Battle Abbey School

Founded 1912

FOY EST TOUT

Battle Abbey Prep School

Parent and Pupil Handbook 2026-2027

Contents

Head of Prep's Welcome	Page 1
History of the School	Page 2
Aims and Ethos	Page 3
Joining the School	Page 3
Attendance	Page 3
Behaviour for Learning	Page 3
Buses	Page 4
Catering	Page 4
Contact Details	Page 4
Daily Routine	Page 4
Extra Curricular Schedule	Page 4
Medicine, Illness and Accidents	Page 5
Mobile Phones	Page 5
Parent Consultations	Page 5
Parent Portal/Isams	Page 5
Photographic policy	Page 5
Pupil Leadership Roles and Responsibility	Page 6
Reporting Procedures	Page 6
Safeguarding and Welfare	Page 6
SEN (Special Educational Needs)	Page 6
Timings of the Day - Prep Pupils	Page 7
Timings of the Day - Pre Prep Pupils	Page 7
FOBAS	Page 7
Appearance	Page 8
Uniform Requirements:	
Reception, Year 1 and 2	Page 9
Year 3 and 4	Page 10
Year 5 and 6	Page 11
Image use consent Form	Page 14

Head of Prep and Nursery Welcome to New Pupils



I would like to welcome you to our Preparatory School where boys and girls aged four to eleven enjoy a breadth of exciting and challenging activities, both inside and outside the classroom.

Our priority is to foster natural curiosity and enthusiasm at the start of a journey towards a lifelong love of learning. We value each and every child as an individual and ensure their unique qualities and talents are nurtured. Our wide, innovative, and varied curriculum is full of opportunity and enables our whole community to flourish in the very safest of environments.

The values of Belonging, Aspiration and Service permeate through every fiber of our school. They provide our incredibly talented staff team with the vision to passionately provide real-life, purposeful and exciting learning opportunities. Our enrichment programme, of clubs, themed days, visiting speakers, and trips further inspire the children's Battle Abbey School journey. We appreciate the need for flexible arrangements and our staff-led before and after school care is also fully included within our offer to all families.

The children of Battle Abbey Prep School are welcoming and supportive of each other, and they thrive on celebrating each other's successes within a happy and caring learning community. All pupils belong to a House, to support teamwork, reciprocal learning and the development of healthy competition within our community. With charity initiatives and projects, we help to support the wider community, realising the value of our contributions. Pupil voice is valued greatly, and our School Council representatives share the ideas of others and shape the experiences of others.

I very much look forward to meeting you and your children at Battle Abbey Prep School.

Jonathan Elms
Head of Prep and Nursery



History of the Prep School

The Prep School is formed of two former Edwardian houses set on a quiet road a few hundred yards from the A259 coast road, within touching distance of the sea, beach and countryside.

Set in its own substantial plot, the site incorporates playing fields, an astro-turf pitch and, more recently, Battle Abbey School's dedicated Nursery building; The Mulberry.

Interestingly, Battle Abbey Prep School occupies the original site of Devonshire House School, a Prep School for boys, that had strong links to the Royal Navy. When Devonshire House School closed during the middle of the 20th Century, the site continued the tradition of educating young children, but this time it was solely for girls, and became Ancaster Gate School.

Ancaster Gate was a feeder school for Ancaster House School, which used to be situated on the site that Bexhill College currently occupies. Opposite Ancaster Gate School was Charters Towers School, which merged with Ancaster House and Ancaster Gate in the early 1980s.

Similar to Battle Abbey School, Charters Towers pupils were relocated in the early 1940s due to the war, however unlike the Abbey, which was vacated to allow a Garrison of Canadian infantry to occupy the site, Charters was evacuated due to its coastal position and the impending threat of invasion, rather than military occupation.

After the merger between Ancaster House and Charters Towers, the new 'Charters-Ancaster School' continued as a girls-only independent school run by the Girls' Public Day School Trust, until 1995, when the GPDST approached Battle Abbey School governors and asked them to take over the school, merging it with Battle Abbey.

It was an excellent opportunity for Battle Abbey to acquire more extensive facilities, including a swimming pool, and move the existing Preparatory Department to the Bexhill site, thereby creating room at the Abbey for more boarders and for senior pupils generally.

The Battle Abbey School pool is situated in Penland Road, a short walk from the main school building. It is widely considered to be one of the finest pools locally and hosts a variety of galas for local schools and private hire swim club sessions after hours.

The Prep School grounds, which run all the way behind Dorset and Penland Road, have seen little change over the years, until part of the hardstanding playground area at the back of the school building was allocated to The Mulberry, the new nursery building in 2018.

The Prep School building itself has had several renovations over the years, to cater for rapid developments in education and the curriculum, though many of the original features remain. The more recent development of the school's dedicated STEAM (Science, Technology, Engineering, Art and Maths) extension sees this historic building once again supporting new educational ideas and concepts.

The Prep School continues to flourish, and has doubled its pupil numbers over the last decade to around 120 children attending during 2020.

There have been five on-site Heads of Prep and Nursery since it opened in 1995:
Mrs Judy Clark (1998-2011)
Mrs Maria Maslin (2011-2020)
Mrs Nova Shoesmith (2020 – 2022)
Mr Austen-White (2022-2025)
Mr Jonathan Elms (2025)

Aims and Ethos

We are a small family school with high quality pastoral care and sensitive discipline, accompanied by strong academic results, focusing on the importance of each individual child.

Specific aims are:

- To continue to inspire pupils to aim for excellence in all that they undertake and to acknowledge and reward the achievements of each individual according to his/her aptitudes and interests.
- To promote balanced social development through warm and sensitive pastoral care within our disciplined day and boarding community.
- To prepare pupils for life after school by providing an all-round education in which pupils of all ages are valued as individuals and develop the self-respect, self-confidence and empathy for the needs and desires of others that will enable them to contribute positively to our changing world.
- To continue to develop the facilities and resources of the school to ensure that they underpin the achievement of the school's aims and objectives.

Joining the School

The school is divided into Pre-Prep pupils, which is Reception, Year 1 & 2, and Prep pupils Years 3 - 6. All pupils are allocated a form and House (one of St. Etheldreda's, St. Martin's, St. Patrick's or St. Mary's; the namesof which are all historically linked to the school's founders and the town of Battle). The Form Tutor is the first point of contact for all issues and concerns relating to your child.

The House System is a long standing tradition that creates competition, promotes good work and behaviour and encourages team work. House points are awarded for conduct and achievement and the house which accumulates the most points will be awarded the House Shield on Speech Day at the conclusion of the Summer term. Reception and Year 1 pupils are awarded stickers and certificates rather than plus points.

Attendance

Term dates are published at least one year in advance and are available from the School website.

Sickness: In the case of sickness parents should telephone or email the School Office before 08.30 with the reason for absence. If a pupil does not register at 08.30 and no phone call or email is received, office staff will telephone to ascertain the circumstances as soon as possible. In the event that a pupil becomes ill during the day, the office staff will telephone parents if it is thought appropriate for the pupil to go home early.

Any other absences or requests in advance for an authorised absence, for whatever reason, should be emailed to the School Office on prep@battleabbeyschool.com, as soon as possible.

Behaviour for Learning

Like all schools, there will invariably be situations where staff will have to consider sanctions for poor or disruptive behaviour. In all cases the factors involved will be taken into consideration in line with the school's Behaviour and Discipline Policy. Where relevant, a restorative approach will be taken. This approach may focus on repairing relationships which is important in maintaining the family ethos of the school, taking the time to develop an understanding and working together to identify new ways to interact and move on.

For more details please refer to the Behaviour for Learning and Discipline and Exclusions Policies under 'School Policies' on the school website: www.battleabbeyschool.com.

Buses

The school offers a comprehensive regional bus service, the details of which are available online at www.battleabbeyschool.com or from the Head of Transport on transport@battleabbeyschool.com.

Catering

School meals are prepared on site from fresh produce by the chefs and catering team. The school is used to dealing with special dietary requirements and incorporates this into a varied seasonal menu plan.

Please advise the school in advance of any dietary requirements via the Health Form at the back of this booklet.

Contact Details

The Prep School Office can be reached on (01424) 219674 or email on prep@battleabbeyschool.com.

All subject teachers are happy to be contacted directly and email addresses for specific staff can be obtained from the School Office.

Daily Routine

Punctuality: Punctuality is an important part of self-discipline, please ensure your child is at school on time every day. Please call the School Office if you think you may be late.

Registration: Form Tutors mark the register at 08:30, afternoon registration takes place at 13:15 and end of day registration is at 16:00 for KS2.

Appointments: If pupils have to have a dental, medical or other appointment during school hours, please email the school office in advance. We ask parents to provide a copy of any appt card or letter.

Prep: Pupils in Years 3 - 6 may complete their homework at school during prep time. Prep time runs from 16.30 to 17.15 every day.

Extra Curricular Programme: The school runs a thriving Extra Curricular Schedule after school. A full programme is issued termly and booked via the online booking system.

After School: The school day finishes at 15:30 for Pre-Prep pupils. Although the school day finishes at 16:10 in Prep, many stay on to participate in extra-curricular activities or take advantage of prep time. There is a short break at 16:10 until 16:30 when sandwiches, cake and fruit are provided.

Extra Curricular Schedule

Battle Abbey Prep School runs a comprehensive and free of charge Extra Curricular Schedule which takes place after school.

The Extra Curricular Activity list changes each term to give pupils the opportunity to experience a wider range of clubs. This is particularly true of sport where seasonal sports will be scheduled as appropriate.

A full list of Extra Curricular Clubs is published termly and is available from the School Office.

Medicine, Illness & Accidents

As a school we ask parents to complete an electronic update Health Form if there have been any changes to medical conditions since the previous year. The information on the form is referred to when treating illness or accidents in school and also used for day and residential trips. This form can be found at the back of this booklet.

If your child is unwell
The school stocks a limited range of 'over the counter' medicines. These can be administered to your child (with your consent) in the event that they feel unwell at school. We aim to help your child feel better so that they are able to participate fully in the school day, however, there may be occasions when, despite our efforts your child is not well enough to return to lessons. In this instance, you will be contacted and asked to make arrangements to collect your child from the school.

Prescription Medication
Only medicine that has been prescribed for your child may be brought on site. If your child is required to take a prescribed medicine/medication during the school day, please supply the medicine/medication in the original container with the dispensing label. All medication must be handed into the School Office on arrival at school and a Medication Form completed. The Medication Form gives written consent for the medication to be administered, stating the name of the medication, the dose and when it needs to be administered.

For pupils who have either an auto-injector for an allergy or inhaler for asthma, these are requested to be handed in to the office where they will be named/identified with a picture of the child for ease of reference. Inhalers and auto-jectors are collected by staff when children are participating in sport/swimming or break times so that they are available to the students if needed.

Mobile Phones

Pupils are not permitted mobile telephones (including other similar devices, e.g. smart watches etc.) in school.

Parent Consultations

Parent Consultations are booked through the school's dedicated online system with parents emailed about scheduling bookings in advance. A full list of dates for both reporting and parent consultations are available on the termly calendar issued to all parents. They will also be included in the weekly newsletter issued by the School Office.

Photographic Policy

Photographs will be taken regularly and will on occasion be published in the school newsletter, on the school's social media channels and perhaps even in local or national press.

Please note we will never publish names of pupils in conjunction with pupil pictures without first obtaining parental consent. Parents should complete and return the form at the back of this booklet to indicate their preferences.

Pupil Leadership Roles & Responsibilities

There are many opportunities for pupils to adopt positions of responsibility at Battle Abbey Prep School. Pupils are able to elect a member of their form to represent the class on the school council. They meet weekly and assist with fundraising, events and raise any matters of interest amongst their peers. Pupils in Year 6 will also have the opportunity to take on responsibilities such as Librarian, Eco Councillor and Science Ambassador.

The House system also creates further roles of responsibilities for pupils. The 'Heads of House', who assist the House Master or Mistress in the running of each individual House, are chosen by staff.

Reporting Procedures

All reports are released via FireFly. We issue a range of full and interim reports throughout the year.
Autumn 1 – Parent Consultations.
Autumn 2 – Tick box report including form teacher comment.
Spring 2 - Face to Face as above.
Summer 2 – Full written reports for all subjects including form teacher and Headteacher and assessment data.

Safeguarding and Welfare

The Head of Welfare along with a team of Health and Welfare staff work across the whole school to ensure the needs of each individual pupil are met. This pre-emptive approach hopes to ensure they can gain the skills and confidence in order to thrive and meet their potential within school and beyond.

Wellbeing and mental health education is embedded not only through the academic curriculum but as part of a comprehensive wellbeing programme including visiting speakers and workshops.

Pupils are taught about safeguarding and understand the importance of not only looking after themselves but others within the school community.

As well as the Health and Welfare team, pupils can also have access to a school counsellor, an independent listener and both staff and peer mentors.

SEN (Special Educational Needs/ Learning Plus)

The SENCO works with teaching staff to facilitate differentiation within the classroom which may include the support of teaching assistants.

Pupils may be offered targeted intervention if they are performing at significantly lower levels than their peers in specific areas of learning. Please ensure that any reports or information regarding learning difficulties are forwarded to the school so that effective information sharing happens with staff as a priority.

Timings of the Day - Prep Pupils

Period	1	2	3		4	5		6	7	8	9	10	Form Time
Registration, Assembly, Form or House Time 8:30	9:00 - 9:35	9:35 -10:10	10:10 -10:45	**Break**	11:05 -11:40	11:40 -12:15	**Lunch**	13:15 -13:40	13:40 -14:15	14:15 -14:50	14:50 -15:25	15:25 -16:00	16:00 - 16:10

Timings of the Day - Pre-Prep Pupils

Registration 8:30	**Morning Lessons** 8:40 - 10:25	**Break** 10:25 - 10:45	**Morning Lessons** 10:45 -11:45	**Lunch** 11:45 - 13:00	**Afternoon Lessons** 13:10 -15:30

FOBAS (Friends of Battle Abbey School)

The FOBAS Committee is a group of parents from the Nursery, Prep and Senior School. The Committee meets once or twice per term and helps organise a variety of events held at Battle Abbey School for pupils, parents, staff and friends. The money raised during these events is used to fund items that do not fall under existing educational or facilities budgets and promise to enhance the school experience, helping to improve educational or social outcomes for children in the school.

Parents including non-FOBAS Committee members are always very welcome to attend meetings, and put forward ideas for events.

For more information, please contact FOBAS on: fobas@battleabbeyschool.com

Support Battle Abbey School by shopping with Easy Fundraising

Parents can help FOBAS raise funds for Battle Abbey School throughout the year by shopping online via www.easyfundraising.org.uk/causes/fobas

All you need to do is register using the website address above. There is no extra cost for the shopper, and it is easy to use. There are over 2,500 retailers to choose from including Amazon, M&S, Sainsbury, Tesco, Argos, John Lewis, Waitrose, HMV, Apple, Ebay and many, many more.

Appearance

Given the dynamic and exciting curriculum at Battle Abbey Prep, children have to wear a variety of different kinds of uniform. Regardless of what uniform they are wearing we expect pupils to be smart and show respect for their community. Being smart also helps foster a sense of belonging which is one of our school values. Please see below our general guide to appearance followed by our uniform requirements.

Jewellery
Children may wear one small stud in each ear, however it is required that these are removed, for health and safety reasons, by themselves for swimming and sport. Pupils may wear a small watch, which can be either digital or analogue, but it must not be a smart watch. If you are required to wear jewellery for religious or cultural reasons, please contact Head of Prep.

Hair
Hair longer than shoulder length should be tied up. Extreme hairstyles are not permitted, for example tram lines or extreme under cuts. At Battle Abbey Prep we celebrate diversity and recognise children have different hair types which require different hair styles. If you are in any doubt please contact Head of Prep. Hairbands can be black, navy or school colours. Large hair accessories are not permitted, if you are unsure please contact the form tutor.

Nails
Finger nails should be natural, nail extensions or false nails are not permitted. This is to comply with health and safety regulations.

Make Up
In most cases make up is not permitted, unless by prior arrangement with the Head of Prep.

Uniform Requirement: Reception, Year 1 and Year 2

All year

Prep School Coat
School polo shirt
School sweatshirt
Navy Blue Waterproof Coat*
Navy Blue waterproof trousers* (Not an all in one please)
Water bottle – to be brought in every day
1 maroon tabard
Pre-Prep School Book Bag
1 pair Wellington boots*

Autumn Term:

School woolly hat
School pinafore dress
Long grey socks or tights
Charcoal grey trousers* (elasticated waist preferable)
Short grey socks*

Spring/Summer Terms:

School Baseball Cap
Summer Dress
Short white socks*
Charcoal grey shorts*[(optional) elasticated waist preferable]
Short grey socks*

Flat black leather shoes with either Velcro or buckle fastening - unless your child is able to do up laces.*

Games – Reception, Year 1 and 2

Pre-Prep School Sports Bag (at school every day – please personalise – we would appreciate if you could keep spare socks and underwear in the kit bag);

Containing:
PE polo top (initialled if required)
PE shorts (initialled if required)
Navy tracksuit
Short white socks *
Trainers (predominantly white, Velcro) with a non-marking sole*

Pre-Prep Swimming Bag
One-piece plain black swimming costume* (not swim shorts),
School swimming hat with logo (available from Prep School Office),
Towel* – any colour
Goggles*.

Please name all uniform and equipment including socks and underwear - remember we go swimming!

Those marked * can be purchased from any supplier. All other uniform is available from Monkhouse on www. monkhousecom or at our uniform shop at the Abbey on Mondays 3.30pm-4.30pm and Wednesdays from 8.30am-9.30am (term time) email: battleabbey.shop@monkhouse.com. Some second-hand uniform is available from the Prep School. Please enquire with the School Office.

Uniform Requirement: Year 3 and 4

All Year

Prep School Coat
Navy Blue waterproof jacket*
Navy Blue waterproof trousers*
School polo shirt
School V-necked jumper
Prep School Bag
A pair of Wellington boots*

Autumn Term:

Woolly hat
School kilt
Grey socks or tights (Autumn/Spring terms)
Charcoal grey trousers*
Short grey socks*

Spring/Summer Terms:

Baseball cap
Short white socks
Summer Dress (optional)
Charcoal grey shorts (optional) *
Short grey socks

Shoes: Sensible flat black school shoes, no heels*

PE Kit

Blue sports bag
Blue and burgundy PE top (initialled if required)
Blue and burgundy PE shorts (initialled if required) or skort
Navy tracksuit
White trainers (predominantly) with a non-marking sole*
Football/hockey socks (burgundy) – Autumn and Spring terms
Gum shield* all students - moulded before bringing in Shin pads* all students
Short white games socks (not trainer socks) *
Navy base layers – girls and boys Autumn and Spring terms
Football boots* (boys and girls) – Autumn and Spring terms
Hockey stick*- optional Autumn and Spring terms

Swimming Bag
Black swimming costume/trunks*
Swimming hat with logo (hat available from Prep School)
Towel*
Goggles*

Please name all uniform and equipment including socks and underwear - remember we go swimming!

Those marked * can be purchased from any supplier. All other uniform is available from Monkhouse on www. monk-housecom or at our uniform shop at the Abbey on Mondays 3.30pm-4.30pm and Wednesdays from 8.30am- 9.30am (term time) email: battleabbey.shop@monkhouse.com. Some second-hand uniform is available from the Prep School. Please enquire with the School Office.

For those marked # please contact the School Office for further information on when these are required.

Uniform Requirement: Years 5 and 6

All Year

Prep School Coat
Navy Blue Waterproof jacket*
Navy Blue waterproof trousers*
School Blazer
School V-necked jumper
White shirt – button to neck*
School tie
Prep School Bag
A pair of Wellington boots*

Autumn Term:

Woolly hat
School kilt
Grey socks or tights (Autumn/Spring terms)*
Charcoal grey trousers*
Short grey socks*

Spring/Summer Terms:

School baseball cap
Short white socks*
Summer Dress (optional)
Charcoal grey shorts (optional) *
Short grey socks*

Shoes: Sensible flat black school shoes, no heels*

PE Kit

Blue sports bag
Blue and burgundy PE top (initialled if required)
Blue and burgundy PE shorts (initialled if required) or skort
Navy tracksuit
White trainers (predominantly) with a non-marking sole*
Football/hockey socks (burgundy) – Autumn and Spring terms
Gum shield* all students - moulded before bringing in Shin pads* all students
Short white games socks (not trainer socks) *
Navy base layers – girls and boys Autumn and Spring terms
Football boots* (boys and girls) – Autumn and Spring terms
Hockey stick*- optional Autumn and Spring terms

Swimming Bag
Black swimming costume/trunks*
Swimming hat with logo (hat available from Prep School)
Towel*
Goggles*

Please name all uniform and equipment including socks and underwear - remember we go swimming!

Those marked * can be purchased from any supplier. All other uniform is available from Monkhouse on www. monk-housecom or at our uniform shop at the Abbey on Mondays 3.30pm-4.30pm and Wednesdays from 8.30am- 9.30am (term time) email: battleabbey.shop@monkhouse.com. Some second-hand uniform is available from the Prep School. Please enquire with the School Office.

For those marked # please contact the School Office for further information on when these are required.

Staff List

Email contact list		
Year 6	Mrs Manktelow	manktelowf@battleabbeyschool.com
Year 5	Mr Barraclough	barracloughj@battleabbeyschool.com
Year 4	Mr Pluck	pluckm@battleabbeyschool.com
Year 3	Mr Burgess	burgessrc@battleabbeyschool.com
Year 2	Mr Ogilvie	ogilviek@battleabbeyschool.com
Year 1 & Reception	Mrs Cocks (Mon-Tues)	cocksd@battleabbeyschool.com
	Mrs Nessling (Weds-Fri)	nesslingl@battleabbeyschool.com
School Office	Mrs John, Miss Payton	prep@battleabbeyschool.com
Head of Prep & Nursery	Mr Elms	prephead@battleabbeyschool.com

Mr Elms	**Head of Prep and Nursery**
	SENCO
	Gifted and Talented
	Year 3 Science
	KS2 Fixtures
	Nursery and Reception PE
Mr Barraclough	**Director of Academic**
	Deputy Designated Safeguarding Lead
	Year 5 Form tutor
	Year 5 RSHE
	Year 4-6 Science
	KS2 STEAM
	KS2 Games
Mr Ogilvie	**Year 2 Form Tutor**
	Year 2 RSHE
	Year 2, 3, 4 English
	KS1 Games/PE
	KS1 Outdoor Learning
Mr Burgess	**Year 3 Form Tutor**
	Year 3 RSHE
	Year 5, 6 English
	Year 2 Science, Humanities and ICT
	Year 3 and 4 ICT
	Key Stage 2 Humanities
Mr Pluck	**Year 4 Form Tutor**
	Year 4 RSHE
	Year 2-6 Maths
	Year 5 and 6 ICT
Mrs Manktelow	**Year 6 Form Tutor**
	Year 6 RSHE
	Year 3-6 Drama
	Year 2-6 Art
	Year 2-6 Music
	KS2 Ecology
Mrs Nessling and Mrs Cocks	**Reception and Year 1**
Miss Govan	Whole School Swimming
	KS2 Life Skills
Mr Malewicz	School Environmental Sustainability Lead
	Ecology and Sustainability

Parental Consent Form (Use of Images)

Use of Images of Pupils by the School

Dear Parent/ Guardian

The School makes various uses of images of pupils during their time at school.
Some of these are necessary for administration and the safety of pupils, such as CCTV, school ID badge and the school's management system profile. Media uses may include the School website, its social media channels, or as part of a School prospectus, publicity material, press release, magazine or Newsletter feature.
Please indicate below if you consent to your child's image being used in School media. Where appropriate we will also seek the verbal or written consent before publishing any image where a pupil is identified by name.

N**AME OF CHILD:**
Tick [ ]
Yes, I consent to my child's image being used in School media in the manner described.
You may withdraw consent at any time in the future, subject to the notice at the bottom of this form.

If you object to such uses until further notice, please indicate below. In ensuring we can give effect to your wishes, it will also assist us if you are able to give reasons.
OR:
Tick [ ]
No, I object to all non-essential uses of my child's image without specific consent.
Please give reasons [optional]: _____
_____

NAME OF PARENT:
ADDRESS:

Signed: _____

Date: _____

Please be aware that objecting as above will not necessarily mean that the School will not continue to process images of your child that are either necessary for administration of the School, or where the School requires it and is otherwise lawfully entitled to do so. Please see our Privacy Notice and CCTV Policy for further details, or enquire with the Bursar.


Battle Abbey School
FOY
EST
TOUT
Founded 1912