

Parent Handbook 2020-21

Early Years

Surbiton High Girls' Preparatory School

WELCOME FROM THE HEAD



Welcome to the very start of your daughter's time at Surbiton High Girls' Preparatory School. I am absolutely thrilled that you are joining us, and that we have the privilege of supporting your little girl as she takes her first tentative steps into the world of education. It is an honour to see our Reception pupils grow and flourish as they make their way through the Early Years Foundation Stage. Each day seems to bring with it a new experience, an exciting discovery and a moment of sheer joy. We know how lucky we are to have been trusted with these unique and curious learners, and we promise to take the greatest care of them.

As you know, we are very proud of the relationships we foster with our parents and this is important from the very start of school life. Please be assured that we are working together to get the very best outcomes for your daughter. There will be many opportunities over the year for you to come in to School, see what is happening and be a real part of your daughter's learning journey. My door is always open and I am here to support you every step of the way. I look forward to getting to know you all as the year progresses.

Clemmie Stewart
Email: clemmie.stewart@surbitonhigh.com
Twitter: @CStewartSHS

CONTENTS

CONTACT INFORMATION	4
AIMS AND ETHOS	6
WHERE TO OBTAIN FURTHER INFORMATION	8
WELL-BEING	10
THE LEARNING HABITS WHEEL	14
THE CURRICULUM	16
PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT	17
COMMUNICATION AND LANGUAGE DEVELOPMENT	18
PHYSICAL DEVELOPMENT	19
PENCIL GRIP	19
LITERACY	20
MATHEMATICS	22
UNDERSTANDING THE WORLD	24
FRENCH	25
EXPRESSIVE ARTS AND DESIGN	26
MUSIC	27
PHYSICAL EDUCATION	28
LEARNING OUTSIDE THE CLASSROOM	29
CO-CURRICULAR	30
LEARNING ENRICHMENT	31
ASSESSMENT	32
HEALTH	34
USEFUL INFORMATION	36
PREPARATION FOR SCHOOL	40
SCHOOL UNIFORM	42
TERM DATES	46
STAFF	47



CONTACT INFORMATION

PRINCIPAL	Mrs Rebecca Glover
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
GIRLS' PREPARATORY SCHOOL ADDRESS	95 – 97 Surbiton Road Kingston upon Thames KT1 2HW T 020 8546 9756
BOYS' PREPARATORY SCHOOL ADDRESSES	3 Avenue Elmers Surbiton KT6 4SP T 020 8390 6640
CHARLES BURNEY HOUSE	143 Maple Road Surbiton KT6 4BB
SENIOR GIRLS' SCHOOL ADDRESS	13 – 15 Surbiton Crescent Kingston upon Thames KT1 2JT T 020 8546 5245

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). 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
- Assessment, Recording and Reporting
- Attendance 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



WELL-BEING

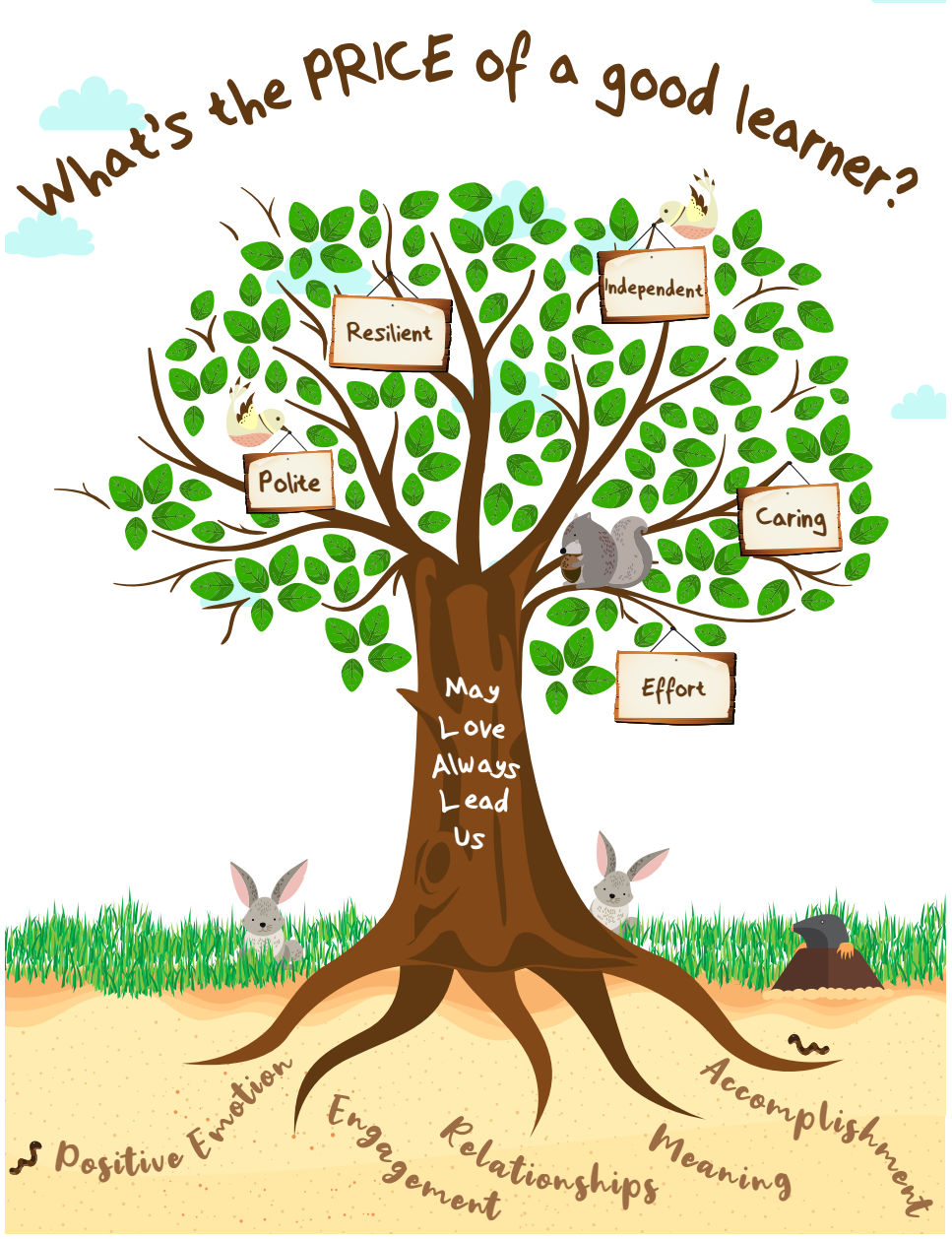
In line with our whole school ethos and motto, 'May Love Always Lead Us', we believe that education of the heart is as important as education of the brain. Consequently, we look to develop specific values within our girls, to assist with their development as learners as well as citizens within our communities. We ask the question, 'What is the PRICE of an outstanding pupil?' and encourage our girls to reflect upon the values of being polite, resilient, independent, caring and showing effort. When our girls demonstrate any of these values, they are given a leaf with their name on, which is then added to our PRICE tree. As the values grow within the School, so too does our tree; a symbol of the flourishing community that we promote in every aspect of school life.

Daily life at the Girls' Prep fosters learning for understanding, positive participation and fun. We recognise that happiness is key, but so too are the needs for the girls to be fully engaged with their learning, to have good relationships, to have a grounded sense of meaning and purpose and to know what it means to accomplish worthwhile, challenging goals. We know that alongside good Learning Habits, we must teach our girls good well-being habits in order for them to flourish with us and beyond. This is why we put your daughter's well-being at the heart of it all. We will of course use our experience to challenge and set high expectations of them, but are always mindful of the need to balance challenge with nurture.

When your daughter joins our school in Reception, their care and welfare are our prime focus. Key to this is their personal, social and emotional development (PSED) which is promoted throughout everything that they do and the daily interactions they have between teachers, peers and the school community as a whole. We provide a caring and supportive environment in which the girls feel stimulated, secure and happy and in which they become increasingly aware of the important part they have to play in adding to this. Through explicit curriculum time the girls build the foundations for their PSED as shown by the roadmap on the following page.

From the outset, to assist the girls, they are each allocated a Year 6 Buddy whose aim is to ensure that your daughter settles quickly into school life, including knowing the many daily routines such as breaktimes, assemblies and lunch. They also spend time reading and playing games together. The bonds these girls make are always special, so much so that as your daughter progresses through the years, they very much look forward to taking on the Buddy role themselves when they reach Year 6!

Every girl in the School belongs to a 'House' – this will be either Arundel, Balmoral or Caernarvon. Under the leadership of staff



WHAT'S THE PRICE OF A GOOD LEARNER?

and democratically nominated Year 6 House Captains, assemblies and House activities will serve to build friendships and cohesion vertically through the School between year groups. Events in the past have included singing and spoken word competitions; House motto and crest development; and the highly competitive hockey, netball and Sports Day competitions. On an individual basis, girls are awarded housepoints for effort in their work or for demonstrating respectful, helpful or kind behaviour around the School. The girls' personal achievements are recognised by gaining bronze, silver, gold and platinum House awards for attaining 25, 50, 75 and 100 house points respectively which are given to them in our weekly Celebration Assembly, alongside any other achievements that the girls may receive either inside or outside the School. For any achievements outside of School that your daughter wishes to celebrate in our Celebration Assembly, please contact her Form Teacher.

At the end of every half term, your daughter's Form Teacher will award a certificate for effort and personal achievement. The girl who is considered to have improved the most in any area of her development in School is awarded this certificate. At the end of each half term, there is also a Head's Celebration during which one pupil from each form is invited to Ms Stewart's office in recognition of their hard work throughout the half term. They are treated to a special snack and celebratory drink and are publicly recognised for their efforts.



Why is it important for pupils to develop good Learning Habits?

At Surbiton High 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' acquiring knowledge 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 experiences every day. Our pupils flourish academically. We know they perform best when they embrace 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.

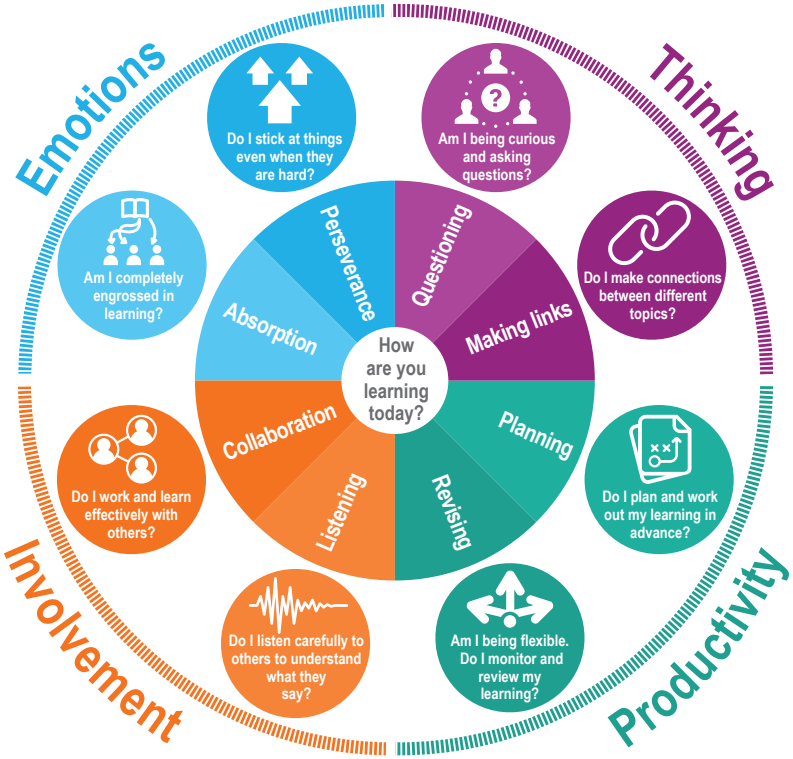
Pupils today will be entering the world of work in the 2020s and 2030s. Many of our young people are highly likely to take up jobs that do not yet exist; they will follow careers and work patterns that we may currently find difficult to imagine and it is, therefore, imperative that we prepare pupils 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 is vital to ensure success in the Senior School, however far away this currently feels! At Surbiton High 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 School.

From Year 3 through to Year 13, the girls reflect on 17 Learning Habits that we know to be vital in future life. This graphic can be found on the pupils' iPads and is also displayed in every classroom of the School. From Reception up to Year 2, we have chosen 8 of these Learning Habits to focus on that will prepare the girls for Key Stage 2. These can be seen on the graphic below. We hope you find it of interest and if you would like more information please either contact Mrs Alexis Orlovac or visit **www.tloltd.co.uk**



THE CURRICULUM

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 daughter will receive specialist teaching in Music, PE and French.



PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT

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 girls are provided with experiences and support which will help them to develop a positive sense of themselves and of others. They learn to respect each other, work together and develop a positive attitude to learning. Our girls' 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 girls 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 be able to 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 others' behaviour and its consequences
- Know that some behaviour is unacceptable
- Work as part of a group or class, while understanding and following the rules
- Adjust their behaviour to different situations and take changes of routine in their stride.



COMMUNICATION AND LANGUAGE DEVELOPMENT



There are three aspects of Communication and Language:

1. Listening and attention

2. Understanding

3. Speaking

We support and extend the girls' 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 girls 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 going to happen in the future
- Develop their own narratives and explanations by connecting ideas or events

PHYSICAL DEVELOPMENT

There are two aspects of Physical Development:

1. Moving and handling

2. Health and self-care

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

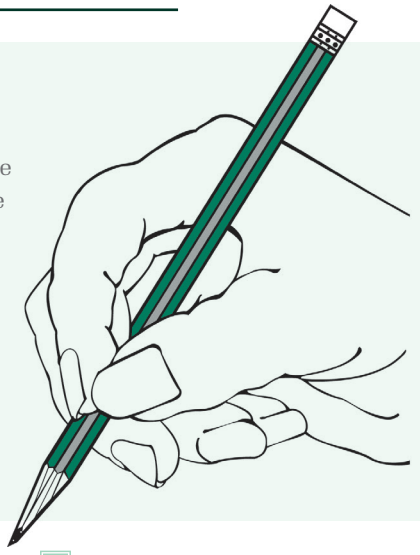
By the end of the Early Years Foundation Stage, the girls should:

- 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

PENCIL GRIP

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.



LITERACY

There are two aspects of Literacy:

1. Reading

2. Writing

The girls will learn these skills both through listening to others reading and being encouraged to begin to read and write themselves. In order to foster their enthusiasm for literature, girls will be introduced to a wide range of reading materials including non-fiction texts, fiction books and poems. Our core schemes for Literacy are Read Write Inc. and Oxford Reading Tree.

In order to foster a love of writing, the girls are given the opportunity to write every day. Independent writing is encouraged at all times, starting with mark making activities leading to words and sentences. They will use their phonic knowledge to write simple words and, throughout the year, will start to write more of the irregular common words as they become more familiar with them. In addition to this, handwriting is taught weekly. Through these sessions girls are encouraged to develop correct letter shapes as well as good pencil grip.

At least once a week, your daughter will read on a 1:1 basis with an adult, using their growing phonic knowledge to decode regular words and read them aloud accurately with increased fluency. Your daughter will be provided with a reading folder and a comment book that travels between home and School in order for you to be kept up to date with her progress in reading. The reading level that your daughter is placed on will be continually assessed. As they progress through the reading scheme they will encounter more common irregular words and be able to read and understand simple sentences. Discussion of the story and targeted questioning is also very important as it will help to develop a deeper understanding of the text. The girls are constantly being exposed to new vocabulary and encouraged to use this when explaining experiences and events that occur both in what they have read and their own lives. In addition to this, girls will be given a login for Bug Club which is an online reading tool that encourages reading for pleasure whilst also supplementing reading comprehension at home.

The girls 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 girls will read aloud with a partner, discuss details about the text and begin to demonstrate an understanding of what has been read through talking to others.

By the end of the Early Years Foundation Stage, the girls should:

- Read and understand simple sentences
- Use phonic 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 phonic 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.

MATHEMATICS

There are two aspects of Mathematics:

1. Numbers

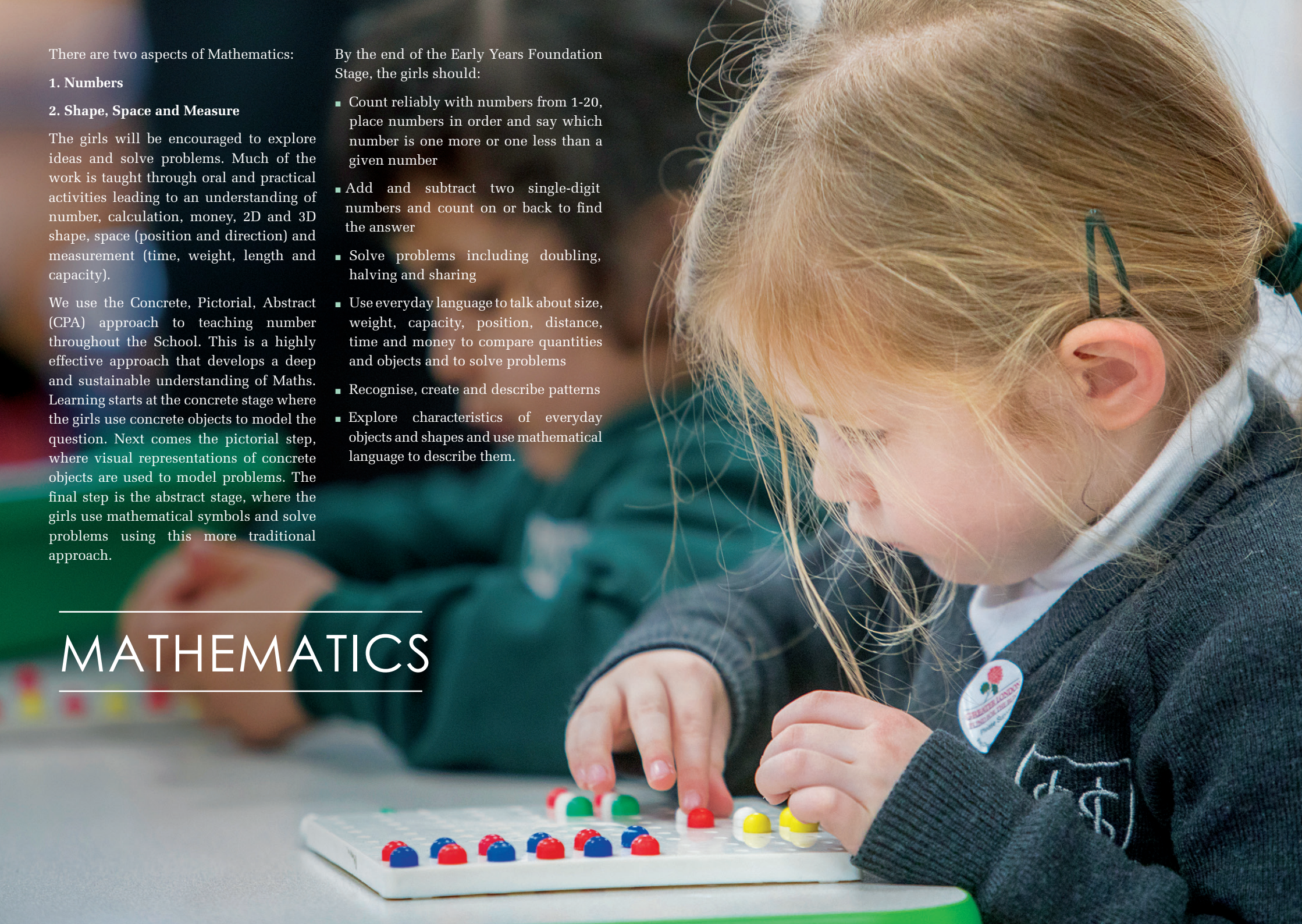
2. Shape, Space and Measure

The girls 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).

We use the Concrete, Pictorial, Abstract (CPA) approach to teaching number throughout the School. This is a highly effective approach that develops a deep and sustainable understanding of Maths. Learning starts at the concrete stage where the girls use concrete objects to model the question. Next comes the pictorial step, where visual representations of concrete objects are used to model problems. The final step is the abstract stage, where the girls use mathematical symbols and solve problems using this more traditional approach.

By the end of the Early Years Foundation Stage, the girls should:

- Count reliably with numbers from 1-20, place numbers 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 and to solve problems
- Recognise, create and describe patterns
- Explore characteristics of everyday objects and shapes and use mathematical language to describe them.



UNDERSTANDING THE WORLD

There are three aspects of Understanding the World:

1. People and Communities

2. The World

3. Technology

The girls 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, technology and the environment.

The girls will get to know about the cultures and beliefs of the children in their class. They will be encouraged to show empathy and understanding towards others. Throughout the year, the girls will learn about different festivals and celebrations, including Diwali, Eid, Hanukkah, Advent and Chinese New Year.

By the end of the Early Years Foundation Stage, the girls should:

- Talk about past and present events in their own lives and in the lives of family members
- Know that other children do not always enjoy the same things, and are 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





In Reception, the children will be learning French. They will have two lessons each week in which they will be learning French songs and simple vocabulary. Puppets, stories and games are used to help them learn a new language. The girls will be focusing on greetings, colours, numbers, family and food. All these areas fit in with our topics that we cover over the year.

The emphasis is on listening, responding and speaking. The aim is for each girl to speak, sing and play; responding to visual or auditory cues. This gives them the opportunity to develop their confidence and ability to listen attentively. Learning occurs in a relaxed atmosphere through games or fun and rewarding activities.

Alongside their French, Spanish is also introduced to the girls from Year 4.

FRENCH

EXPRESSIVE ARTS AND DESIGN

There are two aspects of Expressive Arts and Design:

1. Exploring and Using Media and Materials

2. Being Imaginative

Our girls 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 girls 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





MUSIC

Girls in Reception have Music lessons in their classroom and also in the Music Room. The lessons are practical with a focus on developing their musical understanding, confidence and performance skills. The curriculum is varied with an emphasis on singing, movement, rhythm and music appreciation.

Throughout the year, musical horizons are broadened through a variety of listening activities and concerts. There are many opportunities for you to watch your daughter perform throughout the year including: The Nativity, Mother's Day Tea, Class Assemblies and Summer Celebration.

PHYSICAL EDUCATION

Games

In the Autumn and Spring Terms, the girls have two Games lessons per week which consist of two one hour lessons. These take place onsite in the Runcie Hall, with one focused on fundamental movement skills and sports, and the other lesson dedicated to gymnastics and dance.

Athletics

In the Summer Term, all pupils go to Hinchley Wood for their athletics lessons. The pupils focus on a range of running, jumping and throwing events that are modified from their traditional form to support their understanding of the concepts. All pupils are involved in Sports Day which gives them an opportunity to showcase their ability. This is held in conjunction with the Boys' Preparatory School at Hinchley Wood in May.

Swimming

In Reception, the girls will have the opportunity to go swimming in the Summer Term. The aim is to build their water confidence and enjoyment in the pool in preparation for lessons in Year 1.





Learning outside the classroom occurs every day through the extensive use of our outdoor area. We plan many opportunities for trips and visits to enrich the girls' learning experiences.

Once the girls are settled, we take them to our Hinchley Wood site. Here we are able to make use of the woodland area, sports field, tennis courts and outdoor classroom. These sessions happen regularly and are an opportunity for the girls to learn in the real world surrounded by nature. The girls are exposed to practical activities bringing learning to life. Depending on the focus for the session, this could involve pond dipping, minibeast hunting, counting in groups or a stimuli for writing.

Please ensure your daughter has wellington boots and a waterproof jacket for these sessions as they will take place in all weather conditions.

LEARNING OUTSIDE THE CLASSROOM



CO-CURRICULAR

At Surbiton High Girls' Preparatory School, we pride ourselves on running a comprehensive Co-curricular programme. We foster the pupils' love of sport, the creative arts, languages and music as well as offering many other opportunities. Clubs start for Reception in the Spring Term.

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.

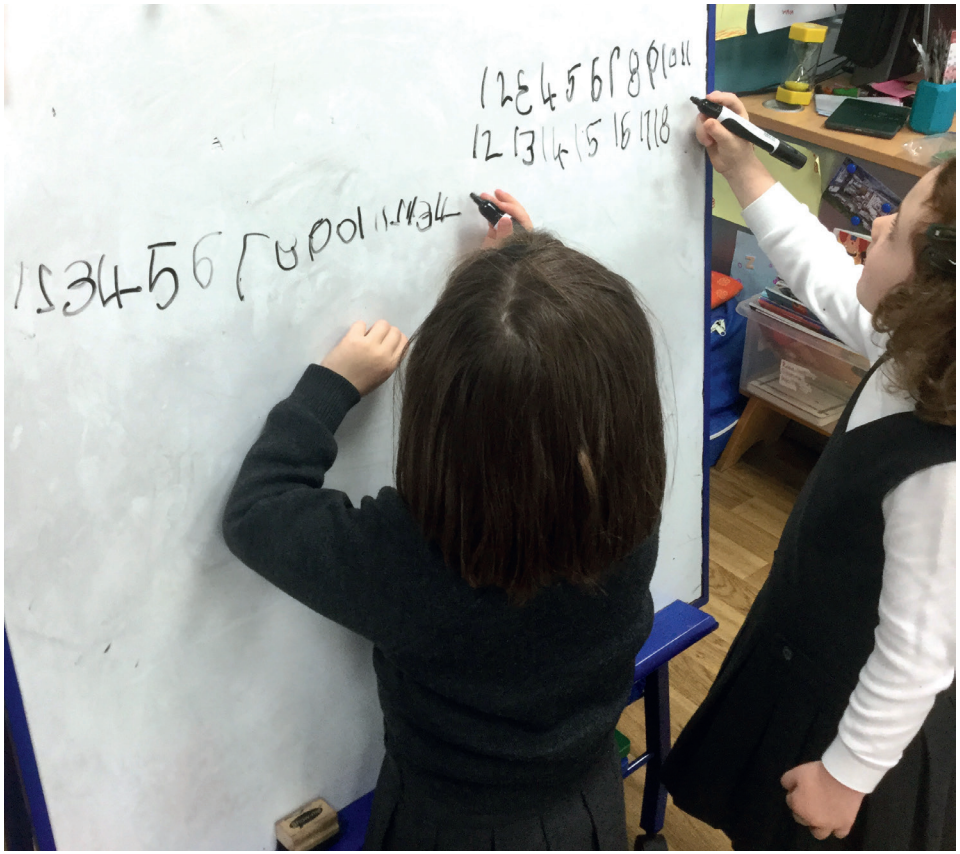
We are constantly looking for ways to enhance and support our Co-curricular programme and it may be that other Co-curricular clubs open throughout the year. You will be given the information about this if and when it occurs.



LEARNING ENRICHMENT

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.

ASSESSMENT



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 year, each class will complete a written Mathematics and Reading assessment which enables us to monitor progress.

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 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.

USEFUL INFORMATION

School Administration Team

Please contact the admin team if you have any questions or concerns before your daughter joins us in September, or should you wish to make an appointment with the Head. The direct telephone line and email to the Girls' Preparatory School are:

Tel: 020 8546 9756

Email: girlsprep@surbitonhigh.com

MIS

Once your daughter has started at Surbiton High School, you will have access to our Management Information System. By visiting mis.surbitonhigh.com you will be able to register to use the service, which will allow you to see your daughter'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 School when urgent information (for example the late return of a trip) needs to be sent to you.

It is very important that the School is notified immediately in the event of any change to personal data, particularly in respect of telephone numbers and email and postal addresses. Please contact the MIS team via mis@surbitonhigh.com to notify us of any changes, or log onto the MIS to update your details.

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 also a Prep School newsletter twice every half term, which is emailed to all parents.

Times of the School Day

Supervision of girls is from 8.00am in the Magic Garden. Parents may use the Breakfast Club facility if they require an early drop-off.

Start and finish times are staggered as detailed below:

Year group	Start of day time	End-of-day collection time	End-of-day collection point
Reception	8.40am	3.05pm	Reception playground
Year 1	8.30am	3.10pm	Magic Garden
Year 2	8.30am	3.15pm	Magic Garden
Year 3	8.15am	3.25pm	Magic Garden
Year 4	8.15am	3.30pm	Magic Garden
Year 5	8.15am	3.40pm	Magic Garden
Year 6	8.15am	3.45pm	Magic Garden

Parking

All Surbiton High Girls' Preparatory School parents participate in a 'kiss-and-drop' parking scheme. This is dovetailed to match the staggered times of arrival and collection. In the morning, parents drive into the School site via Fassett Road and stop near the front entrance to the School. A member of staff will be available to help your daughter out of the car. Parents should remain in their car and exit the car park by turning left onto Beaufort Road. We would appreciate it if the girls could have their bags and coat next to them in the car, so that they can access them easily upon arrival, allowing traffic to flow smoothly.

In the afternoon, parents are invited to arrive at School at the same time as their daughter is dismissed and no earlier. Our parking attendant will ask for your daughter's name and radio through to her Teacher. A member of staff will bring your daughter to your car. If parents need to see a member of staff, they should park in a nearby metered street, as there is no parking on-site. After 3.55pm, when picking up for clubs and after-school activities, parking is allowed. To reduce congestion, parents are asked to wait for as short a time as possible when collecting children. The School encourages car sharing or walking where practical.

School Coach Routes

There are ten bus routes offered for pupils in the School. All the coaches are fitted with seat belts. The routes, timings and prices can be found on the website www.surbitonhigh.com/admissions/transport. For further information please contact finance@surbitonhigh.com.

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 Breakfast and After School Club, as you never know when you may need it!

Infant Crèche, Before School and After School Care Facilities

At the end of the day, the crèche is available for girls who have an older sibling elsewhere in the School.

For pupils who do not have a sibling in our Schools or who require additional wrap around care, the School operates Breakfast and After School Clubs 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 is added to 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 daughter will be escorted over to the Girls' Preparatory School. At the Breakfast Club, your daughter will be given a healthy breakfast of cereal, juice, toast and/or yoghurt.

Girls are collected from their dismissal area to go to 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.

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. Family holidays during term time will not be authorised. If your daughter 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, her parent(s) are required to contact the School via telephone or the appropriate email address girlsprepadmin@surbitonhigh.com before 9.00am on the day of their daughter's absence and every day thereafter until she returns to School; alternatively they can call the School office on 020 8546 9756. If a pupil's absence is likely to be prolonged, parents are asked to inform the Head, Ms Stewart, 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 daughter 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 girls to avoid worsening conditions. We will once again contact you via MIS text alert. The School will remain open until all pupils are collected.

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 daughter's Form Teacher, who will outline the curriculum and answer any questions.

During the Autumn, Spring and Summer Terms, a time will be arranged for you to meet with your daughter's Form Teacher to discuss her progress. You may set up additional meetings with your daughter's Teachers at other times during the school year, when mutually convenient.

Parents will receive a termly written report.

Lunches

Weekly sample menus are available on the School website and the menu of the week is sent out in the Friday communications. If your daughter has any special dietary needs, please inform the School and Form Teacher and we will do our best to accommodate her. Additional information is included in the Catering Booklet.

Mid-Morning Snack

We operate a healthy eating policy at the Girls' Preparatory School. Small sandwiches with a protein filling, pieces of fresh fruit or vegetables, e.g. carrot sticks, hard cheese, smoothie, rice cake or a nut-free muesli bar, may be brought in to eat. The girls may also bring a named bottle of water to drink during the day. Please refer to the School's snack policy for full details.

Nuts

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

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 for further information.

Parents' Association

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**

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.

We are aware that your daughter's first day at School can be an exciting yet daunting first step towards her independence. Your daughter's Form Teacher and the Early Years team will be on hand to ensure that this transition goes smoothly.

Your daughter's education benefits from close co-operation between home and School, as we all want her to be happy and to be able to reach her full potential.

We understand how hard it can be to hand your daughter over at the classroom door. The girls are very 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 daughter'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. We are always available at the end of the day or via email.

It is very helpful if you can prepare your daughter in certain tasks before she starts School, as this will make her transition into School much easier. She should be able to use the toilet independently, dress and undress herself and be able to use a knife, fork and spoon appropriately at meal times.

If your daughter is trying to write her name before starting School it is important that she starts it with a capital letter and the rest is written using lower case letters. The alphabet can start to be learnt using letter sounds rather than names.

And finally...

We look forward to you and your daughter joining the Surbiton High Girls' Preparatory School community.



PREPARATION FOR SCHOOL

A Home-School partnership



GIRLS' PREPARATORY 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. Alison 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 School. House t-shirts can be purchased from AlleyCatz for delivery to School.

Seasonal Uniform

Summer uniform is to be worn from September through to the half term break in the Autumn Term. Reception girls are allowed to wear their winter uniform or their summer uniform.

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.

Appearance

All girls are required to wear School uniform and a neat appearance is expected at all times. Hair should be kept tidy and neatly tied back off the face. Jewellery, fitbits and other internet enabled wearables are not permitted and analogue watches are allowed from Year 2 upwards.

Winter Uniform

Compulsory	
Pinafore	Dark grey with pleats
Roll neck	White cotton roll collar
Pullover	Dark grey with trim
Coat	Black, ¾ length or longer, solid colour, no trim, no fringes, no fur, no coloured lining, smooth-faced fabric, hood optional.
Waterproof jacket	Green waterproof jacket with School crest
Waterproof trousers	Green or black
Blazer	Green with School crest
Tights	Dark grey
Socks	Dark grey, knee-length
Shoes	Black (from approved styles list)

Summer Uniform

Compulsory	
Summer dress	Green and white striped
Cardigan	Green with trim
Blazer	Green with School crest
Socks	Plain white (not trainer style or embellished)

Sports Kit

Compulsory	
Sweatshirt	Green with School crest
Socks	Plain white ankle, no embellishment
Polo shirt	White with School crest
Shorts or games skort	Green
Jogging bottoms or School leggings	Green School regulation
Trainers	Plain, can be velcro
House t-shirt	House Colours - Arundel (Red), Balmoral (Blue), Caernarvon (Green)

Optional Sports Kit	
White base layer	Surbiton High School arm print



Accessories

Compulsory	
Hair ties/clips	Plain grey, black, dark green or white
Waterproof art overall	Green
Games bag	Green with School crest
Pre-Prep rucksack/ Book bag	Green with School crest
Outdoor LOC bag	Grey with School crest

Optional	
Fleece	Green with School crest
Scarf	Green with School crest
Hat	Green with School crest (worn with winter uniform)
Gloves	Plain grey, green or black
Legionnaires hat	Green with School crest (worn with summer uniform)
Water bottle	Any colour, non-regulation, named
Boater hat	

If you are choosing not to purchase the optional hat, gloves, scarf etc. please ensure you send your daughter to School in a plain black, grey or bottle green equivalent.

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
Deputy Head – Teaching and Learning	Mrs Alexis Orlovac	alexis.orlovac@surbitonhigh.com
Deputy Head – Pupil Development and Well-being	Mr David Williams	david.williams@surbitonhigh.com
PA to the Head	Mrs Caroline Blight	caroline.blight@surbitonhigh.com
Leader of Pre-Prep	Miss Kelly Nayler	kelly.nayler@surbitonhigh.com
Early Years Form Teachers	Mrs Christine Catlin Mrs Sarah Wilde Miss Rosanna Palmer	christine.catlin@surbitonhigh.com sarah.wilde@surbitonhigh.com rosanna.palmer@surbitonhigh.com
KS1 Form Teachers	Mrs Lisa Burlton Miss Bethany Eccles Ms Sarah Newnham Mr Wellington Williams	lisa.burlton@surbitonhigh.com bethany.eccles@surbitonhigh.com sarah.newnham@surbitonhigh.com wellington.williams@surbitonhigh.com
KS2 Form Teachers	Miss Roberta Doherty Ms Chris Fraser Mr Richard Hurworth Mrs Jennie McNeill Miss Tina Jurado Mrs Amy King Mrs Kate Pink Miss Frances Sullivan	roberta.doherty@surbitonhigh.com chris.fraser@surbitonhigh.com richard.hurworth@surbitonhigh.com jennie.mcneill@surbitonhigh.com tina.jurado@surbitonhigh.com amy.king@surbitonhigh.com kate.pink@surbitonhigh.com frances.sullivan@surbitonhigh.com
School Administrators	Mrs Karen Penny Mrs Kathleen Farr	karen.penny@surbitonhigh.com kathleen.farr@surbitonhigh.com
Breakfast Club and After School Club Manager	Lorraine Marrison	Lorraine.Marrison@surbitonhigh.com

SURBITON HIGH SCHOOL

ESTD 1884

GIRLS' PREP



INSPIRE | ENCOURAGE | EMPOWER

/surbitonhigh

T 020 8546 9756 | **E** girlsprep@surbitonhigh.com | www.surbitonhigh.com |
95-97 Surbiton Road Kingston Upon Thames KT1 2HW
An independent school for boys aged 4-11 and girls aged 4-18

@SHSGirlsPrep

Surbiton High School is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.