



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



SENIOR 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 Mr Cook, Head of Senior School or myself.

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

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

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

We pride ourselves on the pastoral care at Chesham Preparatory School and we welcome you to become very much part of that caring partnership. We have an open door policy and it is of paramount importance that effective working relationships are formed between parents and staff. Any concerns, questions or issues that you may have, please do not hesitate to discuss with your child's form teacher, Mr Cook 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 | Mrs D Scott |
| Registrar | Mrs S Johnson |
| Marketing | Mrs L Elms |
| School Office | Mrs M Ames, Mrs E Hook |
| School Nurse | 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.

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 class teacher or Mr Cook, Head of Senior School, to make an appointment at a time, which is mutually convenient.

HOW YOU CAN SUPPORT YOUR CHILD

Be positive, encourage and praise.

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

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

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

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?).

Praise, praise, praise!

Encourage, encourage, encourage!

THE SCHOOL DAY

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

FIRST DAY – Autumn Term Years 5 – 8

Morning

Children should arrive in school and report to the Upper Courtyard for 8.20am to be marked in. From here they will be taken to their classrooms by senior pupils in time for registration at 8.30am. PLEASE BRING IN PE and GAMES KIT.

End of Day

Pupils should be collected from the Lower Courtyard in front of the Sports Hall at 4.00pm.

ALL OTHER DAYS

Morning Arrival Routine

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

8:00am Children are welcome in school.

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

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

8:30am Children are permitted into their classrooms.

“KISS AND DROP”

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

Please do NOT leave your car parked in the bus bay.

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 asked to improve their punctuality.

A TYPICAL DAY IN SENIOR SCHOOL

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.

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

END OF THE DAY COLLECTION ARRANGEMENTS

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

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

The bus meeting point is inside the Dining Room or just outside in the Upper Courtyard.

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 SOCs** and is served in the Dining Room. Children relax by watching television or by taking part in the activities, which are organized by the supervisor.

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.

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.

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).

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Late Collection

Please note: children waiting for late parents are told to go to Late Club after 4:15pm, from where they should be collected. A fee for Late Club attendance will be charged if this is a regular occurrence.

EVENTS IN THE SCHOOL YEAR

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

Autumn Term

Carol Service

Years 5 - 8 and Choir Parents invited

Spring Term

Summer Term

| | |
|--------------------------|-----------------------------|
| Senior School Production | Years 6 - 8 Parents invited |
| Speech Day | Years 3 - 8 Parents invited |
| Sports Day | Years 3 - 8 Parents invited |

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.

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

The Senior School children take part in a House Sports Day 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.

THE FORM TEACHER AND PASTORAL CARE THE TUTOR SYSTEM

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

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

Sanctions and the Role of the Tutor

All minor indiscretions will be dealt with by the pupil's tutor. These may include: rudeness, unkindness, deliberate acts of naughtiness, regular failure to hand in work, breach of school rules.

The tutor will have daily contact with the pupils in their charge and problems will be discussed and appropriate measures taken to rectify the problem, sometimes resulting in a Level 1 sanction (see the school's Behaviour, Discipline and Exclusions Policy).

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

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

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

Persistent indiscretions may result in a tutor referring a pupil for an in-house detention (level 2) held at lunch time by the Head of Senior School, Head of Year 1 and 2 or Head of Year 3 and 4; 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 will discuss the offence with a student, withhold participation in educational visits or sports events or give a fixed term or permanent exclusion.

Sanctions are all age appropriate and related to the misdemeanor.

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

The Head of Senior School and Deputy Head, together with Tutors, Form Teachers and all members of staff are responsible for the Pastoral Care of pupils in Years 5 to 8. Staff will record serious problems, misdemeanors or concerns in the child's pastoral file and it will be discussed with other staff members as appropriate. For a specific behaviour incident, staff will record the incident on the school pastoral system.

THE CURRICULUM

Senior School

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

Children are taught the same subjects as in the Junior School and all subjects are taught by subject specialists. Years 5 and 6 also study French and Spanish for one lesson each week and a weekly lesson on Study Skills for all classes in Year 5 is also built into the timetable. Art and Design Technology are taught as discrete subjects. Year 8 follow the Common Entrance syllabus for examinable subjects.

In Years 5, 6 and 8 children are grouped into ability sets for English and Mathematics with a similar setting format to the Junior School.

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

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

A number of educational visits take place during the year to enhance the teaching and learning in specific subjects.

Matches are played against many schools in a range of sports; we aim for all pupils to have represented the school.

The School Choir participates in local festivals and performs at school events during the year, including the Christmas Carol Service, Speech Day and music concerts. The school play is a major production every year in the Summer Term for Years 6 and 8.

Teaching and Learning

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

All the children enjoy the fantastic facilities of the Learning Resource Centre, Computer Suite, Music rooms, Sports Hall and the freedom of the school sports fields. All classrooms have interactive whiteboards and children enjoy using iPads and laptops on a regular basis. All lessons are differentiated in order to ensure that all children can access the curriculum. Teachers use a wide range of teaching approaches and strategies. We strongly believe that self-esteem and confidence are the best predictors of future success.

Learning Support

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

High Achievers

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

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

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

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

Exceptionally able pupils are likely to show certain characteristics, including superior powers of reasoning and problem solving, superior vocabulary, great intellectual curiosity, keen powers of observation, ability to memorise quickly and willingness and ability to work independently. They may show great initiative and originality in their intellectual work and they may have a wide range of interests or several hobbies etc.

Teaching strategies are mainly inclusive, that is, any identified pupils are kept in their peer groups and normal classes as much as possible. Pupils are challenged through differentiation, broadening and accelerated work in their normal classes so that all pupils can reap the benefits of their teachers' expertise and a challenging curriculum.

Assessment

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

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

A-Z GENERAL INFORMATION

ABSENCE

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

In the assemblies on Mondays and Fridays, children are welcome to bring to school any certificates, medals, trophies etc. that they may have received from outside school so that their achievements can be recognised within school.

ASSEMBLIES

Assemblies follow this schedule but may be subject to minor changes

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

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

Postcards

Postcards are 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 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.

Exclusion and Expulsion

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

Guidelines on Safe/Acceptable Behaviour at Drop Off and Pick Up Times

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

- Children may not climb on school property.
- Children should not leave the school site eating food. Indeed the snacks provided at 4:00pm are specifically for those children staying on for activities.
- Children may not re-enter school after dismissal without permission.
- Children should remain with parents when waiting for siblings.
- Full and proper school uniform should be worn until a child is in a car or at home.
- Playground equipment and equipment in the Reception outside area should not be used after normal school hours by pupils or their siblings.
- Parents are responsible for younger children who do not attend the school and must ensure that they do not use equipment belonging to the school.
- Parents are not allowed at any time in the changing rooms.

School Rules – outside the Classroom and at Break Times

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

Behaviour on Trips and at Matches

Children are reminded that they represent Chesham Preparatory School whenever they are away from school on trips or at away matches. In short, they are to behave on trips and away at matches as they would be expected to behave at school.

On minibuses and coaches, they are always to wear a seatbelt and talk quietly.

Personal Organisation

- Arrive on time.
- Bring the correct books and stationery to each class.
- Keep your tray and 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 a buddy who has been carefully chosen to look after and befriend the new child in their first couple of weeks at school or until the new child has settled in. Often this leads to friendships that last over many years.

BUSES

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.

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 worry monsters called 'Flame' in the Learning Resource Centre or 'Om' outside the Sports Office. The school counsellors or form teachers will then organise a meeting. Our counsellors, Mr Cook, Mr Batchelder 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.

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.

COMMENDATION BADGES

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

Year 6

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

Year 8

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

COMMUNICATION

Who to contact

In the first instance it is always wise to discuss any issues with your child's Tutor or subject teacher according to relevance. To organise this please either email the Tutor or call the School Office to make an appointment or arrange a telephone conversation. If you still need to discuss the matter further, or it is not appropriate to discuss your concerns with your child's Form Tutor, please contact Mr Cook, Head of Senior School at mcook@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

All homework set is manageable, achievable and worthwhile. A homework timetable will be issued at the beginning of the academic year stating when and on which nights different subject homework will be set. This is designed to 'spread the load' and enable your child to manage their time. If your child is taking more than the time suggested, stop them and email your child's tutor.

Staff use Google Classroom to set homework and provide resources to support learning.

HOUSE SYSTEM

All pupils are placed in one of the four houses:

Aylward (red)

Columbus (blue)

Nightingale (yellow)

Stevenson (green)

Pupils from Year 3 are involved in inter-house sports competitions in hockey, netball, rugby, football, athletics, swimming and cross-country. 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.

House Points

The Senior School runs a system where pupils are awarded for positive behavior. However, there is a greater expectation in terms of maturity and responsibility.

Certificates are given out in weekly Senior School assemblies and house points are collected each week and logged by the Tutor/Teacher.

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

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

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 at end of this document.

MEALS AND REFRESHMENTS

Lunches

Children in Senior School have lunch together in the third sitting 12:45pm – 1:15pm. Good table manners are strongly encouraged. All children are guided towards eating a healthy, balanced meal and encouraged to eat everything on their plate. The meals are of a high quality and are cooked on the premises daily. All children are encouraged to have a drink of water with their meal. Weekly menus can be downloaded from the school website or can be viewed on the notice board by the First Aid room in the School Office. Please ensure that the school is aware if your child is vegetarian. All dietary requirements should be listed on the medical form issued to parents prior to their child starting at the school. If there is a change, the School Office should be informed. If children wish, they are allowed second helpings of the first course and extra fruit if they are still hungry after finishing their dessert.

On a Monday we run an initiative called 'Manners Monday' where the children are particularly encouraged to eat properly and be polite. Our prefects manage a raffle ticket system and give out tickets to any children they feel have very good manners. These pupils get entered into a half termly draw for a prize.

We also run a House Lunch on a Thursday where all children sit with other pupils from their house and lunch

order is based on House Point totals from the previous week.

Refreshments

At morning break children are provided with a snack and a drink. Snacks and drinks are also available to children staying for extra-curricular school activities beyond 4:00pm. Water fountains are available around school.

MEDICAL MATTERS

If Your Child is Unwell

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.

MOBILE PHONES AND CAMERAS

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

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

MUSIC – INSTRUMENTAL LESSONS

If you would like your child to learn a musical instrument in school, please return the Music Lesson Form to our 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.

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).

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 and Headmaster are also available to discuss any pastoral concerns.

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

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

The PTA committee 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

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

Parents are reported to each term with written reports in December and July.

RESIDENTIAL TRIPS

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

Residential trips in Summer 2024:

Y5 Grafham Water

Y6 PGL

Y8 Elemental Watersports- Newquay

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 AND FOLDERS

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

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

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

SWIMMING

Children in Years 5 - 8 will swim throughout the school year as part of the curriculum.

Swimming lessons for Years 5 - 8 will start at 8:00am - please arrive between 7:45 and 7:55 to allow time for changing. Swimming lessons for all other year groups will be timetabled throughout 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 Coach 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 K Shaw at kshaw@cheshamprep.co.uk

TOILETS

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

TRANSITION INTO YEAR 5 AND SENIOR SCHOOL

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

UNIFORM

See lists 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 in 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.

