



BOYS' PREP

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Parent Handbook 2020-21  
Early Years  
Surbiton High Boys' Preparatory School

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# WELCOME FROM THE HEAD



When you choose Surbiton High Boys' Prep, you are embarking on a lifelong love of learning; full of innovation, creativity and challenging opportunities. By developing this thirst for learning, we encourage boys to challenge themselves within the safety of the Surbiton community, knowing full well they will be supported, nurtured and scaffolded along the way. The boys are constantly urged to think deeply about all aspects of school life. We value responsibility, resilience and respect in our boys and we expect them to live by the motto, 'May Love Always Lead Us'. This permeates through each layer of school life and the children begin to develop a strong

emotional intelligence by embracing the characteristics valued so highly.

From the minute they step over the threshold, they are part of a thriving community which will catch them when they fall and praise them when they achieve. The close relationship that we have with the parents allows us to have a transparent, open relationship which thrives on trust and helps the boys flourish within it.

The boys at Surbiton Prep are happy, active and enthusiastic learners; they love life and they love learning. All staff form a part of their journey through the School and we never fail to be excited as they embark on their journey with us.

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# CONTACT INFORMATION

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SENIOR HEAD OF PREP SCHOOLS & HEAD OF SURBITON HIGH GIRLS' PREPARATORY SCHOOL	Ms Clemmie Stewart
HEAD OF SURBITON HIGH BOYS' PREPARATORY SCHOOL	Mrs Tracey Chong
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CHARLES BURNEY HOUSE	143 Maple Road Surbiton KT6 4BB T 020 8439 1400
GIRLS' PREPARATORY SCHOOL ADDRESS	95 – 97 Surbiton Road Kingston upon Thames KT1 2HW T 020 8546 9756
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**CHAIR OF THE LOCAL GOVERNING BODY** Mr Adrian McKeon  
c/o Senior School

**SURBITON HIGH SCHOOL IS A PART OF UNITED LEARNING AND THE UNITED CHURCH  
SCHOOLS TRUST (UCST)**

Chair of the UCST Board

Mrs Angela Crowe, JP

**CORRESPONDENCE FOR MRS ANGELA CROWE SHOULD BE ADDRESSED TO UNITED  
LEARNING REGISTERED OFFICE**

Worldwide House  
Thorpe Wood  
Peterborough PE3 6SB  
T 01832 864444

Surbiton High School is regulated by the Department for Education and the relevant contact details can be found on the DfE website ([www.education.gov.uk](http://www.education.gov.uk)).  
Surbiton High School is also noted on the Edubase register which is available at [www.edubase.gov.uk](http://www.edubase.gov.uk).



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# AIMS AND ETHOS

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Surbiton High School aims to inspire, encourage and empower young people to be the very best they can be.

## Ethos

- We are a vibrant learning community, which inspires all pupils to discover and embrace their individuality, to grow in their intellectual curiosity, and to enjoy their independence
- We acknowledge that there is no such thing as a typical Surbiton High School pupil, and that impressive academic results are just one aspect of our rich tapestry of educational provision; we encourage every child to grow in compassion, treat others with respect, and maintain an outward-looking attitude, living out the School's motto: 'Amor Nos Semper Ducat' ('May Love Always Lead Us')
- We empower every child to thrive by: developing social and emotional intelligence, becoming rounded and grounded in character, and demonstrating kindness and service to others
- Surbiton High School is the founding member of the United Church Schools Trust and a leading school within United Learning. Valuing our Christian heritage, we welcome staff and children

from all faiths and none, and we share with United Learning its core mission: 'to bring out the best in everyone'. We are fully committed to the aims of the Framework for Excellence: [www.unitedlearning.org.uk](http://www.unitedlearning.org.uk)

## Aims

- Surbiton High School aims to inspire, encourage and empower our young people to discover and liberate the very best of themselves, exceeding their potential in an intellectually rigorous and challenging academic environment, balanced with outstanding pastoral care and support

We achieve these aims through our Charter for Happiness and Well-being. Our children are:

- inspired to deploy their greatest strengths to tackle all situations, developing a growth mindset and a 'can do' attitude, equipped with the tools to maximise their positive emotions
- encouraged to find their niche, to be fully engaged in educational activities, and to meet any major challenge that comes their way

- coached and encouraged to develop strong relationships, to be empathetic and responsive to the needs of themselves and others
- empowered to lead a meaningful life, to be able to understand what their goals are, and to know what they are striving for
- empowered to draw strength from celebrating their accomplishments, in order to tackle new challenges.

We achieve these aims through our inculcation of learning habits. Our children are:

- inspired in their thinking to ask questions, to make connections, to imagine possibilities, to reason methodically and to capitalise on their resources

- encouraged to be emotionally invested in their learning, persevering in the face of difficulties, noticing subtle differences and patterns, managing their distractions, and becoming absorbed in their learning
- empowered to be fully involved in their learning, growing in interdependence, collaborating effectively, listening empathetically to others, and imitating their learning habits
- inspired, encouraged and empowered to be productive, planning their learning in advance, revising and reviewing their progress, distilling important information, and developing their own meta-learning.





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# WHERE TO OBTAIN FURTHER INFORMATION

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Key policies and further information covering the following areas are available on the School's website [www.surbitonhigh.com](http://www.surbitonhigh.com) and also on request from the School Office:

- Academic Performance Statement
- Admissions Policy
- Anti-Bullying Policy
- Assessment, Recording and Reporting
- Attendance Policy
- Behaviour and Discipline Policy
- Child Protection and Safeguarding Policy
- Co-curricular Policy
- Code of Conduct - Pupils
- Complaints Policy
- Curriculum Policy
- Drugs Policy
- Early Education Funding
- Educational Visits Policy
- English as an Additional Language Policy
- Equal Opportunities Policy
- Exclusion, Expulsion, Removal and Review Policy and Procedures
- First Aid Policy
- Head Boy Team Policy
- Health and Safety Policy - Group
- Health and Safety Policy - Local
- Learning Outside the Classroom
- Missing Pupil Policy
- Physical Restraint Policy
- Provision of Information Policy
- PSHCE Schemes of Work
- School Worship and Assemblies
- Searches and Confiscation Policy
- Special Educational Needs Policy
- Supervision of Pupils on Site Policy
- Uncollected Pupils Policy





# WELL-BEING

The well-being and pastoral care at the Boys' Prep School is a vital and integral part of school life. We value the individual strengths of each boy and honour their successes through varied celebrations. In partnership with the parents, we nurture and foster positive relationships with our pupils, and at the heart of the pastoral programme is our school motto: May Love Always Lead Us.

We are proud of our warm and nurturing ethos and, in addition to guiding the boys to high academic achievement, our programme of learning celebrates personal strengths, builds confidence from an early age and recognises the importance of self-esteem. We encourage the boys to develop a sense of self-discipline, responsibility and courtesy, as well as sensitivity to the needs of others.

Our dedicated and caring staff provide a happy, safe and exciting learning environment whilst ensuring that the boys' individual needs are met. The Form Teacher is the first point of contact for parents, and our 'Open Door' policy means that parents can discuss any aspect of care or day-to-day issues, as and when necessary.

There are many leadership opportunities at the Boys' Prep such as the School Council, Eco Committee, Year 6 Buddies and our House system; the boys are encouraged to have a voice and be a part of the wider school community. In Year 6, all

the boys apply for and are awarded a role within the School. The highest accolade is Head Boy, along with a Deputy Head and Senior Prefects, however, the role that all the Year 6 boys cherish, is 'Buddy' to a Reception pupil. This relationship begins before the Reception boy has started the School, and throughout the year the Year 6 boys take immense pride in caring for and supporting their buddy up until their very last day at School.

We have three Houses at School: Arundel, Caernarvon and Balmoral. During the year we hold many House charity events, assemblies and celebrations, encouraging team spirit and friendships across the year groups. Every term, pupils have a chance to earn House Points for good work, effort and achievement, aiming for the target of Platinum award. The House Captains in Year 6 keep track of the accumulating House Points on a weekly basis and are hopeful to raise the cup at the end of the year for the winning House. Our House Sports Day, which we share with the Girls' Prep School, is also one of our highlights in the School calendar.



## The 3Rs at The Boys' Prep



# CHARACTER AND VALUES

Character and values are an essential part of education within the curriculum and are also taught in explicit ways. The Boys' Prep values - Respect, Responsibility and Resilience - are an integral part of day-to-day life at the School.

First and foremost, children learn by watching and imitating. As educational practitioners, we know a large percentage of each boy's learning will come from observing the values and skills exhibited by those around them. Children love to copy and act out being older than they are, so the modelling of our values from older pupils and staff has a huge impact on our younger boys. At the Boys' Prep, we ensure that our three core values are promoted inside and outside of the classroom. For our boys to be the best that they can be, they need to work together towards a common set of goals and values that are clear to them and all who work

with them, throughout a range of contexts. Respect, Responsibility and Resilience resonate with the staff and pupils, and these simple yet effective beliefs permeate the buildings at both Charles Burney House and Avenue Elmers and underpin all our interactions.

With this strong foundation, the boys develop key core values of their own. We play a significant part in preparing the future generation for their lives as adults, not just their time at School. At the Boys' Prep we embed the 3Rs and provide a framework from which our values can be taught and experienced throughout the curriculum, Co-curricular activities, leadership opportunities and various team activities. Each of these experiences are powerful avenues to further extend each boy's understanding of the core values and to help promote their character development.

## Why is it important for pupils to develop good learning habits?

At Surbiton High Boys' Prep School, we inspire our pupils to be dynamic learners who can thrive in a sophisticated, interconnected and complex world. We successfully blend the thrill of intellectual discovery and strong academic knowledge, alongside encouraging lifelong learning habits.

Our tailored approach to our pupils' learning enables us to fulfil our ambition to realise our pupils' primal need for learning. Underpinning our learning and teaching is the desire to create engaging and exciting learning experiences every day. Our pupils flourish academically. We know they perform best when they learn to relish every opportunity available to discover their own individual talents and interests.

Education is not about forcing pupils to fit a pre-determined mould, but rather preparing them to be adaptable to an ever-changing world. We believe that education should be a stimulating and organic process that is constantly evolving.

Pupils today will be entering the world of work in the 2020s and 2030s. Many of our young people are highly likely to take up jobs that do not yet exist; they will follow careers and work patterns that we may currently find difficult to imagine and it is, therefore, imperative that we prepare pupils for the 21st Century and beyond. To that end, we empower our pupils to gain an excellent academic profile, which becomes their passport to accessing the life-defining opportunities they so richly deserve. At the same time, we recognise the need for pupils to develop a wide range of well-honed learning habits, encouraging them to respond with confidence and creative thinking to whatever unusual or unforeseeable challenges they may face in the future.

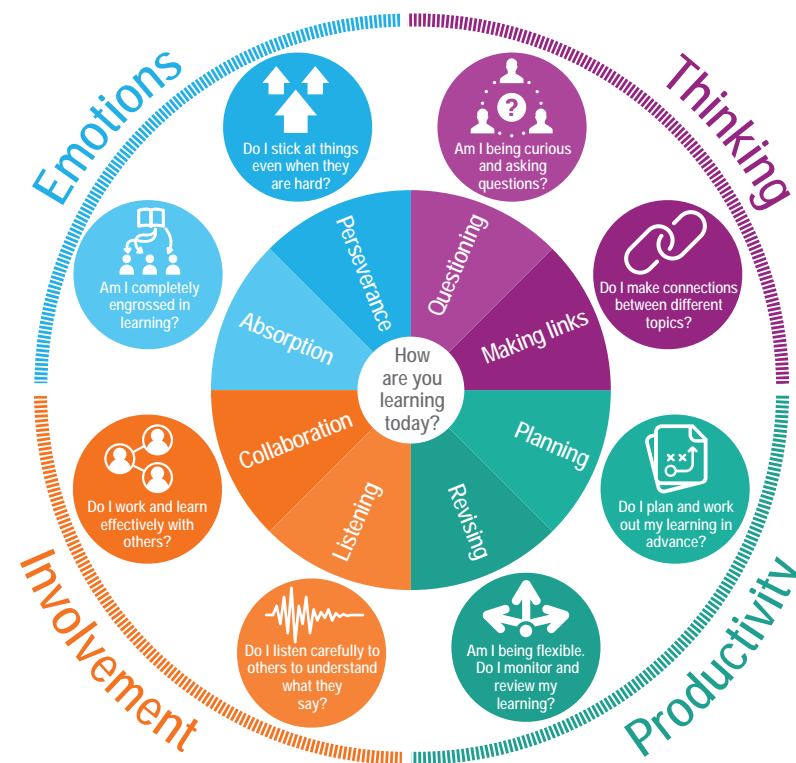
# THE LEARNING HABITS WHEEL

*'The most striking thing about some undergraduates is their dependence, their lack of initiative and their reluctance to think themselves... new undergraduates seem to expect to be told what to do at every stage. It is almost as though the spoon-feeding and teach-to-the test culture at school has drained them of independent thought.'* Professor Tim Birkhead, Sheffield University

Excellent performance across a variety of subjects and an enthusiasm for learning will ensure success. At Surbiton High Boys' Prep School, we have been working closely with Graham Powell and The Learning Organisation to ensure our pupils also develop the way in which they

learn. We are ensuring pupils in our care continue their education with a lifelong love of learning; safe in the knowledge that they can tackle the bigger challenges life throws at them using the habits they have developed whilst at Surbiton High Boys' Prep School.

The graphic shows all 8 learning habits that we know to be vital for young learners. It is displayed in every classroom of the School. We hope you find it of interest and if you would like more information please either contact Mr Byron King or visit [www.tloldt.co.uk](http://www.tloldt.co.uk)





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# THE CURRICULUM

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To achieve our aims, we have planned the curriculum so that it covers the seven areas of learning that form the Early Years Foundation Stage.

Prime areas of learning:

- 1) Personal, Social and Emotional Development**
- 2) Communication and Language**
- 3) Physical Development**

Specific areas of learning:

- 4) Literacy**
- 5) Mathematics**
- 6) Understanding the World**
- 7) Expressive Arts and Design**

The Form Teacher is responsible for most of the curriculum areas, but your son will receive specialist teaching in Music, PE and French.



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# PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT

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There are three aspects of Personal, Social and Emotional Development:

- 1) Making Relationships**
- 2) Self-Confidence and Self-Awareness**
- 3) Managing Feelings and Behaviour**

Our boys are provided with experiences and support which will help them to develop a positive sense of themselves and others. They learn to respect each other, work together and develop a positive attitude to learning. Our boys' emotional well-being is supported and they are helped to learn to know themselves and to understand what they are capable of.

By the end of the Early Years Foundation Stage the boys should:

- Play co-operatively
- Take turns with others
- Take account of one another's ideas about how to organise their activities
- Show sensitivity to others' needs and feelings

- Form positive relationships with adults and other children
- Be confident to try new activities and say why they like some activities more than others
- Be confident to speak in a familiar group, talk about their ideas and choose the resources they need for their chosen activities
- Say when they do or do not need help
- Talk about how they and others show feelings
- Talk about their own and other's behaviour and its consequences
- Know that some behaviour is unacceptable
- Work as part of a group or class and understand and follow the rules
- Adjust their behaviour to different situations and take changes of routine in their stride.

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# COMMUNICATION AND LANGUAGE

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There are three aspects of Communication and Language:

## 1) Listening and Attention

## 2) Understanding

## 3) Speaking

We support and extend the boys' learning and competence in communicating, speaking and listening by giving them opportunities to speak and listen in a range of situations. This will develop their confidence and skills in expressing themselves.

By the end of the Early Years Foundation Stage the boys should:

- Listen attentively in a range of situations
- Listen to stories, accurately anticipating key events and respond to what they hear with relevant comments, questions or actions

- Give their attention to what others say and respond appropriately, while engaged in another activity
- Follow instructions involving several ideas or actions
- Answer 'how' and 'why' questions about their experiences and in response to stories or events
- Express themselves effectively, showing awareness of listeners' needs
- Use past, present and future forms accurately when talking about events that have happened or are to happen in the future
- Develop their own narrative and explanation by connecting ideas or events.



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# PHYSICAL DEVELOPMENT

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There are two aspects of Physical Development:

## 1) Moving and Handling

## 2) Health and Self-Care

Our boys will be supported in developing an understanding of the importance of physical activity and making healthy choices in relation to food.

By the end of the Early Years Foundation Stage the boys should:

- Show good control and coordination in large and small movements

- Move confidently in a range of ways, safely negotiating space
- Handle equipment and tools effectively, including pencils for writing
- Know the importance of good health, physical exercise and a healthy diet
- Talk about ways to keep healthy and safe
- Manage their own basic hygiene and personal needs successfully, including dressing and going to the toilet independently.

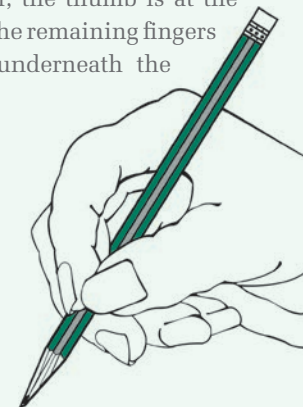
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# PENCIL GRIP

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This is a good pencil grip

The steering finger is placed on the side of the pencil, the thumb is at the other side. The remaining fingers are tucked underneath the pencil.





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# LITERACY

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There are two aspects of Literacy:

## 1) Reading

## 2) Writing

The boys will be learning to read and write, through listening to others reading and being encouraged to read and write themselves. They will be introduced to a wide range of reading material – non-fiction and fiction books, poems and other written materials – to foster their enthusiasm for literature. Our core schemes for Literacy are ‘Read, Write, Inc’ and ‘Pearson Bug Club’.

By the end of the Early Years Foundation Stage the boys should:

- Read and understand simple sentences
- Use phonetic knowledge to decode regular words and read them aloud accurately
- Read some common irregular words
- Demonstrate understanding when talking with others about what they have read
- Use their phonetic knowledge to write words
- Write some irregular common words
- Write simple sentences which can be read by themselves and others with some words which are spelled correctly and others which are phonetically plausible.



There are two aspects of Mathematics:

## 1) Numbers

## 2) Shape, Space and Measure

The boys will be encouraged to explore ideas and solve problems. Much of the work is taught through oral and practical activities, leading to an understanding of number, calculation, money, 2D and 3D shape, space (position and direction) and measurement (time, weight, length and capacity).

By the end of the Early Years Foundation Stage the boys should:

- Count reliably with numbers from 1-20, place them in order and say which number is one more or one less than a given number
- Add and subtract two single-digit numbers and count on or back to find the answer
- Solve problems including doubling, halving and sharing
- Use everyday language to talk about size, weight, capacity, position, distance, time and money to compare quantities and objects to solve problems
- Recognise, create and describe patterns
- Explore characteristics of everyday objects and shapes and use mathematical language to describe them.

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# MATHS

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# UNDERSTANDING THE WORLD

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There are three aspects of Understanding the World:

## 1) People and Communities

## 2) The World

## 3) Technology

The boys will be supported in developing the knowledge, skills and understanding that will help them to make sense of their physical world and their community. There will be opportunities to explore, observe and find out about people, places and technology and the environment.

By the end of the Early Years Foundation Stage the boys should:

- Talk about past and present events in their own lives and in the lives of others
- Know that other children do not always enjoy the same things and be sensitive to this

- Know about similarities and differences between themselves and others, and among families, communities and traditions
- Know about similarities and differences in relation to places, objects, materials and living things
- Talk about the features of their own immediate environment and how environments may vary from one to another
- Make observations of animals and plants, explaining why some things occur and talk about changes
- Recognise that a range of technology is used in places such as homes and schools
- Select and use technology for particular purposes.

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# FRENCH

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In Reception, the boys will be taught French. Language learning involves much repetition and it is fortunate that boys in this age group are quick to pick up language. They positively relish being spoken to and beginning to speak in a modern foreign

language. French is introduced through puppets, songs, rhymes, stories and games. The two puppets we use play a key role in introducing the target language. The emphasis is on listening, responding and speaking. The aim is for each boy to speak, sing and play; responding to visual and auditory cues. This gives them the opportunity to develop their confidence and ability to listen attentively.

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# EXPRESSIVE ARTS AND DESIGN

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There are two aspects of Expressive Arts and Design:

## 1) Exploring and Using Media and Materials

## 2) Being Imaginative

Our boys will explore a wide range of media and materials. They will be given opportunities to share their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design and technology.

By the end of the Early Years Foundation Stage the boys should:

- Sing songs, make music and dance and experiment with ways of changing them
- Safely use and explore a variety of materials, tools and techniques, experimenting with colour, design, texture, form and function
- Use media and materials in original ways, thinking about uses and purposes
- Represent their own ideas, thoughts and feelings through design and technology, art, music, dance, role-play and stories.

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# MUSIC

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In Reception, the children have lessons each week in the Prep Music Room with their specialist Music teacher. Our sequential, aural-based music lessons include listening, performing, creating, playing and exploring musical instruments, singing movement and simple music literacy. Each of these assists in developing thinking, communication and creativity. They are also involved in a production in which they experience the thrills of putting on a show to a large audience.





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# PHYSICAL EDUCATION

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Reception is the very beginning of the boys' journey to physical literacy and a lifelong involvement in sport. Through a broad range of fun-based activities and games, the PE curriculum is designed to draw out key components of fitness such as speed, strength, agility, balance and co-ordination, as well as important life lessons. For example, how to take turns and work in pairs, groups or a team. The boys are also taught some basic anatomy and physiology to help them understand the benefits of exercise. Some of the themes we use during PE lessons include:

- Athletics
- Gymnastics
- SAQ (speed, agility & quickness)
- Ball skills
- Agility, balance & coordination circuits
- Tennis

Every week, the boys receive a 1-hour PE lesson on-site and a 1-hour Games lesson at our external facility of Hinchley Wood. Within these Games lessons, the boys' physical development is extended further through the themes of football, rugby and cricket in each respective term.



knowledge and skills by experiencing real-life, practical or hands-on activities.

Children are allowed free contact with the natural world and are offered experiences that are unique to the outdoors, such as jumping in muddy puddles in the rain and pond dipping for pond life in the Spring Term. Playing and learning outside also helps children to understand and respect nature, the environment and the interdependence of humans, animals, plants, and life cycles.

We are extremely fortunate at Surbiton Boys' Prep to have a fantastic outside space, which offers endless possibilities for learning. The setting at Hinchley Wood provides a wonderful environment to embrace outdoor learning. At Hinchley Wood we can make use of the woodland, sports field, pond area and tennis courts to widen the boys' learning experiences.

At Surbiton Boys' Prep, we believe in 'Learning Outside the Classroom' and the benefits this has for all our children. The opportunity to learn and play outside throughout the year, in various kinds of weather, is as important as learning and playing inside. All Learning Outside the Classroom experiences serve an educational purpose, enhancing and enriching our children's learning. Real-world learning brings the benefits of formal and informal education together and reinforces meaningful learning through acquiring

We take pride in the fact that Learning Outside the Classroom is embedded in our curriculum across EYFS and Key Stage 1. Our Learning Outside the Classroom lessons complement the EYFS and the Key Stage 1 National Curriculum and are delivered within an organised structure. In Reception, the boys have a timetabled LOC lesson at our Hinchley Wood site. The boys will need to have a pair of wellington boots and waterproof trousers that will be kept in School.

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## LEARNING OUTSIDE THE CLASSROOM

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It is very helpful if you can prepare your son with certain tasks before he starts School, as this will make his transition much easier. It would be helpful if he can use the toilet independently, dress and undress and be able to eat with the use of a knife and fork.

Some boys can write their name before starting School and it is important that this starts with a capital letter and the rest is written using lower case letters. Similarly, some children will have no interest in writing their name, so please do not worry if they come to School not writing it.

### Partnership between Home and School

Your son's education benefits from close

cooperation between home and School, as we all want him to be happy and to be able to reach his full potential.

We understand how hard it can be to hand your son over at the classroom door. He is young and starting school is such a big adventure. It may take a little while to settle into the new routine, but we will do all we can to make that transition as smooth and enjoyable as possible.

We have individual appointments each term to discuss formally your son's progress. However, if you have any concerns or issues that you want to discuss at other times, please do not hesitate to contact us. Finally, we look forward to you and your son joining the Surbiton High Boys' Prep School community.

## PREPARATION FOR SCHOOL

## CO-CURRICULAR

At Surbiton High Boys' Prep School, we pride ourselves on running a comprehensive Co-curricular programme. We foster the pupils' love of sport, the creative arts, languages and music.

All our Co-curricular experiences are outlined for you in a separate booklet available on MIS in September.

In order to support the transition period into school life, Reception boys will begin their Co-curricular programme in the Spring Term. Details of the clubs available for the Reception boys will be supplied to you towards the end of the Autumn Term, in order for you to make decisions

for the following Spring Term. At the end of the Spring Term, you will then have the opportunity to select clubs for the Summer Term.

We are constantly looking for ways to enhance and support our Co-curricular programme, and it may be that other Co-curricular clubs open throughout the year for which you will be given the information.

Please note that some clubs have maximum numbers due to space available, therefore we cannot guarantee that your son will get a place in every club that you sign him up for.





As part of the regular monitoring and screening of all pupils throughout the year, specific concerns about an individual's progress may be highlighted. If this is the case, then an assessment will be administered by a member of the Learning Enrichment Department. Depending on the outcome, and after consultation with you and the Form Teacher, extra support in the form of 1:1 lessons or small groups may be recommended. There is a small cost for this extra support that will be discussed with you and added to your termly bill.

## LEARNING ENRICHMENT





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# ASSESSMENT

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Assessment is ongoing throughout the EYFS, but the official EYFS Profile for each child is completed in the final term of Reception. Assessments take place through teacher observation of children's learning and development as they take part in everyday activities, and planned observations, where teachers spend time on a specific task with an individual child or small group. Parents and other carers can also contribute to the Profile, for example, by adding comments to the child's Learning Journal on Tapestry which is a record of achievements compiled by the School comprising: photos, videos,

pieces of work, and observations about the child's development.

At the end of the EYFS teachers will make judgements against the Early Learning Goals in 3 statements: Emerging, Expected and Exceeding.



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# HEALTH

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## Medical Information

Surbiton High School has a Welfare Centre on the Senior School site, which is staffed throughout the week by our Registered School Nurse.

## Health Assessments/Reviews

A short health assessment is required for each pupil, usually in the year of entry, commencing with Year 1 pupils and again as required when concerns have been expressed by teachers or parents. These are carried out by the School Nurse and are designed to promote the health and development of your child and enable any problems which may affect their education to be identified. At the end of the online Medical Questionnaire, you will be required to consent to the health assessment by ticking the declaration.

## Illness or Accident in School

The School Nurse is based in the Welfare Centre. She is available throughout the school day and, in addition, there are many first aid trained staff on each school site. The nurse provides help and support for pupils with specific medical conditions and those who are injured or become ill during the school day. She does not operate a sick bay for ill pupils or act as a substitute for parental care. Please do not send your children to School if they are unwell. Not only is it an unpleasant experience for the child, it can cause viruses and infections to spread rapidly throughout the School population. If your child becomes unwell, we will contact you, therefore please

ensure that your contact details, including emergency contacts, are kept up to date.

If the nurse feels that your child requires hospital treatment as a result of illness or accident, a member of staff will accompany them to hospital and stay with your child until you arrive.

## Administration of Medicines in School

Many pupils will need to take medication at some time during their school life. As far as possible, medication should be taken at home and only taken in School when absolutely essential. However, some pupils may require regular medication, either on a short or long term basis, to keep down the effects of or control a chronic condition or disability. In these instances, each case will be dealt with sympathetically. Prior to the administration of any medication, parents are required to complete a medical questionnaire, sign a medicines consent form and, when requested, to supply a written update on their child's medical condition.

### It is the responsibility of parents:

- To ensure that their child is well enough to attend School. A child who has a raised temperature or is suffering from pain or discomfort severe enough to require the use of medication should be deemed unfit for School.
- To provide full details of any medical condition affecting their child and any medication required.
- To keep the School informed in writing of any changes to their child's health or medication.

- To ensure that any medications kept in School are replenished before their expiry date.
- In the case of vomiting or diarrhoea, to ensure that their child returns to School no sooner than 48 hours from when their symptoms ceased.

### It is the responsibility of Surbiton High School:

- To safeguard the pupils in our care during the school day.
- To ensure that all medications are stored securely and administered appropriately.
- To ensure that all regular or occasional medications are administered by the School Nurse and her deputy or whilst on a school trip or visit, by a nominated trained first aid member of staff.

## Emergency Medications

Emergency medications, including Auto-Injectors, Asthma inhalers and Insulin Pens, will always be administered. These need to be easily accessible and should ideally be kept with the pupil or, in the case of very young pupils, with the class teacher. Pupils who are at risk of suffering a severe allergic reaction and have been prescribed an auto-injector are required to have two in School; one to be carried with them always and the second to be kept in an emergency box at each School Reception. The storage of any other emergency medication will be agreed with parents on an individual basis.

These medications should be delivered to each School Reception at the start of term in a sealed plastic container clearly marked with the pupil's name. They should be in the container supplied by the pharmacy, complete with written instructions for administration, detailing side effects and

the expiry date. Parents will be asked to complete a medical questionnaire and a medicines consent form. Parents are reminded that it is their responsibility to ensure that any medication kept in School is replenished before its expiry date.

## Regular /Occasional Medication

Only prescribed medication will be administered on a regular basis. Antibiotics and antihistamine preparations do not usually need to be taken during the school day. Antibiotics can usually be given before School and immediately on return home without compromising the consistent high level of medication in the blood stream. Parents are requested to ask their doctor to consider the school day and prescribe accordingly when possible (i.e. an antibiotic day is 24 hours, therefore 3 times daily is 8 hourly). Antihistamines are most effective when taken as a once a day dose in the morning.

If any medication is necessary, it will be administered by the School Nurse or her deputy in The Welfare Centre. The medicines should be delivered to The Welfare Centre on the main school site in a plastic box labelled with the pupils' details and the appropriate documentation including a completed and signed medicines consent form. Surbiton High School Staff are not permitted to administer either Regular or Occasional medication without specific authorisation from the School Nurse. Please be aware that there is no legal or contractual obligation on teaching or administration staff to either administer medication or supervise a pupil taking it.

Medication can also be administered by parents/carers on site.



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# USEFUL INFORMATION

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## Times of the School Day

### Arrival

The front and back gates at Charles Burney House will be opened at 8.00am by a staff member. Reception boys will need to be dropped in the front playground and there is a drive-through operation in place for Reception parents. At 8.25am the boys will be taken to their classroom by their Form Teacher.

If your son arrives at School later than 8.25am, he should be taken into School via the main gate and enter through the front door. If your son requires any help, a member of the Admin Team will escort your son to his classroom.

### Departure

All boys finish school at 3.15pm. The front and back gates will be opened at 3.10pm by a member of staff. Reception boys are to be collected from the front playground. Please wait in the playground until Reception teachers dismiss your son into your care; both classes are dismissed from the top of the stairs. Parents will need to park in the vicinity of Charles Burney House, but we advise parents bringing or collecting children by car to observe parking regulations strictly at all times. A Controlled Parking Zone operates in the area around the School. There are a large number of meters available at a small

charge for 15 minutes' parking. Patrolling Traffic Wardens are unsympathetic to those who do not conform to the parking restrictions outside the School.

### School Administration Team

The School Administration Team consists of Mrs Kelly Smith, Ms Charlotte Farndon and Mrs Fiona Meaney. Please contact Mrs Kelly Smith or Ms Charlotte Farndon if you have any questions or concerns before your son joins us in September, or Mrs Smith if you wish to make an appointment with the Head.

The direct telephone lines and email to the Boys' Prep School are:

Tel: 020 8390 6640 or 020 8439 1400  
Email: boysprep@surbitonhigh.com

### MIS

Once your son has started at Surbiton High Boys' Prep School, you will have access to our Management Information System. By visiting <https://mis.surbitonhigh.com> you will be able to register to use the service, which will allow you to see your son's attendance, timetable, rewards/sanctions and other information.

The system also allows us to communicate with you via our Weekly Parent Communication update, which is sent by email every Friday. You can also receive text messages from the School when



urgent information (such as the late return of a trip) needs to be sent to you.

## School News

School news is regularly updated via our various social media sites such as the school website ([www.surbitonhigh.com](http://www.surbitonhigh.com)) and on Twitter, Instagram and Facebook. There is also a Prep School newsletter twice every half term, which is emailed to all parents.

The Surbiton High Boys' Prep School has a Twitter account @SHSBoysPrep and an Instagram account @SurbitonBoysPrep which provide you with a small glimpse into our day at Surbiton High Boys' Prep School. A whole School annual newsletter is also produced and distributed to all parents. Please check the School calendar on MIS for up-to-date information on events. Class representatives will be elected to keep you informed of other important school activities that relate to your son's year.

## Personal Data

Surbiton High School and United Church Schools Trust (UCST) collect, create and hold personal information relating to our pupils, parents and carers. This data is used for a variety of purposes in relation to our provision of education services, including monitoring pupils' progress and achievement and to safeguard pupils' welfare. We take our responsibilities under Data Protection laws very seriously and demand the same commitment from any company engaged to gather or process data on our behalf. Further detail is set out in our Privacy Notice available on the School website: [www.surbitonhigh.com/data-protection](http://www.surbitonhigh.com/data-protection)

## Absence

Whilst we discourage absence due to medical appointments we understand that in some circumstances this is unavoidable. Please write to the Head in advance for authorisation of leave. Please note that family holidays during term time will not be an authorised absence, as school term dates are published well in advance.

If your son is taken ill during the school day, you will be contacted immediately. For this reason, please can we ask parents to ensure that their contact details, including emergency contacts, are reviewed regularly and kept up-to-date.

If a pupil is absent due to illness, their parent(s) are required to contact the School via telephone or the appropriate email address [SurbitonBoysPrepAbsence@surbitonhigh.com](mailto:SurbitonBoysPrepAbsence@surbitonhigh.com) before 9.00am on the day of their absence and every day thereafter until they return to School. Alternatively, they can call the School Office on 020 8390 6640 or 020 8439 1400. If a pupil's absence is likely to be prolonged, parents are asked to inform the Head, Mrs Chong, so that appropriate measures can be taken.

## Weather Disruption

If local conditions are very bad and police authorities advise against travelling, do not send your child to School. Our MIS alert enables us to contact you via text or email to provide appropriate updates.

If a problem arises during the day, we may have to end lessons early, in order for the boys to avoid worsening conditions. We will once again contact you via MIS text

alert. The School will remain open until all pupils are collected.

## Late Collection of Children

Parents are requested to collect their children promptly at the end of the day. However, should any parents be delayed while en route to collect a child from school, we ask, as a matter of urgency, that parents phone the School. We advise all families to enrol their children with the After School Care scheme, as you never know when you may need it!

## Infant Crèche, Before School and After School Care Facilities

The Crèche is available until 3.50pm for boys in Reception who have older siblings in the Girls' Prep School, Senior School or Boys' Prep School. They will be supervised by a member of the Prep Staff. If a sibling is in the crèche, they need to be picked up before the older pupil is collected.

The School operates a Breakfast Club and After School Care Scheme at an additional cost.

We are able to accept Childcare Vouchers to help towards your payment for this provision. There is an initial Registration charge which will be collected through the termly invoice. Both schemes are based in the Surbiton Assembly Rooms.

The Breakfast Club is available from 7.30am until the start of the school day, when your son will be escorted over to the Boys' Prep School. At the Breakfast Club your son will be given a healthy breakfast of cereal, juice, toast and/or yoghurt.

The After School Club runs from the end of the school day until 6.00pm. Boys are

collected from their classrooms to go the After School Club where a healthy high tea is provided for the children. It is recommended that you register your child even if you may only use either service once or twice.

You will receive further details on fees and Registration from the Admissions Department.

## Curriculum Evening, Parent Consultations and Reports

There is a Parents' Curriculum Evening early in the school year. This is an important and very useful information evening, as it is an opportunity for parents to meet their sons's Form Teacher, who will outline the curriculum and answer any questions parents may have. During the Autumn, Spring and Summer Terms, a time will be arranged for you to meet with your son's Form Teacher to discuss his progress. You may set up additional meetings with your son's Teachers at other times during the school year at a mutually convenient time. Parents will receive a termly written report.

## Nutrition

All children stay for school lunch, which is served in the Surbiton Assembly Rooms Dining Hall. The children are supervised very carefully during their walk to, and from, this site. The weekly sample menus are available on the school website and there is also a Catering booklet which has additional information.

School meal times are a time for children to interact socially and we place great importance on table manners.



Please notify the School Office and your son's teacher if there are any allergies which we need to be aware of.

## Mid Morning Snack

We operate a healthy eating policy at the Boys' Prep School. Pupils should have a piece of fruit or vegetable and, in addition they can have hard cheese, a small sandwich or a nut-free muesli bar.

## Nuts

We have an increasing number of pupils in School with severe nut allergies. In order to avoid a potentially serious situation, all nut products have been removed from the lunch menu, on medical advice. Pupils are therefore not allowed to bring any products containing nuts into School. Please ensure that this policy is respected.

## 'Buddies'

Each Reception boy will be paired up with a Year 6 'Buddy' who will help him to settle in, and look after him over the year. This system works well and strong friendships are made between the older and younger boys.

## Houses

There are three school Houses:

- Arundel
- Balmoral
- Caernarvon

The boys will be allocated to their Houses in the first term at our School. In Reception, the boys start receiving House Points for their achievements from the Spring Term. When they reach 25 points they will receive a bronze certificate, 50 points, a silver certificate, 75 points, a gold certificate and for 100 points, a platinum certificate and a badge.

## Certificates

At the Prep, weekly certificates are awarded in our Good Work Assembly and an end-of-term certificate is given to a pupil in each form in our end-of-term assembly, to congratulate them on something achieved across the term.

## School Coach Routes

Royale European offer ten bus routes for pupils in the School. All the coaches are fitted with seat belts. The routes, timings and prices can be found on the school website. You may request a place on a coach via the online New Pupil Questionnaire.

## Green & Silver Club

Growing out of the original association formed in 1898 (OGOSH – the Old Girls of Surbiton High), the Green & Silver Club has become the association for all pupils, parents and staff; past and present. It is run by a committee of members. The association focuses on celebrating the benefits of a Surbiton High education through providing opportunities to create and rekindle memories, as well as to help forge beneficial connections between its members.

The aims of the Green & Silver Club:

- to connect with current pupils and parents to raise awareness of the Green & Silver Club network
- to provide alumni with the opportunity for social and professional networking and career development
- to enable alumni to give back to the School through volunteering, mentoring or career talks to current pupils

- to publish news and information about the Green & Silver Club and the School
- to hold reunion events and functions throughout the year with a focus on increasing our alumni engagement
- to promote, enhance and support the reputation of the School and its strategic aims.

Additionally, the Green & Silver Bursary Fund was launched in 2015, with the purpose of helping those whose financial circumstances prevent them from accessing the benefits of a Surbiton High School education. The Green & Silver Club Award will be up to 30% of the current school fees, which can be received by one pupil or shared between pupils. The Award will be reviewed annually. Pupils not eligible for a CFSP Bursary are still entitled to apply, provided they meet the means-tested criteria.

The modest £10 annual subscription from current parents, together with donations of money, time and talent from so many of our alumni, help support the Green & Silver Club.

## Parents' Association (SHSPA)

The Surbiton High School Parents' Association has three main functions: to form a link between parents and the School, to organise social events for parents and their children, and to fundraise for specific items within the school community to enhance the pupil experience. Membership of the Parents' Association is open to all parents and is automatic on completion of the relevant section of the New Pupil Questionnaire. Payment of an annual subscription of £10 per family will be added to the Spring Term fee invoice.

The Parents' Association is hosting a Welcome Supper in the Dining Hall on Tuesday 8 September from 7.00pm onwards for new families. Bowl food will be served to enable you to mingle and get to know other parents. To book tickets, please go to [www.shspa.org.uk](http://www.shspa.org.uk)

## Holiday Camp

A Holiday Camp is run at our sports ground at Hinchley Wood and at our Boys' Prep School during the holidays. Please go to [www.ultimateactivity.co.uk](http://www.ultimateactivity.co.uk) for further information.

## Any Questions

If you have any further questions, please contact the Admissions Office on 0208 439 1309 or [admissions@surbitonhigh.com](mailto:admissions@surbitonhigh.com).





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# BOYS' PREP SCHOOL UNIFORM

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## School Uniform Suppliers

AlleyCatz  
Claremont House, 34 Molesey Road  
Hersham, KT12 4RQ  
T 01932 223075 [www.alleycatz.co.uk](http://www.alleycatz.co.uk)

## Nearly New Uniform Sales

Regular Nearly New Uniform Sales are arranged by the Surbiton High School PA Committee. For more details visit [www.shspa.org.uk](http://www.shspa.org.uk)

## Labelling

All formal uniform should be labelled on the inside, with either iron-on or 8mm woven name tapes. All sports and art items also need to be clearly labelled inside (**not on the outside**) with either iron-on or 8mm woven name tapes. Please note the recommended format for Reception to Year 2 is first and second name e.g. Jack Smith. When requesting embroidery, please use **initials only** on the outside of bags, for safeguarding purposes.

## Houses

Pupils will be allocated a House when starting the School. House t-shirts can be purchased from AlleyCatz for delivery to the School.

## Seasonal Uniform

Summer uniform is to be worn from September through to the half term break in the Autumn Term.

Winter uniform is to be worn from the Autumn Term half term break until the end of the Spring Term.

Summer uniform is encouraged from the start of the Summer Term, but this is very much weather dependent. Summer uniform is compulsory from after the half term break in the Summer Term.

## Uniform

Compulsory	
Waterproof jacket or plain black coat	Green with School crest (to remain in School at all times)
Blazer	Green with School crest
White shirt	Long-sleeved with winter uniform; short-sleeved with summer uniform
Trousers	Dark grey
Waterproof trousers	Green or black
Shorts	Dark grey knee-length (summer uniform)
Tie	Green and silver striped
Jumper	Dark grey with trim
Socks	Short dark grey with winter uniform; knee-length dark grey with summer uniform
Shoes	Black (from approved styles list)
Waterproof art overall	Green

## Sports Kit

Compulsory	
Polo shirt	White with School crest
Sweatshirt	Green with School crest
Shorts	White
Trainers	Suitable for indoor/outdoor PE (mainly white)
Ankle socks	White
House t-shirt	House Colours - Arundel (Red), Balmoral (Blue), Caernarvon (Green)
Jogging bottoms	Green



Sports Kit (continued)

Optional Sports Kit	
White base layer	Surbiton High School arm print

Accessories

Compulsory	
Pre-Prep rucksack	Green with School crest
Outdoor LOC bag	Grey with School crest



Optional	
Fleece	Green with School crest
Scarf	Green with School crest
Woolly hat	Green School regulation (worn with winter uniform)
Gloves	Plain grey or green
Legionnaire's hat	Green School regulation (Summer Term only)
Water bottle	Any colour, non-regulation, named

Please note that pupils in Reception spend two days a week in their PE/Games Kit.

Optional Items

If you are choosing not to purchase the optional hat, scarf and gloves, please ensure you send your son to School in a bottle green equivalent.





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# TERM DATES

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## Autumn Term 2020

Staff INSET	Tuesday 1 September
Staff INSET	Wednesday 2 September
Year 7 and 12 Induction Day	Thursday 3 September
Term Commences	Friday 4 September
Half Term	Monday 19 October to Friday 30 October
Term Finishes	Wednesday 16 December (half day)

## Spring Term 2021

Staff INSET	Monday 4 January
Year 7 Entrance Exam	Tuesday 5 January
Staff INSET	Wednesday 6 January
Term Commences	Thursday 7 January
Half Term	Monday 15 February to Friday 19 February
Term Finishes	Wednesday 24 March

## Summer Term 2021

Staff INSET	Monday 12 April
Term Commences	Tuesday 13 April
Half Term	Monday 31 May to Friday 4 June
Term Finishes	Wednesday 7 July (half day)





# STAFF

## Senior Head of Prep Schools & Head of Surbiton High Girls' Prep School

Ms Clemmie Stewart

[clemmie.stewart@surbitonhigh.com](mailto:clemmie.stewart@surbitonhigh.com)

## Deputy Head of Prep Schools – Staff Development

Mr Allistair Williamson

[allistair.williamson@surbitonhigh.com](mailto:allistair.williamson@surbitonhigh.com)

## Head of Boys' Prep

Mrs Tracey Chong

[tracey.chong@surbitonhigh.com](mailto:tracey.chong@surbitonhigh.com)

## Deputy Head – Teaching and Learning

Mr Byron King

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## Deputy Head – Pupil Development and Well-being

Mrs Sally Johnston

[sally.johnston@surbitonhigh.com](mailto:sally.johnston@surbitonhigh.com)

## PA to the Head and Head of Prep Schools Administration

Mrs Kelly Smith

[kelly.smith@surbitonhigh.com](mailto:kelly.smith@surbitonhigh.com)

## Leader of Pre-Prep

Mrs Alison Gowe

[alison.gowe@surbitonhigh.com](mailto:alison.gowe@surbitonhigh.com)

## Assessment, Recording and Reporting Leader

Miss Danielle Kilpin

[danielle.kilpin@surbitonhigh.com](mailto:danielle.kilpin@surbitonhigh.com)

## Early Years Teachers

Mrs Alison Gowe  
Mrs Alexandra Harrison

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[alexandra.harrison@surbitonhigh.com](mailto:alexandra.harrison@surbitonhigh.com)

## KS1 Teachers

Mrs Kelli Groenewald  
Miss Danielle Kilpin  
Miss Flo Park

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[danielle.kilpin@surbitonhigh.com](mailto:danielle.kilpin@surbitonhigh.com)  
[flo.park@surbitonhigh.com](mailto:flo.park@surbitonhigh.com)

## KS2 Teachers

Mr Adam Buckingham  
Miss Cerys Powell  
Mrs Claire Johnston  
Mrs Ruth Carnie  
Mr Michael Underwood  
Mr Richard Gallop  
Mrs Hannah Dillon  
Mr James Warren  
Miss Emily Stone  
Miss Charlotte Lewis

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BOYS' PREP



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T 020 8390 6640 | E [boysprep@surbitonhigh.com](mailto:boysprep@surbitonhigh.com) | [www.surbitonhigh.com](http://www.surbitonhigh.com)

3 Avenue Elmers Surbiton KT6 4SP



[/surbitonhigh](https://www.facebook.com/surbitonhigh)

An independent school for boys aged 4-11 and girls aged 4-18



[@SHSBoysPrep](https://twitter.com/SHSBoysPrep)

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