

# PREP PARENTS' INFORMATION

2018/19

# INTRODUCTION

This information booklet supplements the main prospectus and departmental information sheets. It provides fee information and practical information about coming to Ardingly College. Further publications include:

- Prep Boarding** We offer weekly and occasional boarding in the Prep School. An insight into boarding is provided in this leaflet.
- Prep Drama** All pupils enjoy Drama as part of their curriculum. Pupils explore the world and themselves through the art of performance. The Drama Department provides opportunities to perform throughout the year, including a major Lower and Upper School production.
- Prep Clubs and Trips** We have a daily programme of clubs for Prep students to choose from in the following categories: Outdoor, Sporting, The Arts, Academic and Life Skills. Trips are arranged to enhance learning as well as for pure recreation.
- Prep Sport** Ardingly has a great reputation for sport. Prep pupils have two games sessions a week with competitive matches played on a Wednesday. We also develop and support talented boys and girls in all other sporting disciplines.
- Prep Art** Ardingly Art Department is a vital, energetic centre of creativity. It's an environment where individuality is encouraged and the confidence and freedom to express ideas through a strong base of artistic skill are fostered.
- Prep Music** Music lessons are incorporated into the curriculum and on-site tuition is available for almost any instrument. Catering for the classical to the contemporary musician with a range of choirs and ensembles to join, our young and dynamic team fuel and further musical passions.

## Scholarship Information 11+

As an educational charity, we offer scholarships and bursaries to enable talented and well-motivated students to study at Ardingly.

Scholarship categories into the Prep School are: Academic, Sports, Music and Art.

## Senior School Prospectus

An overview of the ethos and structure of the Senior School, the opportunities in and out of the classroom, pastoral care and house life.

## Sixth Form Prospectus

We offer the choice of IB or A Level in our Sixth Form. This publication provides an overview of the academic choices available, our excellent tutoring and career guidance as well as an insight into Sixth Form life as we prepare students for their next steps.

## Supplementary Senior School

To supplement the Senior School and Sixth Form prospectuses there are department sheets, course booklets for GCSE, A Level and IB, and Scholarship Information for 13+ and 16+.

**Further Publications: these are available online [www.ardingly.com/prospectus](http://www.ardingly.com/prospectus) or can be requested via our Registry.**

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## WELCOME TO ARDINGLY COLLEGE PREP SCHOOL

A co-educational school in the Woodard Family founded in the Christian Faith.

**Our Aim is to enable all boys and girls to develop their love of learning, academic potential and individual talents in a caring community which fosters sensitivity, confidence, a sense of service and enthusiasm for life.**

We endeavor to provide the education and opportunities to help all children fulfil their potential in our school regardless of race, gender or special needs.

## WHO'S WHO IN THE PREP SCHOOL?

Chair of Governors  
Head of College  
Headmaster  
Deputy Head  
Director of Studies  
Year 7/8 Coordinator  
Year 5/6 Coordinator  
Year 3/4 Coordinator  
Head of Pupil & Staff Welfare, House Parent  
  
Registrar  
Assistant Registrar for the Prep School

Mr J Sloane  
Mr B Figgis  
Mr H Hastings  
Mr J Castle  
Mrs S Pendlebury-Bowe  
Mr B Appleby  
Mrs A Palma  
Mrs G Sayers  
Mrs C Gardner  
  
Mrs S O'Shea  
Mrs J Phelan

The Form Tutor is responsible for the academic and pastoral welfare of your child in Ardingly Prep School and is always happy to discuss any concerns (and successes!) that your child may be experiencing.

A full list of staff, along with their contact details, can be found in the termly Calendar.

## THE SCHOOL DAY

A timetable is published at the back of the Calendar. End of day finishing times are as follows, although children in matches on Wednesdays will often finish later.

|               | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------|--------|---------|-----------|----------|--------|
| <b>Year 3</b> | 16.40  | 16.40   | 16.15     | 16.40    | 16.40  |
| <b>Year 4</b> | 16.40  | 16.40   | 16.15     | 16.40    | 16.40  |
| <b>Year 5</b> | 17.30  | 16.40   | 16.15     | 16.40    | 16.40  |
| <b>Year 6</b> | 17.30  | 17.40   | 16.15     | 17.30    | 16.40  |
| <b>Year 7</b> | 17.30  | 17.30   | 16.15     | 17.30    | 16.40  |
| <b>Year 8</b> | 17.30  | 17.30   | 16.15     | 17.30    | 16.40  |

Pupils involved in matches will be expected to come in occasionally on Saturdays for fixtures.

### On arrival in the morning

A member of staff is on duty from 8.00 and to enable easy drop-off we operate a "Kiss & Drop" system between 8.00 and 8.20. Wraparound care is available by prior arrangement enabling drop-off prior to 8am.

### Extended Day

Prep Day pupils can attend supper at 5.30pm and remain in school until 7pm. After the school day ends there are a wide variety of clubs available so your child can pursue other interests and hobbies. Alternatively, they can attend 'Waiting' where they can read, study or pursue other quiet activities in a supervised classroom until they are collected.

### After School Clubs

Pupils may choose from a wide range of after school clubs. A list of the clubs and activities available each term is published in the Calendar, and details of the options are published before the beginning of term to help pupils and parents make informed choices.

### Chapel

A focal point of our Christian Community, the Chapel is where assemblies take place within the week. All who normally take their communion may do so there, and the rest of the school community are encouraged to come for a blessing. In a Woodard School, all pupils are expected to attend Christian acts of worship without any exceptions.

There is a Chapel service at the end of the school day on Friday afternoon, with Eucharist approximately every other week.

### Celebration Assembly

Every Friday morning at 8.30am we hold a celebration assembly for all Prep School pupils, to which all parents are invited. All awards and certificates earned that week are handed out in this assembly and it is an opportunity to recognise and celebrate the week's achievements.

### Confirmation and First Holy Communion

Pupils from Year 7 and 8 are encouraged to begin thinking about whether confirmation is for them; this must come from their own hearts. The school confirmation service is usually held on a Friday in the Summer term. Pupils wishing to be confirmed must attend confirmation classes in the weeks preceding the ceremony.

## Meals

- **Morning break 10.25 – 10.45** – Drinks, fresh fruit and biscuits are available
- **Lunch 12.30 – 13.20** – Children have a choice of hot meals including a vegetarian option as well as a salad bar and soup
- Two choices of pudding are offered as well as fresh fruit. We encourage children to eat a full, balanced meal
- There is an **afternoon break midway through the afternoon** where a drink and fresh fruit or cookie are available
- **Supper 17.30 – 18.00** – A choice of hot meals and fresh fruit.

Special diets are catered for.

Parents are welcome to come and sample the school food by arrangement.

The Prep School Food Committee meets with our Catering Manager to discuss the menu and related issues.

Pupils should bring a water bottle to school to drink in lessons.

Owing to the number of meals and snacks available, we ask that children do not bring sweets to school and we thank you for your co-operation in this matter.

## Digital Space

The Digital Space is our virtual learning environment. Access for parents is through the parent portal and for students directly through the Space. The Space has six main areas which give information in regards to the different aspects of school life. On the Space there is information about the curriculum, the boarding aspect of school life, trips and Chapel. The web address is [digitalspace.ardingly.com](http://digitalspace.ardingly.com).

## Matches

Ardingly plays regular athletics, football, hockey, netball, rounders, swimming, cricket, cross country and tennis matches against other local schools. There is also a sailing team, a chess team and a fencing team. Inter-school fixtures are usually played on Wednesday afternoon, and occasionally on Saturdays. Details of matches can be found in the Calendar and team lists and details of individual matches will be displayed at [www.ardinglysport.com](http://www.ardinglysport.com).

All pupils are expected to attend the match tea after their match has finished and to get changed BEFORE going home.

## Prep

In the Lower School, a Curriculum Enhancement Booklet is given to all children. We suggest that 30 minutes is enough time to spend on the booklet each weekend. We recommend that each pupil spends some time reading their reading book and practising their spellings and times tables each day. To facilitate this, spelling lists and times tables are given out weekly.

Year 5 are set a formal prep on a Monday. They are expected to do this during the set prep time at school (16.40-17.30). We recommend that each pupil spends some time reading their reading book practising their spellings and times tables every day.

Year 6 are set formal preps on a Monday and Thursday. They are expected to do these during the set prep time at school (4.40-5.30pm). A Friday prep may be taken home. We recommend that each pupil spends some time reading their reading book and practising their spellings and times tables.

A prep session from 4.40 – 5.30pm twice a week is compulsory for Years 7 and 8 pupils. Prep is done in the form rooms with form tutors. If there are occasions when pupils have to miss prep, permission should be sought in writing from the Headmaster and the form tutor informed.

## Pupil Reflective Journals & Calendars

Each child is given a reflective journal at the start of the academic year and a calendar at the beginning of each separate term. They use their reflective journal during form time when they are encouraged to reflect on the different aspects of school life ranging from team building to drama and sports results to personal targets, as well as looking at important topics such as Internet safety and British values.

The pupil calendar lists all the events for each week of the term and is also used for collecting pluses, ALPs and for recording any punishments like conduct points (cps) or detentions. They also record important notes such as music or LAMDA lesson times and other essential information in their pupil calendar. It is signed by the form tutor every week.

There is a separate calendar published each term for parents which lists all the weekly events, clubs and activities amongst other important information such as staff lists, clubs and activities and useful telephone numbers.

## THE ARDINGLY WAY

In order for the Ardingly community to be a safe, friendly and happy environment, there are a number of essential characteristics which we wish to see in all who contribute.

There are many choices that we make every day and the actions we take affect our community as a whole.

In order to make the correct choices, all members of the community are encouraged to pause before acting and to think clearly and carefully about their responses.

The five core values are:-

- Being our Best Self
- Being Forgiving
- Being Honest
- Being Kind & Caring
- Being a good Listener

We can't choose what people say or do to us but at Ardingly we do choose how we will respond.

# THE CURRICULUM

**The National Curriculum at Key Stage 2 is the starting point on which we build a full and varied curriculum for Years 3 – 6. The pupils not only experience a carefully structured and full curriculum in the ‘core’ subjects of English, Mathematics, Science, and Computer Science but also in History, Geography, French, Music, Art, Drama, R.S., Games, P.E., Swimming. These subjects may be taught as the Creative Curriculum, the Inquiring Curriculum or as an individual subject.**

In Years 7 and 8, pupils work towards the Common Entrance examination in English, French, Mathematics and Science, which is taken in Year 8. Parents can download the 13+ Common Entrance syllabus for all academic subjects from the ISEB website, [www.iseb.co.uk](http://www.iseb.co.uk). The humanity subjects are taught through our “11-14, Inquiring Curriculum” and details of this can be found on the school website. Pupils have a choice between taking up Spanish or continuing with Latin. Pupils are set for the core subjects and are taught the humanities subjects in their Science sets. With our excellent facilities, small classes, and specialist teaching, pupils are able to work at a level appropriate to their abilities and helped to reach their academic potential.

A curriculum guide is published online to outline the work covered in each year group. Throughout the Prep School there are internal assessments, end of term tests and mocks to prepare pupils for external examinations.

## Records and Reports

Records are kept of each child's progress which will be discussed with you at parent evenings during the year. Parents are sent full sets of reports of their child's effort and attainment three times a year. These reports suggest targets for further improvement in each subject. There are a further two interim reports over the course of the year.

## Assessment

Children are assessed across all subject areas, formally and informally. There are specific assessment weeks which take place in the Michaelmas and Trinity terms for Years 3-7. These dates are published in the Calendar.

For children in Year 8 there are three formal assessment weeks, one in each term. In the Michaelmas term the children will complete trial Common Entrance papers for core subjects (English, Maths, Science and French) and subject assessments for other subjects. During the Lent term, the children complete their mock Common Entrance exams and they complete the actual Common Entrance exams within the Trinity term.

## Setting and Streaming

Children are set for Mathematics from Year 3-8. In English, the children are set from Year 5 although they are set in small groups for Spelling in Years 3 and 4. Within French, children are set from Year 6. For Years 3-8, the children are in mixed ability tutor groups. There is flexibility and movement within sets, however any decision to change a child's set is fully discussed with parents prior to any move being made. In Years 7 and 8, children are set for Science.

## Extra Tuition

Our Learning Support Coordinator, Mrs Ricketts, is in regular contact with subject staff who occasionally refer individuals for informal screening. Parents are informed of any perceived need for extra tuition to support English, Mathematics or general learning. These sessions incur additional costs.

## Forest School

Children in Year 3 will have the chance to undertake a programme of Forest School. In Forest School, we aim to offer learners regular opportunities to achieve and develop confidence and self-esteem through hands-on learning experiences in the woodlands on the Ardingly College estate. These sessions will be led by the qualified Forest School practitioners that we have on the staff. Underpinning each Forest School session will be a range of learning outcomes that cover aspects of personal, social and emotional learning, including the qualities we wish to promote through the Ardingly Learning Profile, in addition to developing practical knowledge and skills.

## Instrumental Lessons

Tuition is available on all instruments including harp, organ and singing and every help and consideration is given to beginners. Lessons of 30 minutes are offered weekly during the term time. Further details of the terms and conditions of instrumental tuition are available from the Music School.

The school owns several instruments and they are available for hire on a “first come, first served” basis. There is a nominal charge for the loan of a school instrument which goes towards its maintenance.

Throughout the school year there are many opportunities for pupils to gain performance practice in Informal and Formal Concerts as soloists and ensemble members.

## RECOGNITION, REWARDS AND DISCIPLINE

A Christian environment, in which care and respect are shown towards everyone, pervades the whole College. Within this atmosphere good behaviour, positive attitude and genuine effort are reinforced and encouraged by praise and recognition.

Pupils earn PLUS points for effort and attainment in their work, as well as being awarded certificates and prizes for consistent progress and high levels of achievement. Pupils can also be awarded Headmaster's Initials (HMIs). This is for exceptional work for that individual and pupils are sent to the Headmaster to discuss their work.

Year 8 pupils have the opportunity to achieve monitor and prefect status through being good citizens and providing a role model for others as well as showing leadership qualities.

There are three weekly awards given to children from each section of the school in Celebration Assembly to recognize those pupils who have been excellent examples of 'being their best self'. 'Special Lunches' are given to pupils who have been especially recommended by their teachers.

Any incidents of poor behaviour or attitude are dealt with in a firm but caring manner. Pupils are disciplined according to the level of seriousness of the behaviour. Significant misdemeanours result in conduct points, detentions, report cards, or behaviour contracts drawn up between pupils, their parents and the Headmaster. Pupils who fail to respond to the support offered by the school to modify their behaviour may ultimately be excluded by the Headmaster. Parents are informed of all serious disciplinary matters.

Bullying is not tolerated at Ardingly. Any incidents are dealt with on several levels, with both the bully and the bullied being given relevant support and guidance.

### Ardingly Learner Profiles

We believe it is important to develop all aspects of the children's learning and promote this using our Ardingly Learner Profile (ALP). In the Prep School, the focus is on the following learning characteristics: 'Risk-Taker', 'Thinker', 'Self-disciplined', 'Reflective', 'Communicator', 'Stimulated', 'Knowledgeable' and 'Inquirer'. Children receive stickers when they display these qualities and are awarded certificates for achieving the appropriate thresholds within each characteristic.

## PASTORAL CARE

The school aims to promote a 'culture of success' and sense of security within the community.

Every child has the right to be happy and to enjoy learning, which is why we nurture positive behaviour and celebrate individuals' effort and achievement in all areas of school life.

There are clear links between pastoral care and the recognition, rewards and discipline policies. Every child is encouraged to think of others, respect differences and develop the skills of being a good citizen. In the context of the Christian message, time spent in Chapel is crucial in supporting this ethos.

Pupils have daily contact with their Form Tutor, who plays a pivotal role in communicating information about pupils to staff and parents. A strong, trusting relationship between pupils and their Form Tutors is the ideal, although pupils are encouraged to discuss important issues with any member of staff they choose. In the first instance, parents are invited to express any concerns about their child's progress or happiness to the Form Tutor.

## SEX EDUCATION

It is our intention to answer children's questions honestly and sensitively.

Within the Personal, Social and Health Education Programme (PSHE) children will be taught about the place of sex within a loving relationship. The content is taken from the National Curriculum. In Science, sexual intercourse is part of the syllabus in the Lent term of Year 7. In Year 8, the theme is developed in PSHE where children discuss the topic of relationships including family, friends and in particular the role of the peer group.

Each topic is treated as sensitively and honestly as possible.

## THE HOUSE SYSTEM

There are four Houses in the Prep School; Arundel, Bodiam, Bramber and Pevensy. Pupils are placed in Houses in such a way as to maintain a balance of ability across many different areas – academic, sport, music, drama etc.

Throughout the week, pupils can earn 'pluses' which may be awarded for positive behaviour and attitude - for example, exceptionally good work or extra effort. Pluses equate to House Points, and accumulating these leads to the award of a series of coloured badges, from yellow to platinum, by the Headmaster. Pupils in Year 8 are encouraged to achieve as many pluses as possible to qualify for a 'rewards afternoon' in the final week of the year. Pupils record their pluses in their calendar – these are initialled by the awarding member of staff. The weekly totals of pluses are collected by the Form Tutor and totalled for each House. These House totals, and the names of pupils qualifying for the relevant badge, are announced in Chapel each Friday. A shield is awarded to the winning House each week.

Throughout the year there are other opportunities for friendly competition between the Houses; for instance, House Music, Sports Day and House sports matches as well as some competitions such as House Song, House Art, House Drama and a House photograph competition.

## BOARDING – WEEKLY AND FLEXI

Boarding arrangements vary from weekly boarding –4/5 nights per week – to a regular 1-2 nights spent at school during the week, or just a casual stay for one-off special boarding events. Pupils may board any number of nights during term time. The cost includes bed, breakfast and occasionally evening cocoa!

Some pupils stay overnight just because they enjoy the experience, others so that parents can enjoy evenings out or trips away.

A booking form, with full details, is available from Matron or the House Parents who live on the second floor of the main Prep School Building.

## OTHER SIGNIFICANT INFORMATION

### Appointments

Staff are willing to see parents about any matter regarding their child's progress or welfare. The first point of contact should be the subject teacher or Form Tutor, then the Year 3/4, Year 5/6 or Year 7/8 Coordinator, followed by the Director of Studies or the Deputy Head or the Headmaster.

### Emails and Texts

We use our school data management system as an email and texting service which we operate for all parents. Information such as upcoming trips, match information and clubs and activity details are sent to parents via email or texting.

### Communication

We encourage communication between parents and teachers and emailing staff is often the most efficient way to communicate but please limit emails to seven lines. If longer is required then please arrange to meet the relevant member of staff instead. A full list of staff email addresses can be found in the back of the Prep School termly Calendar.

The most important email to look out for is 'The View', as this includes weekly updates on events and essential information and ALL parents are encouraged to read this each week.

### Educational Visits

In many subjects, pupils are given opportunities to visit places of interest which will enrich their learning. These trips are published in advance in the termly Calendar and additional details are sent out near the actual dates. Any transport and entrance fees are usually charged to parents on the end of term bill. For whole day visits, a packed lunch and other necessary refreshments are provided by the school. If parents have a problem with a visit, they are expected to get in touch with the organising teacher. When joining the school ALL new parents are required to complete the Level 1 Trips Parental Consent form to enable their child(ren) to attend day trips and matches. Parents will receive information and consent requests for Level 2 (those which are residential or involve outdoor pursuits) trips from Tripsafely and must ensure that the medical information is accurate and up-to-date.

### Friends of Ardingly Prep School

The Friends of Ardingly Prep School organise social events throughout the school year, primarily to enable parents to meet each other and the staff in a casual setting and to enjoy themselves. In the process a profit is usually made and this is handed back to the Prep School to provide equipment to benefit all the children.

In order for all this to happen, there is a committee of parents and the Head and Deputy are Ex-Officio Members. The committee is responsible for organising the events and is always grateful for the support of any extra helpers, so please don't be shy about coming forward if you would like to be involved in any way! Each year group has Form Reps who liaise with the parents in their year in a number of ways, from encouraging attendance at Friends' events to passing on important Friends' information.

### Mobile Phones, eReaders, iPads & Smart Watches

Mobile phones or Smart watches are not allowed at school. The exceptions to this rule would be for boarders, whose phones or watches are looked after by the Houseparents or if an arrangement has been made with the Deputy Headmaster. Students are allowed to use an iPad or eReader but the games facility must not be used during the school day unless a teacher advises that they may use a game for an educational purpose. Mobile phones, Smart watches, iPads and eReaders are the responsibility of the student and therefore the College cannot be held responsible for any lost or damaged mobile phones, Smart watches, iPads or eReaders. Students wishing to bring in their iPads must submit the students' agreement and their parents' agreement form too.

### Newsletters and The View

A weekly newsletter is published on the Digital Space (our Parent and Pupil portal). The newsletter contains a variety of news, anecdotes, celebrations of pupils' work, match reports and reminders of forthcoming events. There is an important weekly email, 'The View' which gives information about the week ahead, clubs updates, trips and visits, latest sports information and other relevant information for parents.

### Parents' Evenings

Parent consultations are held at different times during the year, consisting of form tutor consultation and full teacher consultations. These take place towards the end of a term but after a set of reports has been sent to you. This allows both you and the teachers to discuss any concerns raised in the report.

### Policies

As a school we are continually reviewing our practices and procedures. These can be found on our website.

### Prize Giving and Sports Days

Prize Giving takes place on a Saturday near the end of the Trinity term. The day begins with a Eucharist Service in Chapel followed by the Prize Giving Service. Sports Days are held in the second half of the Trinity term.

### The Medical Centre

The Medical Centre is on campus and monitors the wellbeing of all pupils and oversees any special medical requirements. There are always qualified medical staff on duty should pupils be taken seriously ill. Parents are contacted when their child visits the Medical Centre.

## TERM DATES

### LENT TERM 2019

|           |  |
|-----------|--|
| Starts    | Monday 7th January – First full teaching day |
| Half Term | Friday 15th February – Sunday 24th February  |
| Ends      | Friday 29th March at 12.30                   |

### TRINITY TERM 2019

|           |  |
|-----------|--|
| Starts    | Tuesday 23rd April                             |
|           | Wednesday 24th April – First full teaching day |
| Half Term | Friday 24th May – Sunday 2nd June              |
| Ends      | Thursday 27th June at 12.30                    |

### MICHAELMAS TERM 2019

|           |   |
|-----------|---|
| Starts    | Tuesday 3rd September - First full teaching day |
| Half Term | Friday 18th October – Sunday 3rd November       |
| Ends      | Friday 13th December at 12.30                   |

Term Dates are subject to change and only published up to three terms in advance.

## VISITING ARDINGLY COLLEGE

### Open Mornings

Our Open Mornings provide an opportunity to hear from the Headmaster, meet our teachers and tour the school.

Prep School (Years 3-8) and Senior School (Years 9 to Sixth Form) Open Morning Dates 2018/19:

- Saturday, 6th October Senior School
- Friday, 12th October Prep School
- Saturday, 9th March 2019 Senior School
- Friday, 15th March 2019 Prep School
- Saturday, 4th May 2019 Senior School
- Monday, 6th May 2019 Prep School ( Bank Holiday)

We would encourage first time visitors to attend one of our Open Mornings.

To register for an Open Morning, please visit our website: [www.ardingly.com](http://www.ardingly.com)

To arrange a personal visit and tour of the College, please contact the Registry on 01444 893320, or by email: [registrar@ardingly.com](mailto:registrar@ardingly.com)

## FEES

### Registration Fee

To register your child at Ardingly College, a registration fee of £150 is required. Please note that this fee is non-refundable.

### Confirmation of entry deposit

Once offered, a place cannot be secured until we are in receipt of the confirmation of entry deposit of £1,000.

The deposit applies on joining the College.

For parents resident abroad the deposit will be one term's fees.

### Prep School Fees

Day Fees

|             |                  |
|-------------|------------------|
| Years 3 - 4 | £ 4,370 per term |
| Years 5 - 6 | £ 5,180 per term |
| Years 7 - 8 | £ 5,250 per term |

### SENIOR SCHOOL FEES

Year 9 Senior School £ 7,665 per term

### BOARDING FEES

Boarding Weekly -

|            |                  |
|------------|------------------|
| 1 night    | £ 300 per term   |
| 2 nights   | £ 480 per term   |
| 3 nights   | £ 720 per term   |
| Weekly     | £ 1,100 per term |
| Occasional | £ 36 a night     |

In accordance with the Terms & Conditions signed when accepting a place, parents must give a full term's notice in writing to the Headmaster before withdrawing a pupil from the College, changing status from boarding to day, or ceasing music or other individual lessons, or a term's fees must be paid in lieu.

Please note that if a child has been in boarding in the College for the Michaelmas and Lent terms, the Trinity term fee which will apply to that child, irrespective of whether he or she boards or transfers to a day pupil, will be the same boarding fee as for the prior two terms.

### Sibling Discount

Where there are siblings in various year groups across the College, siblings discounts will be applied as follows:

Three children: 5% discount will be awarded to the youngest child.

Four children: 15% discount will be awarded to the youngest child, 5% discount will be awarded to the second youngest child.

The full fees list and other supplemental charges can be found on our website [www.ardingly.com/Fees](http://www.ardingly.com/Fees)

## INSURANCE

The College provides a number of insurance schemes to cover costs in certain eventualities:

### Personal Accident Insurance

The College provides insurance that offers comprehensive worldwide cover during the term and holiday periods and includes emergency dentistry as result of an injury. This is included in the normal tuition fee.

In addition, the College offers a variety of insurance cover at competitive rates. Details of these schemes are sent to parents of pupils before entry, or can be obtained by emailing [insurances@ardingly.com](mailto:insurances@ardingly.com).

### Reimbursement of School Fees

Insurance that provides reimbursement of fees in case of absence from school through illness. The school cannot grant remission to those parents who do not opt to join this insurance scheme. (Currently charged at 0.89% fees.)

### AXA PPP Pupils' Healthcare Scheme

In addition to in-patient and day-patient benefits, specialist consultations, scans, surgery, mental health treatment, cancer cover and fast track appointments, this covers students for a combined overall maximum of ten physio sessions per year, when referred by their GP, with no yearly limit on fees. (Currently charged at £75 per term.)

### Personal Belongings

Due to the wide variety and value of personal belongings that students bring to and from College on a regular basis, the College is unable to provide insurance for personal belongings.

Parents should therefore ensure that adequate insurance is arranged.

## PAYMENT OF FEES

**Each term's fees are charged separately and the fees payable in respect of each term fall due for payment by you on the first day of that term.**

We may not allow your child to attend the school if you do not pay on time.

The fees will be reviewed during the course of your child's education (usually annually) and may be increased. Notice of an increase in the fees will be sent to you before the end of the penultimate term before the increase is to take effect. This will allow you time to consider the increase and, if you wish to withdraw your child from the school before the proposed increase is set to take effect, then you will have sufficient time to provide the required term's notice of withdrawal to the school.

We regret we cannot accept payment in currencies other than GBP. To avoid possible losses caused by variations in the rate of exchange, cheques and transfers must be made in GBP. Please note that the College will not be responsible for bank charges incurred in the transfer of fees. Where these are not paid at the time of issue they will be deducted from the deposit at the end of the student's course. We regret we cannot accept Euro-cheques.

In accordance with the Parent Contract, signed by all parents, the College reserves the right to levy a late payment charge on the overdue amount at the rate of 3% a year above the base rate. Unless we tell you otherwise in writing, this interest will accrue on a daily basis from the due date until the date of actual payment of the overdue amount, a notice to this effect is also printed on the fees invoice. In addition a pupil may be excluded from the College at any time when fees are unpaid, and will be deemed withdrawn without notice 28 days after exclusion.

Payment can be made by the following methods:

### Direct Debit

The instruction you sign authorises payment to the College.

You will be notified of the amounts and dates on which the money is to be taken (UK bank accounts only)

These are collected in three monthly instalments each term being 40%, 30% and 30% of the term's invoice.

### Credit or Debit card

Please note that due to card charges, the College no longer accepts payment by credit / debit cards inc. American Express (rates chargeable for credit cards).

### Sterling Cheques

Please make cheques payable to Ardingly College Ltd. (NB. It is expected that payment by cheque will begin to be phased out by 2020 and replaced with bank transfer arrangements.)

### Bank Transfer

Please note our bank details:

|                      |   |
|----------------------|---|
| Lloyds Bank PLC      | Haywards Heath Business Centre                            |
| Bank Account Name:   | Ardingly College Ltd, Scholars Account Bank               |
| Sort Code:           | 30-18-30  |
| Bank Account Number: | 01697259  |
| Swiftcode:           | LOYDGB21173 - for International transfers                 |
| BAN:                 | GB03 LOYD 3018 3001 6972 59 - for transfers within the EU |

When paying by bank transfer please quote the student's name. Please send a copy of your bank transaction to the Finance Department at fees@ardingly.com.

### Advice for parents - Cyber Fraud

WARNING - Cyber fraud is a very real concern and therefore there will be regular notices to parents in the newsletters and by email to ensure they are made aware that no changes will be made to bank accounts at short notice.

- Always verify an email payment change request directly with the College, via the official, established contact details you have or have obtained from a trusted source e.g. College website. Be alert to unexpected or increased fee requests.
- Be vigilant and always scrutinise requests to amend payment instructions. Check for inconsistencies and grammatical errors in emails, such as a misspelt College name or a slightly different email address; these can be warning signs of fraud.
- Verify details with the College if being asked to make fee payments into a new bank account.
- If you have any concerns at any time in relation to a communication received about fees, please call the Finance team on 01444 893024.

### Parents Resident abroad

From time to time some parents that reside abroad do not have access to guaranteed funds in a UK bank account and therefore have experienced serious difficulty in overcoming currency control restrictions in respect of the payment of fees. For this reason they have been unable to comply with the College's requirement that fees must be paid on or before the start of each term. Therefore, where it is deemed that these circumstances may apply, an increased deposit will be required equivalent of one term's fees.

These fees will be held on account and used to offset the final term's fees.

We strongly recommend that parents transferring money from overseas accounts do so by electronic bank transfer rather than by sending a cheque. Bank charges to process a cheque are very expensive and we will only credit your account with the GBP amount actually received after charges. The cheapest and most convenient method of paying fees (and the deposit) is by direct bank transfer.

## BUS ROUTES

The College operates a number of bus services which serve only Ardingly College students. As well as providing a convenient service for parents, the College is committed to reducing the number of vehicles on campus, reducing its carbon footprint and pursuing a sustainable approach to travel. We also wish to address the inherent safety risk from moving traffic, particularly during the busy morning drop-off and afternoon pick-up times.

Exact bus routes and timings are determined each summer and are adjusted as far as possible to accommodate parental requirements. The expected routes and morning departure/ afternoon return times for the 2018-19 school year are:

### ROUTE 1 – HOVE

|       |                                |       |
|-------|--------------------------------|-------|
| 07.10 | Hove*                          | 18.50 |
| 07.40 | Hurstpierpoint                 | 18.20 |
| 07.45 | Burgess Hill                   | 18.15 |
| 07.50 | Ansty                          | 18.10 |
| 08.05 | Haywards Heath Railway Station | 17.55 |

### ROUTE 2 – LEWES

|       |                                     |       |
|-------|-------------------------------------|-------|
| 07.15 | Lewes*                              | 18.45 |
| 07.30 | Maresfield                          | 18.30 |
| 07.35 | Pitdown                             | 18.25 |
| 07.40 | Newick                              | 18.18 |
| 07.52 | Scaynes Hill                        | 18.05 |
| 07.55 | Haywards Heath (Franklands Village) | 18.00 |
| 08.00 | Lindfield                           | 17.55 |

### ROUTE 3 – TUNBRIDGE WELLS

|       |                  |       |
|-------|------------------|-------|
| 07.05 | Tunbridge Wells* | 19.00 |
| 07.20 | Holtye           | 18.45 |
| 07.35 | East Grinstead   | 18.30 |
| 07.45 | Ashurst Wood     | 18.20 |
| 07.50 | Forest Row       | 18.10 |
| 07.55 | West Hoathly     | 18.00 |

### ROUTE 4 – HORSHAM

|       |                         |       |
|-------|-------------------------|-------|
| 07.00 | Billingshurst*          | 19.00 |
| 07.10 | Slinfold                | 18.50 |
| 07.15 | Broadbridge Heath       | 18.45 |
| 07.20 | Horsham                 | 18.40 |
| 07.24 | Horsham Railway Station | 18.38 |
| 07.40 | Nuthurst                | 18.20 |
| 07.50 | Handcross               | 18.10 |
| 07.55 | Balcombe*               | 18.00 |



### ROUTE 5 – OXTED

|       |                          |       |
|-------|--------------------------|-------|
| 07.25 | Oxted Railway Station    | 18.35 |
| 07.38 | Lingfield – Red Barn     | 18.20 |
| 07.43 | Lingfield – Newchapel Rd | 18.15 |

### ROUTE 6 – REIGATE

|       |                                    |       |
|-------|------------------------------------|-------|
| 06.50 | Reigate*                           | 19.05 |
| 07.20 | Hookwood                           | 18.35 |
| 07.30 | Horley                             | 18.20 |
| 07.50 | Copthorne - Duke's Head Roundabout | 18.10 |

### ROUTE 7 - CLAPHAM

Monday morning bus service

|       |                   |
|-------|-------------------|
| 06.30 | Clapham Junction* |
| 06.40 | Clapham Common*   |

Friday afternoon rail chaperone service

|                                   |       |
|-----------------------------------|-------|
| Clapham Junction Railway Station* | 17.51 |
|-----------------------------------|-------|

\*Currently a Request Stop only

### FRIDAY AFTERNOONS

On Friday afternoons, all routes run one hour earlier.

### END OF TERM / HALF TERM

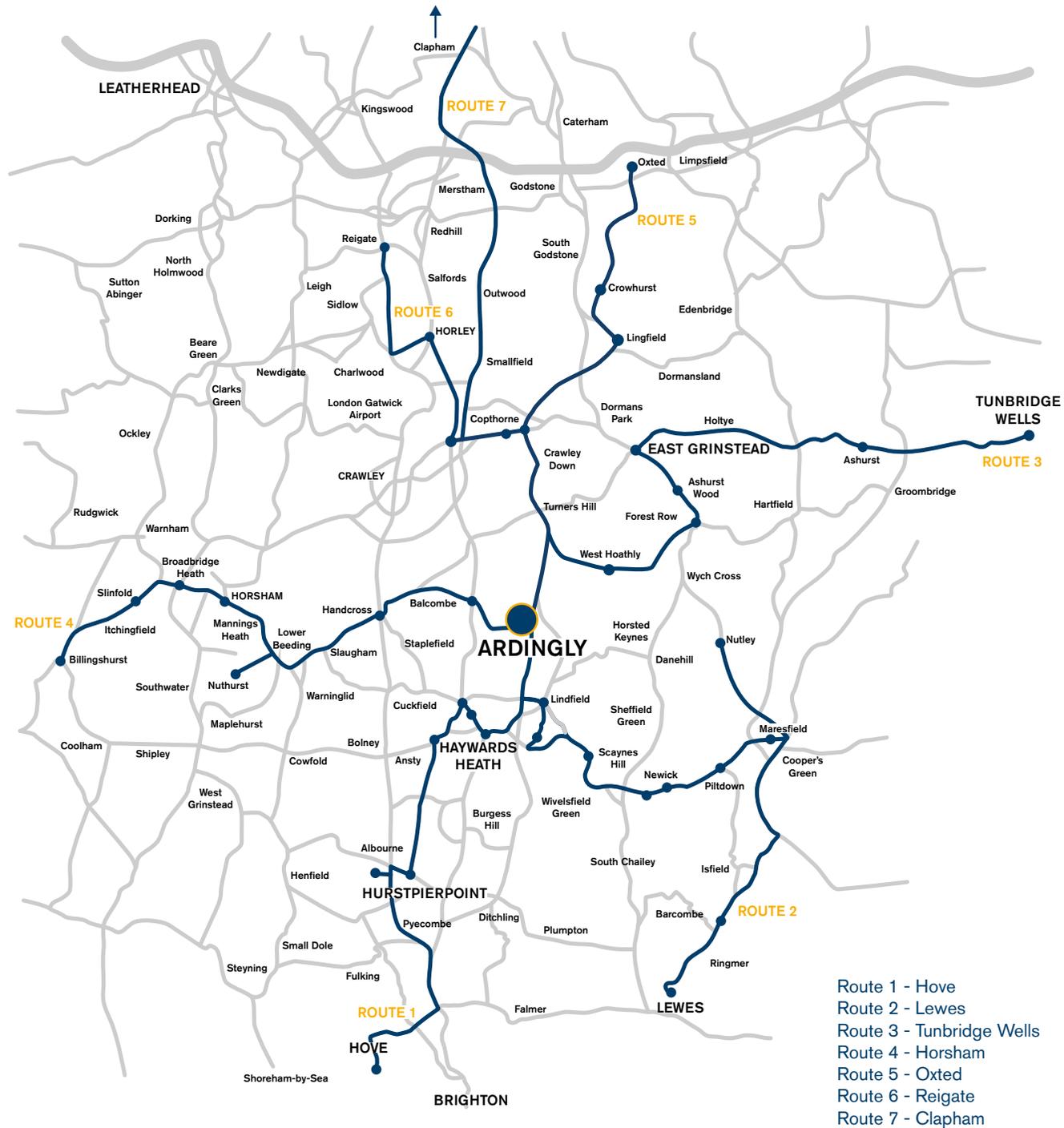
End of term - All buses depart at 1.30pm.

End of half term – All buses depart at the usual time.

For further information, please see the College Transport Guide

[www.ardingly.com/travel-and-transport](http://www.ardingly.com/travel-and-transport)

Please note this guide is updated every summer. Alternatively, please contact College Transport on [schoolbuses@ardingly.com](mailto:schoolbuses@ardingly.com) or call 01444 893113.



## HOW TO FIND US

### By Air

London Gatwick Airport is ten miles away. Heathrow, Luton and Stansted airports are also within easy reach via the M25 and M23.

### By Rail

The nearest mainline station is Haywards Heath (on the London to Brighton railway line) which is a ten-minute taxi journey from Ardingly.

### By Road

Ardingly College is located between Crawley and Haywards Heath, close to the M23, A23 and A272, just 35 miles south of London and 20 miles north of Brighton, making it easily accessible via the UK road network.

### From London

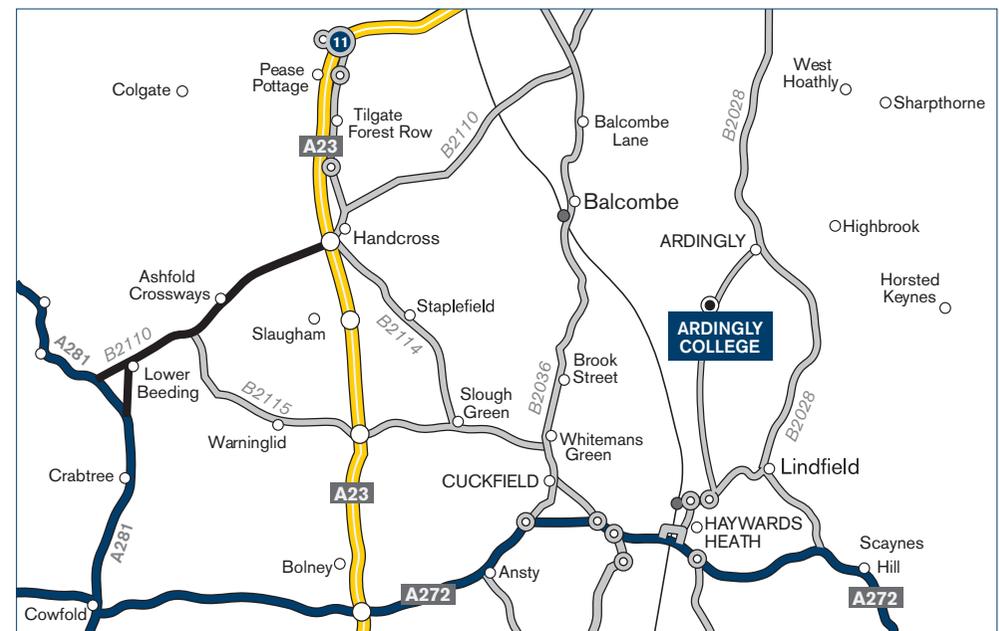
Join the southbound M23 and exit at Junction 10. Take the first exit marked East Grinstead A264. Cross straight over the first roundabout and turn right onto the B2028 marked 'South East of England Showground'. Stay on the B2028 until you reach 'Ardingly', drive through the village and turn right on to College Road. You will see the College on your right after approximately 1/2 mile.

### From Brighton

Follow the A23 for approximately 12 miles, leaving it at the sign marked Cuckfield and Haywards Heath and join the A272. Remain on the A272 across two roundabouts, bypassing Cuckfield, and then across three further roundabouts to Haywards Heath. On entering the one-way system take the second turning left onto 'The Broadway' B2028. Travel to the next roundabout and take the fourth exit onto Sydney Road. At the next roundabout take the second exit, still on the B2028, and turn left onto Summerhill Lane. Travel for 2.25 miles and the entrance to the College is on your left.

### From the East & West

Take the A272 to Haywards Heath and enter the one-way system. Take the second turning left onto 'The Broadway' B2028. Travel to the next roundabout and take the fourth exit onto Sydney Road. At the next roundabout take the second exit, still on the B2028, and turn left onto Summerhill Lane. Travel for 2.25 miles and the entrance to the College is on your left.



## SCHOOL SHOP

The School Shop supplies every student's uniform, new and second-hand, and all official sportswear. It also stocks a range of other items.

Opening hours during term time are as follows:

|  |                               |
|--|-------------------------------|
| Monday   | 08.00 – 11.30 & 14.00 – 17.00 |
| Tuesday  | 08.00 – 11.30 & 14.00 – 17.00 |
| Wednesday  | 08.00 – 11.30 & 14.00 – 17.00 |
| Thursday   | 08.00 – 11.30 & 14.00 – 17.00 |
| Friday   | 08.00 – 10.00                 |
| Saturday (open on the first Saturday of term only) | 08.00 – 12.00                 |

**Tel** 01444 893080 (Direct Line and Answerphone)

**Email** [uniformshop@ardingly.com](mailto:uniformshop@ardingly.com)

## CONTACT DETAILS

Senior School Office Tel 01444 893000  
Fax 01444 893001

Prep School Office Tel 01444 893200  
Fax 01444 893201

Pre-Prep School Office Tel 01444 893300  
Fax 01444 893301

Website [www.ardingly.com](http://www.ardingly.com)

Registry Tel 01444 893320

Email [registrar@ardingly.com](mailto:registrar@ardingly.com)



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](http://www.ardingly.com)*