FALKNER HOUSE
LONDON

Logistics & Practical Details Guide

2026 - 2027





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, music exams etc. will generally be noted as unauthorised absences and taken seriously. It is of major importance for all children to be at school on the first and last day of each and every term and not to leave before the end of the school day.



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. Parents should notify the office when leaving or entering the building with a child. *Please see the school Attendance Policy.*

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 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. Late Birds runs Monday - Thursday until 5.00 pm. 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 also not be charged for half an hour to accommodate travel time to drop off/ pick up at the other site. A record is kept of times of attendance and a charge (per 15 minutes) 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. Children are marked as late if they arrive after 8.40 am - consistent lateness will be taken very seriously.

Arrival at morning Clubs, 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 will be registered upon arrival either in Early Birds or directly with their club.

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.



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. From Year 1, 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. The girls' school schedule is available here, and the boys schedule is here. Further information about club costs and the notice period for each club can be found on the website under Fees.

Collection

Children are dismissed only to a parent or a known carer or other authorised responsible adult. Parents must let the school know in advance the identity of the person who will be collecting. In the case of play dates, parties etc. again the school must be kept informed as children will not be allowed to go home with another family without prior parental authorisation.

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 from 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 Co-ordinator.

Collection from Late Birds

Late Birds finishes at 5.00 pm. 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.

Children travelling independently to and from school

If parents give consent then children may travel on their own. If parents wish their child to have a mobile phone then this should be handed into the office on arrival and collected before going home. If a child is travelling independently then the school will assume that this can happen on any day without further notification from parents. We do not think that children should be air tagged whether or not they are travelling independently.

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. Primary school aged children (5-11 years) need between nine and 12 hours sleep a night depending on their age.

Birthdays

Children may wish to bring in birthday treats to celebrate with the class. It is essential that these are 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 and accounts of recent events

are updated onto the website on at least a weekly basis. We also send a weekly "Friday email", to notify parents of important additions or changes.

Contact details

The school always needs to have at least two and ideally three contact numbers (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. Equally the carer collecting your child should know the child's full name and year group!

Educational visits

Teachers are encouraged to arrange day visits to sites which support the curriculum. Form staff prepare a schedule of annual visits to historic sites, museums, galleries, natural features and farms in cooperation with subject teachers. Children in Years 5 and 6 have residential visits to Mrs Griggs' house in Itchenor, West Sussex and/ or to an activity centre. Written permission for all day visits is sought in advance from parents before children join the school. Falkner House will require a further specific, individual written consent from parents before taking a pupil on a trip or visit that involves an overnight stay, an overseas visit or extra cost to parents. Details of trips and visits that are due to take place over the coming term, together with a list of planned home and away sporting fixtures, are published at the start of each term. Parents will always be notified in advance on the calendar and/or Friday email:

- Support from family and friends is welcomed at matches and galas.
- If their child is going to be out of school for an educational visit during the school day.
- If the visit involves supplying a packed lunch or late return to school or collection from another place.

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 with a selection of savoury and/or sweet items e.g. 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 contact the 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

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 run 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.

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. Please do ask us!

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 only to 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. Please can 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. Parents are always welcome. 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. 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 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 pets

The school dogs are Juno, owned by Mrs Dixon, Frankie owned by Mrs Woodward and Desmond owned by Mrs A. (found at Penywern Road). The two school guinea pigs, Norman and Humphrey live at Brechin Place.



Technology

Children are not allowed to have mobile phones or other electronic devices in 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
- Academic go to guide - Acceptable use of tech at school
- Behaviour Policy - Breaching our policies may have behavioural sanctions.

Timetable

The timetable for the academic year will be available on the school website at the start of each 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 either free or very good value, in which case proceeds go to the charity of the term) so please do enquire/pop in to the office to check. Perry Uniform 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: Reception – Year 6 unless noted otherwise

Date	Event
September / October	Harvest festival charity cake bake
October	Reception parent lunch
October (Friday before half term)	Open morning Reception - Year 3 (before school)
November	Remembrance Day service
December	Reception nativity play
December	Years 3-6 inter-house netball / football matches
December	Carol services
February	Years 3 - 6 inter-house swimming gala
February/ March	Year 5 meeting re. secondary school examinations
March	School cross country
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.