



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



JUNIOR 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 Thomas, Head of Years 3 and 4, Mrs Heavey, Head of Years 1 and 2 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 our website.

The School's mission is to provide an outstanding education, excellent facilities and 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 Thomas, Mrs Heavey 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 CHILDREN STARTING AT CPS

Please name ALL items of school uniform including 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.

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.

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 child's class teacher or the Head of Years 3 and 4, or the Head of Years 1 and 2 as appropriate to make an appointment.

HOW YOU CAN SUPPORT YOUR CHILD

Be positive, encourage and praise.

Oversee your child's organisation of their sports kit, subject books and folders. Folders may be purchased from the school.

Ensure that your child has a good range of stationery available for lessons.

Be aware of homework tasks set and ensure that your child is spending a sensible amount of time on them. Support your child through encouragement and supervision if necessary.

All homework is set using Google Classroom so parents can have access to homework tasks and deadline dates.

Allow time and space for your child to do their homework independently and in a quiet place.

Ensure that your child always has a reading book - encourage them to make reading an enjoyable and regular habit. Remind your child of e-safety and ensure all home computing/smartphone equipment has appropriate filter settings.

Be aware of your child's TV viewing/internet use and ensure that it is age appropriate.

Encourage good manners, especially at the table.

Play board games and discuss current news stories, as well as encouraging your child to get involved in sport. Visit places of interest that support the learning taking place in school.

Try to attend some of your child's matches (or if you are unable, could a grandparent offer that support?).

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

Same arrangements as first day.

PLEASE NOTE THAT ANY CHILD FROM NURSERY TO YEAR 2 MAY USE THE EARLY MORNING SUPERVISED CLUB. CHILDREN FROM YEARS 1-2 ARE SUPERVISED IN THE DINING ROOM FROM 8:00AM ON ANY DAY.

Pupils may be dropped off from 7.30am for Breakfast club.

End of Day

Children should be collected from the Lower Courtyard at 3:30pm unless arrangements have been made to use either Little Owls Club (3.30-4pm), the after school care facility 'Late Club' (4-6pm) or if children are attending an activity club.

Information stating in which class Little Owls is taking place will be emailed out to parents at the beginning of term.

For those children attending an activity club, parents should collect them from outside where the club is taking place. This information is emailed out when clubs are being allocated.

YEAR 3 AND 4 CHILDREN JOINING CPS

FIRST DAY

Morning

Children should arrive in school and report to the Lower Courtyard (near the Sports Hall) for 8:20am. From here they will be taken to their classrooms in time for registration at 8:30am.

PLEASE BRING IN PE KIT.

End of Day

Please collect your child from the Lower Courtyard at 4:00pm.

ALL OTHER DAYS

Years 3 and 4

Morning

Children in Years 3 and 4 should arrive in their classrooms for registration at 8:30am.

Prior to 8:30am - Year 3 and 4 should go to the Astroturf.

In wet weather they should go to the Adlington Hall.

“KISS AND DROP”

We encourage a “kiss and drop” system 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 approximately 8:15am. The gates are supervised by a member of staff who will welcome your child into school and ensure they remain safely on site.

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 asked 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

Children should be collected from the Lower Courtyard at 4.00pm unless they are attending an activity, are on a bus or arrangements have been made for them to use the after school late club.

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/Form Time
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
5.00 pm	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 and a drink of water. Break is at 10:30am, children in Reception to Year 1 play on the Lower Courtyard, children in Year 2 play on the Upper Courtyard and children in Years 3 and 4 play on the Astro turf. The senior school children also use the Astro turf. 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 the 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 fruit. 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 outside 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 use SOCs to book them in. 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. For any queries, please email carlbatchelder@cheshamprep.co.uk for anything to do with sport.

BREAKFAST CLUB

Breakfast Club will operate from 7.30am until 8.00am, after which time pupils will slot into the usual early morning routines. Breakfast Club will take place in the dining room and pupils will be able to choose from a selection of cereals, fruits, yoghurts, pastries, toast and preserves. The cost of attending will be £3.00 per session and will be added to the fees in arrears.

Breakfast Club will be accessed via the gate next to the school office and we ask that all those attending the club are at school prior to 7.45am at the latest. Bookings for Breakfast Club can be accessed via SOCS and will open at the same time as the bookings for clubs open.

EARLY MORNING CLUB

Please note that any child in Reception, Years 1 and 2 may go to the Dining Room from 8:00 – 8:30am where they will be supervised by two members of staff. Children in Years 3 and 4 should go the Astro where they are supervised first thing in the morning.

Children are not allowed to enter their classrooms unsupervised. Year 3 and 4 children can place their bags in their cloakroom before heading out to the Astro.

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. 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 and runs 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 **if pre-booked by SOC**s and is served in the Dining Room. Children relax by watching television or by taking part in the activities, which are organised by the supervisor.

Please note that there is a charge for children who attend Late Club. Children need to be booked into Late Club via SOCs.

Enquiries after 4:30pm should be made direct to the Late Club Supervisor on 07856 022990.

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

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

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.

There is a bell situated at the side of the gate and a number to call.

LATE COLLECTION OF CHILDREN

Children who are not collected by 4:00pm (Reception, Years 1 and 2), 4:10pm (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 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.

Nativities

Towards the end of the Autumn Term, there are two productions for parents 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 2017 the children performed Matilda, in 2018 The Lion King in 2019 The Little Mermaid, in 2021 High School Musical and, in 2022, Plastic Pirates and in 2023 Jill and Fred's Historical Adventure. Many of the props are also made by the children

Founders' Day

This usually takes place at the end of the Spring Term. The children have the opportunity to enjoy being part of their School House. This is an in-house event and children are usually expected to come to school wearing their House colours. The activities vary but can include 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. It is expected that all children in Years 3 – 8 will attend.

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. Children in Year 3 upwards take part in a Sports Day together with the Senior School. This is an all-day event where parents bring a picnic and have lunch on the school field.

Sports Fixtures

Throughout the year, parents are invited to watch sports matches, inter-house competitions and swimming galas. Details of these will be found in the Calendar Card, Weekly Bulletins and on the School Sports SOCS.

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. There is also a concert performed by children in Years 1 and 2 on this day.

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 PSHE 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. Mrs Thomas, Head of Years 3 and 4 or Mrs Heavey, Head of Years 1 and 2, and the Headmaster, Mr Beale are also available to discuss any pastoral concerns.

The children also have the opportunity to speak with Mr Batchelder, Mr Cook or Mrs Lee, all of whom are members of staff at Chesham Prep and trained School Counsellors. They are qualified to listen and guide children needing support and we also have links with fully trained child psychologists who offer invaluable support and strategies for children experiencing anxiety.

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 sanction (see the school's Behaviour, Discipline and Exclusions Policy on the school website).

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 teacher may telephone the child's parents to inform them of the incident.

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 and so that each child receives challenging tasks and activities. Teachers use a wide range of teaching approaches and strategies to suit different learning styles.

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 Plan

A termly curriculum overview is available on the school website.

Learning Support

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

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, 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 four 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 to inspire a love of learning and creativity.

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 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 mostly timetabled for the morning.

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:

- ☐ An Absence form to advise us if your child will be absent from school on the same day.
- ☐ 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 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. In assembly, 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 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 given a sticker and a certificate in Assembly and they are mentioned in the School Newsletter.

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 reading record or the form teacher may phone or speak with the child's parent at collection time.

If the misdemeanour is repeated or more serious the Head of Years 3 and 4 or the Head of Years 1 and 2, as appropriate, 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 School Rules – outside the Classroom and at Break Times

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.
- 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 the 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.

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 can be booked via the online booking system. In order to make a booking, please follow these steps:

1. Visit the system at <http://chesham.route-r.co.uk/members/home.aspx>
2. Click on the forgotten password link on the login screen.
3. Enter your email address that we (the school) have on our records and hit "restore password".
4. You will receive an email containing your password, which you can now use to login to the system.
5. Once logged in, you can make a termly booking or book ad hoc journeys (for selected dates).

Note: you will not be able to access the bus booking system until your child becomes a current pupil at Chesham Prep. The accounts for children joining in September become active during the summer holiday.

The minibuses are available to children in the mornings and at 4:15pm and 5:10pm in the afternoons, designed to help parents and assist with our car parking.

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

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

The minibuses are available to children in the mornings and at 4:15pm and 5:10pm in the afternoons, designed to help parents and assist with our car parking. When the bus arrives at school 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.

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.

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 the designated zip-top furry character called 'Flame' in the Learning Resource Centre. The school counsellors or form teachers will then organise a meeting. Our Counsellors, Mr Batchelder, Mr Cook and Mrs Lee are qualified to listen and guide children needing support and we also have links with fully trained child psychologists who offer invaluable support and strategies for children experiencing anxiety.

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. 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 Year 3 and 4, Mrs Thomas via email at athomas@cheshamprep.co.uk or Head of Year 1 and 2, Mrs Heavey via email at aheavey@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 are 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 do please check there.

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

Sports Match Team Sheets

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

Emails

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

Texting Facility

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

In the unlikely event of a school closure parents would be advised by text message of the details. 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.

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. The activities booking system, SOCS, then goes live and you are able to login and book clubs. Some activities incur a charge. Please note that if you book a fee paying club you will be liable for the fee even if your child does not attend the club.

If your child is on the register to participate in an extra-curricular school activity, it is expected that they attend each week. In the interests of safety (for example in the event of a fire evacuation) if your child is unable to attend it is important that they excuse themselves in person or send a message to the main School Office. If you wish to discuss anything related to Extra Curricular School Activities, please contact the School Office.

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 the end of the school day 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

Home 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 matches usually leave school at 1:40pm.

Girls' away matches usually leave school at 2:15pm. The team sheet, is on the Sports app and on the screen in the Sports' Hall, 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.

HOLIDAY CLUBS

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

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. In Year 1, children are given another piece of homework later on in the school year. They are usually set this task on a Friday to be returned by the following Wednesday. This may be a book review, or a Literacy or Maths sheet that is related to work taught that week. In Year 2, children are set one piece of written homework on a Friday to be returned by the following Tuesday. This is either Literacy, Numeracy or Topic based.

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 on Google classroom or email the teacher.

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
Times Tables	Approx. 10 minutes daily
Other	20 minutes. One/Two pieces of 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 let their teacher know.

Reading	10 minutes daily (or at the discretion of the teacher)	Your child should read to an adult to ensure 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
Maths	20 minutes + times tables as directed by the teacher	related to the maths topic
English	20 minutes	Book related or SPAG activities
Other	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.

HOUSE SYSTEM

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

Aylward (red)
Columbus (blue)
Nightingale

(yellow)
Stevenson
(green)

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

LEARNING SUPPORT

The Learning Support Department is located near the Learning Resources area. They have three 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.

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. Shoes should be named in pen. All named items will be returned to the child if found in school. Unnamed lost property is placed in a basket outside the staff room.

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.

MAP OF THE SCHOOL SITE

See website

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 in Years 3 and 4 have lunch together in the second sitting 12:10pm – 12:40pm. 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 down loaded 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.

Refreshments

In the morning children are provided with a snack, including fruit and vegetable sticks, and a drink of water.

In the afternoon, the children have a drink of water and a healthy snack.

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 via SOC's.

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.
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	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 only if it is deemed to be necessary. Children who hurt their heads are always sent to a qualified first aider and are sent home with a form in their school bags informing parents of the nature of the injury.

Emergency Contacts

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

MOBILE PHONES AND CAMERAS

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

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

MUSIC – INSTRUMENTAL LESSONS FOR YEARS 3 AND 4

If you would like your child to learn a musical instrument in school, please return the Music Lesson Form to the Director of Music, Mrs Watson. A range of instrumental lessons are offered – flute, clarinet, brass, piano, guitar, violin, cello, and drums. 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 music concert where children are invited to perform to an informal, appreciative audience. Once your child has achieved a certain level he / she may be invited to join the orchestra which rehearses every Friday after school and performs at least twice a year and on Speech Day.

PARENT HELPERS

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 difficult at times. Please note that parents should not park where there are double yellow lines as this often leads to congestion 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 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, for example if parent(s) are away. Please speak with your child's form teacher, Mrs Thomas, Head of Years 3 and 4, Mrs Heavey, Head of Years 1 and 2, or Mr Beale, the Headmaster.

Pastoral Care and the Form Teacher

All staff are dedicated to ensuring your child has a happy, enjoyable and productive time at school. From time to time he/she will fall out with friends. In Personal Social and Health Education (PSHE) lessons, in assemblies and in tutor time we teach the children how to use a variety of strategies to minimise upset, remain in control of their emotions and resolve conflict. We also spend a considerable time listening to and talking with children who need extra support and will liaise with parents. Usually upsets are short lived and easily resolved. Please do not hesitate to contact your child's tutor or the Head of Senior School if you have any concerns.

THE PTA

All parents are members of the Parent Teacher Association. The committee comprises a number of volunteer parents who meet once or twice a term to discuss, plan and 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.

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 Term 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.

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.

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.

In the Summer Term the 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 2. 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 (that can fit inside a tray, named and not tin), canister style pencil sharpener, colouring pencils. No geometry sets please.

Year 4

Flat pencil case (that can fit inside a tray, named and not tin), canister style pencil sharpener, colouring pencils. No geometry sets please.

SWIMMING

Children in Reception swim in the Summer Term and Year 1 swim in the Autumn and Spring Terms. Children in Years 2 - 8 swim throughout the school year.

Swimming lessons for Years 5 - 8 will start at 8:00am - please arrive between 7:45am and 7:55am to allow time for changing. Swimming lessons for all other year groups will be timetabled through the morning. Days and times for each year group/class will be available at the start of term.

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

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

Swimming lessons for these year groups are as essential as other curriculum subjects, therefore all children should attend the weekly lesson. If this is not possible you should provide your child with an absence note for the Swimming Coordinator. Your child should come to the swimming pool as though to swim. He/she can sit in the poolside seating and read. 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.

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 the school and are allocated a new class. In Year 3 there are four 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.

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 and Friday, all staff are alerted to children's needs.

UNIFORM

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

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

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, clipped back or held back with an alic band 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 sign in on arrival and are given a visitor's ID by the School Office. Unrecognised personnel on site without identification will be challenged by staff.

