



# GRACE DIEU MANOR SCHOOL

## PROSPECTUS SUPPLEMENT 2016 – 2017

**Headmaster:** Peter Fisher MA (Ed. Res.) MA (Ed. Mang.) BA (Hons) PGCE (Cantab)

*Mr Peter Fisher became Headmaster of Grace Dieu in September 2014. He was educated at St Mary's University College and Cambridge University and holds degrees in Theology, Educational Management and Catholic School Leadership.*

*Peter is married to Rachel and they have two sons at Grace Dieu.*



### GRACE DIEU STAFF AND GOVERNORS

#### GOVERNORS:

Dr S Bradley  
Mr M Collins  
Mrs H Cross  
Mr P Fantham  
Mr D Finn  
Mr Richard Gamble - Chair of Governors  
Mr E Gamble  
Fr P Gillham  
Mr P Harlow  
Mr E Lallo  
Miss K Lester  
Mr E de Lisle

#### TEACHING STAFF:

Mrs S Allen – Nursery Nurse  
Miss O Ash – Year 1 Teacher  
Mrs L Baker – Year 2 Teacher  
Mrs E Breen – Year 1 Teacher  
Miss H Blencoe – Subject Leader PE & Games  
Mrs J Broadley – Swans Teacher  
Mrs F Burley – Year 3 Teacher  
Mrs C Clarke – Nursery Nurse  
Mrs N Dexter – Nursery Manager & EYFS Lead  
Mrs H Doheny – Nursery Nurse

#### SENIOR STAFF:

**Mr P S Fisher** - Headmaster  
**Mrs N Dexter** – Nursery Manager & EYFS Lead  
**Mrs M Kewell** – Deputy Head & Asst. Chaplain  
**Mrs A Tallett** – Curriculum Manager

Miss S Garrod – Learning Support  
Mrs G Gregory – Nursery Nurse  
Mrs S Jelley – Year 1 (Maternity Cover)  
Mrs M Kewell – Deputy Head & Asst. Chaplain  
Mrs S Norris – Year 5 Teacher  
Miss K Tye – Music Teacher  
Mrs C Maher – Year 6 Teacher  
Mr T Markham – Year 5 Teacher  
Mrs E McDermott – Year 4 Teacher (Lead)  
Mr J Oldham – Year 6 Teacher  
Mr R Pickersgill – Boys' Games

#### SCHOOL STAFF:

Miss K Alderman – School Sister  
Mrs J Allan – Head of Housekeeping  
Miss A Barbour - Receptionist  
Mr A Bell – Head of Grounds  
Mr R Blaza – Head of Maintenance  
Mr C Dawson – Head of Catering  
Mrs C Harvey – Accounts & Admin Manager  
Mrs R Iley – Headmaster's PA and Registrar  
Mrs S Kearn – Marketing Manager  
Fr D Labartette I.C. – School Chaplain  
Mr D Small – Estates & General Manager  
Mrs K Stapley - Receptionist  
Mrs K Styring – Accounts Assistant

Mrs E Scattergood – Year 3 Teacher  
Miss N Shutt – Learning Support Assistant  
Mrs A Simpson – Nursery Nurse  
Mrs A Tallett – Year 4 Teacher & Curriculum Manager  
Mme C Tatton – French, Spanish & Outdoor Learning Co-ordinator  
Mrs S Taylor – SENDCO  
Mrs L Woolley - Nursery Nurse

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[Facebook.com/gracedieumanorschool](https://www.facebook.com/gracedieumanorschool)



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Updated: 1<sup>st</sup> September 2016

## SCHOLARSHIP AWARDS 2016

Pupil	Type	School	Award
Lottie Whyte	11 +	Denstone College	All Round Exhibition
Henry Barton-Smith	11 +	Foremarke	Drama Scholarship
Matthew Lo	11 +	King Edward's Birmingham	Academic Scholarship
Precious-Pearl Odunmbaku	11 +	Loughborough High School	Academic Scholarship
Precious-Pearl Odunmbaku	11 +	Ratcliffe College	Academic Scholarship
William Jackson	13 +	Dixie Grammar School	Sports Scholarship
Jamie Thompson	13 +	Dixie Grammar School	Academic Scholarship
Edward Farmer	13 +	Repton	CB Fry Exhibition
Kristia Gabriel	13 +	Repton	Tuition Award (Voice)
Joseph Riley	13 +	Repton	ICT Scholarship
Reims Wright	13 +	Repton	CB Fry Exhibition
Benjamin Bridge	13 +	Trent	Sports Scholarship
Poppy Cross	13 +	Uppingham	Music Scholarship

**Typical Destination Schools for Year 6 pupils include:** Abbotsholme School, Ashby School, Derby High School, Derby Grammar School, Dixie Grammar School, Loughborough Grammar School, Loughborough High School, Manor House School, Nottingham High School, Our Lady's Convent School, Ratcliffe College, Trent College.

### A CATHOLIC SCHOOL

At the heart of a Catholic school is a mission, an educational philosophy that goes far beyond pupils acquiring a particular set of skills or an array of academic achievements. The pursuit of academic excellence is encouraged at Grace Dieu, though not in isolation or exclusively. The formation of the whole child – that is, the intellectual, the spiritual and the emotional – sets our educational provision apart. We anchor all we do in our belief that God has created each and every person in and through love and that Christ is at the centre of our educational enterprise. We believe that each pupil is imbued with immeasurable worth, purpose and potential; that our pupils' 'gifts' are God given. As such a Catholic education takes on a moral imperative, as we are tasked with nurturing those gifts and abilities in order that our pupils are able to discern and discover what it is that God has called them to do - their vocation in life.

Grace Dieu was founded by the Rosminian Fathers (formally known as The Institute of Charity) in 1933. The Fathers' gift and legacy to the School is very much the hallmark of our education today, that of being 'in communion' with one another. Our sense and understanding of community is characterised best in our extolling of key Christian virtues or Gospel Values: love, compassion, generosity, charity and forgiveness. This 'spirituality' is palpable within the relationships between staff and pupils and in the relationships pupils have with each other; indeed, it permeates all we do.



For our Catholic families the faith of the School, which is expressed and shared in all we do, is cherished. We are not a majority Catholic School and warmly welcome non-Catholic and non-Christian families who are in sympathy with our educational style and ethos; indeed we are the richer for it. All parents at Grace Dieu (religious and non-religious alike) acknowledge the fact that God is openly talked about and worshipped; they know a warm invitation to share in the spiritual life of the School is encouraged. The faith of the School is integral, defining who we are and the fact that our faith is sympathetically and empathetically embraced by all is both reassuring and affirming of all that we seek to do.

### SCHOOL TERM DATES

Autumn Term 2016		Spring Term 2017		Summer Term 2017	
Staff Inset	Thursday and Friday 1 and 2 September	Staff Inset	Friday 6 January	Staff Inset	Friday 21 April
Term Begins	Monday 5 September	Term Begins	Monday 9 January	Term Begins	Monday 24 April
Half Term	Monday 17 October - Friday 28 October	Half Term	Monday 13 February – Friday 17 February	May Day Bank Holiday	Monday 1 May
Term Ends	Friday 16 December	Term Ends	Wednesday 31 March	Half Term	Monday 29 May – Friday 2 June
				Term Ends	Friday 7 July

## MORNING TRANSPORT SERVICE

For parental convenience we have two minibus services operating from local villages. All enquiries for this mornings-only service should be directed to Mrs. Harvey, Accounts & Admin Manager (accounts@gracedieu.com). Please note that minibus routes may be adapted to suit changing parental requirements from time to time.

Route A (North East)	Pick Up Point	Departure Time
Rempstone	Pull in near the Village Hall	7.45 am
Wymeswold	Lay-by The Hammer and Pincers	7.50 am
Zouch – Grace Dieu	Rose and Crown Car Park	8.10 am
Route B (South East)	Pick Up Point	Departure Time
Rothley	The Red Lion Pub Car Park	7.50 am
Cropston	Station Road	8.05 am
Cropston – Grace Dieu	Bradgate Park Car Park (Cropston end)	8.10 am

## ADMISSION PROCEDURES

**Early Years Foundation Stage (Age 3-5):** Children can join Cygnets the year before they start School in Reception (when they are 3+) Children with birthdays after August 31<sup>st</sup> can join our onsite Nursery and then transfer to Cygnets when they are old enough to do so. Entry is by report (if applicable) and a Pre-School visit. Morning and afternoon sessions are available for Cygnets (3-4 year olds). Swans (4-5 year olds) attend full-time.

**Years 1 and 2 (5-7 year olds):** Entry is by report from current School and informal assessment.

**Junior Prep (7-11 year olds):** Entry into Years 3, 4, 5, and 6 is by interview and report from current School and successful performance in the entrance examinations.

**Registration Fee:** A registration fee of £75 is payable for all pupils applying to enter Grace Dieu at all levels. This covers the cost of administration and is non-refundable. Payment of the registration fee does not guarantee entry, nor does it constitute a contract of admission into the School.

**Deposit/ Fees:** On acceptance of an offer, a deposit of £200 is payable. The deposit is non-refundable if the pupil subsequently fails to take up the place. Fees are payable monthly (10x instalments) or termly by Direct Debit. The deposit will be held until the pupil leaves and may be used to offset any charges incurred. Any balance remaining will be refunded at that time.

## FINANCIAL INFORMATION for the School Year 2016-2017

Junior Prep	Per Term £	Per Annum £
Years 3 - 6	3,502	10,506
Pre-Preparatory	Per Term £	Per Annum £
Swans (Age 4+) - Year 2	3,327	9,981

### NB. All School Fees include:

- supervision from 8am – 6pm
- mid-morning and after-School snack
- a two course lunch
- books and stationery
- please note that refunds cannot be made by the School for absences
- Pupil Accident Insurance

### Discounts

**Siblings** – A discount of 10% is offered for the fees of the second child at the School and 20% for the fees of the third and subsequent children

**Childcare Vouchers** – Your employer may offer a Salary Sacrifice Scheme. We accept these vouchers to use as part payment of fees from a wide range of providers such as Busy Bees, Sodexo, Eden Red etc.

**HM Forces** – Serving members receive a discount of 10% off the fees

### Optional Extras

**Individual Music Tuition, Speech and Elocution lessons and Learning Support.** These are all charged at £21.90 for a 30 minute session. **NB A full term's notice in writing is required to discontinue all individual lessons.** Extra tuition is invoiced in arrears at the end of each term and taken by Direct Debit.

### Cygnets Children

**Morning or afternoon sessions available (8am – 1pm £26.00 or 1pm – 6pm £25.00)**

**Daily Charge (8am – 6pm £45.00) or (8am – 4pm £42.00)**

**Payment of fees** will be calculated on a termly basis and must be paid by Direct Debit. Any extras will be billed separately at the end of each term and taken by Direct Debit. **All charges** include both lunch and break-time snacks.

### Insurance

The Pupil's Personal Accident Insurance Scheme is included in the fees.

The School offers a Fees Refund Scheme, which is for loss of fees through sickness, and is charged at 1.5% of fees and is offered on an 'Opt In' basis (applicable to full time pupils only).

The School does not accept any liability for the loss (by theft or negligence), or damage to pupils' personal property, or property on loan to them. We strongly recommend that parents check that their home contents policy provides adequate cover.

### Payment of Fees

**All fees and monies due from parents and guardians of pupils are due on or before the first day of the relevant term.** Payment of fees is only by Direct Debit, **either** on a termly basis (paid on the first day of each term), **or** by 10 equal monthly payments from September to June, on the 1<sup>st</sup> of the month. Please note that we cannot accept payment for fees in cash.

Failure to pay by the due date, unless other arrangements to pay have been formally agreed, will result in the application of an interest charge of 2% per month for the outstanding balance. Failure to make payment within 28 days of the due date will result in the matter being referred to the School's Debt Collection Agents, whose charge will be added to and payable with the invoice debt. At this point the School reserves the right to exclude the pupil(s) until all fees are paid.

### Notice of Leaving the School

**A full term's notice in writing (or a term's fees in lieu) must be given by parents or guardians before a pupil is withdrawn.** This notice should be received by the Headmaster on or before the first day of the new term. In the absence of due notice in writing, parents are liable for the full fee for the following term, this is a contractual obligation.

Governors traditionally review fees once a year and will endeavour to give at least one term's notice of any rise of fees; however, they reserve the right to impose a surcharge at any time in the event of a sudden and unforeseeable rise in School running costs.

#### Sample Lunch Menu

Jacket Potatoes  
Tuna and Sweetcorn  
Grated Cheese

#### Sandwiches/Salad Bar

Roast Pork  
Cauliflower Mornay  
Roast Potatoes  
Carrots

Jam Tart & Custard  
Fresh Fruit

#### SCHOOL FOOD

Our food is all cooked on site by our chef and served fresh to the children. In addition to an extensive two course lunch time menu, pupils also receive a drink and snack at break time and again after School. There are no additional charges for this – it is all included in the fees.

#### SCHOOL UNIFORM

Stevensons provide all our School uniform and a list is provided on the following pages as well as the Stevensons website. Orders can be placed on [www.stevensons.co.uk](http://www.stevensons.co.uk) for direct delivery to your home. **(Please remember to mark all uniform items clearly with your child's name).**

The Parents' Association also runs a 'Nearly New Shop' which opens on the 1<sup>st</sup> Wednesday of each month 8.30 - 9.30am.

GIRLS	BOYS
<b>Cygnets Schoolwear</b>	
<b>GRACE DIEU STRIPE BLOUSE LS (006932)</b> Available in STRIPES Sizes 20,22,24 <b>GRACE DIEU PULLOVER (006930)</b> Available in GREY Sizes 24,26 <b>GRACE DIEU PINAFORE (006931)</b> Available in GREY Sizes 20,22,24 <b>GRACE DIEU SUMMER DRESS (April – October)</b> Available in STRIPES <b>RESULT RAIN SUIT (006935)</b> Available in NAVY Sizes 3\4,5\6 <b>RESULT CHELTENHAM JACKET (006937)</b> Available in NAVY Sizes 3\4,5\6 <b>GRACE DIEU PRE PREP BACKPACK (007101)</b> One Size in NAVY <b>GRACE DIEU PRE PREP BOOKBAG (007103)</b> One Size in NAVY <b>2 PACK RED TIGHTS (000409)</b> Available in RED Sizes 2\3,3\5	<b>GRACE DIEU RED POLO (006929)</b> Available in RED Sizes 2\3,3\4 <b>GRACE DIEU PULLOVER (006930)</b> Available in GREY Sizes 24,26 <b>GREY DAY SHORTS PULL ON (000107) (April – October)</b> Available in GREY Sizes 21,22,23 <b>RESULT RAIN SUIT (006935)</b> Available in NAVY Sizes 3\4,5\6 <b>RESULT CHELTENHAM JACKET (006937)</b> Available in NAVY Sizes 3\4,5\6 <b>GRACE DIEU PRE PREP BACKPACK (007101)</b> One Size in NAVY <b>GRACE DIEU PRE PREP BOOKBAG (007103)</b> One Size in NAVY <b>GRACE DIEU BOYS LONG SOCKS (006972)</b> Available in GREY Sizes 6\8½,9\12
<b>Cygnets Sportswear</b>	
<b>GRACE DIEU RED POLO (006929)</b> Available in RED Sizes 2\3,3\4 <b>GRACE DIEU NAVY SWEAT (006933)</b> Available in NAVY Sizes 2\3,3\4 <b>NAVY WOODBANK JOGPANTS (006934)</b> Available in NAVY Sizes 2\3,3\4 <b>NAVY POLY/COTTON SHORTS (000584) - Optional</b> Available in NAVY Sizes 20,22,24	<b>GRACE DIEU RED POLO (006929)</b> Available in RED Sizes 2\3,3\4 <b>GRACE DIEU NAVY SWEAT (006933)</b> Available in NAVY Sizes 2\3,3\4 <b>NAVY WOODBANK JOGPANTS (006934)</b> Available in NAVY Sizes 2\3,3\4 <b>NAVY POLY/COTTON SHORTS (000584) - Optional</b> Available in NAVY Sizes 20,22,24
<b>Pre-Preparatory (Swans Year 1 &amp; 2) - Schoolwear</b>	
<b>GRACE DIEU GIRLS BLAZER (006940)</b> Available in NAVY Sizes 24,26,28,30 <b>GRACE DIEU STRIPE BLOUSE LS (006932)</b> Available in STRIPES Sizes 22,24,26,28,30 <b>GRACE DIEU PULLOVER (006930)</b> Available in GREY Sizes 24,26,28,30 <b>GRACE DIEU PINAFORE (006931)</b> Available in GREY Sizes 22,24,26,28,30 <b>GRACE DIEU SUMMER DRESS ( April – October)</b> Available in STRIPES <b>RESULT RAIN SUIT (006935)</b> Available in NAVY Sizes 3\4,5\6,7\8 <b>RESULT CHELTENHAM JACKET (006937)</b> Available in NAVY Sizes 3\4,5\6,7\8,9\10 <b>GRACE DIEU PRE PREP BACKPACK (007101)</b> One Size in NAVY <b>GRACE DIEU PRE PREP BOOKBAG (007103)</b> One Size in NAVY <b>3 PACK WHITE SOCKS (000375)</b> Available in WHITE Sizes 9\12,12\3½ <b>2 PACK RED TIGHTS (000409)</b> Available in RED Sizes 3\5,5\7,7\9	<b>GRACE DIEU BOYS BLAZER (006939)</b> Available in NAVY Sizes 24,26,28,30 <b>WHITE SHIRTS LONG SLEEVE (000079)</b> TWIN PACK Sizes 11,11½,12,12½,13 <b>WHITE SHIRTS SHORT SLEEVE (000080) - Optional</b> TWIN PACK Sizes 11,11½,12,12½,13 <b>GRACE DIEU PULLOVER (006930)</b> Available in GREY Sizes 24,26,28,30 <b>GREY DAY SHORTS PULL ON (000107) or</b> Available in GREY Sizes 21,22,23,24,25,26 <b>DAY SHORTS ZIP/CLIP (005746) (April – October)</b> Available in GREY Sizes 25,26,27 <b>GRACE DIEU ELASTICATED TIE (006941)</b> One Size in STRIPES <b>RESULT RAIN SUIT (006935)</b> Available in NAVY Sizes 3\4,5\6,7\8 <b>RESULT CHELTENHAM JACKET (006937)</b> Available in NAVY Sizes 3\4,5\6,7\8,9\10 <b>GRACE DIEU PRE PREP BACKPACK (007101)</b> One Size in NAVY <b>GRACE DIEU PRE PREP BOOKBAG (007103)</b> One Size in NAVY <b>GRACE DIEU BOYS LONG SOCKS (006972)</b> Available in GREY Sizes 9\12,12\3½
<b>Pre-Preparatory (Swans Year 1 &amp; 2) - Sportswear</b>	
<b>GRACE DIEU RED POLO (006929)</b> Available in RED Sizes 3\4,5\6,7\8 <b>GRACE DIEU NAVY SWEAT (006933)</b> Available in NAVY Sizes 3\4,5\6,7\8 <b>NAVY WOODBANK JOGPANTS (006934) or</b> Available in NAVY Sizes 3\4,5\6,7\8 <b>NAVY POLY/COTTON SHORTS (000584)</b> Available in NAVY Sizes 22,24,26,28 <b>MEDALIST SWIMSUIT and RED SWIM HAT</b>	<b>NAVY WOODBANK JOGPANTS (006934) or</b> Available in NAVY Sizes 3\4,5\6,7\8 <b>NAVY POLY/COTTON SHORTS (000584)</b> Available in NAVY Sizes 22,24,26,28 <b>GRACE DIEU RED POLO (006929)</b> Available in RED Sizes 3\4,5\6,7\8 <b>ZIKA SWIM SHORTIES</b>

### Junior Prep (Years 3-6) Schoolwear

<p><b>GRACE DIEU GIRLS BLAZER (006940)</b> Available in NAVY Sizes 28,30,32,34,36</p> <p><b>GRACE DIEU STRIPE BLOUSE LS (006932)</b> Available in STRIPES Sizes 28,30,32,34,36</p> <p><b>GRACE DIEU SUMMER DRESS ( April – October)</b> Available in STRIPES – Years 3-6</p> <p><b>GRACE DIEU PULLOVER (006930)</b> Available in GREY Sizes 28,30,32,34,36,38</p> <p><b>GRACE DIEU SEWN DOWN PLEAT SKT (006991)</b> Available in GREY Sizes 22,24,26,28,30,32</p> <p><b>RESULT RAIN SUIT (006935)</b> Available in NAVY Sizes 7\8,9\10,11\12</p> <p><b>RESULT CHELTENHAM JACKET (006937)</b> Available in NAVY Sizes 7\8,9\10,11\12,XS</p> <p><b>GRACE DIEU PREP BACKPACK (007102)</b> One Size in NAVY</p> <p><b>2 PACK GREY TIGHTS (000405)</b> Available in GREY</p>	<p><b>GRACE DIEU BOYS BLAZER (006939)</b> Available in NAVY Sizes 28,30,32,34,36,38</p> <p><b>WHITE SHIRTS LONG SLEEVE (000079) or</b> TWIN PACK Sizes 12,12½,13,13½,14,14½</p> <p><b>WHITE SHIRTS SHORT SLEEVE (000080)</b> TWIN PACK Sizes 12,12½,13,13½,14,14½</p> <p><b>GRACE DIEU PULLOVER (006930)</b> Available in GREY Sizes 28,30,32,34,36,38</p> <p><b>BOYS GREY TROUSERS ZIP/CLIP (000122) or</b> Available in GREY Sizes 6\7,7\8,8\9,9\10,10\11,11\12,12\13</p> <p><b>GREY SNR BELTED TROUSER (000127)</b> Sizes 25,26,27,28 in L,R,S</p> <p><b>GRACE DIEU 45" TIE (006942) or</b> One Size in STRIPES</p> <p><b>GRACE DIEU 52" TIE (006943)</b> One Size in STRIPES</p> <p><b>RESULT RAIN SUIT (006935)</b> Available in NAVY Sizes 7\8,9\10,11\12</p> <p><b>RESULT CHELTENHAM JACKET (006937)</b> Available in NAVY Sizes 7\8,9\10,11\12,XS</p> <p><b>GRACE DIEU PREP BACKPACK (007102)</b> One Size in NAVY</p> <p><b>5 PACK CHARCOAL SOCKS (000165)</b> Available in CHARCOAL Sizes 12\13½,4\7, 7\11</p>
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### Junior Prep (Years 3-6) Sportswear

<p><b>GRACE DIEU GIRLS SPORTS POLO (006994)</b> Available in NAVY Sizes 26\28,30\32,34\36</p> <p><b>GRACE DIEU GIRLS SPORTS SKORT (006996)</b> Available in NAVY Sizes 22,24,26,28,30,32</p> <p><b>GRACE DIEU SPORTS HOODY (006998)</b> Available in NAVY Sizes 26\28,30\32,34\36,38\40</p> <p><b>NAVY FALCON TRACKPANTS (003773)</b> Available in NAVY Sizes 22\24,24\26,26\28,28\30,30\32,32\34,36\38</p> <p><b>GRACE DIEU SPORTS SOCKS (006992)</b> Available in NAVY Sizes 12\2,3\6,7\11</p> <p><b>GRACE DIEU KIT BAG (007084)</b> One Size in NAVY</p> <p><b>MEDALIST SWIMSUIT and RED SWIM HAT</b></p>	<p><b>GRACE DIEU BOYS SPORTS POLO (006993)</b> Available in NAVY Sizes 26\28,30\32,34\36,38\40</p> <p><b>GRACE DIEU REVERSIBLE GAMES TOP (006997)</b> Available in NAVY Sizes 26\28,30\32,34\36,38\40</p> <p><b>GRACE DIEU BOYS SPORTS SHORTS (006995)</b> Available in NAVY Sizes 24\26,28\30,32,34</p> <p><b>GRACE DIEU SPORTS HOODY (006998)</b> Available in NAVY Sizes 26\28,30\32,34\36,38\40</p> <p><b>NAVY FALCON TRACKPANTS (003773)</b> Available in NAVY Sizes 22\24,24\26,26\28,28\30, 30\32,32\34,36\38</p> <p><b>GRACE DIEU SPORTS SOCKS (006992)</b> Available in NAVY Sizes 12\2,3\6,7\11</p> <p><b>GRACE DIEU KIT BAG (007084)</b> One Size in NAVY</p> <p><b>ZIKA SWIM SHORTIES</b></p> <p><b>CRICKET KIT (Summer Term) WHITE CRICKET TROUSERS and SHORT SLEEVED CRICKET SHIRT, CRICKET SLIPOVER (optional)</b></p>
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#### Additional items required – available from a shop of your choice:

ALL CHILDREN - **Black shoes** (not trainer styles) for all pupils and **Training Shoes** (Velcro fastening for Pre-Prep) Wellingtons  
 GIRLS – Must wear tights (red for Pre-Prep, grey for Junior Prep) with the winter uniform and white socks with the summer uniform.  
 SPORT - The School Games kit is worn for both PE and Games' lessons and the following safety equipment will be required for

specific activities:

- Shin pads (Football and Hockey)
- Gum Shield (Rugby, Hockey)
- Box (Cricket)

Football Boots are necessary for Rugby and Football and may also be worn for Hockey. Trainers should be predominantly white, with non-marking soles. Swimming costumes and swimming shorts should be navy blue and girls are required to wear a red swimming cap.

#### Hair - length and style

Girls' hair must be tied back neatly, hair accessories must be red (colouring and braiding is not permitted). Jewellery is not allowed except simple wristwatches and, where necessary, discreet ear studs for girls. Boys' hair must be neat with no extremes of style or length. **The School will be the judge of what is acceptable or not.**

## FREQUENTLY ASKED QUESTIONS - PRE-PREPARATORY DEPARTMENT (Cygnets – Year 2)

### JOINING THE SCHOOL

**Do you take Childcare Vouchers?** Yes, we accept childcare vouchers from a variety of providers.

**When can my child join Grace Dieu?** Children can join Cygnets the year before they start School in Reception (when they are 3+) Children with birthdays after August 31<sup>st</sup> can join our onsite Nursery and then transfer to Cygnets. Older children may join at any time by agreement.

**What are Cygnets and Swans?** Cygnets are our children aged 3+. Swans are the children in our Reception Classes (aged 4+)

**Will my child have to pass an entrance exam?** Cygnets and Swans (nursery and 4+) children do not require an assessment. They will be invited for a 'Pre-School Visit' to familiarise themselves with our environment. Our preference is that children are toilet-trained before they join the School, and we need to be reassured that they are ready to integrate into the School community. If they are not, then we would suggest a sensible delay before joining the School. For children entering **Years 1 and 2**, we require children to have a Maths and English assessment, so that we can gauge their level and whether a child will be happy and thrive at Grace Dieu.

### THE SCHOOL DAY - How is the School day structured?

**Care and supervision is offered at Grace Dieu from 8am until 6pm.** The formal School day starts at 8.55am and finishes at 3.30pm. Cygnets may come part-time (mornings/afternoons) or full-time according to availability and the parents' preference. Swans, Year 1 and Year 2 children attend full time.

**What is Tiffin Club?** Tiffin is a supervised, after School activity programme provided for children who stay after 4pm. This is included in the fees, A small tea is provided.

### FINANCIAL MATTERS

**What is included in the fees?** Our termly fees are all inclusive of childcare including before and after School care from 8am-6pm during term time. This includes all meals and snacks.

**Are there any additional expenses?** The only additional items you will need to pay for are:

- School uniform
- Optional individual Music lessons
- Learning Support lessons as agreed by parents and School
- Optional Breakfast Club starting at 7.30 am
- An optional sickness insurance policy for Full Time Pupils
- Optional Speech and Drama lessons
- School trips (approximately 2 per term, and we keep costs to a minimum)

**How can I pay the fees?** The fees may be paid either termly or by 10 equal monthly payments and must be paid by Direct Debit. Any extras (for instrumental lessons, or School trips for instance) will be billed separately at the end of each term and taken by Direct Debit.

### GENERAL QUERIES

**What are staffing ratios and average class sizes?** In Cygnets, the School operates a staff/child ratio of 1:8 unless special circumstances apply. In Swans and above, there are often 2 classes per year group with small class sizes.

**What meals are provided?** A morning snack and drink are provided each day. A broad and varied menu is available at lunchtime in our School dining room. Reasonable special dietary requirements can be catered for. Children staying after 4pm receive a drink and healthy snack.

**Can my child use the Breakfast Club?** Yes. This is currently charged termly at £3.00 per day. (Contact Mrs Harvey, Accounts & Admin Manager, for more details) [accounts@gracedieu.com](mailto:accounts@gracedieu.com)

**Can my child use the School minibus service?** If your child is in Year 1 or above they may use the morning minibus service. This service is charged for termly at a current cost of £2.75 per day.

**Do you have any facility for holiday care?** 'Activate Sport' offers opportunities for Grace Dieu children (Year 1 and above) to enjoy a range of activities on the School site during some holiday periods. Details of this are available on their website [www.activatesport.co.uk](http://www.activatesport.co.uk). We are also able to offer some in-house holiday care for our children up to Year 2 during holiday times on a first-come-first-served basis.

## FREQUENTLY ASKED QUESTIONS – JUNIOR PREP (Years 3 – 6)

### JOINING THE SCHOOL

**Will my child have to sit an entrance exam?** Yes, an assessment in Maths and English will be required to ensure that your child will be happy in this environment were he/she to join us. The assessment is carried out when your child spends a familiarisation day or half day with us. We ensure that the visit is an enjoyable occasion and not all about the test. We also request a report from your child's current School.

### THE SCHOOL DAY - How is the School day structured?

Care and supervision is offered at Grace Dieu from 8am until 6pm. Children must be in School by 8.30am for statutory registration when the formal School day begins. Morning Prayer, Assembly or PSHCE are followed by other lessons at 9am. For **Years 3, 4, 5 & 6** the academic day finishes at 4pm followed by a light tea for those staying on. Prep/After School activities run from 4.15pm to 5pm

### FINANCIAL MATTERS

#### What do the termly fees cover?

- The whole educational experience that Grace Dieu provides
- Care and supervision from 8am until 6pm each day, including After-School clubs
- All meals, including morning or afternoon snacks/drinks
- All books and stationery

**Are there any additional expenses not included in the termly fees?** The only additional items you will need to pay for are:

- School uniform
- School trips (approximately 2 per term, and we keep costs to a minimum)
- Optional individual music lessons
- Optional speech and drama lessons
- If, in the judgement of the School, your child requires 1:1 or 1:2 tuition to support him/her in specific learning difficulties, then there is a charge for this, once Parents have agreed to the strategy
- If your child uses the morning mini bus service
- Optional sickness insurance policy
- Optional Breakfast Club starting at 7.30 am

**How can I pay the fees?** The fees may be paid either termly or 10 equal monthly instalments and must be paid by Direct Debit. Any extras will be billed separately at the end of each term and taken by Direct Debit.

**Do you take Childcare Vouchers?** Yes, we accept childcare vouchers from a variety of providers.

### GENERAL QUERIES

**What is the average class size?** In all year groups, there are normally 2 classes which are deliberately kept small.

**What meals are provided?** A morning snack and drink is provided each day at break time. A broad and varied two course menu is available at lunchtime in our School dining room. Reasonable special dietary requirements are catered for. Children staying after 4pm will receive a drink and a snack.

**Can my child use the Breakfast Club?** Yes. This is currently charged termly at £3.00 per day. (Contact Mrs Harvey, Accounts & Admin Manager, for more details) [accounts@gracedieu.com](mailto:accounts@gracedieu.com)

**Can my child use the School minibus service?** Yes. This is currently charged termly at £2.75 per day. (Contact Mrs Harvey, Accounts & Admin Manager, for more details) [accounts@gracedieu.com](mailto:accounts@gracedieu.com)

**Are there any after School activities?** Yes. We run a rich variety of after School activities which vary throughout the School year - these are available at no extra cost

**Do you have any facility for holiday care?** 'Activate Sport' offers opportunities for Grace Dieu children (Year 1 and above) to enjoy a range of activities on the School site during some holiday periods. Details of this are available on their website [www.activatesport.co.uk](http://www.activatesport.co.uk). We are also able to offer some in-house holiday care for our children up to Year 2 during holiday times on a first-come-first-served basis.



## STANDARD TERMS AND CONDITIONS

### 1. Grace Dieu Manor School

- a) **The School** is Grace Dieu Manor School, acting by its governing body and charity trustees as now or in the future constituted. It is assumed that a child entering the School as a pupil will, in due course and subject to conduct and academic attainments, complete the course of studies.
- b) **The Headmaster** is the person appointed by the governing body to be responsible for the pupil and includes those to whom any of the duties of the Headmaster or governing body have been responsibly delegated.
- c) **The Parent/s** are those referred to at clause 4(c) of these terms and conditions individually and jointly. Parents are expected to give their support and encouragement to the aims of the School and to uphold and promote its good name; to continue the pupil's education at home and to ensure that the pupil maintains appropriate standards of punctuality, behaviour, diligence, language, dress, appearance and discipline.
- d) **Our Aims:** In particular, Grace Dieu aims to:
- Ensure that The 5 Areas of Development and Growth considered by our founder, Antonio Rosmini, to be at the heart of a good, well-rounded education are successfully fostered from the Nursery upwards, within a framework of excellent pastoral care.
  - Be a School in which every pupil is known and valued personally.
  - Ensure that there is a joy in living and learning amongst the pupils and a joy in the giving of this ('witness') from all in our Community which is exemplified from those who lead the School.
  - Be a School in which pupils can grow and develop with confidence; where children and adults alike respond to the ethos of faith, encouragement and praise, which is the hallmark of the education at Grace Dieu.
  - Have our visitors sense that a quiet faith underpins the life of the School; that a tangible and timeless spirituality permeates the industry and rhythm of the day.
- e) **Ethos:** The School was established by the Rosminian Fathers and is conducted in accordance with the tenets of the Roman Catholic faith. While pupils and their parents are not required to be Roman Catholics, they are required to accept the School's commitment on this matter.
- f) **Changes at the School:** A successful School must initiate and respond to change. The offer of a place and its acceptance is given on the basis that, in the interests of the School as a whole, reasonable changes may be made from time to time to these standard terms and conditions, to the size and location of the School, to its premises and facilities, to the academic and games curriculum and the structure and composition of classes and the way the School is run, to the length of the School terms and the School day and to any other aspect of the School. Fee levels will be reviewed at least once every year and there will be reasonable increases from time to time. Reasonable efforts will be made to ensure that parents are given adequate notice of any significant changes of policy or routine which are likely to affect the School community as a whole. Where appropriate, parents may be consulted in advance of such changes.
- g) **The Standard Terms and Conditions:** We believe that these standard terms and conditions reflect the customs and practice of independent schools for many generations. The rules about change and about notice and fees in lieu of notice and the other rules set out below are provided in good faith. They promote stability, forward planning and the proper resourcing and development of the School. They help also to protect parents and members of the governing body from fees increases and liabilities caused by the defaults of others. Any waiver is effective only if given in writing by the Headmaster personally, who will have the decision agreed by the Governing Body.

### 2. Care and Good Discipline

- a) **Parents' Authority:** The parents authorise the Headmaster while in loco parentis to take and/or authorise in good faith all decisions that safeguard and promote the welfare of the pupil. Parents' consent to such physical contact with the pupil as may be lawful, appropriate and proper for teaching and to provide comfort to a pupil in distress or to maintain safety and good order. (Corporal punishment is not used.) Parents' consent also to emergency medical treatment, including general anaesthetic and operation under NHS or at a private hospital where certified by a doctor necessary for the welfare of the pupil and if parents cannot be contacted in time. Permission for School trips is assumed as given.
- b) **Attendance:** The pupil is expected to take a full part in the activities of the School, to attend on each School day, to work hard and to be well-behaved. All pupils save those who are excused on religious grounds will receive education appropriate to age about health, smoking, alcohol, sex and drugs.
- c) **The Pupils' Health:** Parents must inform the Headmaster if the pupil has any known medical condition, health problem or allergy or will be unable to take part in games or sporting activities or has been in contact with infectious diseases. The pupil must not be sent to School if unwell.
- d) **Conduct of the School:** We attach importance to courtesy, manners and discipline. The Headmaster is responsible for the care and good discipline of pupils while they are in the charge of the School or its staff and for the day-to-day running of the School and its curriculum. The Headmaster is not responsible, unless negligent, for a pupil who absents him/herself from the School in breach of School

rules and discipline. There is an anti-bullying policy, which will be enforced by expulsion if necessary. It is a condition of remaining at the School that parents and the pupil accept the School regime and the rules about the correct wearing of School uniform and as to appearance and dress and the rules of School discipline that apply from time to time.

### 3. Admission and Entry to the School

- a) **Registration:** Pupils will be considered for admission and entry to the School when the registration form has been completed and returned to us and the non-refundable registration fee has been paid. Admission is at the discretion of the Headmaster.
- b) **Offer of a Place and Deposit(s):** If a place is offered, the deposit will be payable when parents accept the offer. Details of deposits are laid out in each Fees List. The deposit will be repaid by means of a credit without interest to the final payment of fees or other sums due to the School when the pupil leaves the School. Until credited it will form part of the general funds of the School.

### 4. Fees and Extras

- a) **Items covered:** "Fees" cover tuition within the normal curriculum including class music, drama and games together with meals, most books and stationery. Other items incurred by the School or the pupil may be charged as "extras". The Pupil is for these purposes agent of the parents. "Damage" done by a pupil, other than fair wear and tear, may be separately invoiced and must be paid as an extra.
- b) **Payment of Fees and extras:** Fees are paid by Direct Debit either termly or on the first day of each month from September to June inclusive. Any extras, including school trip charges and extra tuition will be invoiced at the end of each term and payment taken by a separate Direct Debit.
- c) **Responsibility for payment:** Fees are the joint and several responsibility of each person who has signed the Acceptance Form or who has parental responsibility for the pupil or has paid any fees or has knowingly returned the pupil to the School or given instructions in relation to the pupil. The School may withhold any information or property while fees are unpaid.
- d) **Unpaid Fees:** Interest calculated on a daily basis at 2% per month and all administration and legal costs will be charged in relation to fees, fees in lieu of notice and extras that are unpaid by the due date. It is agreed that the amount of all late payment charges should reflect the commercial rates that would be applied by a financial institution in a case of unauthorised and unsecured borrowing. Such charges will be recoverable by action if necessary.

The rules in clauses 4 and 5 of these terms and conditions are intended to protect those parents who pay fees on time and to safeguard the School and the governors and trustees against consequences of the defaults of others.

- e) **Instalment Arrangements:** An agreement by the School to accept instalment payment of fees by Direct Debit or any other arrangement for payment of fees by instalments will cease automatically in the event of default for 30 days or more. On cessation, the full amount of fees then due shall be payable forthwith as a debt and interest will be deemed to have accrued from the date that the fees fell due.
- f) **Payment Difficulties:** The Accounts & Admin Manager should be informed immediately if circumstances occur which mean that there may be difficulties in paying fees on time.

### 5. Events Requiring Notice in Writing

- a) **Definitions:** Notice means (unless the contrary is stated in these terms and conditions or the Fees List) a term's written notice delivered to and actually received by the Headmaster. No other notice will suffice. Notices must be addressed and hand-delivered to the Headmaster or Accounts & Admin Manager or received by the Headmaster or Accounts & Admin Manager after being sent by recorded or guaranteed delivery post to the School address.  
If a pupil is to be withdrawn from the School at any time before or during the Autumn term in any year, written notice must be delivered and actually received by the Headmaster or Accounts & Admin Manager by the first day of the previous Summer term.  
If a pupil is to be withdrawn from the School at any time before or during the Spring term in any year, written notice must be delivered and actually received by the Headmaster or Accounts & Admin Manager by the first day of the previous Autumn term.  
If a pupil is to be withdrawn from the School at any time before or during the Summer term in any year, written notice must be delivered and actually received by the Headmaster or Accounts & Admin Manager by the first day of the previous Spring term.

**Term** means the period between and including the first and last days of each School term.

**Fees in lieu** means fees in full for the term of notice at the rate that would have applied had the pupil attended and not limited to the parental contribution in the case of a scholarship, bursary or an assisted place.

- b) **Cancelling Acceptance:** A term's fees in lieu of notice (less deposit held) will be payable by the parents if, for any reason, they cancel their acceptance of a place or the pupil does not join the School. Cases of serious illness or genuine hardship may receive special consideration on written request.

- c) **Withdrawal from the School:** It is assumed that the pupil will complete the three terms of each School Year, otherwise a term's notice must be given before the pupil is withdrawn or a term's fees in lieu will be due and payable as a debt at the rate applicable on the date of invoice whether or not the place can be filled. The pupil's personal decision to withdraw him/herself from the School shall, for these purposes, be treated as a withdrawal by the parents. The "School Year" starts on 1 September in each year. The main reasons for these rules are to promote the stability of the School community and to ensure that the School has sufficient notice with which to plan resources and the curriculum.
- d) **Other Events Requiring Written Notice:** A full term's notice in writing is required to discontinue an extra i.e. music lessons, speech and drama lessons and Learning Support lessons. If the required notice is not given the difference will be payable in lieu as a debt.
- e) **Termination:** The School may terminate this agreement on one term's written notice and otherwise under clauses 6(a) and (b) below.
6. **Removal and Expulsion of a Pupil**
- a) **Removal at the Request of the School:** Parents may be required, during or at the end of term, to remove the pupil, without refund of fees, temporarily or permanently from the School if, after consultation with a parent, the Headmaster is of the opinion that the conduct or progress of the pupil has been unsatisfactory or a parent has treated the School or members of its staff unreasonably and such removal is warranted in all the circumstances. Fees in lieu of notice will not be charged, but all outstanding fees will be payable in full, subject to repayment of the deposit.
- b) **Expulsion:** The pupil may be expelled at any time if the Headmaster is reasonably satisfied that the pupil's conduct (whether on or off School premises or in or out of term-time) has been prejudicial to good order or School discipline or to the reputation of the School and that the continued presence of the pupil is incompatible with the interests of the School. The Headmaster will act fairly in accordance with the principles and procedures of natural justice and would not expel a pupil other than in grave circumstances. Fees in lieu of notice will not be charged but all unpaid fees must be paid. No fees will be refunded and the deposit will not be returned or credited.
- c) **Discretion of Headmaster:** The decision to suspend, require removal or expel a pupil and the manner and form of any announcement shall be at the sole discretion of the Headmaster. Under no circumstances shall the School or its staff be required to divulge to parent/s any confidential information or the identities of pupils or others who have given information which has led to expulsion or the requirement to remove or suspend or which the Headmaster has acquired during an investigation.
- d) **Review:** If a pupil's removal is required or the pupil is expelled, the Headmaster will advise parents of the procedure (of which copies are available on request) under which a written application for a review of the decision may be made.
- e) **Access to School Premises:** A pupil who has been withdrawn, excluded, suspended, removed or expelled from the School has no right to enter School premises without the written permission of the Headmaster.
- f) **Drug Abuse:** Subject to clauses (a), (b) and (c) above, both the pupil and the parent should be aware that the School will promptly and firmly deal with any pupil involvement with controlled drugs. Suspension or expulsion of the offending pupil is likely.
7. **General Conditions**
- a) **Special Precautions:** The Headmaster must be notified in writing immediately of any court orders or situations of risk in relation to a pupil for whom any special safety precautions may be needed. A parent may be excluded from School premises if the Headmaster, acting properly, considers such an exclusion to be in the best interests of the pupil or of the School.
- b) **Absence of Parents:** When both parents will be away from their home in the United Kingdom overnight during term time, or if both parents normally reside outside the United Kingdom, the Headmaster must be informed in writing of the name, address and telephone number/s for 24 hour contact of a suitable legal guardian or other adult with whom the pupil will reside, and who is willing and authorised by the parents to accept full responsibility for the pupil when not at School. These matters are the responsibility of the parents.
- c) **Insurances:** The School undertakes to maintain those insurances which are prescribed by law. All other insurances are the responsibility of parents. The School is not the agent of the parents for any purpose related to insurance.
- d) **Concerns/Complaints:** Parents who have cause for serious concern as to a matter of safety, care or quality of education must inform the Headmaster without delay.
- e) **Special Learning Difficulties:** Parents will be notified if it appears that the pupil is falling behind with studies. Extra tuition and remedial teaching can be arranged and will be currently charged as an extra.
- f) **Medical Supervision:** Before entering the School the pupil must be immunised against poliomyelitis and tetanus. The Headmaster may at any time require a medical certificate as to the general health of the pupil or (where grounds for suspicion exist) a urine sample taken under medical supervision to test for illegal substances.
- g) **Confidentiality:** The parents' consent, on behalf of the pupil, for the School medical staff to act where necessary of any matter concerning the pupil safety and well-being of the pupil and/or others.

- h) Consent is given for the School to communicate with any other School about any matter concerning the pupil or about payment of fees. In all other respects the School will take care to preserve the confidentiality of information concerning the pupil and parents.
- i) **Examination, Reports and References:** The School will enter a pupil's name for an examination only if the Headmaster is satisfied that such is in the best interests of the pupil. Information supplied to parents and others concerning the progress of a pupil and the character, examination, further education and career prospects of the pupil and any references will be given conscientiously and with all due care and skill but otherwise without liability on the part of the School.
- j) **Copyright:** The School reserves sole copyright in any literary, musical, dramatic or artistic work created by or on behalf of the School community or by a pupil for the purposes associated with the artistic or cultural life of the School but will otherwise acknowledge the right of the pupil to assert copyright in work of which the pupil is the sole author.
- k) **Prospectus:** The prospectus describes the broad principles on which the School is presently run and gives an indication of our history and ethos. Although believed correct at the time of printing, the prospectus is not part of any agreement between the parents and the School. Parents wishing to place specific reliance on a matter given in the prospectus should seek written confirmation of that matter before entering this agreement.
- l) **Liability:** The School is unable to accept responsibility for accidental injury or loss of property unless caused by its negligence.
- m) **Consumer Protection:** Care has been taken to use plain language in these terms and conditions and to explain the reasons for any of the terms that may appear one-sided. If any word/s, alone or in combination, infringe the Unfair Terms in Consumer Contracts Regulations 1994 or any other provision of law, they shall be treated as severable and shall be replaced with words which give, as near as may be fair, the original meaning.
- n) **Interpretation:** These terms and conditions supersede those in the prospectus and elsewhere and will be construed as a whole. Headings are for ease of reading only and are not otherwise part of the terms and conditions.
- o) **Jurisdiction:** This contract was made at the School and is governed exclusively by English Law, and the parents, the pupil and the School submit exclusively to the jurisdiction of the English Courts.

## CONTACT INFORMATION

If you need to contact us call our Main Reception on **01530 222276**. For enrolment enquiries contact Mrs Iley, Headmaster's Secretary/Registrar [registrar@gracedieu.com](mailto:registrar@gracedieu.com). The Accounts & Admin Manager is available on [accounts@gracedieu.com](mailto:accounts@gracedieu.com) Further information can also be found on our website [www.gracedieu.com](http://www.gracedieu.com)

### HOW TO FIND US

Grace Dieu is situated off the A512 between Loughborough and Ashby-de-la-Zouch, approximately four miles due west of the M1 Junction 23.

Excellent road links ensure that the School is within easy travelling for families from within the Leicestershire, Nottinghamshire, Derbyshire and Warwickshire catchment.

#### Travel Times:

15 minutes from: Ashby, Kegworth, Quorn, Loughborough, Markfield and Measham.

20 minutes from Birstall, Anstey, Kirby Muxloe, Market Bosworth, Gotham, Wymeswold.

