



BOYS' PREP



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# Parent Handbook 2021-2022

## Key Stage 2

### Surbiton High Boys' Preparatory School

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# WELCOME FROM THE HEAD

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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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HEAD OF SURBITON HIGH BOYS' PREPARATORY SCHOOL	Mrs Tracey Chong
BOYS' PREPARATORY SCHOOL ADDRESSES	
AVENUE ELMERS	3 Avenue Elmers Surbiton KT6 4SP T 020 8390 6640
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GIRLS' PREPARATORY SCHOOL ADDRESS	95 – 97 Surbiton Road Kingston upon Thames KT1 2HW T 020 8546 9756
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 Dr Rosalind Given-Wilson

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

Worldwide House  
Thorpe Wood  
Peterborough PE3 6SB  
T 01832 864444

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



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# AIMS AND ETHOS

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

## Ethos

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

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

## Aims

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

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

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

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





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# WHERE TO OBTAIN FURTHER INFORMATION

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

## 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







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

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

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

There are many leadership opportunities at the Boys' Prep 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.

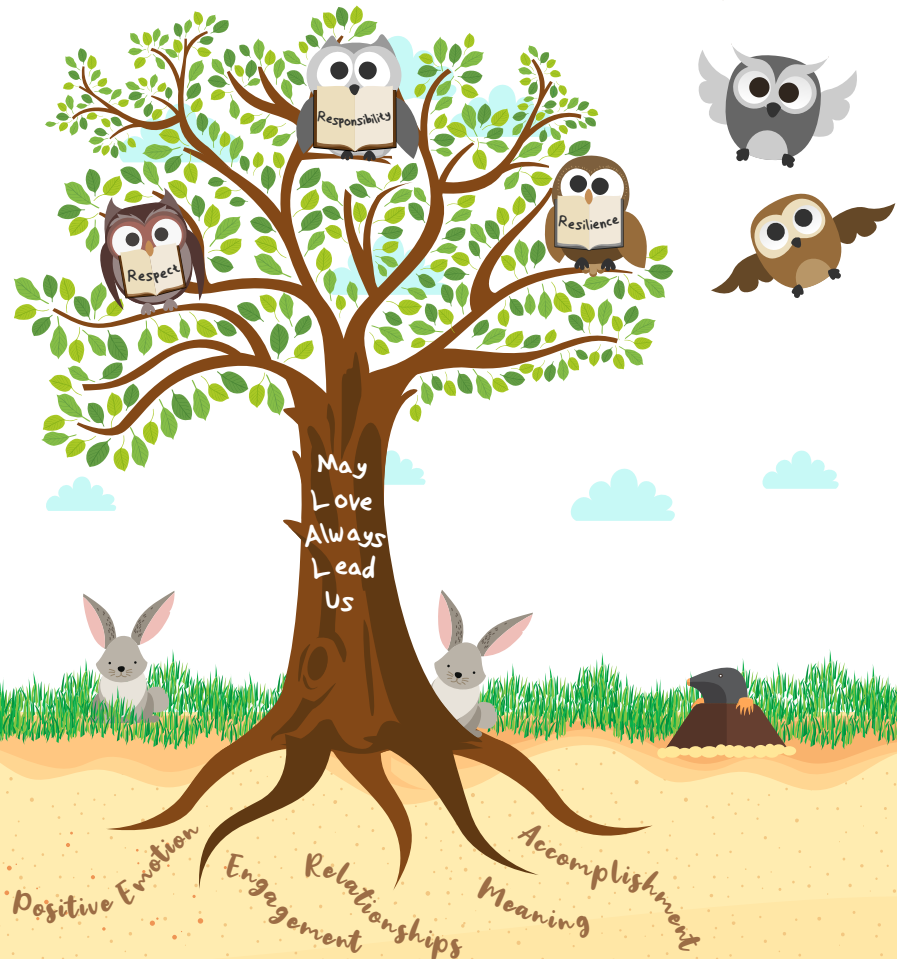
We have three Houses at the School: Arundel, Caernarvon and Balmoral. During the year, we hold many House charity events, assemblies and celebrations, encouraging team spirit and friendships across the year groups. Every term, pupils have a chance to earn House points for good work, effort and achievement,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

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## WELL-BEING

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## 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 the 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?

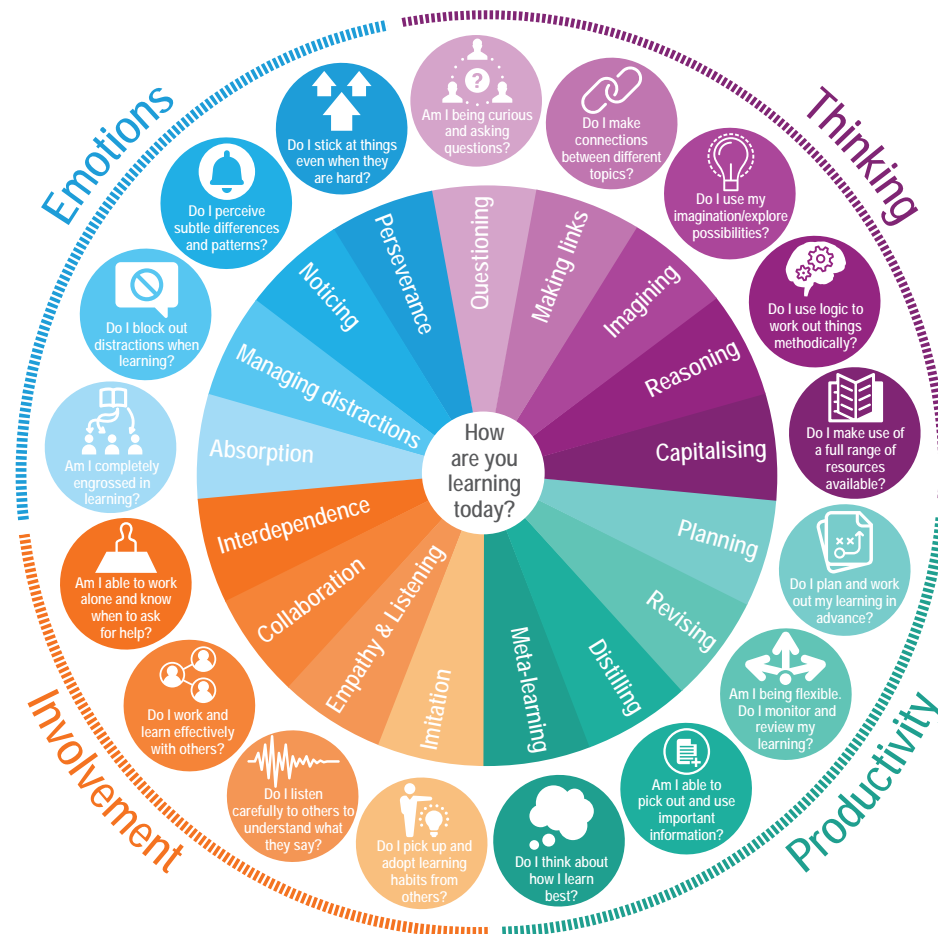
At Surbiton High Boys' Preparatory School, we inspire our pupils to be dynamic learners who can thrive in a sophisticated, interconnected and complex world. We successfully blend the thrill of intellectual discovery and strong academic knowledge, alongside encouraging lifelong learning habits.

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

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

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

# THE LEARNING HABITS WHEEL





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# IPADS

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## iPads – Mobile Technology at the Boys' Prep School

In line with our whole-school digital strategy plans, all boys from Years 3 to 6 are equipped with their own iPad, to be used 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. To this end, the iPad allows us to encourage independent learning, providing the facility for resources to be shared more easily, allowing for more variety in how tasks are completed, and enabling feedback to be issued in ways that are appropriate to suit each individual pupil. The iPad acts as another tool that, when used in the right way and at the right time, significantly enhances the lesson. Importantly, the pupils will be taught how to use their iPad safely and appropriately both in the classroom and at home and will be supported as they learn to master this technology.





# ENGLISH

The National Curriculum is used as guidance in English. However, the curriculum is extended to ensure that it contains all that is necessary and relevant for the entrance exams in Year 6, covering the curriculum requirements of the ISEB.

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

In Key Stage 2, the boys are given activities which build upon their self-confidence. They begin with theatre activities, especially in their Drama lessons, which develop skills learnt in Key Stage 1. The boys have opportunities to comment constructively on plays and discuss how these performances affect the audience. They are given opportunities to create roles showing how behaviour can be interpreted from different viewpoints.

## Reading

**Comprehension** – In Key Stage 2, the boys build up their awareness of text types and genres. The boys are taught to develop the skills needed to read and understand a text. They are also shown how to answer the different types of questions – literal,

inferential, deductive and evaluative. As the boys progress through Key Stage 2, they increasingly complete comprehension papers on a regular basis.

**Library** – The boys' library lessons are incorporated into the English curriculum. The books can be used as their reading book and taken home to read on a daily basis. The boys will use their reading records to note personal reading as they are expected to read for a minimum of 20 minutes a day.

**Reading Aloud** – During the year, the class will read at least two books, which could include novels by classic children's authors and some modern authors. The boys take it in turns to read aloud so that they are able to develop their reading skills and start to read with more understanding and emotion.

## Writing

**Creative Writing** – Over the course of their learning in Key Stage 2, the boys will study a range of texts, including classic children's stories, stories with different settings and from different cultures, plays, picture books and those which raise issues and dilemmas. The boys also learn different text types, such as recount texts, explanations and persuasive writing. In poetry, we study form, how poetry creates images and traditional poetry.

There is an emphasis on developing and exploring adventurous vocabulary across all areas of the curriculum. Our aim is to

encourage the boys to develop a love of language and to feel confident to use a rich and varied vocabulary in their writing.

**Handwriting** – During Key Stage 2, the boys earn their pen licence, which they can earn for neat handwriting and presentation in their work across the curriculum. The pen licence allows them to complete all their work using a recommended handwriting pen. Please check equipment lists for pen requirements.

**Spelling** – In spelling lessons, pupils are provided with a range of spelling patterns and strategies, enabling them to apply these across the curriculum with increasing independence. Furthermore, we teach the boys to proofread and edit with purpose. By integrating activities for handwriting, the benefit of making a

spelling activity kinaesthetic is secured. We also look at the etymology and derivations of words, teaching the boys to understand and recognise the connections between words from similar roots. A variety of different word work activities are completed across the week and dictation exercises are used to test recall of the spelling patterns which have been taught. This approach nurtures confident and adept spellers.

**Grammar** – These lessons are linked in with the creative writing and concentrate on the key grammar areas – verbs and tenses, adverbs, connectives, sentence construction, figurative speech, etc. The boys complete specific lessons in these areas to practise developing their use of correct language across all their writing.







# MATHEMATICS

The National Curriculum is used as guidance in Mathematics. However, the curriculum is extended to ensure that it contains all requirements of the 11+ entrance examinations. The curriculum is split into Number, Measurement, Geometry, Statistics, Ratio (Years 5 and 6) and Algebra (Years 5 and 6). 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:** the value of each digit in a number including decimals, rounding and negative numbers.
- **Four operations (addition, subtraction, multiplication and division):** using both mental and written strategies accurately and efficiently with procedural fluency and conceptual understanding.
- **Fractions, decimals and percentages (FDP):** conversions, calculations and real-life application.

We follow a **mastery** approach which ensures that the boys have a deep understanding of each topic. They have

'mastered' a topic through procedural fluency and conceptual understanding; they can reason using mathematical language, generalisation and justifications; they can problem solve in a variety of contexts.

A strong knowledge of times tables is fundamental to successfully learning many concepts in Mathematics. We expect the boys to recall all multiplication and division facts up to  $12 \times 12$  by the end of Year 4 and encourage daily practice. All boys in Key Stage 2 complete a three-minute test, three times a week, working on their accuracy and speed. We also encourage boys to learn and develop their understanding of Mathematics through the use of excellent web-based resources, such as 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.



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# THE CONNECTED CURRICULUM

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As well as English, Mathematics, Music, Physical Education 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, History, Geography and Philosophy 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.

Pupils are taught by specialist teaching staff who have a passion for their subject and the expertise to challenge the boys beyond the standard curriculum expectations. The preparation for senior

school that the pupils receive in Key Stage 2 is excellent; each child is nurtured to continue to flourish in areas which they both excel at and enjoy. Our pupils are

supported as they apply for scholarships in a range of subjects and the specialist teaching staff take pride in our pupils' achievements in academics, the arts and sports.

Although the subjects are delivered in this discrete manner, the teachers collaborate in order to link components of the curriculum. This ensures the learning is meaningful and applied across a range of disciplines, leading to the mastery of a range of skills.

Examples of the connected curriculum in action includes Year 6 pupils reading dystopian fiction based on a world affected by natural disasters, alongside learning about the varied effects of climate change in Humanities; Year 5 pupils interpreting negative numbers in Mathematics and relating these to forces in Science; Tudor self-portraits in Art and the study of the Tudors in Humanities lessons. These subtle links are effective in ensuring our pupils understand the interconnected nature of the world around us.







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# MUSIC

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In Key Stage 2, all Music lessons are 60 minutes with an additional 30 minutes for Choir.

Our sequential, aural-based Music 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 boys' thinking, communication and creativity. All boys in Key Stage 2 take part in the Christmas Carol Service where they sing in a more formal setting. In Years 3 and 4, the boys enjoy the Prep Lower Choir and they prepare for public performances three times a year, in our termly concerts. Boys in Year 3 onwards may join the Prep String Ensemble, Prep Percussion Ensemble or the Prep Chamber Choir by audition. Boys who learn an instrument or sing also have the opportunity to perform in termly Soloist Evenings, the Winter and Spring Concerts, and the annual Carol Service.

In the Autumn Term of Year 3, all boys will learn violin or cello in a group as part of the Instrumental Programme. In the Autumn Term of Year 4, the boys undertake a brass scheme in groups using instruments provided by the School.

In Years 5 and 6, the boys continue to develop their skills of performance, composition and musical analysis. The Year 5 and Year 6 boys all sing in the Prep Upper Choir and may audition for places in the Prep Chamber Choir,

Prep Percussion Ensemble, Prep String Ensemble and Prep Brass Ensemble. Talented boys may be invited to join the Prep Chamber Ensemble or Prep String Ensemble. A Music Theory Club is also available to support interested pupils. Boys in Year 6 with an interest in more contemporary music may also audition for the Prep Rock Band.

In the Spring and Summer Terms, Year 4 and Year 6 respectively are involved in an exciting stage production and perform in the Surbiton Assembly Rooms.



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# PHYSICAL EDUCATION

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In Key Stage 2, the boys are building upon the foundations of their own physical literacy and lifelong involvement in sport. This is achieved through a PE and Health curriculum which includes units of work in the following activities:

- Invasion Games
- Health-Related Exercise
- SAQ (Speed, agility and quickness)
- Badminton
- Volleyball
- Athletics
- Tennis
- Gymnastics

We have recently introduced a sports leaders programme for our Year 6 pupils, enabling them opportunities to develop their leadership and independence through sport.

Every week, the boys receive a one-hour PE lesson on site and two sessions of Games at our Hinchley Wood sports grounds in the Autumn and Spring Terms and Esher Cricket Club in the Summer Term. In each respective term, during Games, the boys practise their skills and compete against other schools in football, rugby, and cricket.

By the end of Key Stage 2, the boys should be able to:

- Successfully apply relevant skills and components of fitness to a personal challenge or a small-sided game situation

- Execute effective defending tactics in a game situation
- Swim a minimum of 25m as per national expectations
- Work effectively in a team to plan and organise a safe disability/adapted sport session
- Compete enthusiastically and fairly within the rules, respecting the officials and the opposition
- Accurately describe their performance and contribution to a team/group.

We run an extremely successful sports scholarship programme for the boys in Year 6. This intensive programme is run twice a week and is designed to support the boys looking to obtain a sports scholarship at senior school.

We have been on some wonderful sports tours in recent years, most recently to Madrid, and believe these opportunities are a once in a lifetime opportunity for our pupils and will be memories that they treasure forever.



Learning Outside the Classroom occurs at various stages throughout Key Stage 2 at our bespoke site at Hinchley Wood, we plan a range of opportunities for trips and visits to enrich the boys' learning experiences. At Hinchley Wood we are able to make use of the woodland, sports field, tennis courts and classroom to

widen the boys' learning experiences. The boys continue to learn about being in the great outdoors and how to investigate the world around us. Most commonly, the woodland area is used to investigate a range of species within the local habitat and this is linked closely to the scientific topics of living things and habitats.

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## LEARNING OUTSIDE THE CLASSROOM

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The Learning Enrichment Department supports pupils with learning differences, both with and without a formal diagnosis of Specific Learning Difficulties. We run a dyslexia screening test in Year 3, and will undertake further testing as required and on the recommendation of class teachers.

Lessons take place individually or in small intervention groups throughout the school day, and typically address literacy skills, numeracy, organisation and self-management. We aim to help pupils to identify their strengths and to develop strategies to overcome any difficulties, in order to become confident, independent learners.

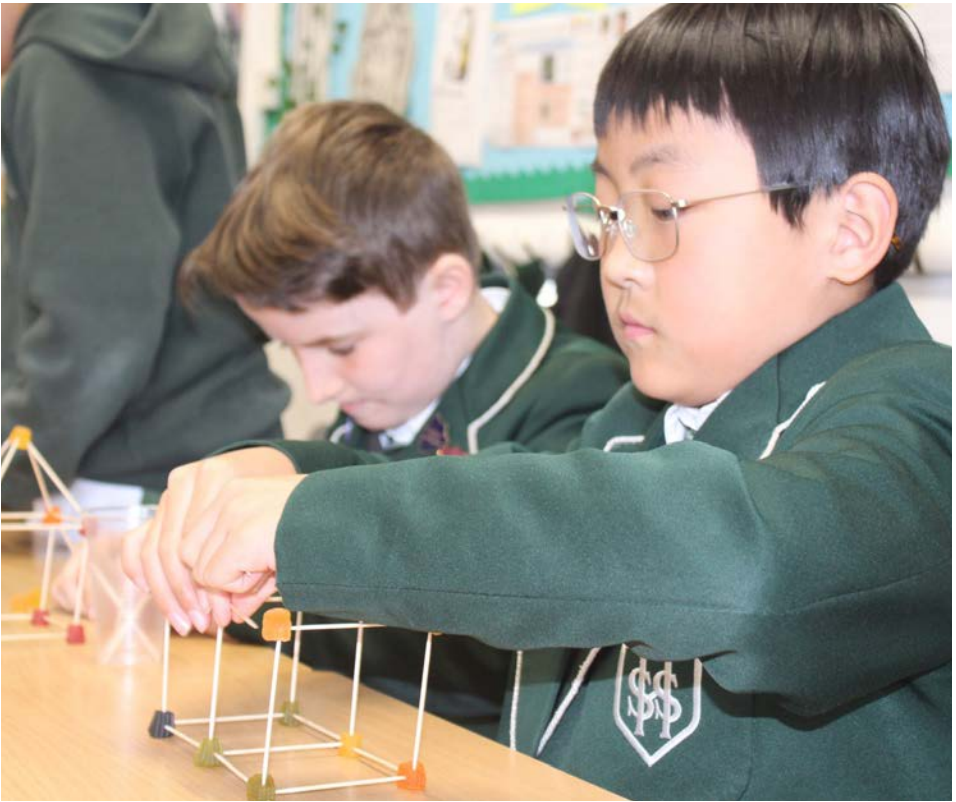
# LEARNING ENRICHMENT AND ASSESSMENT

# HOMEWORK

The boys have their homework tasks set on our dedicated learning application, 'Showbie'. It is the boys' responsibility to check their homework each week and make sure it is completed on time. Parents will also have access to 'Showbie' to ensure they are able to support their sons in completing the assigned tasks and timelines with their son.

The boys are provided with ample time to complete the mandatory English and Mathematics homework. We also offer

a range of optional homework choices should the boys wish to extend their learning even further. These options are for academic curiosity purposes and are intended to promote intrinsic motivation and reward for extended study. We strive to ensure a healthy balance between promoting a love of learning, consolidating key skills and knowledge and preparation for senior school examinations.



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# SOME IDEAS FOR HOME SUPPORT

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## Reading

Please ensure you read with your son, asking questions on how the plot has developed, a character they might feel similar to and a setting which has evoked strong images. Discuss the language used and the style of the author. Reading is a pleasurable and informative experience and it also improves our awareness of grammar and the English language. Reading extensively can also enhance the range of vocabulary used in creative writing and speech.

## Writing

It would be helpful to check your son's presentation and the objective of the task. All homework handed in should be neat and well presented. The task should have been answered. It is important to encourage your son to check his work and correct verb tenses as well as spellings.

Please also encourage him to be aware of all types of writing. If a letter arrives and follows certain structures which are taught in School, include your son in your response to it. It might be a persuasive letter from a charity or a demanding letter from the council. Look at the language used and layout. The more your son is exposed to types of real-life writing, the better understanding they will have of why they are learning to write in a variety of styles.

## Discussion

Providing opportunities to discuss topics and news will enhance your son's understanding of the world around him. The process will help with his oratory skills, make him a more confident speaker and enhance his vocabulary. Parents can use their conversations within the family to discuss interesting and appropriate topics, using unusual and more advanced vocabulary. This will enrich your son's vocabulary and have a positive impact on his writing, as well as other aspects of his learning.

## Mathematics

Mathematics homework is based on the 'Using and Applying' mathematics blocks, Number, Algebra, Measure, Shape and Data. Homework will be a continuation of work set in class as well as in exam paper format where required, preparing boys for their upcoming entrance exams. Exam papers are then discussed in class. Further help is offered at lunchtime if there are any boys that would benefit from additional guided consolidation. The pupils are provided with reference books to use and useful websites to refer to, such as 'Manga High', 'Mathletics' and 'Times Table Rockstars'.

## Independent Learning

This is a vital skill that the boys need to develop as soon as they are able or

competent. They will be given a number of opportunities for independent learning during their school curriculum. However, this skill, once developed, needs to be practised as often as possible to ensure they benefit from it. Parents can support this by setting their sons simple tasks or

small projects that they could complete during weekends or holidays, which require them to visit the local library, museums and landmarks. Pupils will be encouraged to monitor their own progress and assess their work, with assistance as required.





# TRANSITION TO SENIOR SCHOOL

During the Summer Term of Year 5 and continuing into Year 6, each boy receives weekly mentoring sessions as part of a school group. Early on in the Autumn Term of Year 6, you will be invited to a meeting with the Head and Deputy Head of Academics to finalise the schools your son will be applying to. Each school has its own closing date for applications, which can be found on their website. You will also find the dates for the entrance examinations. If there is a clash of dates with regards to exams, please contact the Head of Admissions of the schools to arrange an alternative date for the exam.

Please can you ensure that you confirm your final choice of schools by email or via a telephone call with Mrs Smith, so that the references are sent to the school by the date required.

We advise parents to attend the Senior School Open Forum, hosted in the Surbiton Assembly Rooms. This event is held biannually and representatives of many of the senior schools our boys typically choose attend this popular event.



# 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 the website in September. Additional details of the clubs will be provided 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 two 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 and as when it occurs.

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# HEALTH

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## Medical Information

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



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# USEFUL INFORMATION

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## Times of the School Day

### Arrival

The gates at Charles Burney House and Avenue Elmers open at 8.00am. Registration is be at 8.25am and lessons will start at 8.30am.

If your son arrives at School later than 8.25am, he should be taken into School via the front door and report his attendance to a member of the Admin Staff.

### Departure

All Key Stage 2 boys finish school at 3.45pm. Year 3 boys may be collected from the back playground at Charles Burney House whilst boys in Years 4, 5 and 6 may be collected from Avenue Elmers. A Controlled Parking Zone operates in the area around the School. There are a large number of meters available at a small charge for 15 minutes' parking. Patrolling traffic wardens are unsympathetic to those who do not conform to the parking restrictions outside the School.

### School Administration Team

The School Administration Team consists of Mrs Kelly Smith, Ms Charlotte Farndon, 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 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!



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

### Houses

There are three school Houses:

- Arundel
- Balmoral

The boys will be allocated to their Houses in the first term at our School. When pupils reach 25 House 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](http://www.surbitonhigh.com/admissions/transport).

For further information or to request a place on a coach, please email [transport@surbitonhigh.com](mailto:transport@surbitonhigh.com).

### The 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 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](http://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](http://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](mailto: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](http://www.alleycatz.co.uk)

## Nearly New Uniform Sales

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

## Labelling

All formal uniform should be labelled on the inside, with either iron-on, 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 (Years 5 and 6)
Shorts	Dark grey, knee-length (summer uniform)
Tie	Green and silver striped
Jumper	Dark grey with trim
Socks	Short dark grey (winter uniform); knee-length dark grey (summer uniform)
Shoes	Black
Art overall	Green

## Sports Kit

Compulsory	
Performance polo	White and green 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)





## Sports Kit (continued)

Compulsory	
<b>Rugby shirt</b>	Green with School crest
<b>Rugby Shorts</b>	Green with School crest
<b>Short-sleeved football top</b>	Green with School crest
<b>Tracksuit bottoms</b>	Green School regulation
<b>Socks</b>	Green and white hoops
<b>Football boots</b>	With either plastic/rubber moulded studs or removable safety studs
<b>Shin pads</b>	
<b>Mouth guard</b>	Shop or OPRO School visit
<b>Cricket shirt</b>	Off-white with School crest (Summer Term only)
<b>Cricket trousers</b>	Off-white with School crest (Summer Term only)
<b>Cricket fleece slipover</b>	Off-white with School crest (Summer Term only)
<b>White base layer</b>	Surbiton High School arm print (Summer Term only)

Optional Sports Kit	
<b>Waterproof sports jacket</b>	Green with School crest
<b>Football shorts</b>	Green with School crest

## Accessories

Compulsory	
<b>Rucksack</b>	Green with School crest
<b>Games bag</b>	Green with School crest
Optional	
<b>Fleece</b>	Green with School crest
<b>Scarf</b>	Green with School crest
<b>Woolly hat</b>	Green School regulation (worn with winter uniform)
<b>Gloves</b>	Plain grey or green
<b>Baseball cap</b>	Green School regulation (Summer Term only)
<b>Water bottle</b>	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

Key Stage 2 pupils are permitted to wear Games kit all day on their allocated Games days which are twice a week. On PE days, the boys come to School in their PE kit.

After rugby and football fixtures played in wet conditions, pupils must have their tracksuit bottoms with them to wear over their shorts, or a towel (to sit on) when being transported back to School.

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# TERM DATES

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## 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

<b>Principal</b>	Mrs Rebecca Glover	rebecca.glover@surbitonhigh.com
<b>Head of Boys' Preparatory School</b>	Mrs Tracey Chong	tracey.chong@surbitonhigh.com
<b>Deputy Head – Teaching and Learning</b>	Mr Byron King	byron.king@surbitonhigh.com
<b>Deputy Head – Pupil Development and Well-being</b>	Mrs Sally Johnston	sally.johnston@surbitonhigh.com
<b>PA to the Head and Head of Prep Schools Administration</b>	Mrs Kelly Smith	kelly.smith@surbitonhigh.com
<b>Leader of Pre-Prep</b>	Mrs Alison Gowe	ali.gowe@surbitonhigh.com
<b>Early Years Teachers</b>	Mrs Alison Gowe Miss Anupa Vara	ali.gowe@surbitonhigh.com anupa.vara@surbitonhigh.com
<b>KS1 Teachers</b>	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
<b>KS2 Teachers</b>	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
<b>Specialist Teachers</b>	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
<b>School Administrators</b>	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
<b>Breakfast Club and After School Club Manager</b>	Ms Lorraine Marrison	lorraine.marrison@surbitonhigh.com





BOYS' PREP



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

3 Avenue Elmers Surbiton KT6 4SP

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



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