



BOYS' PREP

Parent Handbook 2020-21

Key Stage 1

Surbiton High Boys' Preparatory School

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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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
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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).
Surbiton High School is also noted on the Edubase register which is available at www.edubase.gov.uk.



AIMS AND ETHOS

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

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.



WHERE TO OBTAIN FURTHER INFORMATION

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

- Academic Performance Statement
- Admissions Policy
- Anti-Bullying Policy
- Behaviour and Discipline Policy
- Child Protection and Safeguarding Policy
- Co-curricular Policy - Senior School
- Code of Conduct - Pupils
- Complaints Policy
- Curriculum Policy - Senior School
- Curriculum Policy - Girls' Prep School
- Curriculum Policy - Boys' Prep School
- 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 Girl 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
- School Worship and Assemblies
- Searches and Confiscation Policy
- Special Educational Needs Policy
- Supervision of Pupils on Site Policy
- Uncollected Pupils Policy
- Word Processor Policy.



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, nurturing ethos of the School 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. 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 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 and supporting their buddy up until their very last day at School.

We have three Houses at the 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. 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, another chance to lift the winning cup and celebrate.



WELL-BEING

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. These character strengths are vital in preparing the boys for their life as adults. Ranging from bravery and forgiveness to integrity and gratitude, these character strengths are embedded into the teaching and learning at the Boys' Prep.

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

At Surbiton High Boys' Preparatory 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.

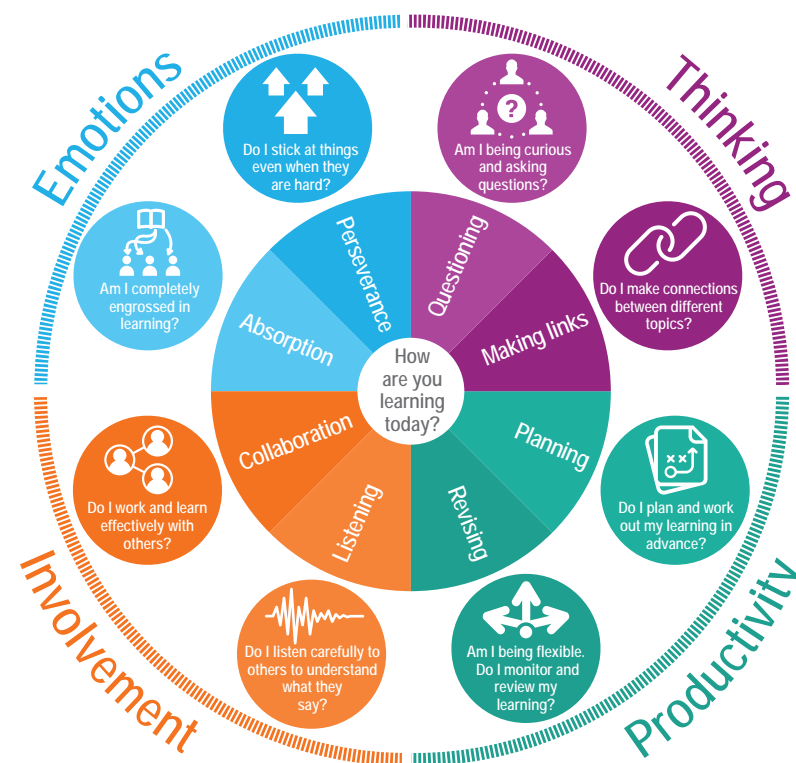
THE LEARNING HABITS WHEEL

'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' Preparatory 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' Preparatory 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.tlold.co.uk



IPADS

iPads – Mobile Technology at Surbiton High Boys' Prep School

In line with our whole school digital strategy plans, boys in Year 1 and 2 will be introduced to using iPads through their Computing lessons. This supports them in being prepared for Key Stage 2.

We believe that many aspects of learning can be supported, and advanced, by the effective use of mobile technology in the classroom and at home. Our aim is to complement what already works well in the classroom. Boys will learn to use a range of apps to support their learning. Importantly, the pupils will be taught how to use iPads safely and appropriately, both in the classroom and at home, and will be supported as they learn to master this technology. In Key Stage 1, the boys will use iPad apps including Scratch Jr, iMovie and Book Creator.



ENGLISH

In our English lessons, we will be using the Primary Strategy Literacy Framework.

There are three strands to the work covered: Word Level, Sentence Level and Text Level.

- Word Level encompasses spelling and vocabulary
- Sentence Level focuses on grammar and punctuation
- Text Level consists of comprehension and composition

Speaking and Listening

The boys will participate in a range of drama activities and learn to evaluate their own and others' contributions. During Key Stage 1, they will take part in a Christmas Nativity Play and other school events. They will have the chance to play different characters to convey stories, emotions and their own ideas. The boys will be taught different dramatic techniques to explore characters and different situations.

Reading

The boys will use books from Bug Club and the Oxford Reading Tree Scheme. The level your son is placed on will be continually assessed by his teacher. The aim of the scheme is to develop your son's comprehension skills and his fluency when reading aloud. It would also be very useful for your son to use a public library in order to widen his reading experience. When ready, we will introduce your son

to well-known and accredited authors to develop his love and understanding of books. In Key Stage 1 the boys are heard read twice during the week with either a teacher or teaching assistant, as well as three times per week during their Phonics lessons.

When reading aloud, please encourage your son to sound out unknown words so that this technique is continually reinforced, at home and at School. Discussion of the story is also very important and will help to develop understanding and comprehension of the text.

Phonics

The boys will follow the Read Write Inc. Phonics programme which is taught discretely on a regular basis throughout the week. This teaches: phonics, reading, writing, comprehension, spoken English, spelling, grammar and handwriting. During these sessions boys will read aloud with a partner, discuss details about the text and practise spelling key words which are then sent home for the boys to rehearse. Once the boys have reached the end of the programme, over the course of Year 2, the boys will take part in group reading and comprehension sessions guided by their teacher.

Grammar and Punctuation

Spelling, Grammar and Punctuation (SPaG) are taught discretely and are regularly consolidated through retrieval starter questions are the beginning of a lesson. The boys will consolidate their understanding of capital letters and full stops at the beginning and end of sentences. During the year, the boys will be taught to use the following more advanced punctuation: question marks, exclamation marks, commas in lists and

speech marks. During Key Stage 1, we teach the boys to separate stories into a basic three paragraphs – beginning, middle and end, in creative writing and appropriate sections for informative writing. We consolidate the boys' understanding of tenses and sentence structure.

Handwriting

Handwriting is incorporated in both Phonics and discreet English lessons, where the teacher will model the correct letter formation and introduce joins when the boys are ready.



MATHEMATICS

The National Curriculum is used as guidance in Mathematics at Key Stage 1 and the curriculum is split into **Number, Measurement, Geometry & Statistics**. The main focus of the curriculum is on Number and this forms the building blocks of all mathematical understanding.

We use the **Concrete, Pictorial, Abstract (CPA)** approach to teaching Number. This is a highly effective approach that develops a deep and sustainable understanding of Maths. Learning starts at the concrete stage where the boys use tangible objects to model the question. Next comes the pictorial step with visual representations of concrete objects. 'Bar modelling' is used as a pictorial representation of a worded problem. The final step is the abstract stage, where the boys use mathematical symbols.

Number is split into key areas which are built upon each year:

- **Place value:** to know the value of each digit in a two-digit number and use this information in various contexts, such as ordering numbers and estimating answers.
- **Addition and Subtraction:** to add and subtract two-digit numbers mentally and use pictorial representations and objects. Towards the end of Key Stage 1, the written methods are introduced.
- **Multiplication and Division:** to recall 2, 5 and 10 multiplication and division facts, and solve worded problems relating to these.

- **Fractions:** to recognise, find, name and write common fractions.

We follow a mastery approach which ensures that the boys have a deep understanding of each topic. They will 'master' a topic through: procedural fluency and conceptual understanding; they will reason using mathematical language, generalisation and justifications; they will problem solve in a variety of contexts. Using the mastery approach we can ensure the boys are secure in all concepts before moving up to Key Stage 2.

In Key Stage 1, time is spent introducing pre-requisites of times tables such as counting up and down in groups of the same number. Times tables are introduced to ensure the boys have a conceptual understanding and procedural fluency. By the end of Year 2, the boys are expected to have automaticity in their recall of the 2, 5 and 10 multiplication and division facts. A strong knowledge of the times tables is fundamental to successfully learning many concepts in Mathematics at Key Stage 2.

The boys are encouraged to develop skills in mental arithmetic during the mental starter of a Mathematics lesson. These involve a wide range of activities from quick number bond facts to more complex problem-solving questions. They also introduce the boys to a wide range of mathematical vocabulary and mental strategies.

We also encourage boys to learn and develop their understanding of Mathematics through the use of excellent web-based resources including Mathletics, Manga High and Times Tables Rockstars (TTRS), in line with the School's digital strategy.

Our Maths lessons are interactive, enriching and provide challenge and

support for all pupils. We use a variety of methods and resources to teach each lesson and ask the boys to be collaborative and reflective whilst promoting a culture of high expectations. We often take the learning outside the classroom and encourage the boys to relate Maths to all areas of real life as they continue their journey of mathematical learning.



As well as English, Mathematics, Music, PE and opportunities for learning outside the classroom, the pupils of Surbiton High Boys' Preparatory School benefit from additional, connected curriculum subjects. These include Science, Computing, Modern Foreign Languages, Creative Arts, Humanities and Religious Education.

The connected curriculum is a thematic approach to learning and teaching, which enables pupils to think creatively and critically and to see relationships between subjects. Our pupils are distinctive in their approach to learning and their understanding of life, through their willingness to challenge their experiences and personal development. The curriculum provides more connected opportunities to empower the boys to be the best they can be and encourage pupils to be curious, innovative, enterprising and capable of leadership, whilst remaining reflective learners.

In Years 1 and 2 topic themes cross all subject areas, allowing boys to explore them in further depth. The curriculum is designed to encourage boys to learn about topics from all aspects and gain an in-depth knowledge of what they are learning about. Lessons are planned across the curriculum that link directly with the topic for the term. This ensures the learning is meaningful and applied across a range of disciplines, leading to the mastery of many skills.



THE CONNECTED CURRICULUM

In Key Stage 1, the boys have one 45-minute lesson each week and a 30-minute Key Stage 1 Choir rehearsal with their specialist Music teacher. Year 2 boys lead the Infant Choir which performs at important events. They are also involved in a production in which all boys take part. The boys thoroughly enjoy putting on a show to a large audience of pupils, staff and parents.

In Year 1, lessons include listening, performing, creating, playing and exploring musical instruments, singing, movement and the reading and writing of music. Each of these assists in developing thinking, communication and creativity. As the boys progress to Year 2, the aim of Music lessons is to create intelligent musicians through singing, listening and improvising.

Lessons explore the musical elements of pitch and rhythm in more depth and boys learn to analyse simple music. The focus is on musical literacy: through experience the boys relate what they sing to what they see. Every boy in Year 2 will learn to play the recorder and learn how to read and play from simple notation.

MUSIC



PHYSICAL EDUCATION

In Key Stage 1, the boys are laying the foundations of their own physical literacy and lifelong involvement in sport. Through a broad range of fun-based activities and games, the PE curriculum is designed to improve the boys' 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 regular exercise. Some of the themes we use during PE lessons include the following:

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

Every week, the boys receive a PE lesson on-site and a 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.

By the end of Key Stage 1 the boys should be able to:

- Hold balances using points by reducing the number or size of contact points (retaining quality)
- Perform simple movement patterns in dance or gym with agility, control and rhythm
- Successfully execute throws and catches in small-sided conditioned activities
- Follow instructions and also be trusted to work independently
- Cooperate fairly and effectively in physical activities with a range of partners in the class
- Compete fairly showing positive behaviours, whatever the outcome of the competition.
- Work safely with others during activity and when using/carrying equipment, showing awareness of potential hazards
- Know the function of the heart and can demonstrate how to raise and lower their heart rate when preparing for and recovering from physical activity
- Can independently sustain the effort and focus required for an active PE lesson.

Swimming

In Year 1 and 2 the boys have weekly swimming lessons which are billed to the

parents. The aim is to progress to the adult pool and to build confidence in the water in the Autumn and Spring Terms.

The boys are grouped by their ability for their Swimming lessons. Qualified instructors teach the boys essential water skills, culminating in the achievement of graded awards. All swimming is technique based and the boys are assessed

on an ongoing basis to make sure they are in the correct ability group. We follow the Amateur Swimming Association National Plan for Teaching Swimming (NPTS) and award our own certificates, which follow the NPTS Levels 1 to 7.



At Surbiton High Boys' Prep, we believe in outdoor learning or '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 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 High Boys' Prep that we 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.

We take pride in the fact that Learning Outside the Classroom is embedded in our curriculum across Key Stage 1. Our Learning Outside the Classroom lessons complement the Key Stage 1 National Curriculum and are delivered within an organised planned structure. The boys will need to have a pair of wellington boots and waterproof trousers that will be kept in school.

LEARNING OUTSIDE THE CLASSROOM





As part of the regular monitoring of all pupils, a whole class Screening Assessment will take place during Year 1. As a result of this, specific concerns about an individual child's progress may be highlighted. If this is the case, then an assessment will be administered by the Learning Enrichment Co-ordinator. Depending on the need, and after

consultation with the Form Teacher and the child's parents, extra support in the form of 1:1 lessons or small groups may then be recommended. We monitor all pupils throughout their time at the Boys' Prep and therefore specific concerns about an individual's progress may be highlighted at any time.

LEARNING ENRICHMENT AND ASSESSMENT

HOMESWORK

In the Boys' Prep, the amount of homework increases gradually year by year as the boys progress through the School. Parents should be aware that homework is not necessarily always written. It can take various forms, e.g. writing, reading, illustration, games, project work and revision. There will not be any holiday homework unless there is a specific need for individuals.

During Key Stage 1, boys will always have a reading book. This will be changed three times a week, but must be brought into

School every day, as reading with teachers may take place on any day of the week. To support their reading at home, all boys have a login to Bug Club. This gives them additional reading books online, so that you can choose a variety of books with your son. Alongside reading, boys in Key Stage 1 will also receive weekly spellings, English and Mathematics activities. These activities will be linked to the work being completed in School that week and should take no longer than 20 minutes per homework set.



SOME IDEAS FOR HOME SUPPORT

One of the most frequently asked questions by parents is, “How can we support our child at home?”

There are many ways in which you can support your child. The most important thing to remember whilst helping is continuity. It is important that the support given at home follows the way your son is taught at School.

Reading

Reading is an important part of learning. It is essential for parents to spend time looking through and discussing books with their child. The pictures provide the boys with vital clues and are a good place

to start initial discussions. Questioning your child on what is going to happen and predicting different endings is also a good way to determine their understanding of the text, as well as discussing characters’ feelings and personality. The most important thing when reading with your child is to remain enthusiastic and show a love for books. This is then a step in the right direction to encourage your child to do likewise.

Writing

It is vital that you encourage your son to write as much as possible. Good ways to encourage writing are diaries, cards,



sticky notes or recounts of favourite days out. If your son has a particular interest, ask him to create a poster about it or draw and label a diagram. Please encourage your son to spell words phonetically by sounding them out. Insisting on correct spelling will only dampen his enthusiasm.

Mathematics

Involve Mathematics in your everyday activities at home. Talk to your son about numbers and shapes in the environment and make Mathematics fun by playing number games and setting challenges at home. These activities do not need to be formal, but can involve the whole family through a practical and hands-on approach.

Discussion

Verbal communication is very important, particularly at this level in the boys’ development. Talk about things in the environment: what do they notice? If they ask questions, look up the answers together and get your child to explain to another person what you found out. Dinner time is a great way to find out about your child’s day in a relaxed and comfortable atmosphere. Whatever the topic, ask your child questions about it, e.g. How does it work? Who is that character? What do you like about that? If you ask questions, it will encourage your child to also ask questions.

Transitioning into Key Stage 1 from Reception and then from Key Stage 1 into Key Stage 2 can be a big change, therefore we have a focus on gradual change to ensure that all boys settle well into their new year groups.

Over the course of Year 1, the day becomes more structured in order to meet the curriculum requirements. We will ensure the Autumn Term is transitional; gradually building up the lesson length. In order to help with the changes we ensure that in all of the subjects taught there are many opportunities for active, independent learning, as well as child initiated learning.

In the later end of Year 2, meetings will be organised with Mrs Chong to discuss transition into Key Stage 2. During these meetings, Mrs Chong will discuss the move into Year 3 to Charles Burney House, followed by the move to Avenue Elmers in Year 4 and preparation for Senior School.

At this stage, you will be able to visit Avenue Elmers to learn more about your son's learning environment as he moves through the School.

The move from Year 2 to Year 3 is a transition year between the Key Stages. The boys remain at Charles Burney House, but Year 3 follow the KS2 timetable and timings, so their breaks are at a different time to the other boys at Charles Burney House. At this stage, the Year 3 boys eat with the older boys and also join them at Avenue Elmers for KS2 assemblies and some playtimes. This is a great way to ease them into the rigours of KS2, within the comfort of a familiar setting. As the oldest boys in Charles Burney House, the Year 3 boys experience opportunities to show visitors around School, and are given responsibilities as the most senior boys in the building.



CO-CURRICULAR CLUBS



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. Additional details of the clubs will be supplied to you towards the end of each term, in order for you to make decisions for the following

term. Enrolment for the Autumn Term Co-curricular activities will take place during the first few weeks of the Autumn Term.

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

HEALTH

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 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 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

Will always be administered- these include Auto-Injectors, Asthma inhalers, Insulin Pens. 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 pupil's 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.

USEFUL INFORMATION

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. Key Stage 1 boys will need to be dropped in the back playground. If arriving at school by foot, please use Oak Tree Walk adjacent to Charles Burney House to enter the back playground through the rear gate. There is also a drive-through in operation. Please ensure that your son does not get out of the car until adjacent to Charles Burney House and that you turn left out of the drive-through in order to ease congestion. 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. Key Stage 1 boys are to be collected from the back playground. Please wait in the playground until your son is dismissed into your care. 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' Preparatory 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) and on Twitter, Instagram and Facebook. There is a bi-weekly Prep School newsletter which is emailed to all parents.

The Surbiton High Boys' Prep School has a Twitter account @SHSBoysPrep and a Blog account which is found on <http://learn.surbitonhigh.com/boysprep>. This gives you 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

Absence

Whilst we discourage absence due to medical appointments we understand that in some circumstances this is unavoidable. 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 before 9.00am on the day of their absence and every day thereafter until they return to the 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 decide 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 Key Stage 1 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.

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 son'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 Form 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 the 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 the School. Please ensure that this policy is respected.

Houses

There are three school Houses:

- Arundel
- Balmoral
- Caernarvon

In Key Stage 1, the boys start to receive House Points for their effort, achievements and good work. 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 Boys' 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 the pupil 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 School), 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:

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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

Any Questions

If you have any further questions, please contact the Admissions Office on 0208 439 1309 or admissions@surbitonhigh.com.

BOYS' PREP SCHOOL UNIFORM

School Uniform Suppliers

AlleyCatz
Claremont House, 34 Molesey Road
Hersham, KT12 4RQ
T 01932 223075 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

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)
Art overall	Green (Year 2)
Waterproof art overall	Green (Year 1)

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)

Year 2	
Short sleeved football top	Green with School crest
Socks	Green and white hoops
Football boots	With either plastic/rubber moulded studs or removable safety studs
Shin pads	
Mouth guard	Shop or OPRO School visit
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 (Autumn Term only)
Gloves	Plain grey or green
Legionnaire's hat	Green School regulation (Summer Term only)
Water bottle	Any colour, non-regulation, named

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.

Please Note

When purchasing uniform for boys in Year 1 and 2, they spend two days a week in their PE/Games Kit.

TERM DATES

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

Deputy Head of Prep Schools – Staff Development

Mr Allistair Williamson

allistair.williamson@surbitonhigh.com

Head of Boys' Prep

Mrs Tracey Chong

tracey.chong@surbitonhigh.com

Deputy Head – Teaching and Learning

Mr Byron King

byron.king@surbitonhigh.com

Deputy Head – Pupil Development and Well-being

Mrs Sally Johnston

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PA to the Head and Head of Prep Schools Administration

Mrs Kelly Smith

kelly.smith@surbitonhigh.com

Leader of Pre-Prep

Mrs Alison Gowe

alison.gowe@surbitonhigh.com

Assessment, Recording and Reporting Leader

Miss Danielle Kilpin

danielle.kilpin@surbitonhigh.com

Early Years Teachers

Mrs Alison Gowe
Mrs Alexandra Harrison

alison.gowe@surbitonhigh.com
alexandra.harrison@surbitonhigh.com

KS1 Teachers

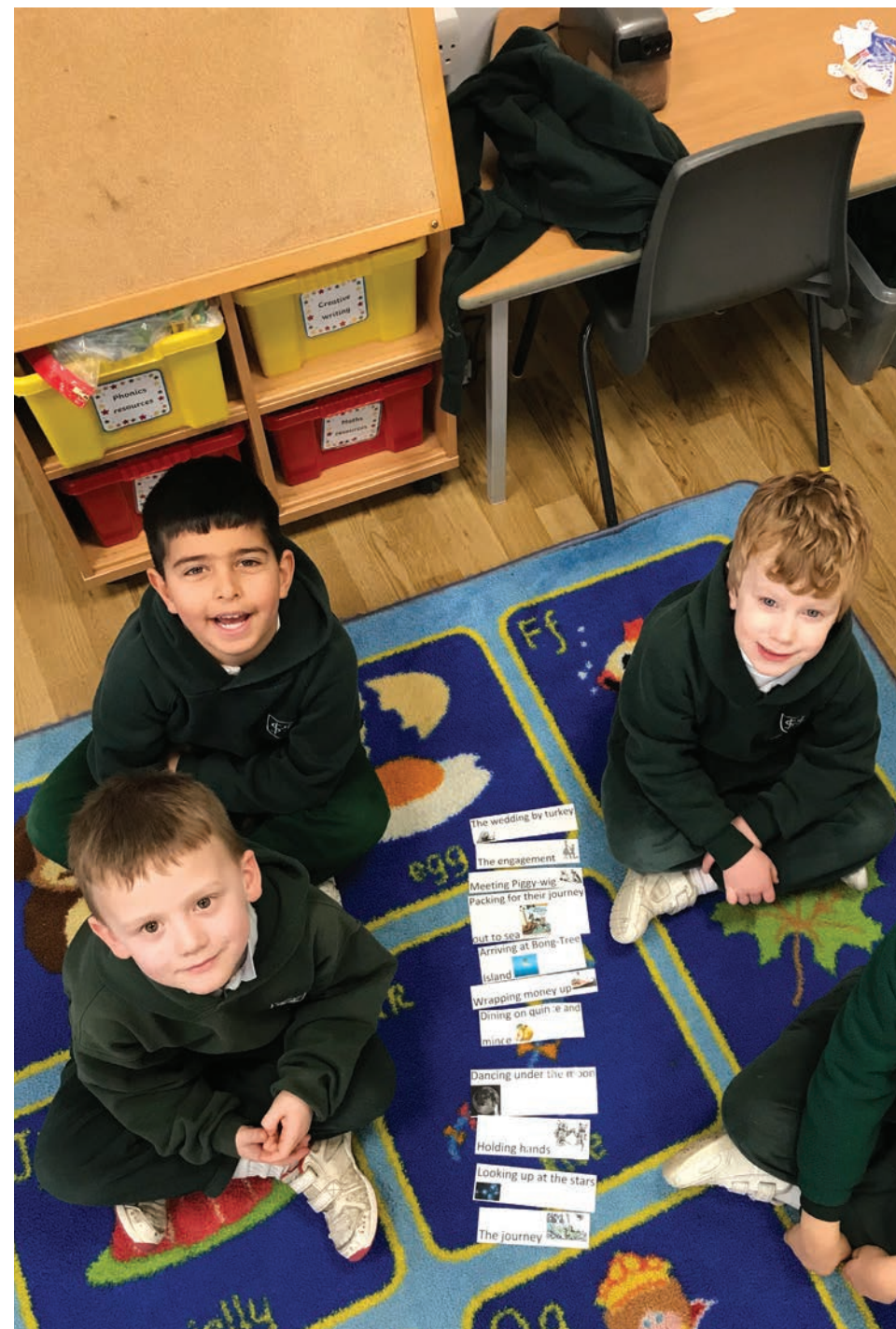
Mrs Kelli Groenewald
Miss Danielle Kilpin
Miss Flo Park

kelli.groenewald@surbitonhigh.com
danielle.kilpin@surbitonhigh.com
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



INSPIRE | ENCOURAGE | EMPOWER

T 020 8390 6640 | E boysprep@surbitonhigh.com | 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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