

## Preparatory Department 2019 – 2020 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. You know your child best and we intend to work alongside Parents/Carers to make all transition times as easy as possible. If you have any anxieties or questions please feel free to talk to any member of staff. Please 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*

Every day starts 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 using the online tool 'Tapestry'. 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.

Please feel free to help your child hang up their bag 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. The library is in between Emma and Mr Burdett'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. These will be fully risk assessed and you will be informed in advance. The Early Years curriculum is further extended by our specialist teachers for Music, MFL, Forest School, Sport, Art, RE and ICT.

If it becomes apparent that your child may need specific additional support, we will discuss any concerns with you. Dee Owens will be coordinating this aspect of Lodge life. 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 Emma for both Prep and Prep-Lodge enquiries: **01626 771515**

Mrs Jo Davey	NVQ 3	<a href="mailto:daveyj@trinityschool.co.uk">daveyj@trinityschool.co.uk</a>
Mrs Dee Owens	NNEB, SENCO	<a href="mailto:owensd@trinityschool.co.uk">owensd@trinityschool.co.uk</a>
Ms Nikki Piggott	BTEC	<a href="mailto:piggottn@trinityschool.co.uk">piggottn@trinityschool.co.uk</a>
Mrs Emma McNally	Prep Receptionist / PA to Head of Prep and Lodge Administrator	<a href="mailto:prep@trinityschool.co.uk">prep@trinityschool.co.uk</a> <a href="mailto:preplodge@trinityschool.co.uk">preplodge@trinityschool.co.uk</a>
Mrs Laura- Jayne Ireland	RGN, School Nurse	<a href="mailto:nurse@trinityschool.co.uk">nurse@trinityschool.co.uk</a>
Mr Mike Burdett	Head of Prep, including Lodge	<a href="mailto:burdettm@trinityschool.co.uk">burdettm@trinityschool.co.uk</a>
Mr Sean Lovett	Acting Deputy Head, EYFS / KS1 Coordinator	<a href="mailto:lovetts@trinityschool.co.uk">lovetts@trinityschool.co.uk</a>

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 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.

Don't forget: [www.trinityschool.co.uk](http://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 Emma at the office as soon as possible on ([preplodge@trinityschool.co.uk](mailto:preplodge@trinityschool.co.uk) or Tel: 01626 771509). 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 only able to administer calpol if you have left this with us.** 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 meetings soon after your child starts at the Lodge, 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 in 'The Prep Weekly'; more opportunities to learn more about Trinity life. You are invited to join either group.

'Tapestry' 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. There are two parents' evenings. Please do not hesitate to ask if you would like to see your child's work/records at any time.

## HOMETIME – *the end of the day or session*

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. All staff involved with food or snacks have food hygiene qualifications. If you are unavoidably late picking your child up at 5pm, this is where they will be cared for until your arrival at a charge of £8.45 including food and supervision. 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, and order food. If you are more than 15 minutes late collecting your child (at 1pm, 3.30pm) and we have not received prior notice a discretionary late charge of £8 will be applied to your account.

Under no circumstances may staff release custody of any child to a person who does not have proper authority. When a child joins the nursery, parents provide written consent for individuals other than themselves who may collect their child. If possible, we meet these people, if not, we ask for I.D. In unusual circumstances, parents may inform us that another adult is collecting their child; their name is recorded on the days register and I.D. is requested on collection. If any unknown person comes to pick up a child then the parents/carers must be contacted for authorisation to release the child and full details recorded.

## OUTINGS

We regularly take children of all ages for walks around the extensive school grounds.

Proposed outings outside of the nursery/school grounds will be risk assessed by staff and the Head of Prep. A risk assessment must be done prior to the outing, preliminary visits made and through planning undertaken. Details of the route, mobile number, final destination, and expected time of return will be left in the office. The ratio of staff to children should be 1:4 with a minimum of 2 staff. A register of staff and children and all contact details for children must be taken. 1 member of staff must have first aid training and take a first aid kit with them and drinking water. Hi vis jackets are available for staff and children to wear. All staff on the outing must be thoroughly briefed and supervise the children closely at all times with particular awareness of protecting the children from strangers.

## 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 additional school snack times. 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](http://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)
- Water bottle
- Named cushion for any rest time

Optional:

- Black skort / 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 you are dropping children off quickly. **These are located between the CCF and School shop buildings to the left of the staff car park.** There is a marked walkway from these spaces to the bottom of the Prep path. **As you leave the School site, could you please continue as if in a one way system and drive past the Tennis Academy and the White House, not returning to Buckeridge along Farm Lane.** 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.

## Procedure when a child is not collected from school

If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers. If there is no answer, the Head of Prep/Deputy Head will begin to call the emergency numbers for this child. During this time, the child will be safely looked after. If there is no response from the parents' or carers' contact numbers or the emergency numbers, the member of staff will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. We will make a full written report of the incident.

**We undertake to look after the child safely throughout the time that he or she remains under our care, until such a time as s/he has been collected by a parent, guardian or carer, or until appropriate, alternative care arrangements have been made with Social Care and/or the Police in order to prioritise the child's safety.**

The school's DSL will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the school's child protection policy and procedures detailed in its staff behaviour and child protection policy.

We will inform the local child protection agency of any serious accident or serious injury to or the death of any child whilst in our care and act on any advice given. The number to telephone is 0845 6000 388.

## 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 Mr Burdett, please contact Emma in the school office to arrange an appointment.

If you are interested in either joining the PTA or the parent liaison committee 'Parent Voice', please let Emma know and she can forward your details to the appropriate groups.

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](mailto:enquiries@ofsted.gov.uk)

ISI (Independent Schools' Inspectorate) – [concerns@isi.net](mailto:concerns@isi.net)

Department for Education – 0370 000 2288

MASH (Multi Agency Safeguarding Hub) – 0345 155 1071

## TERM DATES 2019/ 2020



### AUTUMN 2019

<b>Wednesday 4<sup>th</sup> September 9.30am – 11.30am</b>	<b>Welcome to the Prep Lodge – a chance to see the new Lodge and meet key Prep Lodge staff</b>
<b>Thursday 5<sup>th</sup> September 8am</b>	<b>Term Starts</b>
<b>Week commencing 21st October</b>	<b>Half Term</b>
<b>Friday 13th December 5pm</b>	<b>End of term</b>

### SPRING 2020

<b>Wednesday 8<sup>th</sup> January 8am</b>	<b>Term Starts</b>
<b>Week commencing 17<sup>th</sup> February</b>	<b>Half Term</b>
<b>Friday 27<sup>th</sup> March 5pm</b>	<b>End of term</b>

### SUMMER 2020

<b>Thursday 16th April 8am</b>	<b>Term Starts</b>
<b>Week commencing 25<sup>th</sup> May</b>	<b>Half Term</b>
<b>Tuesday 7th July 5pm</b>	<b>End of term</b>