



FALKNER HOUSE  
LONDON

# Logistics and Practical Details Guide

2024 - 2025



## Boys

20 Penywern Road, London SW5 9SU

## Girls

19 Brechin Place, London SW7 4QB



## Logistics and Practical Details

### *Attendance*

It should go without saying that attendance at school is mandatory. If a child needs to be absent for an unavoidable reason, parents should write in advance, seeking permission from the headteacher. Additional days off for holidays or music exams etc. will generally be noted as unauthorised absences. It is of major importance for all children to be at school on the first and last day of each and every term.

Absence for medical reasons should be kept to a minimum with doctors' or dentists' appointments being made, if at all possible, for outside school hours. Requests must be made in advance and if an appointment is, unavoidably, during the school day then the child should be in school either before and/or afterwards.

### *Pre and Post School Care*

The pre and post school care within the school is known as Early/Late Birds and is organised through the office. Children in Reception - Year 6 can be in school care from 7.45 am until 5.00 pm (except on Fridays when there is no Late Birds). Children in the main school who finish earlier than their Falkner House sibling's academic day are known as "Waiting Siblings" and there is generally no charge for this, unless waiting for a sibling to finish a club. Waiting brothers or sisters will not be charged if children need to be dropped early or collected late at either Brechin Place or Penywern Road to accommodate a drop off/ pick up at the other site. A record is kept of times of attendance and a charge (per 15 mins.) is made if relevant. If a child is on the premises before or after school, it is essential that they are registered so we know where they are in the building.



### *Arrival at School 8.30-8.40 am*

Children enter through the playground on Old Brompton Road (Brechin Place) or through the front door (Penywern Road). The Headteacher is always at the gate/front door and children are encouraged to come in on their own. After the gate is shut on the Old Brompton Road, please bring your daughter to the front door on Brechin Place.



### *Arrival at Early Birds*

Children may be dropped off at the school between 7.45 am and 8.25 am at the front door for Brechin Place or Penywern Road.

### *Arrival at Morning Music or Academic Groups*

Parents drop their children at school at the front door where they buzz the main buzzer. Punctuality is essential for all early morning groups. Children make their way to the Big Room or other room as directed to be registered. If your child arrives before the group starts he/ she should go directly to Early Birds to be registered.

### *Considerate Parking*

It is vital that parents are considerate of residents – please do not double park in Brechin Place, Old Brompton Road or Penywern Road.

### *Walking shuttle between Penywern Road and Brechin Place*

If there is demand, we operate a walking shuttle for children between the two sites. The shuttle is escorted by a member of staff and leaves at 8.10 am, departing from either Brechin Place or Penywern Road (changing on a termly basis).

### *Clubs/Squads/Ensembles*

These are voluntary with swimming and games squads and strings and wind ensembles by invitation (from PE / Music staff). Clubs aim to provide opportunities to develop skills and to promote and find individual strengths and to develop hobbies and interests. The club programme is administered by the school office. Most children participate in at least one club and the club programme can be interwoven with Early/Late Birds.



Clubs and ensembles are chargeable and parents will be billed retrospectively. Clubs etc. are open to both boys and girls. Further information about club costs and the notice period for each club can be found on the website under Fees.



### ***Collection from Clubs***

Club children are dismissed by the Club leader (to the known adult waiting in the playground at Brechin Place or the front door at Penywern Road).

After school ballet children are dismissed from the front door of 19 Brechin Place. If a parent fails to pick their child up from a club after 10 minutes of the end of the club session and cannot be contacted the child will be taken to Late Birds by the club leader and officially handed over to the Late Birds Coordinator.

### ***Collection from Late Birds***

Late Birds finishes at 5pm. When an adult arrives to collect a child from Late Birds they buzz the Early/Late Birds buzzer on the front door (Brechin Place) or the lower ground floor door (Penywern Road). The Co-ordinator will then hand over the child to the known adult at the door. If a child is not collected by the end of the Late Birds session and the parents cannot be contacted, the Headteacher becomes involved.

### ***Bedtime***

The earlier the better! Experience shows that the children who have the most sleep are the most ready to learn and are the most cheerful.

### ***Birthdays***

Children may wish to bring in birthday treats to celebrate with the class. Please can these be nut-free and as easy as possible to distribute. Small cupcakes are better than large! Other options are doughnuts, popcorn etc.

### ***Communication with Parents***

The school website is a key means of communication with parents. The calendar, news, notices and accounts of recent events are updated onto the website on at least a weekly basis. Every attempt is made to notify parents, generally via the weekly “Friday email”, of important additions or changes.

### ***Contact Details***

The school always needs to have a full list of contact numbers (at least one of which is always answered by a real human being!). When parents are away the school must have details of whom to contact in London in an emergency. The school should be kept informed of any change in address, telephone numbers or email addresses. If you also have a regular nanny who is responsible for your child, then it is extremely helpful to have their name and telephone number.



### ***Educational Visits***

Teachers are encouraged to arrange visits to sites which support the curriculum. Form staff prepare a schedule of annual visits in cooperation with subject teachers. Children in Years 5 and 6 may have short residential visits to Mrs Griggs' house in Itchenor, West Sussex or to an activity centre.

### ***Equipment To Be Kept In School: Year 6 Girls Only***

A very basic set of stationery in a pencil case including: ruler marked to 15 cm / 6 inch, pencils, sharpener, eraser, a small set of coloured pencils and felt tip pens and a roller ball / friction pen

All other year groups, from Reception to Year 6 (boys), will be provided with the necessary equipment in school.

### ***Equipment To Be Kept At Home***

A ruler marked to 30cm/pencils/rubbers/pencil sharpener/glue sticks/coloured pencils/felt tip pens.

### ***Food***

Children eat in the dining room or in their classrooms with a selection of hot, cold and vegetarian food available. Staff monitor discreetly to ensure that children choose a balanced diet of a sensible quantity and that good manners prevail. Water is always available throughout the school and throughout the day. Children have 'school' water bottles that are bought from the school office. Children have a mid-morning snack of fruit or a biscuit with water. These are also available post school with sandwiches as well for those staying to do clubs or Late Birds.

### ***Health***

If your child is unwell, please telephone or email the school office by 9.00 am. Children should only be at school if they are well enough to participate in all usual activities including PE, swimming and outside breaks in the playground. We generally feel a robust approach is beneficial and if in doubt, would rather the children came into school than not.

Over the counter medicines (including cough sweets, antihistamine and Calpol, etc.) should not be brought into school; we have a supply in the school office and will contact parents to seek permission if we feel your child might benefit from such medication. At the school's discretion we will try as far as possible to accommodate children who, whilst well, for reasons such as a broken limb, are unable to do all normal school activities. If your child requires antibiotics during the school day, parents are welcome to come in and administer. Alternatively, if prescribed medication is brought into the school office with precise instructions and after completion of our school medication form, the office team is able to administer a prescribed medication.



If your child has a medical condition that requires an individual protocol, parents will be asked to provide annual supporting relevant medical information from the child's doctor or doctors.

If your child becomes unwell during the day and needs to return home, we will get in contact with parents. In the case of a minor injury being sustained whilst at school, first aid will be applied, and the child will go home with a completed incident form. In the case of a major injury, we would call 999 immediately. Please see the school Health and Safety Policy on the website. Sunscreen should be applied before school in hot weather and the school baseball cap kept in school for break times. We will also apply sunscreen in school if the weather is particularly warm, unless parents specifically request otherwise.

## *Houses*

Children are placed into one of four houses: Owls/Osprey (red), Finches/Kestrel (blue), Larks/Hawk (green) and Swifts/Merlin (yellow) each with its own House Captain. Siblings are generally in the same house. There are a number of inter-house competitions e.g. Sports Day and the Swimming Gala as well as the Cross Country. Children are awarded house points for particularly good work, effort or behaviour and a House Cup is awarded at the end of each term.

## *Kit*

If any kit is forgotten, the office may telephone home to ask for it to be brought in. Depending on circumstances, in the absence of kit, the pupil may be given a substitute task to do rather than go to PE. Right from the start we want to encourage the children to take personal responsibility for having the right kit in school on the right day and we ask parents to support us in this. Finding strategies for children themselves to remember what they need for a given day (such as checking off a list before leaving the house) can be extremely helpful.



## *Office*

Miss Boyd and Mr Larvin (bursar) at Brechin Place and Mrs Wood and Mrs Stephenson at Penywern Road man the school's office. They play a vital part in the smooth running of the school and take messages for staff and pupils; any email contact with staff is via the school office. Parents visiting the school sign in and out.



## *Parental Queries*

If you have any concerns, irritations or queries about life at Falkner House please do not hesitate to get in touch. We want life to be smooth for you and your child and thus we need to know of any issues so that they can be quickly addressed and hopefully resolved.

## *Photographs*

We always very much welcome and encourage parental support at school events and inevitably this will include parents taking photographs and videos. Nonetheless, we would like to remind parents that they should try to only photograph their own children if at all possible. If they do take photographs which include a child /children other than their own, these should not be uploaded/circulated on social media. We would also ask that parents not tag or link any social media posts to Falkner House to avoid an inadvertent generation of a Falkner House page by hashtags or links to the school from other people's posts.



When on trips (particularly when in school uniform), members of the public frequently wish to take photographs of the children. It is school policy for staff to discourage this, however, taking such a photograph in a public place is not illegal, nor is posting the photo/video on social media. Parents may have success in taking down any such posting but unfortunately the school has no status in this situation.

## *Prayers, Assemblies and RE*

The school holds an assembly most mornings, with a Christian hymn, the Lord's Prayer and a further prayer read by an older child. It is not compulsory for children to sing the hymn or say a prayer, but we ask that the children are respectful if they are not participating. News is exchanged, and announcements made, children may play instruments or an ensemble perform. There may also be an external speaker. At 9.00 am all pupils return to their classes. The assemblies may be limited to specific year groups but all will attend at least twice a week. All faiths (and none) are accepted and welcomed and there is much emphasis on the similarities of the main faiths.

RE lessons are informative rather than doctrinal; no religious instruction is given in the school. All faiths and none are welcomed at Falkner House and there is much emphasis on the similarities of the main faiths. Remembrance Day and Carol Services are held annually for children, their families and friends.



## ***Prizes and Rewards***

At the end of each term, (and at the end of the year for Year 6 leavers) we give a number of cups/prizes/ certificates from Reception to Year 5 to recognise efforts and/ or achievement across the curriculum of particular children.

## ***Pupil Responsibilities and Rewards***

- One child from each year group (Reception to Year 5) is appointed “badge girl” or “badge boy” for the week. This is announced in the Monday Assembly. They assist the teacher, are first in line, run errands, and lead when moving around the school e.g. going down to lunch or to PE.
- Eco-monitors, who form part of the school Eco-committee, are appointed half-termly.
- Year 6 children are appointed to be Head Girl/Boy, Deputy Head Girl/Boy and Prefect/House Captains for half a term. They have various duties e.g. reading a prayer in Assembly.
- House and Sport Captains are selected from Year 6 children
- The Headteacher awards “Good Work” stickers on advice from teachers.
- House points are also available for good or improved work and behaviour.

Careful note is taken of those selected so that all the children have these opportunities.

## ***School Dogs***

The school dogs are Juno, owned by Mrs Dixon, Frankie owned by Mrs Woodward, Desmond owned by Mrs A and Rudi owned by Mrs Gardner.

## ***Technology***

Children are not allowed to bring mobile phones or other electronic devices to school other than their school iPad (which is not allowed to be used for anything other than school-prescribed educational purposes). Children’s use of the iPads outside of school is monitored by school staff and use of the internet at school is strictly controlled and monitored.

**Use of technology at Falkner House is covered in several contexts - please see the following policies/guides:**

- iPad guide
- Tech at home guide
- Acceptable use of tech at school - Academic Guide.
- Breaching our policies may have behavioural sanctions, please see the Behaviour policy.



## *Timetable*

The timetable for the academic year will be available on the school website at the start of the Autumn Term.

## *Uniform*

All pupils wear the school uniform supplied by Perry Uniform. Both schools have an extremely large supply of second hand uniforms (much of which is in nearly-new condition and free, unless a coat or blazer/cloak, in which case proceeds go to the charity of the term) so please do enquire/pop in to the office to check. Perrys have an online ordering system and orders can always be delivered/ collected from Falkner House. Please label everything, including socks, shoes and underwear in obvious places. There are frequent second-hand uniform sales. Lost property is collected and is distributed regularly.



Further information including the uniform list and kit days is on the uniform page of the website within the Parent Information section. We would ask that children come to school wearing PE kits on the specified days.

### **Girls**

### **Boys**

## *Visiting*

Falkner House is always 'open' to parents and visitors who are welcomed into the school building at any point.



## School Events Involving Parents - R-Y6 unless noted otherwise

Date	Event
September / October	Harvest festival charity cake bake
October	Reception parent lunch
October (Friday before half term)	Open morning R – Y3 (before school)
November	Remembrance Day service
December	Reception nativity play
December	Years 3-6 inter-house netball / football matches
December	Joint lower school inter house games event
December	Carol services
February	Years 3 – 6 inter-house swimming gala
February/ March	Year 5 meeting re. secondary school examinations
March	School cross country
March	Reception Mother's day event
June	Year 1 Father's day breakfast
June / July	Sports day
June / July	Pet day
July	Year 6 play and leavers dinner
Periodic	Music concerts
Periodic	Plays
Periodic	Sports matches / swimming galas
Occasional	Whole school drama production

*We also have various in-house events during the year: the poetry competition, public speaking and the music competition.*