

PEPONI HOUSE PREPARATORY SCHOOL

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Peponi House Preparatory School Parents' Handbook

PEPONI HOUSE:

A **multi-cultural community** which encourages **respect** for self and others. Our emphasis is on **excellence**, through a **broad, balanced** education which aims to maximize the **potential** of **each** pupil as a **whole** person.

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Appendix F

TERM DATES

September Term 2011

Term starts: Tuesday September 6th
First half ends: Friday October 14th
Second resumes: Monday October 24th
Term ends: Friday December 9th

January Term 2012

Term starts: Tuesday January 10th
First half ends: Wednesday February 15th
Second resumes: Monday February 20th
Term ends: Friday March 23rd

April Term 2012

Term starts: Tuesday April 17th
First half ends: Wednesday May 30th
Second resumes: Monday June 4th
Term ends: Friday July 6th

September Term 2012

Term starts: Tuesday 4th September
First half ends: Friday 12th October
Second resumes: Monday 22nd October
Term ends: Friday 7th December

“First half ends” indicates the last full day of the first half of term.
“Second half resumes” indicates the day on which term resumes after half term.
Parents are respectfully reminded that every school day is important and that the last few days of term involve the children in a number of important activities and lessons. Permission to miss school may be granted in exceptional circumstances but only if requested in writing from the Headmaster, well in advance.

Car Parking - See map on centre pages

The main vehicle entrance comprises a small Visitors' Parking area, but is otherwise a **dropping and collecting zone only and not a place to park while waiting for children**. Please pull in to the left of the broken white line, avoid stopping on the pedestrian crossings and do not, under any circumstances, attempt to reverse your car. It is vital that the zone is not blocked by vehicles. If your child is not ready for collection, please move on and drive round again or park outside. If you use the Visitors' Parking area, ensure that children are escorted across the pedestrian crossing to the shelter.

To avoid problems, and to keep the children out of harm's way, PLEASE also:

- Do **not** 'double-park' in the dropping/collecting zone;
- Use the **full length** of the area provided, so as to allow other vehicles to pull in behind you;
- Observe the **one-way system** at peak times, as indicated;
- Follow the **askaris' advice** (even if you disagree with it) and show them the respect they deserve for doing a difficult job!
- **Ensure that your driver is made aware of the above requests and does not park the car in the visitors' car park, which is reserved at peak times for mothers on their own collecting children.**

There are two parking areas **outside** the hedge:

- as you drive out of the main entrance, on the left-hand side;
- around the corner, as you continue heading in the same direction.

In both cases, there is a pathway along the hedge. When depositing or collecting your children, please impress upon them to **stay on the paths**.

There is a staff car-park at the top end of the school site near the tennis courts, which is **strictly for staff use only** during the working week. Please also ensure that the area immediately outside this car-park is **not** used as a dropping and collecting point.

Lunches

All children are provided with lunch and break at school. Children are able to order their preferred main course in advance, choosing from three options, at least one of which is always a vegetarian meal. Please ensure that you have filled in and returned a form declaring your children's 'default' choice (in case they are absent when orders are taken) and giving information about allergies or foods that you would prefer your child not to eat.

It is a school rule that **children may not bring any food to school** (except on special occasions, e.g. end-of-term parties, or 'Tutor Lunches' in the Senior Department). They may bring water or fruit juice (**not** squash or sodas) from home, provided that these are not in glass bottles or tins. Under no circumstances may sweets or chewing gum be brought to school.

Money

There are some occasions when children are asked to bring money to school, for example to pay for extra activities or school trips. This money should be handed into the School Secretary, or the teacher responsible, first thing in the morning. **Otherwise, children should never have money at school.**

Lost Property

Items left at school are collected at the end of the day and put into the Nurse's Room. They should be claimed as soon as possible the following morning. Any remaining named items are given out by monitors every break time. At the end of each term, any remaining unnamed items are donated to the less fortunate. Valuable items (e.g. watches) are normally handed in to the Deputy Head's office.

Please assist us by ensuring that all clothing and other personal items are always clearly named before being brought to school.

Medical Care

The school has a fully qualified, full-time nurse, Sister Beatrice. **Any medicine brought to school must be handed directly to the nurse before 7.55; the child's name and the dosage must be marked clearly on the container. Please also inform your child's teacher or tutor.** Medicines will not be administered to children without the parent's instruction. A Medical Incident Form will be completed, signed and sent home with the child by the nurse following the administration of treatment of any significance. An additional insurance charge is made so that, in the event of a medical emergency, a fully-equipped ambulance service is available. When the school hosts a sports tournament, there is always an ambulance in attendance.

It is school policy that an HIV positive child will not be denied an education at Peponi. Please ask in the Office if you require further details on this policy.

Practical ways in which parents can help

We expect a high standard of table manners, and children must be able to eat properly with a knife and fork at meal times. Pupils also have to change into sports kit each day and so need to know how to dress themselves and how to tie shoelaces and ties. **Please ensure that your child has been taught all these skills before entering the school.**

Personal organisation is something which some children find very difficult at school. You can help with this enormously at home by encouraging children to be responsible for their possessions and by insisting that they keep their own areas tidy and organised. **They should also be encouraged to organise their own school bag.** It is rather infuriating for a teacher to be told that a child's maid is at fault for an important item being missing!

See also **Homework Policy** and **Exams**.

APPENDIX E

PEPONI HOUSE SPORTS CLUB

REGULATIONS:

The school TENNIS COURTS & SWIMMING POOL may be used by members only during the times stated below. Please note that private coaching is NOT available to non-members at any time.

Availability of facilities to members

COURTS:

Weekdays: 8.00-9.30 a.m. & after 4.30 p.m. (assuming that there are no school matches)

Weekends: any time during daylight hours
(unless school competitions are being held)

Holidays: any time during daylight hours

POOL:

Weekdays: 8.00-9.30 a.m. & after squad sessions, 4.30/5.00-5.30 p.m.

Weekends: 9.00a.m.-5.30 p.m.

Holidays: 9.00 a.m.-5.30 p.m. *(Please note that the pool will normally be closed on public holidays and whilst the School Office is closed during late July and August).*

Coaching:

Only two tennis courts, and only two lanes of the pool, may be used for coaching at any time.

Authorised school coaches are:

PAUL LESIEW (Tennis)

SALOME NGATI, JOHN KIMOTHO (Swimming)

Guests

Whilst we regret that it is not possible to allow members' guests to use the courts, we have no objection to members bringing a limited number of guests to the pool on an occasional basis, provided this is declared in the pool attendant's record book.

Membership fee

The current membership fee is KShs 10,000/- per year.

Please ensure that your membership is kept up to date.

Car-parking

We have no objection to the staff car-park being used by members at weekends and during the holidays. At all other times, please use the parking facilities at the main entrance.

Responsibility

Members are asked to ensure that their children are kept under adult supervision at all times, especially when using the pool and/or courts, and to respect the regulations stated in Use of School Facilities. The school is unable to accept responsibility for any accident or injury incurred by members using the facilities out of normal school hours.

OTHER REQUIREMENTS

Dark blue school hat with school crest (ordered through the School Office)

Chair bag and reading book bag (Years 2-4 only)

Art apron

Pencil case containing pencil, eraser and crayons

Calculator

Years 5-8 only:

French Dictionary (Collins Easy Learning French Dictionary ISBN 0-00-719646-7 (if available))

English Dictionary (Learner's or Student's dictionary)

Ink pen (cartridge or fibre-tipped)

Geometry set

Good News Bible

GAMES EQUIPMENT

All children need 2 pairs of dark blue sports shorts, 2 house polo shirts, a school cap and good supportive sports trainers.

Years 3 to 8 need a white polo school shirt for matches.

A school tracksuit is available from the school office. It is optional.

Long hair must be tied back.

No watches. No jewellery for boys. Plain ear studs for girls (except in the April Term where studs must be removed for Games)

All items must be clearly named.

In addition:

SEPTEMBER TERM

Short white socks for boys and girls for PE & Games

Long blue & white striped socks & shin pads for football activity.

A cricket bat for boys Years 3 to 8

Cricket whites for boys in Years 5 to 8

JANUARY TERM (for both boys & girls)

Short white socks for PE.

Long blue & white striped socks, shin pads & a hockey stick for Year 2

2 pairs of long blue & white striped socks, shin pads, a hockey stick & mouth guard for Years 3 to 8

Long blue & white striped socks & shin pads for football activity.

APRIL TERM

Short white socks for PE. (boys & girls)

2 blue & white striped rugby shirts & mouth guard for boys

Long blue and white striped socks & shin pads for football activity.

ALL YEAR ROUND

Years 2 to 8

Dark Blue swimming trunks/costume, & a towel

Dark blue swimming cap for girls

Swimming goggles are optional

Years 2 to 4 need to have a Tennis racquet.

Years 5 to 8: Tennis racquet is optional (Being a member of the Tennis Squad is by invitation only.)

School Uniform, Dress Code etc.

A uniform list is provided in the appendix to this handbook. Please ensure that your children are correctly 'kitted out' with all that they require.

Please note especially the following policies/requests:

HATS:

It is a strict rule that school hats (available from the School Office) must be worn **at all times** for outdoor activities. Inevitably, these get put on and taken off throughout the school day and do get mislaid quite regularly, so it is **very important that they are clearly named** so that they can be quickly returned to their owners.

JUMPERS:

A blue school jumper or cardigan is an optional item of uniform and can be purchased through the School Office. Children should not come to school wearing a tracksuit top or sweatshirt with their uniform. If your child feels the cold, the school fleece is the best solution!

JEWELLERY etc.:

We are sensitive to the wearing of certain items of jewellery for religious/cultural reasons. However, unless it is absolutely necessary, the wearing of jewellery at school should normally be restricted to that of ear-**studs** by girls. Ear-**rings**, and other items that may cause injury (especially on the games field), should not be worn. Nail varnish is **not** permitted at school. School key lanyards are available from the School Office.

HAIR:

We do not have strict guideline as to the length and style of children's hair, but please ensure that unnecessary 'fashion statements' are avoided. Girls with long hair should keep their hair tied or clipped back off the face. It is not appreciated when boys have haircuts that include artificial colouring, bleaching or the shaving of the scalp. Boys' hair should be off the collar. Hair gel is inappropriate for school.

Teachers keep a careful record of pupils' appearance and, as an incentive to the children to wear their uniform properly and with pride, a Home Clothes Day is offered at the end of each half term.

See also **Behaviour Management**

Pastoral Care & Informal Contact with Staff

JUNIOR DEPARTMENT: Children's needs are the responsibility of the class teacher, who should usually be approached first if you have or your child has any queries or concerns. Parents are also encouraged to establish contact with the Year-Group Co-ordinator, who carries an important middle management responsibility. Mrs. Joe Robe is Head of Juniors so please don't hesitate to approach her if you feel that a matter requires the attention of a member of the Senior Management Team.

SENIOR DEPARTMENT: Each child has a Class Tutor (who is supported by an Administrative Tutor), and it is advisable to regard the Class Tutor as your first point of contact. Academic issues can also be addressed directly to Mrs. Sandy Mwai, Director of Studies. Mr. Peter Toner, Deputy Head, is normally responsible for attending to significant matters of pupil discipline.

Parents should never hesitate to make an appointment to speak to the Headmaster if necessary.

In both Junior and Senior Departments, all teachers with direct responsibility for the pastoral care of pupils are normally in their classrooms from 7.50a.m., so that it is possible for parents to 'have a quick word' before school begins. If you need an opportunity for a private discussion with a teacher, this should be arranged for a mutually convenient time. Whilst we are keen to encourage as much dialogue as possible, and to develop a positive and happy partnership between parents and teachers, we ask you to avoid interrupting staff during the course of the school day, and especially, for safety reasons, not to distract those who are teaching on the games field or at the swimming pool.

Written Communication

If you need to leave a note or letter for a teacher, please use the 'post box' outside the Staffroom door. (However, please respect the teachers' privacy, and do not attempt to enter the Staffroom.)

Otherwise, if you need to send a message to your child's class teacher or tutor, you are encouraged to make use of your child's school diary.

In order to keep abreast of school events, and any changes to the calendar that is published at the beginning of each term, it is strongly recommended that you indicate your wish to be included on the mailing list for 'PHPS-Update', our weekly electronic newsletter, which is normally sent out on Friday afternoon by the Deputy Head. If you have not already done so, please confirm with Naomi Muchiri (School Secretary) and Peter Toner (Deputy Head) the email address to which you would like this sent.

See also **Formal Communication & Reports**

APPENDIX D

SCHOOL UNIFORM

Available from:

SCHOOL OUTFITTERS

MUINDI MBINGU St.,
opp. CITY MARKET
P.O. BOX 45765, NBI.;
Tel. 2250867

GIRLS' UNIFORM (Years 2-6)

White blouse
Dark blue pleated skirt
White socks
Smart black, brown or blue shoes

GIRLS' UNIFORM (Years 7&8)

As above, but:
Fitted white blouse
Dark blue shirt
Dark blue jacket

Items available from the school office: School Hat (compulsory); School Tie or Year 8 tie /cravat (compulsory); school jumper / cardigan (optional); school fleece (optional); school track suit (optional)

SPORTS KIT (all Years, unless otherwise indicated)

Dark blue games shorts or culottes
White polo shirt, with school shield on pocket (Years 4-8 only)
2 x House polo shirts, with school shield on pocket:

Chania - Green; Mara - Yellow; Tana - Red; Tsavo - Blue

Plain white ankle socks
Dark blue & white striped knee-length socks (boys)
Dark blue & white school rugby shirt (boys, Years 4-8 only)
School tracksuit (optional)
Lace-up gym shoes or **predominantly white** trainers
Dark blue swimsuit or trunks
Dark Blue swimming cap (girls)
Swimming towel
Sun-screen

HARIA UNIFORMS Ltd.

1st FLOOR, SARIT CENTRE,
WESTLANDS
P.O. Box 31511, NBI.;
Tel: 3748757 / 3743602

BOYS' UNIFORM (Years 2-6)

White short-sleeved shirt
Dark blue shorts
Grey blue banded socks
(navy/white/navy)
Smart black or brown shoes

BOYS' UNIFORM (Years 7&8)

As above, but:
Dark blue long trousers
Dark blue jacket

APPENDIX C: Who should I speak to?

Topic	Member of Staff
General matters: Junior Dept.	Joe Robe (Year 2 Co-ordinator) or child's Class Teacher Harriet Davies (Year 3 Co-ordinator) Jeni Lyons (Year 4 Co-ordinator) Sandy Mwai (Director of Studies)
Senior Dept.	Child's Class Tutor or Year 5 Form Teacher Peter Toner (Deputy Head)
Disciplinary issues	Peter Toner (Deputy Head)
Curriculum & Assessment	Sandy Mwai (Director of Studies)
Special Educational Needs	John Onala (SENCo)
PE & Games	Sue Taylor (Director of Sport)
Tennis	John Goodwin (Head of Tennis)
Swimming	John Kimotho
Music	Njane Mugambi (Director of Music)
Trips & Expeditions	Peter Toner (Trips Co-ordinator)
Medical matters	Sister Beatrice Mwangi (School Nurse) Melanie Blake (School Counsellor)
Activities:	
Junior Dept.	Jeni Lyons
Senior Dept.	John Goodwin
Catering	Peter Toner (Deputy Head)
Fees & financial matters	Ernest Njuguna (Bursar) Michael Mutunga (Accountant)
General enquiries	Naomi Muchiri (School Secretary)

There will, of course, be times when you need to speak to the Headmaster. You can normally catch me first thing in the morning in the Sundial Quad, but it's best to make an appointment through the School Secretary, Naomi Muchiri.

Please remember that I'm here to help.

Robert Blake

House System

On entry into the school, a child joins one of four school Houses: Chania, Mara, Tana or Tsavo. These Houses compete against each other by collecting as many house points as possible. Various Inter-House Events take place during the course of the school year, enabling each house to earn supplementary points. Each House has two Captains, one boy and one girl, elected on a termly basis by their peers.

See also **Sport** and **Behaviour Management**

School Rules

Our school rules are divided into two groups, so as to emphasise the importance of a) showing respect, and b) taking responsibility. You may find it helpful to read through these rules with your children before they join the school and to explain anything that they do not understand.

MORAL VALUES (or "GOLDEN RULES")

These rules are all based on RESPECT

We show RESPECT for:

- other people's feelings, opinions, beliefs and cultures
- property
- our work and ourselves

We show RESPECT by:

- listening without interrupting
- being helpful and kind to others
- celebrating the success of others
- telling the truth
- avoiding the use of bad language
- wearing our school uniform with pride

PRACTICAL RULES

These rules all help to PROTECT us

- We think before we act
- We look out for the safety of ourselves and others
- We wear our hats for outdoor activities, including break times
- We walk on paths and concrete areas
- We only bring food, sweets or money to school, by invitation, on special occasions
- We know there are some rooms/areas we may not enter without permission

Behaviour Management

This policy has been recently reviewed and re-defined so as, at all times, to emphasise the benefits of positive reinforcement.

INCENTIVES

Throughout the school, **stars** are awarded for effort in the classroom and to reward good conduct. Three stars equate to one **house point**. The Houses compete against each other, and the members of the House which accumulates the most points enjoy an end-of-term treat (e.g. House barbecue). Children who earn more than 50 House Points are awarded a certificate at Assembly.

In the Junior Department, we also offer the incentive of a weekly **Golden Time** session, during which children choose from a selection of 'fun' activities. Especially good behaviour is rewarded by a child's name being entered in the **Gold Book**.

Another way of rewarding the positive is by issuing a **merit** certificate, which a child is encouraged to bring home to share with his/her parents, thereby giving you the opportunity to celebrate your child's achievement.

A **'Home Clothes Day'** is also offered on a half-termly basis to reward children for wearing their school uniform appropriately.

SANCTIONS

Normally, when a child misbehaves and/or breaks a school rule, an encouraging, corrective word from the teacher will achieve the desired result. First and foremost it is important that children understand the reason why this behaviour is undesirable, so teachers are encouraged to give a clear explanation, and to discuss the problem with the child.

We believe that there also needs to be a clearly understood and consistently applied system for use when inappropriate behaviour is in obvious breach of the accepted code – which works as follows.

A child may receive a **caution**, not for poor work or lack of effort, but for the repeated and/or obvious breaking of a school rule. As its name implies, **a caution is a warning – not a punishment**. When issued to a child, the caution form should be brought home for parents' information, to be signed and returned to the post box outside the staffroom.

If a child receives three cautions within a term, his/her class teacher or tutor will make personal contact with the parents. After five cautions, a **demerit** may be issued. A demerit automatically results in a request for a meeting at school between the parents, the Year-Group Co-ordinator (Junior Dept.) or Deputy Head (Senior Dept.), and, if possible, the child's class teacher or tutor.

A child can also be given a **demerit** outright, but only in the event of extreme misbehaviour, and only after consultation with the Deputy Head or Headmaster.

Visiting Staff

Patrick Ogara *Sports*
Walter Odingo *Sports*

Kennedy Otieno *Sports*
John Kimotho BSc *Swimming*

Carol Ng'ang'a *Voice & Assistant Director of Music*

Iwona Odongo *Violin*

Tiger Mwangi *Guitar*

Kagama Gichuhi *Brass*

Alenga Luvai *'Cello*

Grace Muriithi *Drums/Percussion/Voice*

Christine Mutungi *Piano*

Denis Kwanda *Drums*

Lola Akwabi *Piano*

Wandiri Karimi *Guitar*

Jenny Burgess *Piano & beginner 'Cello*

xx *Reeds*

Mufu Ndosi *Flute*

Education Support Staff

Patricia Kali *Teaching Assistant*

Victoria Makau *Teacher's Assistant*

Lucy Njuguna *Teacher's Assistant*

Lillian Wangari *Teacher's Assistant*

Melanie Blake *School Counsellor*

Jackson Lugalia *Science Technician*

Beatrice Mwangi *Nurse*

Lucy Mutune *Teacher's Assistant*

Rosebela Owino *Teacher's Assistant*

Victoria Makau *Teacher's Assistant*

Joseph Karanja *Librarian*

Peter Macharia *Art Assistant*

Administrative Staff

Ernest Njuguna *Bursar*

Rose Kibe *Estates Manager*

Ngina Pratt *Marketing Manager*

Kennedy Walla *Grounds Supervisor*

Michael Mutunga *Accountant*

Naomi Muchiri *School Secretary*

Elizabeth Ngota *Office Assistant*

Ephantus Imanene *Senior Chef*

APPENDIX B

PEPONI HOUSE TEACHING STAFF LIST: September 2011

Robert Blake BSc, PGCE, NPQH	Headmaster, Religious Studies
Senior Management Team	
Peter Toner MA, PGCE	Deputy Head, Head of Classics, Physics
Sandy Mwai BAEd	Director of Studies, Year 5
Joe Robe BA, PGCE	Head of Juniors, Year 2 Co-ordinator
Teaching Staff	
Stephanie Armitage, MA, BSc, PGCE	Year 5, Science
Jack Avery, BSc	Boys Games, PE, Swimming
Angela Brown BA, Dip Ed	Year 5, Years 5 & 6 Coordinator
Harriet Davies Cert Ed	Year 3, Year 3 Coordinator
Annick Derrider MA	French
Katie Donaldson, BSc	Head of Science, Games
Nicholas Durant, BEd	Year 4
John Goodwin Cert Ed, BTCA	Maths, Head of Tennis, Games
Yaseena Khalfan BA, Bed	Head of Maths, Games
Doris Kwambo Dip Ed	Year 4
Paul Lesiew ACT Cert	PE, Games, Tennis
Ruth Lomas, BA, PGCE	Head of Art and Design Technology
Jennifer Lyons MA, PGCE	Year 4, Year 4 Coordinator
Edith Mathenge BEd, Dip Special Ed	Learning Support
Maggie Molloy Cert Ed	Year 3
Jeffery Mombinya BSc BEd	Head of ICT
Emma Morton MA PGCE	Head of MFL, Years 7 & 8 Coordinator
Njane Mugambi MA, Bed	Director of Music
Carol Ng'ang'a BEd, MMus, MA *	Assistant Director of Music, Voice
Salome Ngati TCert, Dip FINA	PE, Games, Swimming
Nadia Noordin, BA, PGCE	Year 2
Lunar Odawa BEd *	Kiswahili
John Onala BEd, MEd	Special Educational Needs Co-ordinator
Robyn Purdie, BEd	Year 3
John Speakman, MPhil, MEd, BSc, PGCE	Head of Geography, Maths, Games
Deborah Speakman, MA, BA, PGCE	Head of History, Religious Studies, Games
Matthew Swallow, BA PGCE	Head of English, Games
Sue Taylor BEd	Director of Sport, English
Anisa Vohora BSc, PGCE	Year 2

* Part Time Members of Staff

Neither the caution nor the demerit results in the removal of house points, and the demerit is no longer indicated on a child's report. However, through liaison and, when necessary, discussion with parents, the intention is for school and home to work positively together in discouraging undesirable behaviour.

See also **APPENDIX A** (Behaviour Management: Statement of Purpose)

Formal Communication & Reports

JUNIOR DEPARTMENT:

In Years 2, 3 and 4, full written reports are offered at the end of the September and April Terms. In addition, Parent/Teacher Meetings are arranged every term; these are held in the Courtney Hall.

The grading system on your child's report (based on the standard we expect an average child of this age to be achieving) is as follows:

G = good; **S** = satisfactory; **N** = needs improvement

SENIOR DEPARTMENT:

As in the Junior Department, full written reports are offered twice yearly. At Half Term, and at the end of the January Term, you will receive a Senior Tutor Sheet indicating grades, and a comment from your child's tutor. (At Half Term, the Tutor Sheet offers grades for effort but *not* for attainment.) There are also regular Parent/Teacher Meetings for each class, which are held in the Courtney Hall.

Most importance is attached to the **effort** your child is making. Each subject is graded, and we total the grades on a half-termly basis in order to achieve an impression of whether a child is making increasing, consistent or decreasing effort. Grades are awarded as follows:

ATTAINMENT		EFFORT
A	Excellent	5
B	Good	4
C	Satisfactory	3
D	Weak	2
E	Very Weak	1

Depending on the grades your children achieve, they may earn a place on one of the Rolls of Honour. These are calculated according to a child's performance over the whole term (e.g. on the basis of grades achieved both at half term and the end of term), as follows:

ACADEMIC Roll of Honour: an average of at least a B in all academic subjects.

Roll of Honour for EFFORT: an average of at least 4 in every subject.

Academic Organisation

Throughout the school, children are taught in mixed-ability classes.

In the Junior Department, most subjects are taught by the form teacher. However, some subjects are taught by specialists (e.g. I.C.T., Music, Swimming, Tennis and P.E. in Year 2, French being added in Year 3).

Pupils are divided into three sets for Maths at the end of Year 3: 'accelerated', 'middle' and 'standard'. The standard set is normally the smallest group, allowing for plenty of individual attention.

On entry into Year 5, the approach begins to change quite significantly, as children become more mature and more independent. Formal homework is phased in at this stage. Most lessons still take place in one classroom, where English, Humanities and PSICHE are taught by the Form Teachers, who have an important pastoral role to play. Some specialised teaching is necessary in order to provide the basis of preparation for Common Entrance; but we take pains to ensure that the syllabus isn't narrowed unnecessarily.

From Year 6 onwards, we continue to set for Maths, and children move around from one specialist teaching room to another.

Children learn Latin, Spanish or Kiswahili from the beginning of Year 6. Initially, these are taught for one term each, giving all the pupils the chance to experience all three languages. At the end of Year 6 a decision is made, in consultation with the parents, as to which course of study the children will follow for Years 7 and 8.

Coordinators

Every Year Group in Junior Department has a Year Group Coordinator. There are also Coordinators for Years 5 and 6 and for Years 7 and 8. The roles were created to ensure continuity throughout the school and across subject areas in academic matters. If you have questions about academic matters, please ask the coordinators and / or the Director of Studies, Mrs Sandy Mwai.

The Coordinators are:

Year 2	Mrs Joe Robe
Year 3	Mrs Harriet Davies
Year 4	Miss Jeni Lyons
Year 5 & 6	Miss Angela Brown
Years 7 & 8	Mrs Emma Morton

APPENDIX A

BEHAVIOUR MANAGEMENT POLICY

Statement of Purpose

At Peponi House we see ourselves as a family that cares about one another. As in all families, it is important to set clear rules/boundaries/codes of conduct to ensure that we have a safe and supportive environment that promotes respect for self and others as well as for teaching and learning.

We, the educators, represent authority at school, just as parents represent authority at home. It is important that our school community - including parents, pupils, teachers, administration and support staff - works together to promote and encourage the following values:

- All individuals in the school community will treat others with respect, concern, caring and fairness
- All individuals in the school will display good citizenship and acknowledge responsibility for their behaviour
- Pupils are expected to attend all classes, arrive on time and actively engage in the tasks
- Teachers have the right and duty to model and teach the principles of respect for others and responsibility for one's actions
- Teachers will establish and use behavioural consequences in an educational manner, helping pupils to appreciate the purpose of rules, the importance of making amends, and the taking of responsibility for improving their behaviour
- Pupils have the right to be treated with respect, to expect fair and consistent treatment from teachers and to be able to voice and have their opinions heard in a respectable forum
- Pupils have the responsibility to be aware of and abide by school rules, regulations and procedures
- Parents are expected to support the school in the implementation of this policy

Generally speaking we have very well behaved pupils who show respect and are kind to others. Most of our pupils set high standards for themselves with regard to both effort and achievement at all levels. We are indeed fortunate to work with these young people.

APPENDICES

Appendix A	Behaviour Management Policy - Statement of Purpose
Appendix B	Staff List: September 2010
Appendix C	Who should I speak to?
Appendix D	School Uniform
Appendix E	Peponi House Sports Club
Appendix F	Term Dates (Academic Session 2010-2011)
Appendix G	Suggestions Form

Homework Policy

Formal written homework is not given until Year 5. This is because:

- we see greater value in concentrating on the development of reading skills and the broadening of vocabulary, both of which are vital to good progress in all academic areas
- there is little educational value (and much potential harm) in the stress caused by young children having to complete written assignments at the end of a long, tiring day
- children who are starting to learn a musical instrument have an opportunity to practise
- our academic timetable is arranged so as to maximise the amount of teaching and learning time during the day, when children are at their most receptive.

For children in **Years 2 to 4**, homework is restricted to reading (every evening), and to tasks such as the learning of vocabulary, spellings and multiplication tables. Sometimes, it can also be an opportunity for the finishing-off of work begun in class or for reinforcement of a topic that the child is finding difficult. The reading should be done for at least ten minutes **every** evening to an adult.

More formal homework assignments are set from **Year 5**; one or two subjects per evening in Years 5-7. To begin with, so that children are introduced gradually to this important discipline and are not 'overloaded', the expectation is that homework should take no more than 45 minutes, and writing tasks are normally avoided on days when children have late afternoon school commitments. In **Year 8**, one homework of approximately 30 minutes is expected on the days when late practices are scheduled. On the other days of the week, two homeworks are set, in different subjects.

A suitable environment for completing homework is essential. A quiet room with a table or desk is vital. Establish a routine and take an interest in how your child settles to study. If you can, be available to assist, but please **encourage your child to work as independently as possible**. (Don't be too generous with your help and create a false impression!).

Homework Club operates after school from 4 to 5 pm for children in Years 7 and 8. Children must commit to Homework Club by signing up at the beginning of the term. Further details may be obtained from the Deputy Head or Director of Studies.

Learning Support

In common with the school's ethos, we fully accept that some children will require support on account of their special educational needs. Though children with difficulties such as dyslexia, dyspraxia and AD(H)D will still be taught in the mainstream classroom, they may follow individual learning programmes in some areas of the curriculum, and/or receive specialist intervention, either on an individual basis or in a small group. In the Senior Department, pupils for whom an assessment states that the curriculum should be modified to exclude the learning of an additional language will normally have these lessons in lieu of French. Numbers are controlled to enable us to offer quality support – and there is no charge to parents.

Specialist lessons in the Senior Department are taught by Mrs. Edith Mathenge, and, in the Junior Department, by Mr. John Onala (Special Educational Needs Co-ordinator). Their work is supported by Mrs Patricia Kali (Teaching Assistant).

For further information, please contact Mr. Onala.

Extra Tuition

Sometimes a child may simply require extra lessons to help with concepts that may be causing difficulty or anxiety. As far as possible, such support will be offered at school, during normal hours, either individually or in a small group. If, at your request, extra lessons with Peponi House staff are arranged outside normal school hours (e.g. during weekends or school holidays), you will normally be expected to pay the teacher concerned for this service. It is school policy that teachers offering private lessons on the school premises should charge in the region of Kshs. 4,000/- per hour for this service.

Occasionally, you may feel that your child would benefit from extra lessons outside school. This is an area to be approached with great care. It is not uncommon that we discover that children who are having extra coaching become more confused as they try to come to terms with different teaching methods – or are taught incorrectly! **It is essential that any private tutor who you employ liaises closely with the subject teacher at school so that our efforts can be supported.**

Assessment/Exams

Regular testing is carried out in all year groups so that the school is able to build up an assessment profile on each child. School exams are introduced in Year 5 and greater self-sufficiency is expected from the children at this stage. Whilst the main aim of exams is to assess the development of skills and levels of understanding, it is also necessary for children to revise the factual content of the curriculum. Most of the required revision prior to exams will take place at school but it needs to be supplemented at home, for which clear guidelines will be given. (Prior to Common Entrance in Year 8, detailed notes and advice will be sent home in writing).

Such revision needs your encouragement. Simply expecting your child to revise unaided can be a waste of time. It is especially important that you help your children to organise their revision time and that you support the learning process.

Marking and Work Scrutiny

Every Wednesday, a marking scrutiny is carried out to ensure that all books are up to date. At the end of the academic year, a full work scrutiny is carried out. It may, therefore, be the case that a child's books are required at these times. If this is the case, teachers will ensure that books are available for homework and / or revision as soon as possible.

Common Entrance (CE) & National Curriculum (NC)

Ultimately, most Peponi House children will sit the CE exam prior to 13+ transfer to senior school. This involves the children sitting exams in all academic subjects, which are set in the U.K. by the Independent Schools Examinations Board. In Year 8, there are two trial exams before 'the real thing' at the beginning of June.

The CE syllabuses are closely aligned to the British National Curriculum, which provides the main influence on children's learning at Peponi House.

Use of School Facilities

Many parents make use of the swimming pool and tennis courts at weekends and in the holidays by joining the school Sports Club. A copy of the Sports Club regulations can be found in the appendix. Please note that **private swimming or tennis coaching is not available to non-members.**

When using school facilities outside normal school hours, please ensure that:

- **children remain supervised at all times**
- **bicycles are ridden only on the playing fields;** not on the paths around the school buildings
- **dogs are not allowed on the school site**

We have no objection to parents using the staff car-park (beside the tennis courts) at weekends and during the holidays. However, **at all other times, please use the parking facilities at the main entrance.** Under no circumstances should the staff car park be used as a drop-off area for children using the courts during the school day (e.g. for early morning or late afternoon squad practices).

Parent Teacher Association

The main purpose of the Peponi House P.T.A. is to give parents the opportunity to feel more involved in the school community. This is achieved as follows:

- **COMMUNICATION:** e.g. through a system of Class Representatives (who liaise between the PTA and the parent body)
- **SOCIAL:** organising events (e.g. the annual Ball) to bring the community together.
- **FUNDRAISING:** primarily for various charitable concerns (e.g. the annual Fête) but also, occasionally, for the benefit of the school
- **IDEAS:** putting forward parents' suggestions and airing general views on school life (**however, please note that it is school policy that complaints about individual members of the community should always be addressed to the Headmaster, not to the PTA.**)

DO GET INVOLVED! Being a 'Class Rep' and/or a member of the PTA Committee need not be a time-consuming role, and it is an excellent way to get to feel part of the school family!

Music

All children study music as part of the curriculum. Those who are keen are encouraged to take individual instrumental lessons. Students are selected on merit to join the Senior Choir, Orchestra and the various Ensembles. Students can choose to join the Junior Choir. Full commitment to rehearsal and practice is required for all the groups.

Students have an opportunity to share their music with others by playing together in class and at Teatime Concerts. A few children are also selected by the department to perform at school concerts and various other performance opportunities.

We encourage children to learn instruments (voice included) as a way of expanding their educational experience. Instrumental lessons are given by visiting peripatetic teachers for a fee. The lessons are given in school time and are rotated weekly to cause minimal disruption to the academic programme. Bills for a term's lessons are sent out on the first day of term and are payable by cheque to the individual teacher. Cheques should be enveloped and placed in the staff 'post box' outside the staffroom. The envelop should clearly indicate the instrumental teacher and student's name. Payment is due by the first Friday of the term. Instrument lessons will stop if payment is overdue.

Fees are refundable for lessons at which the teacher is absent; but if the pupil is absent for any reason, the teacher is not obliged to offer a refund or to make up the lesson.

All instrumental lessons are arranged only through the Director or Assistant Director of Music by email, note in child's diary or in person. There is an automated waiting list.

Children in Year 2 who are very keen to start instrumental lessons can only do so in the third term. This is to give them some time to settle into the school academic programme first. All children in junior school and any senior students who want to learn a second instrument should liaise with their class teacher / tutor and the Director of Music before individual music lessons are arranged during school time.

In many cases, an instrument can be hired from the school. The school will bill for the hire and the charges are payable to the school. Parents will be liable to loss or damage of the hired instrument.

For further information and advice please ask the Director of Music, Njane Mugambi by email, note in child's diary or in person.

musicdepartment@peponihouseschool.co.ke

The subjects of the National Curriculum are English, Mathematics, Science, Geography, History, Design Technology, Information and Communications Technology, Art, Music, P.E., a Modern Foreign Language (French) and Personal Social Health and Citizenship Education. At Peponi House, P.S.H.C.E. is not timetabled separately, but its key elements are included within the schemes of work for other subjects, as well as during weekly "Circle Time" sessions.

The core subjects are divided into different areas of study, or Attainment Targets, for example:

ENGLISH:

- Speaking & Listening
- Reading
- Writing

MATHEMATICS:

- Using & Applying Mathematics
- Number & Algebra
- Space, Shape & Measure
- Handling Data

I.C.T.:

Children should be able to:

- use ICT to find, select and bring together relevant information
- develop, interpret and exchange information for a purpose
- apply ICT safely to enhance their learning and the quality of their work

The assessment system that underpins NC gives the school valuable information about the progress of each child, though Peponi House does not implement NC Tests ("SATs") on a formal basis.

Other academic subjects taught at Peponi which are **not** part of NC include Religious Studies (taught formally from Year 5), and Latin, Spanish or Kiswahili. These languages are taught in Year 6 for one term each, giving all the pupils the chance to experience all three languages. At the end of Year 6, a decision is made, in consultation with the parents, as to which course of study the children will take for Years 7 and 8.

If you would like to learn more about CE and NC, more detailed information is available from the Director of Studies, which includes reference to informative websites where you can access all the details.

To keep parents abreast of the topics that the children are studying in class, you are supplied with a **Curriculum Summary** at the beginning of each term.

Education after Peponi House

Most children transfer from Peponi House at 13+ to Peponi Secondary School or to other senior schools (in Kenya, the U.K. and elsewhere) which use the C.E. system. The exams are demanding and are only appropriate for children of average or above average academic capability. Consequently, and for other reasons, a number of schools do not require C.E. Occasionally, children transfer at 11+ or 12+, but this is a route that we do not normally recommend. Matching a child with the right school is a very important business and can often be a difficult decision. Please ask the Headmaster for any advice you may require; this is an important part of his job! In any event, you will be approached automatically by the school when your child enters Year 7 for information on your plans for his/her future.

Extra-Curricular Activities

The school encourages a broad range of activities on one afternoon a week for Juniors and on two afternoons for Seniors. Most activities are provided by regular members of staff, but specialist activities may incur an extra charge. Being a member of the Orchestra, if selected, constitutes a commitment on one of these afternoons. Opting for the Senior Play also constitutes a commitment on one afternoon (and on some Sunday mornings) during the appropriate term.

A list of Activities – for Juniors and Seniors – will be sent home at the beginning of each term.

Sport

The sporting programme is comprised of ‘major’ and ‘minor’ sports as indicated below. Some ‘minor’ sports (e.g. swimming and tennis) take place all year round, but the nominated ‘minor’ sport for a particular term takes priority over all others.

TERM	MAJOR SPORTS	MINOR SPORTS
September	Rounders (girls); Cricket (boys)	Cross-Country & Athletics
January	Hockey (girls & boys)	Swimming
April	Netball (girls); Rugby (boys)	Tennis & Football

Peponi House competes against other schools in all of these sports. Regular matches begin at Under 9 level, when most children are in Year 4. We endeavour to find the opportunity for as many children as possible to represent the school, and, when other schools are able to accommodate us, matches are arranged for ‘A’, ‘B’ and ‘C’ teams at Under 11 and Under 13 level. Inevitably, ‘A’ team matches are the most competitive, and teams must be chosen entirely on merit. At all levels, those selected are expected to give full commitment to their teams.

Details of all matches are given on the school calendar. ‘Touchline support’ from parents is very welcome – but please ensure that your support is always positive and encouraging. Criticism of either team, or of the referee’s decisions, can be extremely damaging, and sets a very negative example to young people. Remember that an attitude of “winning at all costs” directly contradicts the school’s philosophy.

Squad Practices

Two afternoons a week, members of Senior Department teams in the major sports are asked to stay at school **until 5.00p.m.** for late Squad Practice. Practice sessions for the minor sports are arranged at various times – before, during and after the formal school day.

Junior Department children who show particular promise may also be invited to attend swimming and/or tennis squads, in the afternoon after school. At Year 2 level, where most children enter the school, only a small minority of children will normally be invited to join these squads – so please don’t feel that your child is losing out! Children will be receiving lessons in both of these sports, in small groups, as part of the compulsory programme – so the coach will soon recognise as and when a child is ready for a bigger challenge!

‘Away’ matches

If your child is selected to play in a match **outside Nairobi** or one that is **not** stated in the calendar, your children will bring home a letter informing you of their selection, and of the match details, and you will be asked to return a reply slip to school giving your permission for them to play.

However, in order to avoid time-consuming administration, once your children enter the Senior Department, you will **not** receive a letter if they are participating in a **local** fixture.

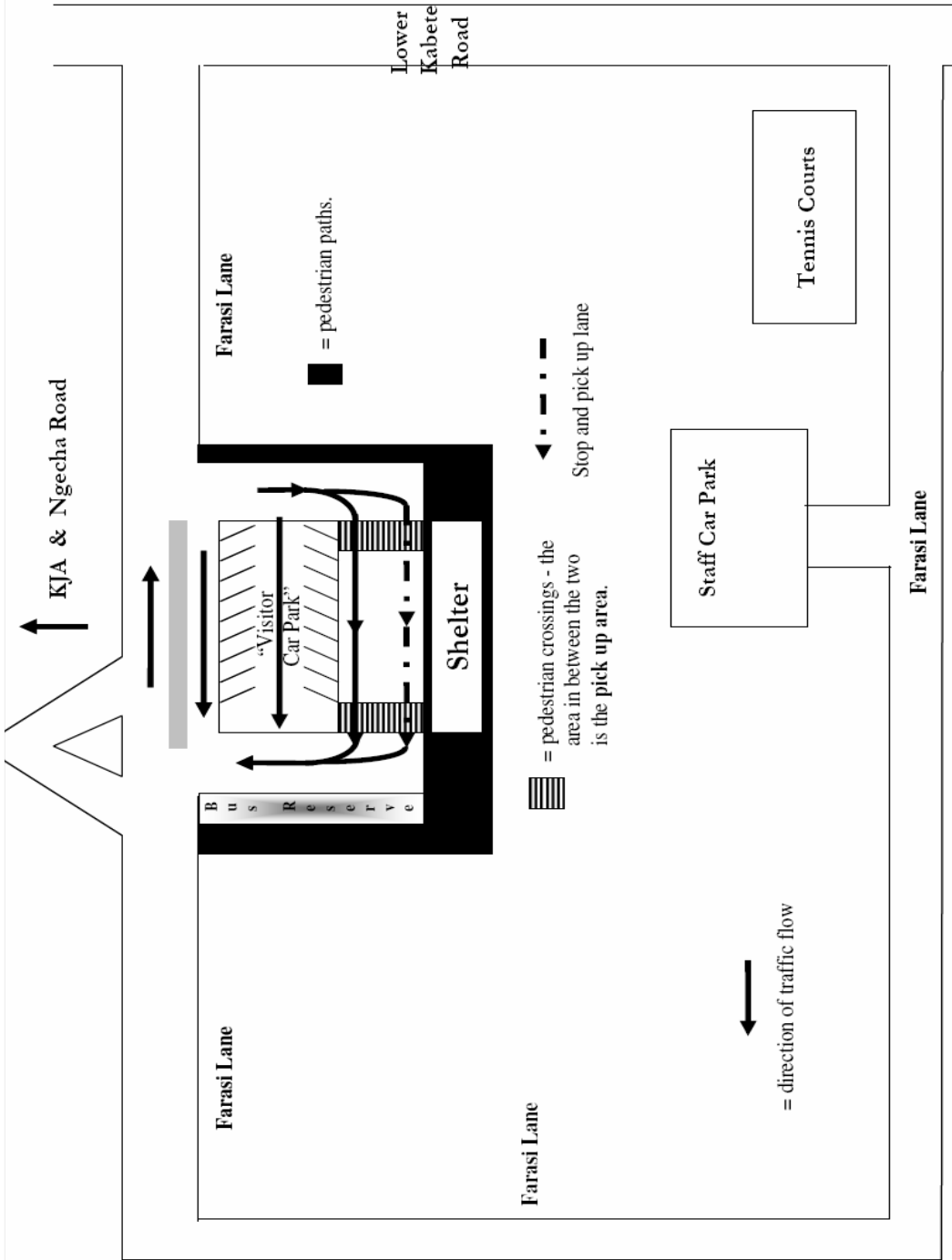
At the beginning of each academic year, you will be asked to return a form declaring that you are happy for your child to play in away matches **in the Nairobi area**. Please encourage your children to notify you well in advance if there is a likelihood of them being selected for a team, **and refer to your calendar!** You can also check the team sheets on the sports notice board (which are posted well in advance of each fixture). Team sheets are also supplied to the Office, so that, if you are in any doubt, you can receive immediate confirmation over the ‘phone.

Inter-House events

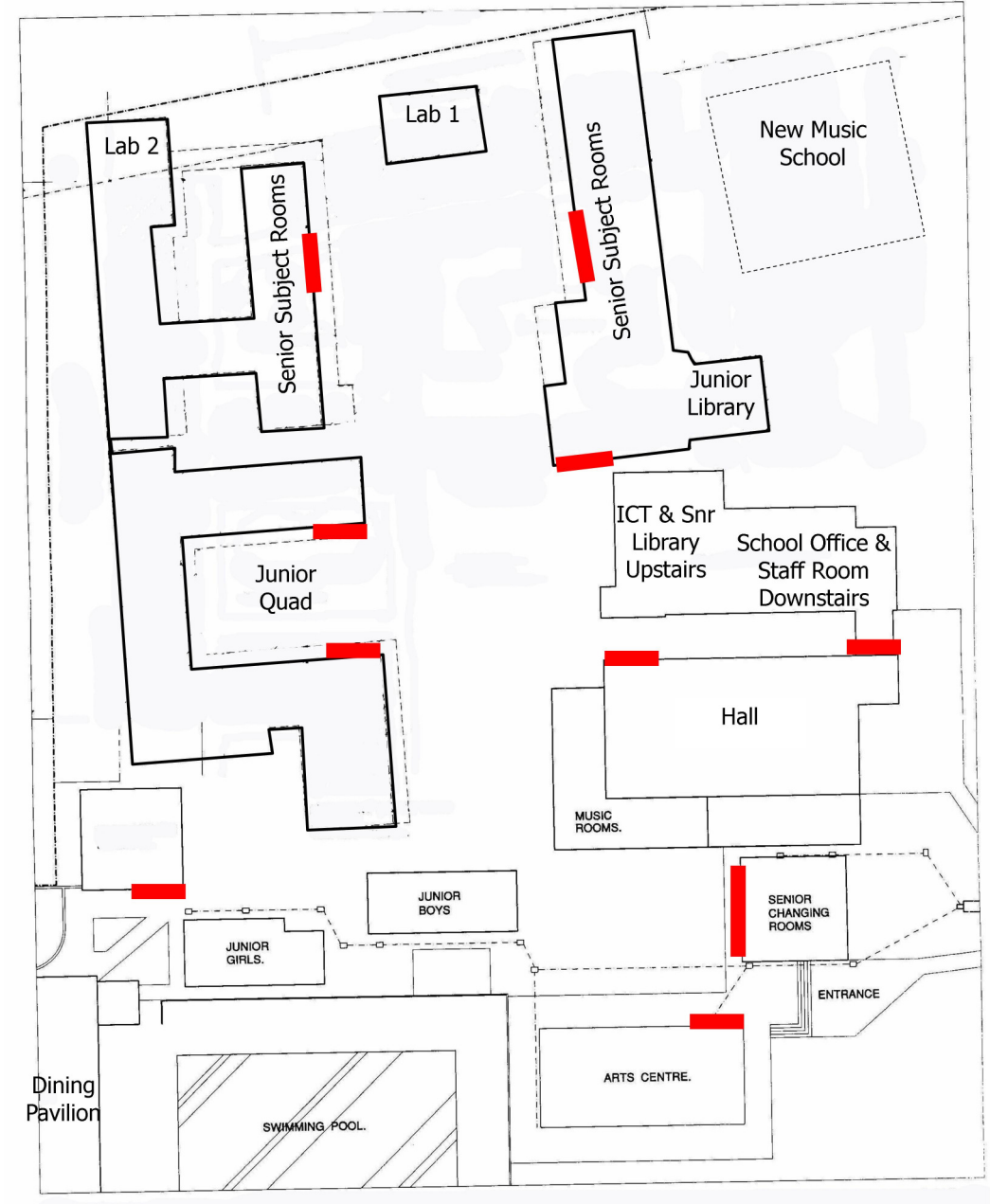
In some cases, there are events for both juniors and seniors (e.g. Sports Days and Swimming Galas). These are arranged so that, as far as possible, every child is involved. Other Inter-House events include the annual Cross-Country, in which all children participate, and (in the Senior Department) termly House Matches in the major sport.

If you feel you need more information about the department’s policies, please ask Mrs Sue Taylor (Director of Sport), Mr Jack Avery (Boys’ Games) or refer to the Sports Policy Document.

Car Park



Plan of Classrooms



 Main Noticeboards