening behaviour, abusive or insulting language verbal or written, to staff, governors, volunteers, parents, children and other users of the school premises will not be tolerated and may result in restrictions on access to certain staff, withdrawal of permission to be on school premises, or the police being called

Our school expects parents to:

- Act in accordance with this code of conduct at all times.
- Support and reflect the school's ethos and values through their behaviour.
- Set a good example to children through their behaviour and the way they interact with staff, children and other adults.
- Work together with staff members for the benefit of their child and to resolve any issues of concern.
- Treat all governors, staff members, children, other parents and any members of the school community with dignity and respect.
- Where appropriate, clarify their child's version of events with the school to bring about a peaceful solution to any issue.
- Correct their child's behaviour appropriately, particularly on the school grounds where it could otherwise lead to conflict or aggressive or unsafe behaviour.
- Respect the school's property and environment by keeping it clean and tidy.
- Follow the school's procedures for dropping-off and collecting children from school.
- Dress in an appropriate manner when on the school premises and attending school events, and ensure their dress and appearance reflects that they are role models for children, e.g. parents may not wear nightwear when dropping-off or collecting children. Parents are required to act in accordance with all relevant school policies and procedures at all times

4. How to raise concerns or complaints with the school

It is in everyone's best interests that when problems or concerns arise, they are handled in a fair, prompt and transparent manner. In most cases this usually means raising the matter in the first instance with a class teacher or another member of staff. Experience tells us that the vast majority of concerns are resolved at this 'informal' stage. However, if for some reason a resolution cannot be found informally, we urge the parent concerned to follow our Complaints Procedure, which is designed to bring structure and fairness to finding a resolution. It is vitally important that all involved show respect to one another and not let frustration or anger sour relations and prevent the process from finding a resolution.

5. Unacceptable behaviour

Our school will not tolerate staff, children, governors, volunteers or parents being threatened, intimidated or defamed, or our school being brought into disrepute, and we will take action if this happens. Depending upon the severity of the incident, our actions could include restricting access to certain staff, and/or informing the police, and/or imposing a ban from school premises. Thankfully, at our school these are very rare occurrences.

Examples of unacceptable behaviour (this is not an exhaustive list):

- Shouting, either in person, or over the telephone or video link
- Inappropriate posting on social media which could bring the school into disrepute or defame an individual or be deemed as bullying or vexatious
- Speaking in an aggressive or threatening tone
- Physical threats or physical intimidation, e.g. standing very close
- The use of aggressive hand gestures/exaggerated movements
- Shaking or holding a fist towards another person
- Swearing, spitting, smoking or drug-taking on school premises
- Pushing or hitting e.g. slapping, punching or kicking
- Racist or sexist comments, including sexual innuendo
- Using foul, abusive or offensive language
- Raising voices inappropriately at another individual
- Making racist or sexual comments
- Using aggressive hand gestures, e.g. raising fists and fingers
- Discriminating against any member of the school community, including children, staff, governors and other parents
- Bullying, harassment or intimidation, including physical, verbal and sexual abuse (offline and online)
- Sending abusive, aggressive or threatening messages, emails or other communications to any member of the school community
- Trespassing on school property without prior permission or implied licence
- Causing intentional damage to school property
- Breaching the school's security procedures
- Using physical violence on the school premises or on a member of the school community, e.g., hitting, slapping, punching, kicking and pushing
- Physically intimidating an individual
- Partaking in unnecessary physical contact with an individual
- Writing or posting abusive, offensive or defamatory comments about an individual or the school, including on social media
- Psychologically harassing any member of the school community, including displaying vexatious behaviour which is humiliating for the individual and is damaging to their self-esteem.
- Displaying disruptive or other inappropriate behaviour which interferes or threatens to interfere with any of the school's operations or activities.
- Approaching another parent or children to discuss or reprimand them because of an issue between children.
- Threatening any member of the school community in any way
- Smoking on the school premises
- Taking illegal or harmful drugs while on the school premises
- Drinking alcohol on the school premises, unless it has been authorised and supplied by the school.
- Taking photographs or videos on the school premises without permission from the school

Managing inappropriate behaviour

6. Inappropriate use of social media and messaging services

Social media has sometimes been used to fuel campaigns and complaints against schools, headteachers, staff, and in some cases other parents or children. The use of social media in this way is unacceptable and not in the best interests of the children or the whole school community.

We ask that any parent with a concern or complaint refrain from posting negatively on social media and instead follow our Complaints Procedure.

Responsibility

Parents will be responsible for supporting the school by monitoring their own use of social media and online platforms. Parents will be expected to adhere to this Code of Conduct for Parents at all times. Parents will understand their obligations under this code of conduct and agree to comply fully with them. Parents will be responsible for ensuring they support the school by monitoring their children's use of social media and online platforms.