



# Chesham Preparatory School

Independent education for  
boys and girls aged 3 to 13

# The Parents' Handbook

- Junior 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 Mrs Thornborrow, Head of Junior 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 will help 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 Thornborrow 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.

## **JUNIOR SCHOOL STAFF**

Mrs V Thornborrow	Head of Junior School/Year 4 Teacher (4T)
Mrs S Salmon	Year 1 Teacher(1S)
Mrs M Patel	Teaching Assistant (1S)
Mrs L Moores	Year 1 Teacher(1M)
Mrs C Collins	Teaching Assistant (1M)
Mrs A Shelock	Year 2 Teacher(2S)
Mrs C Ward	Teaching Assistant (2S)
Miss K Atyeo	Year 2 Teacher(2A)
Miss K Harper	Teaching Assistant (2A)
Mrs B Baker	Year 3 Teacher(3B)
Miss S Reynolds	Teaching Assistant (3B)
Mrs A Heavey	Year 3 Teacher(3H)
Mrs J Frain	Teaching Assistant (3H)
Miss A Thomas	Year 3 Teacher(3T)
Mr C Rowland	Teaching Assistant (3T)
Miss M Patel	Year 4 Teacher (4P)
Mr A Lewis	Year 4 Teacher(4L)
Mr M Warner	Director of Music
Senorita M Cordero	Spanish Teacher
Mrs K de Groot	French Teacher/Head of Modern Languages
Mr D Pierce	Head of Computing
Mrs D Dempsey	Playground Supervisor
Mrs D Long	Playground Supervisor
Mrs A Schembri	Playground Supervisor/Classroom Assistant

## **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

## **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

## **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 Balbogin

### **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	<a href="mailto:medical@cheshamprep.co.uk">medical@cheshamprep.co.uk</a>
School Website	<a href="http://www.cheshamprep.co.uk">www.cheshamprep.co.uk</a>

## **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

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

Mr W Walker

### **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 clothing 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 Mrs Thornborrow, Head of Junior School, to make an appointment at a time, which is mutually convenient.

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

- Check your child's homework diary (Years 3 and 4).
- Support your child's homework through encouragement and supervision.
- Ensure that there is a quiet place where homework can be completed.
- Allow time and space for your child to do their homework independently.
- Where possible come and support your child at sports fixtures, musical soirees etc. (Years 3 & 4)
- Hear your child read regularly.
- Read a bedtime story to your child whenever possible.
- Visit your local library regularly.
- Play verbal games in the car – I spy, Granny goes to market (for memory), maths questions, spellings – fun activities etc.
- Play board games.
- Visit places of interest that support the learning that takes place in school.
- Encourage children's imaginative play.
- Please check your child's book bag on a daily basis.
- Encourage good manners especially at the table.
- Praise, praise, praise!
- Encourage, encourage, encourage!
- Enjoy your children and have fun!

# **THE SCHOOL DAY**

## **Year 1 AND 2 CHILDREN JOINING CPS**

### **FIRST DAY**

#### **Morning**

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

#### **End of Day**

Please collect your child from the Lower Courtyard (by the Sports' Hall) at 3:30pm.

### **ALL OTHER DAYS**

#### **Morning**

Follow the same arrangements as for the first day unless they are attending Early Morning Club, in the dining room, where they will be supervised by two members of staff from 8:00am – 8:30am.

#### **End of Day**

Children should be collected from the Lower Courtyard at 3:30pm unless arrangements have been made to use either Little Owls (by 4.00pm) or the after school care facility – Late Club (until 6.00pm). If children are attending an extra curricular activity they are to be collected from the room where it has taken place at 4.00pm. Please check the calendar at the beginning and end of term as finishing times change. Please note the school needs to be informed if a child is to be collected by anyone other than the child's parent. The child's parent needs to write a message in the child's book bag using the message book, reading record or homework diary or email the class teacher. For regular arrangements, the class teacher needs to only have this information in writing once.

## **YEAR 3 AND 4 CHILDREN JOINING CPS**

### **FIRST DAY**

#### **Morning**

Children should arrive in school and report to the Sports' Hall for 8:20am to be marked in. The children will then be taken to their classroom by senior pupils in time for registration at 8:30am.

#### **End of Day**

Please collect your child from the Upper Courtyard near the dining room at 4:00pm.

### **ALL OTHER DAYS**

#### **Morning Arrival Routine**

Children in Year 3 arriving before 8:30am go to the Early Morning Club where they will be supervised until 8:30am. Children arriving at 8:30am are to go straight to their form room. Children in Year 4 may play on the Upper Courtyard or play ball games on the Astroturf. In adverse weather they are allowed to go to the Adlington Hall where there will be a DVD to watch until 8:30am. At 8:30am all children go to their form room. Later in the year, children in Year 3 are also allowed to play on the Astro.

### **“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 4:15pm 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. It is important for your child's wellbeing and a valuable life skill to learn to be punctual.

### **End of Day**

Year 3 and 4 children finish at 4:00pm unless specified on the school calendar. The children are released from their classroom into the Upper Courtyard to be collected. If your child is attending an Extra Curricular Activity they will need to be collected from the Upper Courtyard at 5:00pm. The child's parent needs to write a message in the child's homework diary or email the class teacher. For regular arrangements, the class teacher needs to only have this information in writing once. After an away sports match, the games staff will oversee pupil collection on their return to school from the Sports Hall balcony. The school office must be informed if there are any changes to arrangements for children using the school buses.

### **A TYPICAL DAY IN YEARS 1 AND 2**

8:30am	Registration
8:50-9:10am	Daily Phonics Practice
9:10am	Mathematics
10:20am	Snack Time
10:30am	Break Time
10:50am	Assembly
11:15am	English
11:50am	Lunch and Break
1:00pm	Registration Spanish / Music
2:15pm	Break
2:30pm	History / Art
3:30pm	End of day for children in Nursery to Year 2. Little Owls or Extra Curricular Activities for Years 1 and 2 (optional)
4:00pm	Collection for all children in Nursery to Year 2 from clubs and Little Owls Late Club until 6.00pm
4:10pm Bus	5:00pm Bus

### **A TYPICAL DAY IN YEARS 3 AND 4**

8:30am	Registration
8:50am	Assembly
9:10am	Mathematics
10:30am	Break Time
10:50am	English
11:25am	Computing
12:10pm	Lunch and Break
1:05pm	Registration Spanish
1:40pm	Music
2:15pm	Science
2:50pm	Science
3:25pm	History
4:00pm	End of the day for children in Year 3 to 8 Late Club until 6.00pm
4:10-5:00pm	After School Activities (optional) Bus
5.00pm Bus	or 5.00-6.00pm Late Club

## **A TYPICAL DAY IN JUNIOR SCHOOL**

The morning lessons are predominantly taken up with English and Mathematics and where possible the other subjects take place in the afternoon. At morning break there is a snack of fruit and a drink of water. Break is at 10:30am, children in Reception to Year 2 play on the Lower Courtyard and children in Years 3 and 4 play on the Upper Courtyard or Astroturf. The senior school children also use the Astroturf. When the weather permits, the children play on the school field – Years 3 and 4 in the morning break and lunchtimes, and Years 1 and 2 at lunchtimes only.

At lunchtime there is a choice of menu for all the children including a salad bar, fruit or a pudding and a drink of water. Years 1 and 2 have their lunch in first sitting with children in the Early Years classes. 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. Years 3 and 4 go into lunch in the second sitting, a member of staff is on duty in the dining room supervising the children's manners.

In the afternoon, lessons resume at 1:05pm with a break at 2:15pm for children in Years 1 and 2. They also have an afternoon snack of a biscuit. When appropriate the children in Years 3 and 4 also have an afternoon break.

Lessons in Years 1 and 2 finish at 3:30pm, unless specified on the school calendar. The children are brought to the Lower Courtyard to be collected. If your child is attending an extra curricular activity, they will need to be collected from the room where it has taken place. Children not attending an after school club but who are at school until 4:00pm because they have an older sibling, share a car rota, use the school bus or are going to Late Club are welcome to attend Little Owls. If you wish your child to use Little Owls please inform the class teacher. A notice on the school office window shows where Little Owls is taking place and a rota is sent out at the beginning of the school year. Little Owls takes place in classrooms in Reception to Year 2.

From Year 3 the children are in lessons until 4:00pm. They also start playing in matches which take place on Tuesdays and Thursdays. Please check the calendar card, the weekly bulletin or the School Sports App for fixtures. Swimming lessons for Year 3 start after half term in the Autumn term. You will need to take your child straight to the swimming pool to be poolside at 8.00am for the start of their lesson. After their lesson they will be brought back to school by bus where they will have breakfast. They then resume normal lessons.

For any queries, please email [carlbatchelder@cheshamprep.co.uk](mailto:carlbatchelder@cheshamprep.co.uk) for anything to do with sport.

## **EARLY MORNING CLUB**

Please note that any child in Reception, Years 1, 2, and 3 may go to the dining room from 8:00 – 8:30am where they will be supervised by two members of staff.

Children are not allowed to enter the school unsupervised. It can be tempting to put their belongings in the cloakroom or classroom in an effort to be organized, 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 and we would appreciate your support in this.

## **LITTLE OWLS**

Little Owls is a free club which runs between 3:30pm and 4:00pm in one of the Early Years classrooms or Years 1 and 2 classrooms. It is for children in Reception to Year 2. It is intended for younger siblings of older children who finish at 4:00pm, those children who are booked into Late Club, those children in Reception, Years 1 and 2 who take the 4:10pm bus or who are on a car rota or whose parents work and therefore are unable to collect them at 3:30pm and have permission from their child's form teacher. The room allocation for Little Owls is on the School Office window. It is also emailed out at the beginning of the school year. Please collect your child from Little Owls in the assigned classroom by 4:00pm at the latest. Little Owls is supervised by two members of staff. Little Owls for Nursery children takes place in the Nursery where the children are supervised by staff in the Nursery.

Children play with a variety of toys or sometimes watch a DVD. On days when classes up to Year 2 finish at 3:00pm, Little Owls will take place in the child's own classroom. Any children not collected by 4:00pm when Little Owls finish will go to Late Club, please note that there is a charge for attending this facility.

Reception to Year 2 children may not stay in school beyond 4:00pm unless parents have booked them into Late Club. Any children not collected by 4:00pm will be taken to Late Club. Please be aware that Late Club is a chargeable facility.

## **LATE CLUB (4:00PM – 6:00PM)**

Late Club is an extended day facility for 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 served in the dining room. Children relax by watching television or by taking part in activities, or, weather permitting, play in the EYFS outside area.

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, that is emailed at the beginning of each term, 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.

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.

### **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 EYFS garden at the front of the school. There is a bell situated at the side of the gate.

## **LATE COLLECTION OF CHILDREN**

Children who are not collected by 4:00pm (Reception, Years 1 and 2), 4:15pm (Years 3 and 4) will go to Late Club where they can be supervised safely, however there is a charge for using this facility.

## **EVENTS IN THE SCHOOL YEAR**

### **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 Chesham Prep supports the Chesham Food Bank. Details are sent out nearer the time of the event.

### **Nativities**

Towards the end of the Autumn Term there are two productions for parents on stage in the Adlington Hall that are centred on the Christmas Story. One comprises the children in the Early Years classes and one is made up of the children in Years 1 and 2. These are opportunities for the children to gain in confidence and help to raise their self-esteem. They are also very entertaining!

### **Christmas Service**

For children in Years 3 and 4 there is a Christmas Service at St Mary's church in Chesham which involves carol singing and drama. All parents are very welcome to attend. Children are collected by parents at the end of the service and are not expected back at School.

### **An Afternoon with Year 3**

Each year there is a performance for parents by Year 3. This takes the form of a medley of mini performances comprising dance, music drama and public speaking. Parents are invited and it takes place in the Spring Term just before half term.

### **Year 4 Performance**

In the Spring Term all children in Year 4 take part in a production to parents comprising acting and singing. In Spring 2016 the children performed The Wizard of Oz, the production in 2017 was Matilda and in 2018 it was The Lion King. Many of the props are also made by the children.

### **Founders' Day**

This takes place on the last day of the Spring Term. The children have the opportunity to enjoy being part of their house. Children are 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 and parents in Years 3 – 8 will attend. There is also a Certificates Assembly in the final week at which other awards are made. For children in Nursery to Year 2 their last day of term is the day before Speech Day.

### **Sports' Day**

At Chesham Preparatory School there are two Sports' Days. One is an afternoon for children in Nursery to Year 2. This 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. Years 1 and 2 take part in a sports afternoon together with the children in the Early Years Department, whereas children in Year 3 upwards take part in a Sports' Day together with the Senior School 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 and Weekly Bulletins. Team sheets are on display on the Sports boards by the gates into the Lower Courtyard and on the School Sports App.

### **Open Classrooms**

Towards the end of the school year there will usually be an opportunity for parents to tour the classrooms in Nursery to Year 2 and see the children's work beautifully displayed from the year. More details will be in the calendar card nearer the time. Usually there is also a concert performed by children in Years 1 and 2.

## **THE FORM TEACHER AND PASTORAL CARE**

In order to ensure the welfare of the children it is helpful for staff 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 staff can best help by being forewarned and informed.

All Chesham Preparatory School staff are dedicated to ensuring each child has a happy, enjoyable and productive time at school. From time to time children will fall out with friends. In PHSE lessons, assemblies and form time all the children are taught how to use a variety of strategies to minimise upset, remain in control of their emotions and resolve conflict. Members of staff also spend a considerable time listening to and talking with children who need extra support.

Usually upsets are short lived and easily resolved. A child's form teacher is the first port of call. The Head of Junior School, Mrs Thornborrow and the Headmaster, Mr Beale are also available to discuss any pastoral concerns.

The children also have the opportunity to speak with Mrs Lee and Mr Cook, both of whom are members of staff at Chesham Prep and trained School Counsellors.

### **Sanctions and the Role of the Teacher**

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

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

The teacher will ensure appropriate measures are 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 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 (Years 3 and 4) or the teacher may telephone the child's parents.

Persistent indiscretions may result in a teacher 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 child, 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 misdemeanour.

## **THE CURRICULUM**

### **Teaching Ethos**

All the children enjoy the fantastic facilities of the Learning Resource Centre, music rooms, outside learning area, 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.

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 up to Year 4 sends home a curriculum information leaflet. These are sent out in the first two weeks of each term after teachers have introduced the topics to the children in school.

### **Learning Support**

If it is felt that your child requires extra support, or extension there will be a discussion with the form teacher and Mrs Fenelon, Head of Learning Support. In-class strategies will be used and if extra specialised support is required, a meeting with yourself too, to explore having assessment and a Learning Support plan can be organised.

### **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 and to clearly monitor their progress.

## **CATs Results**

In the Spring Term of Year 4 children do three computer based Cognitive Ability Tests. These are tests that schools use as an indicator of how well a student might be expected to do in the years to come. Results will be sent to parents with explanatory notes.

## **Junior School Curriculum**

The Junior School covers Years 1 to 4. There are two parallel mixed-ability forms in Years 1 and 2 and three parallel mixed-ability forms in Years 3 and 4. The day is divided into eight lessons for children in Years 1 and 2 and nine lessons for children in Years 3 and 4.

Throughout the Junior School, all children are taught English, Mathematics, Science, History, Geography, Spanish, French, Computing, Music, Art / Design Technology, PSHE and Religious Education in line with National Curriculum guidelines. In Years 1 and 2 many of these subjects are taught within topics.

The Junior School builds on the solid foundation established by the Early Years Foundation Stage. Pupils are taught by subject specialist teachers in Computing, Music, French, Spanish, Physical Education and Games. The Head of Junior School teaches PSHE to some class groups.

In Year 4 the children are split into sets for Mathematics. The groups usually take the form of an 'A' set, two parallel 'B' sets and a 'C' set. Lessons in English and Mathematics take place each day and are timetabled for the morning.

## **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 ensure that school has an additional number to call if we are unable to contact you. Government safeguarding guidelines require us to contact the local community police who will then ensure that both children and parents are safe.

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 (ie 90%) or are absent for more than ten consecutive days without providing a medical certificate. In such cases, 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**

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, house points. There are also merit certificates in Years 1 and 2 and each term there are progress prizes in years 1 to 4 for children who have put a lot of effort into their work and have made good progress. For children in Years 1 to 4 there are also house point certificates as they accumulate house points.

### **Merit and Birthday Assembly**

In Merit and Birthday assembly on Fridays, children in the Early Years and Years 1 and 2 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 given out. This assembly is taken by the Headmaster. 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.

### **Junior School Assembly**

This takes place once a week and is for children in Years 1 to 4. It is taken by Mrs Thornborrow and children are presented with their house point certificates. Children are welcome to bring in any certificates or awards that they have achieved outside of school so that they can be recognised. 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.

### **Assembly for Years 3 to 8**

On a Monday and a Friday there is also an assembly for children in Years 3 to 8 where there is an acknowledgement of children's achievements through reports of match fixtures and music badges and certificates. This assembly is taken by the Headmaster.

### **The Gold Book**

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 also given a certificate. Their name is also mentioned in the headmaster's weekly letter. Children in the Gold Book are acknowledged in the Junior School Assembly on Thursdays.

### **The Head Teacher's Award**

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.

### **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 and/or Deputy Head 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**

- 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 and school field 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 asked to closely supervise these children at all times.
- 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 gentle. Please can parents keep a close eye on their children and younger siblings at the beginning and end of the day in the playground.

**PARENTS AND CHILDREN SHOULD NOT ENTER THE SCHOOL BUILDINGS BEFORE 8:30am UNLESS THEY HAVE PERMISSION TO DO SO.**

### **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 (Years 3 and 4).
- 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 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.

## **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. Younger children are sent to Early Morning Club where the children are supervised until 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, they can from Reception. 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. There is another bus available at 5:10pm which is also supervised by an adult. 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. This can prevent the bus being delayed when valuable time is lost looking for a child who is still on the list for the bus, but has already been collected to go home.

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.

## **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**

All classes have 1 or 2 parents who voluntarily fulfil this role. 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.

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.

## **COMMUNICATION**

### **Who to contact**

In the first instance it is usually your child's form teacher. To organise this please either write a note in your child's reading record book or their homework diary or email them. If you wish to discuss the matter further or it is not appropriate to discuss your concerns with your child's form teacher then please contact the Head of Junior School, Mrs V Thornborrow via email at [vthornborrow@cheshamprep.co.uk](mailto:vthornborrow@cheshamprep.co.uk).

### **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.

### **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](http://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.

### **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". Please ensure that emergency numbers are correct and that the school is advised immediately of any changes.

## **EXTRA CURRICULAR ACTIVITIES**

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. For children in Years 1 and 2 please collect your child from the room where it has taken place.

As Year 3 children have a slightly longer day than those in Year 2 we suggest that they participate in only one or two clubs in the Autumn Term or you may wish to leave any extra curricular activity until you feel your child is more able to cope with the longer day.

Some activities incur a charge. If your child is on the register to participate in an extra curricular activity it is expected that they attend each week. If your child is unable to attend it is important, in the interests of safety, that they excuse themselves with the activity teacher. If you wish to discuss anything related to extra curricular activities please contact the Extra Curricular Activities 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. Visit [www.cheshamprepsport.org](http://www.cheshamprepsport.org).

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**

Please ensure that all kit is labelled.

All Junior 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 also 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). Navy hair bands are available from the school shop.

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 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 or visit the website.

## **HOMEWORK**

### **Years 1 and 2**

Homework is kept to a minimum as the days are busy and the children are tired and need to relax at home. Children are expected however to read on a daily basis at home and to learn their spellings for a weekly test. Children also write a weekly book review based on their library book. Please speak with your class teacher as to which day this takes place. Children also have additional tasks to support their learning in Numeracy.

### **Year 3**

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.

Reading	10 minutes daily (or at the discretion of the teacher)	Your child should read to an adult to make sure that they are reading with expression and understanding as well as with accuracy
Spellings	Approx. 10 minutes daily	A list with a common letter pattern will be sent home once a week Optional: Spellodrome <a href="http://www.mathletics.co.uk">www.mathletics.co.uk</a>
Times Tables	Approx. 10 minutes daily	There will be at least one times table set each week, differentiated to your child's ability Optional: Mathletics <a href="http://www.mathletics.co.uk">www.mathletics.co.uk</a>
Other	20 minutes	One homework related to a lesson taught that week

## Year 4

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.

Reading	10 minutes daily (or at the discretion of the teacher)	Your child should read to an adult to make sure that they are reading with expression and understanding as well as with accuracy
Spellings	Approx. 10 minutes daily	A list with a common letter pattern will be sent home once a week Optional: Spellodrome <a href="http://www.mathletics.co.uk">www.mathletics.co.uk</a>
Maths taught	20 minutes + times tables as directed by the teacher	Related to the maths topic that week, or related to a particular concept, or problem solving
will	Approx. 10 minutes daily	For B and C set children there be at least one times table set each week, differentiated to your child's ability Optional (unless specified as homework): Mathletics <a href="http://www.mathletics.co.uk">www.mathletics.co.uk</a>
English	20 minutes	Related to an English objective taught that week, or research
Other subject	20 minutes	Related to an objective taught that week, or research

In Years 3 and 4 any work the children do not finish in school, which we feel they should have completed in the time allowed, will be sent home.

### **HOMEWORK DIARY FOR YEARS 3 AND 4**

This is a very important item and needs to come to school each morning and go home each evening. Your child should write in it every time they have homework and sometimes teachers will write notes in the diary too. It is important that, as a parent, you look at the homework diary on a regular basis and sign it each week. The diaries are regularly collected in by your child's class teacher and children with accurately filled in and signed diaries are often rewarded and praised for their efforts. If you wish to communicate a short note to your child's class teacher, please use the homework diary.

## **HOUSE SYSTEM**

Pupils from Reception upwards 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 in Years 3 and 4 are involved in inter-house sports competitions in hockey, netball, rugby, football, athletics, swimming and cross-country. Each house supports 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**

House points will be awarded to any child who has worked exceptionally hard in all areas of school life (examples include: academic, sporting, musical, dramatic and artistic).

House points are collated in house groups each week and a running total is displayed on the house notice board. In assembly, at the end of each half-term, the Headmaster presents the House Cup to the House with the most points. At the end of each academic year the house with the highest number of house points wins the House Trophy.

House points are also awarded to any child who demonstrates kindness, thoughtfulness and helpfulness. Recognition is also given for politeness, good manners and a smart appearance.

25 points = Bronze award

50 points = Silver award

75 points = Gold Award

100 points = Platinum Award

150 points = Crystal Award

200 points = Pearl Award

300 points = Opal Award

400 points = Jade Award

500 points = Ruby Award

600 points = Sapphire Award

700 points = Emerald Award

800 points = Diamond Award

## **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.

## **WATCHES**

Children in Years 2 to 8 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 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. Please ensure your child's form teacher is also made aware of any lost property.

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 form 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 Years 1 and 2 have lunch together in the first sitting along with the children in the Nursery and Reception classes. This is from 11:45am 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. Children in Years 1 and 2 collect their own meals. 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 available and they are allowed second helpings of the first course and extra fruit if they are still hungry after finishing their dessert.

Children in Years 3 and 4 have lunch together in the second sitting 12:10pm – 12:40pm. Children are seated in their class groups. A member of staff supervises the children and encourages good table manners.

## **Refreshments**

In the morning children are provided with a piece of fruit and a drink of water. Once a week children have a slice of bread and butter in Year 1.

In the afternoon children have a biscuit and a drink of water in Years 1 and 2. Once a week there are biscuits for children in Years 3 and 4.

Snacks and drinks are also available to children staying for extra curricular activities beyond 4:00pm. Water fountains are available around the 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. 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. 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 and swimming. 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 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 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](http://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.

## **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 FOR YEARS 3 AND 4**

In Year 2 children learn to play the recorder and the violin. Other instrumental lessons are unusual and only take place with the agreement of Mr Warner and Mrs Thornborrow. They are organised carefully and with as little impact on the timetable as possible.

Prior to your child starting Year 3 (or your child starting at Chesham Preparatory School) you will receive information about instrumental lessons. If you would like to know more, please speak with Mr Warner, the Director of Music. 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.

## **NAIL VARNISH**

Nail varnish and transfer tattoos are not permitted at school.

## **PARENT HELPERS**

### **Helping in the Classroom**

In Years 1 to 3 there is a regular rota of parents who hear the children each morning. This usually takes place in the dining room. All helpers must be DBS (formerly CRB checked) and will have attended a meeting with Mrs Bush and Mrs Bryant on Safeguarding.

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 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.

### **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 Junior 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 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 and when directed by the school parking attendants.
- 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 Thornborrow, the Head of Junior School or Mr Beale, the Headmaster.

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

All Chesham Prep 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 PHSE, 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 the Head of Junior 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 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](mailto:pta@cheshamprep.co.uk) if you would like to get 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. Limited appointments are available before or after school when parents are unable to attend either of these evenings.

### **Written Reports**

Twice a year parents receive a written report on the progress that their child is making. For Years 1 and 2 the report in the Autumn term focuses on the core subjects and includes a general report. The Summer report is longer as it includes a written summary of all the subjects that each child has been taught. These reports are sent out at the end of the Autumn term and at the end of the Summer term. For children in Years 3 and 4 the reports include a written comment, an attainment grade and an effort mark for each subject.

### **Blue Report Cards**

Blue report cards are also issued during the year. These are not as detailed as the full reports but do include effort grades and a general comment about a child's progress from their form teacher. These start for children in Year 3.

## **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**

All stationery items are supplied for children up to Year 1. Children in Year 2 may bring a pencil case if they wish however this is not compulsory.

We do provide most of the equipment that your child will need in Years 3 and 4, however please could you provide the following, all named.

### **Year 3**

Flat pencil case (not tin), colouring crayons, canister style pencil sharpener, spare sharp pencils. From January a cartridge pen with blue ink cartridges. Please choose a pen with finger grips. No geometry sets please.

### **Year 4**

Flat pencil case (not tin), colouring crayons, canister style pencil sharpener, spare sharp pencils, cartridge pen, blue ink cartridges, eraser. No geometry sets please.

We also provide one folder for the reading book, library book, homework diary and homework. This needs to come into school each day. If your child's folder is lost or damaged we ask that you replace it.

## **SWIMMING (FROM YEAR 3)**

To ease transition into Year 3, children will begin swimming lessons after the October half term. From this time all children in Years 3 and 4 have one swimming lesson each week as part of the curriculum.

One class in Year 3 will swim on Monday, Wednesday or Thursday.

Swimming lessons are at Chiltern Pools, Amersham. Please ensure your child arrives at the pool between 7:45am and 7:55am ready to begin their lesson at 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 before continuing lessons at 9:50am.

All 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 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 will report to their form teacher when they arrive in school. It is very difficult for us to supervise your child if they are in school due to not swimming as form teachers plan meetings or teach other classes during this time.

### **Swimming Timetable**

Swimming lesson starts at 8:00am - please arrive at least 15 minutes prior to this time to allow for changing. Please see the blue calendar card.

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 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. This includes trump cards. A named football is allowed in dry weather to be used on the school field. It must be marked clearly with your child's name and form. Skipping ropes, French elastic and diablos are permitted for children in Years 3 and 4. The children are provided with toys, during Golden Time and playtimes.

## **TRANSITION INTO THE NEW CLASSES FOR YEAR 3**

At the end of Year 2 the children are mixed as a year group and with the new children who join Chesham Prep School and are allocated a new class. In Year 3 there are three classes. The children benefit from classes that have an even distribution of boys and girls, abilities and new children. It is an opportunity for children to make new friends and develop better social skills, whilst still coming together as a year group for shared PE and Games lessons and break times allowing established friendships to continue. All the Year 3 teachers liaise at length with the Year 2 teachers to ensure that their good practice is continued and ensure that your child's needs are met. Our aim is that your child is happy with friends and in class, which in turn will enable them to learn. If your child is new to Chesham Prep we will have asked for your child's previous school reports.

## **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.

## **TRANSITION BETWEEN YEAR GROUPS**

Hand over meetings are held at the end of the school year where each child and his or her needs are discussed at length to ensure that there is a smooth path of communication and to ensure excellent care that is ongoing from one year to the next. Throughout the year at staff briefings which take place on a Monday, Wednesday and Friday, all staff are alerted to children's needs.

## **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 already in then they should be taped over. 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 RECEPTION AND YEARS 1 & 2 BOYS  
SCHOOL UNIFORM SUPPLIERS, ACADEMIC YEAR 2017-2018**

The School Shop (TSS) Julie 17The Highway Station Road Beaconsfield Bucks 01494 677710 sales@theschoolshoponline.com	FastBreak Rod Culverhouse 29 High Street Chesham  01494 786677 Recommended sports equipment	Colton Approved School Shoes 240 High Street Berkhamsted  01442 879354 or Chesham store
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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 2017-18**

The School Shop (TSS) Julie 17The 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
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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 YEARS 3, 4, 5, 6, 7 & 8 BOYS  
SCHOOL UNIFORM SUPPLIERS, ACADEMIC YEAR 2017-2018**

The School Shop (TSS) Julie 17The 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
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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
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)	Fast Break	Colton
Julie	Rod Culverhouse	Approved School Shoes
17The Highway	29 High Street	240 High Street
Station Road	Chesham	Berkhamsted
Beaconsfield Bucks		
01494 677710	01494 786677	01442 879354
sales@theschoolshoponline.com	Recommended sports equipment	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 (light up shoes not allowed)	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 (maybe 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

