



Moon Hall: giving all the chance to shine



MOON HALL COLLEGE AND BURYS COURT

Including

LITTLE BERRIES NURSERY SCHOOL

PROSPECTUS

Tel: 01306 611372 Fax: 01306 611037

email: enquiries@moonhallcollege.co.uk

www.moonhallcollege.co.uk & www.buryscourtschool.co.uk

Address for correspondence with the School or Governors:
Burys Court, Flanchford Road, Leigh, Reigate, Surrey RH2 8RE

Moon Hall College and Burys Court: Registered No DfES 936/6251
Moon Hall Schools Educational Trust (a company limited by guarantee)
Registered in England No:2485159; Charitable Registration: 803481





Moon Hall: giving all the chance to shine

A PERSONAL LETTER OF WELCOME

When I started Moon Hall School in our home in 1985 for my son, Dan, and a friend's son, Elliot, I had no idea or intention that it would develop as it has. However the need that Andrea and I were able to meet for our two sons turned out to be a more general need and Moon Hall Schools Educational Trust has now helped hundreds of children.

Moon Hall Schools Educational Trust acquired Burys Court in 2005. Here at Moon Hall College and Burys Court we can replicate the successful ethos of Moon Hall School and extend our specialist provision up the age range to GCSE.

We regularly admit children who have been failing to meet their potential at school. It is highly rewarding for us to see them responding positively, once they have settled in and appreciate that we can help. They discover they really are intelligent, talented and able to keep up and succeed in the mainstream curriculum. Achieving this requires a comprehensive approach to education in all its aspects.

We teach our children strategies that enable them to manage their dyslexia. We help them to understand that it is just one aspect of the talents they also have which they can develop and enjoy. We enable them to enjoy school once more and to regain a sense of achievement.

One cannot overemphasise the advantages of giving specialist support to these children at an early age if that is possible. Dyslexia cannot be diagnosed with certainty much before the age of 7 but it is a genetic condition and signs of possible dyslexia can be identified in the nursery by those who have experience of it. It has been a great personal reward for me that with the Little Berries nursery at Burys Court we have been able to give both my grandchildren the best start they could hope to get.

There is no magic in our success – it comes from hard work by devoted staff many of whom are specialists and all of whom have a good understanding of the needs of our children.

We welcome visitors either to our Open Days, which are advertised on our website and in the local press, or by arrangement on school days. Please contact our school secretary if you would like to come and see our school for yourself.

Looking forward to your visits,

Yours sincerely,

Berry Baker

Mrs Berry Baker
Principal

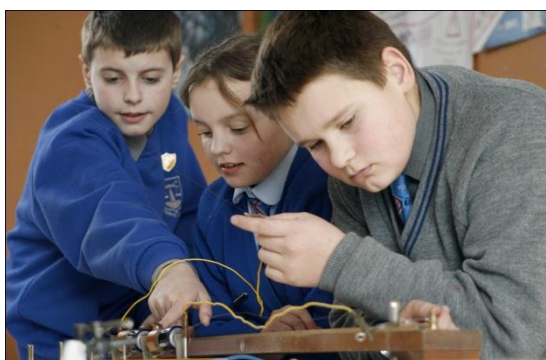


Thank you for requesting further details about Moon Hall College and Burys Court School.

At best, a prospectus can give you only glimpses of the school. The best way to experience the friendly and positive atmosphere is to visit, talk with us and, most importantly, see our children at work and at play.

Statement of Ethos and Aims

Moon Hall College and Burys Court specialises in teaching dyslexic children in a mainstream environment but not to the exclusion of others.



Burys Court, our Junior Department which includes **Little Berries Nursery School**, takes the children up to Year 6.

Moon Hall College, our Senior Department, takes the children from Year 7 (College 1) up to Year 11 (College 5) and GCSE.

We are a family school that fosters family values: each child is known to practically every member of staff. Each child we admit is important to us as an individual whose needs are to be understood and met

and whose talents are to be found and encouraged.

Teaching throughout the school is designed to be 'dyslexia friendly'. (We are members of and are inspected by CReSTeD.- the Council for the Registration of Schools Teaching Dyslexic Pupils.)

Our special needs provision is not given by taking the pupils out of classes. Instead we operate with trained specialist teachers and teaching assistants. This enables our pupils to do the correct work for their age group in class whether or not their literacy skills have yet caught up with their age.

Most lessons have at least two members of staff working together. Classes are split into even smaller groups for English and Maths so that the teachers can give the individual help needed in the classroom and the pupils do not miss any part of the curriculum by being taken out. If a pupil still needs one to one or extra group lessons on top of this, our policy is to do these in less academic lesson times as far as possible. We give lessons of this sort as and when needed and sometimes as a short course to give a boost.





Moon Hall: giving all the chance to shine

We teach using specialist subject teachers for most subjects from at least Year 5 (English, Maths, History, IT, DT, Art etc.). These teachers are supported by another teacher or assistant in class to help children who need the additional support.

We take very seriously the importance of having a firm base in literacy and numeracy on which to build further academic achievement, and the importance of acquiring the learning skills needed for a happy and successful life. This approach has proved very beneficial to pupils who are not dyslexic and who benefit from having the individual attention we can give.



We are extremely fortunate to have the location we do at Burys Court. We own 12 acres of grounds set a third of a mile along a farm drive that runs off Flanchford Road. We are surrounded by the large Charrington Farms Estate. As well as organised games and sport on our playing fields, the younger children play under supervision in the woods during their breaks, make camps and dens and can climb approved trees to a specified height subject to our rules on safety. Ours is an environment that stimulates a child's imagination. Pupils here learn through their play (as generations have done before them) to be imaginative, to co-operate, to organise, to be responsible and to become

risk aware of both expected and unexpected hazards. Above all, they have fun in a happy, caring and supportive environment in which they can thrive.

Within this environment, we seek to develop our pupils' personality and self-confidence and to instil in them an understanding of the importance of respect for one's self and for others, self-discipline, a sense of duty, courtesy, initiative and hard work. We teach Christian values in a multi-cultural context and we welcome children of all faiths and of none equally.



We hope they will look back on their time here with fond memories.

Overall, we provide a broad and balanced education that: -

- Promotes academic excellence and establishes sound work habits which enable each child to achieve his or her potential
- Caters for individual needs and stresses the importance of a positive self-image.
- Provides opportunities for attaining personal goals and offers a wide range of activities through which the children can discover and develop their skills and aptitudes
- Teaches the importance of moral and social values and encourages self-discipline, responsibility, good manners and thoughtfulness for others
- Develops an understanding of our environment and the importance of conservation.

In all that we do, we seek to foster core values of confidence, compassion, respect and ambition.



Moon Hall: giving all the chance to shine

Our Facilities



We are very fortunate that our school is in a beautiful building in a wonderful setting. Some of the main rooms are oak panelled with stunning ceilings. At Christmas the junior pupils sing carols in the hall while parents enjoy mince pies and mulled wine.

Children and teachers have lunch together in our panelled dining room with family service. Our resident chef cooks all meals on site from fresh ingredients.



Our music room, with its large windows overlooking the grounds, is a truly inspirational place to learn an instrument or to take part in Drama lessons



Our Design Technology Room is well equipped and now has work benches at varying heights for different aged children.

We have a broadband intranet throughout the school. Almost all class rooms are fitted with a projector linked to the intranet and many classrooms have an electronic whiteboard. There are also two separate ICT rooms.





Moon Hall: giving all the chance to shine

The Gymnasium is being re-furbished. It provides an excellent space for indoor games and as an auditorium.



College 3 performing their own version of Cinderella for the Junior School



Christmas Fayre



In the grounds behind the school, children play on the adventure playground equipment but have just as much fun making their own dens and playing in the woods. The grounds, with some 42 species of tree, and an abundance of wild life (flora and fauna) are an excellent place to learn about the natural environment as well. The children also take supervised walks and go on runs along the bridleways and footpaths that lead from our grounds.

Our Victorian brick walled garden provides an excellent and safe place to play. It also contains the gardening club's small plot.



In the Spring the grounds have a spectacular display of snowdrops, followed by daffodils and bluebells. House martins nest under the eaves. They whirl and dive overhead morning and evening catching insects.

In summer, the heated open air swimming pool is in use every day and is very popular whatever the weather. The children enjoy the annual Swimming Gala. We also teach swimming in a local indoor pool all year round where the older children can swim competitively.



Moon Hall: giving all the chance to shine

Little Berries Nursery and Reception

Our aim is to give your children the best start they can have in a safe, beautiful location with a friendly and caring staff



Little Berries (Nursery and Reception classes) has its own building where the children begin by learning through play using quality play equipment. They also have plenty of opportunity to make the most of the fresh country air and space. Burys Court site is shared with badgers, rabbits, pheasants and grouse. A herd of cattle, belonging to the farm at the end of the drive, is often a source of great interest to the children.

Little Berries children arrive from 8.30 a.m. and leave at 3.30 p.m. Our classes are small and friendly, and children are taught in small groups and on a one to one basis. Our staff are dedicated to encouraging children to achieve their potential whilst having fun, and much of the teaching, particularly in the nursery, is through play, with an emphasis on cooperation and good manners.

As well as concentrating on Literacy and Numeracy, there is also plenty of time for Dance, Music and Movement, Nature Study, Art and many other activities. We are able to reinforce what we teach the children in Science by taking them out into our beautiful grounds to experience nature first hand.



Music, Dance and Drama are combined in

our Christmas production. It is this additional level to the childhood experience that we believe sets us apart from other schools.



In the autumn term the children enjoy collecting apples from the orchard and making apple pies. In the summer term they sit in the bluebell wood painting the bluebells. Reception class have their own ant farm and butterfly farm, as well as being able to watch tadpoles grow into frogs before their eyes! This is what makes Burys Court such a special, magical place to start your children's education.

During the summer months, all Little Berries children have daily supervised access to the outdoor, heated swimming pool, and most will have achieved either 5m or 10m certificates by the time they move on to the prep school. Our Head of Sport takes them for games lessons each week.

The Nursery and Reception classes both follow the National Curriculum guidelines for the six areas of learning, and by the end of their time in reception we expect them to be competent readers and to have begun writing with confidence. Our teaching of pre-reading skills through play helps the children of dyslexic parents to acquire the underlying skills needed before they face problems with reading and reduces the impact of those problems.





Moon Hall: giving all the chance to shine

Burys Court (pupils from Years 1 to 6)

Burys Court shares the same building as Moon Hall College but mostly on different floors and the timetabling separates them. There are separate break and lunch times. Our school hours are 8:20 a.m. to 3:50 p.m. but there are optional clubs afterwards on most days that continue to 5:30 or later.

We have modelled Burys Court after Moon Hall School. We provide a full curriculum education with emphasis on literacy and numeracy. We teach to the child's ability, not to his or her chronological age.

We take very seriously the importance of having a firm base in literacy and numeracy on which to build further academic achievement, and the importance of acquiring the skills needed for a happy and successful life. This approach has proved very beneficial to pupils who are not dyslexic and who benefit from having the individual attention we can give.

We believe all children should be given the opportunity and support needed to learn to read with understanding especially if they have fallen behind. For reading and spelling we use a phonics system, Phono-Graphix, which we have now used for many years both at Burys Court and at Moon Hall School with considerable success. The programme enables children to learn to decode words efficiently and is very successful with the children, including those who join the school through Little Berries when it can avoid failure in reading. We give talks to parents to explain the system.

We teach in small classes, aiming to have a maximum of 14. These are split into smaller matched groups for English and Maths. Our pupils' timetable includes the following subjects: English, Maths, Science, History, Geography, ICT, Design Technology, Art, Drama, Music, Religious Education, Personal Social and Health Education, P.E. and Sport. We offer French as a foreign language but our dyslexic pupils do English instead during these periods. We also teach touch-typing to all our pupils.

Although we have class teachers, we also use specialist subject teachers for many subjects including Maths, Science, ICT, DT, Art, Music and Drama. These teachers are supported by another teacher or dyslexia trained assistant in class to help children who need the additional support. In some subjects we use team teaching. In addition to our English teachers, many of our specialist subject teachers (currently those teaching Science, Art and Music) are also qualified dyslexia teachers. All of them have experience and an understanding of a dyslexic child's needs and this is enhanced by our own regular in service training.



In Years 4, 5 and 6 all children in the class learn to play either the violin or the clarinet. In this way all children receive three years of tuition in one or other instrument. This is done in class rotation and while not every child keeps it up afterwards it is good experience for them and many do continue with their music.

For team sports, our children play football in the Autumn Term, hockey in the Spring Term and cricket in the Summer Term. Swimming is done throughout the year, in the winter terms at a local pool and in the summer in our own open air pool. In the summer the children also do athletics. In 2009-10 our junior hockey team was undefeated in the season. Our Head of Sport organises opportunities for the children to enjoy a wide





Moon Hall: giving all the chance to shine

variety of other sporting activities both outside and in our large gymnasium. He also runs after school clubs on most days.

We have contacts with local football clubs including Chelsea, Fulham and Crystal Palace. The pupils enter tournaments and have matches with other schools.



In summer, we enjoy swimming in our open air pool and have a house swimming gala at the end of the term for the juniors. Sports Day is very popular with athletics events in the morning followed by a fun afternoon for families who stay to picnic. We have occasional cross country runs to build up stamina and each May recently we have held a whole school walk around the neighbouring fields.



The children go on a wide range of educational visits through the year. The pupils have visited Battle Abbey, Leeds Castle, Amberley Museum, the Weald and Downland Museum, Birdworld, museums in London and many other places. Years 5 and 6 also spend time at a PGL outward bound camp, for which there is an extra charge.



We have idyllic grounds in which the children enjoy their breaks; a lovely walled garden, an adventure play area with zip wire, ropes slides and swings and designated woodland in which the children can play and make their dens.

There is an annual family ski trip to Italy.

Our chef provides a good balanced and healthy diet which is very popular with pupils, staff and visitors. He also runs a Cookery Club one evening a week for part of the year depending on GCSE commitments. In summer, when the weather is good, the children are occasionally provided with a picnic lunch or barbeque in the garden.



We provide a range of clubs after school to 5:30 pm or later, including a short prep and tea time. There is an additional fee for this, usually £60 per term per weekly session but currently £90 for cookery to cover the ingredients.

We aim to give children a happy and productive childhood that they will remember with pleasure when they leave school. We are regularly visited by former pupils who want to see their old school again.



Moon Hall: giving all the chance to shine

Moon Hall College **(College 1 to College 5 for pupils from Years 7 to 11)**

Our school hours are 8:20 a.m. to 4:00 p.m. but there are optional clubs afterwards on most days that continue to 5:30 or later.

Moon Hall College covers the Key Stages 3 and 4 of the National Curriculum. We take children from Burys Court, from Moon Hall School and from other schools into College 1 (Year 7) and into more senior years if there are vacancies.

We teach all of the national curriculum subjects except foreign languages. We use specialist subject teachers supported by dyslexia trained specialist teachers or assistant teachers.

English

Literacy is critical to the ability to access the secondary school curriculum. We use a phonic method (Phonographix) to teach reading and spelling. The higher language skills such as comprehension, inference and analysis are taught through in-depth reading of texts where we share the joy of discovering new ideas, new worlds and new experiences. Speaking and Listening skills are the foundation of all our English teaching. Pupils need to be able to communicate their thoughts orally before being able to write them. For this reason all our teaching begins with discussion and moves onto writing.

Mathematics

Mathematics teaches us how to make sense of the world around us through developing a child's ability to calculate, to reason and to solve problems. It enables children to understand and appreciate relationships and pattern in both number and space in their everyday lives. We aim to promote enjoyment and enthusiasm for learning through practical activity, exploration and discussion. We use a variety of methods including lots of concrete apparatus for kinaesthetic learners to enable pupils to make progress even when they find the subject difficult.

Science

College pupils follow the DfES/QCA scheme of work for Key Stage 3 science using an in house course, loosely based on 'The Heinemann Science scheme'. Practical work is considered a very important component of Science and incorporated whenever possible. Glossaries and student record sheets are provided for all units. A wide range of resource materials are available. At the end of every unit the children sit an End of Unit test to help them assess their progress and an end of year examination.

At Key Stage 4, pupils follow AQA Single Science GCSEs. This currently comprises six modules (two each of Biology, Chemistry and Physics) and a centre assessed unit which is a practical component. However some aspects of the course will change in September 2011 in line with 'ofqual' approved new GCSE syllabuses. We will keep Science provision under review to provide the best possible opportunities for our children.

History

Through the History curriculum we encourage pupils' curiosity and imagination, presenting them with the dilemmas, choices and beliefs of people in the past. It helps pupils to develop their own identities through an understanding of history at personal, local, national and international levels. It helps them to ask and answer questions of the present by engaging with the past. Pupils find out about the history of their community, Britain, Europe and the world. They develop a chronological overview that enables them to make connections within and across different periods and societies.

Geography

In Geography we look at physical and human aspects of the world. We try to understand why they are there, how they happened and how they are changing so that we can appreciate what our



Moon Hall: giving all the chance to shine

futures might be like. We look at a whole range of topics such as settlements and urban issues, volcanoes, ice, deserts, the countries of Italy, Japan and the developing world as well as looking at maps and satellite images. We have the opportunity to go on field trips, for example studying how local rocks affect our landscape or to look at how our town centres are changing.

Art and Design

The Art Department aims to provide a varied Art education, where each student has the opportunity to explore a range of disciplines, including; drawing and painting, mixed media, three dimensional sculptural work and graphics based studies including ICT.

Students are encouraged to experiment with the materials, techniques and processes, exploring the potential of each. We also encourage students to develop good problem solving skills, by devising projects that focus on the individuals approach to tasks and to aid the development of their skills in testing and experimenting with the materials successfully. By adopting this approach students are given a greater opportunity to achieve their full potential.



All students have access to the Art Room where they follow the National Curriculum at Key Stages 1, 2, and 3. At GCSE level (Key Stage 4) we use the AQA examination board for the Art and Design syllabus, which allows the individual greater freedom to determine the type of work they would like to pursue.

We believe that all children should have access to an education in art and design where they are provided with a stimulus to explore and appreciate other cultures and to develop a critical judgement. Within each project reference is made to the work of past and present artists and/or designers from a range of cultures, where the students are shown how to analyze work in a practical setting, to discuss and to question.

This approach helps to develop co-operation, commitment, perseverance and tolerance leading to a respect for other's views.

Information and Communication Technology

At Key Stage 3, (College 1, 2 & 3) pupils work on units which are mapped against the National Curriculum (2008). They explore many different aspects of ICT and work is often project based, although discrete skills are also taught. In particular, students explore the use of ICT to create original and high quality work including leaflets, presentations and websites. They use a range of ICT tools to support problem solving, and develop skills in programming through software such as Scratch. Students learn how to handle and manipulate data through database and spread sheet activities. They also learn how to change data and make predictions. They explore sound and video editing, and use ICT in many cross-curricular contexts. They also explore the risks of ICT, with a particular focus on internet safety and the use of social networking sites.

At Key Stage 4, students follow the OCR National accredited course. Many pupils begin to work on this during College 3, but complete the majority of the course in College 4 & 5 (years 10 and 11). This course is equivalent to a GCSE, and the students do well with its practical, coursework based units. There are no examinations. Units currently offered include ICT Skills for Business, Creating Computer Graphics for the WWW, Webpage Creation and Creating Video.

Touch typing is timetabled for all students up to College 3 within form time and prep lessons. Students also have access to specialist software such as Read and Write (screen reading software) and software to support the graphics, web design and video editing work. A range of hardware is available for the students to use including digital cameras, graphics tablets and a video



Moon Hall: giving all the chance to shine

camera. The School has also recently launched its learning platform (Moodle), allowing the students to access resources and to complete work from home.

Design Technology

The recently refurbished Design Technology workshop is a firm favourite with children from Year 2 up to year 11, who use a range of materials from timber and acrylic, through to pewter and glass and are taught a variety of skills and the correct and safe use of tools and machinery. Constantly challenged, they produce high quality, original and creative solutions to the projects that they are given. G.C.S.E. in Resistant Materials is offered to children in College 4 & 5 (years 10 and 11).

Music

In music, the pupils learn basic notation and composition. They listen to compositions of famous composers in order to enhance and develop their understanding of how music is structured, how compositions are created and what instruments are used. They experience music from different cultures and countries, and learn about how this music is created and the instruments that are used. They learn about the orchestra, and the families of instruments, and enjoy performing together as a class. Modern pop music will also be studied and performed, as well as jazz and rock and roll. Our pupils also learn about how music is used in the media. They will be given a chance to join a small singing group or a rock band which are rehearsed at lunchtimes and an opportunity to perform in an Easter production, - Bugsy Malone in 2011. They will have experience of playing a wide range of percussion instruments, and we will be introducing keyboard skills and music technology in the near future. Individual tuition in various instruments is available from peripatetic teachers.

Drama

Drama at Key Stage 3 concentrates on developing student's confidence and self-esteem through a cross curricular programme with strong links to English, PSHE, Science and History. For example students will study the events of the 2nd World War, Homelessness, The Digestive System and The Origins of the Fairy-tale throughout their time in KS3. At the same time they will learn about the language of Drama and be encouraged to think about their ability to work in a team, listen to others and cooperate. At GCSE students take what they have learnt and apply it to coursework. They will have to respond to a range of stimulus material and be explicit about how they develop their drama in the way they do. They will have to think about the role of lighting, sound effects, costume and make up within a performance and evaluate their own performances and those of others. GCSE drama culminates in a final performance piece to an outside moderator. There is no written examination. This year College 5, our senior year, will be visiting Broadway, New York to see a show and to have some lessons at a theatre school.

PSHE

The aim of personal, social, health and economic education is to help children and young people grow and develop as individuals and as members of families and of social and economic communities. At Moon Hall College there is a strong focus on the development of pupils' social and emotional skills throughout the school, and specific social and emotional skills are taught during PSHE lessons. In addition to this, pupils explore issues around the broad topics of sex and relationships, drugs and alcohol, financial capability and economic wellbeing. Pupils are encouraged to examine their own and other people's personal values, increase their understanding of difference and diversity, analyse risks and influences that they encounter, and explore the consequences of choices that people make in their lives.

Business Studies

Business Studies is taken as a GCSE subject, starting a two year course in College 4, and ending with a controlled assessment and two exams in College 5. It helps pupils to engage in the study of business and to develop as thinkers with inquiring minds. It is a discipline that encourages an interest in current affairs and to appreciate the perspectives of different stakeholders. Students examine what motivates people to go to work, both monetary and non-monetary. They also study



Moon Hall: giving all the chance to shine

advertising, marketing and the fast-changing ideas in E-commerce. The course helps students become aware of business organisations, how products are made and the bottom-line importance of finance. In addition, the course covers basic business law and the workings of the British economy.

Food Technology

Food technology will give the students a good basic grounding in different aspects of cookery including basic butchery, sauces, preparation of vegetables and fish. We also look at nutrition, healthy eating and the science behind cookery. A majority of the course is project work where the students have to design their own dishes with design briefs set by the examination board. Although there is a lot of theory in the subject, we back up those lessons with practical assignments such as experimenting with flour, eggs, bread etc. The children help on special occasions for example at Christmas where under our supervision and with our help they planned, cooked and served the Christmas lunch for the entire school.

Religious Education

Religious Education is taught at Moon Hall College in College 1, 2 and 3. Over these three years students are given an introduction to the six main religions of the world. Christian in ethos, the school aims to shed light on the religious ideas and rituals of others. The study of this subject highlights the common themes running through the religions as well as the differences.

GCSE examinations

The school is a centre for GCSE examinations. All pupils are expected to take the core subjects of English, Mathematics, Science and IT, plus other subjects of their choice to give them the opportunities that they need for college places and careers. Our first cohort of pupils completed their GCSEs this summer (2011) and passed at the levels needed to go on to further education. We were very pleased with their individual results almost all of which exceeded expectations when the pupils joined us.

The GCSE results for 2010-11 are set out in the table below:

A or A equivalent	8%
B or B equivalent	23%
C or C equivalent	35%
D	25%
E	4%
F	6%

Sport

We provide a range of sporting activities. Our main sports are football, hockey and cricket along with cross country running in the winter terms and athletics in the summer. Swimming is done throughout the year. In the summer term the school's open air heated pool is in daily use but the children also go to a local pool regularly every term. Water polo is played in our pool in the summer. After school clubs provide further time for the main sports but also available are badminton, basketball, netball, tennis, karate, golf, and watersports.

We celebrate individual sporting achievements in and out of school and encourage our students to excel in a wide range of activities. For example:

- In a recent cross country running competition involving 75 children from schools across the South East, four of the Moon Hall team finished in the top 10 including the first girl, who came second overall in a girls' record time.
- One of our pupils returned recently from a cricket tour of South Africa with an England team that played in a Tri-Nations tournament – a wonderful experience.
- One pupil competes at national level in water skiing and another in gymnastics.
- Our best hockey player has been talent spotted by a top club.



Moon Hall: giving all the chance to shine

Complaints

The School has long prided itself on the quality of the teaching and pastoral care provided to its pupils. The School's aims are concerned with meeting the needs of the pupils, parents and other stakeholders. Constant communication and feedback are crucial in monitoring standards and improving provision. Those who have concerns or complaints should feel these can be voiced and that they will be taken seriously. There is a difference between a concern and a complaint: concerns may be aired less formally, and the process of discussion may resolve the issue. A complaint is an expression of dissatisfaction that requires a response from the school - either to explain its position or to put right what may be wrong.

We will seek to resolve complaints by informal means wherever possible. A complaint is likely to arise when there are issues of physical or emotional well-being and security at stake, or when the school's stated aims or values are being ignored. A breach of the law will always constitute a complaint. If parents do have a complaint, they can expect it to be treated by the School in accordance with this procedure. Investigations will be thorough, fair and completed in a reasonable time-frame. The complainant may not be entitled to all information regarding the investigation, but will be kept informed of the process and of the decisions reached.

Informal resolution of complaints and concerns notwithstanding, the following should be noted:

- Pupils and staff are not penalised for making a complaint in good faith. The school welcomes and is open to feedback on the services that it provides.
- Complaints will be resolved either to the complainant's satisfaction, or with an otherwise appropriate outcome which balances the rights and duties of pupils.

Our Complaints Procedure provides for formal complaints if it is not possible to resolve the matter informally. A copy of our Complaints Procedure can be downloaded from our websites or obtained from the School Office.

No complaints went through the formal procedure last year.

Policies

The safeguarding and welfare of our pupils is of paramount importance and we have clear policies in place to help us ensure standards are maintained. Please contact our School Office on 01306 611372 if you would like to obtain a copy of one or more of the following policies or procedures:

- Admissions Policy
- Anti-bullying Policy and Code
- Behaviour Management Policy
- Curriculum Policy
- Complaints Procedure
- Educational Visits Policy
- English as an Additional Language (EAL) Policy
- Exclusions Policy
- Fire Safety (policy and procedures)
- First Aid (policy and procedures)
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Special Educational Needs Policy



Moon Hall: giving all the chance to shine

Staff

We have an excellent cohort of teaching staff both full and part time. As CReSTeD observed in their inspection, we have a high proportion of dyslexia trained teachers. A list of our current staff is shown at the end of this Prospectus.

Governors

Moon Hall College and Burys Court is owned by Moon Hall Schools Educational Trust (a company limited by guarantee and a registered charity). The Governors are the directors of the company and the charity trustees. A list of them is included in the staff list. Governors can be contacted through the school office and the Chairman can also be contacted by phone (07515863042), letter marked private and confidential and addressed to the school or by email to chairman@moonhallcollege.co.uk

Fees

Our fees and other charges for the Academic year 2011-12 are set out on the following pages.



Moon Hall: giving all the chance to shine

Fees and other charges for the Academic Year 2011-12

Per term	Reception	Years 1 & 2	Years 3-6	College 1 & 2 (Years 7-8)	College 3 (Year 9)	College 4 & 5 (Years 10-11)
Basic fee See note *1	£2,210 See note *2	£2,500 See note *2	£4,845 See note *3	£5,360 See note *3	£5,565 See note *3	£5,740 See note *4
Full Dyslexia Support See note *5	Individually fixed dependent on need and resources between £3,505 and £5,610 See note *3		£5,610 See note *3	£5,740 See note *4	£5,740 See note *4	£5,740 See note *4

Notes

*1 We may admit a few pupils on a lower mainstream fee in Years 3 to 6 where it is clear there are no literacy or other difficulties requiring any of our specialist resources.

Prompt payment discount

Notes *2, *3 & *4 above refer to discounts that will be made against the following term's fees if fees are received in full by bank transfer on or before the first day of term. The amount of the discount is as follows:

*2 Discount of £50

*3 Discount of £75

*4 Discount of £100

*5 Full Dyslexia Support applies where our assessment is that a higher level of overall support is needed. There is a presumption that this will be applicable in the cases of children who require additional 1 to 1 support, therapy or counselling, or who are statemented.

Late payment fees are payable for late payment. These are currently £10 per week plus interest on the outstanding balance calculated at 2% above Barclays Base Rate.

Local Education Authority Fees In respect of children with funded statements by an LEA, the difference, if any, between the LEA funding and the stated fee will be payable by the parents.

Registration

A non-refundable registration fee of £75 is payable on registration.

Deposit

A deposit of £350 is payable on acceptance of a place at Burys Court.

A deposit of £650 is payable on acceptance of a place at Moon Hall College.

Parents of pupils transferring from Burys Court to Moon Hall College will be asked for the further deposit of £300.

The deposit is refundable after the last term subject to payment of all outstanding accounts.

Assessment Fee

Prior to admission

In some cases we may need to conduct an assessment during the course of the normal trial day at the school. A fee of £150 will be payable in advance and a written report will be provided.

Annual assessments or reports Annual assessments or reports carried out for Local Education Authorities or on other occasions will be charged at £250 per assessment.

Specialist advice From time to time we are requested to provide specialist advice, for example in support of statementing applications or appeals. We are happy to give general advice without charge but if more than an hour's work is required a separate charge will be made at the rate of £65 per hour per person with a maximum of £255 for a full day per person.

School Minibus

We currently run services from Dorking Station and Oxted to the school. We hope to extend these services. For more information please contact the Bursar.



Moon Hall: giving all the chance to shine

NON OPTIONAL EXTRAS

Insurance Personal accident and dental insurance is charged at £6 per term.

Class outings Any admission fee and travelling expenses are charged as an extra for outings that are part of the curriculum studies. Parents are advised of the proposed outing and cost in advance.

Design Technology There is a standing charge of £25 per term to cover materials. In more advanced classes there may be a higher charge depending on the project to be worked on.

Food Technology There will be a charge of £25 per term to cover ingredients.

Dance Burys Court pupils have Dance in their curriculum provided by Italia Conti. There is a standing charge of £25 per term to cover this.

Exams GCSE exam fees and related fees are charged as an extra.

Music Years 4 to 6 learn either the violin or clarinet together through those years (i.e. one year does violin, the next clarinet, so a child joining in Year 4 will have three years of either the violin or the clarinet). There is a charge of £30 per term to cover the use of the instrument provided by the school. Additional music lessons can be arranged with our peripatetic music teachers (piano, violin, clarinet, drums)

Swimming Pupils are taken for swimming once a week in the Autumn and Spring terms at a local pool. There is an extra charge for this based on the fee we are able to negotiate with the managers of the pool. This is currently £30 per pupil per term. In the summer term our own open air pool is in use and there is an additional fee of £30 to cover the heating and maintenance. Senior pupils tend to use our pool less (although they do use it for water polo) and a fee of £35 is charged to cover both use of our pool and some visits to the local indoor pool.

OPTIONAL EXTRAS

Additional educational support

One to one support It is the school's policy to provide as much support as it can within class in order to avoid pupils being withdrawn from class and consequently missing important lessons. Where additional one to one support is still necessary it will replace less important lessons or other time will be found. In Burys Court, the full dyslexia support fee will cover the cost of one session per week. Other sessions are charged at £330 per weekly session per term.

Speech and Language and Occupational Therapy There is an assessment fee of £325 for Speech and Language and £295 for Occupational Therapy. Therapy charges thereafter are based on a rate of £65 per hour including the preparation of reports and related administration. Parental authorisation will be required before an assessment is done or a recommended programme of therapy implemented and parents will be told the approximate cost of such a programme.

Counselling A trained counsellor visits the school regularly by appointment. Arrangements are made directly between the parents concerned and the counsellor.

Clubs A range of clubs is available after school up to 5:30 or 6:00 pm. The usual charge is £60 per term per club but in the case of the Cookery Club the charge is £90 to cover the cost of ingredients. Some clubs, such as Italia Conti or Karate are provided by outside providers on their terms.

Sport Depending on demand and the timetable, senior pupils may have the choice of sports other than the standard ones, so for example, if golf is chosen, as it has been this year, there will be an extra charge to cover the fee paid to the golf club or instructor; similarly if a sport such as sailing or wind surfing is chosen.

Trips and outings See class outings above

Moon Hall College and Burys Court Governors, Staff and Visiting Professionals List

Governors

Mr David Baker LLB (Chairman)
Mr Justin Broadbent
Mrs Felicity Reeve

Mr Mike Altendorf
Mr Bill Brown M.Ed, Cert Ed, Dip Sp Ed

Mr David Aylward MA, B Ed
Mr Michael Fanya MA, BA, PGCE
Mr Gary Young

Principal and Founder of Moon Hall Schools Educational Trust

Mrs Berry Baker, BA Hons (History), PGCE, BSc Hons (Psych), BDA Dip (HADC) SpLD, Cert. Phono-Graphix

Senior Management

Bursar: Mrs Marjorie Watson Ley BA, BSc, CPA

Deputy Head (College): Mrs Fiona Mulliner, BA Hons (Art History), PGCE, HADC Dip SpLD, Cert Phono-Graphix.

Deputy Head (Burys Court): Mrs Rosalind Clark, BA (Combined Studies), PGCE, Cert Phono-Graphix

SENCO: Mrs Angela Claxton QTS Hornsby Dip SpLD

Head of Technology: Mr Adrian Simpson Cert Ed (CDT)

Teaching Staff

Mrs Helen Andreadis BEd Hons, HADC OCR SpLD Certificate, Cert. Phono-Graphix
Miss Helen Baker BSc Hons (Psych) ,PGCE, Cert Phono-Graphix
Miss Helen Barrow BA Hons (English) PGCE HADC OCR SpLD
Ms Sarah Bocking BA Hons (Ceramics), PGCE
Mr Simon Cattanach Bachelor of Theology (Southampton)
Mrs Christine Jackson BA Hons, PGCE, PG Dip in Dyslexia and Literacy
Mrs Susan Jamieson BA (Geography), PGCE
Mrs Susan Jones LLB Hons, PGCE (Business Studies)
Mrs Kirsten Kaluzynski BSc (Psychology), MSc. QTS, HADC Dip
Mrs Susan Koike BA Hons (French, Spanish) PGCE Advanced Cert. TEFL Cert. Phono-Graphix
Mrs Karen Martin BA, MA (Performing Arts), PGCE (English and Drama)
Mrs Susan Mullins Cert Ed (Dance)
Mrs Anita Pinnock B Ed Hons, PGCE (Special Educational Needs)
Miss Ilse Roets BSc (Maths) QTS
Mrs Michelle Scorziello BA Hons (History), Hornsby Dip SpLD, Cert. Phono-Graphix
Mr Richard Shakespeare BA, MA (History) Cert Ed.
Mrs Suzanne Wallyn BSc (Mathematical Sciences), QTS
Mrs Rosie Welton, BA Hons (Biology), PGCE (Science)
Mrs Elanor Wexler BA Hons (Music Technology), PGCE (ICT)

Teaching Assistants

Mrs Nicola Gray (Cache level 3) Mrs Hilary Mills (HADC) Mrs Eve Squire (HADC)

Therapists

Speech and Language Therapist: Miss Becky Clark MRCSLT, MASLTIP, B. Med. Science
Mrs Cathy Howard (Licentiate of College of Speech Therapists), Cert. Phono-Graphix
Occupational Therapist (HPC reg.): Mrs Susan Hope
Counsellor: Mrs Gaynor Sbuttoni

Music and Dance

Angela Andrews (violin and piano) Mrs Janine Eaton (Italia Conti - dance) Jean Homewood (piano and clarinet)

Sport

Mr Tom Duke BSc Hons (Sports Studies)
Mrs Christine Addison (Swimming Instructor)

Catering and Housekeeping

Mr Daniel Baker (Chef)
Mrs Pat Sells, Mr Anthony Horne, Mrs Loraine Horne (Housekeeping)

Administration

Mrs Tina Howland (School Secretary)
Mrs Kerry Proudfoot Baker (Bursar's Assistant)
Mr Tim Stannard (ICT Technician)

Premises

Major Peter White (Estates Manager)
Mr Brian Golding (Maintenance Manager) Mr Tony Moore (Maintenance)
Mr Nathan Windle, Mr Daryll Tredstone (Grounds)

MOON HALL SCHOOLS EDUCATIONAL TRUST



Moon Hall: giving all the chance to shine

Moon Hall College and Burys Court



Flanchford Road
Leigh
Reigate
Surrey
RH2 8RE



Tel: 01306 611 372
Fax: 01306 611037

Email addresses:

Principal: Mrs Berry Baker bakerb@moonhallcollege.co.uk
Office: enquiries@moonhallcollege.co.uk

Website addresses:

www.moonhallcollege.co.uk

www.buryscourtschool.co.uk

www.moonhallschool.co.uk

Moon Hall Schools Educational Trust (a company limited by guarantee)
Registered in England No:2485159; Charitable Registration : 803481

Chairman: Mr David Baker (address for correspondence at the school or as below)

Registered Office: Moon Hall School, Pasturewood Road, Holmbury St Mary, Dorking, Surrey, RH 5 6LQ

