



ST EDWARD'S PREP

A WISHFORD SCHOOL

Pre-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 Mr Jonathan Parsons

(Computer Science Lead)

Deputy Head Mr Christopher Hoy

**(Designated Safeguarding
& Pastoral Lead)**

School Business Manager Mrs Tracy Glass

CLASS TEACHERS

Little Griffins Miss Helen Cromore Class Teacher
Reception Mrs Helen James Acting Head of Early Years &
Class Teacher

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

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 Deputy DSL, ELSA
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 – Pre-Prep

YEAR	AGE
Little Griffins (Pre-Reception)	3 - 4
Reception	4 - 5
Year 1	5 - 6
Year 2	6 - 7

Class Teachers

Each child in Pre-Prep has a class teacher who is responsible for your child's learning and will be the person to contact if you have any questions regarding your child's progress or well-being.

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

The School Day: Reception – Year 2

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

Timetable

- 08.40 Registration
- 08.50 Morning lessons start
- 10.30 Morning break (healthy snack)
- 10.55 Lessons resume
- 12.35 Lunch and play
- 13.25 Afternoon lessons
- 14.40 Afternoon break (healthy snack)
- 15.05 Lessons resume
- 15.40 Tutor period
- 15.55 School ends

A class timetable is put on the school website at the beginning of each year; we ask that parents check this timetable daily to ensure their child has the correct equipment and / or attire for that particular day.

A brief overview of the topics to be covered is uploaded to the Termly Curriculum Overviews section of the School website at the beginning of each term.

The School Day: Little Griffins

Structure

Little Griffins morning sessions will run from 8.00am-1.00pm, although children may arrive any time between 8.00am and 8.40am.

Timetable

- 08.00 Class time and outside play
- 08.40 Registration and morning session
- 10.30 Morning break (healthy snack)
- 10.55 Morning sessions resume
- 12.20 Lunch and outdoor play

Afternoon sessions will run from 1.00pm-4.00pm

- 13.00 Outdoor play
- 13.25 Afternoon sessions
- 14.40 Afternoon break (healthy snack)
- 15.05 Afternoon sessions resume
- 15.55 School ends

A class timetable is put on the school website at the beginning of each year; we ask that parents check this timetable daily to ensure their child has the correct equipment and / or attire for that particular day.

A brief overview of the topics to be covered is uploaded to the Termly Curriculum Overviews section of the School website at the beginning of each term.

Swimming (except Little Griffins Class)

All Pre-Prep pupils from Reception to Year 2 will have a swimming lesson each week on Wednesday. They are to be dressed in school uniform for the day. Please bring School swimming trunks, School swimming hat and a towel in a School swimming bag. Parents are invited to attend an Open Swimming session in the Spring term to see how the children are progressing. (This has been paused due to COVID-19 guidance. We will resume swimming when possible.)

Physical Education

Pupils will take part in two lessons each week. Children should come to school dressed in their School tracksuits on these days. Parents will be informed which day their child's class has PE.

Music Lessons

Individual music lessons are available in school in a number of instruments. Please contact the School Office for availability if you are interested. Sessions happen before school, on a rotational basis during lessons or during After School Day boarding.

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.

Homework

This is an important part of your child's early learning and we ask that you help your child establish a habit of quiet time and homework.

Little Griffins	-	Daily story time and conversation
Reception	-	Daily reading book and/or phonics
Year 1	-	Daily reading Weekly spelling list Weekend Maths and English sheet Individual targets
Year 2	-	Daily reading Weekly spelling list and times tables Weekend Maths and English sheet Individual targets

From Reception, please sign the yellow Reading Record Book daily so that we know that home reading is taking place.

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 outside the Early Years classrooms or on the decking 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.

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 (with photo attached) 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 children 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 – 5:45:pm

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.

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 by either telephone or email
Alison.russell@stedwardsprep.com

If your child is unable to take part in Physical Education and Swimming the office 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 he 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, 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@stedwards.org.uk for more information. Holiday Club is postponed for the time being due to COVID-19 restrictions but will resume when guidance allows.

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 in Reception to Year 6 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 Prep 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. Children 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.

Pastoral Care

At St Edward's Prep 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. Children's haircuts should be neat and tidy. At all times children 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.

In the classroom the class teachers and assistants all use positive reinforcement. For example; verbal and written praise, stickers and allocation of house points.

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 child 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 a 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

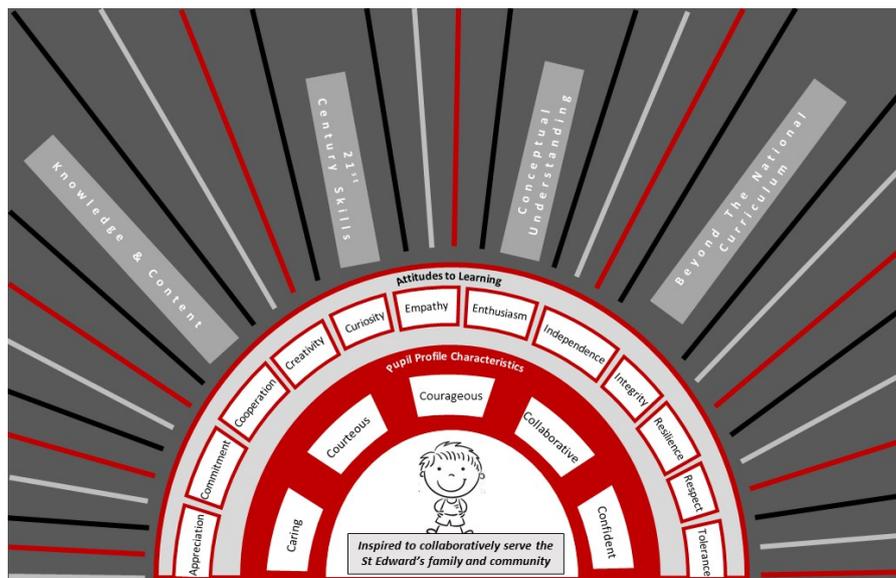
When your child joins St Edward's Prep, they are assigned to one of our four Houses: St Andrew's, St Patrick's, St George's and St David's. Every child remains in their House group throughout their time at the school. The Houses compete against each other in a number of pursuits and sports and also via 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. An Enrichment programme is compiled term by term and the children work together in their respective House groups on a variety of topics.

House Points – Year 1 & 2

House points are awarded for pupils' Attitudes to Learning and demonstrating 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 they 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:



PUPIL PROFILE

Star of the week

'Star of the Week Certificates' are presented at the Celebration Assembly each Friday. You will be informed prior so you may attend. This certificate will reflect the Attitudes to Learning and Pupil

Profile Characteristics or, in EYFS, the Woodland Explorers such as Wordy Weasel, Mathematical Mouse, Curious Cat and Talkative Toad.

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 a pupil's knowledge, conceptual understanding, skills, action taken and attitude to learning.

Parents receive written reports as follows for children in Reception to Year 2:

- 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.

Parents with children in Little Griffins will receive a written report at the end of the Autumn, Spring and Summer terms.

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

Assessments are ongoing in the Pre-Prep department. EYFS progress will be recorded through their Tapestry online Learning Journals. An EYFS Baseline Assessment will be used at the beginning of the

academic year to track their progress through the school. On occasions, in Year 1 and 2, the pupils will sit internal assessments. Assessment marks will contribute to a whole assessment of a pupil's progress and consideration of a child's potential being met.

InCAS

From Year 1, each child will be tested online using InCAS in English and Maths. 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

Curriculum Overviews

At the beginning of each term a curriculum overview is available to download from of the Termly Curriculum Overview page on our school website, www.stedwardsprep.com

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, a room designed to help children 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

Reading Folder and Yellow Book

From Reception, every night your child will bring home his reading folder and yellow reading record book. This book is also used for any notes or written communication from the class teacher. Please ensure this book is signed and returned to school each day.

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.

School News

Latest News is posted on the school website and social media on a regular basis.

Website

Please take a moment to browse through the 'Latest News' section 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 you 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.

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.

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 children 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 St Edward's Prep pupils during that particular week. Many Celebration Assemblies will include class assemblies from across the school.

Open-Door Policy

The Pre-Prep offers an open-door policy. If you have any messages or queries write them in the yellow Home/School book and your child's class teacher will endeavour to personally deal with them. If the teacher is in a meeting, personal messages can be relayed by the classroom assistant. If you require a more formal meeting teachers are available at 8.00am or 4.00pm. Longer appointments should be booked through the school office. Alternatively, you can contact the teachers by email using the following email addresses;

Miss. H. Cromore	helen.cromore@stedwardsprep.com
Mrs. H. James	h.james@stedwardsprep.com
Miss. C. Clark	chloe.clark@stedwardsprep.com
Mrs. R. Daley-Franks	r.daleyfranks@stedwardsprep.com
Ms. S. Mahmood	sadiya.mahmood@stedwardsprep.com

Year 1 children are encouraged to enter the classroom unaided. Please allow your child to develop their independence and enter the classroom alone.

Finance

Please refer to the fee schedule on our website for details of our current fees.

The school belongs to the Early Years Funding scheme. This means that we are able to claim 30 hours of funding for children in Little Griffins and 15 hours of funding in Reception for any terms which commence prior to the child's 5th birthday.

Childcare Vouchers

St Edward's Prep is happy to accept childcare vouchers from parents but there are HM Revenue and Customs regulations that do need to be observed. These can be found on

<http://www.hmrc.gov.uk/calcs/ccin.htm>

Currently, the regulations allow parents to use childcare vouchers for care provided by the governing body of a school; on school premises; outside the normal hours of compulsory education.

In practise this means that:

For statutory aged pupils, the regulations allow us to only accept childcare vouchers for out of school hour activities that take place on the school site. So, they can be used to pay for day boarding, before school care or activities that are paid direct to the school such as judo, drama and chess. The school cannot accept the vouchers for school fees, music lessons, golf, school trips, insurance and equipment.

For Little Griffins and Reception class pupils who are not yet statutory aged (i.e. until the term after they reach 5 years old) the vouchers can be used towards school fees as well as the above out of school activities. The payment of childcare vouchers to the school should be made, as with all school fees, before the start of term to which they relate.

ST EDWARD'S PREP Pre-Prep Department Uniform and Clothing List

Pre-Reception (Little Griffins) - BOYS and GIRLS	Reception – Year 2, BOYS
Blue polo shirt Navy shorts	School maroon fleece embroidered with St. Edward's crest

<p>School maroon tracksuit White socks Velcro trainers School woolly hat School sunhat Maroon waterproof School winter coat Wellington Boots (Woodland Experiences) School Back Pack (optional) Water bottle</p> <p>RECEPTION – GIRLS School maroon fleece embroidered with St. Edward's crest Maroon waterproof School winter coat School grey pinafore dress or skirt Maroon polo shirt Grey cardigan Grey socks (winter – short, summer – long) Black outdoor shoes School summer dress School maroon tracksuit Navy shorts White t-shirt White socks 1 pair trainers 1 maroon School swimsuit 1 maroon School swimming hat 1 maroon School swimming bag Wellington Boots (Woodland Experiences) Water bottle</p>	<p>Maroon waterproof School winter coat Dark grey trousers (winter uniform) Dark grey shorts (summer uniform) Maroon polo shirt Grey jumper Grey socks (winter – short, summer – long) Black outdoor shoes School maroon tracksuit Navy shorts White t-shirt White socks 1 pair trainers 1 pair maroon School swimming trunks 1 maroon School swimming hat 1 maroon School swimming bag School sunhat School Back Pack School woolly hat Wellington Boots (Woodland Experiences) Water bottle</p> <p>Spare Clothes On rare occasions accidents do happen so we ask that all children in Pre-Reception (Little Griffins) and Reception carry a spare set of clothes in their bags.</p> <p>No variation from uniform or colour is allowed</p>
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All the above uniform is supplied by Stevenson in Reading. Their shop is located at 11-12 Market Place, Reading or online at www.stevensons.co.uk

IT IS ESSENTIAL THAT ALL ITEMS MUST ARE CLEARLY MARKED WITH THE OWNER'S NAME

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