



# Peponi House School

A Handbook for Parents  
2018 - 2019

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## Introduction - September Term 2018

We hope you find your Parent Handbook a useful source of reference. In compiling it, we have concentrated on the areas of school life about which questions are often asked but have tried to avoid overloading you with information. However, if you feel we have missed an opportunity to include a subject on which you would appreciate receiving written clarification, please let us know.

Robert Blake, Headmaster

### Key Dates and Welcome of New Pupils

#### Tea Party for New Pupils - Monday 3<sup>rd</sup> September 2018 3.30 pm

The September Term for all new pupils will begin on Monday 3<sup>rd</sup> September at 3.30 pm with an invitation to the New Pupils' Tea Party. The aim is to familiarise the children and parents with the school and give them a chance to spend some time with their Form Teacher. The School Prefects and all Teaching Staff will be at the Tea Party. All new children joining the school are invited. Children do not need to be in school uniform, apart from the School Prefects.

#### Parent Tutor Meetings followed by a Reception – Tuesday 11<sup>th</sup> September 2018

Parents are invited to meet their child's Form Teacher on Tuesday 11<sup>th</sup> September. The Year 2 and Year 8 parents are invited at 5.00pm and Years 3 to 7 parents at 5.30pm. These informal meetings are a chance to familiarise parents with the expectations and routines at Peponi House. After the meetings all parents are invited to a Reception in the Dining Pavilion.

### 2018 / 2019

Term Begins .....Tuesday 4th September 2018  
First Half Ends .....Friday 12th October 2018  
Term Resumes .....Monday 22nd October 2018  
Term Ends.....Friday 7th December 2018

Term Begins .....Tuesday 8th January 2019  
First Half Ends .....Friday 8th February 2019  
Term Resumes .....Monday 18th February 2019  
Term Ends.....Friday 29th March 2019

Term Begins .....Wednesday 24th April 2019  
First Half Ends .....Tuesday 28th May 2019  
Term Resumes .....Tuesday 4th June 2019  
Term Ends.....Friday 5th July 2019

**2019 / 2020**

Term Begins .....Tuesday 3rd September 2019  
First Half Ends .....Friday 11th October 2019  
Term Resumes .....Monday 21st October 2019  
Term Ends.....Friday 6th December 2019

Term Begins .....Tuesday 7th January 2020  
First Half Ends .....Friday 7th February 2020  
Term Resumes .....Monday 17th February 2020  
Term Ends.....Friday 27th March 2020

Term Begins .....Tuesday 21st April 2020  
First Half Ends .....Tuesday 26th May 2020  
Term Resumes .....Tuesday 2nd June 2020  
Term Ends.....Friday 3rd July 2020

Parents are respectfully reminded that every school day is important and that the last few days of term involve the children in a number of important activities and lessons. Permission to miss school may be granted in exceptional circumstances but only if requested in writing from the Headmaster, well in advance.

## Key Staff and Communications

Mr. Robert Blake	Headmaster
Mr. James Heanley	Deputy Head Pastoral
Mrs. Emma Morton	Deputy Head Academic
Mrs Sophie Ross	Head of Juniors

## Communication with Staff

**Junior Department:** Children's needs are the responsibility of the Form Teacher, who should always be approached first if you have or your child has any queries or concerns. Parents are also encouraged to establish contact with the Year Group Coordinator, who carries an important middle management responsibility. Mrs Sophie Ross is Head of Juniors so please don't hesitate to approach her if you feel that a matter requires the attention of a member of the Senior Leadership Team.

**Senior Department:** Each child has a Form Tutor (who is supported by an Administrative Tutor), and the Form Tutor is your first point of contact. The Year Group Coordinators can always be contacted and any questions can be directed at them.

Academic issues can also be addressed directly to the Deputy Head Academic, Mrs Emma Morton.

Any other issues can be addressed to Mr. James Heanley, Deputy Head Pastoral who is also responsible for attending to significant matters of pupil discipline.

Parents should never hesitate to make an appointment to speak to the Headmaster if necessary, once they have spoken to the teachers concerned.

In both Junior and Senior Departments, all teachers with direct responsibility for the pastoral care of pupils are normally in their classrooms from 7.40 am, so that it is possible for parents to have a quick word before school begins. If you need an opportunity for a private discussion with a teacher, this should be arranged for a mutually convenient time. Whilst we are keen to encourage as much dialogue as possible, and to develop a positive and happy partnership between parents and teachers, we ask you to avoid interrupting staff during the course of the school day, and especially, for safety reasons, not to distract those who are teaching on the games field or at the swimming pool.

## Written Communication

If you need to send a message to your child's Form Teacher, please write a note in your child's school diary, which is checked every day at school. Please also make use of email. Staff will endeavour to reply to your emails within 24 hours; however, this is not always possible if they have a heavy teaching commitment on a particular day.

**To email a member of staff use this format:**

**first initial - full stop - surname@peponihouse.sc.ke**

Levi Wataka is therefore **l.wataka@peponihouse.sc.ke**

The only exceptions are:

headmaster@peponihouse.sc.ke (Mr Blake)

dhp@peponihouse.sc.ke (Mr Heanley)

dha@peponihouse.sc.ke (Mrs. Morton)

hoj@peponihouse.sc.ke (Mrs. Ross)

secretary@peponihouse.sc.ke (Naomi Muchiri)

nurse@peponihouse.sc.ke (Sister Beatrice)

admin@peponihouse.sc.ke (Rose Kibe)

musicdepartment@peponihouse.sc.ke (Mr Mugambi)

## Who should I speak to?

Topic	Member of Staff
Junior Dept.	Child's Form Teacher Clare Round Turner (Year 2 Coordinator) Eleanor Fox-Bekerman (Year 3 Coordinator) Nazneen Dada (Year 4 Coordinator) Sophie Ross (Head of Juniors) Emma Morton (Deputy Head Academic)
Senior Dept.	Child's Form Tutor Deepali Pannu (Year 5 Coordinator) Chris Parkes-Bristow (Year 6 Coordinator) Deborah Porter (Year 7 & 8 Coordinator) James Heanley (Deputy Head Pastoral) Emma Morton (Deputy Head Academic)
Disciplinary issues	James Heanley (Deputy Head Pastoral)
Curriculum & Assessment	Emma Morton (Deputy Head Academic)
Special Educational Needs	Anisa Vohora (SENCO)
Games / Trips & Expeditions	James Ross (Director of Sport)
Swimming	John Wroe (Director of Swimming)
Music	Njane Mugambi (Director of Music)
Medical matters	Sister Beatrice Mwangi (School Nurse) Melanie Blake (School Counsellor)
Activities	James Heanley (Deputy Head Pastoral)
Catering	Ephantus Imanene (Catering Manager)
Fees & financial matters	Ernest Njuguna (Bursar) ( <a href="mailto:enjuguna@peponischool.org">enjuguna@peponischool.org</a> ) Michael Mutunga (Accountant)
General enquiries	Naomi Muchiri (School Secretary) <a href="mailto:secretary@peponihouse.sc.ke">secretary@peponihouse.sc.ke</a>

There will, of course, be times when you need to speak to the Headmaster. He is normally in the Sundial Quad first thing in the morning, but it is best to make an appointment through the School Secretary, Naomi Muchiri.

Please remember that all staff are here to help with any questions.

### Firefly: the school intranet

Peponi House uses an online learning platform called Firefly, as an intranet for staff, parents and pupils. Resources are posted on Firefly to aid independent learning, both at school and at home. Year group blogs are uploaded, as well as the weekly update. Electronic copies of pupils' reports are also available through Firefly. Year 7 & 8 pupils receive their homework instructions through Firefly. All new parents are given a login at the start of the new term and it is vital that the school has the correct email address for both parents.

### Termly Calendar

There is a termly calendar containing information about school dates and events issued to all families at the start of each term. This can also be found on the secure school portal, which is accessible through the website [www.peponihouse.sc.ke](http://www.peponihouse.sc.ke)

### SMS alert system

We operate a bulk SMS alert system to communicate quickly with parents should the need arise. This system is used when pupils go away on overnight trips and enables us to communicate quickly and effectively with parents via SMS.

## Your Details

It is absolutely vital that you give all the correct email addresses and telephone numbers to the school at the start of the academic year.

Please inform the school in confidence, if there are any:

- Changes in family circumstances
- Changes in address and telephone numbers
- Changes in contact numbers and/or email addresses
- Factors which might have a bearing on the work, behaviour or emotional state of your child

**Please ensure that your phone numbers are written in your child's diary.**

## Practicalities

### Arrival

**The school day begins at 7.50am** with Registration in Form rooms, followed by Assembly at 8.15am on Mondays, at which parents are most welcome to join us. On the other days of the week, lessons begin at 8.00am. Please ensure that your children arrive at school in plenty of time to prepare for their first commitment. By missing Registration they risk losing out on crucial learning time, as well as any important information or letters that might be given out. **If children arrive late, they must sign in at the office personally**, so that our attendance registers can be amended.

We always enjoy seeing parents in the mornings but please ensure that you are out of the classrooms by 7.55am so that the teachers can begin Registration. We ask that adults do not help children unpack their bags during Registration, as we want to encourage them to be independent.

### Collection

Please do not collect your children from the classrooms. Children will be available at the car park shelter as follows:

3.45pm (Monday – Friday)	JUNIOR DEPARTMENT (Years 2-4)
4.15pm (Monday – Thursday)	SENIOR DEPARTMENT (Years 5-8)
4.00pm (Friday)	SENIOR DEPARTMENT (Years 5-8)

Some children, especially seniors, may be required until later for sports squad or music practices. (Please check the 'Sports & Activities' schedule for the term in question.)

**Any child who has not been collected by 4.45pm will be taken to the School Office and must be collected in person by the parent or driver from the member of staff on duty. Please ensure that your child is collected by 5.15pm at the latest.**

### Requests for Leave of Absence

- You are asked not to take your children on holiday during school term time.
- Requests for leave of absence for medical or dental appointments should be directed in writing to the Form Teacher.
- All other requests for special leave of absence should be directed to the Headmaster in good time and in writing.
- It is essential for the school to have accurate information concerning the whereabouts of pupils at all times.

### Lunches

All children are provided with lunch and break at school. Children are able to order their preferred main course in advance, choosing from three options, at least one of which is always a vegetarian meal. The weekly menu is posted on Firefly a week in advance. Please ensure that you have filled in and returned a form giving information about allergies or foods that you would prefer your child not to eat.

It is a school rule that **children may not bring any food to school** (except on special occasions, e.g. end-of-term parties, or 'Tutor Lunches' in the Senior Department). They may bring water from home, provided that this is not in glass bottles or tins. Under no circumstances may juice, sweets or chewing gum be brought to school.

## Money and MPESA

There are some occasions when children are asked to bring money to school, for example to pay for extra activities or school trips. This money should be handed into the School Secretary, or the teacher responsible, first thing in the morning. **Otherwise, children should never have money at school.**

There is a school MPESA number for the payment of uniform and trips.

Buy Goods & Services

Till number 696124

## Mobile phones and electronic equipment

Children are **not allowed** mobile phones at school. They may occasionally be asked to bring an electronic device such as a laptop or tablet to support a specific lesson. If they bring any electronic device to school, this should be given to their Form Teacher for safe-keeping. The school cannot be held responsible for any items that go missing.

## School Bags

In Years 2-4, please provide your children with a bag suitable for carrying their sports kit. They will also need a reading folder which can be purchased at Haria's Outfitters, Sarit Centre.

In Years 5-8, please provide your children with a bag suitable for carrying their sports kit. They will also need a sturdy bag suitable for carrying books.

## Personal Property

Every child is allocated a locker, in which games kit must be stored for safe keeping. These lockers are in the changing rooms. In the Junior Department (Years 2-4), pupils are not allowed to lock their lockers. They keep their classroom equipment such as pencil cases and reading folders in a chair bag in their classroom.

In the Senior Department (Years 5-8) every child is also allocated a book locker near their form room, in which all books and class equipment are kept. It is important that your child has a padlock on each of their lockers to ensure that their belongings do not fall out. All padlocks have at least two sets of keys. One set should be given to your child (preferably on a lanyard, available from the school office) and the other must be labelled and given to the Form Teacher in case of an emergency.

## Lost Property

Items left at school are collected at the end of the day and put into the Nurse's room. They should be claimed as soon as possible the following morning. At the end of each term, any remaining unnamed items are donated to the less fortunate. Valuable items (e.g. watches) are normally handed in to the Deputy Head Pastoral's office.

**Please assist us by ensuring that all clothing and other personal items are always clearly named before being brought to school.**

## Medical Care

The school has a fully qualified, full-time nurse, Sister Beatrice. **Any medicine brought to school must be handed directly to the nurse before 7.50am - the child's name and the dosage must be marked clearly on the container. Please also inform your child's Form Teacher.** Medicines will not be administered to children without the parent's instruction. A Medical Incident Form will be completed, signed and sent home with the child by the nurse following the administration of treatment of any significance. An additional insurance charge is made so that, in the event of a medical emergency, a fully-equipped ambulance service is available. When the school hosts a sports tournament, there is always an ambulance in attendance.



### **Practical ways in which parents can help**

We expect a high standard of table manners, and children must be able to eat properly with a knife and fork at meal times. Pupils also have to change into sports kit each day and so need to know how to dress themselves and how to tie shoelaces and ties. Year 2 pupils are encouraged to wear shoes with Velcro for ease and speed when changing. **Please ensure that your child has been taught all these skills before entering the school.**

Personal organisation is something that some children find very difficult at school. You can help with this enormously at home by encouraging children to be responsible for their possessions and by insisting that they keep their own areas tidy and organised. **They should also be encouraged to organise their own school bag.** Other than in exceptional circumstances, we do not allow children to call home if they have forgotten an item.

### **House System**

On entry into the school, a child joins one of four school Houses: Chania (green), Mara (yellow), Tana (red) or Tsavo (blue). These Houses compete against each other by collecting as many house points as possible. Various Inter-House Events take place during the course of the school year, enabling each house to earn supplementary points. Each House has a House Captain who is a child in Year 8.

### **Pupils' Councils**

To give the children a voice within the school community and to develop our awareness and understanding of our place in the World, the school has a School Council, Food Council and an Environment Council. Children volunteer or are voted into these roles and they change periodically to give as many children as possible the chance to make a difference.

### **Peponi House Values and Expectations**

At Peponi House we see ourselves as a family that cares about one another. As in all families, it is important to set clear boundaries to ensure that we have a safe and supportive environment that promotes respect for self and others as well as for teaching and learning.

We, the educators, represent authority at school, just as parents represent authority at home. It is important that our school community - including parents, pupils, teachers, administration and support staff - works together to promote and encourage the following values:

- All individuals in the school community will treat others with respect, concern, caring and fairness;
- All individuals in the school will display good citizenship and acknowledge responsibility for their behaviour;
- Pupils are expected to attend all classes, arrive on time and actively engage in the tasks;
- Teachers have the right and duty to model and teach the principles of respect for others and responsibility for one's actions;
- Teachers will establish and use behavioural consequences in an educational manner, helping pupils to appreciate the purpose of rules, the importance of making amends, and the taking of responsibility for improving their behaviour;
- Pupils have the right to be treated with respect, to expect fair and consistent treatment from teachers and to be able to voice and have their opinions heard in a respectable forum;
- Pupils have the responsibility to be aware of and abide by school rules, regulations and procedures.

Parents are expected to support the school in the implementation of this policy.

Generally speaking we have very well behaved pupils who show respect and are kind to others. Most of our pupils set high standards for themselves with regard to both effort and achievement at all levels. We are indeed fortunate to work with these young people.

## School Rules

Our school rules are divided into two groups, so as to emphasise the importance of showing respect, and taking responsibility. You may find it helpful to read through these rules with your children before they join the school and to explain anything that they do not understand.

### Moral Values – ‘Golden Rules’. These rules are based on respect.

#### We show respect for:

- Other people’s feelings, opinions, beliefs and cultures
- Property
- Our work and ourselves

#### We show respect by:

- Listening without interrupting
- Being helpful and kind to others
- Celebrating the success of others
- Telling the truth
- Avoiding the use of bad language
- Wearing our school uniform with pride

#### Practical Rules - These rules all help to protect us.

- We think before we act
- We look out for the safety of others
- We wear our hats for outdoor activities, including break-time
- We walk on paths and concrete areas
- We only bring food, sweets or money to school by invitation on special occasions
- We know that there are some rooms/areas we may not enter without permission

## Praise and Reward - PEPONI House Points

**PE: Personal Effort    P: Performance    O: (Thinking of) Others    N: Neatness    I: Impressive**

Throughout the school, **House Points** are awarded for effort in the classroom and to reward good conduct. The Houses compete against each other, and the members of the House which accumulates the most points enjoy a treat (e.g. House barbecue). Children who perform exceptionally well are awarded a certificate at Final Assembly. There is also a House Point Tuck Shop, where children can redeem House Points for treats.

In the Junior Department, we also offer the incentive of a weekly **Golden Time** session, during which children choose from a selection of ‘fun’ activities. Especially good behaviour is rewarded by a child’s name being entered in the **Golden Book** and their success is shared in Junior Assembly.

Another way of rewarding the positive is by issuing a **merit certificate**, which a child is encouraged to bring home to share with his/her parents, thereby giving you the opportunity to celebrate your child’s achievement.

## Sanctions

Normally, when a child misbehaves and/or breaks a school rule, an encouraging, corrective word from the teacher will achieve the desired result. First and foremost, it is important that children understand the reason why this behaviour is undesirable, so teachers are encouraged to give a clear explanation and to discuss the problem with the child.

We believe that there also needs to be a clearly understood and consistently applied system for use when inappropriate behaviour is in obvious breach of the accepted code. A child may lose a House Point if they continue with poor behaviour after having been warned. If a child loses three House Points within a week, this will be communicated to the parents and the child will either have to attend a Deputy Head’s detention from 4:15 pm to 5:15 pm on a Friday or carry out Community Service.

In exceptional circumstances, a **demerit** may be issued. A demerit automatically results in a request for a meeting at school between the parents, the Head of Juniors (Junior Dept.) or Deputy Head Pastoral (Senior Dept.), and, if possible, the child’s Form Tutor. The intention is always for school and home to work positively together in discouraging undesirable behaviour.

## **Academic Matters**

### **Academic Organisation**

Throughout the school, children are taught in mixed-ability classes for most subjects.

In the Junior Department, most subjects are taught by the Form Teacher. However, some subjects are taught by specialists (e.g. Music, Swimming, Kiswahili and P.E., French being added in Year 3). I.C.T. skills are incorporated into mainstream lessons; a specialist is on hand to team-teach with the Form Teacher.

On entry into Year 5, the approach begins to change quite significantly. Most lessons still take place in one classroom, where English, Humanities and P.S.H.E. (Personal, Social and Health Education) are taught by the Form Teachers. Pupils go to specialist teachers for their other subjects. Pupils are divided into three sets for Maths in Year 5.

From Year 6 onwards, we continue to set for Maths, and children move around from one specialist teaching room to another. Children learn Latin and Spanish and continue with Kiswahili. Initially, these are taught for one term each, giving all the pupils the chance to experience all three languages. At the end of Year 6, a decision is made, in consultation with the parents, as to which course of study the children will follow for Years 7 and 8. Setting begins for French in Year 6.

In Years 7 and 8, children are also set for English and they stay in these sets for History, Geography and R.S.

### **Common Entrance (C.E.) & National Curriculum**

Ultimately, all Peponi House children will sit the Common Entrance (C.E.) exam prior to 13+ transfer to senior school. This involves the children sitting exams in English, maths, biology, chemistry, physics, history, geography, French, Spanish or Latin, which are set in the U.K. by the Independent Schools Examinations Board. In Year 8, there are two trial exams before the actual exams at the beginning of June.

The C.E. syllabi are closely aligned to the British National Curriculum, which provides the main influence on children's learning at Peponi House.

The subjects of the National Curriculum are English, mathematics, science, geography, history, design technology, computing, art, music, P.E., a Modern Foreign Language (French) and P.S.H.E. (Personal, Social and Health Education). At Peponi House, P.S.H.E. is taught by the Form Teacher and its key elements are also included within the schemes of work for other subjects. Other academic subjects taught at Peponi which are **not** part of the National Curriculum include Religious Studies, drama and Kiswahili (from Year 2). Spanish and Latin are introduced in Year 6.

If you would like to learn more about C.E. and the National Curriculum, more detailed information is available from the Deputy Head Academic, which includes reference to informative websites where you can access all the details.

To keep parents abreast of the topics that the children are studying in class, resources, curriculum summaries and homework tasks are posted on Firefly, the School Intranet.

### **Homework Policy**

For children in Years 2-5, there is a reading homework (every evening), and tasks such as the learning of vocabulary, spellings, comprehension work and mathematical exercises. The reading should be done for at least ten minutes every evening to an adult.

More formal homework assignments are set from Year 6. To begin with, so that children are introduced gradually to this important discipline, the expectation is that homework per subject should take no more than 30 minutes. Pupils make a note of their homework task in their school diary. In the senior department, Firefly is also used to post homework tasks.

A suitable environment for completing homework is essential. A quiet room with a table or desk is vital. Establish a routine and take an interest in how your child settles to study. If you can, be available to assist, but please **encourage your child to work as independently as possible**. If there are any concerns about homework please make a note of them in the child's diary.

We do not set holiday homework; however, we have a set of optional homework tasks, based on Bloom's Taxonomy called "Pepoptions".

### **Learning Support**

In common with the school's ethos, we fully accept that some children will require support on account of their special educational needs. Though children with difficulties such as dyslexia, dyspraxia and AD(H)D will still be taught in the mainstream classroom, they may follow individual learning programmes in some areas of the curriculum, and/or receive specialist intervention, either on an individual basis or in a small group. In the Senior Department, pupils for whom an assessment states that the curriculum should be modified may have these lessons in lieu of a second language. Integrated learning support in some literacy and numeracy lessons is provided wherever possible.

For further information, please contact Mrs. Vohora (Special Educational Needs Co-ordinator).

### **Extra Tuition**

Extra Tuition is discouraged by Peponi House Prep School. If, in exceptional circumstances, extra lessons are deemed necessary, permission must be sought from the Headmaster or Deputy Head Academic. It is school policy that teachers offering private lessons on the school premises should charge in the region of 4,500/- per hour for this service.

Occasionally, you may feel that your child would benefit from extra lessons outside school. **This is an area to be approached with great care.** It is not uncommon that we discover that children who are having extra coaching become more confused as they try to come to terms with different teaching methods. Please be mindful of putting too much stress on your children, as this will harm their mental health.

It is essential that any private tutor who you employ liaises closely with the subject teacher at school so that our efforts can be supported.

## **Assessment/Exams**

Regular testing is carried out in all year groups so that the school is able to build up an assessment profile on each child. School exams are introduced in Year 5, with exams in maths and English. In Year 6 onwards, there are exams in all of the academic subjects. Whilst the main aim of exams is to assess the development of skills and levels of understanding, it is also necessary for children to revise the factual content of the curriculum. Most of the required revision prior to exams will take place at school but it needs to be supplemented at home, for which clear guidelines are given by teachers and also on Firefly.

## **Books Home**

Every term, all children in the Senior Department will take their books home so that parents can see the work that has been done and the topics that have been covered. Dates for Books Home will be published in the calendar.

## **Reports and Parent Teacher Meetings**

**Junior Department** - In Years 2, 3 and 4, detailed reports on the pupils' progress are offered at the end of the September and April Terms. In addition, Parent/Teacher Meetings are arranged every term; these are held in the Courtney Hall.

**Senior Department** - Full written reports are offered twice yearly; at the end of the September and April terms for Years 5 to 7 and at the end of the September and January terms for Year 8. There are Parent/Tutor Meetings in the September Term, when the parents can meet their child's form tutor on an appointment basis to discuss their child's general progress in the first few weeks. In the April term there are Parent/Teacher Meetings when parents meet all the individual subject teachers to discuss their child's academic progress.

## Grading Policy

*The Grading Policy will be under review in 2018-19.*

In Years 2 to 4, pupils do not receive explicit Effort or Attainment grades; however, the quality of their work relative to their peers is monitored. In Years 5 to 8, pupils are graded according to their Effort and their Attainment.

### Effort grades in the Senior Department

The effort each child is making is of paramount importance. In the Senior Department, Effort Grades are given in every subject at Peponi House to inform how much effort a pupil is applying in lessons. Effort Grades are given half termly and at the end of each term.

In order to win an Effort Prize at the end of term, a child must have scored only 1s and 2s in all subjects, including Games, to qualify. A child can win an Exceptional Effort Prize, if more 1s than 2s are achieved.

Pupils are ranked on a scale of 1-4 (where 1 is the highest) and the school will inform parents if their child is likely to score 4. No half grades (e.g. 2.5) are possible. Pupils who score 3 in more than one subject may, at the discretion of the staff, be put on an Effort Card, which is managed by the Tutor and monitored by the Deputy Head Academic, or given other appropriate support. Pupils who score 4 in any subject may be put on an Effort Card and the parents will be contacted.

It is at the discretion of the teacher as to how many of the criteria a child needs to fulfil to reach the given effort grade. This is especially true for non-examined subjects such as Art or PE.

Effort Grade	Evidence includes but is not limited to
1 (Excellent)	<ul style="list-style-type: none"><li>• <b>Application:</b> consistent, full contributions to all lessons; always responds to the teacher's advice</li><li>• <b>Expectation:</b> classwork &amp; homework always completed, to the best of pupil's ability; and at times, exceeding the teacher's expectations</li><li>• <b>Attitude:</b> a consistent, proactive &amp; positive influence from the pupil in every lesson</li><li>• <b>Preparation:</b> full set of resources are brought to every lesson</li></ul>
2 (Good)	<ul style="list-style-type: none"><li>• <b>Application:</b> contributes proactively to most lessons &amp; mostly attempts to apply teacher's advice to their work</li><li>• <b>Expectation:</b> classwork &amp; homework completed, within the teacher's expectations</li><li>• <b>Attitude:</b> shows a positive influence in all lessons &amp; tries to fulfil the teacher's requests</li><li>• <b>Preparation:</b> full set of resources are brought to most lessons</li></ul>
3 (Needs improvement)	<ul style="list-style-type: none"><li>• <b>Application:</b> contributes occasionally during lessons; inconsistent effort re. presentation, work output</li><li>• <b>Expectation:</b> classwork &amp; homework is not always completed or often does not match the teacher's expectations.</li><li>• <b>Attitude:</b> the pupil is coasting and initiative is required</li><li>• <b>Preparation:</b> full set of resources are often not brought to lessons</li></ul>
4 (Unacceptable)	<ul style="list-style-type: none"><li>• <b>Application:</b> failure to react to several warnings about homework and classwork</li><li>• <b>Expectation:</b> classwork &amp; homework show a lack of pride and are not completed to the best of pupil's ability nor does it match the teacher's expectations</li><li>• <b>Attitude:</b> behaviour impacts negatively on peers</li><li>• <b>Preparation:</b> failure to respond to the teacher's efforts to help with organisation</li></ul>

## Attainment Grades in all subjects in Years 2 to 5

## Attainment Grades in the Creative & Active Subjects in Years 6 to 8

### Quality of a pupil's work relative to his/her peers

At Peponi House, all pupils are given positive feedback for having fulfilled learning objectives at their own individual level. In Years 2-5, these are at the basis of recording attainment:

E: Exceeding Expectations

O: On Track (what we would expect an average child of this age to be achieving)

W: Working Towards

These 3 symbols relate to the quality of work relative to the child's peers and the level at which pupils are expected to work.

In Years 6 to 8, the following subjects are also graded according to this system of E / O / W: Art & DT, Music, Computing, P.E., and Swimming.

### Correlation between Year 5 Grading System and Year 6 to 8 Grading System

Year 5 Grades	Years 6 to 8 Grades
E - Exceeding Expectations	A+
	A
	A-
	B+
O - On Track	B
	B-
	C+
	C
W - Working Towards	C-
	D+
	D
	D-

## Attainment Grades in Academic Subjects in Years 6 to 8

The attainment grade awarded to a pupil in Years 6 to 8 is a reflection of the pupil's performance in class. The attainment grade is given half termly and is published alongside the effort grade to pupils and parents. The following is our grading scale:

Attainment Grade (Yrs 6-8)	Evidence includes but is not limited to
<b>A+/A/A-</b> <b>(Outstanding - Excellent)</b> 80%+	<ul style="list-style-type: none"> <li>• Demonstrates excellent knowledge and understanding.</li> <li>• Performs outstandingly well in test and exam situations – 80%+.</li> <li>• Shows ability to use a range of sources to improve knowledge base.</li> <li>• Is able to network/link ideas spontaneously.</li> <li>• Uses key vocabulary effectively and can explain ideas using own words.</li> </ul>
<b>B+/B/B-</b> <b>(Good - Very Good)</b> 65-79%	<ul style="list-style-type: none"> <li>• Demonstrates very good knowledge and understanding.</li> <li>• Performs very well in test and exam situations – 65%+.</li> <li>• Is sometimes able to use a range of sources to improve knowledge base.</li> <li>• Will usually network/link ideas spontaneously.</li> <li>• Will usually use key vocabulary effectively and can explain important concepts in own words.</li> </ul>
<b>C+/C/C-</b> <b>(On Track)</b> 50-64%	<ul style="list-style-type: none"> <li>• Demonstrates fair knowledge and understanding.</li> <li>• Performs quite well in test and exam situations – 50%+.</li> <li>• Usually requires support to use a range of sources to improve knowledge base.</li> <li>• Will occasionally network/link ideas spontaneously.</li> <li>• Sometimes needs help to use key vocabulary correctly and to explain ideas in own words.</li> </ul>
<b>D+/D/D-</b> <b>(Needs improvement)</b> 35-49%	<ul style="list-style-type: none"> <li>• Demonstrates variable knowledge and understanding.</li> <li>• Has difficulty in test and exam situations – below 50%</li> <li>• Significant teacher support is required to improve knowledge base.</li> <li>• Will rarely network/link ideas spontaneously.</li> <li>• Rarely uses key vocabulary correctly and usually needs extra support to explain ideas in own words.</li> </ul>
<b>E+/E/E-</b> <b>(Action required)</b> below 35%	<ul style="list-style-type: none"> <li>• Demonstrates poor knowledge and understanding.</li> <li>• Has great difficulty in test and exam situations – below 35%</li> <li>• Even with regular teacher input is unable to sustain, extend and develop understanding.</li> <li>• Is unable to network/link ideas spontaneously.</li> <li>• Rarely uses key vocabulary correctly and usually needs extra support to explain ideas in own words.</li> </ul>

## Prizes

At the end of each term, in the Junior Department, there is a Spirit Prize per class.

At the end of each term, in the Senior Department, pupils receive a certificate for Effort if they have not received a 3. There are Effort Prizes for Outstanding Effort (whereby a child has received more 1s than 2s), as well as a Progress and Spirit Prize per tutor group. Prizes in the form of certificates are also awarded for the children who have earned the highest number of House Points.

At the end of each term there are Academic Prizes to give recognition to those who achieve more than a B+ (i.e. Very Good - Excellent) average in the academic **classroom based subjects (i.e. not computing, art & design technology, music, P.E., Swimming or Games)**. There are prizes awarded to give recognition to the top performers in the Creative subjects.

In order to calculate the winners of the Academic Prizes, each grade is given a numerical value (A+ equates to 15; A equates to 14; A- equates to 13; B+ equates 12, and so on). An average of 12 or more in class-based subjects will win an Academic Prize.



## **Speech Day**

Speech Day takes place on the last morning of the academic year. It is a formal event, to which parents are warmly invited. Year 8 Prizes are awarded, as well as, the top Academic, Progress and Effort Prizes in every Form.

## **Education after Peponi House**

Most children transfer from Peponi House at 13+ to Peponi School or to other senior schools (in Kenya, the U.K. and elsewhere) which follow the British system. Some children go to international schools, making a smooth transition at the end of Year 8. Matching a child with the right school is a very important business and can often be a difficult decision. Please ask the Headmaster or Deputy Head Academic for any advice you may require.

## **Library**

There is one English lesson a week that takes place in the School Library. This gives pupils a chance to explore their passion for reading within the ever-expanding selection of books on offer. Pupils sign books out of the library and are provided with an allotted time to return or renew their books. If a book is lost or damaged, then pupils and parents will receive advance warnings, which if unheeded, will result in a fine or the necessary replacement of the book.

## **Extra-Curricular Activities**

All children are given the opportunity to take part in a wide variety of extra-curricular activities, which take place once a week. These activities cater to all the different interests and passions we have at Peponi. Children are encouraged to try as many different activities as possible in order to develop (and indeed discover!) new passions. Activity groups bring together children from different age ranges and classes and therefore the sessions offer an excellent opportunity to make new friends and work with new teachers.

We strongly believe that children should be given lots of opportunity to try out a wide range of different activities. To this end, we run an activities programme where activities belong to one of three groups: Clubs; Cultural; or Creative. Club activities are sports-based. Cultural activities are more academic. Creative activities give children the chance to make things. Children have to choose one activity per term and have to have experienced one activity from each of the groups during the year. So if a child chooses a Club in Term 1, they will need to choose a Creative or Cultural activity in Term 2, and an activity from the remaining group in Term 3.

Being selected for the Senior Play also constitutes a commitment on one afternoon (and on some weekends) during the appropriate term.

## **Higher Order Thinking Skills (HOTS) – Senior Department only**

Higher Order Thinking Skills (HOTS) take place on a Monday afternoon and are activities designed by the teachers to challenge the pupils in areas of learning that they may not have experienced directly in the conventional curriculum of the school. Once a week, senior pupils take part in a 6 week experience of an activity and rotate around the activities each half term in small groups. The activities, whilst giving the pupils a taste of a new experience, are created to challenge the Higher Order Thinking Skills coined by Bloom's Taxonomy. This states that in order for pupils to really be challenged that they need to: Experience; Analyse; Evaluate; Plan; and Create. Each of the activities challenges this aspect of learning and helps pupils to know how to identify their effective role in a team.

The HOTS programme aims not to just teach pupils facts and knowledge of a topic, but engages pupils in experiential learning and challenges them to think outside the box to gain a favourable result. Being a member of the Orchestra, if selected, constitutes a commitment to Orchestra as a HOTS Activity.

A list of Activities and HOTS will be sent home at the beginning of each term.

## Sport

The sporting programme is comprised of ‘major’ and ‘minor’ sports as indicated below.

<b>Term</b>	<b>Major Sports</b>	<b>Minor Sports</b>
September	Rounders (girls); Cricket (boys)	Cross Country, Athletics
January	Hockey (girls and boys)	Swimming, Squash, Football
April	Netball (girls); Rugby (boys)	Tennis, Football, Cross Country

Peponi House competes against other schools in all of these sports. Regular matches begin at Under 9 level (Years 3 and 4). We endeavour to find the opportunity for as many children as possible to represent the school, and, when other schools are able to accommodate us, matches are arranged for as many different teams as possible at Under 11 and Under 13 level. Inevitably, ‘A’ and ‘B’ team matches are the most competitive, and these teams are chosen entirely on merit. At all levels, those selected are expected to give full commitment to their teams, which includes participation in weekend fixtures if selected.

Details of all matches are given on the school calendar, and updated weekly. ‘Touchline support’ from parents is very welcome – but please ensure that your support is always positive and encouraging. Criticism of either team, or of the referee’s decisions, can be extremely damaging, and sets a very negative example to young people. Remember that an attitude of “winning at all costs” directly contradicts the school’s philosophy.

### Squad Practices

There will be Under 11 and Under 13 late practices for minor sports on Thursdays from 4.15 pm to 5.15 pm. These practices will be by invitation. The Under 9s may have a late practice on Monday from 3.45 pm to 4.30 pm.

Parents may enrol their children with the Sea Horses or Big Splash Swimming Clubs which operate before and after school. Those not in the clubs may be asked to attend lunch time practices. We also have tennis squads, to which children are invited. Children will be receiving lessons in both of these sports, in small groups, as part of the compulsory programme – so the coach will soon recognise when a child is ready for a bigger challenge.

### ‘Away’ matches

At the beginning of each academic year, you will be asked to return a form declaring that you are happy for your child to play in away matches **in the Nairobi area**. Please encourage your children to notify you well in advance if there is a likelihood of them being selected for a team, **and refer to your calendar!** You can also check the team sheets on the sports notice board (which are posted well in advance of each fixture). Team sheets are also supplied to the Office, so that, if you are in any doubt, you can receive immediate confirmation over the telephone.

If your child is selected to play in a match **outside Nairobi** or one that is **not** stated in the calendar, your children will bring home a letter informing you of their selection, and of the match details, and you will be asked to return a reply slip to school giving your permission for them to play.

**No food or electronics are allowed on away matches or weekend tours.**

### Inter-House events

There are Inter-House events in all sports. There are Sports Days, Swimming Galas, Cross-Country and termly House Matches. Every child is involved in all Inter-House events. The only exception is the Year 2 pupils who do not have Inter-House Matches in major sports.

**If you feel you need more information about the Sports Department’s policies, please ask Mr. Jim Ross (Director of Sport), Mr John Kimotho (Head of P.E.) and Mr John Wroe (Head of Swimming).**

## Music

All children study music as part of the curriculum. Those who are keen are encouraged to take individual instrumental lessons. Pupils are selected to join the Senior Choir, Orchestra and the various school ensembles. Pupils can choose to join the Junior Choir. Full commitment to rehearsal and practice is required for all the groups.

Pupils have an opportunity to share their music with others by playing together in class and at Teatime Concerts. Pupils play to each other in class and learn how to improve their performance skills. There is also a big emphasis on learning personal organisational skills and performance etiquette. Some of those who perform in class are selected to perform at the Teatime Concerts. The focus of the Teatime Concert system is the ongoing tracking of pupils' development following performance to their peers in class. The role of the parents is to support their child with their regular practice at home throughout the term. A few children are selected by the department to perform at major school concerts and various other performance opportunities.

We encourage children to learn instruments (voice included) as a way of expanding their educational experience. Instrumental lessons are given by visiting peripatetic teachers for a fee. The lessons are given in school time and are rotated weekly to cause minimal disruption to the academic programme. Invoices for a term's lessons are payable by cheque to the individual teacher. Cheques should be enveloped and handed in to the accounts office. The envelope should clearly indicate the instrumental teacher and pupil's name. Instrument lessons will stop if payment is overdue. Fees are refundable for lessons at which the teacher is absent; but if the pupil is absent for personal reasons, the teacher is not obliged to offer a refund or to make up the lesson. This is because the peripatetic teachers come on specific days and timetabling is done in advance.

All instrumental lessons are arranged only through the Director of Music by email ([musicdepartment@peponihouse.sc.ke](mailto:musicdepartment@peponihouse.sc.ke)) or a note in child's diary. There is an automated waiting list. Once a pupil is on the waiting list, they will be assigned a teacher when a suitable place opens up. They will be contacted and guided on what to do once the lessons start.

Pupils in Year 2 who are very keen to start instrumental lessons can only do so in the April term. This is to give them some time to settle into core prep school routines first.

In many cases, an instrument can be hired from the school. The school will invoice for the hire and the charges are payable to the school. Parents will be liable for loss or damage of the hired instrument.

For further information and advice please ask the Director of Music, Njane Mugambi by email or a note in your child's diary. There is also a lot of useful information available on Firefly.

## SCHOOL UNIFORM LIST

The uniform list is organised according to where you can buy the necessary items.

### Available from Haria's Uniforms, Sarit Centre, Westlands & The Junction Mall

#### Girls' Uniform (Years 2-6)

White blouse  
Dark blue pleated skirt (knee length)  
Ankle length white socks\*  
Smart black shoes  
School cap with the Peponi crest

#### Boys' Uniform (Years 2-6)

White short-sleeved shirt  
Dark blue shorts  
Grey blue banded socks  
(navy/white/navy)  
Smart black shoes  
School cap with the Peponi crest

#### Girls' Uniform (Years 7&8)

As above, but:  
Fitted white blouse  
Dark blue straight skirt (knee length)  
*(Girls may continue to wear their Year 6 skirts if they wish)*  
Dark blue jacket  
\* In cold weather, girls may wear dark blue tights

#### Boys' Uniform (Years 7&8)

As above, but:  
Dark blue long trousers  
Dark blue jacket

#### P.E. Kit

All girls and boys: 2 x House polo shirts, with school shield on pocket:

**Chania - Green; Mara - Yellow; Tana - Red; Tsavo - Blue**

Dark blue games shorts (all boys), with school crest on the left leg  
Skorts (all girls) with school crest on the left leg  
Plain white ankle socks  
Dark blue & white striped knee-length socks (boys & girls)  
Sports trainers  
Swimming towel

### Available from the School Office:

School tie or Year 8 tie / cravat (compulsory); school jumper / cardigan (optional); school fleece (optional); school tracksuit (optional)

Please note that these items are only sold twice a week on Tuesday morning and Friday afternoon.

#### MPESA

Buy Goods & Services  
Till number 696124  
There is a school MPESA number for the payment of uniform and trips.

### Available from Nairobi Sports House, Village Market or Westlands:

#### Specialist Peponi House Sports Kit

White polo match shirt (boys), with school crest on the chest (Years 3-8)  
Blue polo shirt (girls), with school crest on the chest (Years 3-8)  
Cricket trousers for boys with the school crest (Years 3-8)  
School hat with the Peponi crest (*wide-brimmed*)  
Dark blue & white school rugby shirt (boys, Years 3-8)  
Peponi swimsuit or trunks (compulsory), Peponi swimming cap (girls) (Years 2-8)

**NB All jumpers, cardigans, track suits etc. worn in school must be items of standard school uniform.**

## OTHER REQUIREMENTS

### Years 2-4

Chair bag  
Reading book bag (available from Haria's Uniforms)  
Pencil case containing pencil, eraser and coloured pencils

### Years 5-8

Pencil case containing pencil, eraser and coloured pencils  
Ink pen (cartridge, roller ball or fibre-tipped, not ball point)  
Calculator  
Geometry set

### What is required in which term?

#### September Term

Short white socks for boys and girls for PE & Games  
Long blue & white striped socks & shin pads for football activity  
A cricket bat for boys Years 3 to 8  
Cricket trousers for boys (Years 3-8) – boys will wear their white match polo shirt for cricket matches  
White polo shirt (boys), with school crest on the chest (Years 3-8) for matches  
Blue polo shirt (girls), with school crest on the chest (Years 3-8) for matches

#### January Term (for both boys & girls)

Short white socks for PE  
Long blue & white striped socks, shin pads & a hockey stick (Year 2)  
2 pairs of long blue & white striped socks, shin pads, a hockey stick and mouth guard (Years 3 to 8)  
Long blue & white striped socks & shin pads for football activity  
White polo shirt (boys), with school crest on the chest (Years 3-8) for matches  
Blue polo shirt (girls), with school crest on the chest (Years 3-8) for matches

#### April Term

Short white socks for PE (boys & girls)  
2 blue & white striped rugby shirts & mouth guard for boys (Years 3-8)  
Long blue and white striped socks & shin pads for football activity  
White polo shirt (boys), with school crest on the chest (Years 3-8) for matches  
Blue polo shirt (girls), with school crest on the chest (Years 3-8) for matches

#### All Year Round (Years 2-8)

*All available at Nairobi Sports House*

Tennis racquet  
Peponi swimming trunks/costume, & a towel  
Peponi swimming cap for girls  
Swimming goggles are optional  
Water bottle

**All items must be clearly named.**

## Dress Code

Please note especially the following policies/requests:

### Hats:

It is a strict rule that school hats must be worn **at all times** for outdoor activities. Inevitably, these get put on and taken off throughout the school day and do get mislaid quite regularly, so it is **very important that they are clearly named** so that they can be quickly returned to their owners.

### Jumpers:

A blue school jumper, fleece or cardigan is an optional item of uniform and can be purchased through the School Office. Children should not come to school wearing a non-uniform tracksuit top or sweatshirt with their uniform.

### Jewellery:

We are sensitive to the wearing of certain items of jewellery for religious/cultural reasons. However, unless it is absolutely necessary, the wearing of jewellery at school should normally be restricted to that of ear-studs by girls. Ear-rings, and other items that may cause injury (especially on the games field), should not be worn. Nail varnish is **not** permitted at school. School key lanyards are available from the School Office.

### Hair:

We do not have strict guidelines as to the length and style of children's hair, but please ensure that unnecessary 'fashion statements' are avoided. Girls with long hair should keep their hair tied or clipped back off the face. It is not appreciated when boys have haircuts that include artificial colouring, bleaching or the shaving of the scalp. Boys' hair should be off the collar. Hair gel is inappropriate for school.

## Parent Teacher Association

The main purpose of the Peponi House PTA is to give parents the opportunity to feel more involved in the school community. This is achieved as follows:

- **Communication:** through a system of Class Representatives (who liaise between the PTA and the parent body)
- **Social:** organising termly events to bring the community together
- **Fundraising:** for various charitable concerns (e.g. the annual Fête) but also, occasionally, for the benefit of the school
- **Ideas:** putting forward parents' suggestions and airing general views on school life although it must be stressed that parents with grievances must follow the grievance procedure and should not use the PTA as a channel for making complaints.

**Do get involved!** Being a 'Class Rep' and/or a member of the PTA Committee need not be a time-consuming role, and it is an excellent way to feel part of the school family.

## Before and After School Swimming

All pupils have one swimming lesson per week, as part of the mainstream curriculum. The school also has a comprehensive swimming programme before and after school hours.

Big Splash is privately contracted by the School to provide after-school learn to swim lessons. Lessons take place Mondays to Saturdays. Big Splash run lessons for the absolute beginner through to pre-competitive levels, at which point the swimmers will then progress to the Seahorses Swim Team.

Seahorses Swim Team is a high performance training programme that takes the swimmer from Big Splash through to Kenya Junior and Senior International performance levels. This is a Swimming Club affiliated to Peponi House, for which additional costs apply.

For further details contact: [j.wroe@peponihouse.sc.ke](mailto:j.wroe@peponihouse.sc.ke) for Seahorses Swim Team or [tiffany@bigsplash.co.ke](mailto:tiffany@bigsplash.co.ke) for the Big Splash Learn to Swim.

## Peponi House Sports Club

Many parents make use of the swimming pool and tennis courts at weekends and in the holidays by joining the school Sports Club. This Sports Club is open to Peponi House parents, Kabete Kindergarten parents and residents of Farasi Lane.

## Regulations

The school tennis courts and swimming pool may be used by members only during the times stated below.

Availability of facilities to members:

## Tennis Courts

Weekdays: after 4.15 p.m. (assuming that there are no school matches or lessons)  
Weekends: any time during daylight hours (Unless school competitions are being held)  
Holidays: any time during daylight hours

## Pool

The weekdays term time opening hours for the swimming pool will be published at the start of the academic year.

Day	morning (Members & Staff)	afternoon (Staff ONLY)
<b>Weekday term time opening hours – please contact Mr. Wroe</b>		
<b>All Weekends</b>		
Saturday	9.00am – 5.00pm	
Sunday		
<b>Peponi School Holidays</b>		
Monday to Friday	9.00 – 3.45pm	
<b>Public Holidays : Pool Closed</b>		

## Coaching:

Only two tennis courts, and only three lanes of the pool, at the weekend, may be used for coaching at any time.

Authorised school coaches are:

Paul Lesiew (Tennis)

Arun Balaraman (Ace Tennis)

John Wroe, Tiffany Wroe, Alex Omondi, Ruth Mwangi (Swimming)

**Please contact the Director of Sport for the Peponi House Outside Coaching Policy.**

### **Guests**

Whilst we regret that it is not possible to allow members' guests, or any coach other than those authorised, to use the courts, we have no objection to members bringing not more than 2 guests per member to the pool on an occasional basis, provided this is declared in the pool attendant's record book. Please note that private coaches may not be invited as a guest.

### **Membership fee**

Please ask the school secretary or accountant for the current membership fee. In order to join, full payment must be made to the Accounts Office. There is an obligatory Indemnity Form to sign. You will receive a membership card. This card must be carried at all times when using the school facilities.

Please ensure that your membership is kept up to date.

### **Responsibility**

Members are asked to ensure that their children are kept under adult supervision at all times, especially when using the pool and/or courts. The school is unable to accept responsibility for any accident or injury incurred by members using the facilities at any time.

### **Use of School Facilities**

When using school facilities outside normal school hours, please ensure that:

- **children remain supervised at all times**
- **bicycles are ridden only on the playing fields;** not on the paths around the school buildings
- **dogs are not allowed on the school site**



## Car Parking

The main vehicle entrance is a **dropping and collecting zone only**. There are a few spaces reserved for disabled people. If your child is not ready for collection, please move on and drive round again or park outside.

To avoid problems and to keep the children out of harm's way, PLEASE also:

- Do **not** 'double-park' in the dropping/collecting zone;
- Drive as far down the dropping zone as you can, so as to allow other vehicles to pull in behind you;
- Observe the **one-way system** at peak times, as indicated;
- Follow the **askaris' advice** (even if you disagree with it) and show them the respect they deserve for doing a difficult job;
- **Ensure that your driver is made aware of the above requests and does not park the car in the car park, which is reserved at peak times for mothers on their own collecting children.**

There are parking areas outside the school wall. Please accompany your children into the school premises if you park outside. Please do **not** drop children off outside the school gates.

There is a staff car-park at the top end of the school site near the tennis courts, which is **strictly for staff use only**. The area immediately outside this car-park cannot be used as a dropping and collecting point.

In the mornings, pupils in Years 5 to 8, may use the school kitchen entrance to school, to alleviate traffic at the main entrance. This is for drop-off purposes only.

No vehicles are permitted onto the site without a current Peponi House sticker with the vehicle registration number on it. Parents must register their car at the school office and receive their annual sticker from there, at the beginning of each academic year.

During the school day, there is no vehicular access onto the school site and all visitors should park outside and sign in at the main gate.

## Staff List 2018

### Headmaster

Robert Blake BSc, PGCE, NPQH

### Senior Leadership Team

James Heanley BSc, PGCE

Emma Morton MA, PGCE

Sophie Ross BA (Hons) Primary Education

Pastoral Deputy Head

Academic Deputy Head, Head of MFL

Head of Juniors

### Teaching Staff

Anne Barker BA, PGCE

Angela Brown, BA Dip Ed

Michelle Cairncross BA

Nazneen Dada MSc, BPhilEd, Dip EYE

Sally Davies BA, PGCE

Patrick Davis BSc QTS

Annick Deridder MA

Maya Gilmour B Fine Arts, GDT, PGD

Stephen Fisher BA, PGCE

Eleanor Fox-Bekerman BSc, PGCE

Chris Haynes BA, PGCE

Peter Jewkes BA (Hons), PGCE

Anne Kahiri Dip Ed

Elizabeth Keeble BA, PGCE

John Kimotho MA, BSc

Paul Lesiew ACT Cert

Njane Mugambi MA, BEd

Joram Mutonye MBA, BSNE with IT

Nilofer Neki BPhilEd

Eunice Njeri BEd, BPhilEd

Paul Odera IBA, BSc, BPhilEd

Ezekiel Oganga BEd

David Owiti BEd

Deepali Pannu BA, PGCE

Christopher Parkes-Bristow BA, PGCE

Deborah Porter BA, MEd, CCTC

James Ross BA QTS

Claire Round-Turner BSc PGCEi

Justine Rughooputh MA, BA, PGCE

Pooja Sokhi BA (Hons); PGCEi

Sue Taylor BEd

Stephen Tetley MA, BEd

Zahra Verjee BSc, MSc, PGCE

Anisa Vohora BSc, PGCE

Levi Wataka BMus

John Wroe BA Hons MSc

French, Spanish

English

Year 2 Form Teacher

Year 4 Form Teacher, YGC 4

Head of Classics, Science, Games

Science, Geography, Games

Head of French

Head of Art and Design Technology

Year 4 Form Teacher

Year 3 Form Teacher, YGC 3

Computing

Head of Religious Studies and PSHCE

Year 3 Form Teacher

Year 2 Form Teacher

Head of PE

PE, Games, Tennis

Director of Music

Assistant Learning Support Teacher

Year 3 Form Teacher

Maths

Head of Geography, Games

Head of Kiswahili

Maths, Games

Year 5 Form Teacher, YGC 5

Head of English and Drama, YGC 6

Head of Maths, YGC 7&8

Director of Sport, English

Year 2 Form Teacher, YGC 2

Year 5 Form Teacher

Year 4 Form Teacher

Year 5 Form Teacher

Head of History, Games

Head of Science

SENCO

Assistant Director of Music, Games

Director of Swimming

### Education Support Staff

Melanie Blake MBE	School Counsellor	Christine Lumumba	Teacher's Assistant
Alison Clegg-Butt	Library / Learning Support	Peter Macharia	Art Assistant
Julie June Githuka	Teacher's Assistant	Victoria Makau	Learning Support Assistant
John Irungu	Library/IT Assistant	Lucy Mutune	Teacher's Assistant
Esther Kamau	Teacher's Assistant	Beatrice Mwangi	Nurse
Lucy Karanja	Librarian	Lucy Njuguna	Teacher's Assistant
Nancy Kinuthia	Teacher's Assistant	Roseabella Owino	Teacher's Assistant
Jackson Lugaliala	Science Technician	Linda Owiti	IT Technician

### Visiting Staff

### Sports Coaches

Anita Agunda	Patrick Ogara	Lydia Kaparo	Alex Omondi
Ruth Mwangi	Kennedy Otieno	Walter Odingo	

### Administrative Staff

Ernest Njuguna	Bursar	Ephantus Imanene	Executive Chef
Rose Kibe	Estates Manager	Karen Kibuko	Administrative Assistant
Naomi Muchiri	School Secretary	Michael Mutunga	Accountant
Jane Muthui	Office Assistant	Martin Waruru	Accounts
Milkah Ng'ang'a	Administrative/Computing Assistant		

### Peripatetic Music Staff

Jenny Burgess	Piano	Nyakio Munyinyi	Percussion
Grace Chimba	Woodwind and Reeds	Christine Mutungi	Piano
Kagama Gichuhi	Brass	Tiger Mwangi	Guitar
Catherine Karuri	Cello	Corrine Laight	Voice and Piano
Mufu Ndosu Luvai	Flute	Iwona Odongo	Violin
Melissa Madoka	Piano	Steve Owuor	Drums
Jacinta Mulaku	Voice and Piano		

To email a member of staff use this format:

**first initial - full stop - surname@peponihouse.sc.ke**

Levi Wataka is therefore **l.wataka@peponihouse.sc.ke**

The only exceptions are:

headmaster@peponihouse.sc.ke (Mr Blake)  
dhp@peponihouse.sc.ke (Mr Heanley)  
dha@peponihouse.sc.ke (Mrs Morton)  
hoj@peponihouse.sc.ke (Mrs Ross)  
secretary@peponihouse.sc.ke (Naomi Muchiri)  
nurse@peponihouse.sc.ke (Sister Beatrice)  
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