

PRE-PREP PARENTS'
HANDBOOK

WELCOME TO ARDINGLY PRE-PREP

Ardingly College is a co-educational School in the Woodard Family founded to teach the Christian Faith.

Our Aim

Our aim is to provide an excellent 21st century education, by being a forward-thinking and high-achieving co-educational school with a strong academic focus, excellent student support and a global outlook.

- To enable every student to develop intellectual enquiry, an enthusiasm for life and a sense of service through which to gain confidence and fulfilment.
- To provide consistently excellent and exciting teaching and learning.
- To maximise academic results so that students achieve their full potential in examined qualifications.
- To offer varied and stimulating experiences that help to prepare students for the next stage of their education and the world beyond.
- To be an educational community founded on Christian values.
- To develop our staff to enhance the quality of their work and professional fulfilment.
- To promote the wellbeing of every girl and boy through personalised support and engagement with parents as partners in their children's education.
- To enable all students to find and develop their talents in sport, the performing and creative arts and the activities programme.
- To develop our facilities to support first class education and enhance the College's traditional setting and contemporary features.
- To provide excellent boarding facilities in a vibrant and caring boarding community for girls and boys.

ARDINGLY COLLEGE ECO-CODE

As members of the Ardingly College community, all staff and students should endeavour to:

- Switch off and save.
- Turn off PCs, laptops, projectors.
- Not take more food than you can eat.
- Put litter in bins.
- Recycle as much as possible.
- Turn off radiators as far as possible.
- Turn off taps.
- Unplug, don't leave chargers on standby.

Electronic Mobile Devices or Cell-phones in the Pre-Prep

For the protection of all children members of college staff, visiting staff, parents or any other visitors are not permitted to use a personal mobile device or 'phone within any area of the campus used by children.

Parents and visitors are not allowed to photograph or video children at any time without the specific permission of the Head Teacher.

Any images taken under these circumstances are strictly for personal use only and must not be posted online.

ARDINGLY PRE-PREP STAFF

All staff have an enhanced D.B.S. check.

Head & Year 1 teacher	Mrs. H. Nawrocka	M.Sc., PGCE, B.Sc (Hons)
Deputy Head & Year 2 teacher	Miss Amy Venables-Kyrke	M.A. Ed, PGCE, BA (Hons)
Year 2 teacher	Mrs. S. Ward	B.A. (Hons) & PGCE
Year 1 teacher	Mrs. F. Palmer	B.Ed. (Hons)
Year 1 teacher	Mrs. S. Worrall	B.A. (Hons)
Reception teacher	Miss A. Avery	B.A. (Hons) & PGCE
Reception teacher	Mrs. E. Quinn	B.A. (Hons) & PGCE
Head of Nursery	Miss C. Morley	B.Ed. (Hons), EYPS
Pre-Nursery Leader (Deputy Head of Nursery)	Mrs. T. Mitchell	Foundation Degree in Early Years
Nursery Assistant	Mrs. B. Cargan	CACHE Level 3
Nursery Assistant	Miss L. Geraghty	NVQ 3
Learning Support teacher & Forest School Leader	Mrs. F. Ricketts	B.Ed. (Hons) & OCR Diploma & Level 3 Forest School Practitioner
Teaching Assistant	Mrs. G. Bradshaw	CACHE Level 3
Teaching Assistant	Mrs E. Willcocks	BEd (Hons)
Teaching Assistant	Mr S. Willcocks	BEd (Hons) CACHE
Teaching Assistant	Mrs. K. Thurston	Level 2
Teaching Assistant	Mrs. L. Tjong	NVQ3
School Secretary	Mrs. J. Young	

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Ardingly College has a no-smoking policy throughout the College buildings and grounds. Dogs are only permitted on specific areas of the College grounds – only on a lead and under the control of an adult.

SCHOOL PRAYER

Father in heaven hear my prayer
Keep me in thy loving care
Be my guide in all I do
Bless all those who love me too
In Jesus' name
Amen

SCHOOL HOURS

The Pre-Prep is open five days a week during school term time. Registration is at 8.45 am and the school day ends at 3.15 pm.

There is provision to extend these hours at the beginning and end of the school day.

PRE-NURSERY AND NURSERY SESSION OPTIONS

Morning + Lunch	8.45 am – 12.45 pm
Afternoon only	12.45 pm – 3.15 pm
Full Day	8.45 am – 3.15 pm

ARRIVING & LEAVING

The playground is supervised from 8.30 am.

When the bell is rung, the children line up outside the classroom door.

At the end of the day, parents wait in the playground by their child's classroom door to collect their child. For safety reasons, **children should not open the school gates at any time.**

The Pre-Prep operates a password system to ensure that children are only released to authorised adults at the end of the day. When a child starts in the Pre-Prep, parents will be given a password which is unique to their child. Parents must make sure they know the password as, if a member of staff is not familiar with the parent, they will ask for this password verification. Failure to do so could delay collection of the child as the staff member will need to contact the parents to confirm consent to release their child.

If someone, other than parents, is collecting your child, please let the class teacher know and please remember to give the unique password to whoever is collecting the child.

If you are going to be unexpectedly late, please telephone the school office (01444 893300) before 3.15 pm (before 1.00 pm on Friday), and email the class teacher.

EXTENDED DAY

Before School Club – is available for any child from 8.00 am in the Friends' Barn at no cost.

After School Care – is available from 3.15 pm to 6.00 pm in the Atrium. The venue may change on occasion and, should this happen, a notice will be posted on the Atrium door. The first session ends at 4.30 pm and the children will be given a drink and snack before going into Care. Those children staying until 6.00 p.m. will also be given a light tea. This is an opportunity for children to play and relax.

There will be a fee for this after-school provision, as follows:

- For those children who regularly attend a session, it will be possible to reserve a place in advance. An electronic booking system is used – "Eventbrite" – to book regular sessions before the start of each term. The fees will be charged to the end of term bill. The rates as at September 2017 are:

Any time from 3.15 pm to 4.30 pm - £ 5.20 per session
Any time from 4.30 pm to 6.00 pm - £ 5.70 per session (including tea)

In order to qualify for the lower charges, parents must use the "Eventbrite" system to book their required regular sessions. This system will be "live" before the start of each term.

It will not be possible to join the advantageous "Pre-Booked" scheme at any other time during the term. (The exception being if your child joins Ardingly Pre-Prep mid-term.)

- For those children who need to be booked into After School Care occasionally (i.e. on an ad-hoc basis), the fees will be added to the end of term bill, and charged at a rate of:

Any time from 3.30 pm to 4.30 pm - £ 6.80 per session
Any time from 4.30 pm to 6.00 pm - £ 7.20 per session (including tea)

Parents will be charged for the sessions they have pre-booked, irrespective of whether their child attends.

Please note that the above rates are reviewed annually, and are likely to increase from Michaelmas Term 2018.

Those children who attend the After School Care facility without having previously booked the session(s) will incur a penalty charge of £5, on top of the session fee, on each occasion. Ad hoc sessions must be booked through the Pre-Prep office, either via e-mail or the telephone.

Those children who are booked into the After School Care until 4.30 pm, but are collected late, will incur a penalty charge of £10 on each occasion.

Those children who are booked into the After School Care until 6.00 pm, but are collected late, will incur a penalty charge of £15 on each occasion.

The After School Care Telephone Number is – 01444 893009 (in the Atrium).

Please refer to 'Clubs' section for further details.

POLICY FOR UNCOLLECTED CHILDREN

We expect every child to be picked up at the usual time at the end of the school day, or at the end of After School Care ("ASC") if he/she has been pre-booked into this facility. Each child will be collected by their parent or regular carer, unless the school is informed by the parent of any change to this arrangement. Parents of children attending the ASC are given a telephone number to contact the ASC staff directly.

The Pre-Prep operates a password system to ensure that children are only released to authorised adults at the end of the day. When a child starts in the Pre-Prep, parents will be given a password which is unique to their child. Parents must make sure they know the password as, if a member of staff is not familiar with the parent, they will ask for this password verification. Failure to do so could delay collection of the child as the staff member will need to contact the parents to confirm consent to release their child.

If someone, other than parents, is collecting your child, please let the class teacher know and please remember to give the unique password to whoever is collecting the child.

Parents must contact the school if they have been delayed and make alternative arrangements for the collection and care of their child. If space is available, then it may be possible to accommodate the child in our ASC until the parent arrives.

On the very rare occasion that a parent fails to contact the school, we will assume that an emergency has occurred and instigate the following procedure:

- The child will attend ASC if their parent/carer does not arrive and the child will be re-assured. They will be protected from our concerns about the whereabouts of their parent.
- Every effort will be made to contact parents to establish why they have failed to arrive to collect their child and to plan a suitable alternative. A list of all known parent contact numbers is available to the teaching staff.
- If, within twenty minutes, the parents or carer cannot be contacted on any of the telephone numbers we have been given, then the emergency contact person (whose details we have on file) will be contacted. Messages will be left on all the telephones that are rung if this is possible.
- When parents are eventually contacted they will be reminded of the necessity to notify the school of any delays and make alternative arrangements.
- If the school is unable to contact any named person, the Headmistress will be informed.
- If no-one can be contacted within two hours of the end of the teaching day, we will have a legal responsibility to contact Social Services and advise them of the situation.
- If a child is not picked up from ASC, the above procedure will be followed but emergency contacts will be telephoned straightaway and the procedure will continue from there with less time delay.

DOGS ON CAMPUS

Some parents or visitors may wish to bring their dogs onto the campus and, whilst some children enjoy seeing them, this can cause some distress to those children that are not keen on dogs. This can be particularly damaging for the very young children in the Pre-Prep. In order to allow the children to feel safe, all dogs must be kept on a lead, which is under the control of an adult and they are only allowed on the public footpath, in the woods or on the fields, but **not on sports pitches**. At no stage are any dogs allowed near any of the school buildings or on the playground.

COMPLAINTS PROCEDURE

If you have a complaint or concern, please do not hesitate to make an appointment (via the School Office) to see the Headmistress.

Please direct any formal complaints to the Chair of Governors, Mr. J. Sloane, c/o Ardingly College, Haywards Heath, West Sussex. RH17 6SQ

Ofsted: tel.no: 0300 123 1231 e-mail: enquiries@ofsted.gov.uk

Parents may also complain to ISI (tel. No. 0207 600 0100 or email info@isi.net).

USEFUL TELEPHONE NUMBERS

The Pre-Prep Office	01444 893300
Headmistress	01444 893300
The Nursery	01444 893304
Pre-Nursery	01444 893303
After School Care	01444 893309
Senior School	01444 893000
Prep School	01444 893200
Uniform Shop	01444 893080

ARDINGLY PRE-PREP WEBSITE

The information in this handbook is available on our website. You will also find reports and photographs of our children's work and activities.

It is worth regularly accessing this site to see what we have been up to! Our website address is: www.ardingly.com

The College uses a computerised information system known as iSAMS. Emails are sent to parents using this system. Parents are allocated a password to access iSAMS (via the Parent Portal), to view their child's reports.

The Digital Space is an area which provides curriculum information for parents. You will be provided with a specific Login, which will enable you to access the site. Once in, you will find vital information about the curriculum and After School Clubs, as well as all the photographs and details of school activities and trips. Parents of children in the Early Years and KS1 will also receive a login for Tapestry, our on-line Learning Journal.

PRE-NURSERY & NURSERY

Things I need to provide:

- a named bag of spare clothes in case of accidents
- named Wellington boots
- a small blanket (if they stay for rest time after lunch)
- named coat with hook for hanging
- named mittens (rather than gloves)
- named empty water bottle
- nappies and wipes (if applicable)

Available from the School Uniform Shop:

- polo-shirt and sweatshirt (non-compulsory)
- a summer and a winter hat
- a named green school book bag
- waterproof, all-in-one suit (any colour is fine)

Swimming on Friday morning (Nursery only):

We encourage the children to dress and undress themselves so clothes that are “the simpler the better” are best. No tights please. They will need to bring:

- their swimming bag and hat (both available from the Uniform shop) – clearlylabelled
- a costume – clearly labelled
- a large towel – clearly labelled
- arm bands or swim-jacket (we will be keeping these in school so please ensure they are clearly labelled)

(Handy hints: a little talc in the hat helps to put it on; girl's hair should be up; please use indelible ink to name hats)

PLEASE NAME ALL CLOTHING!

Independence:

Children wear their own clothes to Nursery. A non-compulsory polo-shirt and sweatshirt can be purchased from our Uniform Shop. Please send the children in simple clothes as we do encourage independence – dungaree buckles and belts can be VERY frustrating when you need the toilet at the last minute!

With regards to shoes – NO LACES OR BUCKLES please, Velcro is best. NO CROCS. Socks should be worn.

Please do not send your child in the latest designer outfit, we cannot guarantee the state it may come home in as no matter how secure the apron, paint, glue, flour, sand or water always finds a way in!

Whilst children are ideally toilet-trained before starting Nursery, accidents do sometimes happen. In the event of your child wetting or soiling him/herself during the school day a member of the Farmhouse staff will attend to him/her. We ask parents to provide nappies and wipes for their child if necessary. We ask you to provide a bag of spare clothes but at times we may need to dip into our school supply. Please wash and replace any clothes promptly.

Book Bags:

We would ask that children bring in their bag each day. We are prepared to act as a post box for party invitations, etc and can supply lists of names for parties. Once a week your child will be able to exchange his/her library books.

RECEPTION CLASSES

Things your child will need to bring:

- All clothes including vests, socks, gloves etc. should be **clearly named - preferably with sewn-in fabric labels** (available from the Uniform Shop).
- Named waterproof gloves.
- Named wellington boots.
- Named, navy blue, waterproof all-in-one suit.
- Green nylon painting apron, available from the Uniform Shop, named and with a long loop for hanging on peg.
- Named hat, gloves, scarf in a named draw-string bag.
- Named armbands, swimming costume/trunks, cap, goggles (if needed) and towel in a bag (cap, costume/trunks and bag available from the Uniform Shop). It is very helpful if the cap is named on the outside in biro.
- PE bag with complete PE kit (all named).
- Shoes which are easy to put on and fasten - **no laces or buckles please!**
- Green reading book bag with name clearly visible (near the handle and on the side) available from the Uniform Shop.
- A small blanket for rest times.
- Named empty water bottle.
- If your child attends the Inspire Dance Academy lessons after school, the dance uniform can be ordered directly through Miss Jo.

YEARS 1 AND 2

These two years are also known as Key Stage 1 Things your child will need to bring:

- All clothes including vests, socks, gloves etc. should be **clearly named - preferably with sewn-in fabric labels** (available from the Uniform Shop).
- Named wellington boots.
- Navy blue, waterproof jacket and trousers (Year 2, once grown out of the all-in-one suit).
- Navy blue, waterproof, all-in-one suit (Year 1).
- Green nylon painting apron, available from the Uniform Shop, named and with a long loop.
- Hat, gloves, scarf in a named draw-string bag.
- Named swimming costume/shorts, swimming cap and towel in a bag; cap and swimming bag available from the Uniform Shop.
- PE. bag with complete PE. kit (all named).
- Velcro trainers (named).
- Children who attend the after school Football Club will need an old warm tracksuit to wear over football kit and a hat for the winter.
- **Velcro fastened** football boots.
- Named empty water bottle.
- Green reading book bag (named near the handle), available from the Uniform Shop.
- If your child attends the Inspire Dance Academy lessons after school, the dance uniform can be ordered directly through Miss Jo.

ASSEMBLIES

Children attend assemblies regularly throughout the week but on Fridays parents are invited to join our Special Assembly. This starts at 2.30 pm and usually lasts about half an hour.

This is the time when our 'special ribbons' are awarded, awards received outside school can also be celebrated, and children may play instruments they are learning, or recite a poem or prayer. Any child wishing to perform, needs to speak to the Headmistress in advance.

Parents are notified about who will receive "Specials" via iSAMS a few days before Special Assembly (i.e. Wednesday). Parents are asked **not** to share this information with the children so that it can be a lovely surprise for them on Friday.

At the end of each term, we have a whole school Assembly (with the Prep School) in the Chapel, to which parents are very welcome and encouraged to attend.

FOREST SCHOOL

We aspire to offer every child a Forest School experience during their time in the Pre-Prep. Through Forest School children are able to develop a lifelong love and understanding of the natural environment, whilst developing the core purposes of the Forest School ethos, namely, development of self-esteem, confidence and social skills.

All sessions take place at various woodland sites within the school grounds and are supervised by qualified Forest School Practitioners. During Forest School sessions children will wear comfortable and appropriate home clothing, including full waterproofs and wellington boots, in order to maximize their experience.

The learning is play-based and, as far as possible, child-initiated and child-led, giving each child the opportunity to manage risks, explore opportunities and gain a range of skills in the natural environment.

CLUBS

There are optional after school activities, all of which incur a charge.

These are the Clubs available from September 2017 (but these are likely to change from term to term):

YEARS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 & 2	Golf Club 3.30-4.30	Popsteps 3.30-4.15	Tennis Club 3.30-4.30	Woodland Adventurers 3.30-4.30	Football Club (Year 2) 3.30-4.30
	Inspire Dance Academy Ballet 3.30-4.30 <i>(Available to reception)</i>	Hockey Club 3.30-4.30	Chess Club 3.15-4.00	Inspire Dance Academy Tap & Modern 3.30-4.30 <i>(Available to reception)</i>	Tiny Tekkers Stars (Rec & Year 1) 3.15-4.00
		Art & Drama 3.30-4.30	Ninjitsu 3.30-4.30		Fencing 3.30-4.15

CONTACT WITH TEACHERS

There are formal consultations and reports throughout the year:

Pre-Nursery, Nursery and Reception – Consultation Afternoons/Evenings are held during every term. The teachers set “Next Steps” for children and publish these each term. In addition, a more detailed written report is produced at the end of the summer term (Trinity).

Years 1, 2 – Consultation Afternoons/Evenings are held during every term. Written reports are presented at the end of every term.

If you have any concerns at other times, do not hesitate to speak to your child's class teacher. It is preferable to do this at the end of a school day, as first thing in the morning teachers are preparing their rooms. However, we understand that occasionally there are circumstances that will not wait until the end of the day.

Each child has a contact book, which is kept in their book bag. This provides a means of communication between parents and teachers.

The quickest and most reliable way to contact a teacher is via email. A full list of staff email addresses can be found in the school calendar, or on the website. Please be aware that staff may not see emails during the working day and, therefore, may not be able to respond until after 3.30 p.m.

LEARNING SUPPORT

Our aim is to identify pupils' learning needs so that we may provide appropriate levels of challenge within the classroom. Our specialist teachers will carry out assessments so that we may plan for each child's differing needs in the most appropriate way. Parents will be kept fully informed. For some children, extra help may be required from a specialist. These sessions may incur an additional fee.

MEALS & SNACKS

Children have the choice of milk or water, together with a piece of fruit, before playtime in the morning.

Fresh food is prepared each day and your child is given the choice of a hot or cold lunch.

However, Pre-Nursery and Nursery children are only given the hot option. Menus are sent to Pre-Nursery and Nursery parents at the start of the term, so parents are aware of what their child is eating. This also allows Pre-Nursery and Nursery parents the opportunity of informing the Nursery staff of any problems regarding "likes and dislikes". Under these circumstances, an alternative meal can be provided for Pre-Nursery and Nursery children.

The menus are displayed on our notice boards and on our website. Your child needs to select his/her meal the day before it is to be eaten and this choice is made within the classroom.

Drinking water is available in all classrooms throughout the day.

A named empty water bottle should be brought into school each day. Teachers will fill this with drinking water each morning and return it (empty) each afternoon.

SWIMMING & DANCE

Swimming - is part of the curriculum and it is expected that, if your child is at school, they are fit enough to swim. (In exceptional circumstances please speak to the class teacher). Children need the regulation school swimming bag, costume/trunks and hat (and goggles too, if required) in school on the day they are to swim. These can be purchased from the Uniform Shop. Reception children need named arm-bands at the beginning of the Michaelmas term, which will be stored at school. Please make sure that socks are available to be worn after swimming.

Swimming timetable:

Nursery – Friday morning

Reception – Wednesday afternoon

Year 1 – Monday afternoon

Year 2 – Monday afternoon

Dance – On Thursday our dance teacher, Miss Cheneler, comes into school. Pre-Nursery, Nursery and Reception children have a lesson during Thursday morning but do not need special clothing. Years 1 and 2 have their dance lesson during Thursday afternoon and can wear their PE kit.

We also provide extra-curricular dance lessons (ballet and modern/tap), which are run by the Inspire Dance Academy on a Monday and Thursday afternoon. These lessons are available for all children from Reception to Year 2 and incur an additional charge.

EDUCATIONAL VISITS

As well as using the extensive school grounds to enrich your child's learning we also arrange school trips for each year group. At the point of joining the Pre-Prep, parents are asked to complete a generic Trip Consent form, which covers all trips/visits that your child makes with the school, during their time in the Pre-Prep. Our teachers are approved to drive the school mini buses, and a thorough risk assessment is made before embarking on any trip.

USEFUL THINGS TO KNOW

We have a wide and varied selection of toys for children to use in the classroom and at playtimes. Therefore, children are discouraged from bringing toys to school, although from time to time they will be asked to bring in something that links to the work they are undertaking at school.

Girls' hair **MUST** be tied-back and all hair accessories should be dark green and named. The school uniform shop stocks a range of hair clips, etc.

Jewellery and watches are **not to be worn at school**.

'Flashing' shoes are not permitted.

Children **MUST NOT** open the school gates or external doors to any building.

We will seek re-imbusement for lost or damaged library and school reading books.

Parents/carers are responsible for the health and safety of their child/children if they use the playground facilities before 8.45 a.m. or after 3.15 p.m, i.e. out of school hours. The climbing frames are not to be used before school.

It is important that children are properly supervised and treat the school grounds and equipment with the same respect that they do during the working day. The equipment that is left out is for the use of all children, so rough or inappropriate use will lead to it being damaged and not available. We would ask you not to let the older children play with the toys in the Nursery playground, as this is specifically for the use of the little ones.

The Pre-Prep does not encourage, or allow, fighting games during the school day and children are not allowed to bring weapons (such as light sabres or swords) to school. We would ask that you respect this rule when your children are playing in our playground after school, as they can find it difficult to understand that school-time is **not** for fighting.

It is also important that you remain aware of where your children are at all times, as some areas of the school do present hazards (such as the pond), particularly for any children choosing to climb over fences in order to gain access to the restricted areas.

You should also be aware that, if you allow your children to play in the school grounds at the end of the school day, you do so at your own risk and the College will not be held liable for any injuries that occur.

We ask parents not to allow their children to open the main school gate. For obvious safety reasons, we would not want children to be in the carpark unsupervised.

YOUR CHILD'S HEALTH

It is important that your child is fit and well when he/she comes to school. If he/she has a high temperature then it is better for them to stay at home and recover. Please telephone the school office, or email your child's teacher, (and Mrs. Young) if your child is absent.

We follow the guidance on infection produced by the Health Protection Agency. The full version is displayed on the parents' notice board, but included below are some of the most common ailments:

Diarrhoea and/or vomiting	48 hours from the last bout of sickness/diarrhea.
Flu	Until recovered.
Chicken pox	Remain at home until last blister is "crusty".
Warts and verrucae	None.
Molluscum contagiosum	None.

We are sorry but there can be no exceptions to these rules. Please notify us of any cases of infectious diseases.

Prescribed and other medicines may be administered by school staff, or staff in the Medical Centre. However, this can only be done if the prescription medicine has been prescribed for the named child by a doctor, dentist, nurse or pharmacist. Written permission must be provided by the parent/guardian before medicine is administered. Parents must complete and sign the Administration of Medicines form before medicines can be given to children by staff. This form is then filed by the school. A copy of this form can be found on the Digital Space. Once the course of medicine is complete, the same form must be signed by the parent again. If a child refuses to take their medication, staff will accept their decision and inform the parents accordingly. In all cases, we must have specific instructions for use, including dosage. Medicines should be stored strictly in accordance with product instructions and in the original container. It is the responsibility of the parents to ensure that medicines provided to the school are still within the date specified.

Should your child become unwell at school, you will be notified immediately and asked to collect him/her as soon as possible. If we are unable to contact either parent, your child will be looked after by qualified medical staff in the College Medical Centre.

If your child bangs their head at school, we will send home an email informing you of the circumstances and what symptoms to look out for. This details the time, date, location and type of injury. We ask you to accept the "read receipt" attached to the email and we request that you also sign and return the Pupil Accident Form. Children are given a purple wrist band to wear when they sustain a head bang.

Please ensure that the school is notified of any medically endorsed allergies from which your child may suffer.

SUN PROTECTION

Every child must have a regulation sun-hat in school at all times. This should be clearly named in permanent ink, or labelled.

We are not able to apply suncream to the children, even those in Nursery. We would, therefore, ask that you apply **waterproof 24hr** suncream (that does **not contain nut oils**) before they come into school. I am sorry but, as we have children with nut allergies in the school, we cannot have suncreams stored at school, as many creams have nut oils in them and it is vital that any creams you use on your child are nut oil-free also.

We are happy for the children to wear sun glasses when playing outside. These should, of course, be children's sunglasses with safe lenses, and we would strongly recommend that they are not expensive as they may get damaged or lost.

All the above items **MUST be clearly labelled** to enable us to return any lost items.

EXPECTATIONS OF BEHAVIOUR

The Pre-Prep staff are committed to the idea that good, positive behaviour should be reinforced by praise and recognition. Reinforcement and clearly defined acceptable limits of behaviour, coupled with an emphasis on good manners, quickly establishes an excellent code of conduct.

Children are taught to care about each other and to take responsibility for the feelings of others. They learn to value their environment and its resources, not just within the Pre- Prep but the "outside world" too.

Our procedures are simple. Normally an incident can be prevented by a quiet word or by diverting attention. Occasionally a child may need to be temporarily removed from an activity until he/she is ready to join in with a more positive attitude. On the very rare occurrence of a child biting or causing a physical mark on another child, a reprimand is given to the aggressor, an apology must be made and the parents of both children are informed.

Minor incidents can be discussed during "Circle-Time" or PSHE sessions in the classroom.

PRE-PREP LEARNER PROFILE

Our Learner Profile states that children at Ardingly Pre-Prep will strive to be:

- **Brave** – we enjoy being challenged and are excited about learning new things.
- **Kind** – we care about how other people feel and want everyone to be happy.
- **Clever Thinkers** – we love using our brains to workout problems.

BULLYING

Our aim is to provide a supportive, caring and safe environment in which children may learn without fear of being bullied. Behaviour that is deliberately hurtful and repeated over time will not be tolerated. We have a strong Personal, Social, Health Education curriculum, which encourages all children to reflect on behaviour and helps to develop social skills and strategies to deal with these experiences.

HEALTH & SAFETY

Ardingly College is committed to promoting a safe and healthy environment for both children and staff.

All staff recognise their duty to take care of their own health and safety and the health and safety of others affected by their actions.

Health and safety procedures are followed closely, according to College regulations. We undertake to safeguard and promote children's welfare.

EQUAL OPPORTUNITIES

Regardless of race, gender, attainment, special educational needs or language difficulties, we provide the education and opportunities that will help all children fulfil their potential and the aims of our school.

HOMEWORK

Reception

A range of phonic games and activities are sent home regularly, with instructions as to how to make the most of them with your child. These resources are yours to keep to use little and often with your child. When your child is ready to start reading from books, these will also be sent home every evening, except swimming day. During the second term (Lent) number formation and recognition sheets are also sent home. Throughout the year 'tricky words' will also be sent home.

Years 1 and 2

In Years 1 and 2 parents will often receive tasks, or information, for the children to follow-up at home. To encourage the children to continue learning outside school and to enable you to support their learning at home. These tasters can be found on the Digital Space.

Reading books will be brought home and children are expected to read for ten minutes every day. If your child refuses to read, or is too tired, please do not force him/her but do inform the class teacher either verbally or via the contact book.

Spellings are sent home weekly for the children to learn and they may also be set regular mathematical tasks, such as learning number bonds, or times-tables.

HOW CAN I HELP MY CHILD?

Read and share books with your child as often as possible. Even when they become an independent reader they should be read to. Children will bring a school library book of their choice home each week but regular visits to the local library will also encourage a love of books. Each child will also bring home a school reading book which they should read each evening. Please indicate the page read to and sign the contact book to confirm this.

Spellings are sent home regularly as your child progresses through the school, and he/she will need support in learning these.

The Digital Space also provides ideas and resources to enable children to extend their learning at home.

Encourage your child to solve mathematical problems that occur during daily life, so that they apply their developing mathematical knowledge to real life situations.

Encourage your child to look closely at their world and ask questions about "how?" and "why?" things work.

To help parents follow what their child is learning at school, teachers will send home curriculum information on a regular basis. Teachers may also include links to useful learning websites in their weekly newsletters and on the Parents' area of the Digital Space.

PARKING

The car park is designated for Pre-Prep parents. Parents are requested to park responsibly to make the best use of the space available. Please remember to manoeuvre with care as children will be around. Parking is at the owner's risk.

Please discourage children from opening any school gates and remind them to walk whilst in the car park, preferably holding your hand.

Please do not park on the grass verge outside the car park, as this is a public road and creates a hazard for other road-users.

THE FARMHOUSE FRIENDS

The Farmhouse Friends is the parents' social committee for Ardingly Pre-Prep. Their aim is to encourage parents to get to know each other and make new friends. It is very informal and is composed of a committee of parents, plus one member of staff. Usually at the beginning of the academic year, they organise a coffee morning for parents after the morning bell has sounded for the beginning of school, and there is often a social event during the term. Some events are planned in conjunction with the Friends of the Prep and Senior schools.

FEES 2017 - 2018

Pre-Preparatory School

Years 1 & 2	£2,900 per term
Reception	£2,900 per term
Nursery & Pre-Nursery	
Full 5 days per week	£2,900 per term
Half day 5 days per week	£2,230 per term
Nursery & Pre-Nursery additional sessions	
08.45 - 12.45	£40.50 per session
12.45 - 15.15	£23.80 per session
Full day	£53.00 per day
After school care Pre-booked	
15.15 - 16.30	£5.20 per session
16.30 - 18.00	£5.70 per session
After school care Occasional	
15.15 - 16.30	£6.80 per session
16.30 - 18.00	£7.20 per session

TERM DATES 2017 - 2018

Michaelmas Term 2017

Starts:	Monday 4 th September
Ends:	Friday 15 th December at 12.30
Half-Term:	Friday 20 th October to Monday 6 th November

Lent Term 2018

Starts:	Monday 8 th January
Ends:	Friday 23 rd March at 12.30
Half-Term:	Friday 9 th February to Monday 19 th February

Trinity Term 2018

Starts:	Tuesday 17 th April
Ends:	Thursday 28 th June at 12.30
Half-Term:	Friday 25 th May at to Monday 4 th June

Please note that the Bank Holiday (Monday 7th May 2018) will be a normal school day.

UNIFORM LIST

All uniform must be purchased from the Uniform Shop.

An appointment system is available to all parents. Please telephone Mrs. Maxine Harding on 01444 893080.

* Items can be bought elsewhere, the remainder must be purchased from the School Uniform Shop at the College. Second-hand clothes are available.

Winter Uniform is worn at the start of Michaelmas Term until the end of the Lent Term.

Summer Uniform must be worn during the Trinity Term, and may be worn until the October half-term (weather permitting).

Please ensure that all clothes are properly marked, that they fit and are in good repair at the beginning of each term.

All clothing and other items must be marked with your child's name including all forms of footwear. Adhesive labels for shoes are available from the uniform shop. Nametapes, which can be ordered from the shop, must be sewn in all items of clothing including underwear and socks. Nametapes should be ordered early as delivery can take four weeks. Telephone orders are accepted.

Book bags should have a label sewn to the spine next to the handle.

Equipment, such as tennis rackets, should be clearly named.

Please ensure that the loop at the back of the neck of the school coat and art apron are usable, as your child will need to suspend them from a peg.

The School blazer must be worn into school and at the end of the school day when going home.

Badges/emblems/motifs may only be official Ardingly related ones.

Pre-Nursery & Nursery have an informal, non-compulsory, uniform available from the Uniform Shop.

Winter

School Blazer
Green school coat
Pinafore
Regulation grey shorts
(long trousers are optional)
Green cardigan or jumper
Short/long sleeve white shirt
Short-sleeve white shirt-Reception
Short/long-sleeve white blouse
Short-sleeve white blouse-Reception
School tie
Green socks/tights
School grey socks (yellow hoops)
Wellingtons/black leather shoes*
(Velcro only & no flashing lights)
Winter hat, scarf, gloves
Navy blue all-in-one waterproof suit
Navy blue waterproof trousers & Jacket (Year 2)

Summer

School Blazer
Summer dress
Regulation grey shorts
(above knee, not long continental style)
Green cardigan or jumper
Short sleeve white shirt
School tie
White short socks*
(summer & PE)
School grey socks
(yellow hoops)
Black leather shoes*
(Velcro only & no flashing lights)
Summer hat
Navy blue all-in-one waterproof suit
Navy blue waterproof trousers & Jacket
(Year 2)

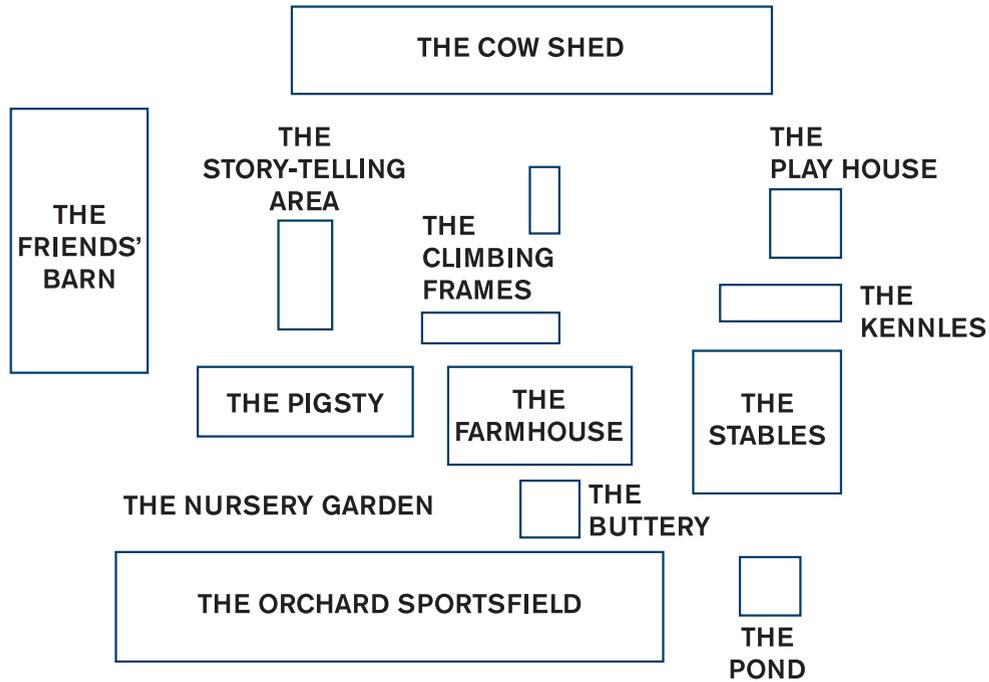
All Year

Ardingly College tracksuit
Ardingly green "hoodie"
PE white shirt
PE green skort
PE green shorts
White short socks*
Plain trainers with velcro*
School PE bag
School black swimming costume
School swimming shorts
Swim towel (small) *
Swim caps/Swim bag
Book bag/Art overall
Hair bands/Scrunchies*
(plain green, school fabric)
Navy blue all-in-one waterproof suit
Navy blue water proof trousers & Jacket
(Year 2)

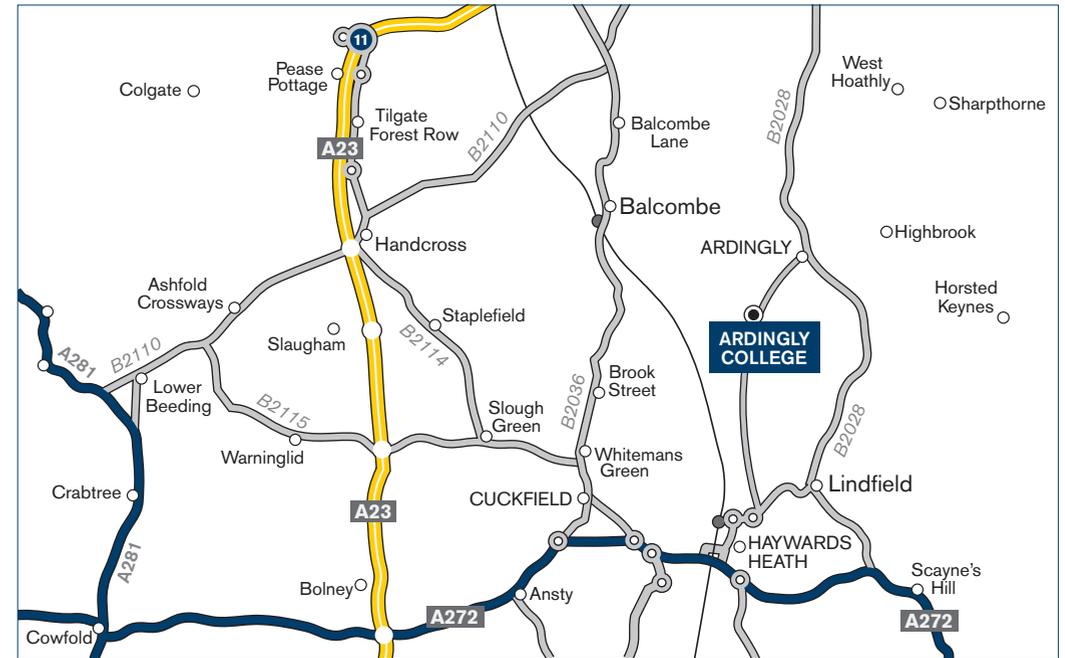
MAP OF THE PRE-PREP GROUNDS

Parents and children must use the main security entrance gate, situated in the corner of the carpark, when arriving and leaving the Pre-Prep campus.

The padlocked gates at either end of the Cow Shed are not for general use.



HOW TO FIND US





Why not come and visit us:

Open Mornings take place every term or we can arrange a personal visit. Please contact the Registry team on 01444 893320

www.ardingly.com