



# SEVENOAKS PREPARATORY SCHOOL

## A - Z of Useful Pre-Prep Information – September 2018

### Activities and Clubs

*Ballet\** : takes place for girls and boys in all forms throughout the Pre-Prep. Girls need a Chloe pale pink leotard and crossover skirt, pink crossover ballet cardigan, pink soft-soled ballet shoes and pink socks (not tights). Black, low heeled character shoes are an option from Year 2. These items are available from First Stage, Bank Street, Sevenoaks. Boys need a school tracksuit, white polo shirt and black soft-soled ballet shoes or plimsolls. A limited stock of second hand items is available from the school shop.

*CYCLEme TOTS\** : is offered to Nursery and Kindergarten children. It gives the children a fun and engaging introduction to balance bikes and they have the opportunity to develop their balance, co-ordination, body and spatial awareness.

*Gymnastics* : is offered as an after school club for pupils in Years 2-5 in the main school hall. School PE kit or the children's own gymnastic clothes can be worn. A school club leotard for boys and girls is also available from Dancing Boutique in Tunbridge Wells, [www.dancingboutique.com](http://www.dancingboutique.com).

*Instrumental music\** : a range of individual lessons is available during school hours. Children can learn an instrument from Year 1 and parents who wish their child to learn an instrument should indicate on the activities form which is sent out before the start of the year.

*Recorder groups* are available for pupils in Years 1 (and 2\*).

*Choir* is available for pupils in Year 2.

*Judo\** : takes place for boys and girls in Year 2 and above. Further information available from the School Office.

*Spanish\** : Spanish classes are offered after school to pupils in Years 1 and 2.

*Street dance\** : takes place for boys and girls in Reception, Years 1 and 2. Pupils should wear their school PE kit for this activity.

*Tennis Club*: takes place for boys and girls in Year 1 and above. Further information is available from the School Office.

*Tennis Coaching\** : is offered for pupils in Years 1 and 2. Further details are available from the School Office.

*Golf\** : is offered to pupils in Reception, Years 1 and 2. Pupils should wear their school PE kit for this activity.

*Football\** : is offered to pupils in Reception, Years 1 and 2 by the Rondos Academy. Pupils should wear their school PE kit for this activity. A 'Mini Rondos' session is offered for Nursery and Kindergarten children.

*\*Please note that there is a charge for these extra-curricular activities and that some fees are charged directly by the individual teachers.*

## **After School**

You are very welcome to picnic in the grounds after school, but as a matter of safety, please ensure that your children are supervised and do not allow them to play:

- on the adventure playground or grass area at the rear of the school as these areas are used by Late Stay and Little Oaks until 6.00pm;
- in the Kindergarten/Reception gardens
- on scooters or bikes until after 4.00pm
- or interfere with Senior games lessons or other activities which may be taking place.

## **Appointments**

The Head and form teachers are always happy to discuss any problem or query you may have; please do not hesitate to ask. If the discussion is likely to take some time, please make an appointment to ensure adequate time is allowed.

## **Assembly**

There is an assembly most mornings for Reception, Year 1 and Year 2 that includes stories and songs. It is broadly Christian-based, with the opportunity to talk about other faiths through their festivals. This is interspersed with different themes that will stimulate reflection and thoughtful behaviour. We also aim to promote British Values and 'Growth Mindset' during these times (see Growth Mindset section later in this guide). Once a week there is a Celebration Assembly, which includes Kindergarten, to applaud birthdays, house badges etc. (See 'Rewards' section later in this guide.) Occasionally parents are invited to performance assemblies. Kindergarten, Reception, Year 1 and Year 2 join together regularly with the rest of the school for whole school assemblies. Throughout the academic year we welcome a number of visiting groups and speakers to conduct assemblies.

## **Attendance / Absence**

Absences from the Pre-Prep should be reported before 8.30am either to the Pre-Prep Office on **01732 763 572** or by emailing via parents' individual **School Portal Accounts**. Parents are asked not to arrange family holidays that conflict with school attendance as it can disrupt the child's progression through the curriculum and he/she can miss out on enjoying the many activities organised at the end of each term. In special circumstances, where parents find it impossible to comply with this request, a leave of absence must first be obtained from the Head of Pre-Prep.

## **Calendar and Communication**

The school calendar is posted on the School Portal which can be accessed from the main website ([www.theprep.org.uk](http://www.theprep.org.uk)). It contains sports fixtures, school trips, parents' evenings, social events and future term dates.

A weekly newsletter is emailed to parents each Thursday afternoon. It contains school notices, information on activities, updates or additions to sporting and other events and details on activities/clubs etc. Letters and notices are often emailed to parents and/or carers.

Each year group produces a half-termly newsletter for parents.

Letters home are usually sent via email. However, occasionally, communications are sent home via the children, so please remember to check their bags regularly. Each form has its own notice board for school information, teacher's notices and Events Committee information (see later section).

### **Car Park**

Please park in the main school car park and use the one-way system for drop off and pick up. Please park sensibly to maximise space at the busy morning and pick up rush. Do not leave children unattended in the car park; the grassy area between the car park and road is dangerous and out of bounds. Please avoid parking in the designated staff car parking areas at all times.

### **Change of Contact Details**

Please inform the school office of any change of address or contact details as soon as possible. This includes changes to work, business and mobile phone numbers and email addresses for you or your emergency contacts. It is essential that the school is able to contact you quickly in the case of an emergency. Please also inform your Form Reps so the form contact list can be updated.

### **Classroom Help**

Each form has a teaching assistant who helps and supports the children and class teachers. Occasionally, we invite parents to assist at special events, clubs or activities.

### **Collection of Children**

It is a regulatory requirement if your child is in Nursery, Kindergarten or Reception (Early Years) that you give written notification that someone other than yourself will be collecting your child, whether it is at the end of school, Acorns, Little Oaks or Late Stay. A form is available from your teacher.

If your child is in Year 1 or Year 2 and someone other than yourself will be collecting your child, please notify the school either in person, by email or telephone.

### **Contacting the Pre-Prep**

Office Tel No - 01732 763 572

Late Stay/Little Oaks tel. no (3.15-6.00pm) – 07502 563 876

Email - [pre.prep@theprep.org.uk](mailto:pre.prep@theprep.org.uk)

### **Daily Routine**

<b>Year</b>	<b>Childs Age</b>	<b>Start From</b>	<b>Finish</b>
Nursery	2½ - 3	8.15am	12.30/ 3pm
Kindergarten	3 - 4	8.15am	12.30/ 3pm
Reception	4 - 5	8.15am	3.15pm
Year 1	5 - 6	8.15am	3.15pm
Year 2	6 - 7	8.15am	3.15pm

\* For before and after school care please see the Wraparound Care section later in this handbook.

## **Data Protection**

For information about our Data Protection practices, please see our Privacy Notice on the school website.

## **Dogs**

We are lucky to have wonderful grounds for the school community to enjoy. However, our priority is the welfare, safety and security of the children in our care. For these reasons we would ask you please to **keep all dogs on a lead anywhere on the school grounds at all times.** Additionally, please could dogs be kept to the car park and central playing field areas only - dogs should not be brought beyond either the Pre-Prep or the Prep School wooden gates or be allowed into the school buildings at any time.

## **'Drop and Go'**

To help ease congestion in the car park at peak times in the morning a 'Drop and Go' facility is available between 8.15am and 8.30am for parents of children in Reception and above. Children are assisted out of the car in the 'Drop and Go' zone at the end of the car park nearest the Pre-Prep and taken into school by staff. Prep pupils (Years 3-8) may also be dropped off there and walk independently to the Prep via the path around the edge of the car park.

## **Early Years Foundation Stage Regulations**

Every child in Nursery, Kindergarten and Reception has a designated Key Person. Parents will officially be informed as to who to contact with regard to your child.

The Safeguarding Children Policy is available on the school website or is available free of charge in printed form upon request from the school office.

You have a legal right to see your child's records at any time.

If you have any concerns regarding the school and these have not been dealt with to your satisfaction, you have a legal right to contact ISI (0207 600 0100).

## **Early Years – Your Contribution**

Parents are asked to help Nursery, Kindergarten and Reception teachers form a complete profile of the children by contributing to their online Tapestry '*Learning Journals*'. Parental involvement is an essential element in gathering and sharing observations and information needed to complete EYFS profiles at the end of Reception. Please do contribute to this by passing on photographs and/or anecdotal evidence and information about what your child has been doing outside school.

## **Fees**

For Nursery and Kindergarten fees are charged per session. A session is attendance for one morning or afternoon each week during term. (Ad hoc extra sessions are allowed only in exceptional circumstances – please contact our Pre-Prep Administrator.) Reception and Years 1 and 2 are charged per term.

Fees must be paid in advance, on or before the first day of term. If fees for extra activities are known by the start of term, they will be charged in advance; otherwise they will be included in the following term's invoice. When fees have to increase, a term's notice will be given in writing. A full term's notice must be given if you wish to withdraw your child from the school; otherwise the fees for the following term must be paid in full.

## **First Aid**

All staff receive regular First Aid training. In addition to this, the school has a number of staff qualified in Paediatric First Aid and as First Aiders at Work. Further information can be found in the First Aid Policy on the school website.

## **Food Policy and Provision**

Together with catering contractors Accent ([www.accentcatering.co.uk](http://www.accentcatering.co.uk)) we provide healthy and nutritious food, as well as teaching the children about the benefits of eating well. Our aims are:

- not to use genetically modified ingredients;
- not to serve any food that contains mechanically retrieved or formed meat;
- to keep processed food to an absolute minimum;
- to keep salt, sugar, and additives low;
- to source as many products from local suppliers as possible;
- to use free range/organic produce; and
- to encourage children to drink water throughout the day.

Every effort is made to ensure we are a “*nut free*” school – no nuts or nut oils are used in cooking or as ingredients. If you choose to send your child into school with food products, e.g. birthday cakes, please ensure that they are nut free.

*Lunch:* all lunches are freshly prepared each day by our catering team. Fresh fruit and vegetables are on offer every day. There are two sittings and children are served by their form teachers who encourage them to eat healthily, but never force them to eat. If a child is allergic to or intolerant of a particular item, or has special dietary requirements, please inform the school and provision will be made. The weekly menu is displayed both on the school website and on the notice board in the Pre-Prep Office.

*Little Oaks Tea:* Little Oaks provides a tea at 4pm which comprises a savoury snack (sandwiches/sausage roll etc), fruit, a cake or biscuit and a drink. This is meant as a nutritious snack to sustain the children until collection, not as an alternative to an evening meal.

*Snacks:* children in the Nursery and Kindergarten are offered fruit with either milk or water as a mid-morning snack. Children in Reception, Years 1 and 2 are offered milk or water and a biscuit at break time; they may also bring in a piece of fruit. Please note that sweets, crisps or fizzy drinks are not permitted. Water is always available at school.

It can be a challenge to make healthy food a popular choice – please help us by ensuring your children eat nutritious food at home and encouraging them to try new foods.

## **Forest School**

Forest School sessions are available for Nursery, Kindergarten and Reception children and are led by a qualified Forest School leader. These holistic learning sessions take place in a natural woodland environment in all seasons and aim to foster a positive relationship with nature. Activities will include identifying flora and fauna, cooking on a campfire, safely using a selection of tools for wood craft, den building and low level rope walks. Navy blue all-in-one waterproof outfits are needed.

## **Golden Time**

Golden Time is a behavioural management plan for Years 1 and 2 and is a reward at the end of the week for keeping to the school’s Way of Life. Occasionally, children may lose some minutes of their *Golden Time* and are asked to sit quietly to reflect upon why. Children are always

warned first that their behaviour is not satisfactory and that they could lose *Golden Time* if they continue. The onus is then on them to choose how they behave.

## **Growth Mindset**

We encourage the concept of growth mindset, which was developed by psychologist Carol Dweck. Children who embrace growth mindsets – the belief that they can learn more or become smarter if they work hard and persevere – may learn more, learn it more quickly, and view challenges and failures as opportunities to improve their learning and skills.

## **Hair**

It is important that children with long hair should have it neatly tied back out of their eyes. Hair accessories should be burgundy, navy or black only, and be of an appropriate size.

## **Health**

The Kent Health Protection Unit advises us on child health issues if we have specific concerns. It is recommended that hearing, sight and colour vision tests be carried out annually from Reception.

In accordance with Health Protection Agency guidelines, if a child has suffered from **sickness or diarrhoea, they must be kept at home for 48 hours following the last symptoms** to avoid cross contamination.

## **Homework**

Parents are asked to support children in their learning throughout their stay in the Pre-Prep, for example, bringing in items of a chosen colour in the Nursery class or sound table objects in Kindergarten. The transition to more formal homework begins in Reception and further details on this can be found in the 'Specific Information by Year' section of this guide. If there are any worries over homework, please contact the form teacher.

## **Jewellery**

Children are not allowed to wear jewellery at school, other than small stud earrings (which will need to be removed or covered for PE).

## **Late Collection**

If you are late to collect your child, he/she will join Acorns/Late Stay until 4.00pm and then Little Oaks until 6.00pm. All contact numbers will be called and messages left if necessary. **The Late Stay/Little Oaks tel no (3.15-6.00pm) is 07502 563 876.**

## **Learning Support Department**

We have a Learning Support Department to help pupils of any ability who have a specific challenge in reaching their academic potential. There is one department for the whole school, which aims to provide continuity as the children progress through the school.

***What should I do if I am concerned about my child's progress?*** The first port of call is always your child's form teacher. Please explain your concerns to your teacher and if you would like him/her to speak to Mrs Helen Shere (the school's Head of Learning Support), please make this clear. The Learning Support Department will then contact you directly for an initial conversation. Sometimes, little hurdles can be ironed out quite quickly using simple strategies in the classroom, but if not, they can assess your child further, with your agreement, to see if there is any evidence of a specific learning difficulty. Mrs Shere is supported in the Pre-Prep by Mrs Morris (Early Years Learning Support Co-ordinator) and Ms Beugling (More Able Learners & English as an Additional Language Co-ordinator).

## **Lost Property**

We work hard to teach the children the importance of looking after their property. However, we always have a collection of lost property in the laundry basket in the cloakroom. It is easy to reunite named items with their owner, but unnamed items that are not reclaimed are sent to the school shop. Sometimes named property disappears too, so please check your child's uniform regularly to ensure you have the correct items and are not doing laundry for someone else's child!

## **Medication**

*Prescribed:* medication should only be brought to school when it would be detrimental to a child's health if it were not to be given during the school day. When medicine is to be taken three times a day, please administer the doses before and after school and at bedtime if possible.

Medicines can only be accepted having been prescribed by a doctor, dentist or nurse and in the original container as dispensed by a pharmacist and must include the instructions for administration. We cannot accept medicines that have been removed from the original packaging, or that have any alterations to the dosage advice. It is parents' responsibility to check that medication stored at school is kept in date and regularly checked and disposed of if necessary.

The Pre-Prep school office will take charge of all medication and it must be suitably marked with the name and form of the pupil concerned. A parental agreement form must also be completed and signed in the Pre-Prep school office prior to the nominated member of staff agreeing to administer the medication.

Where children have a long-term illness, condition and/or need to receive regular medication in school time, a Care Plan will be completed with parents to ensure safe management of an emergency or crisis situation should it occur. This plan must be regularly reviewed. Other emergency medicines, such as asthma inhalers or adrenaline pens, are stored in the children's classrooms so they are readily available to them.

*Non-prescribed:* medication such as Paracetamol suspension or Antihistamine syrup will only be given as indicated on the child's annual medication consent form if deemed necessary by a school first aider.

## **Parents' Involvement**

### *Parents' Forum*

This is a committee made up of a chairperson, secretary and treasurer, together with two representatives from each form in the school, with meetings held three times a year at the beginning of each term. The Form Reps also organise form contact lists and emergency telephone trees and provide help to new parents.

### *Events Committee*

In conjunction with the above, this committee aims to support the school and help families make the most of their time at the school, regularly arranging social events for parents to meet each other and raising money for the school and nominated charities. If you are interested in helping with this, please speak to your Form Reps.

Further details on both the above can be found on the school website under Parents' Involvement.

## Performances

The children usually have two major productions a year, at Christmas and at the end of the Summer term. There are some impromptu concerts for musical groups and individuals throughout the year. Reception, Years 1 and 2 occasionally prepare and hold an assembly to which their parents are invited.

## PE/Games

All children in the Pre-Prep take part in physical activity throughout the school week. The main school hall is used by the Pre-Prep for PE and the extensive grounds, when dry, are ideal for Games. In PE, the focus is on building individual skill levels and co-ordination, e.g. jumping, hopping, rhythm work, dance etc. In Games, the focus is on learning how to play as a team as well as building individual skills such as ball handling and understanding basic rules.

Nursery and Kindergarten have a soft play course provided in the main school hall, as well as music and movement, gym games and ball skills. Reception, Years 1 and 2 are taught a range of PE. Games activities are delivered by their form teacher and senior games staff. In Year 2, the major school sports are introduced: netball, hockey, rounders, football, rugby and cricket. Reception, Years 1 and 2 also attend swimming lessons. (See *Swimming* later in this guide.)

## Photography Policy

Please see Data Protection section.

## Read, Write Inc

We use this structured phonics and reading programme in the Pre-Prep. More information is available on [www.ruthmiskin.com/en/parents](http://www.ruthmiskin.com/en/parents).

## Rewards

Considered and appropriate praise which recognises effort and good learning is an important motivator. Children earn house points for effort, attainment and helpfulness each week and are awarded badges to wear. The badge is kept for a week and then returned to school for the next winner. At our weekly Celebration Assembly, we not only celebrate birthdays but also congratulate our badge winners and those who have gained a place on the weekly Top Table for lunch. At the end of each half term, teachers from Reception, Years 1 and 2 award one child from their form a 'Platinum Award' which is given to a pupil who has been an ambassador for the Prep 'Way of Life'. At the end of the academic year a number of cups and awards are presented to Year 2 pupils for exceptional effort and achievement.

***The Art Enthusiasm Cup*** is awarded to a child from each form in Year 2 who has shown enthusiasm and pride in their art work throughout the year.

***The Copeland Cup for Special Success*** is awarded to a child in Year 2 who, during their time in the Pre-Prep, has made exceptional progress in working to overcome a specific barrier to learning.

***The David Rogers Pre-Prep Cup for Endeavour*** is awarded to a child in Year 2 who has made a sincere and consistent effort to achieve in their work during the year.

***The Madeleine Dickinson Cup*** is awarded to a child in Year 2 who has shown outstanding creative thinking throughout the year.

***The Pre-Prep Sports Cups*** are awarded to one boy and one girl from Year 2 who have shown themselves to be a great sportsperson in both ability and ethos.

**The Shea Cup** is awarded to a child in Year 2 who has progressed and flourished in their work and confidence throughout the year.

**The Pears Cup for Perseverance** is awarded to a child in the Pre-Prep who has shown a Growth Mindset approach to their learning.

**The Sue Binnie Cup** is awarded to a child in the Pre-Prep who displays superb interpersonal skills, quiet self-confidence and a degree of maturity and empathy.

**The Pre-Prep Cups** are awarded to a child from each form in Year 2 who has shown consistent effort, commitment and achievement in the classroom.

The following House Cups are also awarded each year: **The Pre-Prep Sports Day Shield**, awarded to the winning House on Sports Day, **The Year 2 Swimming Gala Cup** and the **Pre-Prep House Cup**, awarded to the House with the most points overall.

## **School Shop**

The school has its own uniform shop on the premises where items of new sports clothing, ties, tracksuits, school skirts, tunics and summer dresses are available. The shop is open on Tuesdays from 2.30–4.00pm and Thursdays from 8.00–9.30am and on specified dates in school holidays. Other items of uniform, such as new blazers, are available from Horncastles in Sevenoaks. For more details, see **Uniform** later in this guide.

A limited amount of second hand uniform is available from the school shop. If parents bring in second hand uniform for re-sale, all items need to be named. 20% of the sale of second hand clothing is retained as commission by the school. Unnamed items of uniform found at school and not claimed by the end of term are passed on to the school shop.

## **Seesaw**

In Year 2, we use an online learning journal called 'Seesaw' on which items of the children's learning (e.g. photos, videos, drawings and text) are documented and are accessible by parents. Parents are asked to sign a consent form for the school to be able to use the system.

## **Sun Protection**

Through the Summer term, all children must have their sun hat in school every day. When weather conditions dictate, please apply sun cream to your child before they are left with us. For children staying all day, 'once a day' sun creams can be useful. Otherwise, they will need a named bottle of sun cream in their bags for re-applying at lunchtime. Your co-operation with this is appreciated, bearing in mind the unpleasant and potentially damaging effects of sunburn.

## **Swimming**

It is our duty to ensure children are given opportunities to learn to swim. Fully qualified instructors give swimming lessons to all children in Reception, Years 1 and 2. Swimming lessons take place at Sevenoaks School pool and at Sevenoaks Leisure Centre.

- Reception pupils swim on a Monday afternoon in the Spring and Summer terms;
- Year 1 pupils swim in the Autumn term on a Monday afternoon and in the Summer term on a Friday morning;
- Year 2 swim on a Friday morning in the Spring term.

## **Toys**

Toys are not allowed in school except a soft toy as a comforter for new, young children.

## **Uniform**

ALL items of clothing must be clearly marked with your child's name.

Sportswear:

- all clothing bearing the school logo should have the name sewn on the outside of the item below the logo;
- tracksuit bottoms should have the name sewn on the side of the pocket on the left-hand side;
- shorts and skorts should be named on the hem of the left leg.

General everyday uniform should be labelled in such a way that it can be easily identifiable (ideally sewn on the manufacturer's labels). Footwear should also be clearly marked and regularly checked. Stockist details for name tapes and shoe stickers are available from the School Shop.

Brand new uniform (not sports kit) can be obtained from Horncastles, 66 High Street, Sevenoaks (01732 453 574) (top end of the High Street, next to Waitrose).

## **Wraparound Care**

### ***Breakfast Club***

This is offered from 7.30 – 8.30am for children in Reception, Years 1 and 2. It is held in the Pre-Prep Hall where pupils have a healthy breakfast and activities are offered. This is a chargeable club which must be booked at least 24 hours in advance.

### ***Acorns***

Acorns provides wraparound care specifically for Nursery and Kindergarten children. An early session is available running from 8.00am to 8.15am, and the after school session is from 3.00pm-4.00pm. These sessions are chargeable and should be booked termly in advance where possible or signed up for on the sheets outside the classrooms. However, children with older siblings at The Prep who are at school until 4.00pm may attend the after school Acorns session free of charge. Children in Kindergarten may join Little Oaks (see below) after Acorns should they need to stay later than 4.00pm.

### ***Late Stay***

This is an arrangement for children with older brothers or sisters in the Prep School (Years 3-8). The children must be collected from Late Stay by 4.00pm. Please sign up for this on the list at your child's classroom.

### ***Little Oaks***

This is a club that meets daily during term time from 3.15pm to 6.00pm and is particularly suitable for children with working parents. Children from Reception to Year 2 are welcome, (though Kindergarten children can join Little Oaks club after Acorns should they need to stay later than 4.00pm). This is a chargeable club: one charge for 3.00-4.30pm including tea, and a further charge from 4.30–6.00 pm. Activities vary throughout the year and include model making, painting, stories, songs, role-play, videos and games, as well as outside play. Please sign up each week on both the list at your child's classroom and the notice board inside the Pre-Prep front door by 9.00am for the days you would like your child to stay, so that suitable staffing can be arranged. Tea is provided at 4.00pm for all those children who have been signed up.

**Late Stay/Little Oaks tel no (3.15-6.00pm) – 07502 563 876**

## Uniform List - Nursery and Kindergarten:

<b>BOYS Autumn &amp; Spring Terms</b>	<b>GIRLS Autumn &amp; Spring Terms</b>
Maroon tracksuit top and tracksuit trousers – from School Shop	Maroon tracksuit top and tracksuit trousers or skirt – from School Shop
Plain white polo shirt	Plain white polo shirt
Grey socks	Maroon socks/tights
<b>Summer Term</b>	<b>Summer Term</b>
Grey shorts	School summer dress (optional) – from School Shop
Plain white polo shirt	Maroon cardigan – from Horncastles
Grey socks	White socks
All-in-one navy blue waterproof outfits are needed for Forest School- please enquire at the School Shop	

- All:** Maroon school book bag and shoe bag in Year colour (with spare set of clothing) – from School Shop  
 Waterproof trousers, wellington boots, school or own winter hat and sun hat (all to stay at school)  
 Shoes/sturdy sandals with Velcro fastenings  
 Navy school coat with detachable fleece (optional) from School Shop, or own dark blue/black waterproof coat

## Uniform List - Reception, Years 1 and Year 2:

<b>BOYS Autumn &amp; Spring Terms</b>	<b>GIRLS Autumn &amp; Spring Terms</b>	<b>Source</b>
Blazer	Blazer	H
Tie		H/SS
Cap (compulsory)	Hat (compulsory)	H
Grey school pullover	Maroon school cardigan	H
Mid grey trousers	School tunic	SS
Grey shirt	White long-sleeve reverse collared blouse	H/OR
Grey socks	Grey tights/socks	H/OR
Black shoes (Velcro fastener)	Black shoes (Velcro fastener) (not boots)	OR
Maroon school book bag	Maroon school book bag	SS
<b>To be kept at school:</b>	<b>To be kept at school:</b>	
Navy School coat with detachable fleece	Navy School coat with detachable fleece	SS
Waterproof trousers	Waterproof trousers	SS
School woolly hat	School woolly hat	SS
Wellington boots	Wellington boots	OR

Reception children will need navy blue all-in-one outfits for Forest School – please enquire at the School Shop.

<b>BOYS – Summer Term</b>	<b>GIRLS – Summer Term</b>	
Grey short sleeved shirt	School summer dress	SS
Tie *	Maroon cardigan	H
Grey shorts	White socks	H/OR
Grey socks	Black shoes	OR
Black shoes		OR

<b>BOYS - Sport</b>	<b>GIRLS - Sport</b>	
School tracksuit	School tracksuit	SS
Maroon shorts	Maroon shorts	SS
School PE polo shirt	School PE polo shirt	SS
Clean white trainers **	Clean white trainers **	OR
Shoe bag in Year colour	Shoe bag in Year colour	SS
School baseball cap	School baseball cap	SS

\* If it is a "red dot day", boys will be allowed to take off their tie and open the top button of their shirt during the school day.

\*\* Trainers should be kept clean in case they are needed for indoor games in the school hall (Velcro fastening recommended).

### **ADDITIONAL Sports Uniform for Year 2**

<b>BOYS - Sport</b>	<b>GIRLS - Sport</b>	<b>Source</b>
White sports socks	White sports socks	OR
School rugby shirt	Maroon skirt	SS
School games socks		SS
Football boots (Velcro fastener or laces if child can fasten themselves)		OR
Shin pads (Compulsory for football)		OR

SS – School Shop – H – Horncastles – OR – outside retailer

# Specific Information by Year

## NURSERY

### Timings

Mornings: 8.15am – 12.30pm, including lunch (drop off by 8.45am)

Full Day: 8.15am – 3.00pm

Children should be brought to the Nursery between 8.15 and 8.45am and collected from there. If your child is staying for an afternoon session they will sometimes join the Kindergarten children.

### Changing the number of sessions

Forms are sent home mid-way through each term for you to indicate whether you wish to increase your child's sessions for the following term.

### Presentation Evening

Informal presentation evenings are held each September and January for the parents of the intakes of Nursery children.

### Photographs

Please supply the school with two passport-sized photographs of your child; one for their school file and one for their classroom peg.

### Progress

Parents are invited to see the Nursery teachers throughout the year, at any time which is mutually convenient, to discuss progress or problems. A Progress Check document is produced at the end of each child's first term and a parents' evening is then held (by appointment) to discuss this. In the Summer term, an informal discussion evening is held to talk about the children's onward transition to Kindergarten. A short written report is issued at the end of the Summer term.

### Help from Home

In Nursery, we are helping the children to become independent and it would assist us if you could encourage them to become "toilet-trained", wash their hands and take off and put on their coats, socks and shoes. We also emphasise saying 'please' and 'thank you' and 'good morning' as reinforcement from home.

### Parental Contribution

Parents are invited to help Nursery staff complete a profile of the children by contributing to their online Tapestry '*Learning Journals*'. Parental involvement is an essential element in gathering and sharing observations and information needed to complete EYFS profiles at the end of Reception. Please do contribute to this by passing on photographs and/or anecdotal evidence/information about what your child has been doing outside school.

## **KINDERGARTEN**

### **Timings**

Mornings: 8.15am – 12.30pm, including lunch (drop off by 8.45am)

Full Day: 8.15am – 3.00pm

Children should be brought in to the Kindergarten classrooms between 8.15 and 8.45am. Please drop off and collect children from the Kindergarten classroom garden entrances.

### **Changing the number of sessions**

Forms are sent home mid-way through each term for you to indicate whether you wish to increase your child's sessions for the following term.

### **Progress**

*Autumn term:* There is an informal presentation evening this term when you can discuss with your child's Key Person how your child has settled and see the type of activities he/she will be covering during the year. A parents' evening (with appointments) is held near the end of term to discuss your child's progress.

*Spring term:* A second parents' evening (with appointments) is held near the end of term to discuss your child's progress.

*Summer term:* A full written report is issued at the end of the term.

Parents are always invited to see the teachers at any mutually convenient time to discuss progress or problems throughout the year.

### **Help from Home**

In Kindergarten, we are helping the children to become independent and it would assist us if you could encourage them to use the toilet, wash their hands, dress and undress. Please avoid lace up shoes. We also emphasise saying 'please', 'thank you' and 'good morning' as reinforcement from home. To help them develop concentration, it would be very helpful if you could encourage them to complete a task, instruction or game.

### **Parental Contribution**

Parents are invited to help Kindergarten staff complete a profile of the children by contributing to their online Tapestry '*Learning Journals*'. Parental involvement is an essential element in gathering and sharing observations and information needed to complete EYFS profiles at the end of Reception. Please do contribute to this by passing on photographs and/or anecdotal evidence/information about what your child has been doing outside school.

## RECEPTION

### Timings

8.15am: Classrooms open  
8.30am: Registration  
3.15pm: End of school

Please drop off and collect children from the Reception classroom garden entrances.

Reception is the beginning of full school life and we expect the children to attend full time.

### Progress Reports

*Autumn term:* An informal presentation evening in September will tell you how your child has settled and explain some of the work he/she will be expected to cover during the year. A parents' evening (with appointments) is held near the end of term to discuss your child's progress.

*Spring term:* A second parents' evening (with appointments) is held near the end of term to discuss your child's progress.

*Summer term:* A full written report is issued at the end of the term.

At any time throughout the year, your child's form teacher is happy to discuss progress or problems; please do not hesitate to ask.

### Help from Home

Helping the children to use a knife and fork correctly will improve their independence and help our effort to promote good table manners. It will also assist us if you continue to encourage them to use the toilet independently, wash hands, dress, undress and practise with buttons. Please continue to avoid lace up shoes. Your child's school planner will come home daily. Please use this for any messages from home as they are checked every morning.

### Parental Contribution

Parents are invited to help Reception staff complete a profile of the children by contributing to their online Tapestry *Learning Journals*'. Parental involvement is an essential element in gathering and sharing observations and information needed to complete EYFS profiles at the end of Reception.

### Homework

Initially, there will be no home learning for the children in Reception because they will be tired from starting school full-time and will need plenty of rest after the long school day. Once the teachers feel the children are ready, the children will start to bring home practical phonic/reading activities, which will then lead onto reading books as the children become more confident with the letter sounds and how to blend them to make words. The books will then steadily progress during the course of the year to suit individual needs.

Other homework that may come home in Reception will be linked to the phonics, mathematical or topic learning, to reinforce what has been taught in school. It is important to note that little and often is the key for Reception-aged children and 10-15 minutes is an optimal time to spend on any homework for this age group.

## **YEAR 1**

### **Timings**

8.15am: Classrooms open  
8.30am: Registration  
3.15pm: End of school

At the end of school at 3.15pm the children will be walked out to the front green playground ready for collection.

### **Progress Reports**

*Autumn term:* An informal presentation evening in September will tell you how your child has settled and explain some of the work he/she will be expected to cover during the year. A parents' evening (with appointments) is held near the end of term to discuss your child's progress.

*Spring term:* A second parents' evening (with appointments) is held near the end of term to discuss your child's progress.

*Summer term:* A full written report is issued at the end of the term.

At any time throughout the year, your child's form teacher is happy to discuss progress or problems; please do not hesitate to ask.

### **Homework**

The children bring home their reading book several times a week with their planners and these should be brought back to school every day. If necessary, please use the planner for any messages. From the Autumn half term, the children will be given maths homework in the form of a game or worksheet. There will also be work connected with the current topic.

From the Autumn term, the children will be sent home a spelling list connected to their Read, Write Inc (RWI) group. There will also be a mathematical homework each week and sometimes a Finding Out task at the weekend.

## **YEAR 2**

### **Timings**

- 8.15am: Classrooms open  
8.30am: Registration  
3.15pm: End of school

At the end of school at 3.15pm the children will be walked out to the front playground ready for collection.

### **Progress Reports**

*Autumn term:* An informal presentation evening in September will tell you how your child has settled and explain some of the work he/she will be expected to cover during the year. A parents' evening (with appointments) is held near the end of term to discuss your child's progress.

*Spring term:* A second parents' evening (with appointments) is held near the end of term to discuss your child's progress.

*Summer term:* There is a Year 2 and Year 3 presentation evening, where parents can meet senior staff and have a tour of the senior school facilities during this term. A full written report is issued at the end of the term.

At any time throughout the year, your child's form teacher is happy to discuss progress or problems; please do not hesitate to ask.

### **Homework**

The children bring home their reading book several times a week, with their planners. If necessary, please use the planner for any messages. Able readers are encouraged to use their local library as often as possible. Science and topic, maths, handwriting and sentence homework will be sent home on a regular rotational basis throughout the year. Helping children to organise a special time and a quiet place to do their homework will be greatly appreciated.

## Sevenoaks Preparatory School Way of Life

1. I ought to think at all times how my every action will affect others in my life – parents, friends, relations, teachers and everyone younger than myself.
2. I ought to treat all others as I would want to be treated myself.
3. I ought not to touch anything that is not mine, unless with permission or unless I am being helpful.
4. I ought to take a personal interest in how other people feel.
5. I ought to be polite to everybody at all times and be positive in my actions.
6. I ought to take responsibility for my maturity by ensuring I assist in the smooth running of the school and my home.
7. I ought to listen to and consider carefully the guidance given to me by my teachers and parents, and then act in the right spirit.
8. I ought to report immediately any damage or unfortunate behaviour to my teachers and/or my parents.
9. I ought to remember that in life my aim should be to solve problems not cause them, to build bridges rather than knock them down, to trust others and to be trusted, to put the need of others first and mine last, to improve and make better whatever or whomever I am involved with.
10. I ought, at all times, to be totally honest to myself and to others.

# Sevenoaks Preparatory School Song

Boys and Girls from around the world  
Are welcome in this school  
Each has their own gift to bring  
To teach us one and all

*To think of each other and not just of ourselves  
Looking out for a friend in need  
To encourage each other with honesty and love  
Makes a better world for you and me*

I make choices every day  
On how I will behave  
True and helpful things I'll say  
Being kind always

*To think of each other and not just of ourselves  
Looking out for a friend in need  
To encourage each other with honesty and love  
Makes a better world for you and me*

After school or out at play  
When no-one's there to see  
I just want to be someone  
That I am proud to be

*To think of each other and not just of ourselves  
Looking out for a friend in need  
To encourage each other with honesty and love  
Makes a better world for you and me*

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