



HEYWOOD PREP
CORSHAM

Prep Handbook Years 3 to 6 2018-19





CONTENTS

WELCOME FROM THE HEADS OF LOWER AND UPPER PREP	Page 2
1.0 INTRODUCING THE PREP DEPARTMENT	Page 3
2.0 LIFE IN THE PREP DEPARTMENT	
2.1 Your first day in the Prep	Page 4
2.2 Dropping off	Page 4
2.3 Registration	Page 4
2.4 Late arrival	Page 4
2.5 Assembly	Page 5
2.6 Snacks, lunches and tea	Page 5
2.7 Collection	Page 5
2.8 If your child is ill or absent	Page 5
3.0 LEARNING IN THE PREP	
3.1 Curriculum	Page 6
3.2 Extra-curricular lessons	Page 6
3.3 School Trips	Page 6
3.4 Handwriting	Page 7
3.5 Homework	Page 7
3.6 Supporting Your Child's Learning at Home	Page 7
3.7 Special Educational Needs and Disabilities Department	Page 9
3.8 Gifted, Able and Talented Department	Page 9
3.9 Assessments	Page 9
4.0 LIFE IN THE WIDER SCHOOL	
4.1 Rewards	Page 9
4.2 Sanctions	Page 10
4.3 House System	Page 10
4.4 After School Clubs and Activities	Page 10
4.5 Holiday Club	Page 10
4.6 Friends of Heywood	Page 11
4.7 Transition	Page 11
5.0 PRACTICALITIES	
5.1 Contacting the School	Page 12
5.2 Lost Property	Page 13
5.3 End of Term Arrangements	Page 13
5.4 School Policies	Page 13
5.5 Photographs	Page 13
5.6 Snow	Page 14
5.7 Holidays During Term Time	Page 14
5.8 Fees and Invoicing	Page 14
APPENDICES	
Appendix 1: Plan of the School	Page 15
Appendix 2: Staff Contact Details	Page 16
Appendix 3: Term Dates	Page 17
Appendix 4: List of Annual School Events	Page 18
Appendix 5: Uniform List	Page 20
Appendix 6: Illness and Exclusion Times & Medical Needs	Page 22
Appendix 7: Complaints Procedure	Page 24



Welcome from the Heads of Lower and Upper Prep

A very warm welcome to the Prep Department. The purpose of this handbook is to give both new and current parents useful information on the various routines and aspects of life in our Prep Department.

Our aim is to enthuse children, enabling all to reach their potential and teaching them how to be independent as well as thoughtful and considerate of others. We provide a happy and caring environment, allowing everyone to flourish whatever their particular talents or interests and encouraging all to play a full and active role in the life of the school. In the Prep Department our pupils experience a diverse curriculum that encompasses every aspect of their development – from their academic, physical and creative prowess to their social, cultural, spiritual and moral well-being. Pupils learn to work successfully with others and celebrate their own and others' achievements.



We recognise that we represent only one of several key stepping stones along a child's educational journey and therefore a smooth transition to subsequent senior schools is vitally important for us. As pupils move on from Heywood Prep, we seek to equip them with the skills, confidence and enthusiasm to always give their best in the future and enjoy themselves whilst doing so.

Do please keep in regular touch with your child's Form Tutor. We are sure that you will agree that successful education is built on a strong partnership between home and school. We look forward to a happy and successful association with you and your family in the years ahead, working together to provide your child with educational

excellence.

Please do not hesitate to contact us if you would like any further information or there are any aspects regarding the Prep Department that you wish to raise.

Fiona Colbridge

Head of Lower Prep

Leonora Martin

Head of Upper Prep



1.0 INTRODUCING THE PREP DEPARTMENT



Mrs Rebecca Mitchell
Headmistress



Mr Tim O'Connell
Deputy Head
Year 4 Form Tutor
SLT



Miss Fiona Colbridge
Head of Lower Prep
Year 3 Form Tutor
SLT



Mrs Leonora Martin
Head of Upper Prep
Head of Art
SLT



Mr Thomas Ruane
Director of Studies
SLT



Mrs Heather Fitzpatrick
Year 6 Form Tutor



Mrs Samantha Millard
Year 5 Form Tutor



Mr Alasdair Carr
Year 5 Form Tutor



Mrs Camilla Evans
Year 4 Form Tutor



Miss Kimberly Evans
Year 3 Form Tutor



Mrs Annette Bidgood
Learning Enhancement
Co-Ordinator



Mrs Anne Miller
Teaching Assistant



Mrs Michelle Harris
Teaching Assistant



Mrs Tracey McGregor
Teaching Assistant



Miss Sadie Fenton
Teaching Assistant



Mrs Sian Klukowski
Teaching Assistant



Mrs Lee Jane Hawkes
PA to the Headmistress/
Admissions



Mrs Alison Davis
School Secretary



2.0 LIFE IN THE PREP

2.1 YOUR FIRST DAY IN THE PREP DEPARTMENT

On the first day of the Autumn Term, staff will be on hand from 8:00am to help new children and parents to find their way around the school. Children can be dropped off in Breakfast Club 7:30-8:00am, the playground from 8:00am – 8:20am or in the classroom by 8:30am.

If your child is joining Heywood Prep mid-year, their Form Tutor and your child's nominated buddy will come to meet you both in the School Office when you arrive and take your son/daughter to their classroom.

Children should bring their school bag, water bottle, PE/Games kit, daps, coat and blazer on their first day in Prep. They should take everything to their classroom and their Form Tutor will ensure that all their belongings are put away in the correct place.

At the beginning of the academic year, pupils will spend the first lessons of the day with their Form Tutors during which time Pupil Planners and exercise books will be issued. Form Tutors will also go through the lesson and homework timetable with their class and discuss any other important information.

Children require a Heywood Prep school bag and those in Year 4 and above, a clearly named pencil case containing pencils, rubbers and a sharpener and ruler. A set of colouring pencils is also needed for Humanities lessons. Felt tip pens and gel pens can also be useful. Children who have gained their Pen Licence will need at least one ink pen. This can be a cartridge pen or an ink roller ball (blue ink only). Children in Year 5 and 6 are welcome to bring in their own calculators, compasses, protractors etc. though the school will provide these when necessary. It would help greatly if special individual items are also named. Children in Year 3 do not require pencil cases, all the equipment they need will be supplied.

Children are allowed to keep a clearly named water bottle, with a sports cap to minimise spillages, in class (no larger than 1 litre). These should only contain water and be taken home and refilled on a regular basis.

2.2 Dropping Off, 7:30 – 8:20am

A Breakfast Club is available between 7:30am and 8:00am, during which time children will have a choice of cereals and toast/croissants, fruit juices and fresh fruit. At 8:00am, the children are taken to the playground for a supervised playtime until registration. Booking forms for Breakfast Club can be requested from the school office.

On subsequent days, children may be dropped off in the playground (or School Hall if raining) from 8:00am – 8:20am. Children are then collected from the playground by their Form Tutor. After 8:20am, children in Years 1-6 should enter the school through the side door into the cloakroom. They should change into their daps and leave their outdoor shoes in the cloakroom. Blazers should be taken to their classroom. On Mondays, or the first day of term, sports kit should be taken down to the changing rooms when children come into school.

We encourage children to come into school carrying their own belongings unless necessary to have assistance and come into the building from the cloakroom independently. If you wish to speak to your child's teacher, please do go to the classroom to speak to them directly.

All children need to be in their classroom ready for registration by 8:30am.

We request that parents with children in the Prep Department do not accompany their children into the classroom so that they learn to manage their own belongings.

2.3 Registration 8:30am

Registration will take place in the classroom at 8:30am. Any children entering the classroom after 8:30am may be marked as 'late' in the register. Registration is an important part of the day when we prepare the children for the day ahead.

2.4 Late Arrival, after 8:30am

If you arrive after 8:30am, please take your child to the School Office to sign the late register.



2.5 Assembly 8:40 – 9:00am

There are 4 assemblies each week as follows:

- Monday – Headmistress's Assembly
- Tuesday – Singing practice
- Wednesday – Pre- Prep Celebration Assembly
- Thursday – -Prep Celebration Assembly
- Friday – Class Assembly

Every Wednesday and Thursday we like to celebrate the children's achievements inside and outside school during assembly. If your child has gained any certificates or won trophies or achieved anything which you would like us to share with the whole school, you should send details in to their Form Tutor by first thing Tuesday morning at the very latest.

Each class leads a Friday morning assembly once per term in those terms when they do not have a major production. Dates are published in the school calendar. The assembly starts at 8:40am and usually lasts for approximately 20 minutes. Parents and other family members are invited to attend; tea and coffee are served before and after assembly.

2.6 Snacks, Lunches and Tea

All children have a mid-morning drink of water or milk and a snack at 10:40am.

All children have a hot lunch which is freshly prepared on site every day by our catering provider, Holroyd Howe. Copies of the menu are posted on the website each week (see www.heywoodprep.com/news) and on notice boards around the school. Two hot meal options are always available (one meat or fish and one vegetarian). In addition, soup and a salad bar are available.

All children eat their lunch in the School Hall with staff members to supervise them.

Parents should notify the school of any food allergies or other requirements using the Medical Form which is part of the Registration Pack. Should your child's needs change, please notify Mrs Hawkes in the School Office.

Children staying for Activity Clubs and the After School Club are offered a drink and snack immediately after school and at 5.15pm are served a light tea. The tea menu is included on the weekly menus.

2.7 Collection 3:30pm

The school day finishes at 3:30pm. Parents should wait on the gravel drive just inside the school gates. Your child's Form Tutor will bring the children out and dismiss them one by one.

Children are dismissed in their navy school coat, grey cap (boys) or hat (girls) during the Autumn Term and Spring Term and blazers remain in the classroom. In the Summer Term, we dismiss the children in their blazer and cap (boys – girls do not wear a hat in the summer). Children shake hands with their Form Tutor and say "Good afternoon" before leaving.

Form Tutors are only allowed to dismiss children to someone other than their parent if the School Office receives notification from you (this also applies to play-dates). If we do not have permission, we will ring you to ensure that you are happy for the person presenting themselves to collect your child.

We wait on the gravel until approximately 3:35pm; in the event that children are left after that time and have not been booked into After School Care or After School Clubs, we will send the children to Homework Club and telephone you to ensure that all is well.

2.8 If Your Child is Ill or Absent

If your child is unable to attend school due to illness or other circumstances, please call the office to notify us as soon as possible. If a child does not come into school and we have not heard from you by 9:30am, we will call to confirm the reason for the child's absence.

Please see Appendix 6 for guidance on illness and exclusion times.



3.0 LEARNING IN THE PREP

3.1 Curriculum

The curriculum in the Prep Department is closely allied to the National Curriculum. However, as an independent school, we are able to extend this to provide a broad and stimulating curriculum to engage pupils and engender curiosity and a love of learning as well as achieve high academic standards.

At the start of each term, Curriculum Maps are sent out to parents, along with letters from Form Tutors, outlining what will be covered in each subject. If you would like further information on a particular area of the curriculum, please speak to the teacher concerned who will be able to provide details on content and delivery.

All pupils in Years 3-6 have a Form Tutor who is their pastoral point of contact and who will teach his/her class for part of the curriculum. Alongside the core subjects of English and Mathematics, children in Year 3 – 6 also have lessons in Science, Humanities, Computer Science, Art and DT, Music, MFL, Games and PE, RE and PSHE. Specialist teaching is provided for most year groups in Science, Humanities, Computer Science, Music, French, Games and PE. Years 5 and 6 also have specialist teaching in Maths and English. We feel that contact with several teachers during the day is a strength of the school as we use the specialisms of individual teachers who can pass on their enthusiasm and knowledge of different subjects to the children. For our Year 6 pupils, it is also good preparation for Senior School, where they will have a different teacher for every subject.

During the week, children also attend a variety of Individualised Learning sessions for half an hour before lunch. These are intended to provide support, enrichment or extension and range from Maths and English support groups to Latin and Problem Solving challenges.

There is a wide scope of extra-curricular activities and opportunities for children in the Prep Department. Regular sporting fixtures and tournaments with other local schools, trips, including a residential trip in Year 6, as well as other special events throughout the year also greatly enrich the children's learning experience.

3.2 Extra Curricular Lessons

Tuition is available in a wide range of instruments including piano, guitar, violin, flute, saxophone and drums, as well as speech & drama. If your child wishes to play an instrument that is not listed, we can usually find a teacher!

As with most schools, our music staff are self-employed and your contractual arrangement is directly with the teacher, who will invoice you on a termly basis.

If you would like your child to participate in any of these lessons, please contact the School Office for an application form. Your application form will be overseen by your child's Form Tutor so that they may contact you if they feel that attending music/drama lessons during the school day will have a negative impact on their learning.

3.3 School Trips

Prep classes organise at least one educational trip per term to support their studies.

Parents will be notified of trips well in advance and permission sought where necessary. The cost (travel plus entry fee) is added to your termly bill, in arrears. The school provides a packed lunch, drinks and snacks, as necessary.

Electronic equipment such as computer games and portable music players are not permitted on school trips.



Where appropriate, parents may provide a small amount of pocket money (max £5 unless otherwise agreed) for their children to purchase items whilst on the trip, but should not feel under any pressure to do so. Teachers will indicate in their trip letter when this is appropriate.

3.4 Handwriting

Children continue to practise their cursive script in regular handwriting sessions throughout the week. When children have achieved a consistent, well-formed and fluent style of handwriting they can be awarded their Pen Licence which is presented to them in our Celebration Assembly. Children are then able to write using a fountain pen or ink rollerball in all subjects apart from Mathematics. Pens should be blue ink only.

We place great emphasis on the standard of presentation of work in school and parents should also encourage children to pay careful attention to this when completing their written homework.

There are some variations in the way that some cursive letters are formed; we form our letters in the following way:

Aa Bb Cc Dd Ee Ff Gg
Hh Ii Jj Kk Ll Mm Nn
Oo Pp Qq Rr Ss Tt Uu
Vv Ww Xx Yy Zz

3.5 Homework in the Prep

Each week, children in Year 3-6 are set an online Maths homework using *Mathletics*. Maths teachers set differentiated homework tasks and the children have a week to complete them. Alongside these tasks, children will still be required to commit their tables and division facts to memory. Years 5 and 6 will also be set past papers and arithmetic papers when applicable.

Children will be given weekly spellings to learn and time should be directed towards developing and extending reading fluency, comprehension and spelling. We really do feel that the children would benefit from reinforcing these key skills and having quality time to do so.

In order to provide the children with enrichment activities, Form Tutors will also send home a list of optional tasks relating to topics studied in Humanities at the start of each half term. All Heads of Department contribute to the suggested tasks and the children will have the freedom to complete all, or none of these activities. Any work completed at home should be brought into school to be shared with the class and achievements celebrated.

3.6 Supporting Your Child's Learning at Home

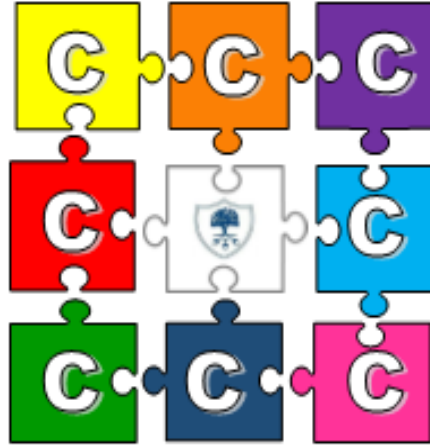
There are a number of ways that you assist your child in their learning:

- Check that your child's Pupil Planner is filled in clearly and regularly. Please initial this at least once a week.
- Agree a timeframe for homework and work within it.
- Ensure that things are not left until the last minute - especially at weekends.

Please do let the relevant member of staff know if your child is having problems regarding any homework they have been set.



Language for Learning



At Heywood Prep, our Language for Learning enables children to develop important attributes and skills that build character, ensuring that they are fully equipped to be lifelong learners.

<u>Creativity</u>	We are able to think up and design new inventions, produce works of art and solve problems in new ways. We can develop an idea based on an original or unconventional approach.
<u>Commitment</u>	We are able to work through our problems and show positivity and determination when facing new and challenging obstacles.
<u>Curiosity</u>	We have a desire to learn or know about new things, we are able to ask questions and will always challenge ourselves to find new ways of looking at things.
<u>Craftsmanship</u>	We spend time developing our skills and abilities to achieve our goals to the best of our ability.
<u>Confidence</u>	We have the courage to try new things. We believe in ourselves and know that good things can happen when we try our best.
<u>Compassion</u>	We treat others with kindness and respect and show tolerance and understanding of others' differences.
<u>Communication</u>	We are able to share with others our thoughts and ideas and listen carefully to what others have to say.
<u>Collaboration</u>	We are able to work together with others to solve problems or reach a goal.



3.7 Learning Enhancement Department

We have a department dedicated to supporting children who have particular learning needs. The Learning Enhancement Department may support children for a short period to close a gap in their learning, or over a longer period if the need arises. Support available includes group support in class, 1:1 intervention, Individual Action Plans detailing targets for the child and teachers to work on, or recommendation to or liaison with external agencies such as Educational Psychologists and Speech and Language Therapists. Referrals are usually made by the child's teachers, in consultation with the parents. However, if you feel that your child may benefit from the guidance or expertise of Mrs Bidgood and her team, please do contact your child's Form Tutor or Mrs Bidgood directly (annette.bidgood@heywoodprep.com).

3.8 Gifted, Able and Talented

The Learning Enhancement Department also make provision for those children who excel in particular areas of the curriculum, or indeed across the whole curriculum.

We believe that all children have the potential to improve their level of performance and to become more able, acquiring and developing their skills through hard work. There will be those who are considered 'exceptionally able' whose individual needs will require special provision.

'Talented' children are those who are able in Art, Drama, Music and Sport; 'exceptionally talented' children will also require special provision.

Teachers will monitor the performance and progress of all children using assessments and examinations throughout their time in the School. The School considers that 'exceptionally able and talented' pupils are those pupils who achieve, or have the ability to achieve, at a level significantly in advance of the average for their year group.

The school has its own internal procedure for identifying and supporting Gifted, Able and Talented children. If you feel that your son/daughter should be considered for the programme, please contact Mrs Annette Bidgood (For further information, please see our Gifted, Able and Talented Policy on our website).

3.9 Assessments

We conduct formal standardised assessments twice per year; in October/November and in May/June (dates are published in the school calendar). In addition to curriculum tests that enable to the teacher to identify gaps in learning, children also sit age standardised tests, which enable us to track their learning as they move through the school to ensure they make good progress. If you have any questions regarding assessment, please do contact your child's Form Tutor.

4.0 LIFE IN THE WIDER SCHOOL

4.1 Rewards

The school attaches much importance to courtesy, integrity, good manners, good discipline and respect for the needs of others.

House Points are awarded to children for their good work as well as for their behaviour, manners and helpfulness. Children are able to gain green House Point tokens which are placed in the relevant container in the entrance hall. Each Form Tutor also chooses a 'Star of the Week' who is awarded a certificate in our Celebration Assembly and a Golden Star to add to the House Point container. Children may also be chosen to receive a Headmistress's Commendation for a particular achievement.



4.2 Sanctions

Occasionally, children will need to know that their behaviour is not what we would expect of them. At Heywood Prep we have a whole-school Behaviour Policy, which is available to view on the school website.

At Heywood Prep we have a traffic light system of sanctions. Children can be given an 'amber warning' for inappropriate behaviour in class. If a child does not adjust their behaviour they will be issued with an Amber Card. Certain behaviour may warrant the issuing of a straight Amber Card or for serious misdemeanours a child will be issued with a Red Card. A sticker notifying parents will be placed in the Pupil Planner and with a physical Amber or Red Card detailing the unacceptable behaviour. Parents are asked to sign the card and return it to the Form Tutor via the Pupil Planner. Children who are given an Amber Card will miss 5 minutes of Golden Time on a Friday afternoon; those with a Red Card will miss 10 minutes.

4.3 House System

All children and staff belong to one of Heywood Prep's three houses: Danes (red), Saxons (yellow) and Romans (blue). The house system encourages friendships between year groups, and enables children to foster the values of loyalty and responsibility. There are regular House Meetings and inter-house competitions happen throughout the year. Children are allocated a House upon entry to Reception, and siblings are always assigned to the same House.

4.4 After School Clubs and Activities

The school remains open until 6:00pm every day, other than on the last day of term when the main school closes at midday.

At 3:45pm, children either go to an Activity Club or Homework Club.

Children who are still with us at 5:15pm will be given a light tea. The tea menu is published each week along with the lunch menu.

Activity Clubs

A wide range of Activity Clubs are on offer each term, including sports, arts, music, dance, judo, fencing, gardening, cookery, Lego robotics and more!

Before the end of each term, a letter is emailed to parents outlining the details of clubs running the next term. A further online form is emailed to parents to complete with their chosen club selections. Parents are asked to complete this form as soon as possible to register their child for their chosen clubs. Places are allocated on a first-come, first-served basis.

Activity Clubs start at 3:45pm and normally finish at 4:45pm.

Please note that there are no Activity Clubs during the last week of term. Supervision is available if you are unable to pick your child up at 3:30pm. If you require after school supervision during the last week of term please contact the School Office.

4.5 Holiday Club

Once term ends, the Holiday Club swings into action. Holiday Club operates every half term and throughout the school holidays, with the exception of Christmas week, Bank Holidays and the staff training days immediately before the start of each term.

The club is run by staff from the school and nursery and provides a wide range of activities run by our own staff and external specialists, including music and dance, sports, cookery and occasional trips out to local landmarks and playgrounds.

Holiday Club booking forms are made available online before the start of the holidays. The day is split into 3 sessions: Sunrise (8am – 10am), Main Session (10am – 4pm) and Sundown (4 – 6pm).



Children attending the Holiday Club will need to bring their own packed lunch, drinks and snacks (which must be nut free).

4.6 Friends of Heywood

Friends of Heywood (FOH) is a parent body which aims to promote and build the school community by holding regular events, parent socials and raising funds for extra-curricular activities in support of learning.

FOH is a group of fun-loving parent volunteers. They welcome and value any contribution you can make, however small or intermittent. Please see the FOH pages of the school website for details of how to get involved or contact one of the committee members or class reps.

4.7 Transition

During the Summer Term, we aim to prepare children for the move up into their next class. Transition meetings also take place between teachers, ensuring that the progression from one year group to the next is as smooth as possible for the children.

Shortly after the half term holiday in May, the Headmistress will write to parents with details of Form Tutor allocations for the following academic year. We feel that continuity of pastoral care is extremely important as children move from Year 5 into Year 6, as families will be making choices about secondary education and many children will be sitting entrance examinations soon after entering Year 6. For this reason, we try wherever possible to allocate the same Form Tutor to a class as they move into Year 6, as the Tutor who has established a rapport with the children and families throughout Year 5 is then on hand to offer advice and support during this important time. During the final week of the Summer Term, children will have the opportunity to spend an afternoon with their new teacher. On this day, parents are also invited to an informal tea party after school to meet their child's teacher.

An essential role of the Prep Department is to prepare pupils for the next stage of their education, so that they will progress to senior schools as confident and independent individuals, with a joy of learning. We have an annual Future Schools Evening in the Summer Term, at which parents have the opportunity to speak to staff from various senior schools in the locality and also learn about how they can help prepare their child for entrance exams. Parents of children in Year 4 or 5 are welcome to come into school to discuss their child's future schooling and parents are encouraged to visit different senior schools during the course of the year. We have an excellent relationship with each of the local senior schools and are ideally placed to work with parents to identify the right school for their child, whether in the independent or state sectors.

In the January of Year 6, following class-based preparation, pupils take entrance examinations and attend interviews for various independent schools. In recent years, our Year 6 leavers have secured places, including many scholarships, at the following schools:-

Dauntsey's School
Kingswood School
Prior Park College
St Mary's, Calne
Stonar School

King Edward's School
Monkton Combe School
The Royal Bath High School
Warminster School
Westonbirt School



5.0 PRACTICALITIES

5.1 Contacting the School

Your son or daughter's Form Tutor has the responsibility for overseeing the academic and pastoral care of your child. It is the Form Tutor to whom you should turn to if you are concerned at any time about your child's work or social relationships. It is our hope that a constructive relationship will grow between your family and the Form Tutor that will enable everyday problems to be dealt with swiftly and satisfactorily.

The Form Tutor is supported by the Head of Lower or Upper Prep in monitoring academic progress and pastoral matters.

If you would like to discuss another area of school life, please contact the School Secretary who will direct you to the relevant member of staff.

The School Office

The School Secretary, will be happy to answer you queries, take messages, or direct you to the member of staff with whom you wish to speak.

The office is open from 8:00am until 6:00pm, during term time, and from 9:00am until 4:00pm during the school holidays.

The main telephone number for the school is: 01249 713 379

You may also wish to contact the school by email: office@heywoodprep.com

Please note that any urgent or time sensitive messages should be communicated to us by telephone.

News stories and general updates are posted on our website: www.heywoodprep.com

Contacting Teaching Staff

Due to the nature of their role, it is usually difficult for teaching staff to take telephone calls during the day.

If you need to speak to you child's Form Tutor, please either catch them at drop-off or pick-up, call the office to make an appointment, or email them. Email addresses are listed in the appendix.

When emailing teaching staff, they will aim to respond within 24 hours. If your message is time sensitive, please call the school office.

Who Should I Contact?

Form Tutor	School Secretary Mrs Alison Davis office@heywoodprep.com	Headmistress's PA Mrs Lee-Jane Hawkes hmpa@heywoodprep.com
Any issues relating to homework, curriculum and pastoral issues.	After School Activity/Care, including ad-hoc bookings	Appointments with the Headmistress
Questions about school trips.	Notification of sickness/unexpected absence from school or lateness	Admissions
Notification of achievements for assemblies	Questions relating to the school calendar	Uniform queries
	Reporting any changes to medical needs	Requests for absence during term time, for the attention of the Headmistress
	Holiday Club bookings	

If you are unsure, Mrs Hawkes, will direct you to the member of staff who can help you.



Escalating

If, following your conversation with the Form Tutor you still have concerns, the next step is to contact the Head of Department. Following that, you should contact the Deputy Head if you still wish to talk to a member of staff. If the issue is still not resolved having spoken to the Deputy Head you should contact the Headmistress. All staff email addresses can be found in Appendix 2. The partnership between us will work best if communication is open and honest.

Contacting the Headmistress

If you need to discuss a matter with Mrs Mitchell, please contact her PA, Mrs Lee-Jane Hawkes, to make an appointment. Mrs Hawkes can be contacted on the main school number, or by email at: hmpa@heywoodprep.com

Contacting the Director

Mr Antrobus is always happy to meet with parents. He may be contacted via the office or by email at: sam.antrobus@heywoodprep.com

After School Club

Should you need to contact the After School Club, please first try the main school number 01249 713379.

If your call is not answered, please call: 01249 714 692

Holiday Club

Should you need to contact the Holiday Club, please first try the main school number: 01249 713379.

If your call is not answered, please call: 07503 481914

5.2 Lost Property

All named items are returned to the children. Any unnamed items of lost property will be placed in a box in the cloakroom. Please contact your child's Form Tutor if they have lost any item.

5.3 End of Term Arrangements

School ends at 3:30pm on the final day of the Autumn and Spring Term (4pm for Nursery).

On the last day of the Autumn and Spring Terms, a prize giving assembly is held to which parents of prize winners are invited.

On the last morning of the Summer Term there is a formal Speech Day at 10:45am and school ends at 12 noon.

There is no After School Care on the last day of term.

5.4 School Policies

Copies of our policies and procedures can be found on the school website or requested from the School Office.

5.5 Photographs

The school will occasionally take photographs of pupils for curriculum or marketing purposes, or to record events such as sports matches, plays and performances or school trips.



Photographs are vetted by a member of the leadership team before being used on the school's website or in any of the school's marketing communications.

Parents are welcome to take photographs of their own children participating in school activities. If parents wish to place photographs of their children on social media websites, they must ensure that the photographs are not going to cause offence or embarrassment to the school, or any other child in the photograph. No child should be named as appearing in a photograph without the consent of that child's parents.

5.6 Snow

It may occasionally be necessary to close the school due to snow or other adverse weather. This will always be the last resort and the decision to close will only be taken if the Headmistress believes it is unsafe for the school to remain open.

If the school is to be closed, a notice will be placed on the website as soon as a decision is taken, and usually before 7:00am. Staff and parents should check the website before travelling to school if in doubt about whether the school will be open. Updates will also be placed on Twitter (www.twitter.com/HeywoodPrep) and Facebook (www.facebook.com/HeywoodPrep).

If it starts to snow heavily during the school day we will endeavour to get the children home as soon as possible and will contact parents using the telephone numbers provided. Parents should please ensure that they keep the school updated of any changes in contact details.

5.7 Holidays during Term Time

Since a change of law in September 2013 it is no longer possible for the school to authorise parents to take their children out of school for holidays during term time unless the Headmistress deems it an 'exceptional circumstance'. Requests for time off school should be made in writing to the Headmistress.

5.8 Fees & Invoicing

Fees are payable in advance on, or before, the first day of each term. Fees should be paid by direct transfer into the School's bank account, or by cheque. Cash is not accepted for payment of fees. Interest will be charged on overdue balances and the school reserves the right to exclude children if fees are not paid.

Extras such as Activity Clubs, After School Club, Holiday Club and school trips are invoiced at the end of each term.

Childcare Vouchers can be used to pay for Nursery Fees, Activity Clubs, After School Club and Holiday Club, but cannot be used to pay School Fees.



Appendix 1

Plan of the School

The plan shows the main areas of the School



- A** Main Building – Year 1-6 Classrooms
- B** Nursery and Art/ Classroom and the Treehouse (Learning Enhancement)
- C** School Office, Reception Classrooms and Management Office
- D** Headmistress' Office



Appendix 2

Staff Contact Details

Mitchell, Rebecca	head@heywoodprep.com	Headmistress
Hawkes, Lee-Jane	hmpa@heywoodprep.com	Headmistress' PA and Admissions
Davis, Alison	office@heywoodprep.com	School Secretary
Bidgood, Annette	annette.bidgood@heywoodprep.com	Head of Learning Enhancement
Colbridge, Fiona	fiona.colbridge@heywoodprep.com	Head of Lower Prep Year 3 Form Tutor Head of History
Evans, Kimberly	kimberly.evans@heywoodprep.com	Year 3 Form Tutor
O'Connell, Tim	tim.o'connell@heywoodprep.com	Deputy Head Year 4 Form Tutor
Evans, Camilla	camilla.evans@heywoodprep.com	Year 4 Form Tutor Head of Science
Samantha Millard	samantha.millard@heywoodprep.com	Year 5 Form Tutor Head of Maths
Carr, Alasdair	alasdair.carr@heywoodprep.com	Year 5 Form Tutor Head of Computer Science
Fitzpatrick, Heather	heather.fitzpatrick@heywoodprep.com	Year 6 Form Tutor Head of English
Ruane, Thomas	thomas.ruane@heywoodprep.com	Year 6 Form Tutor Director of Studies
Cowan, Katie	katie.cowan@heywoodprep.com	After School Club
Knight, Chris	christopher.knight@heywoodprep.com	Director of Sport
Martin, Leonora	leonora.martin@heywoodprep.com	Head of Upper Prep Head of Art
Angelique Williamson	angelique.williamson@heywoodprep.com	Head of Music



Appendix 3

Term Dates

TERM DATES FOR ACADEMIC YEAR 2018 - 2019

AUTUMN TERM: 2018

Inset: Monday 3rd and Tuesday 4th September 2018

Begins: Wednesday 5th September 2018

Half Term: Friday 26th October to Friday 2nd November 2018 (inclusive)

Ends: Friday 14th December 2018 at 3.30pm (School); 4pm (Nursery)

No After School Care on this day

SPRING TERM: 2019

Inset: Monday 7th January 2019

Begins: Tuesday 8th January 2019

Half Term: Monday 18th February to Friday 22nd February 2019

Ends: Friday 29th March 2019 3.30pm (School); 4pm (Nursery)

No After School Care on this day

SUMMER TERM: 2019

Inset: Tuesday 23rd April 2019

Begins: Wednesday 24th April 2019

Bank Holiday Monday 6th May 2019

Half Term: Monday 27th to Friday 31st May 2019

Ends: Friday 12th July 2019 at 12 noon



Appendix 4

List of Annual School Events

We have certain events which happen each year at roughly the same time. There are of course many other events that take place but those which are annual events are:

Autumn Term

FoH Second Hand Uniform Sale	First Friday of half term
Individual/sibling school photographs	September
Targets and effort grades published	End of September
Settling-in Parents' Evening	End of September
Open Morning	October
Harvest Festival	October
FOH Halloween Disco	October
Assessment Week	November
Nursery and Pre-Prep Nativity plays	December
Nursery Christmas Party	December
Prep Christmas Carol Concert	December
Short Reports published	Penultimate Friday of term
Whole-school trip to pantomime	December
Prize Giving	Last day of term

Spring Term

FOH Second Hand Uniform Sale	First Friday of half term
Targets and effort grades published	End of second week
Young Voices at the 02 Arena	January
FoH Valentine's Disco	February
Year 5 and 6 Cushion Concert	March
Year 3 and 4 play	March
Parents' Evenings	Final week of term
Prize Giving	Last day of term

Summer Term

FOH Second Hand Uniform Sale	First Friday of half term
Targets and effort grades published	End of second week
Year 3 & 4 Cushion Concert	May
FOH Family Summer Fun Day	June
Year 6 residential trip	June



Assessment Week	June
Sports Day	May/June
Year 5/6 play	June
Full academic report	Final week of term
Move-up Day	Final week of term
Meet the Teacher (for parents)	Final week of term
Leavers' Dinner	Final week of term
Speech Day	Last day of term



Appendix 5

PREP UNIFORM LIST

SEPTEMBER 2018

** Please note that Velcro top buttons on the children's shirts are not acceptable, as they pop open and the ties do not hold them closed**

Asterisked items are branded and so must be purchased from our uniform supplier. Other items may be purchased elsewhere.

<p>WINTER</p> <p>Navy blue fleece-lined waterproof coat* Grey blazer with integral badge* Grey cap* or felt hat* with badge (optional) Blue shirt or blouse (long sleeved) Tie* Grey jumper* or cardigan* Grey trousers or grey skirt* Grey socks or grey tights</p>
<p>SUMMER</p> <p>Navy blue fleece-lined waterproof coat* Grey blazer with integral badge* Blue shirt (short sleeved) or summer dress* Grey jumper* or grey cardigan* Tie* and grey shorts (with shirt) Grey socks (with shorts) white socks (with dress)</p>
<p>OTHER UNIFORM ITEMS</p> <p>Black school shoes Book bag* or backpack* Scarf, gloves, winter hat, sun hat (optional)</p>

Prep Sports Kit

<p>Basic Kit (required every term)</p> <p>Navy Base layer* Games top* White Polo* Smock top* Tracksuit bottoms* Shorts* or Skort Games Socks* White sport socks Water bottle Sports holdall* Trainers</p> <p><u>Recommended (not essential)</u></p> <p>Navy beanie* Gloves with grip</p>



Seasonal Kit					
Autumn Term		Spring Term		Summer Term	
Boys	Girls	Boys	Girls	Boys	Girls
Shin Pads Gum Shield Boots Boot bag*	Shin Pads Gum Shield Boots Hockey stick Hockey stick bag <i>(big enough to hold gum shield & shin pads)</i>	Shin Pads Gum Shield Boots Hockey stick Hockey stick bag <i>(big enough to hold gum shield & shin pads)</i>	N/A	Cricket trousers Sun cream Cap*	Sun cream Cap*

Where to Buy Uniform

The school's official outfitter is 'JMS Stitch & Print', in the basement at John Moore Sports, 2 Argyle Street, Bath. Uniform can be purchased online and delivered, please visit the John Moore webpage: www.johnmooresports.co.uk

Second hand uniform sales are organised by the Friends of Heywood. Sale dates are posted on the website: www.heywoodprep.com/FOH

Winter Uniform

Winter uniform is worn from the first day of the Autumn Term until the last day of the Spring Term. Navy coats and grey hats/caps should be worn when travelling to/from school.

Summer Uniform

Summer uniform is worn from the first day of the Summer Term until the last day of the Summer Term. Blazers and caps (boys only) should be worn for travelling to and from school; navy coats will be kept in school.

Hair and Jewellery

Hair that touches a child's collar should be tied back with a hairband. One pair of plain gold or silver stud earrings may be worn, which must be removed for Games and PE. No other jewellery is permitted at school for health and safety reasons. Hair ribbons and bands should be navy or school uniform colours.

Nametapes

Nametapes may be ordered through the uniform supplier.

All tops to be labelled at the back of the neck. All bottoms to be labelled in the waist band. Please label the navy school coat and school blazer at the back of the neck, not in the pocket.

Please ensure that all uniform is labelled as unnamed items will be passed to the second hand shop!



Appendix 6

Illness and Exclusion Times & Medical Needs

From time to time children are sick (vomit) either at home or at school. Unfortunately, it is not possible to distinguish between the causes, and therefore it is essential that the same rule of exclusion applies in all cases of vomiting or diarrhoea. In the Health Protection Agency document, "Guidelines for the Control of Infection and Communicable Disease in School and Early Years Settings", the guidance is:

Diarrhoea and Vomiting exclusion

Diarrhoea and/or vomiting commonly affects children and staff and can be caused by a number of different germs, including viruses, parasites and bacteria. Infections can be easily spread from person to person (by unwashed hands), especially in children. In general, it is recommended that any staff member or child with diarrhoea and/or vomiting symptoms must stay away or be excluded from the school or early years setting until they have been free of symptoms for 48 hours (the '48-hour rule') and feel well. Personal hygiene whilst ill must be very strict.

If your child is sick at school, we will ask you or your emergency contact to take your child home. They should not return for 48 hours. We appreciate that this is inconvenient in many cases, and you may not believe your child is ill, but you will appreciate that we do this in all cases and it should reduce the risk of infection for all children in school. As an example, if your child is sick at lunchtime on a Tuesday, they should not return to school until after lunch on Thursday, provided there have not been any further episodes of vomiting.

Thank you for your understanding with this. Further guidance on infection control may be found on the [Health Protection Agency website](#).

Other exclusion times (this list is not exhaustive)

Illness	Symptoms	Exclusion time
Chicken pox	Feeling sick, headache, high temperature, aching, painful muscles, spots in clusters anywhere on the body	Children should be kept away from school until all the blisters have formed scabs
Scarlet fever	Widespread fine pink rash which feels like sand paper to touch, high temperature, flushed face, red and swollen tongue, sore throat	Children should be kept away until they have been on a course of antibiotics for at least 24hrs
Slapped cheek	Bright red rash on cheeks, sore throat, headache, temperature, itchy skin	Children should be kept away while they are showing the red cheeks symptoms
Conjunctivitis	Sticky eyes in the morning, running eyes during the day	Children do not need to be kept away from school but should consult their doctor or pharmacist about cream which can be put on during the day
Norovirus	Sickness, stomach cramps, diarrhoea	Children should be kept away from school for 48hrs after the last episode



Hand, foot and mouth disease	Fever, poor appetite, runny nose, sore throat, blister-like rash on hands, feet and in the mouth	Children should be kept away from school if they have the rash and a fever
Ringworm	Ring like rash anywhere on the body but feet and groin area are most common	Children do not need to be kept away from school but the school should be notified to enable more stringent hygiene measures to be put into place
Worms	Most common type is threadworm which look like small white pieces of thread in stools. Sometimes people also get itchiness around the bottom and genitals	Children do not need to be kept away from school but the school should be notified to enable more stringent hygiene measures to be put into place

Medical Needs

At the time of registering you would have filled out a medical form, containing details of any known medical conditions, allergies, etc. This information is held in the school's medical register and class teachers and kitchen staff are informed of any specific conditions or requirements.

Please inform the office of any change to an existing medical condition, or any new condition.

If your child is prescribed medication which needs to be administered during the school day, you will need to complete a Medical Consent Form, which can be obtained from the office, or downloaded from our website: www.heywoodprep.com/Useful-Forms

Dietary Requirements & Allergies

We are able to cater for most dietary requirements, and a vegetarian option is always provided. Please inform the office of any change in requirements.

Please note that Heywood Prep is a Nut Free Zone. Please do not bring any products containing nuts or nut products onto the school site.



Appendix 7

Complaints Procedure

WHAT TO DO IF YOU HAVE ANY CONCERNS OR COMPLAINTS

The school's Complaints Procedure can be found on the website. The key points are summarised below:

Initial Procedure

It is hoped that most complaints and concerns will be resolved quickly and informally.

If parents have a complaint they should normally contact their child's Form Tutor.

In many cases, the matter will be resolved straightway by this means to the parents' satisfaction. If the Form Tutor cannot resolve the matter alone, it may be necessary for him/her to consult the Head of Department.

Complaints made directly to the Headmistress will usually be referred to the relevant Form Tutor or Head of Department, unless he deems it appropriate for him to deal with the matter personally.

The Form Tutor will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved within a few days or in the event that the class teacher and the parent fail to reach a satisfactory resolution, then parents will be advised to proceed with their complaint in accordance with Stage 2 of this procedure.

Formal Resolution

If the complaint cannot be resolved on an informal basis, then the parents should put their complaint in writing to the Headmistress. The Headmistress will decide, after considering the complaint, the appropriate course of action to take.

In most cases, the Headmistress will contact the parents concerned, within two days of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage.

It may be necessary for the Headmistress to carry out further investigations before reporting back to the parents and this should take no longer than a week.

The Headmistress will keep written records of all meetings and interviews held in relation to the complaint.

Once the Headmistress is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of the decision in writing. The Headmistress will give reasons for his decision.

Further Steps

Details of the procedure for parents who are not satisfied with the outcome of this process can be found in the Complaints Procedure.

Parents wishing to make a complaint about the Headmistress should do so to the Director, Mr Antrobus, whose can be contacted via the office.