



Chesham
Preparatory
School
Independent education for
boys and girls aged 3 to 13



EYFS SCHOOL PARENTS' HANDBOOK 2023/24



Chesham Preparatory School

Headmaster: Mr J S Beale BEd (Hons)

Dear Parents,

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

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

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

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

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

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

Mr Jonathan Beale, Headmaster

MISSION STATEMENT

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

SENIOR MANAGEMENT TEAM

Headmaster
Deputy Head
Deputy Head Academic
Bursar
Head of Senior School
Head of Years 3 and 4
Head of Years 1 and 2
Head of Early Years/Designated Safeguarding Lead
SENCo

Mr J Beale
Mr J Bateson
Mr J Sedley
Mrs C Hughes
Mr M Cook
Mrs A Thomas
Mrs A Heavey
Mrs H Rudol
Mrs M Jones

Headmaster's PA
Deputy Head
Deputy Head Academic
Bursar
Head of Senior School
Head of Years 3 and 4
Head of Years 1 and 2
Head of Early Years/Designated Safeguarding Lead
SENCo

pa@cheshamprep.co.uk
jamesbateson@cheshamprep.co.uk
jsedley@cheshamprep.co.uk
bursar@cheshamprep.co.uk
mcook@cheshamprep.co.uk
athomas@cheshamprep.co.uk
aheavey@cheshamprep.co.uk
hrudol@cheshamprep.co.uk
mjones@cheshamprep.co.uk

ADMINISTRATION

Headmaster's PA
Registrar
Marketing
School Office
School Nurse

Mrs D Scott
Mrs S Johnson
Mrs L Elms
Mrs M Ames, Mrs E Hook
Mrs H Hartley

pa@cheshamprep.co.uk
registrar@cheshamprep.co.uk
lelms@cheshamprep.co.uk
office@cheshamprep.co.uk
medical@cheshamprep.co.uk

CONTACT DETAILS

Chesham Preparatory School, Two Dells Lane, Chesham, Buckinghamshire HP5 3QF
www.cheshamprep.co.uk
School Office telephone
Late Club

01494 782619
07856 022990

The School Office is open from 8:00am to 6:00pm, Monday to Friday during term time. An answer phone is used at other times.

TEACHING STAFF

Please visit our website (www.cheshamprep.co.uk) for a staff list.

GOVERNING BODY

Please visit our website (www.cheshamprep.co.uk) for a list of the School Governors.

Please send all correspondence for the Governors via the Clerk to the Governors, Mrs. C Hughes, chughes@cheshamprep.co.uk.

POLICIES

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

USEFUL INFORMATION FOR PARENTS OF CHILDREN STARTING IN NURSERY

Settling in procedure for new children in the Little Acorns Nursery

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

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

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

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

GENERAL INFORMATION ABOUT THE NURSERY

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

The Nursery children may go home at 12:30pm or 3:30pm Monday to Friday. Children are allowed to start in the nursery in the term following their third birthday.

The minimum sessions that a child is allowed to attend are three mornings or two full days. The days and mornings are not permitted to be swapped around as it is important that your child builds up relationships with the same children who regularly attend those sessions.

Please note that Nursery and Reception children go home after lunch at 12:30pm for the first five school days. Please collect from outside the classroom back door accessed through the Early Years garden. Reception children may go home at lunchtime on Wednesdays and Fridays. This is a flexible arrangement depending upon the needs of each individual child. Please discuss with your class teacher if you feel your child would benefit from this arrangement.

Pupils may be dropped off from 7.30 am for Breakfast Club. From 8.00 am, Morning Club will be in one of the Early Years classrooms.

Please provide a spare set of your child's underwear, a spare set of clothes, and wellington boots for Forest School.

Please name ALL items of clothing – P.E., indoor, outdoor, overalls, shoes, socks etc.

Please use name tapes for items of clothing and appropriate methods for all other belongings. Please sew very long loops on coats and overalls to enable children to hang them up.

The children will be using a knife and fork so please prepare them. We encourage children to try different foods and it would be helpful if you could support us with this at home.

Whilst we fully accept that there will always be the occasional accident, children should be able to manage their own toilet hygiene and be fully toilet trained.

Please put something distinctive but small on your child's book bag so he/she can identify it easily – one key ring or a picture. This may not be removed during the school day.

If you have any school problems related to your child, our staff are always happy to discuss these. Problems are normally best dealt with promptly. Please contact your class teacher direct to make an appointment at a time, which is mutually convenient.

Please send in any records from previous schools.

Please inform us if your child is to be called by a different name or a shortened version to that stated on the Registration Form at the time of registration.

An electronic calendar card is emailed out at the beginning of each term to each family – please check this regularly for any upcoming events or end of term changes to collection times. Information is sent out regularly by email. If you start at Chesham Preparatory School during the school year, please check with Mrs. Johnson that you have all relevant updates or amendments that may have occurred.

The Nursery children have their own uniform, please see the uniform list at the back.

If your child is upset at the beginning of the day in the Nursery please try not to worry as we are used to dealing with this and most children settle very quickly usually the moment you have left the room. Experience has shown that it is less distressing for your child if you leave quickly and decisively. The Nursery staff will happily contact you to let you know how your child is settling.

HOW YOU CAN SUPPORT YOUR CHILD

Please check your child's book bag on a daily basis.

Read a bedtime story to your child whenever possible, this is great for listening and comprehension skills. Verbal games in the car – I spy, Granny goes to market (for memory), maths questions, spellings – fun activities, etc.

Play board games.

Encourage shape and colour recognition in the environment.

Help your child to use a knife and fork.

Independence is so important. Please encourage your child to dress/undress themselves, including learning how to do buttons, and be responsible for their belongings.

If your child is tired at the end of the week please inform staff so we can plan activities accordingly.

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

Morning

Children may arrive in classrooms from 8:30am on the first day, after that they may be dropped off from 7.30 am for Breakfast Club or from 8.00 am, Morning Club will be in one of the Early Years classrooms. Classrooms officially open at 8.30 am and registration is between 8:50am and 9:00am.

Afternoon

For the first five school days Nursery and Reception children should be collected from the Early Years garden wooden gate at 12.30pm.

THE SCHOOL DAY IN RECEPTION

Morning

As above

End of day

Children are collected from their classrooms via the Lower Courtyard gate between the Reception garden and Sports Hall at 3:30pm. Children using “Little Owls” should be collected from appointed classrooms by 4:00pm at the latest unless arrangements have been made for children to use the after school care facility (Late Club).

NB: “Little Owls” for Nursery children is held in the Nursery classroom.

NB: Nursery children who leave every day at 12:30pm should be collected from the Early Years garden wooden gate.

EXTENDED CARE

There is a Breakfast club from 7.30 am-8.00 am in the school dining room, for which there is a charge.

EYFS children attend Morning Club from 8:00am onwards. There, they will be supervised by our own staff, within one of the Early Years classrooms. There is no charge for Morning Club.

LATE CLUB (4:00pm– 6:00pm)

Late Club is an extended day facility for all pupils from Nursery to Year 8. It takes place between 4:00pm and 6:00pm. 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, this needs to be **pre-booked** on SOCS. Children relax by watching television or by taking part in activities, or, weather permitting, play outside.

Please note that there is a charge for children who attend this club and children have to be booked into Late Club via email cpslateclub@cheshamprep.co.uk

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.

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 wooden gate, which is situated by the EYFS garden at the front of the school.

SOCS

Chesham Prep uses SOCS to manage the after school clubs (activities); Late Club (wraparound care); holidays clubs; and sports fixtures for all children in Year 3 and above.

For new children, accounts will be activated towards the end of the summer holidays. All parents will be sent an email informing them of the date when the clubs and activities will go live on the system. You can log in to SOCS on a PC or a mobile device by following these steps:

1. Go to <https://www.socscms.com/login/1004/>
2. Click Login.
3. Search for Chesham and select Chesham Preparatory School.
4. Select login type "Parent".
5. Enter the email address that you have provided as your contact for the school (on your child's Registration Form) and leave the password blank. If you are not sure which email address you provided or if your email address has changed, please contact registrar@cheshamprep.co.uk.
6. Click activate login.
7. You will then be sent an email to activate your account, on the email click "click here to activate your account".
8. Then set your new password.
9. You should then be able to log in.

Note: It is possible that the school will have already accessed your child's account, in which case 'activate login' will not work and you will need to click the 'Forgot Password' button.

Once into the site, you will be able to see accounts for all your children at Chesham Prep. For each child you can view...

- The Calendar, showing your child's booked after school Late Club (wraparound care) and sports fixtures. These are updated weekly so you may not be able to view the sports matches until the end of the previous week. You can click on the matches to view the team list.
- Activities, where you can book after school clubs. The screen will say if the sign-up window is live.
- Holiday Clubs.

If you experience any issues with SOCS, please contact the School Office (office@cheshamprep.co.uk).

An electronic calendar card is emailed 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 Johnson so that you have all relevant updates or amendments that may have occurred.

A TYPICAL DAY IN THE EARLY YEARS DEPARTMENT

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

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

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

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

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

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

The Reception children share the lower courtyard playground with the children in Year 1 and 2 at playtimes. When the weather allows, the children spend their lunch playtimes on the school field. If it is very wet or cold the children use the Sports Hall for a run around or watch a DVD in the Adlington Hall or their classroom.

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

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

LATE ARRIVAL

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

COLLECTION ARRANGEMENTS BY AN AUTHORISED ADULT

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

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

EVENTS IN THE SCHOOL YEAR

Harvest Festival

In the Autumn Term there is a Harvest Festival 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 the school supports the Chesham Food Bank. Details are sent out nearer the time of the event.

Nativity

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

Sports Day

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

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

Parents' Day

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

Tour of classes Nursery to Year 2

Parents are taken for a tour around the classrooms in Nursery to Year 2 where displays of the children's learning that has taken place over the year are set up.

THE CURRICULUM

Facilities

The children enjoy the fantastic facilities of the Sports Hall, the Swimming Pool, the school field, the pirate ship, and the Learning Resource Centre. All classrooms have freestanding computers and interactive whiteboards.

Challenge for all

All lessons are differentiated in order to ensure that all children can access the curriculum. Teachers use a wide range of teaching approaches and strategies. There is learning support available for some children which can be in class support or on a one to one basis within the Learning Support department.

Building on the belief that nothing succeeds like success, every child is supported and given opportunities to enjoy regular success in his or her learning, and at Chesham Preparatory School, we see children who are confident and keen to rise to the next challenge within each subject on the curriculum.

Curriculum Overviews

The Nursery and Reception curriculum overviews are on the school website.

CURRICULUM

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

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

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

Children should mostly develop the three prime areas first. These are

Personal, social and emotional development

Self-regulation
Managing self
Building relationships

Physical development gross motor skills

Fine motor skills

Communication and language listening and attention understanding

Speaking

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

Literacy

Comprehension
Word reading
Writing

Mathematics

Numbers
Numerical pattern

Understanding the world past and present

People, culture and communities
The natural world

Expressive arts and design

Creating with materials

Being imaginative and expressive

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

Characteristics of effective learning

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

Playing and exploring - engagement

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

Active learning - motivation

Being involved and concentrating Keeping trying

Enjoying achieving what they set out to do

Creating and thinking critically Having their own ideas Making links

Choosing ways to do things

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

Forest School

Forest School is a child-centred inspirational learning process. It is a long-term program that supports play, exploration and supported risk taking. It develops confidence and self-esteem through learner inspired, hands-on experiences in a natural setting.

At Chesham Prep the children love playing outside in our Forest School. From Nursery upwards the children have regular opportunities to achieve and develop confidence and self-esteem through hands-on learning experiences in our woodland area. Mrs Phipps is our qualified Forest Schools Practitioner and she leads all the sessions in our Forest School Area. The children enjoy Forest School whatever the weather: learning how to make fires and toast marshmallows, sausages, popcorn and pancakes on pancake day, building shelters and dens, going on mini beast hunts and building mini beast hotels, building assault courses with logs and wood, making mud pain, doing art and craft like flower pressing, building tyre swings, and making concoctions in the mud kitchen.

A-Z GENERAL INFORMATION

ABSENCE

On the School Portal there are two forms to fill in for absences. These should be used instead of telephoning the School Office:

1. An absence form to advise if your child will be absent from school on the same day.
2. A leave request form to request absence at a future date.

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

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

Extended/irregular absence

Chesham Preparatory School has to conform to pupil registration regulations with regard to pupils who fail to attend regularly or are absent for more than ten consecutive days without providing a medical certificate, thus in such case, we are bound to inform the Welfare Services Department of the Local Education Authority. Our Designated Safeguarding Lead will follow up irregular attendance at school.

ACHIEVEMENTS

Children are continually encouraged and praised for all that they do at Chesham Preparatory School. Teachers are aware that nothing succeeds like success and work is differentiated to ensure that the whole curriculum is accessible to all children and that there are constant opportunities for success.

Children's achievements are rewarded with praise, positive words, stickers, and certificates of merit. Children are also sent to Mr. Beale to receive a Head Teacher's award.

Achievement assembly

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

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

The Gold Book

On Fridays in our Achievement assembly names of children who have been entered into the Gold book have their names read out. Any children who have been exceptionally kind or helpful have their names and an explanation of why they have been chosen, written in the Gold Book. The child is given a sticker and a certificate in Assembly and they are mentioned in the School Newsletter.

Head Teacher's awards

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

BEHAVIOUR

Rules and good manners

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

Behaviour in the playground

All the children are expected to play together in a manner that is friendly and gentle. There are a selection of toys available for the children to use and the children are responsible for treating the equipment respectfully and using it appropriately. If a child does not behave appropriately they will be given a verbal warning and the class teacher will be informed. A child who is seen to be very kind or helpful will be given a reward sticker.

Guidelines on safe/acceptable behaviour at drop off and pick up times

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

- Children may not climb on school property.
- Children are not allowed to play in the playground
- Children may not re-enter school after dismissal without permission.
- Children should remain with parents when waiting for siblings.
- Playground equipment should not be used after normal school hours by pupils or their siblings.
- Parents are responsible for younger children who do not attend CPS and must ensure that they do not use any equipment belonging to the school.
- Parents are not allowed at any time in the pupils' toilets or changing rooms for safeguarding reasons.

Unacceptable behaviour

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

Exclusion and expulsion

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

SCHOOL MINIBUSES

Available to children in Reception – Year 8

There are four routes:

- Little Chalfont, Amersham and Chesham
- Tring and Berkhamsted
- Wendover and Cholesbury
- Prestwood, Great Missenden and Chartridge

Please refer to the School website (<https://www.cheshamprep.co.uk/school-life/transport/>) for further details of the cost, routes and stops. There is an ongoing process of reviewing the bus stops to ensure that we enable as many parents as possible to make use of this facility.

Buses are booked via the online system and the link is on the website.

How to organise your child going on the bus

Please contact the School Office whenever there are any changes to your bus travel routines so our checklists can be amended for that day.

Please consult the 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 and the minibus meeting points are all inside the school Dining Room.

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. 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.

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 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 EYFS Mrs Rudol at hrudol@cheshamprep.co.uk

School website (www.cheshamprep.co.uk)

Lots of useful information can be found here including the latest news, school events, school policies and other school documentation.

My School Portal

Parents have instant and easy access to information about their children, such as the school calendar, fixtures, school reports, Google Classroom.

1. You can access the portal using your email address and request a new password here: <https://cheshamprep.myschoolportal.co.uk/request-password>. There is also a link to the portal on the school website under the 'Parent Links' tab.
2. You will receive an email from My School Portal, please follow the instructions.
3. Once you have gained access to the Portal you should be able to navigate your way around. If you are experiencing difficulties getting into or using your My School Portal account, please contact parentportal@cheshamprep.co.uk.

Calendar Card

The Calendar Card is made available on the Parent Portal and is also emailed out to all parents at the beginning of every new term. Please refer to this when planning your diaries. Please be aware that sometimes details do change which is beyond our control.

Changes will be made to the website calendar and Weekly Bulletin to reflect these. The website details will be updated regularly so please check there.

Updates to the Calendar Card will be published by email or in the Weekly Bulletin, and sent to parents on Fridays. The Weekly Bulletin includes more detailed information.

Emails

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

Texting facility

This works in cases of emergency and short notice i.e. if a match has been cancelled or if school is closed for any reason.

In the unlikely event of a school closure parents would be advised by text message of the details. Further details would be available on the website. In the event of a heavy snowfall overnight please check details on the school website for changes to the normal school routine. The school emergency snow plan will be published every winter to alert parents to our procedures.

DOGS/PETS

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

EMERGENCY CONTACTS

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

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.

HOLIDAY CLUBS

The School runs activity and sports weeks at Chesham Preparatory School for all Chesham Prep students. Clubs are run during all holiday periods and offer structured activities in a safe and familiar environment.

HOMEWORK

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

HOUSE SYSTEM

Pupils from Reception upwards are placed in one of the four houses:

Aylward (red)
Columbus (blue)
Nightingale (yellow)
Stevenson (green)

Each House supports a charity 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 within a family 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.

LEARNING SUPPORT

The Learning Support Department is located near the Learning Resources area. They have several 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 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 have regular meetings with parents, teaching staff, and pupils to create or review a pupil passport for each child.

Move to learn

The aim of M-2-L is to provide a programme of activity intended to promote physical, social, emotional, and academic development. Specifically, it aims to boost the pupils' movement and sensory needs and focus concentration in readiness for the day's learning ahead. Other benefits can include improvement in self-esteem, self-care, communication, and coordination.

A child can be referred in different ways; a teacher can refer the child to the Learning Support Department where they can be assessed or the child has had their own occupational therapist's report which may highlight areas of concern which M-2-L can help with. (Please see our website for more information.)

LOST PROPERTY

All uniform should be named with iron on or sew in labels in a visible place. Shoes should be named in pen. All named items will be returned to the child if found in school. Should lost property not be found after one week then parents may ask the School Office to add the missing item(s) to the school bulletin which goes out to parents each Friday in term time. Should your child bring home any clothing which does not belong to him / her please return to the form teacher.

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

MAP OF THE SCHOOL SITE

See website.

MEALS AND REFRESHMENTS

Lunches

Children in the Nursery and Reception have their lunch with children in Year 1 and 2 in the first sitting. This is from 11:30am until 12:00pm. Children are seated in their class groups and teachers and teaching assistants sit at the tables and have their lunch with the children. Good table manners are strongly encouraged. Nursery children are served at the table and they are shown the choice of meals each day.

Children in Reception collect their own meals under close supervision. All children are guided towards eating a healthy balanced meal. The meals are of 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.

Children are allowed second helpings of the first course and extra fruit if they are still hungry after finishing their dessert.

Refreshments/snacks

In the morning and afternoon, children are provided with a snack and a drink of milk or water.

MEDICAL MATTERS

If your child is unwell

If your child is unwell and unable to attend school, please inform the school using the School Portal (see above under Absence.)

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 gives official exclusion periods for some of the common diseases.

Illness	Exclusion period
Diarrhoea and vomiting	48 hours from the last bout of illness
Coughs & colds with a temperature	24 hours after the temperature has settled
Spots	Once all the spots have scabbed; 5-7 days from onset of the
Slapped cheek	A child is no longer infectious once the rash has appeared
Impetigo	No exclusion. Preferably 24 hours after starting treatment
Conjunctivitis	No exclusion. Preferably 24 hours after starting treatment
Hand, foot and mouth disease	Once the child is well even if they still have some blisters
Head lice	No exclusion, children should be treated promptly
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 exclusion

For further information on other communicable illnesses please contact the School Nurse for clarification.

Children who become unwell at School

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

Returning to School after being unwell

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

Sun protection

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

Head lice

Parents are requested to make regular hair checks using a fine tooth "nit comb". Please inform the School Office or your child's form teacher if you find head lice. This enables us to inform other parents to take preventative measures. If head lice are detected whilst a child is at school, parents will be informed and asked to treat their child at home. A note will be sent home to all the parents of children in the affected year group, along with an information sheet on recommended treatment (see www.onceaweektakeapeek.com).

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. Children who hurt their heads are always sent to the School nurse and are sent home with a form in their school bags informing parents of the nature of the injury.

Emergency contacts

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

MOBILE PHONES AND CAMERAS

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

PARKING

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 difficult at times. Please note that parents should not park where there are double yellow lines as this often leads to congestion.

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 parking attendants whose role it is to assist parents with parking. Please be aware of the pupil crossing point in the car park.

PASTORAL CARE

In order to ensure the welfare of the children it is helpful for us to be aware of any family circumstances or events that may affect a child. Children may react in atypical ways at school in response to events at home and we can best help by being forewarned. Your child's form teacher/tutor is the first port of call. The Head of Senior School, Head of Years 3 and 4, Head of Years 1 and 2, Mrs. Rudol and the Headmaster are also available to discuss any pastoral 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 organise the raising of funds to provide additional resources for all children in the school.

In recent years the monies raised have funded:

Microphones for school productions

The outdoor learning area

A playground ship

A PTA shed

An outdoor PA system (for school and PTA events)

5 gazebos (4 CPS branded) for school and PTA events

The PTA committee is 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 school life and make new friends from different year groups.

The PTA organise various events throughout the year such as:

Autumn Term: Colour Run, Christmas Fair

Spring Term: Quiz Night, PTA Ball

Summer Term: The May Fair, Camping Weekend

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

REPORTING TO PARENTS

Parents' consultations

Parent consultation evenings take place in the Autumn and Spring Terms. Parents are allocated 10 minutes on a choice of two evenings. Some parents make appointments immediately before or after school when they are unable to attend either of these evenings.

Written reports for Nursery

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

Written reports for Reception

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

SAFEGUARDING CHILDREN

Chesham Preparatory School 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

3:25 pm to 4:15pm and then again at 5:00pm to 5:15pm.

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 4:15pm and 5:00pm – Closes 5:15pm

Main gate: Blue metal gate located next to the School Office, supervised by an adult when open. Open 8:00am – Closes 8:30am

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.

STATIONERY

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

SWIMMING

Children in Reception swim in the Summer Term.

The children are placed in small ability groups and coached by qualified instructors. Please ensure that all kit is named.

Swimming lessons for these year groups are as essential as other curriculum subjects, therefore all children should attend the weekly lesson. If this is not possible you should provide your child with an absence note for the Swimming Coordinator. Your child should come to the swimming pool as though to swim. He/she can sit in the poolside seating. Please direct any queries regarding swimming to the Swimming Coach Coordinator – Ms Shaw at kshaw@cheshamprep.co.uk.

TOILETS

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

TOYS

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

TRIPS AND VISITS

As part of their learning experience the children in Early Years will have the opportunity to visit places of interest and at times have workshops brought to them.

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

UNIFORM

See lists on the website <https://www.cheshamprep.co.uk/school-life/uniform/>.

Blazers

Nursery children do not wear blazers. Reception children are not required to wear a blazer until the Summer Term.

Games Kit

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

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 back in a ponytail or plait at the back of the head, or clipped back so that none falls over the eyes, eyebrows, face or collar. This is particularly important for 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.

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 and shoes shined.

Second Hand Uniform

Chesham Prep also has a small shop on site (next to the astroturf), which stocks second hand uniform. It is run by the PTA, along with parent volunteers. Parents can sell items of uniform that their child can no longer use but which are in good condition through the shop. Proceeds of any items sold – minus a small contribution to school funds – are returned to parents via BACS.

The Second Hand Uniform Shop opening hours are on the school website
<https://www.cheshamprep.co.uk/school-life/uniform/>.

VISITORS

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

