



ST EDWARD'S PREP

A WISHFORD SCHOOL

Prep Parents' Handbook 2020-2021



The purpose of this booklet is to provide parents with additional details on administrative aspects of the school.

Should further clarification be required, please contact the school:

School office: 0118 957 4342
64, Tilehurst Road, Reading RG30 2JH
office@stedwardsprep.com

Registered office:

St Edward's Prep, 64 Tilehurst Road, Reading RG30 2JH

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Proprietor	Sam Antrobus	
SENIOR LEADERSHIP TEAM		
Headteacher (Computer Science Lead)	Mr Jonathan Parsons	
Deputy Head (Designated Safeguarding & Pastoral Lead)	Mr Christopher Hoy	
School Business Manager	Mrs Tracy Glass	
CLASS TEACHERS		
Little Griffins	Miss Helen Cromore	Class Teacher
Reception	Mrs Helen James	Acting Head of Early Years
Year 1	Miss Chloe Clark	Class Teacher
Year 2	Mrs Rosemary Daley-Franks	Head of Art and DT
Year 3	Mrs Diane Wilson	Class Teacher, Science Co-ordinator
Year 4	Mr Christopher Hoy	Class Teacher
Year 5	Mrs Tamara Hunt	Head of Maths
Year 6	Mrs Debbie Andrew	Head of English
SPECIALIST STAFF		
	Mr Nick Bovingdon	Director of Sport
	Mrs Hayley Hagyard	Head of Music and Drama
	Mrs Sadiya Mahmood	Head of Learning Support
	Mr George Coker	Sports Coach & Teaching Assistant
	Mr Jeff Jones	Sports Coach & Bus Driver
	Mrs Kate McKenna	Marketing Coordinator
	Ms Suzi Griffiths	Swimming Teacher
TEACHING ASSISTANTS		
	Miss Janet Elwood	ELSA and Deputy DSL
	Mrs Claire Rogers	EYFS
ADMINISTRATIVE STAFF		
	Mrs Alison Russell	Registrar and SBM's Assistant
	Mrs Jennifer Hasley	PA to Headteacher and School Secretary
	Mr Peter Slade	Site Supervisor
	Mrs Susan Brockway	Playground Supervisor
DRIVERS		
	David Hogg	
	Jeff Jones	
	Trevor Stanford	
	Andrew White	

Structure – Prep

YEAR	AGE
Year 3	7 - 8
Year 4	8 - 9
Year 5	9 - 10
Year 6	10 - 11

Pupils move to the Prep School in Year 3. Our school is one class per year group and on a compact site, therefore, this is not a big physical move for the children. The biggest transition is that they now will be having their break with the Prep pupils and more regular games sessions and fixtures, and more specialist provision.

Each year group is divided into pastoral tutor groups. The tutor is responsible for the children in his/her group during that academic year.

The tutor is the first port of call for parents over any matters of concern that they might have.

The School Day – Prep

Times vary slightly from day to day, but on most days this programme is followed:

- 08.15 School opens
- 08.40 Registration with Form Teachers
- 08.50 Period 1
- 09:40 Period 2
- 10:30 PSHEE/11+/Grammar
- 10:55 Break
- 11.20 Period 3
- 12:10 Period 4
- 13:00 Lunch
- 13:50 Period 5
- 14:40 Period 6
- 15:30 Tutor Period
- 15:55 School Day Ends

School Hours

Although St Edward's provides provision in school from 7:45am – 5:50pm, the school day officially runs 8:50am – 3:55pm. Pupils who arrive after 8:50am will be marked late in the register. These hours are the normal school provision; however, these may be subject to change due to COVID-19.

Children may be brought to school from 8.15am and can enter through the Western Elms Entrance. At this time the playground is supervised by a member of the teaching staff and teaching assistants. Children arriving at school prior to 8.15am will enter through the main entrance and will attend Early Morning Care (Breakfast is not provided).

Going Home and After School Care Arrangements

Pick-up at 3.55pm – 4:15pm

Parents collecting from school should come through the side gate from Western Elms Avenue and wait in the bottom playground for their children. Form teachers will dismiss pupils to their parents. After Form Teachers have dismissed to parents, remaining pupils will be taken to tea and registered for day boarding; they must sign out when collected by parents from the front office.

On days when pupils have games, they are returned to school from Sulhamstead Cricket Club for collection by 3:55pm. If your child is selected to represent the school in a fixture, the time for arrival back at school will be noted on the team sheet, displayed on the school noticeboards situated on the outer wall of the Music room and in the Parents' Room. They will also be on the **Fixtures page** on the School website two days before the match.

If a child is to be collected by someone other than named carers, this information is required to be confirmed in a letter or email to the front office in advance.

Pick up after 4:15pm

Parents arriving after 4.15pm should come to the front door to enter the school. All pupils who have been registered must sign out with the front office.

Day Boarding and clubs

St Edward's offers a wide array of clubs that pupils can sign up for which varies from term to term (this will be emailed to parents a term in advance). Some clubs are run by St Edward's Staff and some by external providers. Pupils who have signed up for clubs will be collected by the club leader from tea and will take part in their chosen activity. Any pupils who are left after tea, will stay in Day Boarding and start a supervised homework session.

Day Boarding is split into two sessions:

Day Boarding 1 – 4:15pm – 5pm

Day Boarding 2 - 5pm – 5:45pm

All pupils are registered for After School Activities and Day Boarding at Tea. Club registers tend to be agreed a term in advance but you can always speak to the office to find a space if you wish to sign up to a club half way through the term.

Day Boarding is always available for pupils on an ad-hoc basis. We request you notify the school office by telephone if you want your child/children to be part of part of Day Boarding prior to the end of the day. The school office is manned until 6pm and there is always a member of the School Leadership Team on site.

School Fixtures

The School has a number of sports fixtures, published in advance in the Calendar, and, if selected, these children are expected to represent the school. Team sheets are posted on the sports notice board on the outer wall of the Music Room, in the Parents' Room and on the **School website**, under Parent Portal. Pupils have the responsibility to notify parents of their selection, and parents are required to check the team sheets regularly to check the venue and pick-up time.

Absence Procedures

We are required by law to register and document all absences of children from school. Please assist us in this procedure by notifying the year group tutor and office by email in advance of any known reason for absence. In the case of illness or lateness, please contact the office on the first day of absence between 7.45 am and 9.15 am.

If your son is unable to take part in games the office and the Director of Sport should be notified in writing prior to the commencement of the school day. The sports programme is a part of the school curriculum and if your child is deemed too sick to partake in all of the activities on offer please carefully consider if it is appropriate for them to be in school.

If a child becomes ill at school and cannot partake in classes they will be sent to the medical room for an assessment by one of our first aiders. A named carer will be contacted if we need to administer medication or your child needs to be collected. In the event of a child showing symptoms of COVID-19 or a disease / illness believed to be infectious which may pose a risk to other pupils, they will be isolated in the Medical Room until a named carer is able to collect them. In either case they will not be expected back in school until they have been well for the recommended period of time.

Holidays

The Headteacher cannot authorise holiday absence so this should be taken into consideration before booking trips during term time. Any absence of this nature will be marked in the register as an unauthorised absence.

Holiday Club

Holiday Club is open from 8am until 6pm each day for full or part day sessions. It is run by members of St Edward's staff and sports coaches. On offer will be a variety of different sports and fun-themed activities, including arts and crafts sessions, 11+ prep, film club and team-building games.

During the day we will provide drinks for the children, however parents will need to provide a healthy packed lunch and snacks for the day.

Childcare vouchers can be used to pay for Holiday Club. Please contact finance@stedwardsprep.com for more information. Due to COVID-19 guidance, holiday club has been postponed until guidance permits re-opening.

Car Parking

THERE IS STRICTLY NO PARKING FOR PARENTS ON SITE BETWEEN 8 AM AND 6 PM.

This is to ensure pupil safety.

There is limited parking available in Southcote Road and Western Elms Avenue. Please be considerate to our neighbours and do not block entrances and driveways and please do not park on double yellow lines.

School Mini-buses

The School has four mini-buses, which are used to transport children daily. All mini-buses are equipped with seat belts and it is our policy that no child may travel without their seat belt securely fastened. The school has a stock of booster seats used for pupils who are under the 135cm height limit, although we are not required to use them by law in a minibus.

The School currently provides morning and afternoon door-to-door transport. The current locations include Caversham, Sonning, Shinfield, Spencer's Wood, The University area, Earley, Woodley, Pangbourne, Purley, Tilehurst, Basingstoke Rd, Kennet Island & Green Park.

However, please note that areas covered change from term to term depending on the demand.

All bus travel arrangements and requests need to be received by 2.30pm, late requests cannot be accepted unless in an emergency. Please email david.hogg@stedwardsprep.com or contact the office to secure travel arrangements.

Food

At St Edward's we encourage all our pupils to maintain a healthy lifestyle. Therefore, all food provided by the school in adherence to the school's Healthy Eating Policy. A healthy snack will be provided by the school for breaks and a healthy lunch with a variety of choices will be available every day. Pupils are requested **not** to bring in snacks, biscuits and sweets to school. Fresh water is available to refill water bottles.

Food Allergies – WE ARE A NUT FREE SCHOOL

We have a number of children with nut allergies. Please refrain from sending nut products into school.

Books & Equipment

Every child in Prep is expected to bring to school on a daily basis basic stationery items for their school work. The following items are the basic requirements for all pencil cases in the relevant year groups.

Year 3

HB pencil, 15 cm ruler, sharpener, rubber, set of colouring & felt tip pens, glue stick, rounded scissors.

Year 4

HB pencil, 15 cm ruler, sharpener, rubber, set of colouring & felt tip pens, glue stick, rounded scissors and Berol Handwriting pen or Friction Pen

Year 5 and 6

HB pencil, 15 cm ruler, sharpener, rubber, set of colouring & felt tip pens, glue stick, rounded scissors, Berol Handwriting pen or Friction Pen and Maths Set

The above packages will ensure that children have the correct items available for each class and parents should not have to buy anything else. Please ensure that all items are clearly labelled with your child's name.

As the school cannot legally be responsible for pupils' personal property, children should not bring valuables or large amounts of money to school. All losses should be reported immediately.

Articles which may not be brought to school

- Electronics and mobile phones*
- Dangerous items e.g. knives, catapults, fireworks, scissors, aerosols, laser pens, lighters and matches and any other items banned from time to time by the school.
- Toys and games of any value e.g. electronic or battery operated.
- Chewing or bubble gum and sweets.

*The use of mobile phones in school is forbidden. Phones can be brought to school, with permission, for those who travel independently to/from school. In this case the phone MUST be handed in on arrival each day in the school office and collected at the end of the school

day. The school is not responsible for the safety of these phones and they are brought to school at the owner's risk.

Computer/Internet Use

Computers and the Internet can only be accessed when an adult is present and we all agree to abide by the School's Responsible computer Use Code which teaches safe Internet use. Pupils should not bring in electronic devices from home for use on the school network.

Pastoral Care

At St Edward's we pride ourselves on providing our pupils with the highest levels of pastoral care. Our pupils are keen to do well and have a natural and unbounded enthusiasm for all that we can offer. We aim to foster and encourage these qualities and believe that effective behaviour management ultimately comes from settled, happy and fulfilled children.

We have high expectations of our pupils and expect all children to show courtesy and consideration to everyone. Pupils should be smartly turned out and dressed in school uniform and haircuts should be neat and tidy. At all times pupils must show respect for school property, and for their own or any other person's property which is brought to school.

The emphasis on behaviour management is very much on reward and positivity. Encouragement and expressions of approval are used whenever possible and a positive attitude is adopted to behaviour. A well-managed, orderly environment in school will help children to react in a positive way.

The school awards House Points for demonstrating the school Attitudes to Learning and Pupil Profile Characteristics and pupils receive consequences if necessary. Further information can be found in the Behaviour Policy which is available on the school website.

We also expect all pupils to sign the Anti-Bullying Code of Conduct and Safe Use of the Internet policy every year.

We believe very strongly in the maintenance of the highest standards in every aspect of school life and place great store by the traditional values of discipline and good manners. The children are taught the basic rules of Respect:

- Respect for others
- Respect for the environment
- Respect for themselves

If there is a problem or difficulty with your son at school, you will be contacted so the problem can be resolved as quickly as possible.

Home Life

It is vital that the school is informed of any family upheaval or changes within the home life as this can affect child's emotional well-being and their academic performance. St. Edward's Prep is a family school; therefore, school and home need to work together in partnership so that we are mindful of every child's needs whether it emotional, personal or educational.

Anti-Social Behaviour & Bullying

Anti-social behaviour is treated as a serious breach of school rules. Pupils must show respect for others and their property at all times, as well as respect for the environment in which we live. All forms of bullying, stealing and vandalism are extremely anti-social forms of behaviour and will be treated as a serious breach of school rules. Please see the schools anti-bullying policy for more information.

Houses

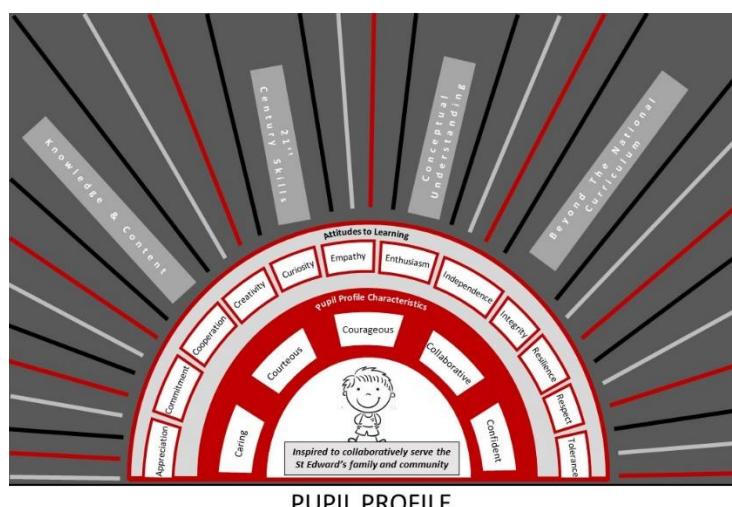
When your child joins St Edward's Prep, they are assigned to one of our four Houses: St Andrew's, St Patrick's, St George's and St David's. Every child remains in his House group throughout their time at the school. The Houses compete against each other in a number of pursuits and sports and also via House points (see below).

Each House has Housemasters/Housemistresses who are responsible for the organisation of teams for the cultural and sporting activities which take place throughout the academic year.

House Points

House points are awarded for pupils' Attitudes to Learning and Pupil Profile Characteristics and contribute to the overall house total, these house points are awarded through the Class Dojo system. Class Dojo is an electronic system which enables class teachers to monitor their pupils' Attitudes to Learning and for teachers to reward pupils for exemplifying these in lessons and at school. Parents can download an app which notifies them when their child has been rewarded a House Point. Each term the winning House has a treat, financed by the school, as a "prize" and the overall average winner receives the House Shield at the end of the year.

St Edward's Attitudes to Learning and Pupil Profile Characteristics are:



Reporting, Assessment and Curriculum

Reporting to Parents

The School uses a computerised administration and reporting database to record a variety of information, including that which refers to pupils' knowledge, conceptual understanding, skills, action taken and attitude to learning.

Parents receive written reports as follows throughout your child's time in the Prep School.

- at the Autumn and Spring half terms, a report on their child's effort and a brief tutor comment.
- at the end of Autumn and Spring terms a longer comprehensive report.
- at the end of the Summer term, a full report with comprehensive comments from teachers in all subjects. These reports are accompanied by a brief comment from the Headteacher on the overall performance reflected in these reports.

Parent consultation meetings are held during the Autumn and Spring terms.

Parents are able to consult with members of staff by arrangement at any time. The class tutor is the person most likely to have an up-to-date collective view on a child's formation, so should be the first point of contact for parents. Meetings with teachers are actively encouraged in line with our perception of education as a co-operative process in which the pupil, the school and the parents work together.

If there is a concern, the next step is to raise it with the Deputy Head. For the most serious concerns contact the Headteacher via his Personal Assistant.

Parental Response

The importance of regular reporting to parents is fully recognised both in our formal procedures and also in our encouragement of informal contact between parents and staff, to discuss progress and shared strategies for dealing with particular educational difficulties. Feedback from parents is much valued and taken very seriously. It will most often arise from:

- Formal staff/parent meetings
- Interview with the Headteacher, other staff
- Responses to Grade Cards and Reports

Internal Assessments

Assessment is continuous and on-going at St Edward's. Teachers set their levels or grades using regular teacher assessments and summative end of unit assessments and topic tests. In addition to this, all pupils in Years 5-6 sit internal examinations once a year - towards the end of the Summer Term. The exams could be in the form of past papers or assessments designed by the teacher which cover the curriculum taught.

InCAS

Each child will be tested online using InCAS in English and Maths and reasoning. The InCAS English and Maths outcomes do not compare children with each other but encourage the parent and child's teacher to work together to support the individual child's learning as effectively as possible. Age-standardised scores are obtained and form part of our annual teaching and monitoring programme. In addition to these areas assessed by InCAS each child's other skills, experiences and their attitude are reviewed. Parents may find it useful to discuss these outcomes with the teachers of these subjects or the tutor during our regular parents' meetings.

For more information about InCAS please go to www.nicurriculum.org.uk and view the InCAS parent information page or visit www.incasproject.org

11+ Lessons

11+ is incorporated as part of the curriculum for Years 4 and 5 to help them prepare for their future school examinations. All children will receive training and support in decoding typical questions found within 11+ papers, exam technique plus verbal and non-verbal reasoning.

Curriculum Overviews

At the beginning of each half term a curriculum overview will be sent to you and will be available to download from the Parent Portal on our school website.

English as a Second Language

Pupils with English as a second language are taught within the framework of the curriculum. Every effort is made by teachers to enhance pupils' vocabulary and understanding of the nuances of English. Help and advice is available from Learning Support, and the Head of English.

Learning Support

As part of St Edward's Prep's belief in treating every child as an individual we have a Learning Support Department which can provide children with additional support. This can take the form of additional adult support within the classroom, small group or one-to-one specialist teaching outside of the classroom. Small group and one-to-one lessons take place in the Treetops classroom or the Learning Support Classroom, both rooms are designed to help pupils concentrate and focus in a calm, relaxed environment.

Our fully trained Learning Support teacher works alongside, pupils, staff and parents to design a Learning Profile suited to individuals needs to enable them to access the many opportunities St Edward's Prep has to offer and reach their full potential. This communication and the establishing of good relationships are crucial to your child's progress so if you have any questions or queries in this area, please do not hesitate to contact Mrs Mahmood, Head of Learning Support on

Sadiya.Mahmood@stedwardsprep.com

Other Communication

Calendar

Each term the School Calendar containing information about forthcoming events, assemblies, sports fixtures, trips, meetings, term dates and holidays is available on the School website. This is an important document and should be consulted regularly in order to keep abreast of current events. We also ask parents to check the dates of any calendar event against any scheduled musical instrument lessons. Should there be a clash, then parents must inform the music teacher and try to rearrange this commitment.

Newsletters

Each week a member of our Senior Leadership Team will write to update the parent body in the form of a the Headteacher Update. This is emailed to all parents on a Friday.

Website

Please take a moment to browse through the ‘Latest News’ section, it will update you on our latest events and achievements. www.stedwardsprep.com

Accident Forms

If your child has a minor injury requiring treatment you will receive an Accident Form by email. This form gives you information about the injury and the treatment received. Please acknowledge receipt of the email.

First Aid and Medications

It is very important that staff are made aware of any allergies that your child may have and any relevant medication e.g Epipen. First Aid is administered by the school office or a trained member of staff. If your child requires medication during the school day, prescribed by their doctor, please contact the school office for the required forms which will need to be completed **before** any medication can be administered.

If your child requires an Epipen, please ensure that the one held in school is in date.

Please remember to collect any medicines at the end of the school day.

You will be asked to confirm if you consent to staff administering paracetamol, ibuprofen, antihistamine and antiseptic and applying plasters and sun cream for your child when you join the school and then annually. You should send your child to school with sun cream during the warmer weather and on trips or when requested by the school. Your child will be asked to apply sun cream themselves and will be reminded to re-apply at regular intervals throughout the day.

Questionnaires

Please take the time to complete our annual questionnaire. We always appreciate the importance of feedback from parents and guardians as this helps to plan the School's future development.

An Evening with Senior Leadership

This is a time where the Senior Leadership Team invites parents to discuss and learn about different aspects of the school. This could be exciting new developments, planned changes or to seek feedback from the school community on educational trends.

Parents Information Evenings

There are events and information evenings planned for parents to keep them up to date or to support them with their child's academic & pastoral journey. In term's 1 & 2 we hold parent & teacher meetings, however we run an open-door policy and should you need to speak with us, please email or call the front office.

Senior School Evening

We host a 'Senior School Information' evening every year. Usually held in January, many Senior Schools come to our hall to be able to provide parents with information and a forum to ask questions.

Parent Teacher Association, Friends of St Edward's (FREDS)

The Parent Teacher Association exists to provide a social focal point for parents to raise funds for projects that all pupils in the school will benefit from. Please do not wait to be asked to help! FREDS meeting dates are emailed to parents and appear on the School Calendar so just turn up!

Celebration Assemblies

Celebration Assemblies- every Friday the Headteacher welcomes you to join the school to celebrate the various successes of the pupils during that particular week. Many celebration assemblies will include class assemblies from across the school.

Uniform and Clothing List - Prep

All these clothes can be obtained from Stevensons (unless stated otherwise)

School Uniform

School blazer

School tie

Dark grey trousers (grey shorts may be worn in the Summer Term)

Grey shirt

Grey pullover

Grey socks

School woolly 'ski' hat

1 pair of black outdoor shoes (not trainers - from Clarks or similar)

1 pair of trainers for astro use (from any Sports shop)

Sports Kit

1 reversible School games top

1 pair St Edward's blue shorts

1 pair maroon games socks

1 pair shin pads

1 pair football boots (with studs for Rugby season)

1 gum shield (rugby - Spring Term - can be obtained from school office nearer the time)

Cricket whites, Spikes are optional (Summer Term)

1 School cricket shirt (Summer Term)

1 School cricket slipover (optional)

1 School maroon tracksuit

1 towel

1 cricket box and suitable underwear (Yr 5&6)

1 pair maroon School swimming trunks

1 maroon School swimming hat

1 maroon School swimming bag

1 maroon School winter coat

Maroon School cap for sports/playground wear

House t-shirt (from school office in the Autumn Term)

St Edward's PE t-shirt (for P.E.)

White socks (for P.E.)

1 pair white trainers (non-marking soles)

Maroon School Bag

School boot bag.

Special tapes with your child's initials are supplied by the school for sportswear - you will be advised when these are ready for collection from the school office.

- ALL ITEMS MUST BE CLEARLY MARKED WITH THE OWNER'S NAME
- No variation from uniform or colour is allowed.

Autumn	Football	Tracksuit top & bottoms Reversible Games Top Navy shorts Maroon socks Towel Spare underwear Shin Pads Football Boots Woolly hat (optional)* Goalkeeping Gloves (Optional) St Edward's Base Layer (Optional)
	P.E.	Trainers, St Edward's PE t-shirt and shorts St Edward's Base Layer (Optional) Track Suit
	Swimming (Year 3 and 4 Only)	School Swimming Shorts School Swimming Hat Towel Goggles (Optional)
Spring	Rugby	Tracksuit top & bottoms Reversible Games Top St Edward's Navy shorts Maroon socks Towel Spare underwear Football Boots (studs) Woolly hat (optional)* Goalkeeping Gloves (Optional) St Edward's Base Layer (Optional)
	P.E.	Trainers, St Edward's PE t-shirt and shorts St Edward's Base Layer (Optional) Track Suit
	Swimming (Year 3 and 4 Only)	School Swimming Shorts School Swimming Hat Towel Goggles (Optional)
Summer	Cricket & P.E.	St Edward's PE T-Shirt and shorts School cricket shirt Cricket White Trousers

		St Edward's cap White socks Cricket box (Year 5 and 6) Cricket pants (to hold box) or suitable underwear (not boxer shorts) St Edward's Cricket jumper (Optional) School Blazer and Cap Cricket spikes or trainers
	Swimming (Year 3 and 4 Only)	School Swimming Shorts School Swimming Hat Towel Goggles (Optional)

All kit is compulsory for lessons. Children will need to remember their kit to be able to partake in activities.

All kit is available from Stevensons.

POLICY INFORMATION

This Handbook does not include the numerous policy documents by which the school operates. Copies of these policies are available for parents to view on request from the Headteacher and many are on the Key Information and Parent Portal sections of the school website.