

Parent Handbook 2020-21

Key Stage 1

Surbiton High Girls' Preparatory School

WELCOME FROM THE HEAD



Key Stage 1 marks the start of a more formal approach to learning here at Surbiton High Girls' Preparatory School. We ensure the transition is a smooth one by combining the child-initiated approach of Reception with the opportunity to start working in a structured and formal way. It is vital that the girls feel confident, happy and secure in their learning environments, and are supported each step of the way by their teachers and teaching assistants.

Read, Write, Inc. is used throughout the Pre-Prep and so you will be familiar with our approaches to teaching phonics and reading. We also ensure consistency with mathematical strategies and vocabulary developed in Reception. As ever, there will be opportunities to come in and find out more about these in our workshops.

As the girls transition through Year 1 and Year 2, a major focus is placed on developing independence and confidence, so that the girls feel able to tackle challenges and make progress with a positive and open mindset. We see this as being integral to the girls reaching, and indeed growing, their potential. The girls will make progress at their own rate and we support them to take risks, step out of their comfort zone and strive to achieve the previously unexplored and unconquered. It is a delight to see them arrive at the end of Year 2, ready to step into their next Key Stage with a range of Learning Habits and a hunger to find out more.

We look forward to building on our partnership with you, ensuring that we work together to secure the best outcomes for your daughters.

Clemmie Stewart
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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 T 020 8439 1400
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



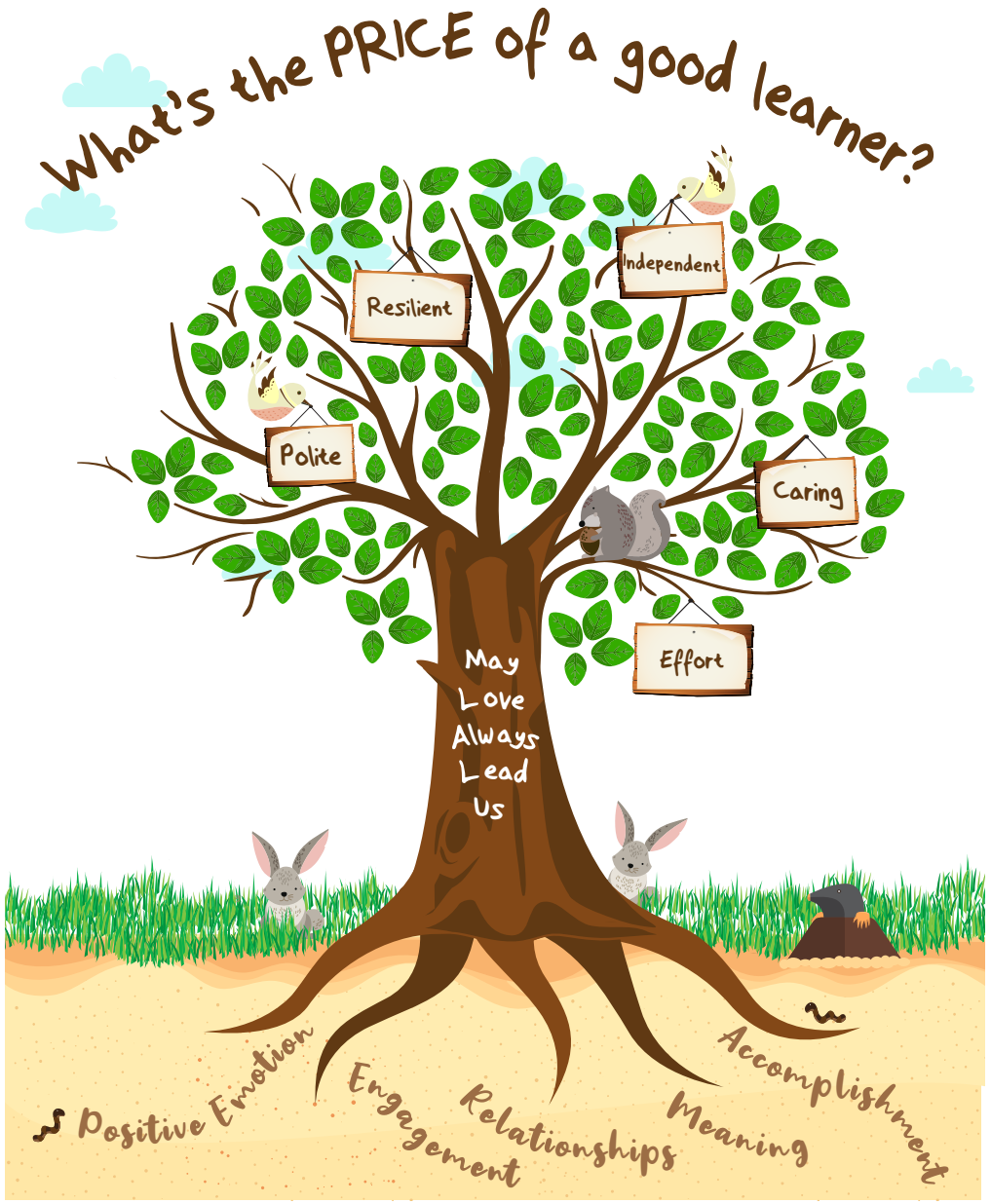
WELL-BEING

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 patient, respectful, inspiring, caring and empathetic. 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 is the need 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.

As the girls move into and upwards through Key Stage 1, personal, social and emotional development continues to be at the forefront of every aspect of learning. In support of this, your daughter will have timetabled PSHCE lessons (Personal, Social, Health & Citizenship Education), alongside time with their Form Teacher, assemblies, specific trips and visits. These times are dedicated to developing fully-rounded girls who are healthy, sociable and emotionally literate; in other words, girls who understand the importance of good health & well-being, the benefits of positive relationships and the responsibilities we have for living in our wider world. At Surbiton High Girls' Preparatory School, we have high expectations of the girls, both in their attitude towards learning and in their behaviour, but we always do this with a mindful and encouraging hand.

Every girl in the School belongs to a 'House', which will be Arundel, Balmoral or Caernarvon.. Under the leadership of staff 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 House points for effort in their work or for demonstrating respectful,



WHAT'S THE PRICE OF A GOOD LEARNER?

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 then awarded in our weekly Celebration Assembly, alongside any other achievements that the girls may receive from either inside or outside of the School. For any achievements outside of School that your daughter wishes to celebrate in our Celebration Assembly, please contact her Form Teacher.

It is never too early to begin to develop leadership skills. Therefore, at the start of the year, classes in Key Stage 1 vote to decide a Pupil Leadership Team representative for their class. These girls sit on the team for the year and are the voice of their peers for the School. They are joined each term by the Form Captains who are elected to take on class responsibilities and to assist the Form Teacher in leading the class. Girls also get the chance to put themselves forward as an Eco-Friends rep, helping to lead on projects to improve our environmental impact.

At the end of every 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 term. There, 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.

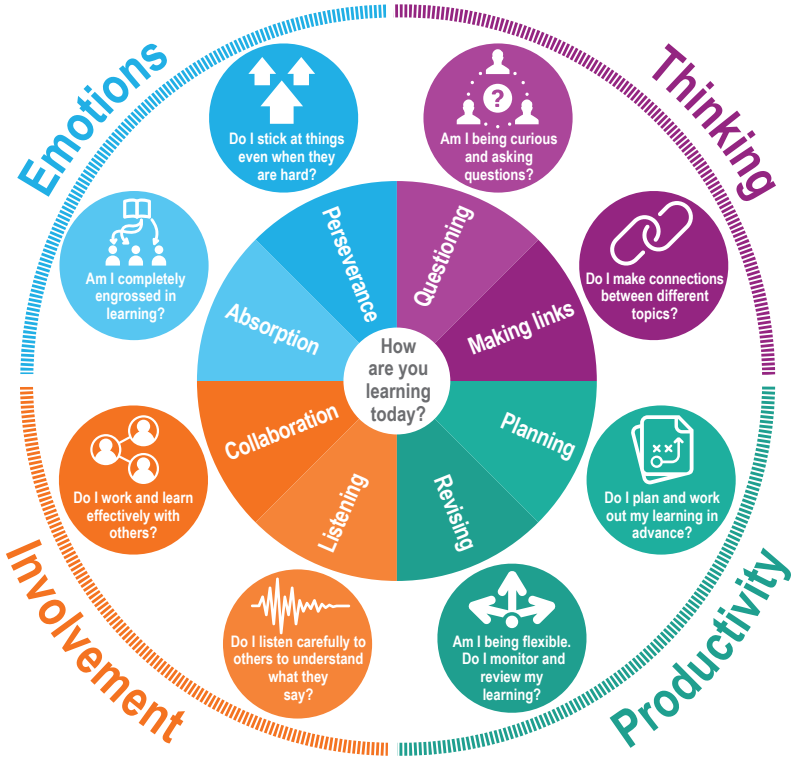
Pupils today will be entering the world of work in the 2020s and 2030s. Many of our young people are highly likely to take up jobs that do not yet exist; they will follow careers and work patterns that we may currently find difficult to imagine and it is, therefore, imperative that we prepare pupils 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 eight 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

Our broad and enriching curriculum has been designed to engage and motivate the girls. Where possible, we use a cross-curricular approach to teaching that enables the girls to make links between the different subjects and become completely immersed in their topic. We set work that is challenging, enjoyable and encourages our girls to think creatively and critically. Throughout all lessons, we plan activities that will develop Learning Habits and will allow the girls to take risks and learn from their mistakes.

A typical week sees a pupil explore these topics through English, Humanities, Science, Computing, Art, Modern Foreign Languages and Religious Education lessons. In Key Stage 1, the girls will learn French with Spanish being introduced from Year 4.

We follow the National Curriculum and supplement this with objectives from the ISEB curriculum.

Typical topics may include the following:

	Autumn	Spring	Summer
Year 1	My World, My Universe	Once Upon a Time	Oh, I do like to be beside the Seaside
Year 2	Incredible Journeys	Enchanted Woodlands Fire Fire!	Thinkers and Dreamers

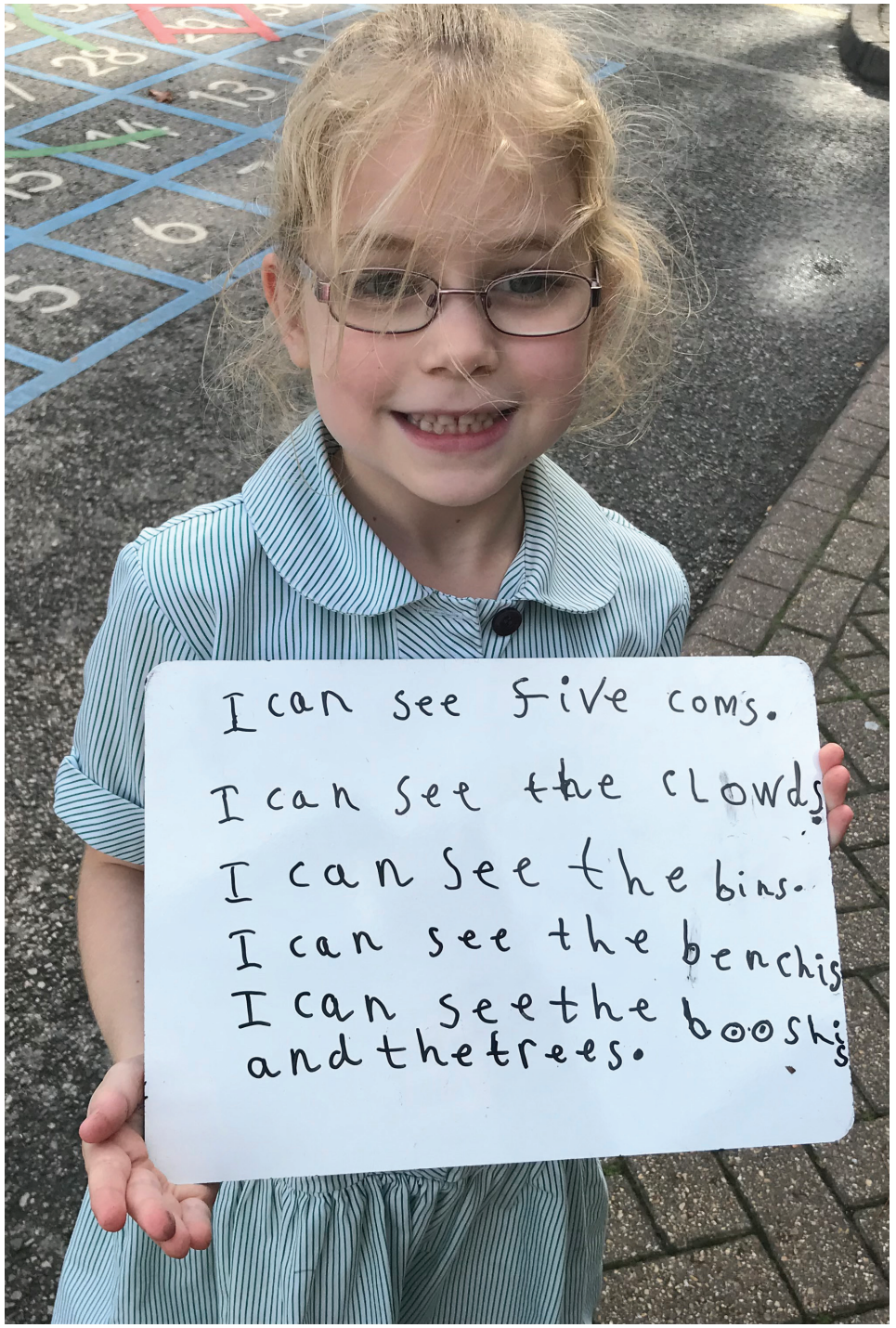


ENGLISH

Our English lessons cover a range of narrative, non-fiction and poetry themes which are linked to different topics throughout the year. We use a range of exciting texts as a stimulus for written work and there are plenty of opportunities for the girls to develop their speaking and listening skills. During the week, they will write in order to improve their sentence structure as well as focusing on correct letter formation, spelling, grammar and vocabulary. Handwriting is incorporated into weekly lessons and our aim is for the girls to have learnt the four key joins by the end of Year 2. When ready, they are also encouraged to proofread their work to ensure that they have incorporated elements of the success criteria for the task.

Once a week, girls will read with an adult at School. This will help to build upon their accuracy, fluency and understanding of a text. 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. The aim of the reading scheme is to develop comprehension skills and confidence when reading aloud, therefore it would be beneficial for you to read regularly at home with your daughter. When listening to your daughter read, encourage her to sound out unknown words so that this technique is continually reinforced both at home and at School. Discussion of the story and questioning is also very important as it will help to develop a deeper understanding of the text. 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 practise spelling key words which are then sent home for the girls to rehearse. Once the girls have reached the end of the programme, over the course of Year 2, they will take part in group reading and comprehension sessions guided by their teacher.



MATHEMATICS



We use the National Curriculum for Mathematics as the core scheme of work.

The main focus of the curriculum is on number work. 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 girls use tangible 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 symbols (for example, mathematical symbols) and solve problems using this more traditional approach.

We cover the following four key areas:

- Place value: the girls will 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 by the end of KS1
- Addition and subtraction: the girls will add and subtract two-digit numbers mentally, and use pictorial representations and objects
- Multiplication and division: the girls will recall 2, 5 and 10 multiplication and division facts, and solve problems relating to these
- Fractions: the girls will be taught to recognise, find, name and write common fractions

This knowledge is then applied to solve a variety of problems in different contexts. In addition to work on number, the other areas covered are measurement, geometry (looking at the properties of 2D and 3D shapes) and statistics (including interpreting and presenting data in simple pictograms and tally charts).

To support the girls' learning we use a variety of tools, including the use of iPads. The girls will be involved in a variety of individual, paired, group and whole-class activities to reinforce their learning.

Throughout KS1, the girls get the experience of using various web-based resources, such as, Mathletics, Numbots, Times Table Rockstars and Manga High. These may be used in School or at home. Passwords and usernames for these will be shared in September via the Reading Record.

Mental Arithmetic

The girls 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 girls to a wide range of mathematical vocabulary. It would be helpful if you could practise mental arithmetic activities such as counting forwards and backwards in Year 1 and multiplication and division facts in Year 2. Practice with these skills will help your daughter to develop confidence and speed.

MUSIC

In Key Stage 1, all girls receive a 45-minute lesson with additional 30-minute Choir.

Our curriculum aims to develop girls into curious and confident young musicians. The girls explore practical musical skills and the elementary musical concepts, including the basics of notation and instrument work. The focus is on literacy; through experience, the girls relate what they sing to what they see, and they learn rhythmic notation through the traditional Kodaly approach.

During Year 2, the girls take part in whole-class recorder lessons, building on their musical skills and developing the technical skills required to play an instrument. The girls learn to play simple tunes whilst learning to read from the stave and compose pieces on their recorder.

Listening and responding to music is an integral part of every lesson; the girls are exposed to a variety of music from different times and cultures.

In the Autumn Term, all girls sing in the Christmas Production, with the Year 2 girls taking the leading roles in the Nativity. Some girls will have the chance to sing solos in these productions and often the Infant Percussion Club will prepare music to play in the performance.

The girls from Key Stage 1 form part of the Infant Choir and work at expanding vocal colours and range through age appropriate repertoire. The emphasis is to sing with expression and to give feeling to the words they are singing.

Instrumental Lessons from Year 2 onwards

In addition to the curriculum of the normal School day, pupils may have private instrumental lessons. These may begin whenever a pupil seems ready and after consultation with the Music Teacher. Please contact Abigail Briggs at abigail.briggs@surbitonhigh.com if you have any questions.



PHYSICAL EDUCATION

Games

In the Autumn and Spring Terms, the girls have two Games lessons per week.

- Year 1 have two single one-hour lessons onsite in the Runcie Hall, focused on fundamental movement skills and sports, and the other lesson is dedicated to Gymnastics and Dance.
- Year 2 have a single two-hour lesson per week at Hinchley Wood. The focus is on improving fundamental skills: running, jumping, throwing and catching through small sided games such as Netball, Football, Tennis and teambuilding.

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 June.

Swimming

Key Stage 1 will have the opportunity to swim during the academic year at Hurst Pool with experienced and qualified teachers. Years 1 and 2 will have Swimming lessons all year once a week. There will be an ongoing assessment through the official Swim England National Plan Stages 1 to 7 and the girls will be awarded certificates at the end of each term. Additionally, there will be an opportunity for the girls to receive their distance awards and a swimmer of the month in each class. The aim of the lessons are to improve water confidence and then focus on stroke technique. These swimming lessons are at an additional cost to the parents and will appear on your termly bill.





LEARNING OUTSIDE THE CLASSROOM

Learning Outside the Classroom takes many different formats at Surbiton Girls' Prep School. As well as the plethora of trips and visits that support our topics, we also have the opportunity to regularly visit our woodland area at Hinchley Wood. The Key Stage 1 classes take part in LOC sessions at regular intervals throughout each term. These sessions 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.



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 the Form Teacher and you as parents, extra support in the form of 1:1 lessons or small groups may be recommended. There is a small cost for this extra support that will be discussed with you and added to your termly bill.

LEARNING ENRICHMENT

HOMEWORK

Following successful changes to the homework set at the Girls' Prep, we will continue to only set homework for Maths and English.

To allow for the variety of clubs and hobbies that the girls participate in each day, homework set will always have a full week before it is due. This will allow for families to manage their family time to either complete the activity after School or at the weekend. Homework will only be set when the task is purposeful and will complement the work being completed in School.

Each term, a curriculum web is produced for each year group and this can be found on MIS. Included in the curriculum web is a selection of different optional activities that your daughter may choose to do to supplement her learning in School.

Homework is assigned as normal in the final week of term and may be due after the holidays, however, no additional homework will be set during the holidays.

Ongoing support at home such as reading, times tables and spelling practice is of great importance and we encourage all of these daily.



ASSESSMENT



Throughout Key Stage 1, the girls complete a number of different assessments to help us monitor their progress and to check that they are making the necessary movement year on year. During the year, each class will complete termly assessments in both Mathematics and English. These take the form of written tests which help us to monitor progress throughout each term. The results of these tests enable us to identify very quickly if a girl is not making the expected progress, and make adjustments to our teaching to provide any extra help that may be required.

In June, Year 1 girls will complete the phonics screening check; a short, simple test taken to assess their reading ability.

Throughout Key Stage 1, we encourage the girls to become more independent in their learning.

Over the course of Year 1, the day becomes more structured in order to meet the curriculum requirements. We ensure the Autumn Term is transitional, starting with the EYFS approach that the girls are used to and gradually building up the lesson length.

Lessons are mainly divided into three parts: an introduction where the girls listen to and participate in discussions, the main activity and a summarising plenary session.

In order to help with these adjustments, we ensure that there are many opportunities for active, independent learning, as well as learning through play, in all of the subjects taught.

Sessions will take place as a year group to maintain friendships made during Reception and allow girls to get to know all of the cohort.

Towards the end of the Summer Term, your daughter will spend time in her new classroom during 'Move on Morning', getting to know her new environment and new Form Teacher.

Regular circle-time sessions are provided to ensure that the girls are able to air any worries or concerns they may have. This ensures that these issues are addressed quickly and efficiently so that the girls feel happy and secure in their new class. We also use these sessions to develop more of an awareness of the girls' personalities, including their likes and dislikes.

We hope that your daughter enjoys her time in Key Stage 1 and feel sure that the progression you will see at the end of the phase will amaze you.

Apart from academic progress, the girls need to be prepared for a smooth and confident transition into Key Stage 2. Their workload will naturally increase over the year, preparing them for Year 3. In the Summer Term of Year 2, the class will work on the topic 'Changes'. This theme tackles the issue of change and aims to equip children with an understanding of different types of change; positive and negative; and common human responses to it. We aim to develop the children's knowledge, understanding and skills in three key social and emotional aspects of learning: motivation, social skills and managing feelings, setting them up for success in Key Stage 2.

TRANSITION FROM EYFS



As the girls transition into Key Stage 2, there are a number of changes that you can support at home.

There are changes to the uniform, and all girls are expected to bring their own pencil case. Further information regarding what is required can be found towards the end of this booklet.

There is a much greater focus on independence in Year 3. The girls begin to move around the School for different lessons and, as such, it is imperative that they take responsibility for their belongings. They will be expected to arrive at lessons fully prepared with their pencil case and iPad.

The increase in Games lessons and Co-curricular clubs means that the girls will change more frequently in School. Please ensure that your daughter's uniform is labelled and that they are able to change quickly and independently.

The length of the day is also slightly longer as outlined in the Useful Information section of this booklet. Lessons start at 8.15am and finish at 3.25pm for Year 3. The girls will also be part of the later lunch break which starts at 12.50pm and finishes at 1.50pm.

TRANSITION INTO KEY STAGE 2

CO-CURRICULAR CLUBS

At Surbiton High Girls' 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 as well as offering many other opportunities.

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 in the Autumn Term Co-curricular activities will take place during the first few weeks of September.

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.





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 daughter 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 girls 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 her 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 daughter to write as much as possible. Good ways to encourage writing are diaries, cards, sticky notes or recounts of favourite days out. If your daughter has a particular interest, ask her to create a poster about it or draw and label a diagram. Please encourage your daughter to spell words phonetically by sounding them out. Insisting on correct spelling will only dampen her enthusiasm.

Mathematics

Involve Mathematics in your everyday activities at home. Talk to your daughter 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 children's 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.



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 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 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 three times daily is eight 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 (e.g. 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**) Facebook, Instagram and Twitter. There is a fortnightly Prep School newsletter which is emailed to all parents.

The Surbiton High Girls' Preparatory School has a Twitter account @SHSGirlsPrep. This gives you a small glimpse into our day at Surbiton High Girls' Preparatory 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 daughter's year.

Times of the School Day

The school day starts officially at 8.30am, however, the girls can come into school from 8.00am in order to unpack and get ready for the day ahead.

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 into Beaufort Road. We would appreciate it if the girls could have their bags and coats in the car, next to them, 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 **girlsprep.absence@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 decide 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 parents may have.

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 at a mutually convenient time.

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.

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

Year 1	
Pinafore	Dark grey with pleats
Roll neck	White cotton roll collar
Pullover	Dark grey with trim

Year 2	
Skirt	Dark grey with pleats
Blouse	Green and white striped, short sleeved
Pullover	Dark grey with trim

Compulsory	
Coat	Black, ¾ length or longer, solid colour, no trim, no fringes, no fur, no coloured lining, smooth-faced fabric, hood optional. and/or 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
Polo shirt	White with School crest
Shorts or games skort	Green
Jogging bottoms or School leggings	Green School regulation
Trainers	Plain, can be velcro
Socks	Plain white ankle, no embellishment
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 (Year 1)
Art overall	Green (Year 2)
Games bag	Green with School crest
Pre-Prep Rucksack/ Book bag	Green 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 (with summer uniform)
Water bottle	Any colour, non-regulation, named
Boater hat	
Outdoor LOC bag	Grey with School crest

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	christine.catlin@surbitonhigh.com
	Mrs Sarah Wilde	sarah.wilde@surbitonhigh.com
	Miss Rosanna Palmer	rosanna.palmer@surbitonhigh.com
KS1 Form Teachers	Mrs Lisa Burlton	lisa.burlton@surbitonhigh.com
	Miss Bethany Eccles	bethany.eccles@surbitonhigh.com
	Ms Sarah Newnham	sarah.newnham@surbitonhigh.com
	Mr Wellington Williams	wellington.williams@surbitonhigh.com
KS2 Form Teachers	Miss Roberta Doherty	roberta.doherty@surbitonhigh.com
	Ms Chris Fraser	chris.fraser@surbitonhigh.com
	Mr Richard Hurworth	richard.hurworth@surbitonhigh.com
	Mrs Jennie McNeill	jennie.mcneill@surbitonhigh.com
	Miss Tina Jurado	tina.jurado@surbitonhigh.com
	Mrs Amy King	amy.king@surbitonhigh.com
	Mrs Kate Pink	kate.pink@surbitonhigh.com
	Miss Frances Sullivan	frances.sullivan@surbitonhigh.com
School Administrators	Mrs Karen Penny	karen.penny@surbitonhigh.com
	Mrs Kathleen Farr	kathleen.farr@surbitonhigh.com
Breakfast Club and After School Club Manager	Lorraine Marrison	Lorraine.Marrison@surbitonhigh.com

SURBITON HIGH SCHOOL

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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

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@SHSGirlsPrep

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