



Chesham Preparatory School

Independent education for
boys and girls aged 3 to 13

The Parents' Handbook

— Senior School —



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 Mr Bateson, Head of Senior School 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 will give 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, Mr Bateson or myself.

Mr Jonathan Beale, Headmaster

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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.

SENIOR SCHOOL STAFF

Mr J Bateson	Head of Senior School
Miss J Balgobin	Senior Mistress/Form Tutor
Mr C Batchelder	Director of Sport/Form Tutor
Mrs J Bateson	Head of Science/Form Tutor
Mr M Cook	Head of History/Form Tutor
Mrs S Cooper	Head of R.E.
Senorita M Cordero	Spanish Teacher
Mrs F Cumming	Science Teacher
Mrs K de Groot	Head of Modern Languages/French Teacher/Form Tutor
Mrs C Lea	English Teacher/Form Tutor
Mrs H Little	Head of Geography
Mrs C Magnocavallo	Maths Teacher/Form Tutor
Mrs C McManus	Head of Maths/Form Tutor
Mr D Pierce	Head of Computing/Form Tutor
Mrs T Richardson	English Teacher/Form Tutor
Mrs M Shapland	Head of English/Learning Resources Coordinator/Form Tutor
Mrs N Stroud	Maths Teacher/Form Tutor
Mr M R Turner	Head of Design Technology/Swimming/Games
Mr M Warner	Director of Music
Mrs T Ravalier	Art Teacher/Form Tutor
Mrs D Dempsey	Playground Supervisor
Mrs D Long	Playground Supervisor

LEARNING SUPPORT

Mrs A Fenelon	SENCO/Learning Support
Mrs P Elborough	Learning Support
Mrs M Lee	Learning Support/School Counsellor
Mrs N Stroud	Learning Support/Maths Teacher/Form Tutor

P.E. STAFF

Mr C Batchelder	Director of Sport
Miss K Bartlett	Head of Girls' Games
Miss A Gordon	PE and Games Teacher
Mr T Hudson	PE and Games Teacher/Head of Hockey
Miss G Bettis	PE and Games Teacher
Mr A Woodage	PE and Games Coach
Mrs E Waddy	Swimming Coach Coordinator
Mr A Lewis	PE Teacher

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	hartley@cheshamprep.co.uk
School Website	www.cheshamprep.co.uk

GOVERNING BODY 2016/17

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 CHILDREN STARTING AT CPS

- Please name ALL items of school uniform including indoor and outdoor PE shoes, aprons, shoes, socks.
- Please 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.
- 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. Please check the weekly bulletin for the most up to date information. If your child starts at Chesham Preparatory School during the school year, please check this with Mrs Bonandrini so that you have all relevant updates or amendments that may have occurred.
- If you have any school problems related to your child, our members of staff are always happy to discuss these. Problems are normally best dealt with promptly. Please contact your class teacher or Mr Bateson, Head of Senior School, to make an appointment at a time, which is mutually convenient.

HOW YOU CAN SUPPORT YOUR CHILD

- Be positive, encourage and praise.
- Oversee your child's organisation of their sports kit, subject books and folders. Folders may be purchased from the school.
- Ensure that your child has a good range of stationery available for lessons.
- Be aware of homework tasks set and ensure that your child is spending a sensible amount of time on them. Support your child through encouragement and supervision if necessary.
- Allow time and space for your child to do their homework independently and in a quiet place.
- Please check your child's homework diary and ensure that it is signed by a parent each week (a daily check may be essential for some children!).
- Ensure that your child always has a reading book- encourage them to make reading an enjoyable and regular habit.
- Remind your child of e-safety and ensure all home Computing / Smartphones equipment have appropriate filter settings.
- Be aware of your child's TV viewing / Internet use and ensure that it is age appropriate.
- Encourage good manners especially at the table.
- Play board games, discuss current news stories as well as encourage your child to get involved in sport.
- Visit places of interest that support the learning taking place in school.
- Try to attend some of your child's matches (or if you are unable, could a grandparent offer that support?).
- Praise, praise, praise!
- Encourage, encourage, encourage!
- Enjoy your children and have fun!

THE SCHOOL DAY

If you are new to Chesham Preparatory School and joining the Senior School (Years 5 – 8):

FIRST DAY – Autumn Term

Morning Arrival Routine

Children should arrive in school and report to the Dining Room in the Upper Courtyard for 8:20am to be marked in. From here they will be taken to their classrooms by senior pupils in time for registration at 8:30am. PLEASE BRING IN PE AND GAMES KIT.

End of Day

Pupils should be collected from the Lower Courtyard in front of the Sports Hall at 4:00pm.

ALL OTHER DAYS

Morning Arrival Routine

8:00am Children are welcome in school.

8:00am-8:30am Supervised play on the astroturf field is available.

Please note that children are not allowed to wander around the school unsupervised. It can be tempting to put their belongings in the cloakroom or classroom in an effort to be organized, however, we do not allow this unless a teacher is present or they have sought permission from a member of staff. This is to ensure that children are somewhere with adequate supervision.

8:30am Children are permitted into their classrooms.

“KISS AND DROP”

We encourage a “kiss and drop” system at Chesham Preparatory School and would be grateful if you would adhere to this as often as possible. Drop off zones are in the bus bay (and directly in front of the blue Upper Courtyard gates) but please be aware that the school bus will arrive at 8:15am (approximately). The gates are supervised by a member of Chesham Preparatory School staff who will welcome your child into school and ensure they remain safely on site. Please ensure that the bus bay is kept available for the arrival of the bus in preparation for its return journeys at both 4:15 and 5:10pm.

Please do NOT leave your car parked there.

LATE ARRIVAL

Please note that registration takes place at 8:30am to ensure a prompt start to lessons or assembly. **If a child arrives at school after 8:35am they must go straight to the School Office and be signed in before going to their classroom.** Parents of children who are repeatedly late will be contacted and sent a standard letter asking them to improve their punctuality.

AN EXAMPLE OF A TYPICAL DAY IN SENIOR SCHOOL

8:30am	Registration
8:50am	Assembly
9:10am	English
10:30am	Break time
10:50am	Maths
11:30am	Maths
12:10pm	PE
12:45pm	Lunch and Break
1:40pm	R.E
2:15pm	Spanish
2:50pm	Music
3:25pm	IT
4:00pm	End of school day
4:10pm	Bus

END OF THE DAY COLLECTION ARRANGEMENTS

Senior School finishes at 4:00pm unless specified on the school calendar. The children are released from their class rooms to be collected. If your child is attending an extra-curricular activity they will need to be collected from the quads at 5:00pm.

In the Senior School it is helpful if your child is aware of who will be collecting them at the end of the day. Should your arrangements change please call the School Office and advise us. After an away sports match, the games staff will oversee pupil collection on their return to school from the Sports Hall balcony.

The Little Chalfont bus group meets by the blue gates; minibus passengers should meet in front of the Dining room.

LATE CLUB (4:00PM – 6:00PM)

Late Club is an extended day facility to all pupils. It takes place between 4:00pm and 6:00pm for children in Reception to Year 8. Late Club takes place in one of the EYFS classrooms. There is a note of which room is being used in the weekly bulletin and in the window of the relevant Reception classroom. A cooked tea is provided at 5:10pm and is served in the dining room. Children relax by watching television or by taking part in the activities, which are organized by the supervisor of this club.

Please note that there is a charge for children who attend this club. Children need 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. Enquiries after 4:30pm should be made direct to the Late Club Supervisor on 07856 022990.

If your child is staying to Late Club between 5:00-6:00pm please would you ensure he / she has requested to do an activity between 4:10-5:00pm, or you have booked them into Late Club.

LATE COLLECTION

Please note: children waiting for late parents are told to go to Late Club after 4:15pm, from where they should be collected.

Please collect your child from Late Club by 6:00pm from the School Office. Please note the School Office closes at 6:00pm.

EVENTS IN THE SCHOOL YEAR

Throughout the year we hold events which involve Senior School children.

Autumn Term	Carol Service	Y5 - 8 and choir	Parents invited
Spring Term	Easter Assembly	Y5 and Y5 Drama Club	Y5 Parents invited
Summer Term	Senior School Production	Y6 - 8	Y6 - 8 Parents invited
	Speech Day	Y3 - 8	Parents invited
	Sports Day	Y3 - 8	Parents invited

Harvest Festival

In the Autumn term there is a Harvest Festival which is led by Reverend Cansdale from St. Mary's church in Chesham and this includes drama from the older children in the school. Each year the Harvest Festival is an opportunity for children to think of others and School supports the Chesham Food Bank. Details are sent out nearer the time of the event.

Founders' Day

This takes place usually at the end of the Spring Term. The children have the opportunity to enjoy being part of their house. Children are usually expected to come to school wearing as much as possible their house colours. This is an in-house event. It comprises a talent show, a house singing competition, a games competition, a quiz and an art activity.

Speech Day

Speech Day is held on the last morning of the Summer term and is a formal occasion with a guest speaker. It is expected that all children in Years 3 – 8 will attend. There is also a Certificates Assembly in the final week at which other awards are made.

Sports' Day

The Senior School Children take part in a Sports' Day where parents bring a picnic and have lunch on the school field.

Sports' Fixtures

Throughout the year parents are invited to watch games matches, Inter-House competitions and swimming galas. Details of these will be found in the Blue Calendar Card, Weekly Bulletins and on the School Sports App. Team sheets are on display on the Sports Boards by the gates into the Lower Courtyard and on the School Sports App.

THE FORM TEACHER AND PASTORAL CARE

THE TUTOR SYSTEM

The aim of the tutor system is for each child in the Senior School to have one member of staff who is responsible for them, their academic progress and personal development.

Each senior school class has a form teacher and a tutor. The children are sub divided into two tutor groups. Regular meetings (daily in most instances) will take place between the tutor and the tutor group and will be built into the timetable. Activities for this time will be based around getting to know the children well and having a detailed knowledge of their abilities and progress. Tutors are the first port of call for any parents wishing to discuss matters relating to their child. Tutors are responsible for giving an overview of each child's progress on reports to parents.

Sanctions and the Role of the Tutor

All minor indiscretions will be dealt with by the pupil's tutor.

These may include: rudeness, unkindness, deliberate acts of naughtiness, regular failure to hand in work, breach of school rules.

The tutor will have daily contact with the pupils in their charge and problems will be discussed and appropriate measures taken to rectify the problem, sometimes resulting in a level 1.

From time to time children do need reminding of how to behave. In the first instance it is the role of the Tutor/Form teacher to talk through an issue with the child or children concerned:

- to help them to understand why something happened,
- to take responsibility for their actions,
- to apologise (if necessary)
- to consider how they could handle the situation differently in the future.

The incident may be detailed in the homework diary or the tutor may telephone the child's parents.

Persistent indiscretions may result in a tutor referring a pupil for an in-house detention (level 2) held at lunch time by the Head of Senior School, Junior School or the Deputy Head; the parent will be contacted. The sanction will be related to the misdemeanor and may include a face to face apology, missing a break time or writing a letter of apology.

Very serious offences of bullying, theft, assault or violence, are referred to the Headmaster who may decide to discuss the offence with a student, withhold participation in educational visits or sports events or give a fixed term or permanent exclusion.

Sanctions are all age appropriate and related to the misdemeanor.

A Senior Tutor and Form Teacher meeting will take place at the start of each academic year to highlight relevant roles and the schools' expectations. Form teachers are the daily administrative point of contact with the children, and are responsible for their class's care. All staff should be familiar with this role as they may be asked to take form time on cover.

The Head of Senior School and Deputy Head, together with tutors, form teachers and all members of staff are responsible for the Pastoral Care of pupils in Years 5 to 8. Staff will note serious problems, misdemeanours or concerns into the child's pastoral file and it will be discussed in our morning briefings. For a specific behaviour incident staff will complete an incident form and this will be filed.

THE CURRICULUM

Senior School

The Senior School comprises Years 5 – 8. There are three parallel forms in Year 5, three in Year 6, one or two in Year 7 and Year 8.

Children are taught the same subjects as in the Junior School and all subjects are taught by subject specialists. Years 5 and 6 also study French and Spanish for one lesson each week and a weekly lesson on Study Skills for all classes in Year 5 is also built into the timetable. Art and Design Technology are taught as discrete subjects. Years 7 and 8 follow the Common Entrance syllabus for examinable subjects. In Years 5, 6, 7 and 8 children are grouped into ability sets for English and Mathematics with a similar setting format to the Junior School.

Pupils in the Senior School are encouraged to join extra curricular clubs, which include music (choir and orchestra), drama (club and school play), judo, golf, Computing, pottery, science and a wide variety of sports clubs.

Residential trips in the summer term for Years 5 to 8 give an exciting opportunity for the children to participate in educational activities off site, promoting teamwork and an enthusiasm for learning.

A number of educational visits take place during the year to enhance the teaching and learning in specific subjects. Year 7 attend a residential centre early in the year to build relationships and teamwork in preparation for the year ahead.

Matches are played against many schools in a range of sports; the majority of pupils have represented the school.

The School Choir participate in local festivals and perform at a Candlelit Supper in the Autumn Term for parents, staff and governors. The school play is a major production every year in the Summer term for Years 6, 7 and 8.

Teaching and Learning

Classes in the Senior School register with their form teacher and then follow a timetable which is taught solely by subject specialists. This enables us to provide a first class education where all subjects are taught by staff who have an in depth knowledge of their respective area of expertise.

All the children enjoy the fantastic facilities of the Learning Resource Centre, music rooms, Sports' Hall and the freedom of the school sports' field. All classrooms have interactive whiteboards and children enjoy using iPads and laptops on a regular basis. 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. We strongly believe that self- esteem and confidence are the best predictors of future success.

Learning Support

If it is felt that your child requires extra support, or extension they will be referred by their subject teacher to the Learning Support department who will assess your child to ascertain their needs. Following a meeting with you to discuss the results, your child will receive the intensive support required.

High Achievers

Our aim, at Chesham Preparatory School, is to ensure that personalised learning plans, differentiation and individual targets provide opportunities for children of all abilities. Every child will have the chance to work at a pace and with the level of support that meets their needs so that they can reach their full potential.

We aim to meet the needs of very able pupils in the classroom by creating a culture where all children are encouraged to be as successful as they can and where all pupils are valued for their unique achievements.

Higher ability pupils are identified as those who have abilities beyond the majority of pupils and who consequently require more challenging opportunities. Their potential will be shown in a wide range of contexts, such as different learning styles, creativity or leadership.

Pupils are identified using a range of criteria including observation and assessment of their work, measurement of attainment and progress and involvement and achievement in and out of school clubs and activities.

Exceptionally able pupils are likely to show certain characteristics, including superior powers of reasoning and problem solving, superior vocabulary, great intellectual curiosity, keen powers of observation, ability to memorise quickly and willingness and ability to work independently. They may show great initiative and originality in their intellectual work and they may have a wide range of interests or several hobbies etc. Teaching strategies are mainly inclusive, that is, any identified pupils are kept in their peer groups and normal classes as much as possible. Pupils are challenged through differentiation, broadening and accelerated work in their normal classes so that all pupils can reap the benefits of their teachers' expertise and a challenging curriculum.

Assessment

We assess the children regularly in a variety of informal and formal ways to inform our planning to ensure that we meet the needs of every child in the class. Assessments can range from quizzes, to regular weekly spelling tests to end of unit assessments.

School examinations take place mid-year (January) for years 7 and 8 and in the Summer Term for all children in Years 5 to 8. The examinations are internal assessments that help to inform us of each child's progress as well as providing the children with the invaluable experience of 'sitting' an exam.

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. On his / her return to school, a letter / email should be 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 at School has to be followed up by Mrs Bush, our Designated Safeguarding Lead.

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 Headteacher in advance.

ACHIEVEMENTS

In the Assemblies on Mondays and Fridays, 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.

ASSEMBLIES

Assemblies follow this schedule but may be subject to minor changes

Monday	8:50 – 9:10am	Years 3 – 8	Headmaster
Tuesday	8:50 – 9:10am	Years 3 – 8	Form Time
Wednesday	8:50 – 9:10am	Years 5 – 8	Head of Senior School
Thursday	8:50 – 9:10am	Years 5 – 8	Form time
Friday	10:00 – 10:30am	Years 3 – 8	Headmaster

Children are expected to attend assembly unless they are swimming, have a Learning Support lesson or an instrumental lesson. Assemblies are a time of collective worship, celebration of achievements and contain a strong moral message to enhance each child's sense of worth, compassion and loyalty.

Postcards

Postcards are occasionally sent home applauding a child's effort and achievement in lessons. These are sent out by individual teachers.

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.

From time to time children do need reminding of their behaviour. In the first instance it is the role of the form teacher to talk through an issue with the child or children concerned:

- to help them to understand why something happened,
- to take responsibility for their actions,
- to apologise (if necessary)
- to consider how they could handle the situation differently in the future.

The incident may be detailed in the homework diary, reading record or the form teacher may phone or speak with at collection time, the child's parent.

If the misdemeanour is repeated or more serious the Head of Junior School is involved and the parent is contacted. The sanction is related to the misdemeanour and may include apologising in person, missing a break time, being in detention or writing a letter of apology. For very serious offences the Headmaster is informed and he may decide to discuss the offence with the parents.

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.

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 should not leave the school site eating food. Indeed the snacks provided at 4:00pm are specifically for those children staying on for activities.
- 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 Chesham Preparatory School and must ensure that they do not use equipment belonging to the school.
- Parents are not allowed at any time in the changing rooms.

Behaviour in the Playground

All the children are expected to play together in a manner that is friendly and cooperative. Those children who wish to play with a ball may go onto the astroturf 8:00am – 8:30am (Years 5– 8), or during breaks and lunchtimes. Those who wish to play with skipping ropes, French elastic, diablos or other reasonable toys may either play on the astroturf or in the quad. Children who prefer a quieter time may use the LRC (Learning Resource Centre). The children are responsible for playing respectfully. If however a child does not behave appropriately they will be spoken to by the duty staff, the form teacher and if deemed necessary by the Head of Senior School or Deputy Head.

School Rules – outside the Classroom and at Break Times

This is a list of what we expect from pupils in terms of behaviour:

- Treat each other with respect and in a courteous and friendly manner at all times.
- Do not run through the tunnel or in the walkways.
- Breaks take place either on the field (when the grass is dry) or in the Courtyards.
- Pupils are not allowed to be in the school buildings at break times unless supervised by a member of staff.
- Keep to the pavements in the car park and cross using the zebra crossing.

Behaviour on Trips and at Matches

- Children are reminded that they represent Chesham Preparatory School whenever they are away from school on trips or at away matches. In short, they are to behave on trips and away at matches as they would be expected to behave at school.
- On minibuses and coaches, they are always to wear a seatbelt and talk quietly.

Personal Organisation

- Arrive on time.
- Bring the correct books and stationery to each class.
- Keep your tray / desk tidy.
- Always return your folders, games kit, blazers etc. to their right place.
- Fill your homework diary in correctly (Years 3 and 4).
- Always bring your reading book to school.
- Take responsibility for all items of school clothing and sports kit.

Classroom Discipline

- Wait outside classrooms quietly.
- Do not talk over the voice of the teacher or another pupil.
- Listen to instructions.
- Put up your hand to ask or answer a question and wait to be chosen.
- Sit correctly, and do not lean back on chairs or slump into chairs.

BUDDIES

When a new child joins Chesham Preparatory School they are assigned a buddy who has been carefully chosen to 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.

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.

Please note that one of the morning stops is at Amersham swimming pool. This is available for those parents who wish to put their remaining child / children on the bus, having delivered another child to the swimming pool for their swimming lesson.

Please consider using these minibus and bus services as it will ease congestion around the school.

Some of our older pupils may be permitted to walk to and from their bus stop as they are considered sensible enough by their parents to do so. It may be part of their training as preparation for the move to Senior School. Please write to the School Office to advise us of this request. Your child will be asked to carry a copy in their blazer pocket to reassure the staff member on board the bus of this fact.

In addition these parents may feel that as an added security benefit the child should carry a mobile phone both before and after school. Mobile phones are permitted only once permission from the Deputy Head has been granted. The phone must be deposited in the School Office on arrival and collected when the child leaves school for the day.

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.

The meet up point for the Little Chalfont bus is inside the blue courtyard gate; the minibuses' meeting points are outside the dining room.

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.

COUNSELLING

Children in Years 3 – 8 may ask to talk confidentially to the school counsellors or form teachers. They must request this in a short note which is posted in the worry boxes in each classroom or in the two designated zip top furry characters called 'OM', near 4C, and 'Flame' in the LRC. The school counsellors or form teachers will then organise a meeting.

Children throughout Junior School have a worry box in their classroom where they can post any concerns they have to their teacher.

CLASS REPRESENTATIVES

These are your point of contact for general issues regarding your class's organisation e.g. PTA events. Communication may be via email – it is essential that email addresses are used only for school business.

Class representatives liaise between the parents and the class teacher. New parents are asked to fill in a form with their contact details which can be collated by the class representative. 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.

COMMENDATION BADGES

Commendation badges are awarded from Year 6. All badges and shields should be worn on the left lapel of the school blazer.

Year 6

All Year 6 pupils are considered for a bronze badge during the first half term. They have the opportunity of being awarded either a silver or a gold badge at various times in the year according to the number of recommendations they have received from Chesham Preparatory School staff. 6 nominations are required to move to the next level. If 10 or more nominations are received a Headmaster's award is given in addition to their next badge.

Year 7

All Year 7 pupils are considered for a bronze shield during the first half term. They have the opportunity of being awarded a silver or a gold shield at various times in the year according to the number of recommendations they have received from the staff. 6 nominations are required to move to the next level. If 10 or more nominations are received a Headmaster's award is given in addition to their next shield.

Year 8

Year 8 students have already progressed through the badge and shield systems in years 6 and 7. They now have the opportunity to be awarded Prefect status. 6 nominations from staff are required to be elected a Junior / Senior Prefect. If 10 or more nominations are received a Headmaster's award is given in addition to being made a Prefect.

COMMUNICATION

Who to contact

In the first instance it is always wise to discuss any issues with your child's class teacher, subject teacher or tutor according to relevance. To organise this please either write a note in your child's homework diary which your child will show to their teacher or call the School Office to make an appointment or arrange a telephone conversation. If you still need to discuss the matter further, or it is not appropriate to discuss your concerns with your child's Form Tutor, please contact Mr Bateson, Head of Senior School.

School Website

The school's website can be found at 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.

Sports Match Team Sheets

These are available to view on the website and are displayed on the notice board adjacent to the Sports Hall. Maps are available from the office if you require directions to away matches. All this information is also available on the School Sports App – www.cheshamprepsport.org.

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.

In the unlikely event of a school closure parents would be advised by text message of the details- eg flooding, prolonged loss of electricity, no central heating. Further details would be available on the website. In the event of a heavy snowfall overnight please check details on the school website for changes to the normal school routine. The school emergency snow plan will be republished every winter to alert parents to our procedures.

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.

EXTRA CURRICULAR ACTIVITIES

Any pupil unable to attend a pre-booked activity is expected to excuse themselves with the activity teacher. If you wish to discuss anything related to extra curricular activities please contact the Extra Curricular Activities Coordinator.

There are a range of activities on offer and a choices sheet is emailed towards the end of each term for you to select, then email the reply, which activities you would like your child to do the following term. Some activities incur a charge. If your child is on the register to participate in an Extra Curricular School Activity it is expected that they attend each week. In the interests of safety, (for example in the event of a fire evacuation) if your son / daughter is unable to attend it is important that they excuse themselves with the Activity teacher or send a message to the main School Office. If you wish to discuss anything related to Extra Curricular School Activities please contact the Extra Curricular School Activity Coordinator.

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.

GAMES

The main sports throughout the year are as follows:

Term	Boys	Girls
Autumn	Rugby	Hockey
Spring	Football	Netball
Summer	Cricket	Cricket

Matches

Boys' home games matches usually begin at 2:30pm and the children are ready to go home or attend an extra-curricular activity at 4:00pm.

Boys' away games matches usually leave school at 1:40pm. The team sheet, which is on the school website before the match, states the expected time of return to school.

Girls' home matches usually begin at 2:30pm and the children are ready to go home or attend an extra-curricular activity at 4:00pm.

Girls' away games matches usually leave school at 2:15pm. The team sheet, which is emailed before the match, states the expected time of return to school.

Parents are warmly encouraged to attend both home and away matches.

Details of match locations are provided.

Games Kit

All Senior School children should have a full named games kit as specified in the uniform list. This should come into school on a Monday morning and remain in school throughout the week. It should be taken home each Friday to be washed over the weekend and returned to school each Monday morning. For morning swimming lessons children should arrive at the pool in their school uniform with their swimming costume on underneath.

In the colder months the games kit can become wet and muddy, therefore it will require washing mid-week. Also, please would you provide spare underwear in the kit bag just in case they get wet on the field due to rain or mud. A towel is required for showers after Games. It is essential that your child's kit is clean for matches.

All children who go home at 4:00pm or do a non-sporting extra-curricular activity leave school in their uniform. Children who do a sporting extra-curricular activity may go home in their PE kit and blazer or uniform, this is at the discretion of the activity teacher. If their kit has become muddy during the games session they will be expected to change back into school uniform after washing / showering.

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 all Chesham Prep students and non Chesham Prep students e.g. siblings. Clubs are run in all holiday periods and offer structured sport 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.

D&B also offer top class sports coaching sessions called Elite Sports.

These include Netball, Rugby, Hockey, Football and Cricket.

Early sessions are provided for working parents from 8:30am. 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 Mr James Bateson at jamesbateson@cheshamprep.co.uk.

HOMEWORK

All homework set is manageable, achievable and worthwhile. If your child is taking more than the time suggested, stop them and write a note in the homework diary about this. A homework timetable will be issued at the beginning of the academic year stating when and on which nights different subject homework will be set. This is designed to 'spread the load' and enable your child to manage their time. Most staff will be using Google Classroom to set homework and provide resources to support learning.

HOMEWORK DIARY

It is important that you as a parent look at the homework diary on a regular basis and sign it each week once your child has completed it. The diaries are regularly checked by the form teacher and will contain details of homework, Industry Marks and House Points. You may be asked to check your child's diary every night if more supervision is required.

HOUSE SYSTEM

All pupils are placed in one of the four houses all of which are linked to a charity supporting projects around the world:

Aylward (red) – RSPCA

Columbus (blue) – Teenage Cancer Trust

Nightingale (yellow) – Wallace and Gromit's Children's Charity

Stevenson (green) – Beacon International School Ghana (supported by St Mary's Church, Chesham)

Pupils are involved in inter-house sports competitions in hockey, netball, rugby, football, athletics, swimming and cross-country. Each house supports two charities for which funds are raised by the children, to encourage them to work together towards helping others, in addition to the competitive aspects of the system. House meetings are held several times each term throughout the academic year.

Children's families are placed in the same house. Please let us know if a parent or grandparent attended Chesham Prep so that the children can be in the same house.

HOUSE POINTS

The Senior School runs a system where pupils are again awarded for positive behaviours however there is a greater expectation in terms of maturity and responsibility.

Certificates will be given out in weekly Senior School and Junior School assemblies and house points are collected each week and logged by the tutor/teacher.

There are fortnightly competitions that run with the Year 7 and 8's. The top House point scorer receives a voucher of their choice to spend as they wish. The Year 5 and 6 pupils have a half termly competition where the winner from each form will win a voucher.

Alongside this we run an Above and Beyond award which is open to all Year 5,6,7 and 8 pupils. This rewards pupils who have shown behaviours that represent the CPS spirit encapsulating; kindness, thoughtfulness, perseverance, being supportive and considerate.

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. (Girls in years 7 and 8 are permitted to wear 1 pair of stud earrings). Pupils may wear a named analogue watch.

LEARNING SUPPORT

The Learning Support Department is near the Learning Resources area. We have 3 small 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 Senior School have lunch together in the third sitting 12:45pm – 1:15pm. Good table manners are strongly encouraged. All children are guided towards eating a healthy balanced meal and encouraged to eat everything on their plate. 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 or can be viewed on the notice board by the First Aid room in the School Office. Please ensure that the school is aware that your child is vegetarian. All dietary requirements should be listed on the medical form issued to parents prior to their child starting at Chesham Prep. If there is a change, the school office should be informed. If children wish to have bread with their meal it is available and they are allowed second helpings of the first course and extra fruit if they are still hungry after finishing their dessert.

Refreshments

At morning break children are provided with a snack and a drink. Snacks and drinks are also available to children staying for Extra Curricular School Activities beyond 4:00pm. Water fountains are available around school.

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. On his / her return to school, a letter / email should be 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. The following table on the following page gives official exclusion periods for some of the usual diseases.

Illness	Exclusion Period
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 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 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 hat 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.

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 headlice 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).

Accidents in School

Minor accidents and incidents are an inevitable part of school life, thus in addition to the School Nurse a number of staff are also 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 a qualified First Aider and are sent home with a form in their school bags informing parents of the nature of the injury.

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.**

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.

MUSIC – INSTRUMENTAL LESSONS

If you would like your child to learn a musical instrument in school (or if your child is starting at Chesham Preparatory School) please speak with the Director of Music, Mr Warner. A range of instrumental lessons are offered – flute, clarinet, brass, piano, guitar, violin, cello, and drums. If you would like your child to learn an instrument in school you should complete and return a form concerning lesson agreements and more information about the lessons. We also offer singing lessons which go hand in hand with a commitment to join one of the school choirs.

Timetables for music lessons are on display in or near classrooms, as well as outside the music practice rooms. Initially your child will receive guidance on getting to their instrumental lesson. It is expected that your child will remember their lesson time and in liaison with their class teacher, arrive on time. If you wish your child to cease their instrumental lesson, you must give a term's notice in accordance with the agreement signed before your child began the lessons.

Each term there is a Musical Soirée where children are invited to perform to an informal, appreciative audience. Once your child has achieved a certain level he / she may be invited to join the orchestra which rehearses every Friday after school and performs at least twice a year and on Speech Day.

NAIL VARNISH

Nail varnish and transfer tattoos are not permitted at school.

PARENT HELPERS

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 checked and will have attended a short meeting on Safeguarding with the Designated Safeguarding Lead, Mrs Bush. Information about how to do this is available via the school website. Whilst out on a visit you may be asked to take a small group of children and encourage each to participate in the activity as fully as possible. Your child's class teacher will either speak with you and / or give you an information pack so that you are fully equipped and prepared for the visit.

The same safeguards apply to parents who help in school during a normal day.

Sharing Knowledge with the Children

At times parents have come into school to speak to either one or two classes or the whole of the Senior School. 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 resident of Baffin Island.

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 and when directed by the school parking attendants.
- Please park responsibly, drive slowly and do not obstruct any cars that are already parked.
- Please do not park in the marked mini bus bays.
- Please ensure that your child walks only on the path beside the car park, is closely supervised by you and holds your hand where appropriate.

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. Your child's form teacher / tutor is the first port of call. The Head of Senior School and Headmaster are also available to discuss any pastoral concerns.

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 Personal Social Health and Citizenship Education (PSHCE) lessons, in assemblies and in tutor time 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 will liaise with parents. Usually upsets are short lived and easily resolved. Please do not hesitate to contact your child's tutor or the Head of Senior School 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.

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
- Tiered seating

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 Candlelit Supper, Christmas Fair

Spring Term: Quiz Night, Spring / Summer / Autumn Ball (Biannual), 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 if you would like to be involved.

REPORTING TO PARENTS

Parents' Consultations

Parent consultation evenings take place in the autumn and spring terms. Senior School consultations take place in the Adlington Hall. All subject teachers are seated around the hall and parents see staff on a 'first come first served' basis. There are no appointment times but if it is necessary to see a teacher for longer than the allocated seven minutes then a separate meeting will be arranged. During the consultation you will have the opportunity to discuss your child's effort, attainment and progress as well as any other issues that may arise.

Written Reports

Parents are reported to each half-term in the autumn and spring terms and at the end of terms in the Autumn and Summer. The reporting of a child's progress will take the form of a Parent Consultation evening or a written report. In December and July parents receive a full written report on the progress that their child is making. The reports include a written comment, an attainment grade and an effort mark for each subject.

Blue report cards are also issued during the year. These are not as detailed as the full reports but do include effort and attainment grades and a general comment about a child's progress from their tutor.

RESIDENTIAL TRIPS

The residential trip programme at Chesham Preparatory has been developed over the last five years to encourage independence, personal organisation and the development of new skills and experiences.

Residential trips in Summer 2018:

Year 5 Grafham Water

Year 6 PGL Liddington

Year 7 Brecon Beacon

Year 8 Rockley Adventure

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.

Sports Hall blue 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 3:40pm

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. The office is open from 8:00am to 6:00pm.

In the Summer term the back 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 AND FOLDERS

Parents are expected to ensure that their children have the following items in school in a named pencil case:

Pencils, rubber, ink pen and cartridges, pencil crayons, short ruler (and a long ruler for mathematics), protractor, pair of compasses, calculator (must have a % button for use in year 5), scissors, glue-stick and a pocket dictionary.

In order to organise their books pupils are required to have 10 A4 canvas folders. These may be purchased from the school and a letter will be sent to parents from the Head of Senior School in the Summer term. Parents of pupils joining the school will receive a letter in the parent pack.

SWIMMING

Senior School children will swim throughout the year as part of the curriculum:

Swimming Timetable

Swimming lesson starts at 8:00am - please arrive at least 15 minutes prior to this time to allow for changing.

MONDAY

Year 6

Amersham Pool 8:00am

TUESDAY

Years 7 & 8

Chesham Leisure Pool 8:00am

THURSDAY

Year 5

Amersham Pool 8:00am

FRIDAY

Swim Squad Invitation Only

Years 5-8

Amersham Pool 8:00am

The children are placed in small ability groups and coached by qualified instructors. Please ensure that all kit is named. After swimming the children return to school on a supervised coach and have breakfast and a drink before continuing lessons at 9:50am.

Children take part in inter-house swim competitions in the Summer Term. Some children are selected to compete in galas against other schools.

Swimming lessons for these year groups are as essential as other curriculum subjects, therefore all children should attend the weekly lesson. If this is not possible you should provide your child with an absence note for the Swimming Coach Coordinator and he / she should report to their form teacher when they arrive in school. It is very difficult for us to supervise your child in school if they are not swimming as form teachers plan meetings or teach other classes during this time.

Please direct any queries regarding swimming to the Swimming Coach Coordinator – Mrs E Waddy.

TOILETS

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

TRANSITION INTO YEAR 5 AND SENIOR SCHOOL

Parents of children transferring from Year 4 to Year 5 are invited to attend a meeting in the Summer term. This meeting addresses the change from a primarily class teacher based education to moving around school for lessons and being taught by subject specialist teachers. Information is also provided about other essential stationery required.

UNIFORM

See lists at back of handbook.

Children have a choice of Summer or Winter uniform up to the October half term given that the weather is usually warm. After half term Winter uniform is compulsory.

General Appearance

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

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

No hair dye, gel, wax or spray. No earrings. If recently pierced they should be taped over until they can be removed.

Please note: Girls in Years 7 and 8 are allowed to wear one pair of stud earrings.

Shirt tucked in, top button done up, tie hiding top button. It is expected that all children will maintain a smart appearance with shoes polished and cared for. Shoe laces should be done up.

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 given an official Chesham Preparatory School visitor's badge by the School Office upon arrival; unrecognised personnel on site without identification will be challenged by staff.



CHESHAM PREPARATORY SCHOOL YEARS 3, 4, 5, 6, 7 & 8 BOYS SCHOOL UNIFORM SUPPLIERS, ACADEMIC YEAR 2017-2018

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 personalised name/iron on name tags.

UNIFORM LIST - BOYS (Years 3/4/5/6/7/8)

Autumn and Spring Terms

Navy blue school coat	TSS
Royal blue blazer with school crest	TSS
White shirt, long or short sleeved	TSS
Mid grey shorts or trousers Years 3-6	TSS
Mid grey trousers Years 7-8	TSS
Royal blue V neck pullover with CPS crest	TSS
Navy blue House tie with house stripe and school crest Years 3-8	TSS
Royal blue nylon overall Years 3-4	TSS
Grey ankle socks with trousers / knee length with school coloured turnover with shorts	TSS
School striped scarf (optional)	TSS
Royal blue hat with CPS crest (optional)	TSS
CPS rucksack Years 3-8	TSS
Black, flat rubber soled shoes	Colton
Black belt (optional)	ANY

Summer Term

Royal blue blazer with school crest	TSS
White short sleeved shirt with school crest	TSS
Mid grey shorts or trousers as above Years 3-6	TSS
Grey ankle socks with trousers / knee length with school coloured turnover with shorts	TSS
Mid grey trousers as above Years 7-8	TSS
Royal blue V neck with CPS crest	TSS
Tie As for Autumn Term	TSS
Baseball cap with school crest or Legionnaires style cap with school crest	TSS

Physical Education Clothing

Navy PE shorts	TSS
Navy rugby style games shorts	TSS
White polo shirt with school crest and house coloured collar	TSS
Royal blue drawstring swim bag (Cloakroom bag from Year 2) with school crest	TSS
Navy / Royal Blue Tracksuit with school crest	TSS
Games shirt – Royal blue / white stripes with school crest	TSS
Games socks – Royal blue / white stripes	TSS
Navy wheelie sports holdall with school crest	TSS
Trainers for outdoor use	Fast Break / TSS
Velcro trainers for sports hall use only (white or gum soled)	Fast Break / TSS
Black boots suitable for rugby and football (kite marked studs, no blades for rugby)	Fast Break / TSS
Shin pads	
Athletics spikes (optional)	Fast Break
Plain white ankle socks	TSS
Swimming trunks – Black jammers	TSS
House coloured swimming hat with CPS logo	TSS
Royal blue swimming towel, embroidered with name	TSS
Gum shield (Opro come into school at the end of the Summer term and the beginning of the Autumn term)	OPRO / TSS
A temporary mouthguard should be bought to start the Autumn term.	
Royal blue / white base layer with CPS logo (optional)	playerlayer.com
Cricket Trousers Whites from Year 4-8 (optional Year 3)	TSS
Cricket Shirt Cream shirt with school crest from Year 3-8 (order form available from CPS PE dept Spring term)	

General Appearance

It is expected that all boys will maintain a smart appearance with shoes polished. Hair 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 A Bush, Deputy Head, Chesham Preparatory School



CHESHAM PREPARATORY SCHOOL YEARS 3, 4, 5, 6, 7 & 8 GIRLS SCHOOL UNIFORM SUPPLIERS, ACADEMIC YEAR 2017-2018

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 personalised name/iron on name tags.

UNIFORM LIST - GIRLS (Years 3/4/5/6/7/8)

Autumn and Spring Terms

Navy blue school coat	TSS
Royal blue blazer with school crest	TSS
White closed neck blouse, long or short sleeved	TSS
House tie, navy blue with house stripe and school crest Years 3-8	TSS
Green Douglas tartan kilt, to be worn below the knee	TSS
Royal blue V neck jumper with school crest	TSS
Royal blue nylon overall Years 3-4	TSS
Plain navy blue tights	TSS
Plain navy blue knee length socks	TSS
School striped scarf	TSS
Navy hat with school crest	TSS
Black shoes, flat rubber soles, no heels over 3cms	Colton
CPS rucksack Years 3-8	TSS
Navy or Royal blue hair ties	TSS
Navy gloves	TSS

Summer Term

Royal blue blazer with school crest	TSS
Blue / white CPS dress (may be worn up to the Autumn half-term)	TSS
Royal blue jumper or cardigan with school crest	TSS
Baseball cap with school crest or Legionnaires style cap with school crest	TSS
White ankle socks – with turnover	TSS
Navy or Royal blue hair ties	TSS
Plain white briefs	ANY

Physical Education Clothing

Navy PE shorts	TSS
White polo shirt with school crest with house coloured collar	TSS
Royal blue sweatshirt with school crest	TSS
Navy / Royal blue tracksuit with school crest	TSS
Royal blue games skirt with school crest	TSS
Royal blue games shirt with school crest	TSS
Royal blue / white stripes games socks	TSS
Trainers for outdoor use	Fast Break / TSS
Trainers for sports hall use only (white or gum soled)	Fast Break / TSS
Boots suitable for hockey and cross-country (Autumn and Spring Term)	Fast Break / TSS
Shin pads	
Athletics spikes (Summer Term) optional	Fast Break
Hockey stick – appropriate size for height of child (Autumn and Spring Term)	Fast Break
Plain white ankle PE socks	TSS
Cricket Trousers Whites from Year 4-8 (optional Year 3)	TSS
Cricket Cream shirt with school crest from Year 3-8 (order form available from CPS PE dept Spring term)	
Royal blue swim drawstring bag (cloakroom bag from Reception - Year 2) with school crest	TSS
Black swimming costume	TSS
Swimming hat – House coloured hat with CPS logo	TSS
Royal blue swimming towel, embroidered with name	TSS
Royal blue swimming turban (optional)	TSS
Navy wheelie sports holdall with school crest	TSS
Gum shield (Opro come into school at the end of the summer term and the beginning of the Autumn Term)	OPRO / TSS
A temporary mouthguard should be bought to start the Autumn Term	
Royal blue / white base layer with CPS logo (optional)	playerlayer.com

General Appearance

It is expected that all girls 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 see above. The use of hair gel is not permitted. Hair should not be dyed, bleached or tinted. No jewellery may be worn. Wearing earrings with school uniform is not allowed in Years 3-6. Girls may wear one pair of stud earrings in Years 7 and 8.

Queries regarding uniform: Mrs A Bush, Deputy Head, Chesham Preparatory School

CHESHAM PREPARATORY SCHOOL PLAN 2018-2019

