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WELCOME

It gives me great pleasure to extend a very warm welcome to you from all of us here at The Prebendal Pre-Prep. In joining our school, whether as a parent or as a pupil, you are becoming a member of a unique community, where, above all, the lasting impression will be one of warmth and friendliness. We understand that making the transition to a new school or stage can be a little daunting, so the aim of this handbook is to answer the questions that you may have about the Pre-Prep and to put your mind at rest.

AIMS

Our aim is to foster the academic, physical, spiritual, moral development of boys and girls in a happy, caring and safe environment. We aim to achieve this by:

- Providing the highest standards of teaching for all pupils.
- Providing the highest quality of learning for all pupils.
- Providing a stimulating, disciplined and caring environment in which teaching and learning is a productive and enjoyable process.
- Enriching the lives of our pupils by providing a balanced and broad curriculum of sporting, cultural and extracurricular activities. Caring for the specific individual needs of all pupils.
- Striving to enable all pupils to achieve their full potential.
- Supporting all the members of the Prebendal community.

VALUES

We believe that:

- The quality of our pupils’ learning and the atmosphere in which they spend their younger years will have a marked influence on them well beyond the time their school days are over.
- It is the quality of our teaching and relationships, which most influences the excellence of our pupils’ learning.
- Every child is unique and each child is of equal importance.
- Learning flourishes within an atmosphere where a high value is placed on praise, encouragement, courtesy and consideration for others.

HISTORY OF THE PRE-PREP

The Prebendal School Pre-Preparatory Department was established in April 1996 when Northgate House School amalgamated with The Prebendal School to provide continuous education for children aged 3-13yrs. Since September 2012 we are based on the West Street Prebendal School site in the centre of Chichester, in Highleigh, a purpose built building to meet the needs of young children. The Pre-Prep and Prep School are now ‘one school, one site’ and the Head is responsible for the education and welfare of all Pre-Prep and Prep children.
YEAR GROUPS

The classes and ages of the children in the Pre-Prep are as follows:

<table>
<thead>
<tr>
<th>Year Group</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>EYFS Nursery:</td>
<td>Children of rising 3 - 4 years</td>
</tr>
<tr>
<td>EYFS Reception:</td>
<td>Children of 4 - 5 years</td>
</tr>
<tr>
<td>KS1 Year 1:</td>
<td>Children of 5 - 6 years</td>
</tr>
<tr>
<td>KS1 Year 2:</td>
<td>Children of 6 - 7 years</td>
</tr>
</tbody>
</table>

STAFF

Head: Mrs Louise Salmond Smith BA MMus PG (QTS) MBA

Nursery: Mrs Eilidh Wild, BA PGCE
Email: ewild@prebendalschool.org.uk

Reception: Mrs Louise Feast BA and Mrs Sophie Simcox BA QTS
Email: lfeast@prebendalschool.org.uk and ssimcox@prebendalschool.org.uk

Year 1: Mrs Annelise King, BA, PGCE, First Aid
Email: aking@prebendalschool.org.uk

Year 2: Mrs Alison Napier BEd
Email: anapier@prebendalschool.org.uk

Teaching Assistants: Mrs Emma Thacker NNEB, Paediatric First Aid

EMERGENCY CONTACT NUMBERS

In case of an emergency the school can be contacted on:
Front Office: 01243 772 220
Out of Hours: 01243 772 221

SCHOOL TIMES

07:15 Breakfast Club (By arrangement)
08:10 Classrooms are open, followed by Registration
08:40 Teaching and Learning (Monday, Wednesday & Friday)
Assembly (Tuesday & Thursday)
09:15 Teaching and Learning (Tuesday & Thursday)
10:25 Break
10:40  Teaching and Learning
11:50  Lunch for EYFS & KS1, followed by Break
13:00  Quiet time or further playtime for EYFS
13:15  Collection following Nursery Morning Session
13:20  Assembly (Monday, Wednesday & Friday)

  Teaching and Learning commences for EYFS & KS1 (Tuesday & Thursday)
13:45  Teaching and Learning commences for EYFS & KS1 (Monday, Wednesday & Friday)
15:00  Collection of EYFS Children. After School Club commences.
15:10  Collection of KS1 Children. After School Club commences.
15:15  Activities commence
17:00  End of After School Club (Extended care by arrangement)

PARKING
All information on the school’s parking and travel arrangements is available in The Prebendal School Parking and Travel Arrangements Policy which is on our website and available on request from the Front Office.

BIO-METRIC ACCESS
Entry to the School Property is via a Biometric System. Full details of this are in the school’s security policy which is available on the website or through the Front Office. To gain access to relevant areas parents and guardians will be required to have their Fingerprint taken in the Front Office. This can be arranged by the School Secretary once Registration is finalised.

DROP OFF ROUTINE
For safety and security, entry to the Pre-Prep is through the Front Door of the Highleigh building using the biometric system. Please ensure that this door is always shut and never hooked open. All children should be accompanied to their classrooms which are open from 08:10. Once they have stowed their kit on their hook in the corridor, they may enter the classroom where Class Teachers will be available to welcome the children. Nursery children will self-register before entering the classroom.

Children can use this time to organise themselves and get settled for the school day. This is also an opportune time for parents to have a quick word about anything of importance that needs to be shared with their child’s Class Teacher.

Parents are asked to ensure that their children arrive at school on time. If for some reason a child is late, parents need to register their child in the Front Office, before accompanying their son or daughter to the Highleigh building. It is essential that this procedure is followed as all attendance is registered in the Front Office; for fire and security reasons the School must be absolutely sure which children are on site.

COLLECTION ROUTINE
All children are collected from their classrooms at the end of their school day. Teachers will only release children to a Parent or known Guardian; they must collect their book-bag, hat, blazer and any relevant kit at this time. If your child is going to be collected by someone different, it is vital that you inform us at Drop-Off in the morning. If we do not have confirmation that your child is going home with someone else, we cannot release your child, and they will remain with us until we have contacted you. If you are unable to notify us in advance, or in the event of an emergency, please inform the Front Office of alternative arrangements. The person collecting may be required to provide a photo ID if we have not met them previously.

If your child is attending ‘After School Club’, they will be collected from the Classroom by Miss Emily Slark. Any children who are attending an Activity, will be collected from the Highleigh Building by the Activity Taker, and returned to the Highleigh Building for collection by parents thereafter. We ask that parents try to keep to the times of arrival and departure; it is very unsettling if your child is always the last to arrive or be collected. We understand that there are occasions when you may be late collecting your son or daughter, and we ask that you inform us when this happens so that we can reassure them.

**ATTENDANCE**

Children may join the Nursery Class in the term of their third birthday, providing they are dry. Attendance in the Nursery Class is flexible, depending on session availability, and children may start by attending a minimum of three sessions every week. There is a morning session, which includes lunch, and an afternoon session. When children are secure and confident with their routines and expectations, these sessions are expected to be built up, to include full day sessions. Once children enter their Reception Year, full time education is expected, and legally expected once they turn 5.

**NOTIFICATION OF ABSENCE**

If your child is ill or absent for all or part of the day, or if they will be absent from school for reasons other than illness, please inform the Front Office at office@prebendalschool.org.uk, or ring 01243 772220 as soon as possible. A member of the administrative staff will contact a parent whose child is not present in school but from whom the School has not heard.

If you wish to apply for leave of absence for your child during term time, please write to the Head. The School enjoys longer holidays than maintained schools, therefore parents are requested not to apply to take their children on holiday during term time.

Classrooms are open from 08:10 and registration of all Pre-Prep children will take place at 08:25. Any child who arrives after 08:40 will need to be registered in the Front Office by their parent or guardian. Afternoon registration is taken at the beginning of the first lesson after Lunch Break.

**NON-COLLECTION**

In the event that a child is not collected by an authorised adult at the end of a session/day, the school puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and
qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

If a Nursery Child has not been collected after a Morning Session, they will be signed into the Afternoon Session, whilst staff try to contact parents telephonically. If a child has not been collected within 30 minutes of the end of the day and we have not been able to contact parents, the School’s Non-Collection Policy will be followed. This Policy is available on the School Website.

SAFEGUARDING AND CHILD PROTECTION
The School fully implements the ‘Keeping Children Safe in Education Act’ (September 2018) and its procedures, especially with regard to Safeguarding. All new staff are given training by Mr Ian Richardson, who is the lead the Deputy Head Pastoral and Designated Safeguarding Lead at The Prebendal School, or by another member of the Safeguarding Team. Full details of our Safeguarding Policy and procedures can be found on the School Website.

SUPERVISION
The safety of all the children in the Pre-Prep is a priority and pupils are supervised by adults at all times during the school day. All Early Years Staff are suitably qualified to work with this age group and the Early Years regulatory requirements for staffing ratios are met throughout the School Day.
Early Years children have access to the Outdoor Learning Area, and always under supervision. Staff will plan opportunities to make use of these areas according to the weather and differing needs of the children.

After School Club is co-ordinated by Miss Emily Slark. Contact details are available from the School Secretary or any member of Pre-Prep staff.

SECURITY
We take great care to ensure the safety of our children. We also ask parents to play their part and make certain that doors and gates are shut and secured when entering or leaving the premises; please do not assume that the next person will shut a gate securely – it is the responsibility of everyone to be vigilant. We are very conscious of security issues, so please do not be offended if a staff member questions a friend or relative who may be collecting your child if they are not known to us. Indeed, we will not allow any person, without authorisation and proof of identity, to collect your child. If another person is going to collect your child we ask that you let school know as early as possible. All staff have been checked through the Disclosure and Barring Service. Full details on the school’s security are contained in the Security Policy which is available from the Front Office or through the website.

Professional closed circuit television is installed to help monitor the main access points to the school. The sole purpose is to protect the children, staff and the school’s property. The cameras and their recordings serve both as a deterrent and as invaluable help should there be an incident. Recordings are
made onto an erasable hard drive disk in a secure location accessed by authorised personnel only.

MISSING CHILD
This is unlikely but should a child become lost at school or on a trip, we follow our Missing Child Policy. The following actions will be taken: the Head, will make enquiries to members of staff as to when the child was last seen and where. We ensure that the remaining children are sufficiently supervised and secure, one or preferably two members of staff will search the building, and immediate environment. If the child cannot be located, the Head and Parents will be notified and the police will be contacted. We inform Ofsted of the incident and outcome, and a review of the risk assessment is carried out. The Missing Child Policy is available on the School Website.

AFTER SCHOOL CLUB
To help parents who find it difficult to collect their child at the end of the school day, we offer an After School Club facility. The After School Club is run by Miss Emily Slark, who can be contacted through the Front Office. Sessions run from 15:00 – 16:30 and from 16:30 – 17:00 Monday to Friday. Collection after 17:00 can be arranged with notice. Drinks, fruit and biscuits are provided. There is an additional charge for this club.

BREAKFAST AND SUPPER CLUB
To further assist parents who may find it difficult to juggle ‘Drop Off’ and ‘Collection’, arrangements can be made directly with the Front Office for supervision beyond the hours of a normal Pre-Prep school day.

Breakfast Club
Breakfast is available from 07:15 to 07:45 every day, at a cost of £2.00, with supervision provided by one of the GAP students in collaboration with Boarding Staff and Matrons. After breakfast, the children will move to the Boarders Common Room until classrooms open at 08:15.

Supper Club
Supper Club is available at different times each day, at a cost of £2.25, dependent upon the Chorister Schedule. Children will be moved to the Boarders Common Room following After School Club, and handed over to Boarding Staff at 17:00 were they will be supervised until supper. The times of supper at present are:

- Monday, Wednesday: 18:00, to be collected by 18:30.
- Tuesday, Thursday: 18:15, to be collected by 18:45.
- Friday: 19:00, to be collected by 19:30.

At all times, at least one member of staff with Paediatric First Aid will be on site in case of emergency.

EXTRA-CURRICULAR ACTIVITIES
Extra-Curricular activities are timed to take place at lunchtime or after school. Clubs can include Music, Sport, Art, Construction, Puzzles, Sewing and Mindfulness. There can be an additional charge for these activities. Children should bring a snack to school to have before clubs. Clubs are planned to finish slightly before or at the same time as the end of lessons in the Prep which is helpful to parents collecting from both parts of the school.

**THE PRE-PREP CURRICULUM: NURSERY TO YEAR 2**

The Pre-Prep curriculum encompasses the learning experiences and education of the children at The Prebendal School - from the time they enter school at three years until they move to the Prep department at seven. It incorporates the Early Years Foundation Stage (Nursery and Reception) and Key Stage 1 (Years 1 and 2).

**EYFS: NURSERY AND RECEPTION**

In Nursery and Reception, the Early Years Foundation Stage provides a play-based framework to support early learning and care for all our children from three to five years. It is a framework that forms a foundation for children’s learning and development for the future. The partnership of home and school is nurtured from the very first day as parents and teachers work together to encourage the children in developing their knowledge, skills and thinking processes.

For the young child, many experiences are fresh and new. Learning is an exciting adventure waiting to happen. Children are encouraged to discover what interests them and what they are good at and to celebrate their findings and achievements with their peers and with caring staff in an atmosphere of warmth, trust and mutual respect. Playing and Exploring, Active Learning and Critical Thinking underpin all aspects of our Early Years curriculum. Children are given time to explore, question and marvel at these new experiences. They are encouraged to enquire about everything that captures their imagination. In an atmosphere where they feel safe and valued, children are encouraged to work cooperatively and develop positive relationships with other children and with the adults who work closely with them.

The Three Prime Areas of the EYFS Curriculum are:

- **Personal, Social and Emotional Development**
  Staff support and encourage the children to develop self-esteem and social and emotional skills, including a positive self-image and to care for each other and their environment.

- **Communication and Language**
  Speaking and listening are developed through discussion, story, conversation, drama, small world play and role play, all of which underpin all other aspects of the curriculum.

- **Physical Development**
  The children have many opportunities to explore movement and space through running, climbing and balancing, both in our indoor hall and in our outdoor playground. They develop the fine movement skills needed for the use of a variety of tools and equipment through exciting play-based activities.
Children are also supported in four Specific Areas, through which the three Prime Areas are strengthened and applied.

The Specific Areas are:

**Literacy**
Children are provided with a wealth of opportunities and authentic activities that will support them in developing the confidence to acquire early literacy skills in a range of situations and for a variety of purposes.

**Mathematics**
The children learn about sorting and matching, classifying, shape, space and measure, pattern and recognising, writing and using numbers. Children are supported in developing their skills in a broad range of contexts in which they can explore, enjoy, learn, practice and talk about their developing understanding.

**Understanding the World**
This covers exploration and investigation, designing and making, ICT, time, place and communities. Children are supported in developing the knowledge, skills and understanding that help them to make sense of the world. Their learning is supported through offering opportunities for them to use a range of tools safely; encounter creatures, people, plants and objects in their natural environments and in real-life situations.

**Expressive Arts and Design**
This important area of learning includes creating music and dance, exploring a wide variety of media and materials, developing imagination and imaginative play and responding to experiences, expressing and communicating ideas in a variety of interesting and exciting ways.

**KEY STAGE ONE – YEAR ONE AND YEAR TWO**
When your child moves up into Year 1, our focus within the curriculum changes slightly. We still recognise the need for a thematic approach but it is no longer the centre around which learning is based.

**LITERACY:**
The overarching aim for English at The Prebendal School is to promote high standards of language and literacy by equipping pupils with a strong command of the spoken and written word, and to develop their love of literature through widespread reading for enjoyment.

We aim to ensure that all pupils in Year One and Two:

- Read easily, fluently and with good understanding
• Develop the habit of reading widely and often, for both pleasure and information.
• Acquire a wide vocabulary and an understanding of grammar and knowledge of linguistic conventions for reading, writing and spoken language.
• Appreciate our rich and varied literary heritage.
• Write clearly, accurately and coherently, adapting their language and style in and for a range of contexts, purposes and audiences.
• Use discussion in order to learn; they should be able to elaborate and explain clearly their understanding and ideas.
• Are competent in the art of speaking and listening, making formal presentations, demonstrating to others and participating in debate.
• Have access to a well-balanced, differentiated English curriculum, including those with special educational needs.

NUMERACY:
We aim to ensure that all pupils in Year One and Two:

• Become fluent in the fundamentals of mathematics, including through varied and frequent practice with increasingly complex problems over time, so that pupils develop conceptual understanding and the ability to recall and apply knowledge rapidly and accurately.
• Reason mathematically by following a line of enquiry, conjecturing relationships and generalisations, and developing an argument, justification or proof using mathematical language.
• Can solve problems by applying their mathematics to a variety of routine and non-routine problems with increasing sophistication, including breaking down problems into a series of simpler steps and persevering in seeking solutions.

Mathematics is an interconnected subject in which pupils need to be able to move fluently between representations of mathematical ideas. The programmes of study are, by necessity, organised into apparently distinct domains, but pupils should make rich connections across mathematical ideas to develop fluency, mathematical reasoning and competence in solving increasingly sophisticated problems. They should also apply their mathematical knowledge to science and other subjects.

The expectation is that the majority of pupils will move through the programmes of study at broadly the same pace. However, decisions about when to progress should always be based on the security of pupils' understanding and their readiness to progress to the next stage. Pupils who grasp concepts rapidly will be challenged through being offered rich and sophisticated problems before any acceleration through new content. Those who are not sufficiently fluent with earlier material will consolidate their understanding, through additional practice, before moving on.

SCIENCE
Science is largely 'hands on' and investigations are the basis for all topic work. Science is about teamwork, communication, patience, creativity, research and presentation. It's about having the knowledge, understanding and confidence to make decisions about what you do in life.

In our lessons, there is an overriding emphasis on enquiry, engagement and enjoyment. Along with an acquisition of knowledge, we aim to develop the skills necessary to apply that knowledge to real life situations.

We aim to ensure that all children in Year One and Two:

- Are curious and excited about things they observe and experience; explore the world around them with all their senses.
- Use this experience to develop their understanding of key scientific ideas; make links between different phenomena and experiences.
- Try to make sense of the world around them by asking questions and seeking explanations.
- Acquire and refine the practical skills needed to investigate questions safely.
- Develop skills of predicting, asking questions, sharing ideas, drawing conclusions and evaluating, based on first hand experiences.
- Practise the mathematical skills, e.g.; counting, ordering numbers; measuring with appropriate units; drawing and interpreting graphs and bar charts in real contexts.
- Enjoy and think creatively about Science.
- Develop language skills through talking about their work and presenting their own ideas in different ways.
- Use scientific language as appropriate.

HISTORY
A high-quality history education at The Prebendal Pre-Prep helps pupils gain a coherent knowledge and understanding of Britain’s past and that of the wider world. It inspires pupils’ curiosity to know more about the past. Children are encouraged to ask perceptive questions, think critically, weigh evidence, sift arguments, and develop perspective and judgement. Pupils are guided to understand the complexity of people’s lives, the process of change, the diversity of societies and relationships between different groups, as well as their own identity and the challenges of their time.

GEOGRAPHY
Geography inspires a curiosity and fascination about the world and its people that will remain with them for the rest of their lives. Pupils gain knowledge about diverse places, people, resources and natural and human environments. As pupils progress, their growing knowledge about the world helps to deepen their understanding of the interaction between physical and human processes, together with the formation and use of landscapes and environments. All KS1 children enjoy this subject and study it with confidence and a sense of achievement. In Year 1 and 2, pupils will investigate their local area – the city of Chichester and the nearby coastal area. They will also have the opportunity to study other areas of the world, finding out about contrasting environments and the people who live there.
RELIGIOUS STUDIES (RS)
Religious Education enables pupils to investigate and reflect on some of the most fundamental questions asked by people. As a Christian school we enable pupils to develop a sound knowledge of Christianity. We also develop the children’s knowledge and understanding of principal world faiths and we address the fundamental questions in life. Religious Education at The Prebendal Pre-Prep encourages pupils to learn from religions as well as about religions, enabling all pupils to reflect on their own spiritual knowledge, beliefs and understanding. Pupils will develop a respect for other peoples’ views and celebrate diversity. We aim to provide a curriculum that is open to pupils, whatever their families’ faith, background or status. We hope to assist the pupils in their exploration of the meaning of life, to support them in making life choices and help them confront any difficult or painful situations they may encounter.

INFORMATION COMMUNICATION TECHNOLOGY (ICT)
Our children live in a rapidly changing technological age where ICT is an important part of everyday life. Every child has regular access to IPads within their classroom and a weekly ICT lesson in the computer suite with the Head of ICT. We have interactive whiteboards in all classrooms. Our facilities enable every child, whether they are a visual, auditory or kinaesthetic learner, to have positive and meaningful technological learning experiences. Children leave the Pre-Prep with essential ICT skills with which to embrace the use of ICT in their world.

ART AND DESIGN
Lessons are planned to make art an enjoyable and stimulating experience for all children. Children in the Pre-Prep experience the joys and possibilities of drawing, painting, pattern making, modelling and many other creative activities. They develop the ability and confidence to work with a wide variety of materials and techniques. They are introduced to strategies for making judgments and responding appropriately to both their own work and the work of others. Our children ‘do’ art for the exploration and experimentation, they discover mystery and creativity and, most of all, they have lots of fun!

DESIGN AND TECHNOLOGY
The children are involved in designing and making items for a purpose. Children work with a variety of tools and a variety of media. This early work ensures that they have a good knowledge of the various materials and tools available to them and their safety is stressed at all times. Children will have experimented with wood, clay, plastic, junk, sponge, material, wool, thread, paper and card. They are offered cooking, sewing and model-making to ensure a sound basis for developing design and technology skills.

PERSONAL, SOCIAL and HEALTH EDUCATION
Personal, Social and Health Education (PSHE) and Citizenship enables children to become healthy, independent and responsible members of society. We encourage our children to play a positive role in contributing to the life of the school and the wider community, building on their own experiences and
on the early learning goals for personal, social and emotional development. They learn the basic rules and skills for keeping healthy and safe and behaving well. They have opportunities to show that they can take some responsibility for themselves and their environment. They begin to learn about their own and other people’s feelings and become aware of the views, needs and rights of other children and older people. As members of a class and the Prebendal school community, they learn to share, take turns, play, help others, resolve simple arguments and resist bullying. In so doing we help them to develop their sense of self-worth. PSHE is taught through circle time and other subjects. Morning assemblies are also used to reinforce school rules and acceptable behaviour. We have a weekly praise assembly where children are given certificates for effort, kindness and good manners, which builds confidence and a positive feeling about themselves. Regular individual target setting allows our children to recognise their strengths and weaknesses and make simple choices.

**PHYSICAL EDUCATION (PE)**

Pre-Prep Physical Education is about developing a child’s whole body management and enabling the child to feel happy, secure and confident in their own space and the environment around them. We aim to explore, encourage and extend each child’s natural physical abilities and health related knowledge, in order to meet the challenges which lie ahead in both the Prep and Senior schools and life in general. It is hoped to achieve a balance between aesthetic and practical, individual, partner and team work, to give each child a sound and broad base from which to achieve success and fulfilment in sports and leisure activities throughout life.

In Key Stage 1, pupils have the opportunity to be taught by Games specialists, and they begin to learn foundation skills in Netball, Hockey, Football, Rugby, Tennis, Cricket and Rounders. They also have the opportunity to participate in matches with Year 3 children once a term. In the Summer, every child in the Pre-Prep participates in Swimming Lessons at the Westgate Centre with qualified swimming instructors. If you wish your child to be excused from Games for medical reasons, please ensure that you send a letter of explanation to their Class Teacher.

**FRENCH**

Year 1 and 2 enjoy a weekly French lesson, taught by a specialist teacher. French is taught through songs, games and gestures.

**MUSIC**

Music tends to be the heartbeat of The Prebendal School and all children in Year 1 and above are given the opportunity to learn to play the recorder. They are taught in small groups by a specialist teacher and the lessons take place within the school day. For an additional charge, children in Year 2 are offered the chance to have instrumental lessons with a specialist teacher and can therefore join the Pre-Prep Orchestra. All children in the Pre-Prep have Class Music Lessons with our Director of Music.

**DRAMA**
Children are encouraged to act out simple stories, rhymes and number songs. Through regular participation, children grow in confidence and are then prepared to lead in assemblies. Drama is used as a tool for learning and exploring experiences. Every child takes part in the Christmas Production each year.

**BRITISH VALUES**
The Prebendal School teaches and reinforces the Department for Education’s five-part definition of British values:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect
- Tolerance of those of different faiths and beliefs

Pupils will encounter these principles throughout everyday school life. Our promotion of spiritual, moral, social and cultural understanding is designed to reinforce these explicit values.

**BEACH SCHOOL**
At the Prebendal School, we appreciate the value of Outdoor Education. Margaret McMillan recognised that outdoor space is not just a place where children can run around, but somewhere that offered experiences which contributed to a child’s learning and development. She described it as a classroom roofed only by the sky. Exposure to a natural environment gives all children an opportunity to:

- develop self-esteem, take personal responsibility, co-operate with and respect the needs of others;
- extend their personal horizons through greater appreciation and understanding of the world and the people around them;
- understand the need for sustainable relationships between people and their environment;
- enhance practical problem solving and team work skills.
- promote a positive and knowledgeable response towards personal health and well-being.

The Prebendal School is lucky enough to have a varied and rich coastal environment right on our doorstep. Nursery will have weekly trips to the Beach, whilst Reception will visit approximately four to six times every term. These visits are weather dependent and the safety of all participants will always be at the forefront of our planning.

**HOMEWORK**
Pre-Prep children have a small amount of homework which provides a link between home and school. We believe that homework is a positive and beneficial extension of the children’s work at school. Gentle support during homework is essential – although different systems work for different families – but we don’t want you to do the homework for the child, nor do we want the home environment to become a battleground when it comes to doing homework. The Prebendal should set good foundations for life and the future in the Prep School and beyond if they are well established during the Pre-Prep School years.
Reading books are sent home regularly and in Reception, Years 1 and 2 the children also have literacy, spelling, handwriting and a maths activity once a week.

BOOK BAGS
The children use a school book bag in which to keep their reading book, reading record book and homework. These bags are also used occasionally for sending school visit letters, notes and pictures home. Please be sure to check your child’s bag every evening and remove any letters so that we know you have received the enclosed communications. The book bags are sufficient for everything your child needs to bring to school. Other than their Kit bag, the children do not need to bring additional bags to school.

READING RECORD BOOKS
Your child’s Reading Record Book is another means of communication between you and your child’s Class Teacher. As your child uses this book daily, please do not use it for more sensitive or confidential matters. Parents are encouraged to listen to their children read at home and to note down comments, together with the page numbers/tricky words etc. in their Reading Record Book.

LEARNING SUPPORT
Children with individual needs are integrated into the curriculum and, if appropriate, provided with additional learning support or extension tasks if they are gifted and talented. It is important that any concern regarding the academic, physical, social or emotional needs of children be noted and discussed with staff as soon as possible. The INCO for the Pre-Prep is Miss Iona Carmody who liaises with the SENCO of the Prep School, Mrs Barbara Russell.

It is our policy to be inclusive to all children without discrimination against gender, race, religion, culture or individual need. Unfortunately, due to the constraints of the Main School building, we are unable to accommodate children using wheelchairs. In the case of serious medical or learning needs, admission will be at the discretion of the school.

HOW CAN I HELP MY CHILD AT HOME?
- Where possible, organise relevant trips and visits to support your child’s curriculum.
- Visit the library or use secure internet to research the topics covered in school.
- Share books with your child either by listening to them read or by reading to them.
- Your child should read every day.
- Homework should be done in a communal place where you can see what is happening, not on their own in a bedroom.
- Support your child when they are learning their spellings or multiplication tables – a little and often is always the best approach.
- Make sure that your child goes to bed early every evening and gets a good night’s sleep.
• Our children lead very busy and active lives. However, it is essential to give them the opportunity to relax and play.

**APPOINTMENTS**
We operate an open door policy and we are always happy to see you. Staff are usually available for a quick chat at drop-off and collection times. If you feel that the issue is sensitive, or requires a longer meeting, please make an appointment to see the Class Teacher at a mutually convenient time. The Headmistress is always available for a quick chat at Drop-off or Collection; if you feel that there is an issue that requires a more extensive discussion, please do not hesitate to make an appointment.

**PARENTS’ MEETINGS AND REPORTS**
There are formal consultations and reports throughout the year:

**Nursery and Reception** – Parent Meetings are held during the Michaelmas and Lent Terms. The teachers set “Next Steps” for children and publish these each term. In addition, a more detailed written report is produced at the end of the Michaelmas and Summer Terms.

**Years 1 and 2** – Parent Evenings are held during the Michaelmas and Lent Terms. Comprehensive written reports are presented at the end of the Michaelmas and Summer Terms.

**RECORDS**
The confidential personal records of all children are kept in the Head Secretary’s office; these are available to a child’s parents on request. All EYFS records are available from the Class Teacher on request.

**CORRESPONDENCE AND NEWS**
The Head, Deputy Head Academic, Deputy Head Pastoral and Pre-Prep staff, will keep you informed via regular letters which are sent home via email. These letters will give details of all the forthcoming events, activities, visits and housekeeping related to the Pre-Prep. News and photos will also appear in the half termly Newsletter and our annual school magazine, The Prebendalian. A copy of all letters and notices will be displayed on the Pre-Prep Notice Board. We also regularly publish photographs of what we have been up to on our ‘Twitter’ feed.

**CONTACT DETAILS**
If you change residence, telephone numbers or email addresses, please inform the Front Office immediately. It is vital that our records are kept up to date.

**SCHOOL CALENDAR**
A School Calendar detailing all School Events and Activities at the start of each Term is available on the school website. This will include events related to the Pre-Prep and the Head will keep you informed of any updates and alterations. Please look out for correspondence as the events draw near.
‘COME AND SEE’ MORNINGS
We recognise the important role that parents play as partners in their child’s education, so once a term, from 8:15 to 9:00 parents are invited into the classrooms to have a look at their children’s work. The children are engaged in a wide and varied range of learning activities and it is sometimes difficult for parents to gain a picture of what their child has been doing.
Staff will not be able to discuss the progress of individual children at this time and should you wish to have an in depth discussion please make an appointment following the usual procedure.

BEHAVIOUR
The Pre-Prep staff are committed to the idea that good, positive behaviour should be reinforced by praise and recognition. Reinforcement, and clearly defined acceptable limits of behaviour, coupled with an emphasis on good manners, quickly establishes an excellent code of conduct.
Children are taught to care about each other and to take responsibility for the feelings of others. They learn to value their environment and its resources, not just within the Pre-Prep but the ‘outside world’ too.

Normally an incident can be prevented by a quiet word or by diverting attention. Occasionally a child may need to be temporarily removed from an activity until he/she is ready to join in with a more positive attitude. Minor incidents can be discussed during ‘Circle-Time’ or PSHE sessions in the classroom.

In the Pre-Prep we believe that children need to know the boundaries of acceptable behaviour. We encourage children to relate positively to others and respect the views of those adults who care for them. We think that good behaviour is best promoted by following a short set of simple rules. Children are taught these by example and by rewarding positive behaviour.

All staff work towards providing opportunities to develop these skills and attitudes as part of the learning activities that are planned for the children. Positive behaviour is encouraged as part of social activities, mealtimes, playing in the playground or on visits, etc.

We believe that it is very important that issues are shared with parents and that parents can talk to us about their child in confidence. We feel that this is the best way to support the children during their time in the Pre-Prep.

Our aim is to provide a supportive, caring and safe environment in which children may learn without fear of being bullied. Behaviour that is deliberately hurtful and repeated over time will not be tolerated. We have a strong Personal, Social, Health Education curriculum, which encourages all children to reflect on behaviour and helps to develop social skills and strategies to deal with these experiences.
Corporal punishment is never used in the Pre-Prep.

Our school sees itself as a community where everyone is valued and has an important part to play. The Prebendal Behaviour Policy is available on the School Website.
CONFLICT RESOLUTION
In the Pre-Prep we acknowledge the feelings of our children and encourage them to find solutions to conflicts that tend to arise naturally among children of this age.

STEPS TO SUPPORTING CHILDREN IN RESOLVING CONFLICT
- Approach quickly and calmly stopping hurtful behaviour
- Acknowledge feelings
- Gather information
- Restate the problem
- Ask for ideas for solutions and choose together

MILK AND SNACKS
All EYFS children are entitled to Milk which is provided at morning break. If your child does not drink milk, we ask that you inform us in writing. Fresh drinking water is available in every classroom.

The Prebendal School is Nut-Free and any snacks that are provided must be free of nuts and nut traces. Children may bring a piece of fruit to eat at break time, but no sweets, cereal bars or biscuits please. If your child is attending an activity after school, they are encouraged to bring an extra snack to eat before the activity starts. This can consist of a piece of fruit or a small sandwich. Children in After School Club are given a drink and a snack during their session.

LUNCH
The Prebendal School has a contract with Chartwells; lunch is cooked daily on the premises and served in the dining room. The kitchen is regularly inspected by the Environmental Health Department. The menu is available, on the Pre-Prep notice board, and we also post our menu on the School Website. Individual food allergies and dietary requirements are taken into account and an allergy list is available to all staff. Please advise us in writing if your child’s dietary requirements change at any time. The Medical Form will also need to be updated.

Staff will supervise and assist all children at lunch times: encourage the correct use of cutlery, build social skills and model good practice. Your child will feel confident in the dining room if you can help them to eat politely at home. Children wear a red smock to lunch to protect their uniform from food spillages and stains.

BREAK TIMES
Children in the Pre-Prep play in the play area behind Highleigh. Children in EYFS play in the fenced playground, whilst those in Key Stage 1 begin to experience a little more freedom on the bigger playground. All children have access to age appropriate play equipment and are closely supervised by Pre-Prep staff during break times.

BIRTHDAY CELEBRATIONS
A birthday is an important event in a child’s life and we celebrate these in our Pre-Prep Assemblies. If you would like to provide individual cakes for your child to share with the other children in their class, please make sure these are ‘Nut-Free’. The Class Teacher will distribute any cakes at break time.

VISITS AND TRIPS
School visits are an important part of the learning experience offered at The Prebendal School. We will aim to plan a trip out to a place of interest, or arrange for visitors to come to visit the children during each term. These are linked to the topics being covered. Prior to any visit a full risk assessment is undertaken which includes an assessment of the required adult: child ratios. The School’s Off-Site Activities Procedure is followed.

SICKNESS
Although we aim to prevent the spread of infection through high standards of personal hygiene and practice, particularly through hand washing, and maintaining a clean environment, young children still tend to pick up infections quite easily. If children are unwell they are unable to cope with a normal school day; an ill child needs one to one attention and we cannot provide this in the Pre-Prep. Our aim is to provide the best possible care for all our children, so we cannot accept sick children at school, especially when they are contagious to others. It is the parents’ responsibility to ensure that their child does not come to school and so put other children and staff at risk. Keeping them at home until the symptoms have subsided helps reduce the spread of infection.

The Pre-Prep follows guidance from the Public Health Agency who provide guidance on infection control in schools.

<table>
<thead>
<tr>
<th>Illness</th>
<th>Recommended time to be kept away from school</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Five days from the onset of rash</td>
<td>Notifiable for Pregnant Women and Vulnerable Children</td>
</tr>
<tr>
<td>German Measles</td>
<td>Six days from onset of rash</td>
<td>Notifiable for Pregnant Women and Vulnerable Children</td>
</tr>
<tr>
<td>Mumps</td>
<td>Five days after onset of swelling</td>
<td>Notify staff</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Until lesions are crusted and healed or 48 hours after commencing antibiotic treatment</td>
<td>Notify staff</td>
</tr>
<tr>
<td>Measles</td>
<td>Four days from onset of rash</td>
<td>Notifiable for Pregnant Women and Vulnerable Children</td>
</tr>
<tr>
<td>Scarlet Fever</td>
<td>Child can return 24 hours after commencing appropriate antibiotic treatment.</td>
<td>Notify staff. Notifiable for heavily pregnant women.</td>
</tr>
<tr>
<td>Slapped Cheek</td>
<td>Exclusion may be considered in some circumstances.</td>
<td>Notifiable for Pregnant Women and Vulnerable Children</td>
</tr>
<tr>
<td>Hand, Foot and Mouth</td>
<td>Exclusion may be considered in some circumstances.</td>
<td>Notify staff</td>
</tr>
<tr>
<td>Scabies</td>
<td>Child can return after first treatment.</td>
<td>Notify Staff</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>48 hours from last episode of diarrhoea or</td>
<td>Exclusion from swimming for two</td>
</tr>
</tbody>
</table>

01.09.18/01.09.19/DHA and DHP/M
and/or vomiting

<table>
<thead>
<tr>
<th>Influenza</th>
<th>Until recovered.</th>
<th>Notify staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conjunctivitis</td>
<td>In the case of an outbreak, remain at home until infection clears.</td>
<td>Notify staff</td>
</tr>
<tr>
<td>Threadworms</td>
<td>Treatment as advised by healthcare practitioners</td>
<td>Notify staff. Cut fingernails and encourage good hygiene.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Five days from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment.</td>
<td>Notify staff.</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Treatment as advised by healthcare practitioners or the NHs website.</td>
<td>Notify staff.</td>
</tr>
<tr>
<td>Ticks – Lyme Disease</td>
<td>Please check your child following visits to areas at risk: parks, woods, meadows etc.</td>
<td>Consult the NHS website and your GP for further guidance.</td>
</tr>
</tbody>
</table>

Please speak to us in confidence on any matters related to your child’s health. If your child becomes unwell whilst at school, you will be telephoned and asked to collect your child. Please ensure that we have your current daytime emergency phone number, or an alternative emergency contact. It is vital that we are able to contact someone if necessary.

If a child has a notifiable illness, The Prebendal School will advise the Department of Health.

ADMINISTRATION OF MEDICATION

Staff require training for the administration of any medication which requires medical or technical knowledge. Usually only prescription medication should be administered at school. No other medication will be administered without the Parent’s express permission; parents will be contacted telephonically on these rare occasions to gain this permission. If your child requires any medication at school, the following stipulations must be adhered to:

- The only medication that Pre-Prep children are permitted to carry on their person is medicine and equipment prescribed for a diabetic. Inhalers, such as those used for asthma, and Epi-pens are kept in the locked, First Aid cupboard in the Deputy Head Pastoral Office and, when leaving the Pre-Prep area, they are carried by a teacher (as appropriate).
- Children are not permitted to carry any medication on their person or store in classroom trays.
- Parents/guardians must hand any medication to the Class Teacher.
- If the medication is required to be given over a long period parents/guardian must collect medication at end of each school day.
- Parents will be requested to complete, date and sign the ‘Administration of Medication Form’ showing clearly the name of child, name of medication, dosage and times to be administered. The time of any initial doses at home must be indicated.
- The Member of Staff administering the medicine should sign, date and time the Form.
- All administration of medication must also be signed by a witness.
- If medication is required long term the initial Form only needs to be re-signed if dosage or times
Parents must sign the ‘Administration of Medication Form’ at the end of each day when collecting the medication. Once the course of medication is complete, the ‘Administration of Medication Form’ will be filed.

ACCIDENTS
The Prebendal School provides first aid training for all staff on a regular basis and several staff have paediatric first aid training. Staff are fully appraised of all medical conditions which may affect the children in their care, and appropriate risk assessments are conducted within the classroom and beyond.

Cuts and grazes are attended to by a member of the Pre-Prep staff. An Accident Form is completed, recording the event and providing details of any first aid given; parents are required to sign this at collection at the end of the day. All accident records are filed in the Matron’s office. In the event of a head bump, the child will be given comfort and first aid and monitored carefully. A notice will be sent home. Should a head bump be serious, parents will be contacted and if symptoms significantly worsen, 999 will be called. A matron is available in the school if required.

If a child has an accident on an outing, parents will be contacted and kept informed of their child’s condition. Accidents of a more serious nature might mean a child needs to be taken to hospital; parents will be asked to attend the hospital as soon as possible. A first aid box is located on site, and a first aid kit and mobile phone are always taken on outings.

INTIMATE CARE
If a child has a toilet accident at school they will be cared for sensitively by a Pre-Prep member of staff. Soiled clothes will be placed in a plastic bag and returned home at the end of the day. It would be helpful for children in Nursery and Reception to have a change of pants in their PE bags.

HYGIENE
All staff promote rigorous hygiene practice and encourage the children to wash their hands after play, before snack and meal times and after visiting the toilet.

HEAD LICE
We ask you to be diligent in checking your child’s head and hair each week for head lice, as a courtesy to other children and their parents. Please use a special shampoo should treatment be necessary – ask your pharmacist for advice. It is advisable to tie long hair up securely and plait as an extra precaution.

SUN PROTECTION
In the Summer months, when the weather is hot we request that children have an application of 50+ High Protection All Day Sun Cream before coming to school. A wide brimmed or peaked hat will also be essential for outdoor play, Games and PE.
UNIFORM
We are very proud of our smart image at The Prebendal School and uniform is to be worn by all pupils. This can be purchased online from John Lewis, whilst all Sport Kit can be purchased online via the JW Sports Website.

It is very important that all your child’s clothes are marked clearly. This includes pants, vests and socks, as well as school uniform. Trainers and shoes need to be marked regularly. PE/Games kit should be kept in a named school kit bag.

Children can start wearing winter uniform from October and from April, summer uniform is worn. These arrangements are weather dependent. As we spend a lot of time outdoors in the Winter months, we request that all children have the appropriate clothing for inclement weather conditions. PE/Games kit and aprons should be taken home at the end of each week for washing. All EYFS children will need a pair of Wellington Boots at school.

JEWELLERY, NAIL VARNISH AND HAIR
For safety reasons the children are not allowed to wear jewellery at school. This includes earrings, necklaces and watches. Nail varnish is not to be worn to school. Hair should be of a suitable length for school; girls with shoulder length hair should have their hair tied back or plaited. Hair bands, other hair slides, etc. should be of plain design in either black, grey or red. Boys should have short neat haircuts. Children are not permitted to use any sort of colour or hair gel in their hair.

CLASS REPRESENTATIVES
At the beginning of every academic year a parent from each Class is invited to become the Class Representative for their child’s class. These Representatives liaise between school and parents and welcome new families to the school. The Class Representatives also arrange social events every term for the parents in their child’s class; these might involve coffee mornings or an evening in a local restaurant or bar. With parents’ permission the Representatives distribute contact lists to other parents in the class. This list will be circulated within the first weeks of the start of each new term. The Representatives may be asked to help the class teacher in other ways both in school and or with trips.

STUDENTS
The Pre-Prep occasionally provides placements for students from local colleges or universities who are training and studying for a career in Teaching or Early Years child care. They are always supervised and never left alone with individuals or a group of children. The school operates a rigorous Safeguarding and Child Protection Policy.

ASSEMBLIES
Assemblies, which include Acts of Worship, are an important feature of school life. They act as one of the main ways by which we create our positive reflective ethos and promote our values-based education.
The following serves as a guide to the weekly Assembly routine in the Pre-Prep:

**Monday – 13:20**

EYFS and KS1 staff led the Assembly in a rota and introduces a Theme of the Week which should be reinforced by staff throughout the week.

**Tuesday – 08:40**

The Deputy Head Academic leads the Assembly in the Cathedral and extends the Theme of the Week.

**Wednesday – 13:20**

House Meetings.

**Thursday – 08:40**

Reception, Year 1 and Year 2 should be ready to depart for the Cathedral at 08:35; they should look smart, wearing their blazer and hat. Nursery will also join this Assembly, and should look smart, but are not expected to wear a hat or a blazer.

Certificates for Star of the Week and Good Worker will be given out in this assembly.

**Friday – 13:20**

The Praise Assembly will be led by a member of SMT. The work of the ‘Good Worker’ should be displayed in the space allocated for your class; this work should be mounted on backing paper and clearly named.

**PRAYERS**

Our strong Christian ethos and our links to the Cathedral mean that Prayer is an important part of our school day. For your information, we include copies of the prayers which we use on a regular basis in the Pre-Prep. You may wish to practise these with your child at home.

**The Pre-Prep Prayer**

Father - We thank you for the night
And the pleasant morning light
For rest and food, and loving care
And all that makes the day so fair.
Help us to do the things we should,
To be to others, kind and good
In all we do, in all we say,
To grow more loving everyday
Amen.
Lunch-Time Grace
For what we are about to receive
May the Lord make us truly grateful.
Amen

The Grace
The grace of our Lord Jesus Christ
And the love of God
And the fellowship of the Holy Spirit
Be with us all, ever more. Amen.

The Lord’s Prayer
Our Father, who art in heaven
Hallowed be thy name
Thy kingdom come, Thy will be done
On earth as it is in heaven.
Give us this day our daily bread
And forgive us our trespasses
As we forgive those who trespass against us.
And lead us not into temptation
But deliver us from evil
For Thine is the kingdom
The power and the glory
For ever and ever
Amen.

CHARITIES
We support a wide variety of charities, both local to Chichester, and National. A number of themed events are planned throughout the year to support chosen organisations.

SPORTS DAY
Sports Day takes place in the Summer Term and all children are invited to take part. This is a relaxed and fun sporting event. We warmly welcome families to watch and join in, and stay for a family picnic afterwards.

ANNUAL NATIVITY
All Pre-Prep children participate in a Production in December. This is a terrific opportunity to watch pupils perform confidently in front of an audience.

PRIZE-GIVING
At the end of the school year the Pre-Prep hold their annual Prize-Giving in the Bishop’s Kitchen. Children who receive cups are allowed to keep them for a year, before returning them engraved the following summer.

BUDDY SYSTEM
To support our ‘One School, One Site’ philosophy, children in Key Stage 1, and Reception are paired with a Year 6, 7 or 8 Buddy who will accompany them to Cathedral, share reading experiences and any other special events that may be planned throughout the School Year.

HOUSES
All children in the Pre-Prep belong to a House and contribute to the School House Competition. Nursery children are probationers until they become fully fledged members of a House when they enter Reception. The Houses have been named after former Bishops of Chichester: Seffrid (Blue), Luffa (Red), Neville (Green) and Sherborne (Yellow). All Pre-Prep House Competitions are age appropriate and the children can earn valuable House points for kindness, citizenship and good behaviour. Points are counted weekly and added to the overall School Total.

PUPIL VOICE AND FOOD COMMITTEE
Pupil Voice is the School Council. The Head boy and Head Girl chair the meeting and a senior member of staff is in attendance. Each Form from Year 1 to Year 8 elects a member of their class to be on Pupil Voice. It is the intention that the children bring ideas for events, improvements etc. from their class for discussion at the meeting.

Where appropriate the school will respond and take on board the ideas that Pupil Voice generates. The Food Committee fulfils a similar role, allowing pupils a voice in the School Menus. A representative for the Council and the Committee is voted for in Year 1 and 2. The children are collected for attendance at the meeting by Prep School Children and returned to their Class Teachers thereafter.

PERSONAL SKILLS
Please try to ensure your child can:
• Dress and undress
• Use the toilet independently and wash and dry their hands
• Blow their nose independently
• Change their shoes
• Put on and take off their coat
• Tidy away toys
• Use a knife and fork

FIRST DAYS
When your child comes to school, you need to take him/her to the classroom to greet their teacher. Your child will have a named coat peg; these are arranged in classes alphabetically. Parents are able to
talk to staff at any time, including the Head or the Deputy Heads. In the early stages, tremendous care is taken to ensure that the transition is smooth and a positive relationship is established between home and school. In the morning, there is time to meet and greet parents and children. We understand that a ‘Hello’ and a brief word is important to show that there is a positive relationship between home and school.

SETTLING IN
We are committed to building an environment that will make sure that your child feels that they belong and are valued for themselves. Sometimes a cuddle and an encouraging word is all that is necessary for a child to feel more confident and secure. All children feel happy and confident about starting school if they hear good things happen there. If you reassure your child and tell him/her that they will enjoy school, they will believe you and so feel positive towards their learning. It is amazing how much children’s attitudes and thoughts are influenced by what they hear from adults and older children.

Before a child begins at the Pre-Prep there are opportunities to visit and spend time with us. This makes a child feel comfortable and familiar with their new surroundings and reinforces that school is a happy place to be. Each child is encouraged to build positive relationships with adults especially with their Class Teacher and to have fun meeting and playing with new friends.

SUGGESTIONS
We are keen to keep an ‘open door’ policy and really welcome and value your ideas and suggestions. Please do let us know if you feel the information we share with you; the activities we plan for your child; the care and management of the children; or any other aspect of the School Day, could be improved or enhanced in any way. If you have any concerns, large or small, Mrs Sleep in the Front Office is always available to talk to you.

COMPLAINTS PROCEDURE
The Prebendal School prides itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents do have a complaint or concern, it is important that they make contact with the School so that it can be quickly and effectively resolved. Your child’s Class Teacher should always be your first port of call in seeking a resolution. However, if this is not possible, contact should be made with the Head or the Deputy Heads who will refer the matter to the relevant teacher if deemed appropriate. If she feels it is necessary, she may take the matter up with the Head. The full Complaints Policy and procedure is available on the website or by request from the Front Office. It explains in detail the stages of the formal process.

REGULATORY BODIES
Under the Early Years Foundation Stage guidance, the School has a legal obligation to provide parents with details of how to contact OFSTED and to advise parents that they can make a complaint to OFSTED should they wish. However, we also welcome letters of praise and recognition of good practice!
OFSTED: Piccadilly Gate, Store Street. Manchester. M1 2WD. Telephone: 0300 123 1231.
The Independent Schools Inspectorate (ISI) The Independent Schools Inspectorate seeks to ensure that all parties involved in an inspection are satisfied that inspections and other areas of our work are carried out in a thorough and professional manner. Whilst we strive to meet high standards of quality, we appreciate that on rare occasions it may be necessary for complaints to be raised with us.

Independent Schools Inspectorate: CAP House, 9-12 Long Lane, London EC1A 9HA.
Telephone 020 7600 0100
Social Services Emergency Number – West Sussex: 01403 229900
APPENDIX 1

NURSERY UNIFORM REQUIREMENTS
All uniforms items are available to purchase online on the John Lewis Website
All PE/Games Kit is available to purchase online on the JW Sports Website
All items are to be clearly labelled before coming into school.

WINTER

GIRLS
Prebendal Red Outdoor Coat
Prebendal Cardigan
Prebendal Grey Tunic
Prebendal Long Sleeved Gingham Blouse
Grey Tights/Long Grey Socks
Black Shoes

BOYS
Prebendal Red Outdoor Coat
Prebendal Jumper
Prebendal Grey Shorts
Prebendal Long Sleeved Grey Shirt
Prebendal Elasticated Tie
Prebendal Long Grey Socks
Black Shoes

Optional: Prebendal Blazer, Prebendal Grey Scarf, Hat and Gloves

SUMMER

GIRLS
Prebendal Gingham Summer Dress
Prebendal Cardigan
White Socks
Black Shoes

BOYS
Prebendal Short Sleeved Grey Shirt
Prebendal Short Grey Shorts
Prebendal Elasticated Tie
Grey Socks
Black Shoes

PE KIT
White Polo Shirt
Prebendal Black Track Suit Bottoms
Prebendal Red Track Suit Top
Prebendal Black Skort for Summer - Girls
Prebendal Black Shorts for Summer - Boys
White Socks
Trainers
Prebendal Red Drawstring Kit Bag
Full Swimming Costume for Summer - Girls
Trunks for Summer - Boys
Prebendal White Wide Brimmed Hat for Summer

ADDITIONAL
Prebendal Red Book Bag
Prebendal Red Smock
Wellington Boots - Own Choice
RECEPTION, YEAR 1 and 2 UNIFORM REQUIREMENTS
All uniforms items are available to purchase online on the John Lewis Website.
All PE/Games Kit is available to purchase online on the JW Sports Website.
All items are to be clearly labelled before coming into school.

WINTER

GIRLS
Prebendal Red Blazer
Prebendal Grey Winter Hat
Prebendal Red Outdoor Coat
Prebendal Cardigan
Prebendal Grey Tunic
Prebendal Long Sleeved Gingham Blouse
Grey Tights/Long Grey Socks
Black Shoes

BOYS
Prebendal Red Blazer
Prebendal Red Cap
Prebendal Red Outdoor Coat
Prebendal Jumper
Prebendal Grey Shorts
Prebendal Long Sleeved Grey Shirt
Prebendal Elasticated Tie
Prebendal Long Grey Socks
Black Shoes

Optional: Prebendal Grey Scarf, Hat and Gloves

SUMMER

GIRLS
Prebendal Red Blazer
Prebendal Summer Hat
Prebendal Gingham Summer Dress
Prebendal Cardigan
White Socks
Black Shoes

BOYS
Prebendal Red Blazer
Prebendal Red Cap
Prebendal Short Sleeved Grey Shirt
Prebendal Short Grey Shorts
Prebendal Elasticated Tie
Grey Socks
Black Shoes

PE KIT
White Polo Shirt
Prebendal Black Tracksuit Bottoms
Prebendal Red Track Suit Top
Prebendal Black Skort for Summer - Girls
Prebendal Black Shorts for Summer - Boys
White Socks
Trainers
Prebendal Red Drawstring Kit Bag
Full Swimming Costume for Summer - Girls
Trunks for Summer - Boys
Prebendal White Wide Brimmed Hat for Summer

ADDITIONAL
Prebendal Red Book Bag
Prebendal Red Smock
Wellington Boots - Own Choice