



QUEEN'S
COLLEGE

**PRE-PREP SCHOOL
PARENT HANDBOOK**

2019/2020

INTRODUCTION

Welcome to Queen's College Pre-Prep School

We hope that your child will be happy and successful here. The purpose of this handbook is to ensure that you are fully informed about your child's education and the opportunities available to parents to be involved in the life of the school. We hope it will help you understand how Pre-Prep operates and we request that you keep it for future reference. Regular newsletters and e-mails will keep you informed of any changes.

You may already have a copy of the prospectus which describes Queen's College as a whole. Parents who are new to Queen's College will also have received a Joiners' information Pack for their child which explains many of the practical aspects of starting at Queen's College Pre-Prep School.

Please feel free to call in at the School or ring up, if you have any questions or problems - we can only achieve our aim of bringing out the best in each child if we are working in close co-operation with parents.

Pre-Prep Staff

Miss Samantha Horner: smrh@queenscollege.org.uk	Head of Pre-Prep and Year 2 teacher (job share)
Mrs Helen Hitchin: hh@queenscollege.org.uk	Year 2 teacher and Deputy Head
Mrs Charlotte Baker: cb@queenscollege.org.uk	Year 2 teacher (job share)
Mrs Rebecca Milby: rm@queenscollege.org.uk	Year 1 teacher
Mrs Clare Hood: ch@queenscollege.org.uk	Reception teacher (job share)
Mrs Jill Fear: jkf@queenscollege.org.uk	Reception teacher (job share)
Mrs Gill Harrison: gmh@queenscollege.org.uk	EYFS and Pre-Prep SENCO and Learning Development teacher

Support Staff

Mrs Dawn Coram	Teaching Assistant, pre-and after-school care
Mrs Anne Higgins	Teaching Assistant and after-school care
Mrs Diane Thompson	Teaching assistant, pre- and after-school care
Miss Debbie Robins	Teaching assistant and after-school care
Miss Flora Wills	Teaching assistant, pre-and after-school care

Admissions and Administration

Mrs Vanessa Monks: vmm@queenscollege.org.uk 01823 278928	Junior School Registrar and Pre-Prep Administrator
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Nursery School, Pre-Prep and Junior Headmistress

Mrs Tracey Khodabandehloo: tjk@queenscollege.org.uk

Domestic Staff

Mr John Western	Junior and Pre-Prep Caretaker
Mrs Marilyn Williams	Responsible for lunches
Miss Ewelina Szal	Responsible for lunches

Daily Routine

Pupils Arriving at School

Pupils should arrive between 7.45 and 8.30 am each day from Monday to Friday. The bell goes at 8.30 am for children to be taken to their classrooms.

7.45 am	Arrival for children requiring early morning supervision
8.30 am	Bell for registration
8.40 am	Assembly (times vary throughout the week)
9.05 am	Teaching session
10.20 am	Snack time (milk/water, apple and banana) and playtime
10.45 am	Teaching session
12.00 pm	Reception lunch
12.15 pm	Year 1 lunch
12.30pm	Year 2 lunch
12.30 pm	Reception quiet time
12.45 pm	Playtime
1.30 pm	Teaching session
2.45 pm	Snack time and playtime
3.00 pm	Teaching session or Assembly
3.30 pm	End of school, Year 1 and Year 2 activities start and after-school care starts
5.30 pm	Story-time for children in after-school care
6.00 pm	After-school care finishes

We hold a Pre-Prep and Junior Family Assembly, taken by Mrs Khodabandehloo, every Wednesday at 8.40 am in the Birchall hall. All parents are warmly invited to attend and refreshments are served from 8.30 am.

The Chaplain takes Assembly in Pre-Prep once a week.

Early Morning School Supervision

For those children who need to be left before 8.30 am, early morning supervision is provided. From 7.45 – 8.00 am all early morning children are registered in the Nursery School and then the Pre-Prep children are taken to the Pre-Prep hall at 8 am. Children arriving between 8.00 and 8.25 am, who require early morning supervision, go straight to the hall. Children attending early morning supervision must be accompanied by their parent/carer and signed in. Places are limited and so we request that you only use this facility if you need to get to work.

Children arriving at school before 8.30 am (and not going to early morning supervision), wait with their parents in the entrance hall or library and look at a book quietly until 8.30 am. When the bell is rung children are taken to their classrooms promptly for registration. Children must be brought into school by an adult and not just dropped off in the car parks. **Please make sure you use the designated pathways and crossings.**

End of School Collection

At the end of the day, parents collect their child from the classroom at 3.30 pm, from their club or from after-school care. We need to know who is dropping off and collecting the children - they may only leave in the company of a known adult. If, on an **occasional** basis someone different is collecting your child, please ensure a 'Change to Collection Routine' sheet (on the noticeboard in the Pre-Prep entrance) is completed and handed to your child's class teacher. If

someone other than the parent will be collecting your child on a **regular** basis, please complete a 'Regular Collector' form (available from the Pre-Prep office) and hand to your child's teacher. Please be aware that the 'Regular Collector' form only needs to be completed once. Please be aware that we will consider each of the contacts, including the emergency contact, listed on your child's Contact Form as being 'safe' persons to collect your child and therefore it is **not necessary** to complete either the 'Routine Collection' or 'Regular Collector'. In an emergency where neither the parent nor regular collector is able to collect your child, please telephone the school to notify of any change or delay.

After-School Care (3.30 – 6.00 pm)

If you are unable to collect your child at 3.30 pm, free after-school care supervision is available. Drinks, crackers, fruit etc. are offered at 4.45 pm to those children who are still in after-school care. If your child requires after-school care, please sign him/her up on the list on the noticeboard in the Pre-Prep entrance. Please be aware that children must be collected by 6.00 pm and must be signed out with the after-school staff.

Pre-Prep After-School Clubs (3.30 – 4.15 pm)

Clubs are optional for the children, free of charge and run by the staff. They are available to all Year 1 and 2 children and vary from term to term. Please do not sign your child up for a performing arts class and an after-school club on the same night.

Car parking

There is car parking available at the front of Pre-Prep and behind Pre-Prep just above the Sixth Form centre. Please do not park in the Pre-Prep staff car park or use it as a 'drop-off' zone. Please ensure that your child walks on the footpaths with an adult when walking from the car into school, using the marked zebra crossings for crossing the roads safely.

Access Door/Gate Codes

The gate (giving access from the Pre-Prep staff car park) is open from 7.40–9.00 am and 3.10–6.00pm and the Pre-Prep front door code operates during the same time frame. Outside of these hours please use the main school entrance and press the buzzer on the ring road entry gate for access, and for entry to the Pre-Prep please ring the doorbell.

Morning Snack and Playtime

Children can choose between a drink of milk or water and some fruit before going out to play. We request that toys from home are not brought to school. We have lots of school toys and play equipment for use at playtime. Please ensure your child has a named, blue Queen's College sun-hat and a named bottle of sun-cream in school during the warmer months. Wellington boots should be in school every day - the classes take it in turn to have 'welly play' on the grass. Please ensure a school coat is brought to school every day – our weather is unpredictable! Named woolly hats, gloves and scarves should be brought to school on colder days.

Lunch

Lunch is provided and includes a choice of main course, including a vegetarian option, and dessert. The menu is posted on the entrance board in the Pre-Prep foyer and in the library. Staff sit and eat with the children and encourage good table manners and happy conversation. Should your child have any specific dietary allergies or requirements please discuss with your child's class teacher. A form for the catering team, detailing your child's food intolerance or allergy must also be completed.

Birthdays

We love to celebrate each child's birthday at school and are happy for parents to provide a birthday cake for their child to share with their class. Due to an increase in food intolerances and allergies, we ask that only shop bought cakes are provided, within the original packaging with the ingredients clearly labelled. Cakes must be nut free.

Contact Forms

Please ensure that we have an up-to-date contact form for your child, with the contact details of 3 people, so that we are able to contact you or a family member easily should this be necessary. Please be aware that we will consider each of these contacts as being 'safe' persons to collect your child and therefore it is **not necessary** to complete either the 'Routine Collection' or 'Regular Collector'.

If any of your contact details change please inform us immediately so the form and our database can be amended. Please be aware that the Pre-Prep telephone number does not show up when we call. If you have a phone that screens calls it will not accept a call from Pre-Prep.

Medical Healthcare Plans

If your child has a medical healthcare plan, please ensure it is updated and returned as necessary. If your child has been diagnosed with asthma, please ensure a consent form for the use of an emergency inhaler has been completed and returned.

Outings

We frequently take the children on trips to support and enhance their education and encourage them to explore their local environment. Your consent will be required before every trip. Parents will be advised about the nature of the trip, times, dates and any specific information including costs, which will be charged on the end-of-term bills. A risk assessment is carried out for all off-site activities.

Illness

If a child is unwell or unable to attend school, please telephone 01823 278928/340866 (Pre-Prep telephone numbers) before 9.00 am. If you are in doubt about your child's health, please keep them at home and bring them in later, if they appear better.

If your child has had any medicine, including liquid paracetamol, administered to him/her before coming to school it is imperative to inform the class teacher and let them know what medicine your child has had in the last 24 hours, at what time and what for.

If your child has been prescribed any new medication, he/she must be kept at home for 24 hours in case of any adverse reactions. Following this, if your child needs to have prescribed medicine administered at school, please ensure it is brought to school in the original container with labels attached and is clearly marked with your child's name. You will be required to complete, sign and date a form at school stating when the medicine is to be administered and the dosage.

If your child appears unwell at school or has a raised temperature we will contact the parents to collect him/her. Please ensure we have up-to-date parent contact details and details of an emergency contact in the event of the parents being unavailable. The contact form, which you are asked to complete at the beginning of the school year, is kept for this purpose.

Rashes can be the first sign of many infectious illnesses and children with a rash should be seen by their GP before being sent to school.

Please contact us if a child has to be away from school for any reason, including illness, particularly if it is anything infectious or contagious.

Any child who has had sickness or diarrhoea must remain at home for a minimum of 48 hours after the symptoms disappear.

The EYFS and Pre-Prep 'First Aid and Administration of Medicines and Supporting Pupils with Medical Conditions Policy' can be found on the College website for further details.

Absence during term time

We trust that, since we have long holidays, family breaks will be taken within those dates. Similarly, wherever possible, we expect pupils to have routine medical and dental treatment during the holidays. Permission for absence during term time must be sought in advance from the Junior School Head – Mrs Khodabandehloo (tjk@queenscollege.org.uk)

Accidents/Injuries

If your child incurs an injury at school it will be recorded in our accident folder and a slip will be sent home with details of the accident. For more serious injuries, the parent will be contacted immediately. Staff are first aid trained and we have qualified medical staff on the school site. If your child has an accident and incurs a bump, graze or bruise at home, please inform your child's teacher or the early-morning care staff when you drop your child off. You will be asked to complete and sign a form.

Health and Safety

All school buildings are subject to regular checks and come under the Operations Director's care and maintenance.

Children are always supervised by trained professionals. Risk assessments are always completed for any activities or off-site outings.

Smoking Policy

Smoking and the use of e-cigarettes is not allowed anywhere on the school premises.

Use of mobile phones and cameras

In accordance with our Child Protection and Safeguarding Policy, parents, carers and visitors may only take photographs during events such as plays, concerts or sporting events for **personal** use. Parents should be reminded that the publication of such images (including on personal social networking sites even where access to the image may be limited) may be unlawful.

Personal mobile devices are not permitted in the Pre-Prep and Nursery School, including the Year 2 Prentice Block. Signs in the entrance hall inform parents that the use of mobile phones is prohibited. Please be aware this includes not using your mobile phone to take photographs of information on noticeboards or the 'Star of the Week' board.

Photographic Permissions

We take pride in celebrating the success of all the children at Queen's College Pre-Prep. It is usual for photographs to be taken and used in these circumstances and also for general communications. Such communications may take the form of the prospectus and marketing materials, website communications, social media communications and press releases. We therefore ask that if you do **not** wish for any imagery of your child to be used by Queen's College, please opt out by contacting our Registrar in writing to the college or by email to junioradmissions@queenscollege.org.uk

Full information regarding photography and safeguarding of children can be found in our safeguarding policy.

Christian Tradition

Queen's College is a Methodist foundation and seeks to uphold Christian values. Pupils of all denominations are welcome. Daily assemblies are taken by the Pre-Prep staff and Chaplain. Pre-Prep pupils are included in the annual Harvest Festival and Christmas Carol Service and take part in class assemblies each year, all of which parents are invited to. Pre-Prep pupils also attend the Junior Head's weekly Wednesday Family Assembly, to which parents are similarly invited.

Communication with parents

- For minor issues, parents are encouraged to speak with the class teacher when dropping off or collecting their child, if the staff member is available. The Pre-Prep administrator is available to pass on messages if the teacher is not available. Please be aware that if you email your child's teacher they are unlikely to have the opportunity to look at it until lunchtime or the end of school.
- Parents can contact the school to arrange appointments for meetings which require more time.
- Information relating to the whole school is posted on the weekly noticeboard in the Pre-Prep entrance. Information relating to individual classes is posted on the boards outside the classroom.
- ***Please be sure to read the weekly emailed newsletter which provides information about the coming week's events.*** This newsletter is also posted on the noticeboard in the foyer.
- For urgent messages involving the whole school or specific year groups, we use ClarionCall to send text messages to parents' mobile phones.
- Parents' Evenings are held each term with dates being given in the termly calendar. Appointment sheets are posted in the Pre-Prep foyer.
- Curriculum Meetings are held for each Year group at the beginning of the Autumn term. The purpose of these is to familiarise parents with the curriculum, to explain how we teach English and Maths and discuss how parents can best support their child in their learning at home.
- Termly year group letters provide details of the curriculum areas to be covered that term.
- Parents receive a written report for Reception, Year 1 and Year 2 children at the end of the Autumn and Summer terms.

Pastoral Care

The class teacher is concerned not only with the academic progress of their pupils but also with their involvement in other areas of school life and their relationships with the other children.

Pupil Records

Records are kept of pupils' achievements in all areas of school life and of anything which may affect their happiness and progress at school. Confidential material is kept securely and is available to those who are directly concerned with the child's welfare. Pupils' files are subject to the 2018 General Data Protection Regulation.

Records include:

Reports from previous schools

Copies of official correspondence with parents and guardians

Notes on incidents which affect the child's welfare

Details of any serious sanction

Relevant medical information

Any details that you have given us will not be shared with third parties without your consent.

Our privacy policy, which includes data retention periods and any third party processors, can be viewed by going to <https://www.queenscollege.org.uk/uploads/files/privacy-policy.pdf>

Peer on Peer Abuse

We are fortunate to experience very few problems in this area. We are concerned that no child be unhappy at school because of any form of teasing or upsetting behaviour. We encourage the children to look out for one another and to inform an adult immediately if they are aware of any child being upset. We request that parents inform us if they feel their child may be experiencing difficulties in school. Children and parents can be assured that we will investigate any reports of peer on peer abuse promptly, thoroughly, sensitively and discretely.

Behaviour

The maintenance of good behaviour is essential if the school is to fulfil its aims for the pupils. It is assumed that the standards expected by staff and parents are the same. Our system of discipline is based on mutual respect between staff and pupils; encouragement and the reinforcement of good behaviour are key. Where punishment is deemed necessary it should be appropriate and in proportion to the misconduct, carried out as soon as possible with the child being informed of the reason for the sanction, the behaviour that has been unacceptable and the required behaviour expected. In severe cases of poor behaviour it is the school's policy to consult with parents about the most appropriate sanction. Staff make a written record of any serious incidents and we encourage parents to contact the Head as soon as possible if they have any concerns about their child's behaviour.

Our Behaviour Policy is available to view on the school's website.

Music

Individual music lessons are available in piano, violin, cello, guitar and drums for children in Year 2. Tuition on other instruments may be available.

Recorder

All Year 1 children have a half term of free taster recorder lessons in the summer term. They will then (at the teachers' and parents' discretion) be able to continue with these lessons if they so wish. These are 30 minute shared lessons for new pupils and, for those pupils who continue after the free trial session, the cost will be split between the number of pupils in the group.

Piano

From Year 2, children may have an individual piano lesson. As children need to have made a reasonable start with reading and have a suitable hand span we suggest that age 6 years upwards is appropriate. It will be necessary to have a piano at home for practice.

Violin and Cello - Available to Year 2 children

Those Year 2 pupils, whose parents feel are ready and keen to take up an instrument, will have the opportunity to have 3 free taster violin and 3 free taster cello lessons in the first half of the

Autumn term of Year 2. Parents will then be asked to specify which instrument their child would like to continue to learn after the taster period. For those children continuing, the lessons for the second half of the trial term will be charged for on the end of term bill. Parents will be expected to pay for the cost of music, replacement strings and instrument hire. Please be aware that if children share a lesson in a pair the cost will be divided between them. The entire first term's tuition is regarded as a trial period and notice to stop may be given before the end of the term (i.e. before the beginning of the Christmas holidays). However, once a pupil continues into a second term, a full term's notice in writing is required in the event of a pupil wishing to stop lessons.

Parents are encouraged to accompany their child to lessons for the first term. The violin and cello are very 'technical' instruments and the early stages may be challenging. Parents can be an enormous source of encouragement and support, helping to establish a good basic technique with the posture and bowing.

Music lessons take place during the school day and the children will come out of class for these. It would be advisable to limit the number of instruments a child takes, as lessons and practice both take time and practice needs to be fitted into the evenings when children may already be tired and have homework or other commitments.

Speech

Speech lessons are available from Year 1 and are held in small groups. Children have the opportunity to take examinations and participate in the Taunton Speech and Drama Festival. If your child wishes to take part in the Festival, parents are required to transport their child to and from the venue.

If you wish your child to discontinue Speech lessons, a full term's notice in writing is required.

Queen's College Performing Arts Academy

Pre-Prep children have the opportunity to attend our Queen's College Performing Arts Academy classes as part of the school's co-curricular programme. Ballet, Modern and Creative Dance are offered and take place in the Pre-Prep hall on Mondays after school. There may be the opportunity for the Year 1 and Year 2 children who take these lessons to perform in the whole College dance show in February.

Please ask Miss Horner or Mrs Monks for a Performing Arts form if you wish your child to have dance lessons.

Performing Arts classes will be charged for on the end of term bill. Please be aware that if your child misses a class they will still be charged.

A half term's written notice is required if your child no longer wishes to continue with the lessons.

Snacks

Please be aware that morning and afternoon snacks (fruit, crackers and biscuits) are provided for the children. If your child attends a performing arts class, they may bring a healthy snack to have after the lesson. Please be aware that snacks must be nut-free.

Concerns

Should problems or worries arise, the class teacher is the first point of contact and, in most cases, problems will be easily resolved. However, Miss Horner or Mrs Khodabandehloo are always available if you wish to discuss a matter further or to talk about issues of policy, staffing

or personal problems. Finally, matters can be raised with Dr Lorraine Earps the Head of Queen's College, or with the Governors.

Queries regarding school accounts should be made to Lynn White in the Finance office - telephone: 01823 340843.

PRE-PREP TROUSER UNIFORM

- * Queen's College parka
- * Queen's College black reading bag
- * Queen's College blue baseball cap (summer months)

Grey shorts

Grey long trousers (optional from the second half of the Autumn term to the end of the Spring term)

- * Queen's College gold polo shirt

- * Queen's College pullover

Grey Socks

Black Velcro shoes

PRE-PREP DRESS UNIFORM

- * Queen's College parka
- * Queen's College black reading bag
- * Queen's College blue baseball cap (summer months)
- * Queen's College tartan tunic dress
- * White short-sleeved blouse with reverse collar
- * Queen's College cardigan

Black tights/black socks. Summer term only: white plain ankle socks

Black buckle or Velcro shoes

Forest School Clothing for all children (all named please)

1 lightweight waterproof coat

1 pair of lightweight waterproof trousers (not dungaree-style)

1 pair of Wellington boots

1 hat, 1 scarf and a pair of gloves in cold weather

Reception children require an extra school tracksuit to keep in their Forest School bag

Games Kit for all children:

- * Queen's College white polo shirt

Black shorts (not lycra)

1 pair of non-marking trainers – ideally Velcro fastening (not black daps)

Named PE bag

Black swimming trunks / black swimming costume

1 pair of lightweight swimming goggles

1 yellow /black swimming cap to be worn if hair is longer than collar length

1 small rucksack for carrying swimming kit

- * 1 Queen's College black tracksuit

2 pairs of white PE socks

Shin pads – **Y2 only** (Spring term)

1 gum shield – **Y2 only** (Spring term)

Ballet Clothing (if required) – Available from the Queen’s College Performing Arts department
Boys – White ballet t-shirt, white socks, white ballet shoes, black shorts, ballet bag
Girls – Black Queen’s College leotard, black Queen’s College ballet skirt, pink socks, pink ballet shoes, ballet bag.

Modern/Creative Dance (if required) – Available Queen’s College Performing Arts department
Black Queen’s College leotard (girls only), black leggings/black tracksuit bottoms, black Queen’s College t-shirt and/or black Queen’s College hoodie

Uniform guidelines

All items marked * are regulation and must be purchased through Perry uniform.
All children will need a plastic or nylon art overall
All uniform and games clothes must be named. Perry Uniform offer a naming service.
PE, Forest School kit and a school coat to be in school every day

Please spend time with your child going through the PE items and encourage him/her to practise changing into PE kit and packing uniform away into the bag. An extra pair of socks and underwear in the P.E. bag is advisable.

Hair longer than shoulder-length to be tied up in a ponytail, bunches or plaits with a blue or yellow hair bobble or ribbon.

Jewellery is restricted to a discrete pair of studs. Earrings must be either removed or covered with tape during PE lessons.

Nail varnish and body transfers are not permitted.

Ordering Uniform

Perry Uniform, an internet-based ordering facility, supplies Queen’s College uniform and offers the following services:

- Internet based ordering (available 24 hours a day, 7 days a week)
- I-size – Perry’s intelligent on-line sizing service to help you order the right sizes
- Free standard UK delivery service direct to your home or office
- Free returns label to return items for whatever reason
- Name-tape sewing service. If you select this option your child’s uniform will arrive named, ready to wear and harder to lose! This service is available for orders placed before 14 August and after 14 September

Order on-line at www.perryuniform.co.uk

You will need to set up an account and a profile for each child. To set up an account please go to <https://schools.perryuniform.co.uk/customer/account/login/>

For guidance on how to order please visit <https://www.perryuniform.co.uk/how-to-order>

If you have questions about any aspect of the uniform, please email info@perryuniform.co.uk or call 0113 238 9520 between 9am and 5pm, Monday to Friday and the advisers will be able to help you. The start of a new academic year is always very busy and we advise ordering uniform several weeks before the start of the term.

**NURSERY AND PRE-PREP SCHOOL
TERM DATES 2019 – 2020**

SCHOOL TERM	HOLIDAY
<p>AUTUMN TERM 2019 Thursday 5 September-Thursday 12 December 12 noon <i>(Senior School ends on Friday 13 December)</i></p>	<p>AUTUMN HALF TERM Friday 18 October 4.00 pm-Sunday 3 November <i>(Two weeks)</i></p>
<p>SPRING TERM 2020 Wednesday 8 January-Thursday 2 April 4.00 pm</p>	<p>SPRING HALF TERM Friday 14 February 4.00 pm-Sunday 23 February</p>
<p>SUMMER TERM 2020 Wednesday 22 April-Tuesday 30 June 4.00 pm <i>(Junior, Pre-Prep and Nursery School Speech Day on Wednesday 1 July – Year 2 to attend)</i> <i>(Senior School ends on Thursday 2 July)</i></p>	<p>SUMMER HALF TERM Friday 22 May 4.00 pm-Sunday 31 May 8.00 pm</p>