



| INFORMATION FOR PROSPECTIVE STAFF |                        |
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| Reviewed by:                      | Rebecca Munro - Bursar |
| Review Date:                      | September 2025         |
| Next Review due:                  | September 2026         |

## Information for Prospective Staff

### INTRODUCTION

Ballard School has evolved over 100 years from a boys' school with a strong Naval connection, to a boys' Prep School (Edinburgh House) with close connections to a girls' senior school (Fernhill Manor), both of which were boarding schools in New Milton. In 1995 they became a co-educational day school when Edinburgh House and Fernhill Manor amalgamated on the former's site. There are now around 440 pupils aged 2 to 16 years at Ballard.

The aims of the School can be seen in the 'aims and objectives' paper whilst something of its ethos and atmosphere will be discerned from its website [www.ballardschool.co.uk](http://www.ballardschool.co.uk) and its publications such as the prospectus, and the weekly Bulletin.

### STRUCTURE OF THE SCHOOL

All Ballard pupils are day children and, once in full-time education, they arrive at 8.30am daily, Monday to Friday, and finish school by 4.00pm. Children may then go home but most stay for activities or supervised prep (homework) until the school buses leave at 5.10pm. There is no Saturday school, but occasionally matches or special events take place at the weekend.

The Pre-Prep is for pupils from Nursery (aged 2 years) up to the end of Year 2, the Prep School for Years 3 to 8 (split into Lower Prep for Years 3 - 5 and Upper Prep for Years 6 - 8) and the Senior School for Years 9 to 11. Pupils leave Ballard after their GCSEs and go on to a variety of Sixth Form providers. These include Brockenhurst College (a Sixth Form college and community centre), Peter Symonds College (Winchester), King Edward's in Southampton, the grammar schools in Bournemouth, local maintained school sixth forms (such as Highcliffe, Arnewood, St Peter's and Twynham) and senior independent schools such as Canford, Millfield, Winchester College and Bryanston. A few pupils leave Ballard at the end of Year 6 when they take the grammar school exams. There are two additional classes from Year 7 and we hold a small number of spaces for scholarship places in Year 9.

### GOVERNORS AT BALLARD

Ballard is an educational charity with a Christian foundation (see the 'aims and objectives' paper). Our Governors number around twelve and are led by Mrs Anne Watson-Lee and Mrs Fiona Morgan. They have a committee for Education, and Finance and General Purpose. Our Governors are very supportive of school events and retain a pastoral and caring interest in our staff and pupils.

### PUPILS AT BALLARD

We are a non-selective school in the sense that we do not require an entrance exam for entry. However, whilst we do have quite a broad ability range and offer Learning Support to around 20% of the pupils, we have many very bright and talented pupils. We require a 'taster day', references and reports for entry and we offer limited means tested bursaries and scholarships as appropriate. We have an assessment day for entry into

Year 7. Many of our pupils have much to offer by way of sporting and performing arts' skills and several represent the county in their chosen discipline. Ballard is a holistic school and encourages co-curricular activities as part of a broadening education. We support many charities and promote positive attitudes towards others, good manners and a Christian ethos.

## **STAFF AT BALLARD**

We promote a family ethos and talk about 'the Ballard Family' (being conscious of each other's needs and responding appropriately) as well as 'the Ballard Way' (upholding our values). Like all families, we have our difficult moments from time to time but fundamentally we are a caring, pastorally aware community which endeavours to be 'outward facing' to our local community, our country and the wider world.

## **CONCLUSION**

Thank you for considering an application to join the staff at Ballard School. If you are successful you will be joining a vibrant, purposeful and exciting school. If you have any further queries, please don't hesitate to contact the Headmaster, Mr Andrew McCleave, via his PA, Mrs Claire Doolan.

This should be read in conjunction with our Procedure for Appointing Staff and our Recruitment, Selection Disclosures policy and procedures.

Rebecca Munro  
Bursar  
September 2025

### Policy Log:

September 2021 updated  
September 2022 updated  
September 2023 updated  
September 2024 updated