



GIRLS' PREP

# PARENT HANDBOOK **2024-2025** KEY STAGE 1 AND 2

# WELCOME FROM THE HEAD

**K**ey Stage 1 marks the start of a more formal approach to learning here at Surbiton High Girls' Preparatory School. We ensure the transition is a smooth one by combining the child-initiated approach of Reception with the opportunity to start working in a structured and formal way. It is vital that the girls feel confident, happy and secure in their learning environments, and are supported each step of the way by their teachers and teaching assistants. Read, Write, Inc. is used throughout the Pre-Prep and so you will be familiar with our approaches to teaching phonics and reading. We also ensure consistency with mathematical strategies and vocabulary developed in Reception. As ever, there will be opportunities to come in and find out more about these in our workshops. As the girls transition through Year 1 and Year 2, a major focus is placed on developing independence and confidence, so that the girls feel able to tackle challenges and make progress with a positive and open mindset. We see this as being integral to the girls reaching, and indeed growing, their potential.

The move to Key Stage 2 is an exciting one. New friendships are formed, and the girls work with more teachers, many of whom are specialists in their subjects. The girls quickly get used to learning with different people and thrive on the broad and enriching

curriculum available to them; the iPads also add an exciting and innovative approach to learning. We continually reflect on the world we are preparing the girls to flourish in, altering our curriculum and approaches to enable this.

Through careful and ongoing assessment for learning, the teaching staff will tailor their lessons to meet the needs of each girl. This will enable them to make progress at their rate, meeting and indeed growing their potential. As the years progress, we will work with you to ensure that they are fully prepared for the transition to, and life in, Year 7. Close links with the Senior School means that your daughter will feel fully prepared to start the new chapter in her educational life.

Well-being remains at the heart of all that we do. We support the girls as they face new challenges, feelings and experiences; striving to equip them with a range of skills and strategies to deal with anything in their path. It is a privilege to see the girls grow, mature and flourish into empathetic learners, who have a great sense of fun and curiosity about the world around them. We look forward to working with you to support, nurture and challenge the girls to achieve their very best. ■

**Mrs Louise McCabe-Arnold**







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# CONTACT INFORMATION

## PRINCIPAL

**Mr Matthew Shoults**

## HEAD OF SURBITON HIGH GIRLS' PREPARATORY SCHOOL

**Mrs Louise McCabe-Arnold**

## GIRLS' PREPARATORY SCHOOL ADDRESS

95 – 97 Surbiton Road,  
Kingston upon Thames KT1 2HW  
T 020 8546 9756

## BOYS' PREPARATORY SCHOOL ADDRESSES

**Charles Burney House**

143 Maple Road, Surbiton KT6 4BB  
T 020 8439 1400

**Avenue Elmers**

3 Avenue Elmers, Surbiton KT6 4SP  
T 020 8390 6640

## SENIOR GIRLS' SCHOOL ADDRESS

13 – 15 Surbiton Crescent,  
Kingston upon Thames KT1 2JT  
T 020 8546 5245

## CHAIR OF THE LOCAL GOVERNING BODY

**Mrs Melissa Geiger c/o Senior School**

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

## CHAIR OF THE UCST BOARD

**Dr Rosalind Given-Wilson**

Correspondence for Dr Rosalind Given-  
Wilson should be addressed to United  
Learning Registered office:

Worldwide House, Thorpe Wood,  
Peterborough PE3 6SB  
T 01832 864444

Surbiton High School is regulated by the  
Department for Education and the relevant  
contact details can be found on the DfE website  
([www.education.gov.uk](http://www.education.gov.uk)). ■





# AIMS AND ETHOS



Compassionate



Courageous



Inquisitive



Respectful



Community



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

## **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 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 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.■

**S**urbiton 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).

We achieve these aims through our focus on well-being (pages 12-15) and learning habits (pages 16-17) .

## **OUR VALUES**

### **We are compassionate**

We are kind and we care, in both thought and action. We consider those less fortunate and strive to support and offer



# WHERE TO OBTAIN FURTHER INFORMATION

**K**ey 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
- 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
- Aims And Ethos Policy
- Bereavement Policy
- Carbon Neutral Policy
- Child-on-Child Abuse Policy
- Co-Curricular Policy – Senior School
- Code of Conduct – Pupils
- Conducting Right To Study Checks
- Drugs Policy
- Early Education Funding
- Educational Visits Policy
- Equal Opportunities Policy
- Gifted and Talented Policy
- Student Leadership Team Policy
- Mental Health Policy
- Non-Examination Assessments (NEA) Policy
- Physical Restraint Policy
- Provision of Information Policy
- PSHCE Policy
- School Dog Policy
- School Worship and Assemblies
- Searches and Confiscation Policy
- SEND Policy
- Staff Protection Policy
- Supervision of Pupils On Site Policy
- UCST – Terms & Conditions
- United Learning Health and Safety Statement of Intent
- United Learning Scheme of Delegation
- Whistle Blowing Policy
- Word Processor Policy



# WELL-BEING

In line with our whole-school ethos and motto, 'May Love Always Lead Us', we believe that education of the heart is as important as education of the brain. Consequently, we look to develop specific values within our girls, to assist with their development as learners as well as citizens within our communities. In line with our School, we encourage our girls to reflect upon the values of being compassionate, respectful, courageous, inquisitive and showing community spirit. When our girls demonstrate any of these values, they are given a leaf with their name on, which is then added to our Values Tree. As the values grow within the School, so too does our tree; a symbol of the flourishing community that we promote in every aspect of school life.

May love  
always  
lead us

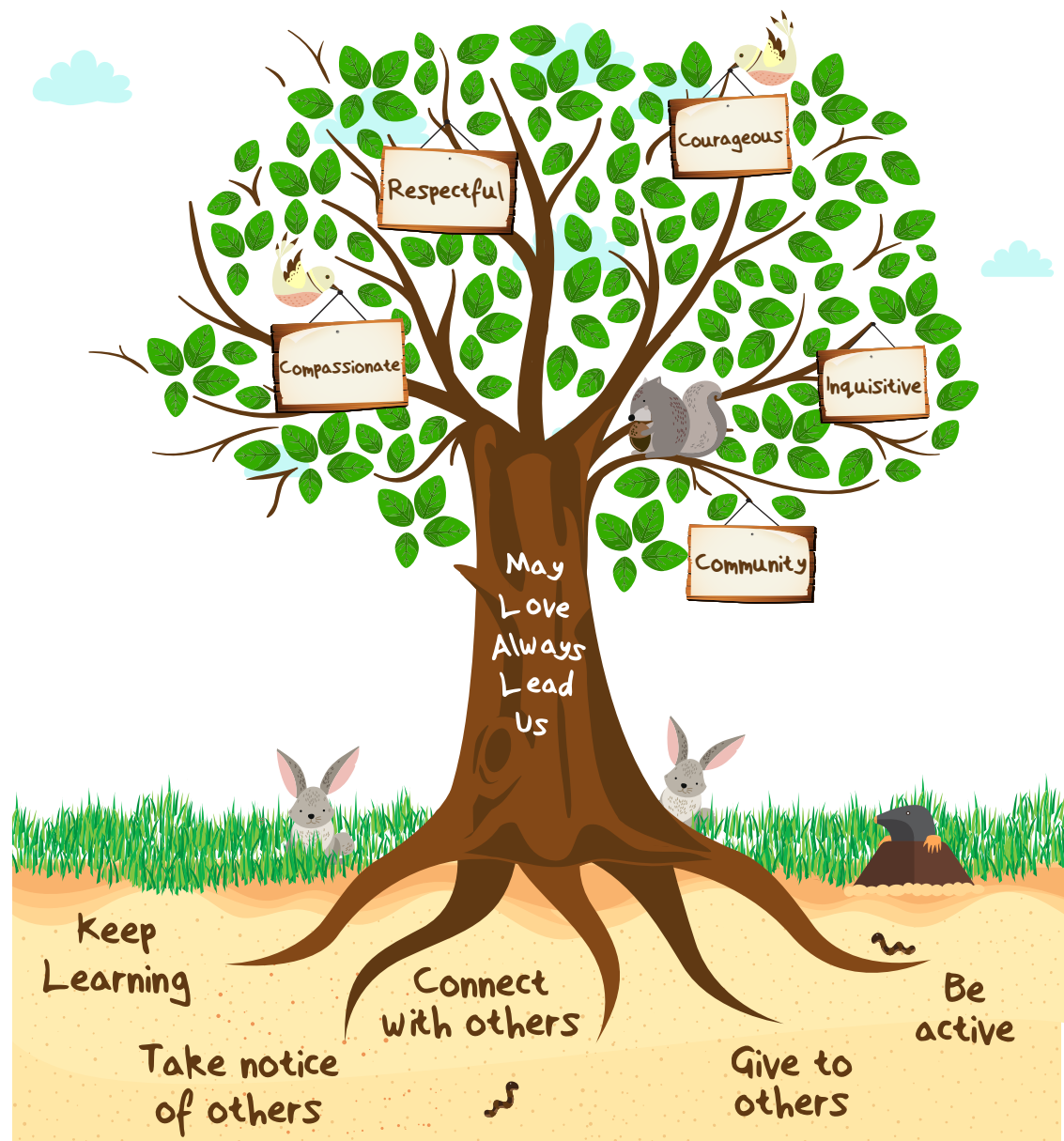
Daily life at the Girls' Prep School fosters learning for understanding, positive participation and fun. We recognise that happiness is key, but so too are the needs of the girls to be fully engaged with their learning, to connect with each other, to take notice, to give and to be active. We know that alongside good learning habits, we must teach our girls good well-being habits for them to flourish with us and beyond. This is why we put your daughter's well-being at the heart of it all. We will of course use our experience to challenge and set

high expectations of them, but are always mindful of the need to balance challenge with nurture.

Every week, your daughter will have timetabled PSHCE lessons (PSED in Reception) alongside time with her Form Teacher, assemblies, specific trips and workshops. These times are dedicated to developing fully-rounded girls who are healthy, sociable and emotionally literate; in other words, girls who understand good health and well-being, the benefits of positive relationships and the responsibilities we have for living in our wider world. At Surbiton High Girls' Preparatory School, we have high expectations of the girls, both in their attitude towards learning and in their behaviour, but we always do this with a mindful and encouraging hand.

Every girl in the School belongs to a House – this will be either Arundel, Balmoral or Caernarvon. Under the leadership of staff and democratically nominated Year 6 House Captains, assemblies and House activities will serve to build friendships and cohesion vertically through the School between year groups. Events in the past have included singing and quiz competitions; House motto and crest development; and the highly competitive hockey, netball and Sports Day

## Our Values Tree







competitions. On an individual basis, girls are awarded House points for effort in their work, and their personal achievements are recognised by gaining bronze, silver, gold and platinum House awards for attaining 25, 50, 75 and 100 House points respectively, which are shared in our weekly Celebration Assembly, alongside any other achievements that the girls may receive. We also welcome the opportunity to hear about the girls' achievements in activities that they complete outside of School, and we encourage them to share these with their Form Teachers so we can celebrate their successes with them.

At the end of every half term, your daughter's Form Teacher will award a certificate for the girl who is considered to have improved the most in any aspect of her development in School. They are treated to a special snack and celebratory drink with the Headteacher before their efforts are publicly recognised in our end-of-term assemblies.

As the girls move through the School, we offer an increasingly wide range of activities designed to develop their self-confidence and self-belief. We do this through the multitude of curricular and co-curricular activities on offer. Your daughter will be encouraged to become independent as well as given opportunities for leadership; positions range from being a Form Captain to Eco-Friend to Playground Buddy. In Year 6, every girl is invited to apply for positions

of responsibility ranging from leading the Pupil Leadership Team to Librarian to Music and Games Captains. At the same time, we seek to appoint girls to the Head Girl and Prefect Teams who uphold the values and ethos of Surbiton High School, acting as ambassadors and role models to our school community.

In KS2, your daughter will partake in Mentoring, unique to Surbiton High School. These are timetabled, small group sessions where the girls meet with one of our staff members with the sole overarching aim

## Your daughters are the citizens of tomorrow

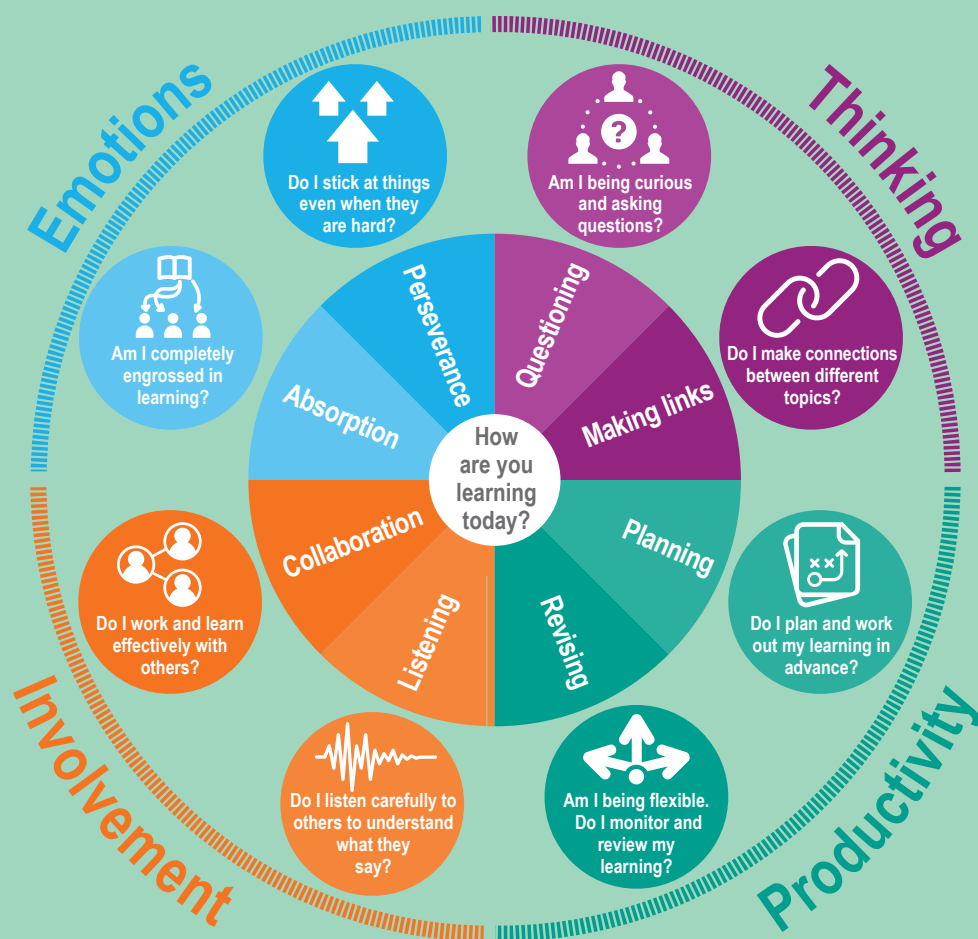
of promoting positive mental well-being. We recognise the importance of the girls taking time to reflect and to discuss their learning and development as a means to fostering and deepening their social and emotional intelligence. We aim for our girls to be increasingly aware

of themselves and others; developing a strong moral compass to make rational, thoughtful decisions, a confident sense of creativity for problem solving, and an innate ability to be empathetic and respectful. Your daughters are the citizens of tomorrow and these sessions are part of the toolkit that allow us to tailor their development, ensuring that they are best prepared for their next steps. ■



# THE LEARNING HABITS WHEEL

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



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

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

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

Pupils today will be entering the world of work in the 2030s and 2040s. 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 most striking thing about some undergraduates is their dependence, their lack of initiative and their reluctance to think themselves... new undergraduates seem to expect to be told what to do at every stage. It is almost as though the spoon-feeding and teach-to-the test culture at school has drained them of independent thought."* Professor Tim Birkhead, Sheffield University

Excellent performance across a variety of subjects and an enthusiasm for learning is vital to ensure success in the Senior School, however far away this currently feels! At Surbiton High School, we have been working closely with Graham Powell and The Learning Organisation to ensure our pupils also develop the way in which they learn. We are ensuring pupils in our care continue their education with a lifelong love of learning, safe in the knowledge that they can tackle the bigger challenges life throws at them using the habits they have developed whilst at School.

From Year 3 through to Year 13, the girls reflect on 17 learning habits that we know to be vital in future life. This graphic can be found on the pupils' iPads and is also displayed in every classroom of the School. From Reception up to Year 2, we have chosen eight of these learning habits to focus on that will prepare the girls for Key Stage 2. These can be seen on the graphic on page 16. We hope you find it of interest and if you would like more information, please either contact Mrs Alexis Orlovac or visit [www.tlold.co.uk](http://www.tlold.co.uk).





## LEARNING SUPPORT

**A**s 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 Support Department. Depending on the outcome, and after consultation with the Form Teacher and you as parents, 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.

For pupils whose first language is not English, the EAL Department assesses their language skills to determine whether EAL support is needed to enable them to fully access the curriculum. If a pupil requires additional support at School, and following consultation with the class teacher and yourselves, then customised lessons can be provided, for which there is a small additional cost. ■

## YEARS 3-6 STATIONERY REQUIREMENTS

**One simple, named pencil case similar to the one pictured below:**



We recommend the use of pencil cases of the size stated so that 30cm rulers can be stored and kept safe. A pencil case is a vital part of pupils' everyday toolkit. It should only contain the following essential items:

- HB pencils (at least 3)
- Sharpener
- Plain rubber
- Glue stick
- Scissors
- Coloured pencils (6 maximum)
- Coloured highlighters (2 maximum)
- Fine liners (4 maximum)
- 30cm clear, rigid, plastic ruler
- In-ear headphones with microphone (Similar to the ones that come with an iPhone)
- Stylus for use on an iPad (optional)

### Key Stage 2:

- In addition to writing pencils, your daughter will need a blue ink fountain pen (with spare cartridges) or a Berol Handwriting pen.
- They will also need a protective A4 folder to put letters and homework in.

Your daughter will be moving around School between classes. In order to facilitate this and to reduce the amount of lost stationery, please stick to the recommendations above.

**Please make sure everything in the pencil case is clearly named.**





# 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 daughter 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 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 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 Girls' Prep School. The medicines should be given to a member of the Girls' Prep School 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 the Girls' Prep School open at 8.00am. Registration is at 8.25am and lessons will start at 8.30am. If your daughter arrives at School later than 8.25am, she should be taken into School via the front door and report her attendance to a member of the Admin Staff.

**DEPARTURE** - Reception and Key Stage 1 pupils finish School at 3.15pm and Key Stage 2 pupils finish School at 3.45pm. Girls should be collected from the magic playground or via the 'kiss and drop' drive through (access via turning right from Fassett Road). 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 Caroline Blight, Mrs Kathleen Farr, Mrs Karen Penny and Miss Weixin How. Please contact any member of the Administration Team if you have any questions or concerns before your daughter joins us in September, or Mrs Blight if you wish to make an appointment with the Head. The direct telephone line and email to the Girls' Prep School are: Tel: 0208 546 9756  
Email: [girlsprep@surbitonhigh.com](mailto:girlsprep@surbitonhigh.com)

## MIS

Once your daughter has started at Surbiton High Girls' Preparatory School, you will have access to our Management Information System. By visiting [www.mis.surbitonhigh.com](http://www.mis.surbitonhigh.com) you will be able to register to use the service, which will allow you to see your daughter's attendance, timetable, rewards/sanctions and other information. The system also allows us to communicate with you via our Weekly Parent Communication update, which is sent by email every Friday. You 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 our various social media sites such as the school website ([www.surbitonhigh.com](http://www.surbitonhigh.com)), Instagram (@surbitonhighgirlsprep) and Facebook (/surbitonhigh). 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](http://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](mailto: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 daughter 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 McCabe-Arnold, 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 girls to avoid worsening conditions. We will once again contact you via MIS text alert. The School will remain open until all pupils are collected.

## 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

Breakfast and After School Club is available exclusively for our Prep School parents, available throughout the term, at an additional cost, which is based at the Assembly Rooms. Additionally, our Holiday Club is open during the holidays. Bookings are made online via SchoolsBuddy.

**BREAKFAST CLUB** - Breakfast Club is available from 7.30am and includes a nutritious breakfast (this includes a choice of cereal/porridge, yoghurt, fruit juice and toast). The team will take your daughter to School for the start of the school day.

**AFTER SCHOOL CLUB** - After School Club includes a quiet, supervised school study area which is available from the end of your daughter's school day until 6.00pm. A healthy, freshly made snack including 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](mailto:afterschoolclub@surbitonhigh.com) for any further information. Childcare Vouchers are accepted towards payment and there is an initial registration charge.

**HOLIDAY CLUB** - Holiday Club is organised and led by Prep School staff. It includes a variety of activities from sports skills to creative sessions, practical life lessons and

more. It includes provision between the hours of 8.00am to 6.00pm and uses a number of our school facilities including Hinchley Wood, Oaken Lane and Forest School. Childcare Vouchers are accepted. For payment, please email [prepholidayclub@surbitonhigh.com](mailto:prepholidayclub@surbitonhigh.com) for further information.

### Co-Curricular

Please follow the [link](#) to learn about our extensive co-curricular programme. The sign up for these activities is made online using SchoolsBuddy. For further information please email [surbitonprepclubs@surbitonhigh.com](mailto:surbitonprepclubs@surbitonhigh.com).

### Lunch

All children stay for school lunch, which is served in the Runcie Hall at the Girls' Prep School. 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 daughter's Form Teacher if there are any allergies which we need to be aware of.

### Mid-Morning Snack

We operate a healthy eating policy at The Girls' Preparatory School. Small sandwiches with a protein filling, pieces of fresh fruit or vegetables, e.g. carrot sticks, hard cheese, smoothie, rice cake or a nut-free muesli bar, may be brought in to eat. The girls should 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.



### Sport

Sport is an important part of the curriculum at the Girls' Preparatory School and each year group is taught by a team of specialist PE Teachers to ensure the girls learn and develop skills in a wide variety of sports accurately. Games lessons are held at our Hinchley Wood or Oaken Lane facilities, as well as Surbiton Hockey Club, which

are a short bus journey away, and PE is held on-site either in the Runcie Hall or outside in the playground or on the astro. Swimming is also on the curriculum for our Year 1 pupils, held weekly at Hurst Pool in Molesey, and Reception enjoy a swimming taster session in the Summer Term to familiarise themselves with the staff and facility ahead of time.

The girls wear their PE uniform to School on days when they have sport in their timetable and generally, we still go ahead with a lesson in light rain conditions or if it is a short shower. Therefore, we ask all pupils to have their PE waterproof or coat with them for Games. On days where your daughter has sport as a co-curricular club (but not as a timetabled lesson), she should wear her school uniform and will be given time to change either at the end of lunch or the end of the day before dismissal.

Our expectation is that if your daughter is well enough to be in School, she is well enough to take part in all sports lessons. Alternative tasks/activities are provided where applicable, but the only exception to this will be if you are able to provide us with a note from the doctor recommending that your daughter does not take part (especially regarding long term injuries/recovery).

Fixtures are organised as often as we can during Games lessons, and the PE Department put a great deal of effort into selection to slot pupils into suitable teams for their ability. At the start of a curriculum sport, we conduct an initial assessment to best place pupils into groups and then



continually observe and discuss progress to make recommendations for selection, with pupils moving up, as well as down teams and teaching groups.

To adhere to our Green Travel Plan, which aims to limit traffic congestion and ensure safety, we ask parents when watching fixtures, to park outside of our sports ground and walk in. Co-curricular club collection points and timings (from Hinchley Wood) for Years 2 to 6 on Monday, Tuesday, Wednesday, and Thursday are at one of the following locations:

- Hinchley Wood Railway Station Bus Stop on Manor Road North (opposite the hardware shop, KT10 0SH) - 5.05pm.
- Girls' Prep car park via the drive through - 5.15pm.

### Houses

There are three school Houses:

- Arundel
- Balmoral
- Caernarvon

The girls 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 Girls' Prep School, weekly certificates are awarded in our Celebration Assembly. An end-of-term certificate is given to a pupil in each form to congratulate the pupil



on something achieved across the term.

### School Coach Routes

Royale European offer ten bus routes to pupils in the School. All the coaches are fitted with seat belts. The routes, timings and prices can be found on the school website [www.surbitonhigh.com/admissions/transport](http://www.surbitonhigh.com/admissions/transport). For further information or to request a place on a coach, please email [transport@surbitonhigh.com](mailto:transport@surbitonhigh.com).

### 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 are:

- 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 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. For more information, please go to [www.surbitonhigh.com/parents-association](http://www.surbitonhigh.com/parents-association). 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 couldn't 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, [www.surbitonhigh.com/parents-association](http://www.surbitonhigh.com/parents-association). 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!■

# GIRLS' PREP SCHOOL UNIFORM

*\* items are generic and do not have to be bought at Alleycatz*

## SCHOOL UNIFORM SUPPLIERS

### AlleyCatz

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

T 01932 223075 W [www.alleycatz.co.uk](http://www.alleycatz.co.uk)

## NEARLY NEW UNIFORM SALES

Regular Nearly New Uniform Sales are arranged by the Surbiton High School PA Committee. For more details, visit our School [website](#).

## Labelling

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

## Houses

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

## Seasonal Uniform

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

Term and again from after the Easter break until July. Winter uniform is worn from after the half term break in October until the end of the Spring Term in March.

## Appearance

All girls are required to wear school uniform and a neat appearance is expected at all times. On PE and Games lesson days, the girls can wear their sports kit but must have their waterproof sports top with them in case of inclement weather. Hair should be kept tidy and neatly tied back off the face. Jewellery, nail polish, Fitbits and other internet-enabled wearables are not permitted. Analogue watches are allowed from Year 2 upwards.

## Key Stage 1

### Winter Uniform (October to March)

#### Year 1

● Pinafore	Dark grey with pleats and no adornments
● Roll neck*	White cotton roll collar
● Jumper	Dark grey with trim

#### Year 2

● Skirt with pleats/trousers*	Dark grey
● Blouse	Green and white striped, short sleeved
● Jumper	Dark grey with trim

#### COMPULSORY

● Blazer	Green with School crest
● Coat	Black with School crest
● Tights*	Dark grey
● Socks*	Dark grey, knee-length
● Shoes*	Black (from approved styles list)

### Summer Uniform (April to October)

#### COMPULSORY

● Summer dress	Green and white striped
● Cardigan	Green with trim
● Blazer	Green with School crest
● Socks*	Short plain white (not trainer style or embellished)
● Shoes*	Black (from approved styles list)



## Forest School Uniform (worn all year round, weather dependent)

### COMPULSORY

● Showerproof jacket	Green with School crest
● Waterproof trousers	Black
● Forest School bag	Grey with School crest
● Wellington boots*	Any colour, non-regulation, named

## Sports Kit

### COMPULSORY

● Sweatshirt	Green with School crest
● Polo shirt	White with School crest
● Shorts or games skort	Green with School crest
● Base layer leggings	Green School regulation (only to be worn under skort)
● Jogging bottoms	Green School regulation
● Trainers*	Plain, can be velcro
● Socks*	Plain white ankle, no embellishment
● House t-shirt*	House Colours - Arundel (Red), Balmoral (Blue), Caernarvon (Green)
● Swimming costume and swim hat (Year 1 only)	Green School regulation

### OPTIONAL SPORTS KIT

● White base layer	Surbiton High School arm print
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## Accessories

### COMPULSORY

● Hair ties/bands*	Plain grey, black, dark green or white
● Waterproof art overall	Green
● Games bag	Green with School crest
● Pre-Prep rucksack	Green with School crest
● Water bottle*	Any colour, non-regulation, named

## OPTIONAL

● Fleece	Green with School crest
● Scarf	Green with School crest
● Neck warmer	Green with School crest
● Bobble hat	Green with School crest (worn with winter uniform)
● Beanie hat	Green with School crest (worn with winter uniform)
● Gloves*	Plain grey, green or black
● Legionnaires hat	Green with School crest (with summer uniform)
● Baseball cap	Green with School crest (with summer uniform)

## Key Stage 2

### Winter Uniform (October to March)

#### COMPULSORY

● Skirt with pleats/trousers*	Dark grey
● Blouse	Green and white striped, short sleeved
● Jumper	Dark grey with trim
● Blazer	Green with School crest
● Coat	Black with School crest
● Tights*	Dark grey
● Socks*	Dark grey, knee-length
● Shoes*	Black (from approved styles list)

### Summer Uniform (April to October)

#### Years 3, 4 and 5 (Year 6 remain in winter uniform with white ankle socks)

● Summer dress	Green and white striped
● Cardigan	Green with trim
● Blazer	Green with School crest
● Socks*	Short plain white (not trainer style or embellished)
● Shoes*	Black (from approved styles list)

Sports Kit

COMPULSORY

● Performance polo shirt	Green and white with School crest
● Blast fleece	Green and white with 1/4 zip
● Shorts or games skort	Green with School crest
● Base layer leggings	Green School regulation (only to be worn under skort)
● Tracksuit bottoms (tapered)	Green School regulation
● Showerproof sports jacket or showerproof jacket	Green and white with School crest Green with School crest
● White base layer	Surbiton High School arm print
● Hockey socks	Green and white hoops
● PE socks*	White
● Trainers*	Plain
● Mouth guard*	Shop
● Shin pads*	Shop
● Hockey stick*	Shop
● House t-shirt*	House Colours - Arundel (Red), Balmoral (Blue), Caernarvon (Green)

OPTIONAL

● Bench coat	Black with School crest
● Sports bra*	



Accessories

COMPULSORY

● Hair ties/band*	Plain grey, black, dark green or white
● Art overall	Green
● Games bag	Green with School crest
● Rucksack	Green with School crest
● Water bottle*	Any colour, non-regulation, named

OPTIONAL

● Fleece	Green with School crest
● Scarf	Green with School crest
● Neck warmer	Green with School crest
● Bobble hat	Green with School crest (worn with winter uniform)
● Beanie hat	Green with School crest (worn with winter uniform)
● Gloves*	Plain grey, green or black
● Baseball cap	Green with School crest (worn with summer uniform)
● Wellington boots*	Any colour, non-regulation, named



# TERM DATES 2024-25

## Autumn Term 2024

Staff INSET	Monday 2 September to Tuesday 3 September
Years 7/12 and Reception Induction Day	Wednesday 4 September
Term Commences	Thursday 5 September
Half Term	Monday 21 October to Friday 1 November
Term Finishes	Friday 13 December (Preps have a half day with a staggered finish, times TBC)

## Spring Term 2025

Staff INSET	Monday 6 January
Term Commences	Tuesday 7 January
Half Term	Monday 17 February to Friday 21 February
Term Finishes	Friday 4 April (Preps have a half day with a staggered finish, times TBC)

## Summer Term 2025

Staff INSET	Thursday 24 April to Friday 25 April
Term Commences	Monday 28 April
Bank Holiday	Monday 5 May
Half Term	Monday 26 May to Friday 30 May (incl. Bank Holiday on 26 May)
Term Finishes	Wednesday 9 July (Preps have a half day with a staggered finish, times TBC)





## GIRLS' PREP

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/surbitonhigh

T 020 8546 9756 | E [girlsprep@surbitonhigh.com](mailto:girlsprep@surbitonhigh.com) | [www.surbitonhigh.com](http://www.surbitonhigh.com) |

95-97 Surbiton Road Kingston Upon Thames KT1 2HW

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



@SHSGirlsPrep

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