



LOCKERS PARK

A-Z Handbook for Parents



DAY & BOARDING PREPARATORY SCHOOL FOR BOYS AGED 5 - 13 YEARS
Bene agere ac Lætari: good results, good manners, good fun

LOCKERS PARK SCHOOL

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THE PARENTS' A TO Z OF LOCKERS PARK

Preamble

This booklet contains general information about many aspects of life at Lockers Park. It aims to give the gist of the formal policy documentation (available on request), our procedures and some of our traditions. It may also act as a useful dictionary to translate some of the peculiar Lockers Park language your son may speak! Please do not hesitate to ask if you have any questions.

Absence

If your child needs to be out of school for any reason please inform the *school office* as soon as possible (01442 251712). All requests in advance for absence must be approved by the Headmaster.

Accidents

Any walking wounded should report to the surgery. In more serious incidents the first available member of staff will assist and send for help. The boy will not be left unattended. If it is necessary to take him to hospital he will be accompanied by a matron. Parents or *guardians* will be informed as soon as possible.

Activities

A wide range of activities is provided on weekday afternoons and Sunday mornings. Some are seasonal, like tennis or archery, while others, like electronics or .22 rifle shooting, provide a beneficial alternative to the full *games* programme on offer. In theory (and often in practice) these activities are designed to allow individual members of staff to pass on their own enthusiasms and encourage boys to share them.

Addresses (Data Protection)

Each form has a parent representative who circulates the home addresses and telephone numbers of boys in that particular form, if their parents are happy to supply the information. The school does not give out contact details of other parents without their express permission.

Alumni (Old Draperians!)

Many past pupils will not know that they are Old Draperians - so named after the first Headmaster of Lockers Park: Henry Montagu Draper. Old Boys are always welcome to revisit the school and to attend events such as Old Boys' Dinners, the annual School Ball or the Old Boys' cricket match and barbecue. The annual Old Boys' *Newsletter* keeps past pupils up to date with Lockers' news while their personal news can be found on the website:

www.lockerspark.herts.sch.uk

Arrival Times

Day boys should be in school by 8.25am at the latest, but are welcome from 7.45am onwards. Boarders returning at the beginning of term should aim to arrive between 6 and 7pm, in their customary everyday school clothes. Boarders returning from *Exeats* and Half Term should arrive by 7 pm. Towards the end of term, morning arrival times may be later – notice of this

will be sent out.

Art

Art is taught within the *curriculum* but is also available as an activity for those with a particular interest. Many public schools now offer awards for talented artists and we are very keen to encourage boys with artistic flair to apply for these. For further information, please contact the Head of Art.

Assessment

Examinations are held twice each year, in November and June. Effort in the classroom is closely monitored during the rest of the year and grades are awarded four times each term (*See Effort Grades*).

Bedtimes

As a general rule the younger boarders (in Bottom Floor *dorms*) go upstairs at 7.30pm and their lights go out at 8.30pm after 15 minutes of quiet reading. The older boarders (in Top Floor *dorms*) go upstairs at 8.00pm with lights out at 9.20pm after 20 minutes of quiet reading. Some flexibility is allowed.

Behaviour

Every boy needs to be aware of what standards of behaviour are expected. At Lockers Park we aim to teach children to know what is acceptable and unacceptable socially, to develop the desire to behave and to learn and to act in a considerate and caring manner as a respected member of the school community.

Bicycles

Full boarders may bring bikes back to school as long as they are clearly marked with the owner's name and safely padlocked. A duplicate key should be provided for Mr Moubray.

Birthdays

We encourage boys to have a cake at lunchtime or supper on their birthday to share with their table. You may bring one in, or the school can provide one. Please contact the *school office* at least three days beforehand if you want us to arrange this. Presents and cards can be sent or hand delivered and we are happy to look after presents for boarders in advance, to ensure delivery on the correct day.

Boarding

A happy environment is something Lockers Park prides itself on. We welcome full or *flexiboarding* and we offer a wide range of events and *activities* for boarders at the weekend.

Boys' Hall

The main lobby or foyer, the day boy entrance and location of *notice boards*.

Boys' Handbook

Each boy is given a copy of the school's Handbook for Boys, which gives an idea of what life at Lockers is like and what is expected of them. They should be encouraged to read it!

Breakages

- should be reported immediately to the *Headmaster's Study*. Repair costs may be charged to the pupil's account.

Bullying

- whether social, verbal or physical is wholly unacceptable and will not be tolerated, as outlined in the School's Bullying policy.

Calendar

The school calendar is published at the beginning of each term and contains details of all sports fixtures, *expeditions*, school events and *exeats*. It is also published on the website.

Carol Service

A *whole school event*, held at St John's Church, Boxmoor, which marks the end of the Christmas term. Parents are warmly welcomed. Mince pies and mulled wine are provided back at school after the service.

Centenary Hall (formerly the New Hall)

The area of the school comprising the stage and the Music and Drama departments, which hosts large school events, and was built in 1974, the year of the school's centenary.

Chapel

There is a short service at 8.30am from Tuesdays to Fridays. Sunday services at 6.30pm with visiting preachers are published in the school *calendar* and all parents are welcome to these, whether your son is a boarder or day boy.

Charities

The school supports various charities through fund-raising days, fêtes, coffee mornings and sponsored walks.

Chestnuts

Our Year 1 and Year 2 Class opposite the School Office.

Child Protection Officer (CPO)

As stipulated by the Children's Act, schools are required to have a designated CPO. Ours is Mr Moubray.

Choir

There is a fine Chapel Choir which is led by the Director of Music, Mr Shaw. There is also a Junior Choir led by MrWili.

Christmas Crackers (formerly Charades)

Entertainment provided by the six sets before the Feast, and part of the set competition.

Christopherson Room

Next door to the *Headmaster's study*. Named after a former Headmaster of Lockers Park and the main reception room for visitors.

Citizenship (see PSHE)

Clothes Down

A list is taken before each meal of clothes left lying around in the Changing Room. Too many clothes downs in a week leads to minus marks for a boy's *Set*.

Coaching

Coaching for soccer is available in the last week of the summer holidays and for cricket in the last week of the Easter holiday, subject to staff availability. Tennis coaching runs throughout the summer term.

Collection Times

These vary according to year group - please see *Daily Routine* (inAppendix) and notices in the *Boys' Hall*.

Common Entrance

This is the standard entry exam to all public schools (except Winchester). The papers and syllabus are set by the Independent Schools Examination Board, and are marked by the

school for which the boy is entered. The cost of this is put on the boy's final account.

Communication

The school *calendar*, notices on the parents' *notice board* in the *Boys' Hall*, and regular *newsletters* are useful sources of information and copies are also available on the website. Boarders still send and receive letters but telephone calls are welcome in the evenings and each boy has a personal e-mail address, as does all the staff. Parents are invited to *Parents' Evenings* twice during the course of each academic year, to discuss the progress of their son, but they are welcome to approach any teacher at other times.

Computers

The school has one designated computer room with 16 machines and 8 further computers are available in the library, all networked. All boys and their parents must sign an Internet Use Policy.

Concerns and Complaints

If you are worried about anything please contact a member of staff, your son's *form teacher* or the Headmaster. Even small concerns do matter and all staff will do their best to remedy them.

Counsellor

We all, parents and staff, counsel the children but in addition each boy has access to an independent listener, as stipulated under the Children's Act. At present this is either Dr Jordache (a governor) or Dr Bhamra (the school's doctor). Contact details for them and for Childline are available in the *Boys' Hall*.

Cs' Shrubs

Shrubbery by the fence between the chapel and the pavilion, used by the Cs in break and free time.

Cupboard

Basic stationery is available at cost from Mr Rees' cupboard in the Latin Room three times a week and is charged on the end of term account.

Curriculum

This term is all-embracing and refers to all that Lockers Park provides for its pupils. Details of the academic curriculum are available on the website, from the Directors of Studies or from individual subject teachers. The *games* programme can only be explained by the Head of Sport, Mr Gowing!

Daily Routine (*See Appendix*)

Damage (*See Breakages*)

Data Protection

Legislation is tight in this area and the gist is that everyone has a right to access information held about them, but this information should not be divulged to a third party without their consent.

Dentist

Most children are registered with a dentist at home. The school does not have an NHS dentist, however we can arrange for a *boarding* child to see a dentist privately in an *emergency*. Boys joining the school are offered a dental insurance policy, charged to their end of term account.

Detention

A boy may be put in detention on Friday afternoons for unsatisfactory *behaviour*.

Diet

Special diets can be catered for at school. A vegetarian option and a salad bar are always available at lunchtime, as an alternative to the main course. Fruit is always available at mealtimes.

Discipline

Good standards of *behaviour* are expected in every aspect of school life and at all times. Good behaviour is promoted by green slips. When lapses occur, if a word of admonishment from the appropriate member of staff is not considered sufficient, there are various steps which may be taken. A *red slip* may be given, which will be sent to the boy's form teacher as a record of the offence and of any subsequent action. For more serious offences an entry can be made in the Conduct File, which will bring the matter to the Headmaster's immediate attention. *Punishments* generally take the form of inconveniencing the boy by removal of free time, *slatter* or privileges. An essay might be thought appropriate to focus the boy's mind on why his *behaviour* should have been otherwise. In extreme cases parents will become involved and a boy may have to be temporarily suspended.

Doctor

Boys living locally should remain registered with their family GP. Boarders should register with the school doctor, who visits the school twice weekly and when necessary.

Dorms

Boarders sleep in dormitories. These vary in size (3 - 8 beds). Boys make requests at the end of each term for their companions for the following term and Mr Moubray, the Housemaster, does his best to fulfil these.

Drama

There is plenty of opportunity for your child to appear on stage. The major school productions are at the end of the autumn term (Juniors) and the spring term (Seniors). There are form drama lessons in the Junior department and individual drama lessons as an extra, leading to LAMDA qualifications.

Drugs

The School adopts a zero tolerance policy for any kind of artificial stimulant. Substance abuse is covered in PSHE lessons.

Duvets

Most boarders bring their duvets from home but the school can provide bedding if required.

Effort Grades

– are awarded four times a term and count towards the *set competition*. The codes are:

G for exceptional effort

S+ for committed and consistent effort

S where a boy is working satisfactorily

S- where a boy is working inconsistently

S? where a boy needs to make a much greater effort

U where a boy's effort is causing great concern

11+ Exam

Some boys sit entry papers to Grammar Schools. We do not specifically coach for these *exams* but are happy to fit in with required arrangements. The final two years at prep school are, for most boys, the best and we hope that all Lockers boys will stay on to reap the many benefits from them.

e-mail

Each boy has an e-mail address and can send and receive messages, although large file attachments are discouraged. Members of staff also have their own e-mail addresses.

Emergency

It is essential that the *School Office* has an up to date record of emergency contact numbers. We have a policy covering most significant risks to the boys on or off the school premises.

Exams

These are held at the end of the autumn and summer terms and are reported on accordingly with a record of percentages scored. Amock Common Entrance Exam is held in March for Year 8.

Exeats

Long *weekends* during which the school is closed. The dates of these are published in advance and also on the school *calendar*.

Expeditions (see Trips)**Extras**

Certain *activities* incur an extra charge (e.g. individual music and drama lessons). The leavers' programme (post *Common Entrance*) inevitably incurs additional costs. The Bursar, Mrs Gardner, normally informs parents in advance of what these are likely to be.

Fathers' Match

At the end of the summer term the 1st XI play their fathers in a cricket match. Other boys take part in a Mother and Sons' tennis match.

Feast

This takes place at the end of the autumn term. It is a buffet supper for the boys and staff between the *Christmas Crackers* and the party games and is one of the highlights of the year for many.

Fire!

The school is equipped with smoke and heat detectors. It is checked annually by the local fire brigade and each term there are two fire drills: one in daylight and one at night. We take these very seriously and the staff receives training from the Fire and Rescue Service on appropriate procedures.

Flexi-Boarding

This is an increasingly popular option and we do our best to meet all requests for *boarding*.

Food

The school provides three cooked meals every day for boarders as well as snacks at midmorning break, mid afternoon and bed time. Day boys can come in for breakfast and stay for supper. (*See also Diet*)

Form Captains

These are appointed in advance for each term by the *form teacher*.

Form Structure

Traditionally we have 'A's (Senior school), 'B's (Middle school) and 'C's (Juniors). This remains in our current nomenclature but each form is now additionally called by the year group and a letter relating to the *form teacher* e.g. A8G – senior school, Year 8, *Form teacher* Mr Gowing. Year 1 and Year 2 boys are known as Chestnuts.

Form Teachers

Form teachers see their class at the beginning of each weekday and are the first port of call when any matter needs to be raised about a boy by staff or parents.

Friends of Lockers Park (FoLP)

This is an association of parents that aims to involve other parents in sociable and fund raising activities, such as Race Nights, Burns' Night Dinners, Christmas Fayres, Quizzes, Summer Fêtes and an annual Summer Ball. Any proceeds go towards adding to the boys' facilities. The emphasis is on fun!

Full House

A full house is a complete run of Gs in any one set of *effort grades* and therefore an exceptional achievement.

Games

Games and activities take place every afternoon. The main sports are football in the autumn term, rugby in the spring term and cricket in the summer. Hockey is becoming an increasingly popular alternative and is played on the astroturf. Squash, tennis, swimming and athletics are included in the games programme.

Governors

Lockers Park is a Charitable Trust run by a Board of Governors. A list of the Governors is available from the *school office* and is published each year in the magazine, in the Additional Information booklet and on the website. They have wide expertise in various fields, meet regularly, attend many functions and know the school well.

Green slips (see *Red and Green slips*)

Guardians

The *school office* must have the details of friends or family who will act as guardians for *exeats* or half term, should you be away. All boys who live overseas must provide details of a guardian in this country.

Haircuts

Most boys tend to have their hair cut at home although those with unkempt hair may be taken to the local barber. Boys' hair must be of a reasonable length and its natural colour with no gels etc.

Hand-held Game Consoles (and other electronic gadgets)

These have little educational value and are not encouraged. They are, however, tolerated for boarders after 7pm, at the weekend, and on long journeys.

Happiness

Happy children equal productive children. Happiness is our top priority.

Head Boy

The holder of this position may change during the course of an academic year or the post may be shared to lessen the load on any one individual. (See *Prefects*)

Headmaster's Study

Situated next to the *Christopherson Room* at the front entrance of the school. The door is always open and boys come for rewards more often than for *punishments*.

Holiday Dates

These are published a year in advance in the school *calendar*. Please observe term dates when booking holidays. If you need to take your son out of school during term time, please

request permission from the Headmaster. Leave of *absence* will only be granted in special circumstances.

Homework (*see Prep*)

Hospital/Dentist/Doctor Appointments

Parents occasionally need to take their sons out of school for these. Please inform the school secretary in advance (*see Absence*). We are happy to make appointments for full boarders and accompany them as necessary.

Houses (*see Sets*)

Illness

Any boy who is ill during the school day is taken or sent to the Matron on duty. Parents will be informed and may choose to take their son home.

Imposition

A supervised period lasting between 30 and 60 minutes, when boys are expected to re-do poor work. It takes place on Friday afternoons.

Information

If in doubt - ask! (*See Communication*)

Insurance

It is the parents' responsibility to ensure that their sons have suitable personal effects insurance. Most expensive things are best left at home! Boys' personal effects are not insured by the school.

Ks and Copies

K is short for Keep, which is awarded for a piece of good work. Keeps add up and convert to Copies, which earn points for a boy's *Set*.

Laundry

The school has an in-house laundry facility for full boarders' clothes. All clothes must be machine washable, dryable and **named!** Day boys are expected to take all items of kit home to be washed at *weekends* and *exeats*.

Letter Writing

Full boarders write a letter home on Sundays, or send an e-mail.

Lost property

The rule is: name it or lose it! Named articles tend to find their way back to their owners, un-named items rarely do. If something goes missing and cannot be found, inform the *form teacher* who will initiate an all-out search. There is a lost property box administered by Mrs Bull in which items left lying around may be found.

Lower Field

The area of woodland to the right of the drive as one passes the gates in which senior boys are free to play, providing they have signed the Lowers book in the *Boys' Hall*.

Matches

Parents are very welcome to come and watch school matches. The details of these are in the school *calendar* and on the website. Team lists are published the day before the match. Matches on Wednesdays and Saturdays usually begin at 2.30pm and parents are invited to tea afterwards.

Matrons

The School Matron is residential and qualified. She is assisted by two under-matrons.

Medical Forms/Card

Parents are requested to complete a medical form when their boy enters the school and advise of any changes in medical circumstances. Boarders who register with the school doctor will need to alter their medical cards.

Medicals

Those registered with the school doctor will be screened by him, and *matrons* regularly monitor height, weight and general well-being.

Medication

Any medicines which need to be taken at school should be handed in to Matron first thing in the morning. The school assumes that parents give permission for responsible staff to administer medicine on *trips* out of school.

Mobile Phones

Boarders may have a mobile phone but must inform Mr Moubray who will monitor its use. When not in use, it is kept in the cupboard provided in the surgery passage-way. Day Boys may not bring mobile phones into school.

Money

There is no need for boys to have any money at school. Pocket money for organized *trips* is provided by the school and charged on the end of term account.

Mountbatten Centre

Teaching block (named after old boy Lord Louis Mountbatten and officially opened by his daughter) comprising eight classrooms now complemented by the Science and Technology centre.

Music lessons

All requests for individual tuition should go directly to the Director of Music, on the form provided. Every effort is made to minimize disruption to the academic teaching programme but inevitably boys will miss part of a lesson from time to time. It is possible to learn just about any instrument!

Naming

All clothing and possessions must be clearly named.

Newsletter

This is sent out at each *exeat*, half term and end of term and a shorter version is also available on the website. It contains information about forthcoming events and changes to routine as well as reports of recent past events. It is well worth reading!

Notice boards

There is a notice board for parents in the *Boys' Hall*, by the front door. This is to aid *communication* between the school and parents, however any parent wishing to post a notice must seek permission of the Headmaster first. The *Friends of Lockers Park* have their own notice board to advertise their events. Games information, team lists and *set competition* scores can also be found on other boards around the Hall.

Occasional Boarding

The school is happy for day boys to board on an occasional basis, providing a reasonable amount of notice is given. A baby-sitting fee is charged on the boy's account.

Off Games

All boys will be considered fit for games unless the *school office* is informed to the contrary by note or telephone from a parent or guardian. Word of mouth by the pupil cannot be regarded as satisfactory. If the boy becomes unwell during the day, the appropriate member of staff on medical duty will decide whether or not the boy should go out to *games*.

Old Gym

The large room between the *Boys' Hall* and the *Centenary Hall*. Much used by boys for table tennis, pool, and table football.

One-way System

During morning delivery and evening collection periods, the front drive is one-way only. At other times of the day, cars may, with care, leave by the entrance gates. The back drive beside the Chapel is one-way only at all times and cars must give way to traffic entering and exiting through the back gate of the school.

Overseas Boys

Arrangements for transport to and from airports should be made well in advance through the school office but the booking of flights is the responsibility of parents. Occasionally it may be necessary for a boy to leave early at the end of term but every effort should be made to adhere to term dates and times. (*See Guardians*)

Parents' Evenings (*See Communication*)

Pater

A Lockers word for a boy who looks after and takes responsibility for a new boy in his first few weeks at the school. This will normally be a boy of similar age.

Parking

There are a limited number of marked spaces at the front and back of the school but please be aware that coaches may often need room to turn and observe requests to facilitate this. On busy occasions please park along the drive, at the rear of the school, or under the trees at the bottom of the *private garden*.

P.D.R.

The Private Dining Room, situated opposite the boys' dining room and often used by staff and guests.

Penknives

However seemingly essential, these are not allowed at school.

Policies

The following policies are available for parents to read in the School Office or by emailing the School Secretary: Admissions; Child Protection (also on the School website); Curriculum; Rewards, Discipline and Exclusions; SEN; Anti-bullying; Educational Visits; and the School Complaints Procedure.

Prefects

Formerly known as seniors. We tend to appoint only a few at the beginning of the academic year which allows for other boys to be promoted at a later date. There are a number of other positions of responsibility, such as Set Leaders, which are shared out by rotation.

Prep

30 minutes of "homework" set for the academic subjects each day. In the interest of fairness to all the boys and best educational practice, we ask that parents of day boys are sensitive to the school's policy about prep. It is expected that the Boarders work on their own and in silence for half an hour per prep. An occasional word of advice or

clarification might be forthcoming from a member of staff, particularly for the younger boys, but the assumption is that the work produced is a true indicator of each boy's own achievement and understanding.

While the school obviously welcomes parental encouragement and support in all aspects of their son's development, it is hoped that broadly similar conditions will apply to prep done at home as for that done at school. Where a boy is experiencing difficulty, a little help might well be all that is needed but it should not obscure any significant misunderstanding nor directly provide any answers: that would be neither in the boy's best interest nor fair to others in his class.

This is an important issue that affects the academic well-being of the school and we hope that all parents will take a balanced view and act in accordance with the spirit of the school's policy.

Privacy

Parents are requested not to enter the changing rooms except between 8am and 8.30am on Monday mornings and between 12.30pm and 1pm on Saturdays. If there are any other concerns about privacy, please speak to Mr Moubray.

Private Garden

The lawn outside the *Headmaster's study* where boys can play croquet, enjoy barbecues, and the venue also for the second half of the *summer concert*.

Prize Giving

At the end of the autumn and spring terms, prize giving is held for the school only. At the end of the summer term, parents are welcome and indeed expected to attend. On this occasion there is always a visiting speaker to present the prizes. The Headmaster gives a resumé of the year, and Mr Stephens bids farewell to the leavers in his inimitable way.

Problems (*See Councillor*)

P.S.H.E. and Citizenship

Personal Health and Social Education is taught once a week throughout the school and is reinforced as the opportunity arises throughout the school day.

Punishments (*See Discipline*)

Reading

All boys are encouraged to read. Younger boys have an opportunity to read out loud and listen to stories read by adults. Older boys are expected to have a novel on the go for reading periods after lunch and at bedtime.

Red and Green slips

Red slips are given to a boy for minor misdemeanours, green slips for acts of kindness, helpfulness and thoughtfulness. The *form teacher* collates these.

Report cards

These are given for poor work or *behaviour* and involve the boy asking his teacher to give a comment on every lesson/activity. The cards are then shown to a senior member of staff. In addition, the parents of day boys may be asked to sign the card each day. For most boys of this age such close monitoring has a speedy effect!

Reports

At the end of the autumn and summer terms, a full report is given on all subjects together with a report by the *form teacher* and the Headmaster on a boy's general progress. In the spring term, parents receive a shorter version of the report which indicates grades and a brief

comment in each academic subject.

Rewards

Every opportunity is taken to recognize and reward good conduct, effort and work in the hope others will follow suit! (See *Copies*)

Rules

These are kept to a minimum and are based on common sense and the well-being of everyone in the community. In specific areas of the school, such as the computer or technology rooms and the art department, the relevant rules are published on the appropriate *notice boards* and must be followed.

Safety Equipment

All boys are expected to wear appropriate kit for *games* and *activities*. Mouthguards are obtainable through the school.

Saturdays

Normal morning lessons run through to 12.35pm and boys may be involved in extra *activities* up to 1pm, and of course *matches* in the afternoon.

Scholarships

The school awards a certain number of these on entry, for exceptional academic, sporting, musical or artistic talent. We also hope that boys leaving us may win awards in all these fields at their next schools.

School Office

Located near the turret door and the first port of call for all enquiries. The School Secretary MrsMcCarron and the Marketing and School Liaison Officer Mrs Johnson have their desks there.

Second Headmaster

Second Headmaster and Head of Admissions is Mr Stephens, whose office is opposite the Chestnuts classroom.

Security

This is taken as seriously as every other Health and Safety issue. All employees are vetted by the Criminal Records Bureau and visitors are expected to report to the *school office* on arrival and to wear identification. All external doors have a *security code* for entrance.

Security Code

This is changed on a regular basis and parents may obtain the number from the *school office*.

Senior Schools

Boys leave at the end of Year 8 and most succeed in securing a place at their first choice of senior school. We hold regular Public School Presentation evenings when parents can meet staff from senior schools and inspect their publicity material. Prior to these, parents are always welcome to seek the advice of the Headmaster about a suitable school for their son. While local independent schools are popular, we also send boys to all the major public schools.

Sets

Each new boy is allocated to a Set. There are six of these: Beatty, Haig, Jellicoe, Kitchener, Mountbatten and Roberts.

Set Competition

This is based on the individual scores of boys in the set (*effort grades* and *copies*) plus other

competitions. The winning set has a special supper, generally held near the beginning of the following term.

Set Duty

Each set takes it in turn to be on duty. This involves members of the set doing various jobs ensuring that the school is tidy and organized.

Set Leader

A boy who is appointed to be in charge of a set, and to organise the *set duty*.

Set Sports

All boys are involved in set sports competitions, which include: swimming; rugby 7s; soccer 6s and cross-country.

Signing-out List

All day boys MUST sign out when they leave in the evening on the list in the *Boys' Hall*. This is an essential Health and Safety requirement and should become second nature to everyone.

Slatter

School sweets distributed after lunch on Wednesdays and Sundays (named after the first supplier of sweets to the boys, a Mr Slatter!).

Snacks (*see Food*)

Special diets (*see Food*)

Sport (*see Games*)

Sports Hall

A major asset for all the boys. It is used for PE lessons, supervised *games* in the afternoons including badminton and mini-tennis, and is available to boys in their free time. There are also two excellent squash courts.

Staff

Parent/Staff contact is warmly encouraged and in a small and friendly environment like Lockers we hope that over the course of the six years their boy is in the school, parents will come to know the teachers very well. The full list of teaching and ancillary staff, with their qualifications, is published each year in the school magazine and in the Additional Information booklet.

Stationery (*see Cupboard*)

Summer Concert

A *whole school event* at the end of the summer term, the second half of which is held in the *private garden* (weather permitting!). Parents bring all fresco picnics to share with their sons.

Teams

The team notice board can be found in the *Boys' Hall* and team lists are posted the day before a match.

Telephones

There are two payphones available for the boys operated by charge cards and coins. They can also receive incoming calls. (See also *Mobile Phones*)

Television

The television may go on after *activities* on Wednesdays and Saturdays. In the evenings, boarders are allowed to watch television as they might at home (i.e. once they have helped about the house and done their *prep!*). Television watching is kept to a minimum.

Timetable (*see Daily Routine*)

Travel Arrangements

The school office is in touch with parents of overseas boys, asking for details of travel arrangements for *exeat*s and the beginning and end of terms, such as flight numbers and times. Parents are asked to give as much notice as possible.

Trips

There are many of these and a high standard of *behaviour* is expected from the boys at all times. There is always a good staff to boy ratio. Most are advertised in the *calendar* in advance and the school does assume that parents are happy for their sons to take part. We do not always send out a letter seeking approval for trips which are considered to be part of what we offer in the normal curriculum. The school runs a skiing trip in January, and sporting, musical or cultural trips abroad at other times. All statutory requirements for Health and Safety are carefully observed.

Trustees (*see Governors*)

Tuition - special

For boys who require extra help with English and Maths, individual tuition is available and an extra charge is made for this on the boy's account. The first approach should be made to the *form teacher* and names can then be referred on to Mrs Penny or Mrs Kirkham, the staff involved. The school can arrange for an independent educational assessment to be made if parents so wish.

Tuition - music

There is an army of peripatetic music teachers who assist the Director of Music. Individual instrumental lessons are charged as an extra. (*See Music lessons*)

Tutors (*see Form Teachers*)

Uniform

For an ordinary school day, boys wear a casual check shirt and cord trousers. On special occasions, best (blue shirt and tie, grey trousers and jacket) is required. A clothing list is sent out to all new parents giving full details.

Uniform Shop

An invaluable resource for all parents which is open every Friday morning from 8.30am till 9.30am and generally at the beginning and end of terms.

Up Passage

A Lockers Park phrase - ask your son!

Website

It's informative! See www.lockerspark.herts.sch.uk

Weekends

Weekends begin at lunchtime on Saturday, when most day boys go home. Reading period is more relaxed than during the week and boys can play cards or board games in preference to reading. An organized game is always on offer in the afternoon and after supper there are various films available. Sundays can be busy for many boys with organised *activities*, some *matches* or *expeditions*.

Whole School Events

It is expected that all boys attend these, whether or not they are directly taking part and parents are also often invited.

Zzzzzzzz (see *Bedtimes!*)

APPENDIX - DAILY ROUTINE

PROGRAMME FOR As

7.45 am	Breakfast
8.25	All Day Boys should be in by now
8.30	Chapel (Tue,Wed, Thu, Fri), Assembly (Mon) Chapel Practice (Sat)
8.45	Form Teachers' period (except Mon,Wed and Sat)
9.00	1st lesson (8.45 onWed)
9.35	2nd lesson (9.20 onWed)
10.10	3rd lesson (9.55 onWed)
10.45	Break (10.30 onWed)
11.25	4th lesson (11.20 onWed)
12.00 noon	5th lesson (11.45 onWed)
12.35 pm	6th lesson (except Sat) (12.20 onWed)
1.00	Parents may pick up Day Boys from 1.00pm (Sat only)
1.15	Lunch

MON/TUE/THU SUMMER

1.55	Reading Period
2.30	7th lesson
3.05	8th lesson
3.40	Games/Activities
5.20	Pick up time (but see * below)
5.30	Prep or PSHE

***Day boys are required to stay for PSHE and encouraged to stay for prep**

WED ALLYEAR

1.40	Break
2.15	Reading Period
2.50	Games/Activities
5.00	Pick up time (but see * below)
5.30	Prep or PSHE

***Day boys are required to stay for PSHE and encouraged to stay for prep**

MON/TUE/THU WINTER

1.55	As summer
2.30	Games/Activities
4.10	7th lesson
4.45	8th lesson
5.20	as summer
5.30	as summer

FRI ALLYEAR

1.55	Reading
2.30	7th lessons
3.05	Games/Activities
5.00	as Wed
5.30	as Wed

6.10	Supper
6.50	Free time (Prep on Tue/Thu)
7.30	Bottom Floor up to Dorms (7.45 in summer term)
8.00	Top Floor up to Dorms (8.15 in summer term)

PROGRAMME FOR B6M

7.45 am	Breakfast
8.25	All Day Boys should be in by now
8.30	Chapel (Tue,Wed, Thu, Fri), Assembly (Mon) Chapel Practice (Sat)
8.45	Form Teachers' period (except Mon,Wed and Sat)
9.00	1st lesson (8.45 onWed)
9.35	2nd lesson (9.20 onWed)
10.10	3rd lesson (9.55 onWed)
10.45	Break (10.30 onWed)
11.25	4th lesson (11.10 onWed)
12.00 noon	5th lesson (11.45 onWed)
12.35 pm	6th lesson (except Sat) (12.20 onWed)
1.00	Parents may pick up Day Boys from 1.00pm (Sat only)
1.15	Lunch (1.00 onWed)

MON/TUE/THU SUMMER

1.55	Reading Period
2.30	7th lesson
3.05	8th lesson
3.40	Games/Activities
5.20	Pick up time
5.30	Prep

WED ALLYEAR

1.40	Break
2.15	Reading Period
2.50	Games/Activities
5.00	Pick up time
5.30	Prep (B5PActivities)

MON/TUE/THU WINTER

1.55	as summer
2.30	Games/Activities
4.10	7th lesson
4.45	8th lesson
5.20	Pick up time
5.30	Prep

FRI ALLYEAR

1.55	Reading Period
2.30	7th lesson
3.05	Games/Activities
5.00	Pick up time
5.30	Activities

N.B. Day boys are encouraged to stay for Prep

6.10	Supper
6.50	Free time (Prep on Thu)
7.30	Bottom Floor up to Dorms (7.45 in summer term)
8.00	Top Floor up to Dorms (8.15 in summer term)

PROGRAMME FOR B6D & B5P

7.45 am	Breakfast
8.25	All Day Boys should be in by now
8.30	Chapel (Tue,Wed, Thu, Fri), Assembly (Mon) Chapel Practice (Sat)
8.45	Form Teachers' period (except Mon,Wed and Sat)
9.00	1st lesson (8.45 onWed)
9.35	2nd lesson (9.20 onWed)
10.10	3rd lesson (9.55 onWed)
10.45	Break (10.30 onWed)
11.25	4th lesson (11.10 onWed)
12.00 noon	5th lesson (11.45 onWed)
12.35 pm	Lunch (except Sat) (11.45 onWed)
1.00	Parents may pick up Day Boys from 1.00pm (Sat only)

MON/TUE/THU SUMMER

1.20	6th lesson (Prep on Mon)
1.55	Reading Period
2.30	7th lesson
3.05	8th lesson
3.40	Games/Activities
5.20	Pick up time
5.30	Prep (Activities on Mon)

WED ALLYEAR

1.05	Prep
1.40	Break
2.15	Reading Period
2.50	Games/Activities
5.00	Pick up time
5.30	Prep (B5PActivities)

MON/TUE/THUWINTER

1.20	as summer
1.55	as summer
2.30	Games/Activities
4.10	7th lesson
4.45	8th lesson
5.20	Pick up time
5.30	as summer

FRI ALLYEAR

1.20	6th lesson
1.55	Reading Period
2.30	7th lesson
3.05	Games/Activities
5.00	Pick up time
5.30	Activities

6.10	Supper
6.50	Free time (B6D Prep on Thu)
7.30	Bottom Floor up to Dorms (7.45 in summer term)
8.00	Top Floor up to Dorms (8.15 in summer term)

PROGRAMME FOR Cs

7.45 am	Breakfast
8.25	All Day Boys should be in by now
8.30	Chapel (Tue, Thu, Fri), Assembly (Mon) Chapel Practice (Sat), Swimming (Wed)
8.45	Form Teachers' period (Tue, Thu, Fri)
9.00	1st lesson (Wed Swimming)
9.35	2nd lesson (Wed Swimming)
10.10	3rd lesson (Wed 9.55, 1st lesson)
10.45	Break (Wed 10.30)
11.25	4th lesson (Wed 11.10, 2nd lesson)
12.00 noon	5th lesson (Wed 11.45, 3rd lesson)
12.35 pm	Lunch (except Sat) (Wed 12.20)
1.00	Parents may pick up Day Boys from 1.00pm (Sat only)

MON/TUE/THU SUMMER

1.20	Prep
1.55	6th lesson
2.30	7th lesson
3.05	Cs Games
4.10	Pick up time
4.30	Reading Period
4.50	TV

WED ALLYEAR

1.05	Prep
1.40	Break
2.15	Reading Period
2.50	Games/Activities
4.00	Pick up time

MON/TUE/THU WINTER

1.20	Prep
1.50	Games/Activities
3.00	6th lesson
3.35	7th lesson
4.10	Pick up time
4.30	Reading Period
4.50	TV

FRI ALLYEAR

1.20	6th lesson
1.55	7th lesson
2.30	8th lesson
3.05	Games & Activities
4.00	Pick up time

5.30	Evening activities for Boarders (Day Boys may stay by arrangement)
6.10	Supper
6.45	Free time
7.30	Up to dorms (7.45 in the summer)

PROGRAMME FOR CHESTNUTS

8.25	All Day Boys should be in by now
8.30	Chapel (Wed)
	1st lesson (Mon, Tue, Thu, Fri)
9.30	2nd lesson
10.10	Break
10.45	3rd lesson
11.25	4th lesson
12.20 pm	Lunch
1.00 pm	Break
1.30	5th lesson
2.15	6th lesson
3.00	Drink and biscuit
3.30	Pick up time
3.30	Chestnut activities
4.30	Reading period
5.00	Freetime
5.30	Boys must be collected by now

SATURDAYS (optional)

Hobbies and Activities (Finish at 12.35 pm)

Notes



LOCKERS PARK

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Lockers Park is a Charitable Education Trust administered by a Board of Governors, is a member of IAPS and accredited by ISC. Registered Charity Number: 311061

