



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



CHESHAM PREPARATORY SCHOOL PARENTS' HANDBOOK

2024/2025



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 handbook is to answer some of the questions that you may have and to give you relevant information as clearly and concisely as possible. If you cannot find what you are looking for or if you need further clarification on any matter please do not hesitate to contact either Mrs Rudol (Head of Pre-Prep), Mrs Thomas (Head of Junior School), Mr Cook (Head of Senior School) or me.

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 each child has every opportunity to enjoy success and that they build on this positive foundation. This in turn will give them confidence and a greater self-esteem so that they have an optimistic 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, the Head of Department as above, or me.

Mr Jonathan Beale, Headmaster

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CONTACT INFORMATION

SENIOR MANAGEMENT TEAM

Headmaster/Deputy Designated Safeguarding Lead	Mr J Beale
Bursar and Clerk to the Governors	Mrs C Hughes
Deputy Head/Deputy Designated Safeguarding Lead	Mr J Bateson
Deputy Head Academic	Mr J Sedley
Head of Senior School/Deputy Designated Safeguarding Lead	Mr M Cook
Head of Junior School	Mrs A Thomas
Head of Pre-Prep/Pastoral & Designated Safeguarding Lead	Mrs H Rudol
SENDCo	Mrs D Burrridge

Headmaster's PA	pa@cheshamprep.co.uk
Bursar and Clerk to the Governors	chughes@cheshamprep.co.uk
Deputy Head	jamesbateson@cheshamprep.co.uk
Deputy Head Academic	jsedley@cheshamprep.co.uk
Head of Senior School	mcook@cheshamprep.co.uk
Head of Junior School	athomas@cheshamprep.co.uk
Head of Pre-Prep/Pastoral & Designated Safeguarding Lead	hrudol@cheshamprep.co.uk
SENDCo	dburrridge@cheshamprep.co.uk

ADMINISTRATION

Headmaster's PA	Mrs D Scott	pa@cheshamprep.co.uk
Marketing	Mrs L Elms	lelms@cheshamprep.co.uk
Registrar	Mrs S Johnson	registrar@cheshamprep.co.uk
School Office	Mrs M Ames	office@cheshamprep.co.uk
School Nurse	Mrs H Hartley	medical@cheshamprep.co.uk

CONTACT DETAILS

Chesham Preparatory School, Two Dells Lane, Chesham, Buckinghamshire HP5 3QF
www.cheshamprep.co.uk
School Office telephone 01494 782619
Late Club and Holiday Club 07856 022990

The School Office is open from 8:00am to 6:00pm, Monday to Friday during term time. Outside this time, please email the School Office on office@cheshamprep.co.uk.

TEACHING STAFF

Please visit our website ([Staff](#)) for a staff list.

GOVERNING BODY

Please visit our website ([Governors](#)) 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 ([Policies](#)). Please ask if you require further information.

INFORMATION FOR PARENTS OF CHILDREN STARTING AT CHESHAM PREP

Settling in procedure for new children

Starting school can be daunting and the settling period can differ from child to child. For September starters, children joining the Nursery and Reception finish at 12.30pm for the first five days to allow for this. All other year groups finish at their normal time (3.30pm for Years 1 and 2; and 4.00pm for Years 3 – 6).

Before your child starts, they will have already attended an Assessment Day or a Taster Session. Children starting in September in Reception to Year 6 will have had the opportunity to attend the Moving Up Morning at the end of the summer term. For children joining the Nursery at the start of term, Mrs Cox, Head of the Nursery, offers home visits in the holiday preceding the date of joining.

Children will have already met their teachers and some of their classmates but, on their first day, they will be introduced to other staff and new friends, and will be shown where to find relevant areas of the school, such as the toilets.

A 'buddy' is assigned to new children to help them find their way around school and to ensure that they have friends to play with.

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

General information for parents of new children

Please name ALL items of school uniform – indoor and outdoor - including PE shoes, aprons, socks and shoes. Please use name tapes for items of clothing and appropriate methods for all other belongings. For children joining Nursery or Reception, please sew very long loops on coats and overalls to enable children to hang them up.

Please send in any records from previous schools or nurseries.

Please inform us if child is to be called by a different or abbreviated name other than that shown on their Registration Form.

Additional information for parents of new children in Nursery and Reception

The minimum Nursery sessions that a child may attend are three mornings or two full days. The days and mornings may not be swapped, as it is important that your child builds up relationships with the same children who attend these sessions. If you wish to increase or decrease your child's time in the Nursery, we will do our best to accommodate your wishes. It is not possible to book ad-hoc sessions due to staffing considerations.

In addition to their school uniform, please provide a spare set of your child's underwear, clothes and wellington boots for Forest School.

Whilst there may be the occasional accident, children in Nursery and Reception should be fully toilet trained and able to manage their own toilet hygiene.

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

HOW YOU CAN SUPPORT YOUR CHILD

Be positive, encourage and praise.

- Encourage good manners, especially at the table. Teach your child to use a knife and fork. At school, children are encouraged to try new foods and it is helpful if you could support this at home.

Nursery and Reception

- Check your child's book bag daily.
- Read a bedtime story to your child whenever possible, this is great for listening and comprehension skills.
- Play games: board games and verbal games (in the car) such as I spy, Granny goes to market (for memory), maths questions, spellings – fun activities, etc.
- Encourage shape and colour recognition in the environment.
- Independence is important. Please encourage your child to dress/undress themselves, including learning how to do buttons, and be responsible for their belongings.
- Inform staff if your child is tired at the end of the week so we can plan activities accordingly.

Years 1 - 6

- 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.
- Homework: All homework is set using Google Classroom so parents can have access to homework tasks and deadline dates. Be aware of homework tasks set and ensure that your child is spending a sensible amount of time on them. Support your child through encouragement and supervision if necessary. Allow time and space for your child to do their homework independently and in a quiet place.
- 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.
- Play board games and other games.
- Discuss current news stories
- Encourage your child to get involved in extra-curricular activities such as sport.
- Visit places of interest that support the learning taking place in school.
- Parents, friends and relatives are welcome to attend matches to support the children.

DROPPING OFF AND PICKING UP

Below are details are the normal drop off and pick up times for each year group

Nursery and Reception

Morning

Children should arrive in classrooms at 8:30am on the first day, after that they may be dropped off from 8.00am, when they will be supervised in one of the Early Years classrooms until registration at 8.30am.

End of the morning/day

For the first five school days of the autumn term, Nursery and Reception children should be collected from the Early Years Garden wooden gate at 12.30pm. After this, Nursery children should be collected at 12.30pm from the Early Years Garden wooden gate or at 3.30pm from the classroom door. Reception children should be collected at 3.30pm from their classrooms via the Lower Quad gate between the Reception garden and the Sports Hall.

The school must be informed if a child is to be collected by anyone other than the child's parent. Please email the School Office to inform us of any collection changes. We ask that you inform us of a password that the person picking up will know so that we can ensure that the designated adult collects your child.

Years 1 and 2

Morning

On their first day in the autumn term, children should arrive at their classroom for 8.30am in time for registration. After this, they may be dropped off from 8.00am, when they will be supervised in the Dining Room until 8.30am.

End of the day

Children should be collected from the Lower Quad at 3.30pm.

Years 3 and 4

Morning

On their first day in the autumn term, children should arrive in school and report to the Lower Quad for 8.20am where they will be met and taken to their classrooms for registration at 8.30am. Please ensure that all children in Years 3 and 4 bring their Games and PE kit on their first day at school. After this, children may be dropped off from 8.00am and should go to the Astroturf, where they will be supervised until registration. In wet weather, children arriving before 8.30am should go to the Adlington Hall.

End of the day

Children should be collected from the Lower Quad at 4.00pm. Collection is also from the Lower Quad for children returning from away matches.

Years 5 and 6

Morning

On their first day in the autumn term, children should arrive in school and report to the Upper Quad for 8.20am where they will be met and taken to their classrooms for registration at 8.30am. Please ensure that all children in Years 5 and 6 bring their Games and PE kit on their first day at school. After this, children may be dropped off from 8.00am and should go to the Astroturf, where they will be supervised until registration. In wet weather, children arriving before 8.30am should go to the Adlington Hall.

End of the day

Children should be collected from the Lower Quad at 4.00pm. After returning from an away sports match, Games staff will oversee pupil collection from the Sports Hall Balcony.

Kiss and drop

For children in Years 3 – 6, we encourage a 'Kiss and Drop' system and would be grateful if you would use this as much as possible. The drop off zone is directly in front of the blue Upper Quad gates. The gates are supervised by a member of staff from 8.00am who will welcome your child into school and ensure that they remain safely on site. Please do not drop off or leave your car in the bus bay as this is reserved for the school buses.

SCHOOL BUS

Children may take the bus from Reception age. There are four bus routes and details of these are published on our website ([Transport](#)). Children catching the bus after school meet in the Dining Room and younger children are escorted to the Dining Room by a member of staff.

The bus runs in the morning and after school. There is one bus service in the morning, which arrives at school in time for Registration at 8.30am. In the afternoon, the bus leaves 4.15pm when school finishes for Years 3 - 6 and after Little Owls for Reception – Year 2, and also at 5.15pm when some of the after school activities finish.

Buses are booked via the online Route-r booking system. There is a link to this on the website ([Transport](#)). If you need to change your child's bus travel arrangements, please contact the School Office so that our registers can be amended.

AFTER SCHOOL CLUBS

There is a programme of after school activities for children from Year 1 – Year 6. A list of clubs is emailed to parents towards the end of each term and clubs are bookable via the SOCS ([SOCS](#)) system. If your child is registered to attend a club, it is expected that they attend every week. If they are unable to attend, please inform the School Office.

If you book a fee paying club for your child, please note that you will be liable for the term's fees even if your child does not attend.

Years 1 and 2

Clubs for children in Years 1 and 2 run from 3.30pm to 4.00pm.

Years 3 - 6

Clubs for children in Years 3 to 6 run from 4.10pm to 5.00pm.

Children are collected from clubs at the Sports Hall gate.

WRAPAROUND CARE (Breakfast Club, Little Owls and Late Club) link to webpage

Breakfast Club, Late Club and Little Owls must be booked through the school ([SOCS](#)) system. Enquiries for Late Club after 4:30pm should be made direct to the Late Club Supervisor on 07856 022990. You will receive full instructions on how to log on to the system in your child's Joining Pack. Please note that accounts for children joining the school in September will become live towards the end of the summer holiday.

Breakfast Club (7.30am – 8.00am)

Breakfast Club operates from 7.30am to 8.00am, after which pupils will slot into the usual early morning routines, as described above. Breakfast Club takes place in the Dining Room and pupils are able to choose from a selection of cereals, fruits, yoghurts, pastries, toast and preserves. The cost is published on our website and is added to termly fees in arrears.

Breakfast Club is accessed via the gate next to the School office and children attending the Club should be in school by 7.45am at the latest.

Little Owls (3.30pm – 4.00pm)

Little Owls is an after school club for children in Nursery to Year 2 from 3.30pm-4.00pm. Little Owls for Nursery children is in the Nursery classroom. For children in Reception, Year 1 and Year 2, the room allocated for Little Owls is displayed on the School Office window. This information is also sent out to parents at the beginning of the school year.

Children using "Little Owls" should be collected by 4:00pm at the latest unless arrangements have been made for children to use the after school care facility (Late Club). Any children who have not been collected by 4.00pm will be taken to Late Club, which is chargeable (see below).

Late Club (4.00pm – 6.00pm)

Late Club is available to all pupils and takes place in one of the EYFS classrooms. Children take part in organised activities, or, weather permitting, play outside. A cooked tea is provided at 5:10pm and served in the Dining Room. All children must be collected by 6.00pm at the latest.

If you arrive to collect when the school gates are closed, please call the Late Club phone number (07856 022990).

Charging is per half hour and payable for each or part of every half hour. The cost is published on our website. Please note that any bookings that are not cancelled will be charged.

LATE ARRIVAL AND COLLECTION

Late arrival

It is important that children arrive at school ready for registration at 8.30am (8.50am for children in Nursery and Reception). If a child arrives at school after this time, they should go to the School Office to be signed in before going to their classroom. Parents of children who are repeatedly late for school will be asked to improve their punctuality.

Late collection

Children in Nursery – Year 2 who are not collected on time will go to Little Owls (Nursery to Year 2) from 3.30pm to 4.00pm and then to Late Club. Children in Years 3 – 6 who are not collected on time will go to Late Club. If this is a regular occurrence, a Late Club charge will be incurred.

A TYPICAL DAY

For examples of a typical day in each year group, see [Appendix I – A typical day](#).

FORM TEACHERS AND SUBJECT SPECIALIST TEACHERS

Form teachers

The Nursery is led by the Head of the Nursery who is assisted by a number of teaching staff. In Reception to Year 2, Form teachers also assisted by a full time teaching assistant. In Year 3, there is a form teacher plus a teaching assistant in the morning and, in Year 4, a form teacher. Years 5 and 6 classes are led by two form teachers who see their forms at registration and form time.

Subject specialist teachers

All children from Nursery to Year 6 are taught Computing, Music, PE, French and Spanish by specialist teachers. As children move up through the school, their lessons are increasingly delivered by specialist staff and children in Years 5 and 6 receive all the lessons from subject specialist teachers.

THE CURRICULUM

A termly curriculum overview for each year group is available on the school website and on the Parent Portal. See Appendix II for a general overview of the curriculum in each of the year groups.

ASSESSMENTS

Children are assessed regularly, both formally and informally using a variety of methods such as quizzes, regular spelling tests and end of unit assessments.

In the Early Years (Nursery and Reception), children are continuously observed and their personal development is recorded.

In the Spring Term, Year 4 children take Cognitive Ability Tests (CATs). These are widely used tests that help to indicate future exam success. The results are shared with parents and you will be offered a meeting with the Headmaster to discuss your child's scores.

School examinations take place in the Summer Term for children in Years 5 and 6.

GIFTED AND TALENTED, AND LEARNING SUPPORT

Gifted and talented

Personalised learning plans, differentiation and individual targets provide opportunities for children of all abilities. Higher ability pupils are identified via observation and assessments, and appropriate teaching strategies are put in place. These strategies are mainly inclusive. That is, pupils are kept in their normal classes and challenged through differentiation – broadening and accelerating the work that they undertake.

Learning support

If your child requires extra support or extension, they will be referred by their class or subject teacher to the Learning Support Department. The child will be assessed by our learning support staff who will then arrange to meet with you to discuss your child's needs. If appropriate, learning support will be delivered within the classroom environment or on a one-to-one basis in the Learning Support Department. In addition to our qualified learning support staff, we also have access to occupational therapy and speech and language specialists.

The SEND and Inclusion Policy is available to view on our website here – [SEND Policy](#). There are further details of our SEND provision here ([SEND](#)).

ANNUAL EVENTS IN THE SCHOOL YEAR

Autumn Term

Carol Service

There are two Carol Services: one for Years 3 and 4; and one for Years 5 and 6. Both are held at St Mary's Church in Chesham and involve carol singing, music and drama. Parents are very welcome to attend. Children do not return to school but are dismissed at the end of the service to go home with their parents.

Christmas Fair (PTA)

The Christmas Fair is an event for pupils only that is held on a Friday towards the end of term. All children visit the fair in their year groups and have a timed slot for their visit. Parents of children in Reception and Nursery are invited to attend the Fair with their children.

Harvest Festival

The Harvest Festival is for the children (parents do not attend). It is an opportunity for children to think of others and donations support a local charity. Details are sent out nearer the time of the event.

Nativity

Towards the end of the Autumn Term, there are two productions for parents that are centered on the Christmas story. One involves the children in Nursery and Reception, and the other involves the children in Years 1 and 2. This is an opportunity for children to gain confidence and help raise their self-esteem. The productions are also very entertaining!

Spring Term

Founders' Day

Children in Reception to Year 6 have the opportunity to enjoy being part of their School House on Founders' Day, which takes place on the last day of the Spring Term. Children come to school wearing their house colours and participate in activities such as a talent show; house singing competition; games competition; quizzes; and art activities. Children in the Nursery join the rest of the school to watch the Talent Show at the end of the day.

May Fair (PTA)

The May Fair is a fun event for the whole family that includes maypole-dancing, stalls, games, competitions and activities.

Year 3 - An Afternoon with Year 3

This is a performance by the children in Year 3 that takes place just before half term and includes dance, music, drama and public speaking. Parents are invited to attend.

Year 4 production

The children in Year 4 take part in a production involving acting and singing. Previous performances include The Lion King, High School Musical, Plastic Pirates; and Jill and Fred's Historical Adventure. Parents are invited to attend.

Summer Term

Activity Week - Years 3 – 6

See [Trips](#) for details of Activity Week.

Camping weekend (PTA)

A family camping weekend on the sports field with entertainment from the teachers' band and the children's School of Rock. There are food trucks and activities for the children such as a silent disco.

Humanities Week

An independent learning exercise centred on Geography and History, Years 3 – 6 are able to choose their own topic to research and produce project work and a presentation using a variety of resources across the creative curriculum.

Parents' Day – Nursery – Year 2

Parents' Day takes place in the second half of the Summer Term. Parents are taken for a tour around the classrooms in where displays of the children's learning are set up. There is also a concert by the Year 1 and Year 2 children, followed by refreshments.

Senior Production – Year 6

The Senior Production is always one of the highlights of the school year. This is a full-scale musical production with singing, dancing, acting and amazing costumes. In 2023, Year 6 performed 'Oliver' and, in 2024, the production was 'The Wizard of Oz.'

Speech Day – Years 3 - 6

Awards are presented at Speech Day, which is held on the last morning of the Summer Term. All children from Years 3 – 6 attend and parents are invited.

Sports Day/Afternoon

There are two Sports Days:

Nursery – Year 2 take part in a Sports Afternoon that comprises a variety of events from running to sack races. It combines fun and enjoyment with healthy competition and parents are invited to come along to watch their children.

Years 3 – 6 take part in Sports Day. This is an all-day event, which is held on the school field and parents bring a picnic lunch to share with their child.

A-Z GENERAL INFORMATION

ABSENCE

Absence from school and requests for leave should be reported or requested via [My School Portal](#) by completing the appropriate form. Failure to do this will result in a telephone call to ascertain the reason for absence. When your child returns to school, a letter or email should be sent to the School Office 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. Children must be signed out and back in again at the School Office.

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. In cases of extended or irregular absence, the school will inform the Welfare Services Department of the Local Education Authority. Our Designated Safeguarding Lead will follow up irregular attendance at school.

ACHIEVEMENTS

Children's achievements are recognised in a number of ways.

Above and beyond

Children in Years 5 and 6 who have achieved above and beyond expectations are awarded a gift voucher and a certificate.

Achievement Assemblies

Achievement Assemblies are held on Fridays. Certificates and awards are presented and, for younger children, the names that have been entered into the Gold Book are read out. Children are welcome to bring in any certificates, medals, trophies etc that they may have received from outside school so that their achievements can be recognised.

Commendation badges

Commendation badges are awarded to children in Year 6 for hard work, good behaviour and for being a positive role model. All children are considered for a bronze badge in the first term. If they receive sufficient nominations, they will move to a silver and then a gold badge during the year.

Early lunch passes

Children who are exceptionally well behaved may be rewarded with a pass that allows them to go first into lunch.

The Gold Book

Children in Nursery to Year 4 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 names are read out in the Achievement Assembly and the children receive a certificate.

Headmaster's Awards

Headmaster's awards are given for outstanding achievement. Children are proposed for an award by a teacher and their names are listed in the fortnightly Newsletter.

House points and House awards

All children from Reception upwards are placed in one of four houses and are able to earn house points and achieve awards for behaviours that represent the school ethos, as well as hard work and achievement. (See [House System](#) for more information.)

Postcards

Teachers send postcards to parents to recognise a child's effort and achievement in lessons.

Roles of Responsibility

Children in Year 6 are allocated roles of responsibility, including a Head Boy and Head Girl.

BEHAVIOUR

The Behaviour Policy is available to view on the school website here – [School Policies](#). It is expected that home and school will work together to ensure that children are encouraged to behave appropriately in school, and show courtesy and respect towards staff and each other, as well as to the belongings of the school and other people. Standards of behaviour are upheld in all areas of the school, during lessons and at play. In addition, children taking part in school trips and matches are expected to behave as they would at school, including whilst travelling to and from venues.

Behaviour rules for pupils

- Treat other children in a friendly manner and with respect and courtesy.
- Walk quietly between classes.
- Arrive at lessons on time.
- Bring the correct equipment to lessons, including your reading book,
- Keep desks and trays tidy.
- Always return equipment, both personal and school, to the right place.
- Take responsibility for your school uniform and sports kit.
- Listen carefully.
- Put your hand up to answer a question and wait to be chosen.
- Sit correctly on chairs.
- Do not run through the tunnel or walkways.
- Breaks should be taken in the designated area. Pupils are not permitted to be inside the school building at break times unless supervised by a member of staff.

Safe and acceptable behaviour at drop off and pick up

- Pupils may not climb on school property.
- Pupils may not leave the school site whilst eating food.
- Full and proper uniform should be worn until a child is in the car or at home.
- Pupils are not allowed to play in the playground or use the playground equipment, other than at designated play times.
- Pupils may not re-enter school after dismissal without permission.
- Pupils should remain with parents when waiting for siblings.
- Parents are responsible for younger children who do not attend the school and must ensure that they do not use any equipment belonging to the school.
- Pupils must keep to the pavements in the car park and use the zebra crossing to cross.

Rewards and sanctions

Children who are kind or helpful are given an appropriate reward (see [Achievements](#)).

Pupils who behave inappropriately will be spoken to by their teacher, form teacher or playground supervisor. If the behaviour was deemed more serious the Head of Pre-Prep, Junior or Senior School may be involved. For serious offences, the Headmaster will be informed and parents may be contacted. The Headmaster reserves the right to exclude a pupil whose behaviour is deemed unacceptable after all other sanctions have been exhausted.

Counselling

Children may ask to talk confidentially to a member of staff who is a trained school counsellor or to a form teacher. They do this by posting a note in one of the Worry Boxes that are situated in the classrooms or one of the designated zip-top furry character called Flame, which is in the Learning Resource Centre, outside the School Nurse's Office and in the Sports Hall. They will then be offered a meeting to discuss their concerns. We also have links with fully trained child psychologists who can be contacted if appropriate.

PSHE and Tutor Time

Upsets are usually short lived but, in Personal Social and Health Education (PSHE) lessons, Tutor Times and Assemblies, children are taught how to use strategies to minimise upset, control their emotions and resolve conflict. If a child needs extra support, we will spend time talking with children and, if appropriate, liaise with parents.

COMMUNICATION

The school communicates with parents via a number of channels including email and text messages so please ensure that the School Office is informed of any changes to email addresses or telephone numbers. The Parent Teacher Association (PTA) and Class Representatives (Class Reps) also provide information about PTA activities and informal events.

Calendar Card

An electronic Calendar Card is emailed to parents at the beginning of each term. Information may change so please consult the Weekly Bulletin for up-to-date information.

Class Representatives

There are one or two parents per class who take on the role of Class Rep and liaise between the parents and the class teacher. These are the point of contact for matters not relating to work in the classroom such as reading rotas and PTA events. Class reps help to welcome new parents to the school and often organise social events.

Emails

Most school communication to parents is via email.

Newsletter

The Newsletter is produced every two weeks and published on the parent portal. It contains information about what the children have been doing over the previous fortnight.

Parent portal

The school uses My School Portal, an online system that streamlines communications between the School and parents by bringing all information and services together. The following information is available via the portal:

- School newsletter;
- Attendance records;
- School reports;
- Messages sent via the School Communication System;
- School calendar;
- Link to SOCS (see below) - after school clubs & activities; Late Club and Breakfast Club - wraparound care; holiday clubs; and sports fixtures for Year 3 and above;
- Parents' evenings;
- PTA information;
- School uniform information;
- Parent Handbook.

In addition, there are two forms to fill in for absences:

- 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.

You will have received information about the Parent Portal in your child's Joining Pack, including how to log on. If you experience any problems accessing the Portal, please contact office@cheshamprep.co.uk.

Social media

There are regular updates on the school social media feeds:

- Facebook – @CheshamPrep
- Instagram - @cheshamprep and @cheshamprepsport

SOCS

Chesham Prep uses SOCS to manage the after school clubs (activities); Breakfast and Late Clubs (wraparound care); holidays clubs; and sports fixtures (Year 3 and above). You can view the following information for your child on SOCS:

- The Calendar, showing your child's bookings for Breakfast and 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.

Information about activating and logging on to your SOCS account is provided in your child's Joining Pack.

Sports team/match information (Years 3 – 6)

Team sheets and match information is available to view on SOCS as above and on the TV screen in the Sports Hall. For more information, see [Sport](#).

Text messages (SMS)

Text messages are used to communicate information at short notice. For example, if the school needs to close or if a games match has been cancelled. In the case of a school closure, additional information will also be published on the school website.

Website www.cheshamprep.co.uk

There is a wealth of information on the school website including school policies, term dates and uniform lists.

Weekly Bulletin

The weekly Bulletin is emailed to parents every Friday and contains updates to the School Calendar and useful information about events taking place the following week.

DOGS AND 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 form teacher.

FIRE AND EVACUATION PROCEDURE

If the fire alarm sounds, all person on site, including visitors, should make their way to the Sports Hall Field keeping to routes outside the building. Fire routes are displayed on the back of all classroom doors. If the alarm rings after 3:30pm or 4:00pm, please await instructions as to when you can leave the site with your children.

FOOD

All food is cooked daily on the premises by our in-house catering team. Children are encouraged to eat a balanced meal and have a drink of water with their meals and snacks. Any allergies and dietary requirements should be listed on the Health Record Form that you will have completed before your child joins the school. If anything changes, please ensure that you inform the School Office. Good table manners are strongly encouraged.

Unless otherwise directed, food must not be brought onto the school site. This includes birthday treats etc. At no time whatsoever should items containing nuts be brought onto the site.

Breakfast

See [Breakfast Club](#).

Lunch

Weekly menus are published on the website – [Menu](#) - and available to view on the noticeboard by the First Aid room in the School Office. Second helpings of the first course of lunch are available and children may have extra fruit if they are still hungry after finishing their desert.

Children in the Nursery, Reception, Year 1 and Year 2 have lunch in the first sitting, which runs from 11.30am to 12.10pm; and children in Years 3 and 4 have lunch in the second sitting from 12.10pm to 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. Nursery children are shown the choice of meals each day and served at the table. Children in Reception to Year 2 are served by the kitchen staff at the hatch.

Children in Year 5 and 6 have lunch in the third sitting from 12.45pm to 1.15pm.

On Manners Mondays, children displaying excellent table manners are given raffle tickets to win prizes to reward their good behaviour.

Tea

Tea is provided for children attending [Late Club](#) (wraparound care) just after 5.00pm.

Snacks

Pupils in Nursery to Year 2 have snacks provided by the school in their classroom every morning and every afternoon and a drink of water or milk. Pupils in Years 3 to 6 are provided with flapjacks or brownies on Wednesday morning and Biscuits on Friday mornings. At all other times pupils in Years 3 to 6 have access to a selection of fruit at morning break, lunchtime, afternoon break, and before and after clubs,

Pupils who swim before school are offered swim breakfast of fruit and a selection of cereals after swimming and before lessons start.

All pupils in all year groups except the Nursery must bring a named water bottle to school.

HOLIDAY CLUBS

The Holiday Club is available to all pupils from Nursery to Year 6 and offers a variety of activities and sports. It runs during all school holidays, except bank holidays and when the school is completely closed during the Christmas period. Further information is available on our website here – [Holiday Clubs](#).

HOMEWORK

The school uses Google Classroom to set homework and to provide resources to support learning.

In addition to the homework detailed below, any work that should have reasonably been finished in school will be sent home to be completed.

If your child is taking more time than suggested for their homework, stop them and let their teacher know.

Early Years (Nursery and Reception)

For children in the Early Years, homework is kept to a minimum. When children in Reception are ready, they will begin to bring home a reading book.

Years 1 and 2

Children are expected to read at home on a daily basis and to learn their spellings for the weekly spelling test. Later in the school year, Year 1 children are given a piece of homework relating to their work in school. This is usually handed out on a Friday to be returned the following Wednesday. Year 2 children are set one written piece of Literacy, Numeracy or Topic based homework on Fridays for completion by the following Tuesday.

Years 3 and 4

The following homework will be set:

- Reading – 10 minutes daily.
- Spellings – 10 minutes daily.
- Other – one or two pieces of homework per week related to a lesson taught that week – 20 minutes each.
- Year 3 - Times tables – 10 minutes daily.
- Year 4 – one piece of Maths (plus times tables) and one piece of English homework per week – 20 minutes each.

Years 5 and 6

Children are usually given two pieces of homework a day and are expected to spend around 20 minutes on each task. A homework timetable will be issued at the beginning of the year stating when each subject homework will be set.

HOUSE SYSTEM

Pupils from Reception upwards are placed in one of the four houses. Children within a family are placed in the same House and we place children in their parent's House if they attended the school. The four Houses are...

- Attenborough (blue)
- Aylward (red)
- Nightingale (yellow)
- Stevenson (green)

Children are awarded [House Points](#) for hard work, achievement and good behaviour that represents the school ethos including being kind, helpful, polite, supportive and considerate, as well as for demonstrating good manners and a smart appearance. As children accumulate House Points, they achieve milestones from Bronze Award through to Diamond Award.

House meetings are held several times each term throughout the year. At the end of the year, the House Trophy is presented to the house with the most House points.

From Year 3, pupils take part in inter-House sports competitions and, on Founders' Day, children participate in activities as part of their House. Each House supports, and raises funds for a charity to encourage the children to work together to help others.

Year 5 and 6 pupils participate in a termly competition where the pupil with the most House Points receives a gift voucher. In addition, children in Years 5 and 6 in the House that achieves the most House points in the week are able to go in first for lunch.

LOST PROPERTY

All uniform should be named and named items will be returned to the child if found in school. For children in Year 1 upwards, unnamed lost property is placed in a basket outside the Staff Room. For younger children, please speak to your child's form teacher as the item may be in the classroom or, if misplaced elsewhere, may have been placed in the basket outside the Staff Room. If lost property is not found within a week, parents may ask the School Office to add the missing item to the School Bulletin that is sent out on Fridays. If your child brings home any items that do not belong to them, please return these to the form teacher.

MEDICAL MATTERS

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.

<u>Illness</u>	<u>Exclusion Period</u>
Diarrhoea and/or 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

<u>Illness</u>	<u>Exclusion Period</u>
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 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.

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 sustain an injury above the shoulders are seen by a qualified first aider or the School Nurse and parents are notified either by telephone or email.

MOBILE PHONES

Pupils are not permitted to bring mobile phones on to the school site. In order to follow good safeguarding practices parents must not use their mobile phones on the school site.

MUSIC – INSTRUMENTAL LESSONS

A wide range of instrumental lessons are offered by specialist peripatetic teachers, who come into school to teach instrumental and vocal lessons on a weekly basis. Children in Years 3 and above can choose to learn an instrument or to have singing lessons. Instrumental lessons take place during the school day and are timetabled on a rotation basis in order to minimise the possibility of missing the same curriculum lesson each week.

Children can take part in a broad range of musical clubs, including five different choirs for children from Year 1 and upwards, an orchestra, a brass ensemble, a string ensemble, a guitar ensemble and a music theory club.

Chesham Prep musicians have opportunities to perform frequently in Soirees and Concerts, as soloists, in a duet, and as part of an ensemble, orchestra or choir. We also offer enrichment days for our musicians, such as the Young Singers' Day at Wellington College, and Prep Schools Orchestral Days.

PARENT HELPERS

Parents occasionally come into school to speak to the children about a particular area of expertise. In the past, the children have enjoyed talks on a variety of subjects such as healthy eating, what it is like to care for a newborn baby and Hinduism. All parents helping in school are required to be DBS checked by the school as well as sign in and wear a visitor badge for the duration of their visit.

PARENT TEACHER ASSOCIATION (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 organise events such as the Christmas Fair, PTA Ball and the Camping Weekend. They raise funds to provide additional resources for all children in the school and have recently provided a covered outdoor learning area at Forest School and funded the refurbishment of the School Library.

The PTA committee welcomes new parents. If you would like to know more about joining then please see the PTA notice boards for the committee's contact details or email pta@cheshamprep.co.uk. Joining the PTA committee is a great way to get involved in school life and make new friends from different year groups.

PARKING

Please drive slowly and considerately in the school site and be aware of pupils in the car park and using the pupil crossing point. Cars should enter the 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. Parents should only park in the marked bays and not in the bus or mini bus bays, following instructions given by the parking attendants. All pedestrians must use the path beside the car park and please hold your child's hand if necessary.

Parents are encouraged to avoid parking in Orchard Leigh (the road opposite the school exit).

PASTORAL CARE

Contacting the school

If you have any concerns about your child at school, please get in touch with us. The first point of contact is usually your child's form teacher. To organise a meeting or telephone call please either write a note in your child's reading record (for younger children); email the teacher direct; or contact the School Office. If it is not appropriate to discuss the issue with the form teacher, please contact the Head of Early Years, Junior School or Senior School as appropriate. The Designated Safeguarding Lead and the Headmaster are also available to discuss any pastoral concerns.

Children may react in atypical ways at school in response to events at home and it is helpful for us to be aware of any family circumstances or events that may affect a child. Please inform us if there is anything that you would like us to be aware of using the same channels of communication.

REPORTING TO PARENTS

Parents' consultations

Early Years (Nursery and Reception)

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

Junior School (Years 1 – 4)

Parent consultation evenings take place in the autumn and spring terms. Parents are allocated 10 minutes on a choice of two evenings.

Senior School (Years 5 and 6)

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

Written reports

Children's reports are published on the [parent portal](#).

Nursery

Each child receives one general report in the Autumn Term and a more detailed report at the end of the Summer Term stating where the child is based on the Early Learning Goals.

Reception

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

Years 1 – 6

Parents receive two written reports a year. For Years 1 and 2 the Autumn Term report focuses on the core subjects and includes a general summary. The Summer Term report is longer as it includes a written summary of all the subjects that each child has been taught. For children in Years 3 and 4, the reports also 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 undergo thorough vetting during their recruitment process, including appropriate checks into previous employment and enhanced Disclosure Barring Service clearance. All staff also attend regular training on safeguarding. Only DBS cleared and vetted volunteers assist on school activities and trips.

Parents may not enter pupils' toilets or changing rooms at any time for safeguarding reasons.

Parents may raise a concern about a child by completing a Safeguarding Report Form (available from the School Bursary), or by contacting the Designated Safeguarding Lead or one of the Deputy Designated Safeguarding Leads listed at the front of this document. Parents can also report a concern direct to the county safeguarding services via the links below:

<https://www.buckinghamshire.gov.uk/care-children-and-families/child-protection-and-safeguarding/#report-a-concern-about-a-child>

<https://www.hertfordshire.gov.uk/services/childrens-social-care/child-protection/hertfordshire-safeguarding-children-partnership/hscp.aspx>

SCHOOL GATES

There are two main school gates, one by the Sports Hall and one near the School Office. There is also a side gate into the Early Years play area that is used for collection of children leaving Nursery at 12.30pm. Gates are supervised by a member staff when they are open.

Sports Hall blue gate:

Open 8:00am – Closes 8:30am

Open 3:25pm – Closes 4:15pm and 5:00pm – Closes 5:15pm

Main gate:

Open 8:00am – Closes 8:30am

If you need to enter the school site when the gates are closed please sign in at the School Office, which is open from 8:00am to 6:00pm.

In the summer term, the field gates may be opened to allow access to parents watching sports matches.

SPORT

Games – Years 3 - 6

The main sports played throughout the year are as follows:

	Girls	Boys	Girls & Boys
Autumn Term	Netball and Hockey (shin pads & gum shields required)	Rugby (gum shields required)	Cross Country
Spring Term	Netball and Football	Football	Cross Country
Summer Term	Cricket	Cricket	Athletics

Years 3 and 4 play matches on Tuesdays and Thursdays, Years 5, and 6 play on Wednesdays and Fridays. Details of matches including the team sheet, timings and whether the match is home or away, are published on the termly Calendar Card, the weekly Bulletin and, for the most up to date information, on the school [SOCS](#) system. This information is also displayed on the screen in the Sports Hall.

Home matches usually begin at 2:30pm and the children are ready to go home or attend an extra-curricular activity at 4:00pm. Parents are warmly encouraged to attend both home and away matches.

Swimming

Children start weekly swimming lessons in the summer term of Reception and this continues for the rest of their time at school. Children are placed in small ability groups and coached by qualified instructors.

Swimming lessons for children in Years 5 and 6 start at 8.00am and children should arrive between 7.45am – 7.55am to allow time to change. Swimming lessons for other year groups will be timetabled through the morning and details of swimming days and times for each class will be sent out at the start of each term.

Inter-house swimming competitions for children in Years 2 - 6 are held in the Summer Term and some children in Years 4 - 6 will be selected for our swim squad to compete in galas against other schools throughout the year.

Swimming lessons form an important part of the curriculum so all children should attend the weekly swimming lesson. If this is not possible, please provide your child with an absence note addressed to the Head of Swimming, Ms Shaw (kshaw@cheshamprep.co.uk). Your child should come to the Swimming Pool as though to swim and can sit in the poolside seating and read a book.

It is important to ensure that all swimming kit is named.

STATIONERY

All stationery items are supplied for children up to Year 2.

In Years 3 and 4, most equipment is supplied but we ask that you provide the following named items: flat pencil case (not tin) that can fit inside a tray; canister style pencil sharpener and colouring pencils. Geometry sets are not required.

Children in Years 5 and 6 should have the following items in a named pencil case: pencils; rubber; ink pen; colouring pencils; short ruler; and a glue stick. In order to organise their books, pupils are required to have four A4 folders. These may be purchased from school and a letter will be sent to parents from the Head of Senior School about this in the Summer Term. Parents of children joining the school will receive information in their Joining Pack.

TOYS

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

TRANSITION TO NEW YEAR GROUPS

Staff hand over meetings are held at the end of the school year to ensure that children's needs are met as they move up through the school.

Children move up from Nursery into one of two Reception Classes. They stay in these classes through Years 1 and 2.

At the end of Year 2, the children are mixed with new children joining the school to create four classes. Year 2 and Year 3 teachers meet to ensure that each class has an even distribution of boys and girls; abilities; and new and current pupils. This is an opportunity for children to make new friends and develop their social skills, whilst still coming together for shared PE and Games, and at break times. They remain in these classes for the rest of their time at Chesham Prep.

Parents of children transferring from Year 4 to Year 5 are invited to attend a meeting in the summer term. This is to discuss the changes that their child will experience, primarily the move from a largely class teacher based education to one where the child will move around the school to be taught by subject specialist teachers.

TRIPS

All pupils at Chesham Prep have to opportunity to take part in school trips. As children progress through the school, these become more frequent and longer in duration. Younger children in the Early Years enjoy trips to local woodland, a farm and the zoo. For children in Years 1 to 6, there are trips related to their learning and a trip to either the pantomime (Years 1 to 4) or the theatre (Years 5 and 6).

All children from Year 3 to Year 6 take part in Activity Week in the second half of the summer term. Year 3 take part in day trips and children in Years 4 to 6 have the opportunity to participate in activity-based residential trips: one night for Year 4, two nights for Year 5 and four nights for Year 6.

In addition, children in Years 5 and 6 can take part in optional trips such as the Ski Trip, trips to France or Spain and sports tours.

UNIFORM

All uniform lists are published on the website here – [Uniform](#).

VISITORS

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

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 other toilets on the site.

APPENDIX I – A TYPICAL DAY

Days will vary but below are examples of what your child will expect to do during a typical day at school.

Nursery

8.30am	Registration and welcome. Children are encouraged to say goodbye to their parents outside the door.
9.00am – 10.30am	Activities and lessons. On Fridays, children attend the Achievement Assembly when certificates are handed out by Mr Beale and Heads of Pre-Prep and Junior School.
10.30 – 10.50am	Drink and Snack and Morning Break. Nursery children make use of the Early Years Playground. Weather permitting, children may also use the field and Pirate Ship. If it is very wet or cold, children may use the Sports Hall, the Adlington Hall or their classroom.
10.50am – 11.30am	Circle Time, Show & Tell, activities and lessons.
11.30am – 1.00pm	Lunch followed by playtime.
1.10pm – 1.30pm	Rest time.
1.30pm – 3.25pm	Afternoon activities including Forest School and Story Time. The children are also offered an afternoon drink and snack .
3.30pm	End of the day – pick up or Little Owls.

Reception

8.30am	Registration and welcome. Children are encouraged to say goodbye to their parents outside the door.
8.30am – 9.00am	Settling in activities. On Fridays, children attend the Achievement Assembly when certificates are handed out by Mr Beale and Heads of Pre-Prep and Junior School.
9.10am – 10.30am	Morning lessons, predominantly Literacy and Maths.
10.30am – 10.50am	Drink and Snack and Morning Break. Reception share the Lower Quad Playground with Years 1 and 2. Weather permitting, children may also use the field and Pirate Ship. If it is very wet or cold, children may use the Sports Hall, the Adlington Hall or their classroom.
10.50am – 11.30am	Morning lessons, predominantly Literacy and Maths.
11.30am – 1.00pm	Lunch followed by playtime.
1.05pm – 2.15pm	Afternoon lessons such as, but not restricted to, Art, Forest School, French, Music and PE.
2.15pm – 2.30pm	Afternoon Break. The children are also offered a drink and snack.
2.50pm – 3.25pm	End of the day – pick up or Little Owls.

Years 1 & 2

8.30am	Registration and form time.
8.50am	Phonics practice. On Fridays, children attend the Achievement Assembly when certificates are handed out by Mr Beale and Heads of Pre-Prep and Junior School.
9.10am	Morning lesson – usually English or Maths.
10.20am	Morning break and snack. Children in Years 1 and 2 share the Lower Quad Playground with the Reception children. Weather permitting, children may also use the field and Pirate Ship.
10.50am	Morning lessons - usually English and/or Maths.
11.50am	Lunch followed by playtime.
1.00pm	Registration then Afternoon lesson such as Music or Spanish.
2.15pm	Afternoon break.
2.30pm	Afternoon lesson such as History or Art.
3.30pm	End of the day – pick up, After School Club or Little Owls.

Years 3 & 4

8.30am	Registration and form time or Assembly.
9.10am	Morning lesson such as English.
10.30am	Morning break and snack. Children in Years 3 and 4 play on the Upper Quad playground. Weather permitting, children may also use the field and Pirate Ship.
10.50am	Morning lessons such as Maths or Computing.
12.10pm	Lunch followed by playtime.
1.05pm	Registration then Afternoon lesson such as Spanish.
1.40pm	Afternoon lessons such as Music, Science or History.
4.00pm	End of the day – pick up, After School Club or Late Club
Note: on Tuesdays and Thursdays, Years 3 and 4 may play matches in Games. Hyperlink	

Years 5 & 6

8.30am	Registration and form time or Assembly.
9.10am	Morning lesson such as English.
10.30am	Morning break and snack. Children in Years 5 and 6 play on the Astroturf. Weather permitting, children may also use the field and Pirate Ship.
10.50am	Morning lessons such as Maths or PE.
12.45pm	Lunch followed by playtime.
1.40pm	Afternoon lessons such as RE, Spanish, Music or Computing
4.00pm	End of the day – pick up, After School Club or Late Club
Note: on Wednesdays and Fridays, Years 5 and 6 may play matches in Games. Hyperlink	

APPENDIX II – THE CURRICULUM

Early Years – Nursery and Reception

The Early Years is fortunate to hold an exemption certificate, which allows us to offer an enhanced Early Years Curriculum. In addition to lessons and activities with their class teachers, Nursery and Reception children are taught by subject specialist staff for French, Spanish, PE, Computing and Music. These lessons take place either within the classroom or in one of the specialist areas such as the Sports Hall. The children also visit Forest School and, from the summer term in Reception, have a weekly swimming lesson.

Seven areas of learning and development comprise the curriculum framework and are used to plan the children's and activities. These areas cannot be delivered in isolation; they are all equally important and depend upon one another to support a rounded approach to a child's learning and development.

Children initially develop the three prime areas of communication and language, physical and personal social and emotional development. This will then enable and support a child's ability to develop skills in the four specific areas of literacy, mathematics, understanding of the world and expressive arts and design.

Forest School

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

Our qualified Forest Schools Practitioner leads Forest School sessions. In their sessions at Forest School, the children learn to make fires and toast marshmallows, sausages, popcorn and pancakes on pancake day; build shelters and dens; go on mini beast hunts and build mini beast hotels; build assault courses with logs and wood; enjoy art and craft like flower pressing; build tyre swings, and make concoctions in the mud kitchen. The children wear 'puddle suits' and wellington boots to allow them to enjoy Forest School, whatever the weather.

Junior School – Years 1 - 4

There are two mixed ability forms in Years 1 and 2 and four forms in Years 3 and 4. The day is divided into eight lessons for Years 1 and 2 and nine lessons for Years 3 and 4.

All children are taught English, Mathematics, Science, History, Geography, French, Spanish, Religious Education, Computing, Music, Art, Physical Education, Games and Personal, Social and Health Education (P.S.H.E) in line with National Curriculum guidelines. In Year 4, the children are split into sets for Mathematics. The groups are divided into 'A' and 'B' sets and a smaller 'C' set. Lessons in English and Mathematics take place each day and are usually timetabled for the morning.

Educational visits take place throughout the year to places of interest related to work in the classroom. Educational groups visit the school to enhance the teaching and learning about historical topics such as the Romans. There is an activity week in the summer term when the children experience a wide range of sporting and academic activities on and off site to enhance the curriculum.

Senior School – Years 5 and 6

There are three mixed ability forms in Years 5 and 6 and the day is divided into nine lessons.

All children are taught English, Mathematics, Science (Biology, Chemistry and Physics), History, Geography, French, Spanish, Religious Education, Computing, Design Technology, Music, Art, Physical Education, Games

and Personal, Social and Health Education (P.S.H.E) in line with National Curriculum guidelines. Subject specialists for all subjects teach pupils. When children have a particular passion for a subject, they are encouraged to investigate the relevant 'Subject Enthusiast' page on Google Classroom.

The children in the Senior School are split into sets for English and Mathematics. The groups are divided in to 'A' and 'B' sets and a smaller 'C' set. Lessons in English and Mathematics are usually timetabled for the morning.

Educational visits take place throughout the year to places of interest related to work in the classroom. Educational groups visit the school to enhance the teaching and learning such as delving deeper into Science during a Forensic Day. During the summer term, the children in Senior School participate in a residential trip allowing them to experience a variety of outdoor activities to enhance the curriculum.

Chromebooks

Children in Years 5 and 6 use Chromebooks as their 1:1 devices. These complement handwritten work and enrich the children's learning experiences and equip pupils with the skills they need to thrive in a technology-driven world. Chromebooks are taken to and from school daily for use in lessons.

The school has carefully selected a device that offers excellent value for money and these are purchased by parents, through the school, for their children. Information about Chromebooks is sent out to all parents of Year 4 pupils towards the end of the school year.