

Preparatory Department 2017 – 2018 Prep Lodge Handbook

WELCOME TO THE PREP LODGE



Welcome to the Prep Lodge, where your child joins our Trinity family. We aim to provide a secure, happy and stimulating environment for your child to develop emotionally, socially, intellectually and physically. The most important thing to get right is our relationship with you and your family. You want the best for your child – so do we!

As your child starts this journey, we appreciate that there is a huge amount of information to absorb. We hope the details here help you and your family settle in quickly. Please feel free to ask questions at any time; there is no question too simple or obvious – we'd always prefer to avoid potential confusion.

START OF THE SESSION– *the welcome*

The sessions always start with a chance to talk to any of our staff about how your child is that day. Each child is allocated a key person who will be responsible for maintaining their assessment and tracking portfolio. Parents are informed in writing who this person is, but the child will not be told as we feel it is important for them to build relationships with all the Prep Lodge staff. Email addresses for all key Prep Lodge staff are included in this document – although nothing replaces direct communication and please don't expect the emails to be answered within the day – we're all too busy with the children! Your child will also have a 'Life in the Lodge' book; we hope it will be a really useful way to keep in touch with any additional news that comes up; at home or in school.

Please feel free to help your child hang up their bag, collect their cushion from Oakley Hall and generally get ready for the day ahead. Many young children like to bring special items in from home – please make sure that these are of emotional value and not financially precious as a busy nursery class is not designed for museum pieces; the school cannot take any responsibility for loss or damage to such items.

Sharing books is a critical way to support your child's learning, and you are always welcome to select books from our Library at the start or end of a session; please just record the books selected in your child's 'Life in the Lodge' diary. The library is in between Emma, Lisa and Rachel's offices – ideal for keeping in touch.

THE SCHOOL DAY – *the learning*

Each session starts with Lodge time and an introduction to the different activities available for the children to explore that day. These may of course be adapted or abandoned as the children pursue an alternative approach to what we had thought was a carefully planned theme. The overall curriculum plan will be available on the website, with the week's themes on display in the Lodge learning rooms.

Learning should always be an active and happy activity, taking place inside and out. It is organised into 7 areas:

Personal, Social and Emotional Development

Communication and Language

Physical Development

Literacy

Mathematics

Understanding the World

Expressive Arts and Design

Learning is at its most rich when fully integrated and meaningful, please let us know if you have any skills or experiences with which we can enhance our curriculum. Trips out will be an integrated part of Lodge life. The Early Years curriculum is further extended by our specialist teachers for Music, French, Forest School, Sport, Art and RE.

If it becomes apparent that your child may need specific additional support, we will be in touch; Dee Owens will be coordinating this area. Please make sure we are aware of any medical or access requirements. If you're not sure (about anything at all) – ask!

KEY LODGE STAFF AND CONTACT DETAILS

Telephone Lisa for general enquiries: **01626 771515**

Telephone Emma for funding enquiries: **01626 771509**

Mrs Jo Davey	Lodge keyworker	daveyj@trinityschool.co.uk
Mrs Dee Owens	NNEB, SENCO	owensd@trinityschool.co.uk
Ms Nikki Piggott	BTEC, NVQ 3, EYFS DSL	piggottn@trinityschool.co.uk
Mrs Emma McNally	Funding Administrator	preplodge@trinityschool.co.uk
Mrs Lisa Paget	Prep Secretary	prep@trinityschool.co.uk
Mrs Debbie Birt	RGN, School Nurse	nurse@trinityschool.co.uk
Mr Sean Lovett	Head of EYFS / KS1	lovetts@trinityschool.co.uk
Mrs Rachel Eaton-Jones	Head of Prep	eatonjonesr@trinityschool.co.uk

We pride ourselves on our communication with parents and aim to keep you fully informed of day to day activities and how the day has been for your child. We also email parents about any weekly notices or events. We value any information that you feel we need to know about your child, including special achievements or worries at home. Please also let us know if anything has upset your child at home including the death of a relative or family pets or anything else you consider may be relevant. This is where the 'Life in the Lodge' book should be invaluable for busy families.

Don't forget: www.trinityschool.co.uk (Trinity School website) & @prepheadtrinity (to follow our twitter feed)

We take our duty of care in educating and safeguarding your children very seriously and we use the internet safely. We publish images of our pupils working online within the Prep Weekly, our twitter feed and website; please ensure that we are aware if your child's photo should **not** be used in any publication. Directly attributable names never accompany images.

ABSENCES – the procedure for time off

If your child is going to be absent please ring or email Lisa at the office as soon as possible on (prep@trinityschool.co.uk or Tel: 01626 771515). She will then forward the message to relevant staff. If you are going on holiday you need to write to request authorisation. You will then receive confirmation.

If your child is on medication, it should be named and given to their key worker, who will make sure it is stored safely out of the reach of children. You will need to complete a medical form and can check the administration of the medication at the end of your child's session. We are fortunate to have a school nurse on site who can act as an additional point of reference and safety. While we understand the pressures for working parents, in order to restrict more widespread illness, please respect the guidance regarding time away from school if your child is unwell.

COMMUNICATION – *the partnership*

We respect the trust you are placing in us as we support your child in their educational journey and value highly the partnership between home and school. We rely on you to help us ensure that your child makes as smooth a transition as possible. You are invited to a meeting in the first fortnight to learn more about the expectations for your child and to help us get to know your child better. This meeting will offer advice as to how best to support your child in their learning at home; academic, social and organisational!

In the Prep Lodge entrance there is a parents' notice board. This displays the curriculum overview of activities for the half term as well as useful posters/fliers and photographs taken during the year. Our website is regularly updated with curriculum and calendar information and provides detailed information on all Trinity School life. If there are any policies or procedures you need to learn more about, the notice board and the website should have them, if not ask one of us.

You will receive 'The Prep Weekly', our weekly newsletter which celebrates our successes and looks forward to the next week's challenges and activities. If there is something your child has achieved outside school that deserves acknowledgement – please let us know. Next dates for our 'Parent Voice' and PTA meetings are always included; more opportunities to learn more about Trinity life. You are invited to join either group.

'Orbit' is the electronic record keeping system we use for tracking your child's progress; you will be given a password to be able to access this and your contributions are always encouraged. This document is a celebration of what the children can do and can be accessed at any time. All of the evidence from the 'Learning Journeys' feed into your children's assessment at the end of each term. Reports are sent home to parents each term and there are two parents' evenings. Also please do not hesitate to ask if you would like to see your child's work/records at any time.

At the end of the year, on the penultimate day of term, Prep Lodge pupils enjoy the end of year 'Celebration' at which the Reception children are awarded a special certificate, for completing their first year in school. You are of course invited to Speech Day on the next day, but there is no expectation for children in EYFS to attend.

HOMETIME – *the end of the day or session*

Please use this time to discover what your child has been up to during their time in the Lodge that day; please check that they have their 'Life in the Lodge' book with them before you head home.

We appreciate that many working parents require after school supervision. Supper Club runs until 6pm during which, for a small extra charge, your child is provided with a tasty tea and the chance to relax before pick up time. If you are unavoidably late picking your child up, this is where they will be cared for until your arrival. While we aim to operate as flexibly as possible – please let us know as soon as possible about any changes to the end of session pick up, so we can explain to your children.

HEALTHY EATING – *the school dinners*

As a healthy school we provide fruit and milk for morning break and ask that only 'healthy' food is provided for after school snack time. Sweets and chocolate are **not** permitted. We also have a 'water only' policy to enable children to access water throughout the day. Please provide your child with a named water bottle with a pull up lid. The water bottles can be left in the classroom as they will be filled with fresh water each morning by the Prep Lodge staff.

Food at Trinity is second to none. Our Catering Manager and his team create a wide variety of dishes daily, offering a delicious and nutritious choice for your child; whether they enjoy an adventurous palate or are happiest with 'home' cooking. Do use the website to keep up to date with the daily menus and let us know of any particular favourites, whether they feature on our existing menu or not. Holroyd Howe our catering company aim to use fresh local produce at all times; for more information on them: www.holroydhowe.com

UNIFORM – *the clothes we need*

Our Lodge and Reception uniform is comfortable, easy to wear and allows children to explore their curriculum. It is the PE kit for the older pupils, so although more relaxed, it still looks smart and children can be proud to be part of Trinity School. PLEASE NAME EVERYTHING!

The core uniform:

- Trinity badged purple sweatshirt
- Trinity badged grey jersey tracksuit bottoms
- Trinity badged purple polo shirt
- White socks and black shoes
- Wellington boots
- Waterproof coat (does not need to be regulation)
- White trainers / plimsolls and spare socks for PE
- Swim kit – costume / towel / swim hat / large t-shirt / flipflops or crocs / goggles (if preferred)
- Waterproofs for Forest School

Optional:

- Black skirt / shorts
- Purple gingham dress

School Shop

Opening Hours: Wednesday 08:30-11.00 & Friday 15.00-17:00

Telephone Number: 01626 879397 Fax: 01626 776856

PARKING FOR LODGE ONLY

There are a few spaces allocated within the school grounds for Lodge parents if they are dropping children off quickly. There is a marked walkway from these spaces to the bottom of the Prep path. Could we suggest that, if you are staying longer than a quick drop off, you park on Buckeridge Road and walk into school please, Thank you.

WELCOME TO PREP LODGE!

We are really looking forward to working with you and your child. Prep Lodge is a wonderful place where all children and parents are valued. If you are concerned at any time about your child, please do not hesitate to talk to us. In the first instance please feel free to talk to any of the staff at drop off or pick up. If you need to discuss any issue further with Mrs Eaton-Jones, please contact Lisa in the school office to arrange an appointment.

A final reminder that sessions start at either 8am or 12noon – please do not worry if you are not here at the exact time in the morning, we know that young children do not always enjoy working to the same time schedules we all need to adhere to, but could you call us if you are likely to be late for a 12noon start so we can make arrangements for lunch. Thank you.

Additional contacts:

Ofsted - 0300 123 1231 or enquiries@ofsted.gov.uk

ISI (Independent Schools' Inspectorate) – concerns@isi.net

Department for Education - 0370 000 2288

MASH (Multi Agency Safeguarding Hub) - 0345 155 1071



TERM DATES 2017/18

AUTUMN TERM 2017

Management teams return	Wednesday 30 th August
Staff meetings/training	Monday 4 th September – Wednesday 6 th September
Welcome for new pupils and families	Wednesday 6 th September 2:00pm – 4:30pm
Boarders return	Wednesday 6 th September 10:00am – 5:00pm
First day of term	Thursday 7 th September
Exeat (non-compulsory)	Friday 29 th September 4:00pm – Sunday 1 st October 4:00pm
Half term	Week commencing Monday 23 rd October
Boarders return	Sunday 29 th October 4:00pm – 6:00pm
School re-commences	Monday 30 th October
Exeat (non-compulsory)	Friday 24 th November 4:00pm – Sunday 26 th November 4:00pm
Term finishes	Friday 15 th December 12.00pm

SPRING TERM 2018

Management teams return	Wednesday 3 rd January 9:00am – 4:00pm
Boarders return	Wednesday 3 rd January 4:00pm – 6:00pm
First day of term	Thursday 4 th January
Exeat (non-compulsory)	Friday 19 th January 4:00pm – Sunday 21 st January 4:00pm
Half term	Week commencing Monday 12 th February
Boarders return	Sunday 18 th February 4:00pm – 6:00pm
School re-commences	Monday 19 th February
Exeat (non-compulsory)	Friday 9 th March 4:00pm – Sunday 11 th March 4:00pm
Term finishes	Wednesday 28 th March 12:00pm

SUMMER TERM 2018

Staff Meetings/Training	Monday 16 th April 9:00am – 5:00pm
Boarders return	Monday 16 th April 4:00pm – 6:00pm
First day of term	Tuesday 17 th April
Exeat (non-compulsory)	Friday 27 th April 4:00pm – Sunday 29 th April 4:00pm
Half term	Week commencing Monday 28 th May
Boarders return	Sunday 3 rd June 4:00pm – 6:00pm
School re-commences	Monday 4 th June
Term finishes	Thursday 5 th July after Speech Day