



BOYS' PREP

Parent Handbook 2021-2022
Early Years
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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HEAD OF SURBITON HIGH BOYS' PREPARATORY SCHOOL Mrs Tracey Chong

BOYS' PREPARATORY SCHOOL ADDRESSES

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T 020 8390 6640

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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
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Peterborough PE3 6SB
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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 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



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 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. We play a significant part in preparing the future generation for their lives as adults, not just their time at School.

There are key character attributes which are a stable framework to all aspects of our innovative curriculum, co-curricular activities, leadership opportunities and life here at the Boys' Prep School.

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

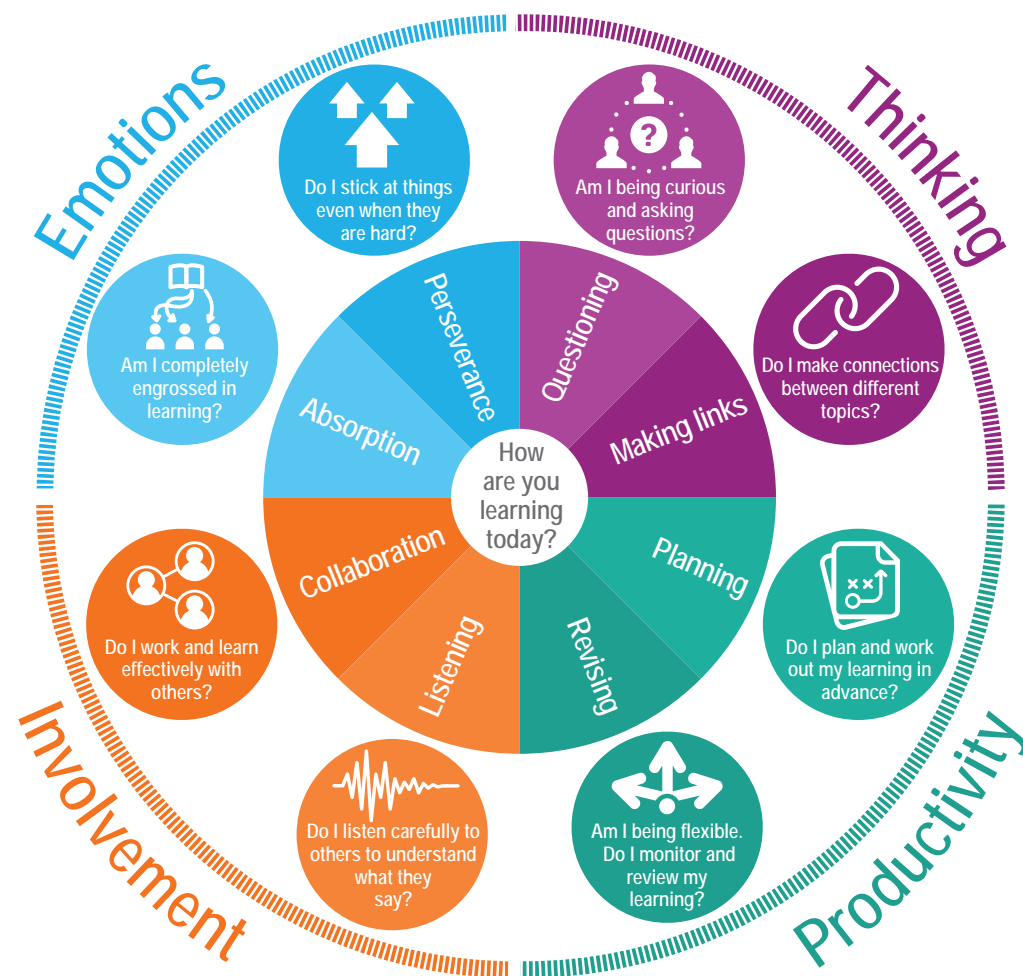
At Surbiton High Boys' Prep School, we inspire our pupils to be dynamic learners who can thrive in a sophisticated, interconnected and complex world. We successfully blend the thrill of intellectual discovery and strong academic knowledge, alongside encouraging lifelong learning habits.

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



THE CURRICULUM

To achieve our aims, we have planned the curriculum so that it covers the seven areas of learning that form the Early Years Foundation Stage.

Prime areas of learning:

- 1) Personal, Social and Emotional Development**
- 2) Communication and Language**
- 3) Physical Development**

Specific areas of learning:

- 4) Literacy**
- 5) Mathematics**
- 6) Understanding the World**
- 7) Expressive Arts and Design**

The Form Teacher is responsible for most of the curriculum areas, but your son will receive specialist teaching in Music, PE and French.



PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT

There are three aspects of Personal, Social and Emotional Development:

- 1) Making Relationships**
- 2) Self-Confidence and Self-Awareness**
- 3) Managing Feelings and Behaviour**

Our boys are provided with experiences and support which will help them to develop a positive sense of themselves and others. They learn to respect each other, work together and develop a positive attitude to learning. Our boys' emotional well-being is supported and they are helped to learn to know themselves and to understand what they are capable of.

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

- Play co-operatively
- Take turns with others
- Take account of one another's ideas about how to organise their activities
- Show sensitivity to others' needs and feelings

- Form positive relationships with adults and other children
- Be confident to try new activities and say why they like some activities more than others
- Be confident to speak in a familiar group, talk about their ideas and choose the resources they need for their chosen activities
- Say when they do or do not need help
- Talk about how they and others show feelings
- Talk about their own and other's behaviour and its consequences
- Know that some behaviour is unacceptable
- Work as part of a group or class and understand and follow the rules
- Adjust their behaviour to different situations and take changes of routine in their stride.

COMMUNICATION AND LANGUAGE

There are three aspects of Communication and Language:

1) Listening and Attention

2) Understanding

3) Speaking

We support and extend the boys' learning and competence in communicating, speaking and listening by giving them opportunities to speak and listen in a range of situations. This will develop their confidence and skills in expressing themselves.

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

- Listen attentively in a range of situations
- Listen to stories, accurately anticipating key events and respond to what they hear with relevant comments, questions or actions
- Give their attention to what others say and respond appropriately, while engaged in another activity
- Follow instructions involving several ideas or actions
- Answer 'how' and 'why' questions about their experiences and in response to stories or events
- Express themselves effectively, showing awareness of listeners' needs

- Use past, present and future forms accurately when talking about events that have happened or are to happen in the future
- Develop their own narrative and explanation by connecting ideas or events.



PHYSICAL DEVELOPMENT

There are two aspects of Physical Development:

1) Moving and Handling

2) Health and Self-Care

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

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

- Show good control and coordination in large and small movements

- Move confidently in a range of ways, safely negotiating space
- Handle equipment and tools effectively, including pencils for writing
- Know the importance of good health, physical exercise and a healthy diet
- Talk about ways to keep healthy and safe
- Manage their own basic hygiene and personal needs successfully, including dressing and going to the toilet independently.

PENCIL GRIP

This is a good pencil grip

The steering finger is placed on the side of the pencil, the thumb is at the other side. The remaining fingers are tucked underneath the pencil.



LITERACY

Phonics

The boys will follow the phonics programme which is taught discretely on a daily basis. Children learn the English alphabetic code: first they learn to read the 40+ sounds and blend these sounds into words. Then they learn to read the same sounds with alternative graphemes. They are able to experience success from the very beginning. The focus in Reception is to know the letter sounds, not the letter names.

Reading

When your son has mastered the skill of blending some letter sounds, they will begin to read books from our core reading scheme, Bug Club. The aim of the scheme is to develop confident and motivated readers, from decoding words to developing fluency.

Your son will choose their 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 will read individually to the class teacher or teaching assistant as well as daily reading 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.

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.



There are two aspects of Mathematics:

1) Numbers

2) Shape, Space and Measure

The boys will be encouraged to explore ideas and solve problems. Much of the work is taught through oral and practical activities, leading to an understanding of number, calculation, money, 2D and 3D shape, space (position and direction) and measurement (time, weight, length and capacity).

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

- Count reliably with numbers from 1-20, place them in order and say which number is one more or one less than a given number
- Add and subtract two single-digit numbers and count on or back to find the answer
- Solve problems including doubling, halving and sharing
- Use everyday language to talk about size, weight, capacity, position, distance, time and money to compare quantities and objects to solve problems
- Recognise, create and describe patterns
- Explore characteristics of everyday objects and shapes and use mathematical language to describe them.

MATHS

UNDERSTANDING THE WORLD

There are three aspects of Understanding the World:

1) People and Communities

2) The World

3) Technology

The boys will be supported in developing the knowledge, skills and understanding that will help them to make sense of their physical world and their community. There will be opportunities to explore, observe and find out about people, places and technology and the environment.

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

- Talk about past and present events in their own lives and in the lives of others
- Know that other children do not always enjoy the same things and be sensitive to this

- Know about similarities and differences between themselves and others, and among families, communities and traditions
- Know about similarities and differences in relation to places, objects, materials and living things
- Talk about the features of their own immediate environment and how environments may vary from one to another
- Make observations of animals and plants, explaining why some things occur and talk about changes
- Recognise that a range of technology is used in places such as homes and schools
- Select and use technology for particular purposes.

FRENCH

In Reception, the boys will be taught French. Language learning involves much repetition and it is fortunate that boys in this age group are quick to pick up language. They positively relish being spoken to and beginning to speak in a modern foreign

language. French is introduced through puppets, songs, rhymes, stories and games. The two puppets we use play a key role in introducing the target language. The emphasis is on listening, responding and speaking. The aim is for each boy to speak, sing and play; responding to visual and auditory cues. This gives them the opportunity to develop their confidence and ability to listen attentively.

EXPRESSIVE ARTS AND DESIGN

There are two aspects of Expressive Arts and Design:

1) Exploring and Using Media and Materials

2) Being Imaginative

Our boys will explore a wide range of media and materials. They will be given opportunities to share their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design and technology.

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

- Sing songs, make music and dance and experiment with ways of changing them
- Safely use and explore a variety of materials, tools and techniques, experimenting with colour, design, texture, form and function
- Use media and materials in original ways, thinking about uses and purposes
- Represent their own ideas, thoughts and feelings through design and technology, art, music, dance, role-play and stories.

MUSIC

In Reception, the children have lessons each week in the Prep Music Room with their specialist Music teacher. Our sequential, aural-based music lessons include listening, performing, creating, playing and exploring musical instruments, singing, movement and simple music literacy. Each of these assists in developing thinking, communication and creativity. They are also involved in a production in which they experience the thrills of putting on a show to a large audience.



PHYSICAL EDUCATION

Reception is the very beginning of the boys' journey to physical literacy and a lifelong involvement in sport. Through a broad range of fun-based activities and games, the PE curriculum is designed to draw out key components of fitness, such as speed, strength, agility, balance and coordination, as well as important life lessons. The boys are introduced to key vocabulary throughout all lessons and are encouraged to work both independently and as part of a group. As a department, we firmly believe in 'sport for all' and aim to harness a love of sport for every child in our care. Some of the themes we use during PE lessons include:

- Athletics
- Gymnastics

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

Every week, the boys receive a one-hour PE lesson on-site and a one-hour Games lesson at our Hinchley Wood sports grounds. Within these Games lessons, the boys' physical development is extended further through the themes of football, rugby and cricket in each respective term. Reception pupils will also take part in a one-week swimming programme during the Summer Term. This is designed to provide all boys with confidence in water, before beginning the swimming programme in Year 1.



At Surbiton High Boys' Preparatory School, we believe in 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 to 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 EYFS and Key Stage 1. Our Learning Outside the Classroom lessons complement the EYFS and the Key Stage 1 National Curriculum and are delivered within an organised structure. In Reception, the boys have a timetabled LOC lesson at our Hinchley Wood site. The boys will need to have a pair of wellington boots and waterproof trousers that will be kept in School.

LEARNING OUTSIDE THE CLASSROOM



It is very helpful if you can prepare your son with certain tasks before he starts School, as this will make his transition much easier. It would be helpful if he can use the toilet independently, dress and undress and be able to eat with the use of a knife and fork.

Some boys can write their name before starting School and it is important that this starts with a capital letter and the rest is written using lower case letters. Similarly, some children will have no interest in writing their name, so please do not worry if they come to School not writing it.

Partnership between Home and School

Your son's education benefits from close cooperation between home and School,

as we all want him to be happy and to be able to reach his full potential.

We understand how hard it can be to hand your son over at the classroom door. He is young and starting school is such a big adventure. It may take a little while to settle into the new routine, but we will do all we can to make that transition as smooth and enjoyable as possible.

We have individual appointments each term to formally discuss your son's progress. However, if you have any concerns or issues that you want to discuss at other times, please do not hesitate to contact us. Finally, we look forward to you and your son joining the Surbiton High Boys' Preparatory School community.

PREPARATION FOR SCHOOL

CO-CURRICULAR

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.

In order to support the transition period into school life, Reception boys will begin their co-curricular programme in the Spring Term. Details of the clubs available for the Reception boys will be supplied to you towards the end of the Autumn Term, in order for you to make decisions

for the following Spring Term. At the end of the Spring Term, you will then have the opportunity to select clubs for the Summer Term.

We are constantly looking for ways to enhance and support our co-curricular programme, and it may be that other co-curricular clubs open throughout the year, for which you will be given the information.

Please note that some clubs have maximum numbers due to space available, therefore, we cannot guarantee that your son will get a place in every club that you sign him up for.





LEARNING ENRICHMENT

As part of the regular monitoring and screening of all pupils throughout the year, specific concerns about an individual's progress may be highlighted. If this is the case, then an assessment will be administered by a member of the Learning Enrichment Department. Depending on the outcome, and after consultation with you and the Form Teacher, extra support in the form of one-to-one lessons or small groups may be recommended. There is a small cost for this extra support that will be discussed with you and added to your termly bill.



ASSESSMENT

Assessment is ongoing throughout the EYFS, but the official EYFS Profile for each child is completed in the final term of Reception. Assessments take place through teacher observation of children's learning and development as they take part in everyday activities, and planned observations, where teachers spend time on a specific task with an individual child or small group. Parents and other carers can also contribute to the Profile, for example,

by adding comments to the child's Learning Journal on Tapestry, which is a record of achievements compiled by the School comprising photos, videos, pieces of work, and observations about the child's development.

At the end of the EYFS, teachers will make judgements against the Early Learning Goals in three statements: Emerging, Expected and Exceeding.



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.

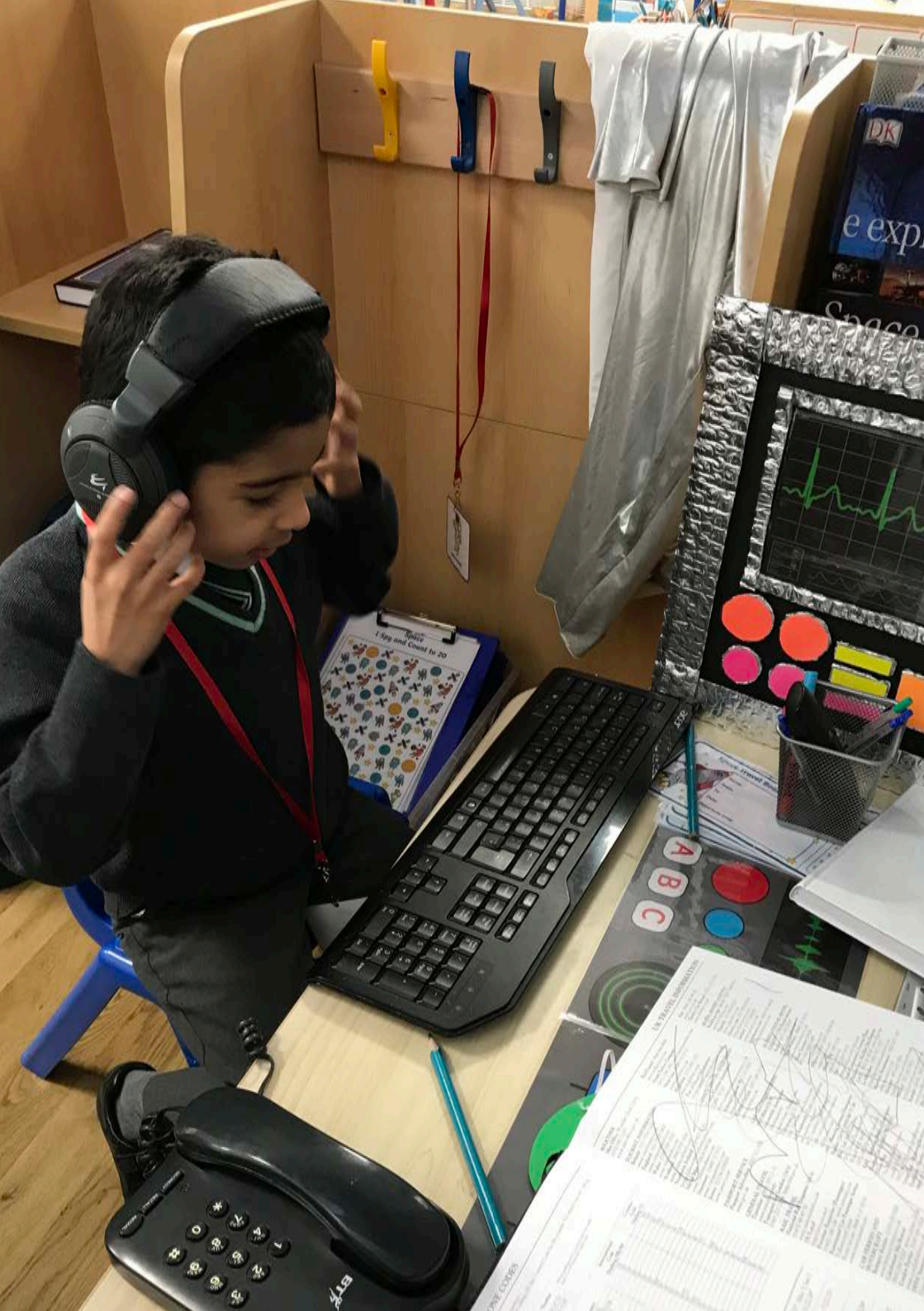
Regular /Occasional Medication

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 front and back gates at Charles Burney House are opened at 8.00am by a staff member. Reception boys should be dropped off in the front playground. Alternatively there is a drive-through operation in place. 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 main gate and enter through the front door.

Departure

Reception boys finish school at 3.15pm and are to be collected from the front playground. Please wait outside the playground until your son is dismissed. Parents will need to park in the vicinity of Charles Burney House, but we advise parents bringing or collecting children by car to observe parking regulations strictly at all times. A Controlled Parking Zone operates in the area around the School. There are a large number of meters available at a small charge for 15 minutes' parking. Patrolling traffic wardens are unsympathetic to those who do not conform to the parking restrictions outside the School.

School Administration Team

The School Administration Team consists of Mrs Kelly Smith, Ms Charlotte Farndon, Ms Katja Chachia and Mrs Fiona Meaney. Please contact Mrs Kelly Smith or a 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 line and email to the Boys' Prep School is:

Tel: **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 an Instagram account **@SurbitonBoysPrep** which provide you with a small glimpse into our day at the 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 write to the Head in advance for authorisation of leave. 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 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 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.

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.

Curriculum Evening, Parent Consultations and Reports

There is a Parents' Curriculum Evening early in the school year. This is an important and very useful information evening, as it is an opportunity for parents to meet their sons'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 must 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.

'Buddies'

Each Reception boy is paired up with a Year 6 'Buddy' who will help him to settle in, and look after him over the year. This system works well and strong friendships are made between the older and younger boys.

Houses

There are three school Houses:

- Arundel
- Balmoral
- Caernarvon

The boys will be allocated to their Houses in the first term at our School. In Reception, the boys start receiving House points for their achievements from the Spring Term. 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.

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), 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](https://twitter.com/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!

Holiday Camp

A holiday camp is run at our sports ground at Hinchley Wood and at our Boys' Prep School during the holidays. Please go to www.ultimateactivity.co.uk for further information.

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
Waterproof art overall	Green

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)

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 (worn with winter uniform)
Gloves	Plain grey or green
Legionnaire's hat	Green School regulation (Summer Term only)
Water bottle	Any colour, non-regulation, named

Please note that pupils in Reception spend two days a week in their PE/Games kit.

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.



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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