



A – Z of General Information

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Statement of Aims for Leighton Park School

At Leighton Park School we aim to:

- Inspire excellence through achievement; we empower our students to work to the best of their academic ability. Take an interest in, and derive satisfaction from, study and personal growth – gaining an independence in their approach to work.
- Inspire change through fundamental Quaker values; simplicity, truth, respect, integrity, peace, equality and sustainability. All these pervade our working practice, personal relationships and daily life, and inform our curriculum. After their time with us, these values continue to guide and inform our students to be a force for change, and to live ethical and fulfilling lives.
- Inspire character; we seek to reveal young people of real character and independence; individuals who are free-thinking with a clear, confident awareness of themselves and others. We look for opportunities in self-discovery through a broad and diverse range of creative and cultural activities, recreation and sport, to grant our students, in our safe and enriching environment, the space and freedom to truly be themselves and achieve greater things as a result.
- Inspire a strong commitment to community action and service; we nurture an exceptional sense of community in every aspect of School life.
- Inspire our students for a life beyond the classroom; our commitment to realising students' creative talents combined with an interdisciplinary and imaginative approach to STEAM and ethical changemaker foster creative impulses and skills in critical thinking, creative problem solving, entrepreneurship and leadership. The skills and knowledge, in short, for our students to be changemakers and achieve their greatest potential – truly letting their lives speak.

Absence - Reporting Student Absences

If your child is going to be absent from School please let us know by 8.00am by reporting this through My School Portal, our parent portal. Details of how to access the portal will be sent to you when your child starts at the School. Parents should report absence on each day that their child is not able to attend School using the Report Absence Today form.

Allergies

Please see Food and Medical Services.

Baseline Testing

Leighton Park, in line with many independent schools, participates in the University of Durham's baseline testing of students at each key stage of their education. The tests give an indication of ability and potential and are used to monitor, assess and help improve academic performance.

Calendars

The online calendar in My School Portal gives details of the term's events and can be accessed on the School website at <https://www.leightonpark.com/parent-portal/>.

Classlist

Classlist is Leighton Park's 'virtual school gate' platform. This is the online home of the Parent and Staff Community (PSC) and includes a space for each year group, as well as spaces for other activities such as events, the Book Group and the Nearly New Shop.

Classlist enables parents to:

- Decide what contact information you wish to share
- Contact the parents of children in your child's classes or year to share information, ask questions and chase lost property etc
- Find, join and create other interest groups amongst parents
- Stay in the loop on events and activities run by the PSC
- See events and opportunities to take part in or volunteer for, e.g. the Nearly New Shop or Book Group
- Arrange parent or child social events e.g. manage RSVPs and request dietary information
- Place and find items for sale on a private school marketplace
- Stay in control of notifications with an immediate, daily, or weekly digest covering what is relevant to you.

Everyone using Classlist is required to comply with the [Classlist Community Guidelines](#) and can be safe in the knowledge that inappropriate content can be reported to parent moderators. Classlist is GDPR compliant.

Collect Dress (Uniform)

Uniform at Leighton Park is called Collect Dress. All Students must be dressed within the Collect Dress guidance [which can be found here](#)
Students may be asked to change if they are found to be inappropriately

Communication from School

Every Wednesday during term time we send out an eBulletin to all our parents and students via email. Here you will find upcoming events, reminders and year group notices. This is our primary method of keeping you up to date with what is happening in School, so if for any reason you do not receive the eBulletin or you cannot open a document or link please email marketing@leightonpark.com.

Complaints

A copy of the School's Parental Complaints Policy and Procedure can also be found on the School website at <https://www.leightonpark.com/policies/>.

Computers, Tablets and Similar Equipment

Students joining Year 7 – 11, and Pre-Sixth, are required to enter a rental agreement for a device from Easy4U. This ensures all students are using the same device which can be supported by Leighton Park's IT team. [Details of this can be found here](#)

This scheme is also available to Sixth Form Students. However, Sixth Form students can bring their own laptop or tablet which must be able to access Google Classroom. These items should not be brought to School unless they are marked with the owner's name.

Students in Years 7 – 11 and PreSixth are **not** permitted to bring their own devices for their classroom studies.

Boarders are permitted to bring their own devices for use outside of the academic school day.

Consultations

All members of staff are glad to meet parents either informally or 'on business'. Your first line of communication on most matters should be with your child's Tutor. You will also receive an invitation to a formal parent-staff consultation, which is held once a year. The dates for these are published in the Gold Book, accessible via My School Portal. Reminders are shared via the eBulletin.

In addition to our parents' evenings, full reports and progress grades are also published (see Reports section for details). We also have a number of Tutor/Parent/Student

evenings for Years 7-11, to discuss and set academic targets. These are an excellent opportunity to engage in a dialogue with your child's Tutor about present and future progress in both an academic and a co-curricular sense. It will also be an evening where parents can speak with each other and Senior Leaders in the School about any aspect of Leighton Park life.

For our Sixth Form students parent consultations are held for the Lower Sixth at the beginning of the Spring Term and for the Upper Sixth in the middle of the Autumn Term.

Co-Curricular

Leighton Park has an impressive range of co-curricular activities for students to enjoy.

There are opportunities to play in a range of music groups, participate in drama productions, sports teams, debating, the Duke of Edinburgh award scheme, Social Enterprise and a range of other activities like drone club, yoga and filmmaking to name but a few. These normally take place after academic lessons have finished from 4.30 - 5.30pm or during lunchtime.

Co-curricular activities are booked by the students with the support of their tutors each term. Students will be able to book their Autumn Term co-curricular activities on the first Friday of the Autumn Term.

Co-curricular activities on offer can be found on Leighton Park's website:

<https://www.leightonpark.com/co-curricular/>

Curriculum and Subject Options

Details of our current curriculum choices can be found under the relevant section of our website: www.leightonpark.com, under the 'Our School' heading.

For those students for whom English is a second or additional language, specialist tuition in English, and a range of qualifications, is available. In Sixth Form, most overseas students have English as an Additional Language (EAL) lessons to enable them to access the IELTS examinations, essential for admission to UK universities.

Drop Off and Pick Up

Parents are asked to drop off and collect students at either the Grove Car Park (accessed via the Shinfield Road entrance, sat nav RG2 7DE) or the Field Turning Circle (accessed via the Pepper Lane entrance, sat nav RG2 7DG). Please do be considerate of other users.

Fees

School fees are reviewed each year and parents are usually notified of any changes in the April proceeding the start of a new academic year in September.

Fee invoices are prepared by the School's Finance Department during the School holidays and are usually despatched to parents two to three weeks before the beginning of the Autumn Term, and as soon as possible after the ends of the Autumn Term and Spring Term.

The invoices show 'fees' and 'extra charges' separately, together with any 'balance outstanding' from previous bills.

Paying termly

In accordance with the School's Standard Terms and Conditions, payment of the invoice is due on, or before, the first day of the term to which it applies.

Payment can be made by logging into My School Portal and following the links. We can also offer payment by debit/credit card.

Please contact the Finance Department for further details regarding either of these methods of payment.

Paying monthly

In order to give parents more flexibility, the School has engaged a third-party organisation, School Fee Plan, for families who wish to pay fees by monthly direct debit. There is an interest charge which will apply and this may vary on an annual basis. School Fee Plan has over 20 years' experience in providing this service to parents. Credit is subject to status, affordability, terms and conditions apply, over 18s only. You can find out more about School Fee Plan from their [website](#) or from their [flyer](#).

A late payment surcharge of up to 1.5% may be levied on overdue accounts and is non-refundable (Clause 94, Terms and Conditions).

It is our aim to provide timely and accurate fee invoices and the School expects timely and regular payments. However, it is recognised that unforeseen circumstances do arise, and you are asked to contact the Finance Manager, Jenny Rowe, at the earliest indication of difficulties regarding ability to pay fees.

Food

Meals are freshly prepared and provided for students in our Oakview restaurant at breakfast, lunch and dinner. Queries on allergies should be directed to your child's Tutor and the Health Centre who will liaise with Oakview on your behalf.

Meals are planned on a three-week rota which is shared with parents on My School Portal. Snacks are provided at morning break and after Period 6. Feedback on catering

can be provided to our Catering Manager, Alessandro Albanese, via cateringmanager@leightonpark.com. There is no need for students to bring in a packed lunch. The School operates a nut-free site policy and no food containing nuts should be brought into School at any time.

Gold Book

Students are provided with the Gold Book at the beginning of each Autumn Term. The Gold Book acts as a useful reference for families and sets out the School's expectations of students. The information in the Gold Book is also available on My School Portal which is updated through the course of the academic year.

The House System

Every student and every staff member at Leighton Park is allocated a competition House. The House system helps students to build friendships across the year groups and provides a focus for School events and activities. These include House sports, House Music, House Dance, House Poetry, House Chess, House Quiz, House Pull, House FIFA, House Essay, teambuilding activities, charity fundraising and much more!

There are four Houses:

- Bentsi-Enchill – Red
- Cadbury – Green
- Fox – Yellow
- Tubman – Blue

Houses meet formally on a Wednesday every other week and are made up of students in Years 7 to the Upper Sixth. Each House is led by a House Clerk along with a student Captain and Vice-Captain, and year group Reps in each year. Together they help create the phenomenal House spirit. Every member of the community, students, teachers and Business and Operations Staff are members of a House. There are lots of leadership opportunities for you in your House, so get involved and help your House to become the overall winners of the Champions' Trophy, the Mark Simmons Award, presented at the end of the year!

Illness

The procedure for students who become unwell during the School day is as follows:

- During the academic day, students should speak to their subject teacher, who will send them to Student Services if they feel it necessary
- In the case of day students, the Health Centre, if they feel it is required, will contact parents to come and collect them. In the case of boarders, they will be cared for in the Health Centre or the boarding house. If a boarder has an infectious illness or diarrhoea and vomiting, they may be sent home to parents or guardians to prevent other students becoming unwell. It may be possible for them to isolate in a separate area of their boarding house. This would be for a minimum of 48hrs once symptoms have resolved.

Please can you ensure that the above procedure is understood by your child in order that their welfare is always safeguarded by the School.

Day students should note that the School's medical facility is available to them, but routine medical problems and illness, including 'off games' notes, must be dealt with from home.

Laundry Charges for Boarders

Laundry is washed on the School premises, though provision is made for older students to wash their own clothes if they wish. Washing at the central laundry is done twice a week (not on weekends). It is not available for collection – all laundry is delivered to the Boarding Houses where it is distributed to the students individually. Bed linen is changed once a fortnight. All clothes need to be labelled clearly with your child's name, however there is no need to label clothing at home in advance, as each student will be provided with a Laundry Package upon arrival. This will include adhesive clothing labels, individually named bags for students to use for underwear and socks. Items can be labelled as they are unpacked, and spare labels will be stored in the House for items purchased throughout the school year. There is a charge for this service of £76 for the first year, and £42 for each following year which will be added to the School bill.

Medical Services

The Health Centre has three fully qualified nurses, who are available throughout the day and into the evening Monday-Friday during term time and are based in the Health Centre. They have various specialities including paediatrics, practice nursing, minor injuries and A&E. The Director of Medical Services can be contacted through the Health Centre on 0118 987 9566 or healthcentre@leightonpark.com. Full boarders will be registered with the local GP practice. Should the need arise, the boarding student will be taken to the doctor at the GP practice. Parents of all students are required to complete the medical information included in the online joining forms. It is important to state if a student has **any** medical condition, history, or welfare concern. All students are routinely part of the School's health programme, which includes:

- Health promotion and education
- Treatment of minor illness and injuries
- Routine vaccinations
- Advice on travel and vaccinations
- Pastoral support and advice
- Sexual health advice
- Counselling services
- Dispensing of homely remedies, those that you can buy yourself from the pharmacy, as consented by parent/guardian

All boarders additionally have a medical check, including height, weight, blood pressure annually. Boarding students with asthma are reviewed regularly as required.

Confidentiality will always be respected in line with current guidelines. Information given in the medical questionnaire in the joining forms will be treated with strict confidence. It will be assumed that all medical information about students will be included in the questionnaire unless we are notified accordingly. Permission will be requested from parents for their child/children to receive further medical treatments such as vaccinations and referrals.

Please note that in English law, children over the age of 13 that are 'suitably informed, legally competent' and whose permission is 'freely given' can agree to medical care themselves. Anyone over 16 can agree or refuse medical care unless they are deemed to lack capacity to make their own decisions. Further details are available from the Health Centre.

Day students should note that the School's medical facility is available to them, but routine medical problems and illness, including 'off games' notes, must be dealt with from home.

Medication

It is the school's policy that **no student**, day or boarder, should carry any medication on their person, unless it is an emergency medication like an inhaler or auto-injector for anaphylaxis. Both the Health Centre and the Boarding Houses hold a range of medicines to treat everyday conditions which includes paracetamol (Calpol), ibuprofen (Nurofen), Cetirizine, bite cream, Rennies, lozenges, and olbas oil. Boarding students do not need to bring any of these medications into the boarding house from home. We also have access to a local pharmacy and GP for further treatments that may be required for our boarding students.

If a student needs to have medication during the day, this should be discussed with the School nurses and if agreed, the medication should be given to Student Services, Boarding House staff or the Health Centre immediately on arrival with written instructions. Medication must arrive in its original packaging with the prescription label clearly visible on the front. It will then be dispensed to the student at the appropriate time.

The Health Centre also need to be informed if students have been given any medication prior to coming to School. This should be in writing, stating what has been given and the time. This will avoid the child being given medicines in excessive amounts. If they require further treatment during the day, this will be administered in the Health Centre or Boarding House at an appropriate time.

Sixth Form boarders may, at the discretion of the Health Centre, hold a limited supply of medications in the locked drawer in their room. Any herbal medicines and supplements such as vitamins also need to be seen by the Health Centre before a student is permitted to have these. Younger students will be risk assessed and, in some cases the School GP consulted, to determine if the medication is required and if so whether they can self-administer or whether the Boarding House will do this.

If students are found to have medicines in their possession, or within their study or boarding areas, that have not been sanctioned by the Health Centre, these will be removed, and sanctions may apply.

Mobile Phones

Students in Years 7-11 must leave their mobile phone in their lockable space during the School day. Students using their phones between 8.15am and 5.30pm without permission can expect to have their phone confiscated until the end of the day and a Friday detention arranged.

Sixth Form students are allowed to carry their phones during the day. Inappropriate use, in or out of lessons, will result in confiscation and a sanction.

Students cannot use headphones during the normal School day, including between lessons. Students may use headphones after 4.30pm, and permission for use of speakers at any time needs to be sought.

Wearable technology is also not permitted.

Monthly Meeting

The student voice is represented in various fora around the school. The largest of these groups is called Monthly Meeting, a meeting run by the Head Boy and Girl with any member of the school who wishes to attend. These meetings take place on Tuesday or Wednesday morning, usually the first one in each month, alternating each time - most students choose to attend these meetings. Monthly Meeting follows the House Council meetings, which are also places where students can raise any issues.

Students are also regularly asked to complete surveys and questionnaires to gather their views on a range of different issues connected with School.

My School Portal

You will be given access to My School Portal (<https://portal.leightonpark.com/>) **from August**. This online system holds useful information about School life from a parent's perspective, e.g. term dates, timetable, Collect Dress information, tutor details and reports. It also allows parents to complete routine school administration such as reporting absence or arranging time out of School for medical appointments. The system is also used for booking parents' evenings and for paying your bill.

To watch a short video about how to log in to My School Portal please visit this link: https://youtu.be/TJlCrTmO_vs

Notice of Withdrawal

Parents wishing to withdraw their child must give a full term's notice, addressed in writing to the Head. Failing such notice, a full term's fees are payable. Further details may be found in our Standard Terms and Conditions, available on the Policies section of our website.

Parent and Staff Community (PSC)

Leighton Park Parent and Staff Community (PSC) brings together parents, guardians, staff and students. The PSC runs a variety of events and groups. In addition, the PSC supports some broader School events, for example, by providing refreshments for the School production in the Spring Term and at musical performances. The PSC provides opportunities for parents, guardians and staff to come together in a social and informal manner: to meet old friends, to make new ones and to enjoy being part of the Leighton Park community.

The PSC Book Group meets once each half term. All parents and guardians are welcome to attend regularly or occasionally as they wish. Details of the books selected for each academic year are on the website and shared via the Book Group on Classlist.

The PSC Committee meets once or twice each half term to oversee PSC involvement in School life. While raising money is not the main focus, some profits are made and the committee makes grants from those funds, mainly to projects presented by staff or students that are beyond the usual running costs of the School.

You are very welcome to get involved by helping "on the day" with any of our events or by joining the committee (or a sub-committee). All activities are undertaken on a voluntary basis and we welcome those who wish to be involved with one or several events. Many have commented that this is a great way to enjoy some of the special qualities that the Leighton Park community has to offer. If you have questions or comments, please contact us on psc@leightonpark.com.

Parenting Resources

The School subscribes to The Wellbeing Hub which gives all our parents free access to parenting resources such as expert webinars, online training courses, information sheets and more. This can be a valuable source of support when navigating the teenage years. The Wellbeing Hub is accessible via My School Portal.

Photographic Consent

Taking photographs and video of School events and activities is a valuable way to communicate daily life to parents, via social media (including YouTube, Facebook, Twitter/X, Instagram, TikTok and Flickr), our website, the eBulletin and online and

offline displays. We would like to continue to do this, whilst ensuring the safety of students, as everyone enjoys seeing pictures and videos of School events and trips.

Images of School life are also vital for the School in recruitment and publicity materials, whether in the local media or publications used in School, in line with the Department for Education guidelines. Photographs or video of your child may be used in the following ways: prospectus, School literature, displays (in School or at exhibitions), social media, School website, online directories, agent information, social media or local press. Full names are used in the annual School magazine (The Park) which may appear in print or online. Your child's first name may be used in a caption, post or related article by the School or local press. If you do not wish your child to appear in any School photographs or videos there is a photographic permission form within the joining information where you can decline permission. Permission can be withdrawn at any time.

You can read The Use of, Taking and Storing of Images Policy and Student Privacy Notice at <https://www.leightonpark.com/policies/>.

Registration, Collect and Meeting for Worship

All students must attend registration in the specified room at 8.15am. Please can parents of Day students ensure that their child arrives at School with sufficient time to be punctual for registration.

Attendance at Collect and Meeting for Worship is a requirement of all our students: these are at the heart of our approach at Leighton Park. Only in exceptional circumstances, and with the permission of the Head or Deputy Head, may students be absent.

Reports

Reporting is important at Leighton Park and we are constantly reviewing our reporting process to produce effective and focused information on student progress.

Communication on academic attainment is made every half term and at the end of every term. Each student will receive one full written report from their subject teachers and Head of Department at a specific point in the School year. The timing of this full report will coincide with an important stage for that particular year group. At each half term and at the end of term when full reports are not written, each student will receive a grade sheet that will show the academic progress being made in relation to individual targets set. All grades are explained within the communication. Parents may also contact the School at any time to request information from tutors, subject teachers and Heads of Department or Heads of Section if there are any specific concerns about any aspect of their child's progress. Reports can be accessed via My School Portal.

Saturday Mornings

Although we do not have Saturday morning lessons, please note that there are some Saturday mornings when students are expected to be in School. These include the Annual Open Day on **Saturday 27th September 2025** and occasional competitions if students are selected for these.

Smoking/Vaping, Alcohol and Misuse of Drugs and Substances

No alcohol, smoking/vaping or use of drugs is allowed on the Park at any time.

Any student who smokes/vapes, consumes alcohol or misuses drugs and substances must expect to leave the School in line with our detailed Behaviour and Discipline Policy

Visitors are also prohibited from smoking/vaping whilst on School premises.

Full details of the School's approach can be found in the policy on the School website.

Speed Limit on the Park

Please note that the speed limit for vehicles within the School grounds is 10mph. All visitors are expected to adhere to this at all times in order to ensure the safety of the students. In addition, students should be aware of traffic as they move about the School grounds. The central teaching area of the Park is pedestrianised during the teaching day.

Sports Equipment

All sports equipment and kit should be permanently marked with the owner's name. Aerosol deodorants are not permitted. The School has a well-equipped fitness suite, cardio-vascular and weights rooms available for students to use.

Sports Fixtures

Information regarding sports fixtures including team sheets, times and locations are published in advance on SOCs which your child can access directly. Parents can see the fixtures, team sheets and details of sporting events via the Sports website at <https://www.leightonparksport.com/>. We always welcome enthusiastic supporters so please do join us, in line with the safeguarding policy of the fixture venue, whenever you wish.

Staying Late / Wrap Around Care

If you would like your child to stay late on a regular day of the week or on an occasional basis, this can be arranged by booking Wrap Around Care through My School Portal where there is a form under Parent Actions. Day students in Years 7 and 8 can be

collected up to 7.45pm from Fryer House and those in Year 9 or above from School House or Reckitt House by 9.00pm.

Term Dates

The School's Term Dates are published on our website at <https://www.leightonpark.com/parent-portal/> and are also available via My School Portal within the Gold Book section.

Timetables

Student timetables are issued to students on the first day of term and can be viewed via My School Portal.

Transport

The School offers a transport service to and from the School in conjunction with local coach and taxi companies, Monday to Friday. The routes that we offer are from Ascot, Henley, Maidenhead, Camberley, Hook, Newbury, Goring, Sonning Common, Windsor, and Shiplake. There are also weekly boarding transport services with Monday pick up and Friday drop off from Beaconsfield, Gerrards Cross and Chiswick. Details of the routes can be found on our website at <https://www.leightonpark.com/transport-routes/>.

In order for us to organise transport for the Autumn term, please advise whether you would like to reserve a place for your child by completing the transport form in the joining forms **by Friday 23rd May**. Should your child be joining as a weekly boarder, the service can be used on Monday mornings and Friday evenings only, subject to places being available. The cost of the service is paid in advance per term and will be added to your bill as 'School Transport Service'.

If you have any questions regarding the transport service, please email transport@leightonpark.com.

Uniform

Uniform at Leighton Park is called Collect Dress. All Students must be dressed within the Collect Dress guidance [which can be found here](#). Students may be asked to change if they are found to be inappropriately

Valuables, Money and Personal Property

Quaker advice says 'live simply'. Even in a very well-equipped school, we feel this is good advice for young people away from home. Please consider the following guidance carefully.

Cash should not be carried or kept in School, except in small quantities.

Valuable property should **not** on the whole be brought to School, not only because of the risk, but because it is not fair on students without such valuable possessions. Most students now seem to regard items such as tablets and electronic devices as a normal part of life rather than a luxury; please keep it simple and inexpensive and ensure the student's name is burned or engraved onto it before it comes to School. Watches and jewellery should be inexpensive. Valuable documents such as passports, biometric residence permits, etc. can be entrusted to the Housemaster/Housemistress. All property brought to School by a student should be **named and properly insured**. Please make sure that all clothing has been named with permanent name tags.

Trading between students may take place only with the consent of the Housemaster/Housemistress or Head of Year, who is likely to ask for evidence that the parents know of and approve of the arrangement.

Loans: Students may not borrow money from other students. The Housemaster/Housemistress or Head of Year can usually arrange whatever assistance is required in an emergency.

Visits

Parents and guardians are welcome to visit at all reasonable times, and as frequently as they wish. For boarding students, individual visits must be arranged with the relevant Housemaster/mistress.

Parents and guardians are welcome at School events such as matches, concerts, productions or meetings. Visitors must sign in at Reception when they arrive on site, with the exception of concerts and plays when they are invited to go directly to Main Hall. Locations of sports fixtures including home and away matches that you may wish to support are visible via <https://www.leightonparksport.com/>.