



# Chesham Preparatory School

Independent education for  
boys and girls aged 3 to 13

## The Parents' Handbook

– Early Years Foundation Stage (EYFS) –



# Chesham Preparatory School

Headmaster: Mr J Beale BEd (Hons)

Dear Parents,

Welcome to Chesham Preparatory School. I am delighted that you have chosen our school for your child and I look forward to a happy association with you throughout your child's time at Chesham Preparatory School.

The purpose of this booklet is to answer some of the questions that you may have and to give you relevant information as clearly and concisely as possible. If you cannot find what you are looking for or if you need further clarification on any matter please do not hesitate to contact either Mrs Rudol, Head of EYFS or myself.

From time to time there may be alterations to the following information. Please check the website and weekly bulletin for any updates that we may make to this handbook. Please note that the most up to date version is always available on the website.

The School's mission is to provide an outstanding education, excellent facilities, fabulous opportunities, whilst possessing the most wonderfully happy, exciting, supportive atmosphere imaginable. Children are nurtured, encouraged, challenged and rewarded; happiness and security are essential and the fear of failure is eradicated. Success is celebrated every step of the way and excellence is achieved across the curriculum.

We aim to ensure that every child has every opportunity to enjoy success and that they build on this success. This in turn gives them confidence and a greater self esteem so that they have a positive attitude when facing new challenges. This helps every child reach his or her full potential.

We pride ourselves on the pastoral care at Chesham Preparatory School and we welcome you to become very much part of that caring partnership. We have an open door policy and it is of paramount importance that effective working relationships are formed between parents and staff. Any concerns, questions or issues that you may have, please do not hesitate to discuss with your child's form teacher, Mrs Rudol, Mrs Cox or myself.

Mr Jonathan Beale, Headmaster

## CONTENTS:

|  |    |
|--|----|
| Mission Statement  | 3  |
| Early Years, Learning Support, P.E. and Late Club Staff            | 3  |
| Administration   | 4  |
| Governing Body   | 5  |
| Policies   | 5  |
| Useful Information For Parents Of Children Starting In The Nursery | 5  |
| General Information About The Nursery                              | 6  |
| Useful Information For Parents Of Children Starting In Reception   | 6  |
| How You Can Support Your Child                                     | 7  |
| The First Five Days Arrangements                                   | 8  |
| A School Day In The Nursery  | 8  |
| A School Day In Reception  | 8  |
| Extended Care  | 8  |
| A Typical Day in Nursery   | 9  |
| A Typical Day In Reception   | 9  |
| A Typical Day In Early Years Department                            | 10 |
| Late Arrival   | 10 |
| Collection   | 11 |
| Events In The School Year  | 11 |
| Curriculum   | 12 |

### A-Z GENERAL INFORMATION

|   |            |
|---|------------|
| Absence                                   | 14         |
| Achievements                              | 15         |
| Behaviour                                 | 15         |
| Buddies                                   | 16         |
| Bus                                       | 17         |
| Class Representatives                     | 17         |
| Communication                             | 17         |
| Dogs / Pets                               | 18         |
| Emergency Contacts                        | 18         |
| Fire and Evacuation Contingency Practices | 18         |
| Hair                                      | 18         |
| Holiday Clubs                             | 19         |
| Homework                                  | 19         |
| Jewellery                                 | 19         |
| Learning Support                          | 19         |
| Lost Property                             | 20         |
| Map                                       | 29         |
| Meals And Refreshments                    | 20         |
| Medical Matters                           | 21         |
| Mobile Phones and Cameras                 | 22         |
| Nail Varnish                              | 22         |
| Parent Helpers                            | 22         |
| Parking                                   | 22         |
| Pastoral Care                             | 23         |
| PTA                                       | 23         |
| Reporting To Parents                      | 24         |
| Safeguarding Children                     | 24         |
| School Gates                              | 24         |
| Stationery                                | 25         |
| Toilets                                   | 25         |
| Toys                                      | 25         |
| Trips and Visits                          | 25         |
| Uniform                                   | 26, 27, 28 |
| Visitors                                  | 25         |

## **MISSION STATEMENT**

We believe that children have the right to thrive at school and that this school should provide a stimulating educational environment within which all its pupils can learn and grow with enjoyment.

## **EARLY YEARS STAFF**

|                        |   |
|------------------------|---|
| Mrs H Rudol            | Head of Early Years/Reception Teacher (Rec R) |
| Mrs P Cox              | Deputy Head of EYFS, Head of Nursery          |
| Mrs K Hartley          | Reception Teacher (Rec H)                     |
| Mrs Z Brocklebank-Gomm | Teaching Assistant                            |
| Mrs U Gulzar           | Teaching Assistant                            |
| Mrs J Pullan           | Teaching Assistant                            |
| Miss E Neill           | Teaching Assistant                            |
| Miss E Regal           | Teaching Assistant                            |
| Miss S White           | Teaching Assistant                            |
| Mrs S Whiter-Huhn      | Teaching Assistant                            |
| Mrs S Austin           | Music Teacher                                 |
| Mrs V Bland            | French Teacher                                |
| Senorita M Cordero     | Spanish Teacher                               |
| Mr D Pierce            | Head of Computing                             |
| Mrs D Dempsey          | Playground Supervisor                         |

## **LEARNING SUPPORT**

|                 |                                    |
|-----------------|------------------------------------|
| Mrs A Fenelon   | SENCO/Learning Support             |
| Mrs P Elborough | Learning Support                   |
| Mrs M Lee       | Learning Support/School Counsellor |

## **P.E. STAFF**

|                 |                            |
|-----------------|----------------------------|
| Mr C Batchelder | Director of Sport          |
| Miss K Bartlett | Head of Girls' Games       |
| Miss G Bettis   | PE Teacher                 |
| Miss A Gordon   | PE Teacher                 |
| Mr T Hudson     | PE Teacher                 |
| Mrs E Waddy     | Swimming Coach Coordinator |

## **LATE CLUB STAFF**

|                 |
|-----------------|
| Mrs A Schembri  |
| Miss E Regal    |
| Miss S Reynolds |



# **ADMINISTRATION**

## **School Contact Details**

Chesham Preparatory School, Two Dells Lane, Chesham, Buckinghamshire HP5 3QF

|                                |                           |
|--------------------------------|---------------------------|
| School Office Telephone Number | 01494 782619              |
| Fax Number                     | 01494 791645              |
| Late Club Number               | 07856 022990              |
| School Secretaries             | Mrs S Roberts, Mrs E Hook |
| School Nurse                   | Mrs H Hartley             |
| School Counsellors             | Mr M Cook, Mrs M Lee      |

The school office is open from 8:00am to 5:30pm, Monday to Friday during term time. An answer phone is used at other times.

|                              |                   |
|------------------------------|-------------------|
| Headmaster                   | Mr J Beale        |
| Headmaster's PA              | Mrs D Broschomb   |
| Registrar                    | Mrs A Bonandrini  |
| Deputy Head                  | Mrs A Bush        |
| Head of Senior School        | Mr J Bateson      |
| Head of Junior School        | Mrs V Thornborrow |
| Head of Early Years          | Mrs H Rudol       |
| Bursar                       | Mrs C Hughes      |
| Designated Safeguarding Lead | Mrs A Bush        |
| Senior Mistress              | Miss J Balgobin   |

## **Email Addresses**

|                       |   |
|-----------------------|---|
| School Office         | secretary@cheshamprep.co.uk or office@cheshamprep.co.uk |
| School Registrar      | registrar@cheshamprep.co.uk                             |
| Headmaster's PA       | pa@cheshamprep.co.uk                                    |
| Deputy Head           | abush@cheshamprep.co.uk                                 |
| School Bursar         | chughes@cheshamprep.co.uk                               |
| Head of Senior School | jamesbateson@cheshamprep.co.uk                          |
| Head of Junior School | vthornborrow@cheshamprep.co.uk                          |
| Head of Early Years   | hrudol@cheshamprep.co.uk                                |
| Senior Mistress       | jbalgobin@cheshamprep.co.uk                             |
| School Nurse          | hhartley@cheshamprep.co.uk                              |
| School Website        | www.cheshamprep.co.uk                                   |

## **GOVERNING BODY 2017/18**

Mr N Baker BA (Hons), PGCE (Chairman)  
C/O Chesham Preparatory School, Two Dells Lane, Chesham, Bucks HP5 3QF  
Mrs K Almond MA (Cantab), Dip Clin Comm SEND  
Dr Banerjee (Medical)  
Mr P Hurd BA (Hons)  
Mr P J Johnson BA (Hons) MRICS  
Mr A Jordan BSc, MBA  
Ms A McNaney BA (Hons) PGCE NPQH  
Mrs S Peck BA (Hons) (Marketing)  
Mrs N Shepherd (EYFS)  
Mr W Turner BA

### **Ex Officio Members (All Committees):**

|                 |                                  |
|-----------------|----------------------------------|
| Mr J Beale      | Headmaster                       |
| Mr J Bateson    | Education and Pastoral Committee |
| Mrs H Rudol     | Education and Pastoral Committee |
| Mrs C Hughes    | Bursar & Clerk to the Governors  |
| Mrs A Bush      | Education and Pastoral Committee |
| Miss J Balgobin | Education and Pastoral Committee |

(All communications for the Governors sent via the school please)

## **POLICIES**

Our policies are available on the school website in the parents' area. Please ask if you require further information.

## **USEFUL INFORMATION FOR PARENTS OF CHILDREN STARTING IN NURSERY**

### **Settling in procedure for new children in the Little Acorns Nursery**

For children who are just starting a new school it can be a daunting time. At Little Acorns Nursery we believe that the child should be welcomed whilst encouraging them to explore their new surroundings.

Before your child starts Little Acorns they are invited to an induction day where they can meet their teachers and take a look at their new Nursery. This gives the child an opportunity to become familiar with their surroundings and also form a positive relationship with the child's key worker to ensure a more settled start when their parents come to leave on their first day. Mrs Cox, Head of Nursery, also offers home visits in the holidays before the children start.

On their first day in the Nursery they will be introduced to their new friends who will also help them to find areas of the classroom and activities to play with, which also encourage the new starter to build up a friendship group as soon as they start.

With our Nursery children we attempt to adhere to a regular routine which keeps the continuity of the day and also helps the children to feel secure. This in turn also helps our new children to settle as they know what to expect every day when they attend the Nursery. The settling in period may differ from child to child, and is carried out at the child's own pace as far as possible so this may take longer than a week and the Nursery staff are always on hand to answer any queries you may have about certain settling in strategies.

## **GENERAL INFORMATION ABOUT THE NURSERY AND USEFUL INFORMATION FOR PARENTS OF CHILDREN STARTING IN RECEPTION**

**The following information is intended to help to make life much easier for you, your child and the School staff.**

- The Nursery children may go home at 12:30pm or 3:30pm Monday to Friday.
- Children are allowed to start in the nursery in the term following their third birthday.
- The minimum sessions that a child is allowed to attend are three mornings or two full days. The days and mornings are not permitted to be swapped around as it is important that your child builds up relationship with the same children who regularly attend those sessions.
- **Please note that Reception children go home after lunch at 12:30pm for the first five school days. Please collect from outside the classroom back door accessed through the Early Years garden.**
- Reception children may go home at lunchtime on Wednesdays and Fridays. This is a flexible arrangement depending upon the needs of each individual child. Please discuss with your class teacher if you feel your child would benefit from this arrangement.
- Pupils may be dropped off from 8:00am. Morning Club will be in one of the Early Years classrooms.
- Please provide a spare set of your child's underwear.
- Please name ALL items of clothing – P.E., indoor, outdoor, overalls, shoes, socks etc.
- Please use name tapes for items of clothing and appropriate methods for all other belongings.
- Please sew long loops on coats and overalls to enable children to hang them up.
- Please teach your children to dress/undress themselves in preparation for P.E. lessons. We will always help with top buttons etc, but we do expect the children to do the majority of it themselves.
- Try to encourage your child to use a knife and fork correctly and to observe good table manners. We encourage children to try different foods and it would be helpful if you could support us with this at home.
- Whilst we fully accept that there will always be the occasional accident, children should be able to manage their own toilet hygiene and be fully toilet trained.
- Please put something distinctive but small on your child's book bag so he / she can identify it easily – one key ring or a picture. This may not be removed during the school day.
- A blazer is not required until the Summer Term.
- If you have any school problems related to your child, our staff are always happy to discuss these. Problems are normally best dealt with promptly. Please contact your class teacher direct to make an appointment at a time, which is mutually convenient.
- Please send in any records from previous schools.

- Please inform us if your child is to be called by a different name or a shortened version to that stated on the Registration Form at the time of registration.
- A calendar card is given out at the beginning of each term to each family – please check this regularly for any upcoming events or end of term changes to collection times. Information is sent out regularly by email. If you start at Chesham preparatory School during the school year, please check with Mrs Bonandrini that you have all relevant updates or amendments that may have occurred.
- The Nursery children have their own uniform, please see the uniform list at the back.
- If your child is upset at the beginning of the day in the Nursery please try not to worry as we are used to dealing with this and most children settle very quickly usually the moment you have left the room. Experience has shown that it is less distressing for your child if you leave quickly and decisively. The Nursery staff will happily contact you to let you know how your child is settling.

## **HOW YOU CAN SUPPORT YOUR CHILD**

- Please check your child's book bag on a daily basis.
- Hear your child read regularly.
- Read a bedtime story to your child whenever possible.
- Regular visits to the library.
- Verbal games in the car – I spy, Granny goes to market (for memory), maths questions, spellings – fun activities etc.
- Play board games.
- Encourage shape and colour recognition in the environment.
- Encourage children's imaginative play.
- Encourage good manners especially at the table.
- Allow time and space for your child to do their homework independently.
- If your child is tired at the end of a day at school do not worry about making them read - let them have an early night and relax!
- If your child is tired at the end of the week please inform staff so we can plan activities accordingly.
- Praise, praise, praise!
- Encourage, encourage, encourage!
- Enjoy your children and have fun!



## **THE FIRST FIVE DAYS FOR CHILDREN STARTING IN THE NURSERY OR RECEPTION IN SEPTEMBER**

### **Morning**

Children should arrive at their classrooms in time for registration between 8:30am and 8:50am.

**For the first five school days children should be collected from their classroom back door accessed through the Early Years garden.**

## **THE SCHOOL DAY IN THE NURSERY**

### **Morning**

Children should arrive in the Nursery in time for registration between 8:30am – 8:50am. The morning session ends at 12:30pm. Parents should collect their children by the gate next to the Reception garden.

### **Afternoon**

The afternoon session is a continuation of the morning session and finishes at 3:30pm and the children should be collected by the gate next to the Reception garden.

### **Little Owls**

Nursery children may attend Little Owls, they should be collected from the Nursery not the specified classroom listed.

## **THE SCHOOL DAY IN RECEPTION**

### **Morning**

Children should arrive at their classroom in time for registration between 8:30am and 8:50am.

### **End of Day**

Children are collected from their classroom at 3:30pm.

## **EXTENDED CARE**

EYFS children attend Morning Club from 8.00am onwards. There, they will be supervised by our own staff, Mrs Brocklebank, Mrs Massey and Mrs Whiter within one of the Early Years classrooms. There is no charge for Morning Club.

Late Club takes place in Reception R. A cooked tea is provided at 5:10pm and served in the dining room. Children relax by watching television or by taking part in the activities.

The Late Club Supervisor who runs the Late Club from 4:00pm until 6:00pm is available on 07856 022990.

**Please note that there is a charge for children who attend this club and children have to be booked into Late Club via the school office.**

For Late Club, please telephone the School Office or complete the Booking Form to reserve your child a place. Telephone bookings can be made on the day. Charging is per half hour and payable for each or part of every half hour, with tea being provided at 5:10pm. Enquiries after 4:30pm should be made direct to the Late Club Supervisor on 07856 022990. Please note that un-cancelled bookings will be charged for.

## Little Owls

Children using Little Owls should be collected from the specified classroom by 4:00pm **at the latest** unless arrangements have been made to use the after school care facility (Late Club). Children who are not collected by 4:00pm will be escorted to Late Club.

## Late Collection of Children

Children who are not collected by 4.00pm will go to Late Club where they can be supervised safely however there is a charge for using this facility. Please note we give a leeway of ten minutes (if a child is not collected by 4:10pm). Therefore if they are collected after 4:15pm, the parent is charged in 30 minute slots, so a collection at for example 4:25pm would be charged for 30 minutes.

## Collecting your Child from Late Club

If your child is in Late Club with the Late Club supervisor and you arrive to collect when the gates are closed, please enter through the School Office. If you arrive after the School Office has closed at 5:30pm please enter through the wooden gate, which is situated by the Reception garden at the front of the school. Please use the bell at the side of the gate.

### A TYPICAL DAY IN THE NURSERY

|                |   |
|----------------|---|
| 8:30 -9:00am   | Welcome activity  |
| 9:00am         | Registration  |
| 9:10 -10:15am  | Adult led and child initiated play – sand and water play, creative play, role play, construction, access to a computer, weekly library visits and cookery: Individual phonics and numeracy work |
| 10:15 -10:30am | Snack Time  |
| 10:30 -10:50am | Outside Play Time   |
| 10:50 -11:15am | Assembly  |
| 11:15 -11:40am | Outside Playtime  |
| 11:40 -12:20pm | Lunchtime   |
| 12:30pm        | Home Time For Morning Children  |
| 12:30 -1:00pm  | Outside Play  |
| 1:00 -1:30pm   | Quiet Time / Nap  |
| 2:20-2:40pm    | Outside Play  |
| 2:45pm         | Snack Time  |
| 3:00-3:25pm    | Story Time / Free Play  |
| 3:30pm         | Home Time For Children Who Stay All Day   |
| 3:30-4.00pm    | Little Owls For Children With Older Siblings  |
| 4:00pm         | Late Club   |

### A TYPICAL DAY IN RECEPTION

|                 |  |
|-----------------|--|
| 8:30-8:50am     | Enter classroom                          |
| 8:50am          | Registration                             |
| 9:00am          | Numeracy / Literacy and daily Phonics    |
| 10:30 - 10:50am | Break time                               |
| 10:20am         | Assembly                                 |
| 10:40am         | Numeracy / Literacy and daily Phonics    |
| 11:50am         | Lunch and Break                          |
| 1:00pm          | Registration and afternoon lessons begin |
| 2:20pm          | Break                                    |
| 2:35pm          | Afternoon lessons                        |
| 3:30pm          | Home time or Little Owls                 |
| 4:00pm          | Late Club                                |
| 4:10pm          | Bus                                      |

## **A TYPICAL DAY IN THE EARLY YEARS DEPARTMENT**

Children are allowed to enter the classrooms between 8:30am and 8:50am. All children are expected to be in their classrooms by 8:50am at the latest, ready for registration.

**The class teacher or teaching assistant will be at the door to welcome the children every morning. The children are encouraged to say goodbye to their parents in the cloakroom and come into the classroom where a welcome activity will be set up. This ensures a calm and productive start and sets the tone for the rest of the day. Once the children have completed the short task they are then allowed to play.**

The morning lessons are predominantly taken up with numeracy and literacy and the other subjects take place in the afternoon. At morning break there is a snack and a drink of water or milk. Once a week the children have bread and butter. Break is at 10:30am, snack is taken before or after break.

At lunchtime children in Nursery are served at their tables whilst in Reception, children are able to serve themselves. There is a choice of menu for all the children including a salad bar, fruit or a pudding and a drink of water. Each table has a member of staff eating at the table and all children are encouraged to use their knife and fork properly and have good table manners.

The Nursery children are encouraged to choose their own food at lunchtime with help from the Nursery staff. This is to encourage independence for when they transfer to Reception.

The Nursery children do not go out into the lower courtyard for their break times but do make use of the Early Years outdoor area and the field and pirate ship.

The Reception children share the lower courtyard playground with the children in years one and two at playtimes. When the weather allows, the children spend their lunch playtimes on the school field. If it is very wet or cold the children use the sports hall for a run around or watch a DVD in the Adlington Hall.

The children attend assemblies on a Monday and Friday. Monday's assembly is led by Mrs H Rudol. Friday's assembly is "Merit and Birthday" assembly and this is when certificates are handed out by Mr Beale, Mrs Bush and Mrs H Rudol. If your child has a trophy or certificate that has been awarded to them at a club from outside school, they may bring this to the Friday assembly.

In the afternoon break there is a snack that can be a biscuit, cheese and bread sticks or raisins and a drink of water or milk.

## **LATE ARRIVAL**

**If a child arrives at school after 8:50am they must be taken straight to the School Office and be signed in before going to their classroom.** Parents of children who are repeatedly late will be sent a standard letter asking them to improve their punctuality.

## **COLLECTION ARRANGEMENTS BY AN AUTHORISED ADULT**

The school needs to be informed if a child is to be collected by anyone other than the child's parent. Please email the class teacher to inform them of any collection changes.

EYFS children may not stay in school beyond 4:00pm unless parents have booked them into Late Club.

## **EVENTS IN THE SCHOOL YEAR**

### **Harvest Festival**

In the Autumn term there is a Harvest Festival which is led by a local vicar and usually includes drama from the older children in the school. Parents are welcome to come and support this service.

Children are encouraged to bring in gifts of flowers and cakes. These are then sold to parents at the end of the day from tables that are set up outside the dining room. The money raised from this goes towards supporting the various school charities.

### **Nativity**

Towards the end of the Autumn Term all the children in the Early Years take part in a production on stage in the Adlington Hall that is centred on the Christmas Story. It is an opportunity for the children to gain in confidence and helps to raise their self-esteem. It is also very entertaining!

### **Mothers' Day Assembly**

The Early Years children take part in an assembly to celebrate Mothering Sunday.

### **Sports' Day**

Sports' Day comprises a variety of events from running to the traditional sack race. It is an afternoon which successfully combines fun and enjoyment with some healthy competition.

The Nursery takes part in sports' day for children up to and including Year 2.

### **Parents' Day**

Parents' Day takes place in the second half of the Summer term. It starts with a Year 1 and Year 2 concert in the Adlington Hall, which is followed by refreshments in the dining room for parents and in the quad outside the dining room for the children.

### **Tour of Classes Nursery to Year 2**

Parents are taken for a tour around the classrooms in Nursery to Year 2 where displays of the children's learning that has taken place over the year are set up. This sometimes happens after Sports' Day or after Parents' Day. Information will be released nearer the time.

# **THE CURRICULUM**

## **Facilities**

All the children enjoy the fantastic facilities of the Sports' Hall, the school field, the pirate ship, and the Learning Resource Centre. All classrooms have freestanding computers and interactive whiteboards. There are iPads and touch screen computers in the Early Years Department.

## **Differentiation**

All lessons are differentiated in order to ensure that all children can access the curriculum. Teachers use a wide range of teaching approaches and strategies. There is learning support available for some children which can be in class support or on a one to one basis within the Learning Support department. Building on the belief that nothing succeeds like success, every child is supported and given opportunities to enjoy regular success in his or her learning and at Chesham Preparatory School, we see children who are confident and keen to rise to the next challenge within each subject on the curriculum.

## **Curriculum Information Leaflet**

Each year group sends home a curriculum information leaflet for each term. These are sent out by the second week of term after teachers have introduced the topics to the children in school.

## **CURRICULUM**

We are extremely fortunate to hold an exemption certificate which allows us to offer an enhanced Early Years Curriculum. In the Nursery the focus is on learning through play with a mixture of various activities combined with outside learning. The children have a lesson in French and Spanish each week with specialist teachers. The children visit the Learning Resource Centre once a week and join in with activities in Reception. In addition the children have a lesson twice a week in the Sports' Hall with specialist PE teachers. Once a week the children enjoy a music lesson with a specialist teacher.

In Reception the children have lessons with specialist teachers for French, Spanish, PE, Computing and Music. The children also have one lesson a week in the Learning Resource Centre where they are able to choose and take home a book of their own choice.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **7 areas of learning and development.**

Children should mostly develop the **3 prime areas** first. These are:

**Personal, social and emotional Development;**

- Managing feelings and behaviour

**Physical Development**

- Moving and handling
- Health and self-care

**Communication and Language**

- Listening and attention
- Understanding
- Speaking

These prime areas are those most essential for your child's healthy development and future learning. As children grow, the prime areas will help them to develop skills in **4 specific areas**. These are:

**Literacy**

- Reading
- Writing

**Mathematics**

- Numbers
- Shape, space and measure

**Understanding the World**

- People and communities
- The World

**Expressive Arts and Design**

- Exploring and using media and materials
- Being imaginative

The above 7 areas are used to plan your child's learning and activities.



## **Characteristics of Effective Learning**

We also focus on the characteristics of effective learning. To enable a child to become an effective learner the Early Years Foundation Stage identifies three inter-changeable characteristics which help children to learn. Being aware of these characteristics enables the adult to support and extend a child's learning whilst the child is involved in an activity or at play. We identify and support the children's development in the 3 areas listed below:

### **Playing and exploring - engagement**

- Finding out and exploring
- Playing with what they know
- Being willing to 'have a go'

### **Active learning - motivation**

- Being involved and concentrating
- Keeping trying
- Enjoying achieving what they set out to do

### **Creating and thinking critically**

- Having their own ideas
- Making links
- Choosing ways to do things

Children develop at their own rates, and in their own way. The development statements from the EYFS and their order are not taken as necessary steps for individual children. They are not used as a checklist and the age / stage bands overlap because they are not fixed age boundaries but suggest a typical range of development.

## **A-Z GENERAL INFORMATION**

### **ABSENCE**

Absences should be notified by email or telephone call to the School Office before 9:30am on the first day of illness and followed up for each day your child is away. Absences of one or two days duration may be notified by telephone or email, absences of three days or more must be notified in writing or email. Parents must make this contact themselves; the sending of messages via parent or pupil friends, and au pairs does not fulfill our legal requirements.

Failure to do this will result in a telephone call from the office staff to ascertain the reason for the absence. It is appreciated if, on his / her return to school, a letter / email is sent to confirm that your child is fit to return to school.

Please notify the school if your child has to attend a medical appointment during the school day. Please ensure that you sign your child out and back in again if appropriate at the School Office.

### **Extended / Irregular Absence**

Chesham Preparatory School has to conform to Pupil Registration Regulations with regard to pupils who fail to attend regularly or are absent for more than ten consecutive days without providing a medical certificate, thus in such case, we are bound to inform the Welfare Services Department of the Local Education Authority. Irregular attendance has to be followed up by Mrs Bush, our Designated Safeguarding Head.

## **Holiday / Family Events in Term Time**

It is appreciated that there may be on occasions, family circumstances that necessitate children being taken out of school during term time. Request for authorization of absence from school in unavoidable circumstances should always be addressed to the Headmaster, Mr Beale in advance.

## **ACHIEVEMENTS**

Children are continually encouraged and praised for all that they do at Chesham Preparatory School. Teachers are aware that nothing succeeds like success and work is differentiated to ensure that the whole curriculum is accessible to all children and that there are constant opportunities for success. Children's achievements are rewarded with praise, positive words, stickers and certificates of merit. Children are also sent to Mr Beale to receive a Head Teacher's award.

### **Merit and Birthday Assembly**

This assembly is for children in the nursery and up to Year Two. In Merit and Birthday Assembly on Fridays, children are recognised for doing well. This is the time when certificates are awarded to children for working hard or achieving targets or improving their handwriting etc. Sports certificates are also given out. Names that have been entered into the Gold Book are also read out.

Children are welcome to bring to school any certificates, medals, trophies etc that they may have received from outside school so that their achievements can be recognized within school.

Children who have celebrated a birthday also come to the front and have "Happy Birthday" sung to them, are given a birthday sticker and are able to choose a small toy or chocolate bar from the birthday treasure chest.

### **The Gold Book**

On Fridays in the "Merit and Birthday" assembly names of children who have been entered into the Gold book have their names read out. Any children who have been exceptionally kind or helpful have their names and an explanation of why they have been chosen, written in the Gold Book. The child is given a sticker and a certificate. They are mentioned in the Headmaster's letter at the weekend.

### **Head Teacher's Awards**

A Head Teacher's Award may be given to pupils for the widest range of reasons – good work, progress, exceptional effort or perhaps completing something hitherto found difficult. Class teachers and subject teachers generally propose the names of recipients.

## **BEHAVIOUR**

### **Rules and Good Manners**

Chesham Preparatory School has a Behaviour Policy, which is available on request. In principle, it is expected that home and school will work together to ensure that children are encouraged to behave appropriately in school, and show courtesy towards staff and each other. We expect the children to behave in a sensible, mature manner, showing respect and consideration for their own and others' welfare and belongings (personal and school) whilst in lessons and at play.

### **Behaviour in the Playground**

All the children are expected to play together in a manner that is friendly and gentle. The playground is organised into three zones whereby those children who wish to play energetic games have an area to do so, those who wish to play with hoops or skipping have a designated area and those children who prefer a quieter time, possibly colouring, using white boards, blackboards or dressing up are able to do so in peace. The children are responsible for treating the equipment respectfully and using it appropriately. If however a child does not behave appropriately they will be given a card showing a black cloud to bring into their class teacher. Time will then be lost to that child in Golden/Choosing Time. A child who is seen to be very kind or helpful will be given a card with a sunshine depicted on it. This will be handed into their teacher and a treat will be added to their Golden/Choosing Time i.e. extra time or first choice of activities.

## **Guidelines on Safe / Acceptable Behaviour at Drop Off and Pick Up times**

Parents should be aware of guidelines regarding the arrival and departure of children, and acceptable behaviour whilst with parents.

- Children may not climb on school property.
- Children are not allowed to play in the Wendy House or play with the toys that are stored within the Wendy House.
- Children may not re-enter school after dismissal without permission.
- Children should remain with parents when waiting for siblings.
- Full and proper school uniform should be worn until a child is in a car or at home.
- Playground equipment and equipment in the Reception outside area should not be used after normal school hours by pupils or their siblings.
- Parents are responsible for younger children who do not attend CPS and must ensure that they do not use equipment belonging to the school.
- Parents are not allowed at any time in the changing rooms.

## **GOLDEN RULES**

*Do be kind and helpful*

*Always be considerate*

*Look after property*

*Listen and show respect*

*Do work hard*

*Do be honest*

*Do not hurt other people*

*Do not be selfish*

*Do not waste or damage belongings*

*Do not interrupt or be rude*

*Do not waste yours or other people's time*

*Do not cover up the truth*

## **Unacceptable Behaviour**

A child who does act inappropriately, will be spoken to by a subject teacher, form teacher or playground supervisor (if the incident occurred in the playground). If there is a recurrence or the behaviour was deemed more serious the child will be sent to the Head of the Early Years Department or the Headmaster and parents will be informed. If desirable behaviour is still not happening then parents will be asked to come to school to discuss strategies to improve a child's behaviour.

## **Exclusion and Expulsion**

The Headmaster reserves the right to exclude a pupil whose behaviour is deemed to be unacceptable after all other sanctions have been exhausted.

## **BUDDIES**

When a new child joins Chesham Preparatory School, they are assigned buddies. These are carefully chosen children who look after and befriend the new child in their first couple of weeks at school or until the new child has settled in. Often this leads to friendships that last over many years.

As new children join the nursery already established children play an active part in helping the new children to settle successfully into the nursery.

## **BUS**

See details in new parents' pack or available from the School Office.

There are now four bus routes: Little Chalfont, Wendover, Berkhamsted and Great Missenden.

The buses are available to children in the mornings and at 4:15pm (and at 5:10pm in the afternoons), designed to help parents and assist with our car parking. When the bus arrives at school it is met by a member of staff. They will escort the children to early Morning Club where the children are supervised until it is 8:30am when it is time to go to their class teacher.

**Nursery children are not permitted to use the bus** as they are deemed too young; however once a child reaches Reception they are allowed to use the bus. The bus at 4:10pm is supervised by an adult. Please note that the Little Chalfont bus stops at the swimming venue so that younger siblings may travel into school on the bus.

At 4:10pm there is a school bus, which takes children from school. This bus is supervised by a member of staff. There is another bus which is available at 5.00pm.

Please consider using the bus service as it will ease congestion around the school.

### **How to organize your Child going on the Bus**

Lists are compiled from information supplied by parents. Please contact the Office whenever there are any changes to your bus travel routines so our checklists can be amended for that day.

See bus route details and return your form at the beginning of term based on your child's requirements once they have made their activity choices.

### **Bus at the end of each Term**

Please refer to the school Calendar Card at the beginning and end of term as the bus times are amended before activities commence at the start of term and when activities stop at the end of term.

## **CLASS REPRESENTATIVES**

These are your point of contact for general issues regarding your class's organisation e.g. reading rotas, PTA events and help in the classroom where required, and matters not relating to work in the classroom. Communication may be via email – it is essential that email addresses are used only for school business.

Please note that parents must be DBS (formerly CRB) checked by the school if working with children. Class representatives liaise between the parents and the class teacher. They are happy to organise social events with parents e.g. coffee mornings and end of term dinners. An important role is to welcome new parents into the class and introduce them to the other parents. They also organise a communication pyramid for the class. New parents are requested to fill in a form with their contact details which can be collated by the class representative.

## **COMMUNICATION**

### **Who to contact**

In the first instance it is always wise to discuss any issues with your child's class teacher. To organise this please email your class teacher.

### **School Website**

The school's website can be found at [www.cheshamprep.co.uk](http://www.cheshamprep.co.uk). Lots of useful information can be found here including the latest news, school events, school policies and other school documentation. There is a parents' area containing more in-house information which can be accessed by using the parents' portal in the top right hand corner of the website:

Username: parents. Password: adlington

## **Blue Calendar Card**

Our blue calendar card is printed just before the end of each term and lists all planned school events for the following term. You will receive this before the beginning of every new term. Please refer to this when planning your diaries. Please be aware that sometimes details do change which are out of our control. Changes will be made to the website calendar and weekly bulletin to reflect these.

The website details will be updated regularly so do please check there.

Updates to the calendar card will be published by email or in the weekly school bulletin, sent to parents on Fridays. The weekly bulletin includes more detailed information including weekly achievements and lost property.

## **Emails**

Nearly all school communication to parents is by email, therefore, it is vitally important that you inform the School Office of any changes to email addresses. Please also inform the School Office if you do not have email at home and require a hard copy.

## **Texting facility**

This works in cases of emergency and short notice i.e. if a match has been cancelled or if school is closed for any reason. Please ensure that the School Office always has your up to date contact details.

## **DOGS / PETS**

Dogs are not permitted on the playground or fields. We would also ask that pets should not be brought into school, except as part of an organised visit whereby permission has been obtained from the class teacher.

## **EMERGENCY CONTACTS**

If we are unable to contact parents directly when we consider there is a need to do so, then persons named as emergency contacts on the pupil information will be contacted. It is essential therefore that these contacts are reasonably local to school, and are prepared to act in "loco parentis". It is important that emergency numbers are correct and that the school is advised immediately of any changes.

## **FIRE AND EVACUATION CONTINGENCY PRACTICES**

The Sports Field is the fire muster point whenever the fire alarm rings. Should parents be on site at this time, they should make their way to the Sports Field in silence keeping to the outside routes around buildings. (Fire exit routes are displayed on the back of all classroom doors). We must account for all pupils and visitors on site – this is our priority.

If the alarm rings after 3:30pm or 4:00pm then instructions will be given when it is permissible to leave the site with your children.

## **HAIR**

Girls who have hair longer than shoulder length must have it tied back neatly with a navy hair ties (including hairbands and scrunchies).

Boys' hair should be off their collars and ears and not over their eyes.

## **HOLIDAY CLUBS**

D&B Sports run activity and sports weeks at Chesham Preparatory School for Chesham Prep students from Reception and non Chesham Prep students e.g. siblings. Clubs are run in all holiday periods and offer structured sport and art / craft activities in a safe and familiar environment. Activities range from the classic sports such as football, hockey netball, cricket and rugby to the more unfamiliar ones such as Bombardo, Wide Games and Capture the Flag. A range of art and craft activities are also on offer. D&B also offer top class sports coaching sessions called Elite Sports. These include Netball, Rugby, Hockey, Rounders, Football and Cricket.

Early and late sessions are provided for working parents. Participating in a Holiday Club is a great way for children who are new to the school to make friends.

For more information, please contact J Bateson on [jamesb@dandbactive.com](mailto:jamesb@dandbactive.com) or visit the website.

## **HOMEWORK**

Homework is kept to a minimum as the days are busy and the children are tired and need to relax at home. Reception children begin to take home a reading book when the class teacher decides that a child is ready.

## **JEWELLERY**

No jewellery may be worn to school. Pupils may not wear earrings in school. Should they wish to have their ears pierced they should wait until the long summer break so that on their return to school the earrings may be removed. Pupils who have their ears pierced during term time are required to wear protective coverings over earrings until they are removed. Please note children in the Nursery and Reception are not permitted to wear watches.

## **LEARNING SUPPORT**

The Learning Support Department is near the Learning Resources area. We have 3 rooms for individual and small group lessons. All staff are qualified to work with children who have specific learning difficulties. We have regular visits from an Occupational therapist and a Speech and Language therapist.

We try to be as flexible as possible with our support, children receive 'in class support' and if necessary, individual or small group support. We accept referrals from staff and parents and usually complete an assessment before making decisions about the help a child requires.

We have regular meetings with parents, teaching staff and pupils to create or review a pupil passport for each child.

Provision maps are updated throughout the year and are used to identify the needs of individual children. Our aims are:

- To ensure that every child has an equal opportunity to participate in all aspects of school life, irrespective of race, gender or special need.
- To provide equal access to the curriculum and to cater for the individual needs of each child.
- To promote staff awareness of the need to differentiate effectively in order to cater for children with SEN and to provide staff training regularly and where appropriate.
- To establish and maintain good home/ school communication.
- To monitor and review individual needs regularly, and to maintain clear records of any action taken.
- To review needs and provision each term.
- To meet the requirements of current legislation.



## **LOST PROPERTY**

All uniform should be named with iron on or sew in labels.

Shoes should be named in pen.

All named items will be returned to the child if found in school.

Should lost property not be found after one week then parents may ask the School Office to add the missing item(s) to the school bulletin which goes out to parents each Friday in term time.

Should your child bring home any clothing which does not belong to him / her please return to the form teacher.

Should you have any queries about lost property see your class teacher.

From time to time the school may organise a second hand uniform sale - it must, however, be in good condition and must be current school uniform. You will be advised of these dates through the School Office.

## **MAP OF THE SCHOOL SITE**

See at end of this document.

## **MEALS AND REFRESHMENTS**

### **Lunches**

Children in the Nursery and Reception have their lunch with children in years one and two in the first sitting. This is from 11:40am until 12:10pm. Children are seated in their class groups and teachers and teaching assistants sit at the tables and have their lunch with the children. Good table manners are strongly encouraged. Nursery children are served at the table and they are shown the choice of meals each day. Children in Reception collect their own meals under close supervision. All children are guided towards eating a healthy balanced meal. The meals are of a high quality and are cooked on the premises daily. All children are encouraged to have a drink of water with their meal. Weekly menus can be downloaded from the school website. Please ensure that the school is aware if your child is vegetarian or has any dietary needs when you first register or if there is a change in your child's dietary requirements, via the school office. If children wish to have bread with their meal it is usually available and they are allowed second helpings of the first course and extra fruit if they are still hungry after finishing their dessert.

### **Refreshments / Snacks**

In the morning and afternoon children are provided with a snack and a drink of milk or water. Once a week children have a slice of bread and butter.

## **MEDICAL MATTERS**

### **If your Child is unwell**

If your child is unwell and unable to attend school, please inform the school either by telephone, email or in person on the first day of absence, before 9:30am. Failure to do this will result in a telephone call from the office staff to ascertain the reason for absence. It is appreciated if, on his / her return to school, a letter / email is sent to confirm that your child is fit to return to school.

### **Infectious / Contagious Illness**

If your child has an illness that is likely to be readily transmitted, he / she should not attend school for the prescribed period, or until well enough to participate fully in school life. This may be at the discretion of the school nurse or senior teaching staff. The following table on the following page gives official exclusion periods for some of the usual diseases.

| <b>Illness</b>                    | <b>Exclusion Period</b>   |
|-----------------------------------|---|
| Diarrhoea & Vomiting              | 48 hours from the last bout of illness                                |
| Coughs & colds with a temperature | 24 hours after the temperature has settled                            |
| Chickenpox                        | Once all the spots have scabbed; 5-7 days from onset of the spots     |
| Slapped Cheek                     | A child is no longer infectious once the rash has appeared            |
| Impetigo                          | Preferably 24 hours after starting treatment                          |
| Conjunctivitis                    | Preferably 24 hours after starting treatment                          |
| Hand, Foot & Mouth Disease        | Once the child is well even if they still have some blisters          |
| Head Lice                         | Once the child has been treated with the appropriate shampoo / lotion |
| Measles                           | 4 days after the onset of the rash                                    |
| Scarlet Fever                     | 24 hours after starting antibiotics                                   |
| Mumps                             | 5 days from the onset of the swelling                                 |
| Cold sores                        | No need to exclude  |

### **Children who become unwell at School**

If a child becomes unwell at school the school nurse, class teacher, or teaching assistant will contact the child's parent or carer. It is expected that an unwell child will be collected **within an hour** either by parents, carers or emergency contacts. If a child has vomited or had diarrhoea he / she may not return to school until a full 48 hours have elapsed from when the child was last sick.

### **Returning to School after being unwell**

Children attending school are expected to participate fully in all activities, unless there is a very specific medical reason about which the school has been informed. Coughs and colds in normally healthy children are not deemed to be serious enough to preclude them from PE. In exceptional cases children may be permitted to observe a PE lesson rather than actively take part. If you are uncertain about your child being well enough to participate in outside play, then he / she should remain at home since we cannot supervise children who remain indoors. Parents of Reception children should write a letter addressed to the Sports Department should it be deemed necessary for their child to be withdrawn from actively participating in a PE/Games lesson.

### **Sun Protection**

In hot weather, children are expected to wear their Chesham Preparatory School legionnaire's or sun hats at break times, therefore, these need to be in school during the second half of the Spring term, throughout the Summer term and at the beginning of the Autumn term. Parents who wish their children to have sunscreen protection should apply long-lasting cream before school. Additional sun cream may be brought to school. This must be clearly named and the child will be allowed to apply additional protection under supervision.

## **Headlice**

Parents are requested to make regular hair checks (preferably weekly) using a fine tooth “nit comb”.

**Please inform the school office or your child’s form teacher if you find headlice. This enables us to inform other parents to take preventative measures.**

If head lice are detected whilst a child is at school, parents will be informed and asked to treat their child at home. A note will be sent home to all the parents of children in the affected year group, along with an information sheet on recommended treatment (see [www.onceaweektakeapeek.com](http://www.onceaweektakeapeek.com)).

## **Accidents in School**

Minor accidents and incidents are an inevitable part of school life, thus at Chesham Prep there is a fully qualified nurse and a number of staff are qualified First Aiders. All incidents requiring adult intervention or assistance are noted, whether or not the injury is serious enough to justify a child being sent home.

Parents will be informed of incidents only if it is deemed to be necessary. Children who hurt their heads are always sent to the School Nurse. Following a head injury parents will receive a phone call from the school nurse and an electronic head injury form.

## **MOBILE PHONES AND CAMERAS**

In order to follow good practice for safeguarding parents are asked to not use their mobile phones when in the presence of pupils when on the school site.

Parents should not place images of other children taken at school on social media sites without permission from the parents involved.

## **NAIL VARNISH**

Nail varnish and transfer tattoos are not permitted at school.

## **PARENT HELPERS**

### **Helping in the Classroom**

There are times in the year when an extra pair of hands is invaluable especially with the more practical activities. The form teacher will usually liaise with the class representative when seeking help from parents.

### **Helping on School Trips**

Each term there are trips for the children that take them out of school. These trips enhance the learning that takes place in the classroom. In order to maintain a safe ratio of adults to children parent helpers are often welcome. Please let your form teacher know if you are able and willing to help. All helpers must be DBS (formerly CRB) checked. Information about how to do this is available via the school website.

### **Sharing Knowledge with the Children**

At times parents have come into school to speak to either one or two classes or children from the Nursery to Year Two. For example the children have enjoyed listening to presentations on healthy eating from a parent who is a dietician, have been shown religious artefacts from a parent who is Hindu and have been introduced to a new born baby and learnt about what is like to care for a baby.

## **PARKING**

### **Parent Car Park**

Please enter the school site using either the lower Ashley Green entrance (or if dropping in the kiss and drop zone through the middle entrance). The gateway by the School Office is exit only.

Parking on the school premises can be tricky at times. Please note that parents should not park where there are double yellow lines as this often leads to congestion as the school bus is unable to manoeuvre onto the premises and can seriously compromise safety in the car park.

- Please park responsibly, drive slowly and do not obstruct any cars that are already parked.
- Please do not park in the bus or mini bus bays.
- Please ensure that your child walks only on the path beside the car park, and hold their hand if necessary.
- Please follow instructions given by the CPS parking attendants whose role it is to assist parents with parking.
- Please be aware of the pupil crossing point in the car park.

### **Staff Car Park**

- Parents may only use the staff car park when the main car park for parents is full. The staff car park is only open for parents to use after 3:30pm, space permitting.
- It is not available in the morning.

## **PASTORAL CARE**

In order to ensure the welfare of the children it is helpful for us to be aware of any family circumstances or events that may affect a child. Children may react in atypical ways at school in response to events at home and we can best help by being forewarned, for example if parent(s) are away. Please speak with your child's form teacher, Mrs H Rudol or Mr Beale.

### **Pastoral Care and the Form Teacher**

All Chesham Preparatory School staff are dedicated to ensuring your child has a happy, enjoyable and productive time at school. From time to time he / she will fall out with friends. In PHSCE, assemblies and in class we teach all the children how to use a variety of strategies to minimise upset, remain in control of their emotions and resolve conflict. We also spend a considerable time listening to and talking with children who need extra support and we will liaise with parents. More often than not upsets are short lived and easily resolved. Please do not hesitate to contact your child's teacher or Head of EYFS if you have any concerns.

## **THE PTA**

All parents are members of the Parent Teacher Association. The committee comprises a number of volunteer parents who meet once or twice a term to discuss, plan and then organise the raising of funds to provide additional resources for all children in the school. The PTA is very friendly and is a great way to get involved and make new friends at the school.

In recent years the monies raised have funded:

- The outdoor learning area
- A playground ship
- A new PTA shed
- An outdoor PA System (for school and PTA events)
- 5 gazebos (4 CPS branded) for school and PTA events

Other donations have enabled published authors to visit and take workshops in school as well as artists to visit to run workshops resulting in the impressive mosaic artworks situated around the school.

The PTA committee are always looking for new parents to join them to bring fresh ideas to existing events and suggestions for new ones - if you would like to know more about joining then please see the PTA notice boards for the committee's contact details. Joining the PTA committee is a great way to get involved in Chesham Preparatory School life and make new friends from several year groups.

The PTA organise various events throughout the year such as:

Autumn Term: The Annual Ball, Christmas Fair

Spring Term: Quiz Night, Cycling Proficiency for children

Summer Term: The Summer Fête, Camping Weekend

Please note that some of these events are subject to change during the year. Please contact [pta@cheshamprep.co.uk](mailto:pta@cheshamprep.co.uk) if you would like to be involved.

## **REPORTING TO PARENTS**

### **Parents' Consultations**

Parent consultation evenings take place in the Autumn and Spring term. Parents are allocated 15 minutes on a choice of two evenings. Some parents make appointments for immediately before or after school when they are unable to attend either of these evenings.

### **Written Reports for Nursery**

One general written report is written in the Autumn term and one at the end of the Summer term stating where the child is based on the Early Learning Goals.

### **Written Reports for Reception**

There are two written reports, one at the end of the Autumn Term and one at the end of the Summer Term. The Autumn report is a general report and is shorter than the one at the end of the school year. The one at the end of the Summer term is a written summary based on how well a child has progressed against the Early Learning Goals and Assessment Scales which form the assessment requirements at the end of the Early Years Foundation Stage. There is also a comment from the specialist teachers that teach your child i.e. Music, Computing and P.E.

## **SAFEGUARDING CHILDREN**

Chesham Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a Child Protection Policy and procedures in place. All members of staff (including volunteers and governors) are required to ensure that they are aware of these procedures.

Chesham Preparatory School has stringent and robust safeguarding procedures and arrangements in place. Ensuring the children's safety and welfare is our top priority. All employees and governors have to undergo thorough vetting during their recruitment process, including appropriate checks into previous employment and enhanced Disclosure Barring Service (formerly CRB) clearance. Only DBS cleared and vetted volunteers are allowed to assist on school activities and trips.

To find out more about being DBS checked please see the school website.

## **SCHOOL GATES**

### **There are two main School Gates and one side Gate.**

**First main gate:** Located by the sports hall and car park, supervised by an adult when open

Open 8:00am – Closes 9:00am

Open 3:25pm – Closes 4:10pm

**Second main gate:** Blue metal gate located next to the School Office, supervised by an adult when open

Open 8:00am – Closes 8:30am

Open 4:00pm – Closes 4:15pm

Open 5:00pm – Closes 5:15pm

**The side gate:** Wooden gate by the Early Years' Garden. This gate is solely for collection of children in Nursery leaving at 12:30pm.

If you need to come onto the school site when the gates are closed please sign in at the School Office which is open from 8:00am-6:00pm.

In the summer term the black field gates may be opened to allow access for parents who wish to view a rounders, cricket or athletics match. Should they then need to leave via the closed gates they must ensure they are firmly closed as they leave.

## **STATIONERY**

All stationery items are supplied for children in the Early Years Department.

## **TOILETS**

There are toilets provided for parents and visitors in the lobby leading to the School Office and in the Sports Hall foyer. Please do not use any of the other toilets on site.

## **TOYS**

Children are not permitted to bring toys to school except for special days when parents are informed by email that their child or children may bring a toy (not electrical or valuable) to school. The children are provided with toys, during Choosing and playtimes.

## **TRIPS AND VISITS**

As part of their learning experience the children in Early Years will have the opportunity to visit places of interest and at times have workshops brought to them. At the end of the Autumn term, Early Years go to Willows Farm to meet Father Christmas.

The Nursery staff are developing a programme of appropriate and exciting trips for the nursery children in order to enhance their learning and to reflect their interests.

The Reception children enjoy a variety of trips and themed days. In the Spring term there is a pirate ship led by Captain Ron and a Water Play Day takes place in the Summer term. The children also visit Whipsnade Zoo in the Summer term.

## **UNIFORM**

See lists at back of handbook.

### **Blazers**

Reception children are not required to wear a blazer until the Summer term.

### **Games Kit**

Reception children should have a fully named games kit as specified in the uniform list.

### **Second Hand Uniform**

Parents will be informed when and where the sale of second hand uniform will take place. Please contact the PTA or School Office for further details.

## **VISITORS**

Visitors are required to sign in on arrival at the school office and wear a visitor's badge for the duration of their stay.





## **CHESHAM PREPARATORY SCHOOL NURSERY BOYS & GIRLS SCHOOL UNIFORM SUPPLIERS, ACADEMIC YEAR 2018-2019**

### **The School Shop (TSS)**

Julie  
17 The Highway  
Station Road  
Beaconsfield Bucks  
01494 677710  
sales@theschoolshoponline.com

### **Colton**

Approved School Shoes  
240 High Street  
Berkhamsted  
  
01442 879354  
or Chesham store

**All items are COMPULSORY unless stated otherwise and must be clearly NAMED with very long loops and personalised name/iron on name tags.**

### **UNIFORM LIST - BOYS (Nursery)**

#### **Main Uniform**

|   |           |
|---|-----------|
| Royal Blue sweatshirt with school crest                             | TSS       |
| Royal Blue jogging bottoms  | TSS       |
| White polo shirt with school crest                                  | TSS       |
| Puddle suit – navy  | TSS       |
| Navy fleece lined coat  | TSS       |
| White ankle socks   | TSS       |
| Navy blue hat with school crest for outside play                    | TSS       |
| School striped scarf (optional)                                     | TSS       |
| Navy gloves / mittens   | Any / TSS |
| Blue book bag with CPS crest  | TSS       |
| Royal blue nylon overall (for classroom activities)                 | TSS       |
| Black shoes with flat rubber soles and velcro fastening             | TSS       |
| Cloakroom bag   | TSS       |
| PE Navy shorts  | TSS       |
| White/black plimsolls for PE with either elastic / velcro fastening | TSS       |
| <i>Additional item for the Summer Term</i>                          |           |
| Legionnaires style cap with school crest                            | TSS       |

### **UNIFORM LIST - GIRLS (Nursery)**

#### **Main Uniform**

|   |           |
|---|-----------|
| Royal Blue sweatshirt with school crest                             | TSS       |
| Royal Blue jogging bottoms  | TSS       |
| White polo shirt with school crest                                  | TSS       |
| Navy fleece lined coat  | TSS       |
| White ankle socks   | TSS       |
| Navy blue hat with school crest for outside play                    | TSS       |
| School striped scarf  | TSS       |
| Navy gloves / mittens   | Any / TSS |
| Blue book bag with CPS crest  | TSS       |
| Royal blue nylon overall (for classroom activities)                 | TSS       |
| Black shoes with flat rubber soles and velcro fastening             | TSS       |
| Cloakroom bag   |           |
| Hair ties / bands: navy blue / royal blue                           | TSS       |
| PE Navy shorts  | TSS       |
| White/black plimsolls for PE with either elastic / velcro fastening | TSS       |
| Legionnaires style cap with school crest                            | TSS       |

### **General Appearance**

It is expected that all children will maintain a smart appearance with shoes polished. Hair should be kept neat and tidy. It must be tied or clipped back so that none falls over the eyes, eyebrows or face; this is particularly important for all sporting activities and practical lessons. Hair fastenings should be navy. The use of hair gel is not permitted. Hair should not be dyed, bleached or tinted. Hair below the shoulder should be tied back. No jewellery may be worn. Wearing earrings with school uniform is not allowed.

**Queries regarding uniform: Mrs H Rudol, EYFS, Chesham Preparatory School.**



## CHESHAM PREPARATORY SCHOOL RECEPTION AND YEARS 1 & 2 BOYS SCHOOL UNIFORM SUPPLIERS, ACADEMIC YEAR 2018-2019

### The School Shop (TSS)

Julie  
17 The Highway  
Station Road  
Beaconsfield Bucks  
01494 677710  
sales@theschoolshoponline.com

### Fast Break

Rod Culverhouse  
29 High Street  
Chesham  
  
01494 786677  
Recommended sports equipment

### Colton

Approved School Shoes  
240 High Street  
Berkhamsted  
  
01442 879354  
or Chesham store

All items are **COMPULSORY** unless stated otherwise and must be clearly **NAMED** with loops attached for hanging on pegs.

### UNIFORM LIST - BOYS (Reception, Year 1 and Year 2)

#### Autumn and Spring Terms

|  |        |
|--|--------|
| Navy blue school coat  | TSS    |
| Royal blue blazer with school crest (Reception from the summer term)                   | TSS    |
| Blue Rain Mac  | TSS    |
| White long or short sleeved shirt  | TSS    |
| Mid grey shorts or trousers  | TSS    |
| Grey ankle socks with trousers / knee length with school coloured turnover with shorts | TSS    |
| Royal blue V neck pullover with school crest   | TSS    |
| Navy school tie – elastic with school crest and white stripe                           | TSS    |
| Royal blue nylon overall   | TSS    |
| School striped scarf   | TSS    |
| Navy blue hat with school crest  | TSS    |
| Royal blue drawstring bag (this bag becomes the swim bag in Year 3)                    | TSS    |
| Blue book bag with school crest (Reception – Year 4)                                   | TSS    |
| Black shoes, flat rubber soles lace ups or Velcro – no slip ons or light up shoes      | Colton |
| Navy gloves  | TSS    |

#### Summer Term

|   |     |
|---|-----|
| Royal blue blazer with school crest (Reception – Year 2)  | TSS |
| White short sleeved shirt with school crest   | TSS |
| Mid grey shorts or trousers   | TSS |
| Grey ankle socks with trousers / knee length with school coloured turnover with shorts            | TSS |
| Royal blue V neck with CPS crest  | TSS |
| Navy blue elastic tie with house stripe and school crest (Year 2 wear non elastic in Summer Term) |     |
| Legionnaires style cap with school crest  | TSS |

#### Physical Education Clothing

|  |                 |
|--|-----------------|
| Navy PE shorts   | TSS             |
| White polo shirt with school crest   | TSS             |
| Royal blue sweatshirt with school crest  | TSS             |
| Royal blue tracksuit bottoms   | TSS             |
| Trainers with velcro fastening for outdoor use Year 1 and 2 (Reception Summer Term only) | TSS / Fastbreak |
| Black velcro sports shoe for indoor use only (soles, white or gum soled only)            | Fastbreak / TSS |
| Plain white ankle socks  | TSS / Any       |

#### General Appearance

It is expected that all boys will maintain a smart appearance with shoes polished. Hair should not be longer than the collar and should be kept neat and cut short and over the ears so that none falls over the eyes, eyebrows or face. This is particularly important for all sporting activities and practical lessons. The use of hair gel is not permitted. Hair should not be dyed, bleached or tinted. No jewellery may be worn.

**Queries regarding uniform: Mrs H Rudol, Head of EYFS, Chesham Preparatory School..**



## CHESHAM PREPARATORY SCHOOL RECEPTION AND YEARS 1 & 2 GIRLS SCHOOL UNIFORM SUPPLIERS, ACADEMIC YEAR 2018-2019

### The School Shop (TSS)

Julie  
17 The Highway  
Station Road  
Beaconsfield Bucks  
01494 677710  
sales@theschoolshoponline.com

### Fast Break

Rod Culverhouse  
29 High Street  
Chesham  
  
01494 786677  
Recommended sports equipment

### Colton

Approved School Shoes  
240 High Street  
Berkhamsted  
  
01442 879354  
or Chesham store

All items are **COMPULSORY** unless stated otherwise and must be clearly **NAMED** with loops attached for hanging on pegs.

## UNIFORM LIST - GIRLS (Reception, Year 1 and Year 2)

### Autumn and Spring Terms

|   |        |
|---|--------|
| Navy blue school coat   | TSS    |
| Royal blue blazer with school crest (Reception from the summer term)  | TSS    |
| Blue Rain Mac   | TSS    |
| White, reversed open necked blouse, long or short sleeved   | TSS    |
| Green Douglas tartan pinafore   | TSS    |
| Royal blue cardigan with school crest   | TSS    |
| Royal blue nylon overall  | TSS    |
| Plain navy blue tights  | TSS    |
| Plain navy blue knee length socks   | TSS    |
| School striped scarf  | TSS    |
| Navy blue hat with school crest   | TSS    |
| Royal blue drawstring bag (this bag becomes the swim bag in Year 3)   | TSS    |
| Blue book bag with school crest (Reception – Year 4)  | TSS    |
| Black shoes with flat rubber soles (not patent, please look at approved school list) Light up shoes not allowed | Colton |
| Navy or Royal blue hair ties/ bands   | TSS    |
| Navy gloves   | TSS    |

### Summer Term

|   |     |
|---|-----|
| Royal blue blazer with school crest (Reception – Year 2)              | TSS |
| Blue/white striped CPS dress (may be worn up to the autumn half-term) | TSS |
| Royal blue cardigan with school crest                                 | TSS |
| Legionnaires style cap with school crest                              | TSS |
| White ankle socks with turnover                                       | TSS |
| Navy or Royal blue hair ties/ bands                                   | TSS |

### Physical Education Clothing

|  |                 |
|--|-----------------|
| White polo shirt with school crest   | TSS             |
| Royal blue sweatshirt with school crest  | TSS             |
| Royal blue tracksuit bottoms   | TSS             |
| Trainers with velcro fastening for outdoor use Year 1 and 2 (Reception only Summer Term) | Fastbreak / TSS |
| Velcro sports shoe for sports hall use only (soles, white or gum soled only)             | Fastbreak / TSS |
| Plain white ankle socks  | TSS / any       |

### General Appearance

It is expected that all children will maintain a smart appearance with shoes polished. Hair should be kept neat and tidy. It must be tied or clipped back so that none falls over the eyes, eyebrows or face; this is particularly important for all sporting activities and practical lessons. Hair fastenings should be navy. The use of hair gel is not permitted. Hair should not be dyed, bleached or tinted.

Hair below the shoulder should be tied back. No jewellery may be worn. Wearing earrings with school uniform is not allowed.

**Queries regarding uniform: Mrs H Rudol, Head of EYFS, Chesham Preparatory School..**

# CHESHAM PREPARATORY SCHOOL PLAN 2018-2019

