



Parent Handbook 2021-2022
Key Stage 1
Surbiton High Boys' Preparatory School

WELCOME FROM THE HEAD



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

develop a strong emotional intelligence by embracing the characteristics valued so highly.

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

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

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CONTACT INFORMATION

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BOYS' PREPARATORY SCHOOL ADDRESSES	
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CHAIR OF THE LOCAL GOVERNING BODY Mr Adrian McKeon
c/o Senior School

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

Chair of the UCST Board

Dr Rosalind Given-Wilson

CORRESPONDENCE FOR DR ROSALIND GIVEN-WILSON SHOULD BE ADDRESSED TO UNITED LEARNING REGISTERED OFFICE

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



AIMS AND ETHOS

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

Ethos

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

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

Aims

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

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

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

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



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:

ISI REGULATORY POLICIES

- Academic Performance Statement
- Admissions Policy
- Anti Bullying Policy
- Behaviour and Discipline Policy
- Child Protection and Safeguarding Policy
- Complaints Policy
- Curriculum Policy - Senior School
- Curriculum Policy - Girls' Prep School
- Curriculum Policy - Boys' Prep School
- Exclusion, Expulsion, Removal and Review Policy and Procedures
- First Aid Policy
- Health and Safety Policy - Group
- Missing Pupil Policy
- Special Educational Needs Policy
- Uncollected Pupils Policy

OTHER SCHOOL POLICIES

- Accident and Incident Management Policy
- Co-curricular Policy - Senior School
- Code of Conduct - Pupils
- Continuity of Education Policy
- Drugs Policy
- Early Education Funding
- Educational Visits Policy
- English as an Additional Language Policy
- Equal Opportunities Policy
- Green Policy
- Head Girl Team Policy
- Non-Examination Assessments (NEA) Policy
- Peer-on-Peer Abuse
- Physical Restraint Policy
- Provision of Information Policy
- Relationships and Sex Education Policy
- School Worship and Assemblies
- Searches and Confiscation Policy
- Supervision of Pupils on Site Policy
- United Learning Health and Safety Statement of Intent
- Word Processor Policy



WELL-BEING

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

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

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

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

all the boys apply for and are awarded a role within the School. They are invited to apply for the Head Boy Team which rotates through the year. However, the role that all the Year 6 boys cherish, is 'Buddy' to a Reception pupil. This relationship begins before the Reception boy has started at the School, and throughout the year, the Year 6 boys take immense pride in caring for and supporting their buddy up until their very last day at School.

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



The 3Rs at The Boys' Prep



CHARACTER AND VALUES

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

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

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

With this strong foundation, the boys develop key core values of their own. These character strengths are vital in preparing the boys for their life as adults. Ranging from bravery and forgiveness to integrity and gratitude, these character strengths are embedded into the teaching and learning at the Boys' Prep School.

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

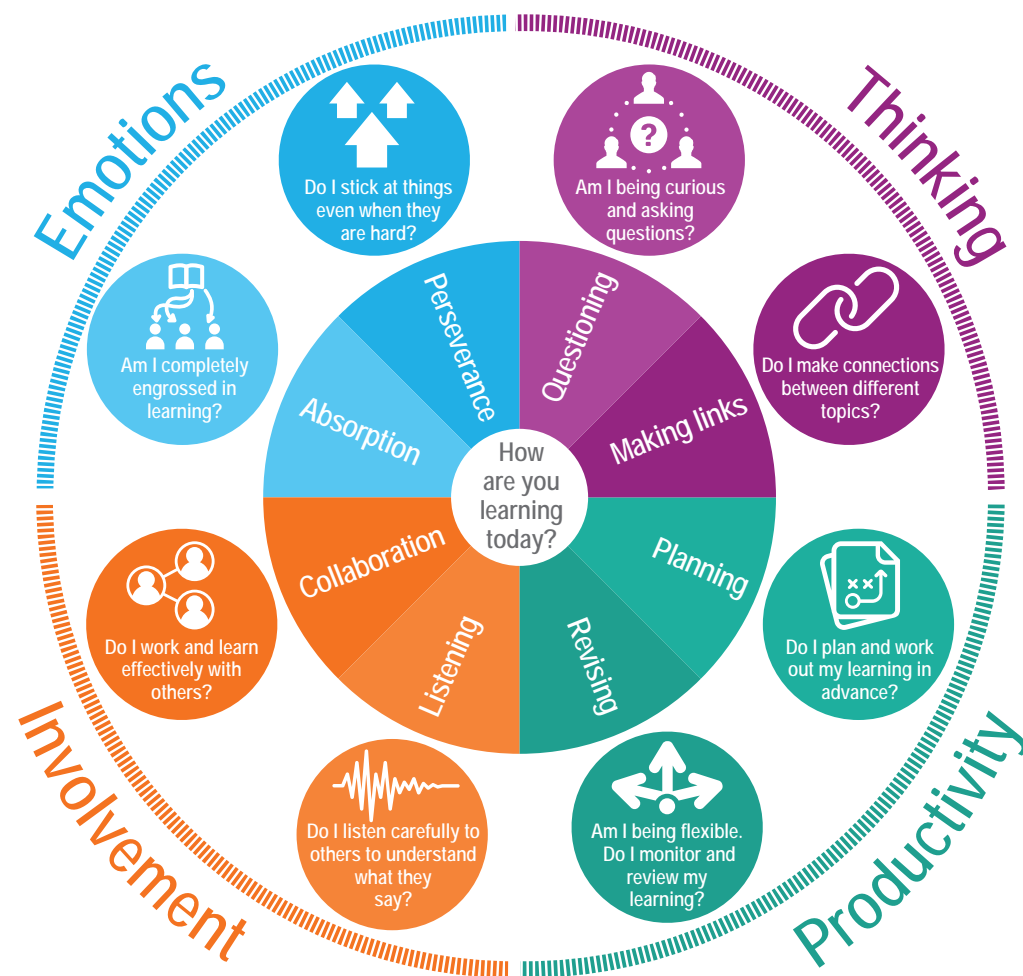
At Surbiton High Boys' Prep School, we inspire our pupils to be dynamic learners who can thrive in a sophisticated, interconnected and complex world. We successfully blend the thrill of intellectual discovery and strong academic knowledge, alongside encouraging lifelong learning habits.

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

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

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

THE LEARNING HABITS WHEEL



IPADS

iPads – Mobile Technology at the Boys' Prep School

In line with our whole-school digital strategy plans, boys in Years 1 and 2 will be introduced to using iPads through their Computing lessons. This supports them in being prepared for Key Stage 2, when boys will be issued with an iPad as an additional learning tool.

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



ENGLISH

In our English lessons, we use the Primary Strategy Literacy Framework.

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

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

Speaking and Listening

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

Reading

The School's core reading scheme, amongst others, is called 'Bug Club'. The aim of the scheme is to develop confident and motivated readers, from decoding words to developing fluency.

Your son will choose his own books to share at home from an allocated colour band. There is also an online Bug Club resource library to access additional texts at the appropriate level for your

child. Reading progress is continually monitored; the boys read to the teacher or teaching assistant twice a week, as well as three times per week during their phonics lessons. Through our passion for books, we will nurture a love of reading, introducing your son to a wide range of genre and authors.

It would be very useful for your son to use a public library to widen his reading experience further.

Phonics

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

Grammar and Punctuation

Spelling, Grammar and Punctuation (SPaG) are taught discretely and are regularly consolidated through retrieval starter questions at the beginning of a lesson. The boys consolidate their understanding of capital letters and full stops at the beginning and end of sentences. During the year, the boys are taught to use the following more advanced punctuation: question marks, exclamation marks, commas in lists and speech marks. During Key Stage 1, we teach the boys to separate stories into three basic paragraphs

– beginning, middle and end, in creative writing and appropriate sections for informative writing. We consolidate the boys' understanding of tenses and sentence structure.

Handwriting

Handwriting is incorporated in both phonics and discreet English lessons. The teacher will introduce and model the correct letter formation which includes a lead-in. This enables the boys to be ready for joining up their writing at a later stage.



MATHEMATICS

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

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

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

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

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

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

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

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

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

Our Maths lessons are interactive, enriching and provide challenge and support for all pupils. We use a variety

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



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

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

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



THE CONNECTED CURRICULUM

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

In Year 1, lessons include listening, performing, creating, playing and exploring musical instruments, singing, movement and the reading and writing of music. Each

of these assists in developing thinking, communication and creativity. As the boys progress to Year 2, the aim of Music lessons is to create intelligent musicians through singing, listening and improvising. Lessons explore the musical elements of pitch and rhythm in more depth and boys learn to analyse simple music. The focus is on musical literacy: through experience, the boys relate what they sing to what they see. Every boy in Year 2 will learn to play the recorder and learn how to read and play from simple notation.

MUSIC



PHYSICAL EDUCATION

In Key Stage 1, the boys begin to lay the foundations of their own physical literacy and lifelong involvement in sport. Through a broad range of fun-based activities and games, the PE curriculum is designed to improve the boys' key components of fitness, such as speed, strength, agility, balance and co-ordination, as well as important life lessons. The boys are introduced to basic anatomy and physiology to help them understand the benefits of regular exercise. Every boy is provided an opportunity to represent the School in a competitive fixture by the end of Year 2 and we are extremely proud of our 'sport for all' ethos.

Some of the themes we use during PE lessons include the following:

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

Every week, the boys receive a PE lesson on-site and a Games lesson at Hinchley Wood sports grounds. During the cricket season, we are extremely fortunate to use Esher Cricket Club as our games site. Within these Games lessons, the boys'

physical development is extended further through the themes of football, rugby and cricket in each respective term.

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

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

Swimming

In Year 1, the boys have weekly swimming lessons which are added to the termly bill. The aim is to progress to the adult pool and to build confidence in the water throughout the academic year. The boys are grouped by their ability for their swimming lessons. Qualified instructors teach the boys essential water skills,

culminating in the achievement of graded awards. All swimming is technique based and the boys are assessed on an ongoing basis to make sure they are in the correct ability group. We follow the Amateur Swimming Association National Plan for Teaching Swimming (NPTS) and award our own certificates, which follow the NPTS Levels 1 to 7.



At Surbiton High Boys' Preparatory School, we believe in outdoor learning or 'Learning Outside the Classroom' and the benefits this has for all our children. The opportunity to learn and play outside throughout the year, in various kinds of weather, is as important as learning and playing inside. All Learning Outside the Classroom experiences serve an educational purpose, enhancing and enriching our children's learning. Real-world learning brings the benefits of formal and informal education together and reinforces meaningful learning through acquiring knowledge and skills by experiencing real-life, practical or hands-on activities.

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

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

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



LEARNING OUTSIDE THE CLASSROOM



We routinely monitor all pupils' progress throughout their time at the Boys' Prep School. There are weekly meetings between the Headteacher and Form Teachers to discuss each boy including any concerns, academic or pastoral.

During Year 1, a Phonics Screening Check takes place. As a result of this, some

boys may be included in small group interventions. Following intervention, if specific concerns about an individual child's progress remain, the Learning Enrichment Department, in collaboration with parents and Form Teachers, may offer further tailored support or advice.

LEARNING ENRICHMENT AND ASSESSMENT

HOMESCHOOL

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

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

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



SOME IDEAS FOR HOME SUPPORT

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

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

Reading

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

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

Writing

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

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

Mathematics

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

Discussion

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



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

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

During Year 2, we host a meeting with Mrs Chong to discuss transition into Key Stage 2 and the move to Avenue Elmers in Year 4. At this stage, parents are invited to visit Avenue Elmers to learn more about your son's

learning environment as he moves through the School and prepares for senior school.

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



TRANSITION

CO-CURRICULAR CLUBS



At Surbiton High Boys' 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.

All our co-curricular experiences are outlined for you in a separate booklet available on MIS in September. Additional details of the clubs will be supplied to you towards the end of each term, in order for you to make decisions for the following

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

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

HEALTH

Medical Information

Surbiton High School has a Welfare Centre on the Senior School site, which is staffed throughout the week by our Registered School Nurse. In addition, there are many first aid trained staff on each school site.

Illness or Accident in School

Our School Nurse provides help and support for pupils with specific medical conditions and those who are injured or become ill during the school day. Unfortunately, it is not possible for pupils to stay in the medical room for long periods of time if they are unwell. Please do not send your son to School if he is ill, not only can it be upsetting for them, but it can also cause viruses and infections to spread rapidly throughout the school population. If your son becomes unwell, we may need to 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.

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 always be carried with them and the second to be kept in an emergency box at each School

Office. The storage of any other emergency medication will be agreed with parents on an individual basis.

These medications should be delivered to the Front Desk 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 minimising their effect. 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 designated staff in the Boys' Prep School under the guidance of the School Nurse. The medicines should be given to the Front Desk on arrival

in School. Medication must be in the original packaging with the pharmacy label clearly visible. This should be placed in a plastic box with your child's name clearly written, along with a completed and signed medicines consent form. Medication will need to be collected at the end of each day, and returned the following morning. Surbiton High School Staff are not permitted to administer either regular or occasional medication without specific authorisation from the School Nurse. Please be aware that there is no legal or contractual obligation on teaching or administration staff to either administer medication or supervise a pupil taking it.

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

USEFUL INFORMATION

Times of the School Day

Arrival

The gates at Charles Burney House open at 8.00am. There is also a drive-through in operation, accessed on Surbiton Crescent. Please ensure that your son does not get out of the car until adjacent to Charles Burney House and that you turn left out of the drive-through in order to ease congestion. Registration is at 8.25am and all lessons commence at 8.30am.

If your son arrives at School later than 8.25am, he should be taken into School via the front door.

Departure

All Key Stage 1 boys finish school at 3.15pm. Year 1 are dismissed from the front playground, and Year 2 are dismissed from the back playground. Please wait outside the playground until your son is dismissed into your care. Parents will need to park in the vicinity of Charles Burney House, but we advise parents driving to or from School to strictly observe parking regulations at all times. A Controlled Parking Zone operates in the area around the School. There are a large number of metered spaces available at a small charge for 15 minutes' parking. Patrolling traffic wardens are unsympathetic to those who do not conform to the parking restrictions outside the School.

School Administration Team

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

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

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

MIS

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

The system also allows us to communicate with you via our Weekly Parent Communication update, which is sent by email every Friday. You can also receive text messages from the School when urgent information (such as the late return of a trip) needs to be sent to you.

School News

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

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

Personal Data

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

Absence

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

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

If a pupil is absent due to illness, their parent(s) are required to contact the School via telephone on **020 8439 1400** or email **boysprep@surbitonhigh.com** before 8.25am on the day of their absence and every day thereafter until they return to School. If a pupil's absence is likely to be prolonged, parents are asked to inform the Head, Mrs Chong, so that appropriate measures can be taken.

Weather Disruption

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

If a problem arises during the day, we may have to decide to end lessons early, in order for the boys to avoid worsening conditions. We will once again contact you via MIS text alert. The School will remain open until all pupils are collected.

Late Collection of Children

Parents are requested to collect their

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

Infant Crèche, Before School and After School Care Facilities

The crèche is available until 4.00pm for boys in Reception who have older siblings in the Girls' Prep School, Senior School or Boys' Prep School. If a sibling is in the crèche, they need to be collected before the older pupil is collected.

The crèche is not available when the older sibling is in a co-curricular club.

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

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

Before School and After School Care Facilities

Breakfast Club

The Breakfast Club is available for children at the boys' and girls' prep schools from 7.30am until the start of your child's school day. While attending the Breakfast Club, your child will be provided with a nutritious breakfast up until 8.15am, which includes a choice of cereal, yoghurt and fruit juice. Pupils are escorted to school for the start of the School day.

After School Club

After School Club is available from the end of the school day until 6.00pm. A healthy snack is available, including freshly made sandwiches, fruit and vegetables. There is a supervised quiet homework and study area for pupils.

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

Parent Consultations and Reports

There is a Parents' Curriculum Evening early in the school year. This is an important and very useful information evening, as it is an opportunity for parents to meet their son's Form Teacher, who will outline the curriculum and answer any questions parents may have.

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

Parents will receive a termly written report.

Lunch

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

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

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

Mid-Morning Snack

We operate a healthy eating policy at the Boys' 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 boys 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 the School with severe nut allergies. In order to avoid a potentially serious situation, all nut products have been removed from the lunch menu, on medical advice. Pupils are therefore not allowed to bring any products containing nuts into the School. Please ensure that this policy is respected.

Houses

There are three school Houses:

- Arundel
- Balmoral
- Caernarvon

In Key Stage 1, the boys start to receive House points for their effort, achievements and good work. When they reach 25 points, they will receive a bronze certificate, 50 points, a silver certificate, 75 points, a gold certificate and for 100 points, a platinum certificate and a badge.

Certificates

At the Boys' Prep School, weekly certificates are awarded in our Good Work

Assembly and an end-of-term certificate is given to a pupil in each form in our end-of-term assembly to congratulate the pupil on something achieved across the term.

School Coach Routes

Royale European offer ten bus routes to pupils in the School. All the coaches are fitted with seat belts. The routes, timings and prices can be found on the school website www.surbitonhigh.com/admissions/transport.

For further information or to request a place on a coach, please email transport@surbitonhigh.com.

Green & Silver Club

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

The aims of the Green & Silver Club:

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



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

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

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

Parents' Association

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. The PA also holds a number of Nearly New Uniform Sales throughout the year. For more information, please go to www.shspa.org.uk.

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. Subscriptions do qualify for Gift Aid as the PA is a registered charity. The PA would be grateful if you could fill in the Parents' Association Gift Aid Form so that they can claim tax back from the Inland Revenue. Any higher rate tax payers can also include the subscription as a charitable donation on their annual tax return.

The Parents' Association is hosting a 'Meet and Eat' evening in the Dining Hall on Tuesday 7 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 their website.

The PA rely on the community of parent volunteers and staff and could not continue to make an impact without them. Keep in touch with what they are

up to by following them on Twitter @ **SHSParentsAssoc** and check out their website www.shspa.org.uk. They are always keen to get more volunteers, so if you are looking to be a part of the school community and have fun getting to know other parents, they would love to have you on board!

Any Questions

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



BOYS' PREP SCHOOL UNIFORM

School Uniform Suppliers

AlleyCatz
Claremont House, 34 Molesey Road
Hersham, KT12 4RQ
T 01932 223075 www.alleycatz.co.uk

Nearly New Uniform Sales

Regular Nearly New Uniform Sales are arranged by the Surbiton High School PA Committee. For more details, visit www.shspa.org.uk

Labelling

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

Houses

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

the School.

Seasonal Uniform

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

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

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

Uniform

Compulsory	
Waterproof jacket or plain black coat	Green with School crest (to remain in School at all times)
Blazer	Green with School crest
White shirt	Long-sleeved with winter uniform; short-sleeved with summer uniform
Trousers	Dark grey
Waterproof trousers	Green or black
Shorts	Dark grey knee-length (summer uniform)
Tie	Green and silver striped
Jumper	Dark grey with trim
Socks	Short dark grey with winter uniform; knee-length dark grey with summer uniform
Shoes	Black
Art overall	Green (Year 2)
Waterproof art overall	Green (Year 1)

Sports Kit

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



Sports Kit (continued)

Year 2	
Short-sleeved football top	Green with School crest
Socks	Green and white hoops
Football boots	With either plastic/rubber moulded studs or removable safety studs
Shin pads	
Mouth guard	Shop or OPRO School visit
Optional Sports Kit	
White base layer	Surbiton High School arm print



Accessories

Compulsory	
Pre-Prep rucksack	Green with School crest
Outdoor LOC bag	Grey with School crest
Optional	
Fleece	Green with School crest
Scarf	Green with School crest
Woolly hat	Green School regulation (Autumn Term only)
Gloves	Plain grey or green
Legionnaire's hat	Green School regulation (Summer Term only)
Water bottle	Any colour, non-regulation, named

Optional Items

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

Please Note

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



TERM DATES

Autumn Term 2021

Staff INSET	Wednesday 1 September
Staff INSET	Thursday 2 September
Reception, Years 7 and 12 Induction Day	Friday 3 September
Term Commences	Monday 6 September
Half Term	Monday 18 October to Friday 29 October
Term Finishes	Wednesday 15 December (half day)

Spring Term 2022

Staff INSET	Tuesday 4 January
Staff INSET	Wednesday 5 January
Term Commences	Thursday 6 January
Half Term	Monday 14 February to Friday 18 February
Term Finishes	Friday 1 April (half day)

Summer Term 2022

Staff INSET	Wednesday 20 April
Term Commences	Thursday 21 April
Half Term	Monday 30 May to Friday 3 June
Term Finishes	Wednesday 6 July (half day)



STAFF

Principal	Mrs Rebecca Glover	rebecca.glover@surbitonhigh.com
Head of Boys' Preparatory School	Mrs Tracey Chong	tracey.chong@surbitonhigh.com
Deputy Head – Teaching and Learning	Mr Byron King	byron.king@surbitonhigh.com
Deputy Head – Pupil Development and Well-being	Mrs Sally Johnston	sally.johnston@surbitonhigh.com
PA to the Head and Head of Prep Schools Administration	Mrs Kelly Smith	kelly.smith@surbitonhigh.com
Leader of Pre-Prep	Mrs Alison Gowe	ali.gowe@surbitonhigh.com
Early Years Teachers	Mrs Alison Gowe Miss Anupa Vara	ali.gowe@surbitonhigh.com anupa.vara@surbitonhigh.com
KS1 Teachers	Mrs Kelli Groenewald Miss Danielle Kilpin Miss Flo Park Miss Jessica Meade Mrs Rachel Allen	kelli.groenewald@surbitonhigh.com danielle.kilpin@surbitonhigh.com flo.park@surbitonhigh.com jessica.meade@surbitonhigh.com rachel.allen@surbitonhigh.com
KS2 Teachers	Mr Adam Buckingham Mrs Claire Johnston Mr Michael Underwood Mr Richard Gallop Mrs Hannah Dillon Mr James Warren Miss Emily Stone Miss Charlotte Lewis Mr Robert Temlett Mr Connor Pyper-Williams	adam.buckingham@surbitonhigh.com claire.johnston@surbitonhigh.com michael.underwood@surbitonhigh.com richard.gallop@surbitonhigh.com hannah.dillon@surbitonhigh.com james.warren@surbitonhigh.com emily.stone@surbitonhigh.com charlotte.lewis@surbitonhigh.com robert.temlett@surbitonhigh.com connor.pyper-williams@surbitonhigh.com
Specialist Teachers	Mr Christopher Wray Mrs Amy Baldwin Mr Toby Blood Mr Mike Murton Ms Anna McKeever	chris.wray@surbitonhigh.com amy.baldwin@surbitonhigh.com toby.blood@surbitonhigh.com mike.murton@surbitonhigh.com anna.mckeever@surbitonhigh.com
School Administrators	Mrs Kelly Smith Mrs Fiona Meaney Ms Charlotte Farndon Ms Katja Chachia	kelly.smith@surbitonhigh.com fiona.meaney@surbitonhigh.com charlotte.farndon@surbitonhigh.com katja.chachia@surbitonhigh.com
Breakfast Club and After School Club Manager	Ms Lorraine Marrison	lorraine.marrison@surbitonhigh.com





BOYS' PREP



INSPIRE | ENCOURAGE | EMPOWER

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

3 Avenue Elmers Surbiton KT6 4SP

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



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