



QUEEN'S
COLLEGE

**PRE-PREP SCHOOL
PARENT HANDBOOK**

2017/2018

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)
Miss Henrietta Cash: hlc@queenscollege.org.uk	Reception teacher
Mrs Gill Harrison: gmh@queenscollege.org.uk	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 Peta Dayus-Jones	Teaching Assistant, pre-and after-school care
Mrs Diane Thompson	Teaching assistant, pre- and after-school care
Miss Carrine Coles	Teaching assistant, pre-and after-school care
Miss Debbie Robins	Teaching assistant 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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Domestic Staff

Mr John Western	Junior and Pre-Prep Caretaker
Mrs Marilyn Williams	Responsible for lunches
Mrs Amanda Croker	Lunchtime Supervisor
Mrs Ann Churchley	Lunchtime Supervisor

Music Staff

Mrs Estelle Jackson: eaj@queenscollege.org.uk	Recorder
Mrs Alex Ennis: ame@queenscollege.org.uk	Violin
Mrs Audrey Gullick: axg@queenscollege.org.uk	Cello
Mrs Collins: pc@queenscollege.org.uk	Piano
Mr Izzett: bri@queenscollege.org.uk	Piano
Mrs Thorneycroft-Gibb: etg@queenscollege.org.uk	Piano
Mr Williams: maw@queenscollege.org.uk	Drum
Mr Bacon: geb@queenscollege.org.uk	Guitar

Speech Staff

Mr Matthew Kirby: mak@queenscollege.org.uk

Dance Staff

Mrs Jo Elliot: jme@queenscollege.org.uk Queen's College Performing Arts Academy

School GP

Dr Downs and Dr de Cothie

Medical Centre

Mrs Sue Parratt

Mrs Emma Walburn

Mrs Rachel Wilson

Mrs Lydia Carp

Mrs Claire Ruthven

Queen's College Chaplain

Reverend Tim Aldridge

Nursery School, Pre-Prep and Junior Headmistress

Mrs Tracey Khodabandehloo: tjk@queenscollege.org.uk

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 may vary)
9.05 am	Teaching session
10.30 am	Snack time (milk/water, apple and banana) and playtime
10.50 am	Teaching session
12.00 pm	Reception lunch
12.30 pm	Year 1 and 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
3.30 pm	End of school, Year 1 and Year 2 activities start and after-school care starts
5.30 pm	Storytime 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.

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 for school before 8.30 am (and not going to early morning supervision), wait with their parents in the entrance hall and look at a book quietly until 8.30 am. When the bell is rung children are taken to their classrooms 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 someone different is collecting your child, please ensure a collection sheet (on the noticeboard in the

Pre-Prep entrance) is completed and handed to your child's class teacher. In an emergency, 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, 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.

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.

Access Door/Gate Codes

The gate and door codes operate from 7.30–9.00 am, 1.00–1.30 pm and 3.00–6.00pm. Outside of these hours please ring the doorbell.

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

These are optional for the children, free of charge and run by the staff. The clubs are available to all Year 1 and 2 children and vary from term to term.

Performing Arts Classes (available to Reception, Years 1 and 2)

Queen's College Performing Arts Academy offers a variety of co-curricular dance, drama and theatrical classes, which are charged on the end of term bill. Please ask for further information. Children who attend performing arts classes are returned to Pre-Prep after-school care at the end of their lesson and we request that parents/carers collect and sign their child out from Pre-Prep after-school care.

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 black 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 and dessert. A vegetarian alternative can be provided by the school. The menu is posted up 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 will also need to be completed.

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. If any of your contact details change please inform us immediately so the form 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. Please ensure that, as well as parent contact details, contact information of a third person is provided should neither parent be available or contactable.

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. Consent forms for signing and returning are sent to parents before every trip. Parents are also 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.

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

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.

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 should be sought in advance from the Headmistress.

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 Business 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 department. Signs in the entrance hall inform parents that the use of mobile phones is prohibited.

Photographic Permissions

We take pride in celebrating the success of all the children at Queen's College Pre-Prep. It is very 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. Pre-Prep pupils also attend the Junior Headmistress' weekly Wednesday family assembly, to which parents are warmly 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.

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 full written report for Year 1 and Year 2 children at the end of the Autumn and Summer terms and at the end of the summer term for Reception children.

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 Data Protection Act. 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

Peer to 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 to 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 Headmistress 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 and Speech

Individual music lessons are available in piano, violin, cello, guitar and drums for children in Year 2.

Recorder

All Year 1 children are given half a term of free recorder lessons in the summer term. They will then (at the teacher's and parents' discretion) be able to continue with these lessons if they so wish. These are 30 minute shared lessons for new pupils.

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

Free of charge for the first term. Lessons will initially be individual 20 minute sessions. Progress will be reviewed at half term. Pupils are expected to pay for music and for the hire of the instrument. After the first term, unless notice has been received by the half term of the trial (first) term, lessons will be charged.

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

Queen's College Performing Arts Academy

Ballet, Tap, Contemporary Dance and Street Jazz lessons are offered by the Queen's College Performing Arts Academy and take place after school. The classes focus on performance work and culminate in a dance show.

Classes run term-time only and are charged to the school bill. Please be aware that a half a term's notice in writing must be given if parents wish to withdraw their child from performing arts dance lessons.

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 the Finance office - telephone: 01823 340843/340908.

PRE-PREP BOYS' 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)

- * Gold polo shirt (with Queen's logo)

- * Queen's College pullover

Grey Socks

Black Velcro shoes

FOR YEAR 1 and 2 BOYS ONLY

- * Queen's College tie

White shirt (a white shirt and tie **will only be required on one or two special occasions**; at all other times the boys wear their gold polo shirts)

Forest School Clothing (all named please)

1 lightweight waterproof coat and trousers (not dungaree-style)

1 pair of Wellington boots

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

Boys' Games: * White polo shirt (with Queen's logo)

Black shorts

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

Named PE bag

Black swimming trunks

1 pair of lightweight swimming goggles

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)

PRE-PREP GIRLS' 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
- Black buckle or Velcro shoes

Summer: White plain ankle socks

Forest School Clothing (all named please)

- 1 lightweight waterproof coat and trousers (not dungaree-style)
- 1 pair of Wellington boots
- 1 hat, 1 scarf and a pair of gloves in cold weather

- Girls' Games:**
- * White polo shirt (with Queen's logo)
 - Black shorts (not lycra)
 - 1 pair of non-marking trainers – ideally Velcro fastening (not black daps)
 - Named PE bag
 - Black swimming costume
 - Yellow or black swimming hat
 - 1 pair of lightweight swimming goggles
 - 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.

Street Jazz/Contemporary Dance – 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.

TERM DATES 2017 - 2019

<p>AUTUMN TERM 2017</p> <p>Thursday 31 August – Wednesday 13 December <i>(Senior School ends on Thursday 14 December)</i></p>	<p>Autumn Half Term</p> <p>Friday 13 October 4.00 pm – Sunday 29 October 8.00 pm <i>(Two weeks)</i></p>
<p>Boarders return – Wednesday 30 August</p>	
<p>SPRING TERM 2018</p> <p>Tuesday 9 January – Thursday 22 March</p>	<p>Spring Half Term</p> <p>Friday 9 February 4.00 pm – Sunday 18 February 8.00 pm</p>
<p>Boarders return – Monday 8 January</p>	
<p>SUMMER TERM 2018</p> <p>Wednesday 11 April – Tuesday 3 July <i>Junior School ends on Wednesday 4 July</i></p> <p><i>Year 2 attend Speech Day on Wednesday 4 July</i></p> <p><i>(Senior School ends on Thursday 5 July)</i></p>	<p>Summer Half Term</p> <p>Friday 25 May 4.00 pm – Sunday 3 June 8.00 pm</p>
<p>Boarders return – Tuesday 10 April</p>	
<p>AUTUMN TERM 2018</p> <p>Thursday 6 September – Wednesday 12 December <i>(Senior School ends on Thursday 13 December)</i></p>	<p>Autumn Half Term</p> <p>Friday 19 October 4.00 pm – Sunday 4 November 8.00 pm <i>(Two weeks)</i></p>
<p>Boarders return – Wednesday 5 September</p>	
<p>SPRING TERM 2019</p> <p>Tuesday 8 January – Thursday 4 April</p>	<p>Spring Half Term</p> <p>Friday 15 February 4.00 pm – Sunday 24 February 8.00 pm</p>

Boarders return – Monday 7 January

SUMMER TERM 2019

Wednesday 24 April – Tuesday 2 July
Junior School ends on Wednesday 3 July

Year 2 attend Speech Day on Wednesday 3 July

(Senior School ends on Thursday 4 July)

Summer Half Term

Friday 24 May 4.00 pm – Sunday 2 June 8.00 pm

Boarders return – Tuesday 23 April

AUTUMN TERM 2019

Thursday 5 September – Wednesday 18 December

(Senior School ends on Thursday 19 December)

Autumn Half Term

Friday 18 October 4.00 pm – Sunday 3 November 8.00 pm

(Two weeks)

Boarders return – Wednesday 4 September