



BOYS' PREP

PARENT HANDBOOK **2023-2024** EARLY YEARS

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 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. ■

Mrs Tracey Chong



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CONTACT INFORMATION

PRINCIPAL

Mrs Rebecca Glover

HEAD OF SURBITON HIGH BOYS' PREPARATORY SCHOOL

Mrs Tracey Chong

BOYS' PREPARATORY SCHOOL ADDRESSES

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GIRLS' PREPARATORY SCHOOL ADDRESS

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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). Surbiton High School is also noted on the Edubase register which is available at www.edubase.gov.uk. ■



AIMS AND ETHOS



Compassionate



Courageous



Inquisitive



Respectful



Community



fortunate and strive to support and offer aid. We are mindful of the gentle power of positive actions. We support and encourage those around us.

We are courageous

When challenged by our fears we are determined, not deterred. We call on resilience for strength when in the heat of the struggle. We bravely chase our dreams and fight for what we believe. When we fall, we pick ourselves up and forge forward.

We are inquisitive

We understand that a thoughtful question is the key to unlock understanding. We believe where answers provide ends, questions pose exciting beginnings. We are eager to explore, we question to discover, we are curious to learn more of the world at large.

We are respectful

We respect all people equally. We respect ourselves, our learning, our community, our environment, and the planet we all share. We strive to act with respect and integrity in all things. When we disagree, we do so respectfully.

We are a community

We are united - with a common focus. We value belonging to a wider community: our school community, our local community, our global community. We are inclusive of all, no matter our differences. We value and nurture the connections we form.■

Surbiton High School aims to inspire our young people to discover and embrace their individuality in an intellectually rigorous academic environment. Balanced with outstanding pastoral care, our pupils become compassionate, respectful, courageous, and inquisitive members of the community, living out the school's motto: 'Amor nos semper ducat' ('May love always lead us').

These values are embedded into parts of the curriculum and celebrated with achievement certificates. They currently they sit beneath our three Rs, Respect Learning, Respect Property, Respect People.

OUR VALUES

We are compassionate

We are kind and we care, in both thought and action. We consider those less

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
- English as an Additional Language Policy
- Exclusion, Expulsion, Removal and Review Policy and Procedures
- First Aid Policy
- Health and Safety Policy – Group
- Missing and Uncollected Pupil Policy
- Relationships and Sex Education Policy
- Special Educational Needs Policy

Other School Policies

- Accident and Incident Management Policy
- Bereavement Policy
- Co-Curricular Policy – Senior School
- Code of Conduct – Pupils
- Drugs Policy
- Early Education Funding
- Educational Visits Policy
- Equal Opportunities Policy
- Gifted and Talented Policy
- Green Policy
- Student Leadership Team Policy
- Mental Health Policy
- Non-Examination Assessments (NEA) Policy
- Peer-on-Peer Abuse Policy
- Physical Restraint Policy
- Provision of Information Policy
- School Dog Policy
- School Worship and Assemblies
- Searches and Confiscation Policy
- Senda
- Supervision of Pupils On Site Policy
- UCST – Terms & Conditions
- 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 one of the highlights in the school calendar; another chance to lift the winning cup and celebrate. ■

**We are
proud of our
warm and
nurturing
ethos**

THE LEARNING HABITS WHEEL

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.

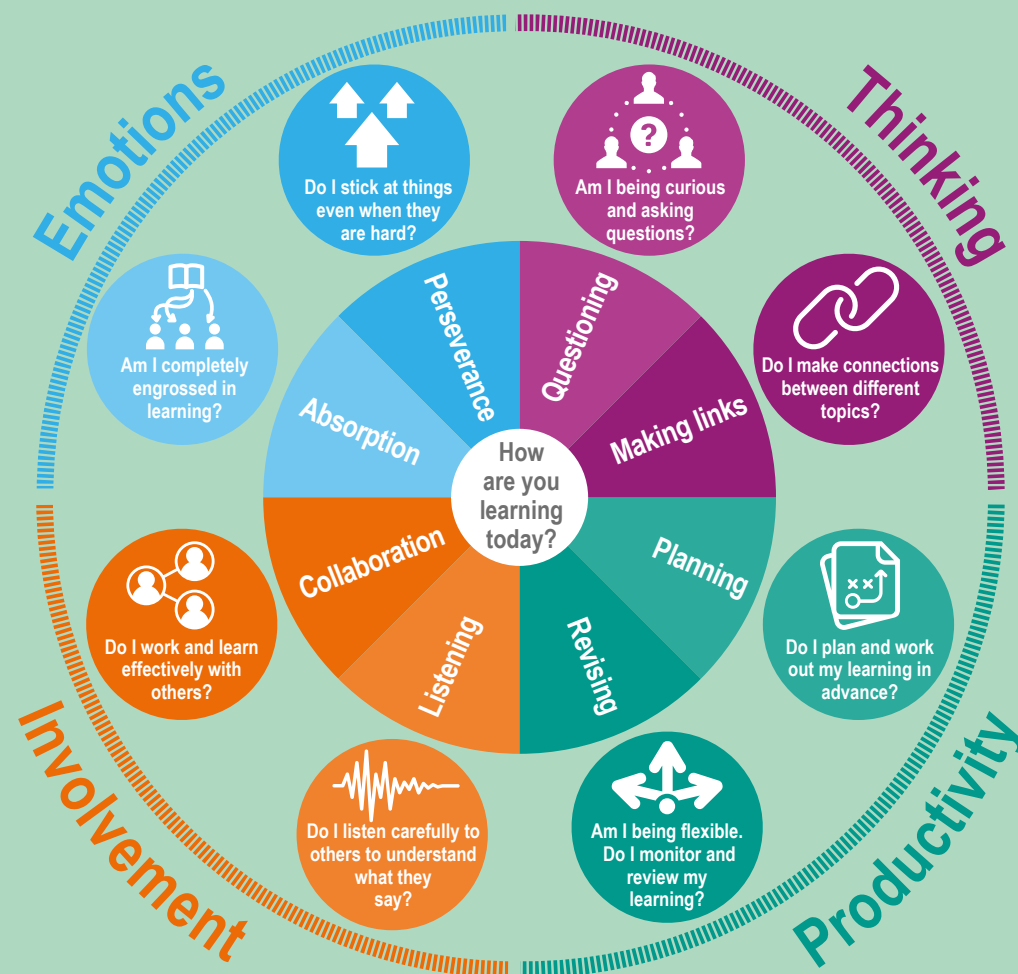
Education is not about forcing pupils to fit a pre-determined mould, but rather preparing them to be adaptable to an ever-changing world. We believe that education should be a stimulating and organic process that is constantly evolving.

**We inspire
our pupils to
be dynamic
learners**

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 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 Spanish. ■

PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT

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

1. **Self -Regulation**
2. **Managing Self**
3. **Building Relationships**

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, boys at the expected level of development will:

- Show an understanding of their own feelings and those of others and begin to regulate their behaviour accordingly.
- Set and work towards simple goals, being able to wait for what they want and control their immediate impulses when appropriate.
- Give focused attention to what the teacher says, responding appropriately even when engaged in activity, and show an ability to follow instructions involving several ideas or actions.

- Be confident to try new activities and show independence, resilience, and perseverance in the face of challenge.
- Explain the reasons for rules, know right from wrong and try to behave accordingly.
- Manage their own basic hygiene and personal needs, including dressing, going to the toilet and understanding the importance of healthy food choices.
- Work and play cooperatively and take turns with others.
- Form positive attachments to adults and friendships with peers.
- Show sensitivity to their own and to others' needs.



COMMUNICATION AND LANGUAGE

There are two aspects of Communication and Language:

- 1. Listening, Attention and Understanding**
- 2. 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, boys at the expected level of development will:

- Listen attentively and respond to what they hear with relevant questions, comments and actions when being read to and during whole-class discussions and small group interactions.
- Make comments about what they have heard and ask questions to clarify their understanding.
- Hold conversation when engaged in back-and-forth exchanges with their teacher and peers.
- Participate in small group, class, and one-to-one discussions, offering their own ideas, using recently

introduced vocabulary.

- Offer explanations for why things might happen, making use of recently introduced vocabulary from stories, non-fiction, rhymes, and poems when appropriate.
- Express their ideas and feelings about their experiences using full sentences, including use of past, present and future tenses and making use of conjunctions, with modelling and support from their teacher.



PHYSICAL DEVELOPMENT

There are two aspects of Physical Development:

- 1. Gross Motor Skills**
- 2. Fine Motor Skills**

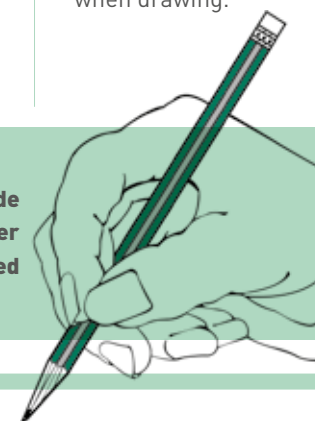
Our boys will be supported in both gross and fine motor experiences to develop their strength, co-ordination, and positional awareness. Gross motor skills provide the foundation for developing healthy bodies and social and emotional well-being. Fine motor control and precision helps with hand-eye co-ordination, which is later linked to early literacy. Repeated and varied opportunities to explore and play with small world activities, puzzles, arts and crafts and the practice of using small tools, allow children to develop proficiency, control, and confidence.

By the end of the Early Years Foundation Stage, boys at the expected level of development will:

- Negotiate space and obstacles safely, with consideration for themselves and others.
- Demonstrate strength, balance and coordination when playing.
- Move energetically, such as running, jumping, dancing, hopping, skipping, and climbing.
- Hold a pencil effectively in preparation for fluent writing – using the tripod grip in almost all cases.
- Use a range of small tools, including scissors, paint brushes and cutlery.
- Begin to show accuracy and care when drawing.

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

Pupils follow our blended phonics scheme. This is a mix of synthetic phonics, Letters and Sounds and Read, Write Inc.

Children learn the English alphabetic code by sounding out (using their phonics knowledge) exploring whole word recognition and through repetition.

Reading

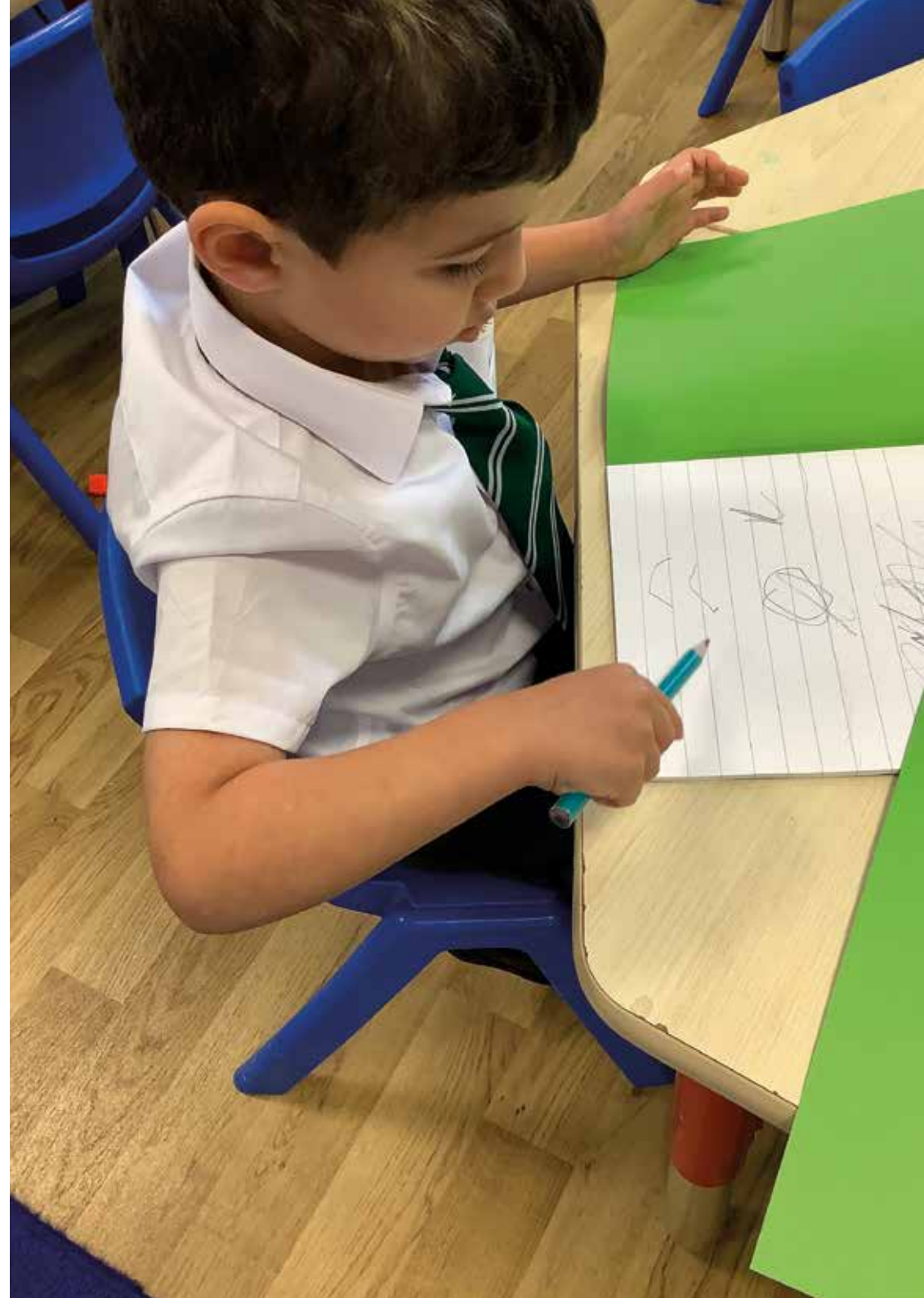
When your son has mastered the skill of blending some letter sounds, they begin to read books from our reading scheme library. This scheme aims to develop confident and motivated readers, from decoding words to developing fluency. The boys choose their own books to share at home from an allocated colour band. Our online Bug Club resource library gives access to additional texts at the appropriate level for your child. Reading progress is continually monitored; the boys read individually to the class teachers and daily during their phonics lessons. Through our passion for books, we nurture a love of reading, introducing your son to a wide range of genres and authors.

Handwriting

Handwriting is incorporated in both phonics and English lessons. The teacher introduces and models the correct letter formation which includes a lead-in and lead-out, enabling the boys to be ready for joining up writing at a later stage. We use the Letterjoin handwriting scheme, which allows the boys

online access from home to practise. By the end of the Early Years Foundation Stage, boys at the expected level of development will:

- Demonstrate understanding of what has been read to them by retelling stories and narratives using their own words and recently introduced vocabulary.
- Anticipate – where appropriate – key events in stories.
- Use and understand recently introduced vocabulary during discussions about stories, non-fiction, rhymes and poems and during role-play.
- Say a sound for each letter in the alphabet and at least 10 digraphs.
- Read words consistent with their phonic knowledge by sound-blending.
- Read aloud simple sentences and books that are consistent with their phonic knowledge, including some common exception words.
- Write recognisable letters, most of which are correctly formed.
- Spell words by identifying sounds in them and representing the sounds with a letter or letters.
- Write simple phrases and sentences that can be read by others.





MATHS

There are two aspects of Mathematics

1. Numbers
2. Numerical Patterns

A strong grounding in number is essential so that children develop the necessary building blocks to excel mathematically. The boys will be encouraged to explore ideas and solve problems, developing a secure base of knowledge and vocabulary from which mastery of mathematics is built. Much of the work is taught through oral and practical activities, through a curriculum rich in opportunities for children to develop their skills across all areas of mathematics. By the end of the Early Years Foundation Stage, boys at the expected level of development will:

- Have a deep understanding of number to 10, including the composition of each number.

- Subitise (recognise quantities without counting) up to 5.
- Automatically recall (without reference to rhymes, counting or other aids) number bonds up to 5 (including subtraction facts) and some number bonds to 10, including double facts.
- Verbally count beyond 20, recognising the pattern of the counting system.
- Compare quantities up to 10 in different contexts, recognising when one quantity is greater than, less than or the same as the other quantity.
- Explore and represent patterns within numbers up to 10, including evens and odds, double facts and how quantities can be distributed equally.

UNDERSTANDING THE WORLD

There are three aspects of Understanding the World:

1. Past and Present
2. People and Culture
3. The Natural World

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 the environment.

By the end of the Early Years Foundation Stage, boys at the expected level of development will:

- Talk about the lives of the people around them and their roles in society.
- Know some similarities and differences between things in the past and now, drawing on their experiences and what has been read in class.
- Understand the past through settings, characters and events encountered in books read in class and storytelling.
- Describe their immediate environment using knowledge from observation,

discussion, stories, non-fiction texts and maps.

- Know some similarities and differences between different religious and cultural communities in this country, drawing on their experiences and what has been read in class.
- Explain some similarities and differences between life in this country and life in other countries, drawing on knowledge from stories, non-fiction texts and – when appropriate – maps.
- Explore the natural world around them, making observations and drawing pictures of animals and plants.
- Know some similarities and differences between the natural world around them and contrasting environments, drawing on their experiences and what has been read in class.
- Understand some important processes and changes in the natural world around them, including the seasons and changing states of matter.



EXPRESSIVE ARTS AND DESIGN

There are two aspects of Expressive Arts and Design:

1. Creating with Materials
2. Being Imaginative and Expressive

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, boys at the expected level of development will:

- Safely use and explore a variety of materials, tools, and techniques, experimenting with colour, design, texture, form, and function.
- Share their creations, explaining the process they have used.
- Make use of props and materials when role playing characters in narratives and stories.
- Invent, adapt, and recount narratives and stories with peers and their teacher.
- Sing a range of well-known nursery

rhymes and songs.

- Perform songs, rhymes, poems, and

stories with others, and – when appropriate – try to move in time with music.

SPANISH

In Reception, the boys will be taught Spanish. 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. Spanish 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.■

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 involved in a production in which they experience the thrills of putting on a show to a large audience. The pupils also have a weekly choir session with the specialist Music teacher.■



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. 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. ■



LEARNING OUTSIDE THE CLASSROOM

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 and pond area 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 Early Years Foundation Stage and the Key Stage 1 National Curriculum and are delivered within an organised structure. In Reception, the boys have a timetabled Learning Outside the Classroom 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. ■



PREPARATION FOR SCHOOL

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. He should be able to 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. We look forward to you and your son joining the Surbiton High Boys' Preparatory School Community. ■

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.

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 SUPPORT

The Learning Support journey is inclusive and transparent. We enjoy excellent relationships with our parents which consequently helps the pupils to overcome barriers to their learning through a collaborative process.

We have an active Learning Support Team, who deliver specialist training to staff and meet with parents when required. We have ELSA (Emotional Learning Support Assistants), trained staff, Lego-based therapy leaders, social story groups as well as learning intervention groups. Our aim is to ensure each child has a bespoke, tailored approach to learning. ■



ASSESSMENT

Assessment is ongoing throughout the Early Years Foundation (EYFS), but the official EYFS Profile for each child is completed in the final term of Reception. Daily assessments take place through teacher observation of children's learning and development. These observations are shared in an online Learning Journey called Tapestry. This is a record of achievements compiled by the School comprising photos, videos, pieces of work, and observations about the child's development. Parents and other carers can also contribute to the Profile, for example, by adding comments, photos and personal achievements. At the end of the EYFS, teachers will make judgements against the Early Learning Goals as emerging or expected. ■



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 Nurses. In addition, there are many first aid trained staff on each school site.

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 a 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:

- 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. Parents should complete a medical questionnaire from the School.
- 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:

- To safeguard the pupils in our care during the school day.
- To ensure that all medications are stored securely and administered appropriately.

Emergency Medications

Emergency medications, including autoinjectors, asthma inhalers and insulin pens, will always be administered. These need to be easily accessible and should be kept 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.

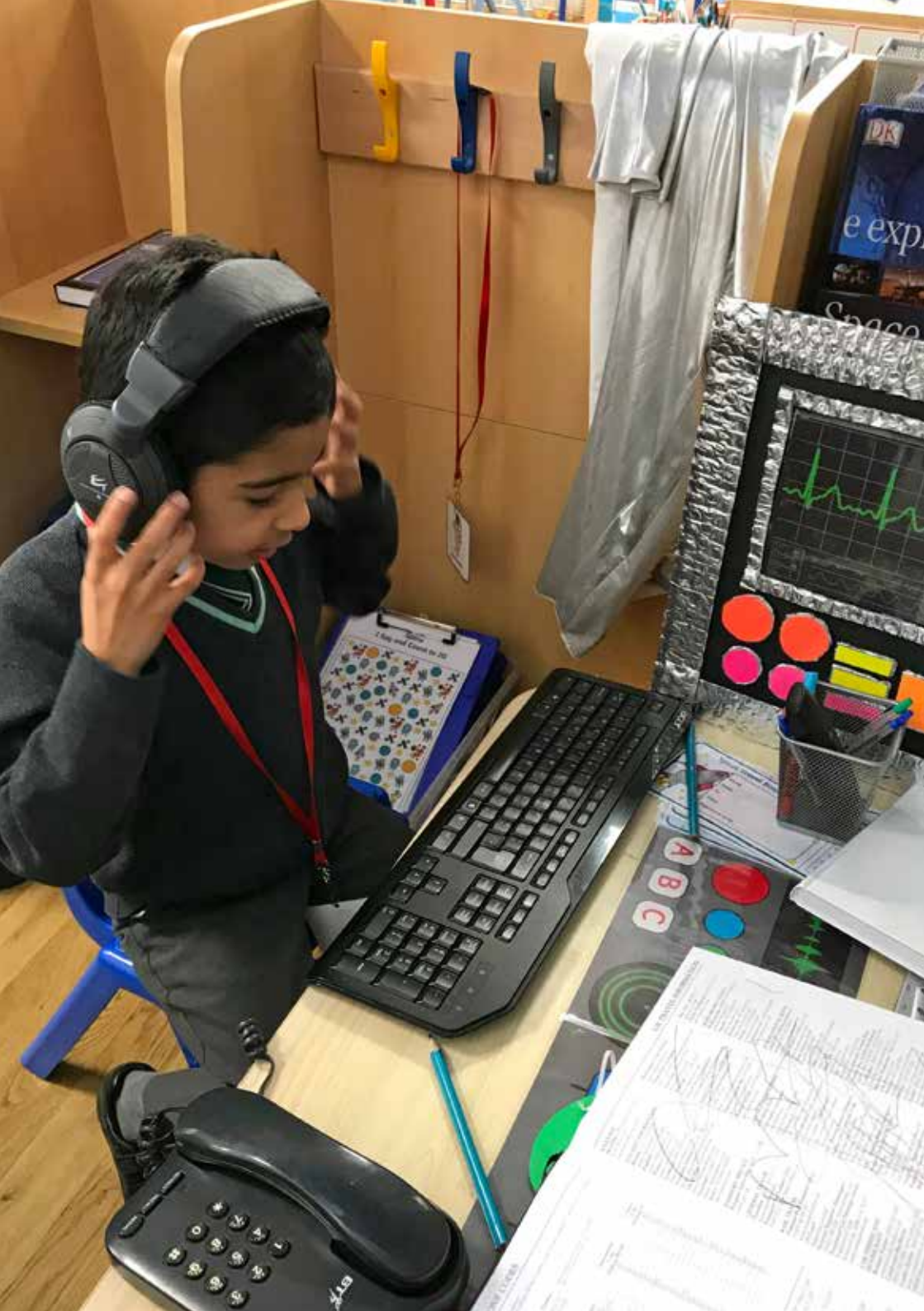
Regular/Occasional Medication

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. The medicines should be given to a member of the Admin Team on arrival in School. Medication must be in the original packaging with the pharmacy label clearly visible, complete with written instructions detailing side effects and expiry date. 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 a School Nurse. Please be aware that there is no legal or contractual obligation on teaching or administration staff to either administer medication or supervise a pupil taking it. Medication can also be administered by parents/carers on site.■





USEFUL INFORMATION

Times of the School Day

ARRIVAL - The gates at Charles Burney House and Avenue Elmers open at 8.00am. Registration is 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.

DISMISSAL - via the front gate at Charles Burney House at 3.15pm.

School Administration Team

The School Administration Team consists of Mrs Kelly Smith, Ms Rashmita Pankhania, Mrs Anouki Brownlow and Miss Lucy Peacock. 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: 0208 439 1400 (Charles Burney House) or 0208 390 6640 (Avenue Elmers) and 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 may 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 the school website (www.surbitonhigh.com) and our various social media sites, such as Twitter (@SHSBoysPrep) and Instagram (@surbitonhighboysprep). There is a Prep School newsletter once a term which is emailed to all parents. This gives you a small glimpse into our day at Surbiton High Boys' Prep School. Please check the school calendar on MIS for up-to-date information on events.

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. In order to ensure that the information we hold about you and your family is up to date, particularly in respect of telephone numbers, email and postal addresses, please contact the MIS team via mis@surbitonhigh.com to notify us of any changes, or log onto the MIS to update your details.

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 or email 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.

Wrap Around Care

The School operates a Breakfast and After School Club for our Prep School parents, at an additional cost, which is based at the Assembly Rooms.

Breakfast Club

Breakfast Club is available from 7.30am and children are able to have a nutritious breakfast up until 8.15am. This includes a choice of cereal, yoghurt and fruit juice. The team will take your son to School for the start of the school day.

After School Club

After School Club, including a quiet, supervised homework study area is available from the end of your son's school day until 6.00pm and a healthy snack including freshly made sandwiches, fruit and vegetables is provided. During the winter months a hot snack is also available. You will have received further details on fees and registration from the Admissions ►



Department, but please email afterschoolclub@surbitonhigh.com for any further information. We are able to accept Childcare Vouchers towards your payment for this provision and there is an initial registration charge which will be collected through the termly invoice.

Co-Curricular

Please follow the [link](#) to learn about our extensive co-curricular programme.

Lunch

All children stay for school lunch, which is served in the Surbiton Assembly Rooms Dining Hall. The children are supervised 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. 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
- Caernarvon

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.

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 evolved to encompass all pupils, parents, and staff; past and present as one community. It is run by a committee of members. The Club focuses on celebrating the benefits of a Surbiton High School education by 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 £12 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 (SHSPA)

The PA Committee organises a variety of social functions during the year for the purpose of bringing people together, to help create a broader sense of community and to fundraise for luxury (non-infrastructure) items and experiences that enhance the pupil experience. The PA also holds a number of Nearly New Uniform Sales throughout the year. Membership of the Parents' Association is open to all parents and is automatic on payment of an annual subscription of £12 per family or such other sum as may be decided upon at any Annual General Meeting. This annual subscription is payable each academic year and appears on the school fee invoice in the Spring Term. 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 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](#), Instagram [@shsparentsassoc](#) and check out their [website](#). 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! ■



BOYS' PREP SCHOOL UNIFORM

SCHOOL UNIFORM SUPPLIERS

AlleyCatz

Claremont House, 34 Molesey Road, Hersham, KT12 4RQ

T 01932 223075 W 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, sports and art uniform should be clearly labelled on the inside (not on the outside), with either iron-on, 8mm woven name tapes or name stickers. 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

● Showerproof rain mac	Green with School crest (to remain in School at all times)
● Coat	Black with School crest
● Blazer	Green with School crest
● White shirt	Long-sleeved with winter uniform, short-sleeved with summer uniform
● Trousers	Dark grey
● Showerproof 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
● Ankle socks	White
● House t-shirt	House Colours - Arundel (Red), Balmoral (Blue), Caernarvon (Green)
● Jogging bottoms	Green

OPTIONAL

● White base layer	Surbiton High School arm print
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Accessories

COMPULSORY

● Pre-Prep rucksack	Green with School crest
● SHS Prep Games 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 2023-24

Autumn Term 2023

Staff INSET	Friday 1 September to Tuesday 5 September
Years 7/12 Induction Day	Tuesday 5 September
Term Commences	Wednesday 6 September
Half Term	Monday 16 October to Friday 27 October
Term Finishes	Friday 15 December (11.45am finish)

Spring Term 2024

Staff INSET	Wednesday 3 January to Thursday 4 January
Term Commences	Friday 5 January
Half Term	Monday 12 February to Friday 16 February
Term Finishes	Friday 22 March (11.45am finish)

Summer Term 2024

Staff INSET	Monday 15 April
Term Commences	Tuesday 16 April
Bank Holiday	Monday 6 May
Half Term	Monday 27 May to Friday 31 May (incl. Bank Holiday on 27 May)
Term Finishes	Friday 5 July (11.45am finish)



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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