



Milbourne Lodge School  
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**General Information  
2017 - 2018**

**Pre-Prep**

**Reception to Year 2**

This guide is designed to give a brief introduction to the essential ingredients of life at Milbourne Lodge in the Pre-Prep. Pupils and their parents are asked to take note of and comply with the guidance, recommendations and regulations contained in this guide. We do hope that it will be especially useful for new parents.

Please do contact us if you require further information on any aspect of life at Milbourne Lodge.

School Office: 01372 462737

Email: admin@milbournelodge.co.uk

Website: www.milbournelodge.co.uk

**Absences:** No child is allowed to be absent from school, except in the case of illness or where permission has been obtained beforehand from the Head. Routine medical, dental/orthodontic appointments should be arranged to take place in the holidays. School holidays are published well in advance, so there should not be any need for children to be absent from school during term time.

If your child is unable to come to school, please let the School Office know by 9.15am on each day of absence (either by ringing or by email) so that the appropriate teachers can be informed. Children should be off school for 48 hours after their last episode of vomiting or diarrhoea. If your child develops or comes into contact with a serious infection, please inform the School Office as soon as possible.

Latecomers (after 8.30 am) must report to the School Office as soon as they arrive. If we have not received a message by 10.00am the School Secretary will call. Children leaving during the day must be signed out of school by the adult who is collecting them. The Signing Out book is kept in the School Office. When the child returns from their appointment they must report back to the office to be signed back into school.

If both parents are away from home, please inform the School Office and your child's Form Teacher to advise them who is responsible for your child during your absence.

**Academic Support:** As our teaching groups are small and the staff/child ratio low we have plenty of opportunities to observe the children carefully. If we suspect a specific problem, we take advantage, in the first instance, of specialist advice from our Special Educational Needs Coordinator (SENCO). A child's needs may come to notice on admission, during lessons, through screening procedures or by an expression of parental concern. Parents are involved from the earliest stages and parental support and views are valued.

#### **After School Clubs:**

Recognising that our parents have busy lives, children in Year 1 and Year 2 can stay with us until 5.05 pm every day of the week by joining our after school clubs. Reception pupils can stay for additional clubs but not Homework Group until the Summer Term.

There is a daily after-school group, 'Sibling Group', from 3.30pm - 4.00pm available to pupils in the Pre-Prep designed to match up with the end of the school day for Forms 1 - 3 (NC Y3-5). The children are given a drink and small snack and supervised in the Pre-Prep until 4.00pm when they are brought to the main gate for collection. Spaces are limited and priority is given to families who have siblings in the Prep School leaving at 4pm. This group is charged termly in arrears.

Homework Group is available to pupils in Year 1 and Year 2 and runs until 5.05pm. The pupils are supervised in the Pre-Prep until 4.20pm when they then join Form 1 (NC Y3) in the Prep School. The children are brought to the main gate for collection at 5.05pm. This group is charged termly in arrears.

Other additional clubs are run on a chargeable basis and include: The Art of Cooking, Playball, Judo, Chess, Dance, Football, Mini Cricket. Further details including timings and costs are available from the school office.

#### **Arrangement of Classes:**

Reception 4 to 5 years Early Years Foundation Stage (EYFS)

PP1 (Year 1) 5 to 6 years

PP2 (Year 2) 6 to 7 years

The children attend full-time and they move from class to class with their year group each September. Only in very exceptional circumstances do children move out of their chronological group. Our teaching groups are small and we can meet most needs in the classrooms during these years; additionally, if appropriate, further support can be organised by the Learning Support Department.

**Arrival at School:** School starts with registration at 8.30am, Pre-Prep pupils wait with their parent/carer just inside the gates of the main entrance and are then handed over to the school staff just before 8.30am.

There is a bookable and chargeable Early Bird Club which runs from 8.00am for those parents that need to drop off early.

A bookable and chargeable Breakfast Club runs from 7.45am, priority is given to pupils with siblings in the Prep School.

**Assemblies:** The Pre-Prep have assembly on a Monday, Tuesday and Wednesday and additionally Years 1 and 2 join the Prep School on a Thursday. House meetings are occasionally held instead of Assembly,

**Being Independent:** Proficiency in self-care skills can make life much easier for our younger children as they join the Reception and Year 1 classes. They are able to feel a justifiable pride in their organization and independence. As adults, we are able to put on coats and shoes, do up shirt buttons and turn garments inside out in seconds. However much help is at hand as it can be dispiriting to always be the last to change or to be the only person who needs help to dress or to handle a knife and fork, so any steps taken towards independence pay dividends when term begins.

**Books:** Children in the Pre-Prep take their reading books home daily. Reading record books travel between home and school so that parents and teachers can make comments as needed. We ask that parents or another adult hear the children read most nights.

**Calendar:** The school calendar, called the FASTI, acts as a useful guide to the wide variety of events taking place during the term. We welcome parental involvement at Milbourne Lodge and parents are warmly invited to attend certain events such as the Spring Concert, Nativity Play, Celebration of Work Afternoon, Sports Day etc. Please do ask at the School Office if you would like any more information about events which are unfamiliar to you. The diary dates and details are also found on the school web site which is updated with any Calendar amendments.

**Communication:** We are keen to share information with parents. Whilst written reports and parents' evenings are important, we also recognise the significance of the Form Teacher. This involves a pastoral role in which not only academic progress but also other areas of school life are regularly reviewed and the Form Teacher is the first point of contact for parents. The children's happiness is very important so do always tell us of problems as they arise however trivial they may seem.

Internal communication with parents is either via email so please do keep the School Office up to date with any changes to contact details, or by written letters sent home using 'pupil post'. Text messages are sent to advise of any last minute changes to any school arrangements, for example a trip or match being delayed by traffic.

**Curriculum:** In common with the rest of the school the academic arrangements providing teaching in the Pre-Prep at Milbourne Lodge are intended to allow the very best use to be made of the school's resources for the maximum benefit of all the children in our care. We aim to provide a curriculum that allows all the pupils to access a broad and balanced timetable so that the children can develop confidence, become morally aware, enjoy their school life and acquire skills to allow smooth transition to the next stage of their education.

Small mixed ability teaching groups mean that our staff develop a close working relationship with our pupils. Careful planning equips the children with the skills necessary for their future education at Milbourne Lodge. Structured activities enable the children to practise, consolidate and extend their previous learning and experiences.

The curriculum for our Reception children is planned around seven areas of learning:

Personal, Social And Emotional Development	Literacy
Communication and Language	Mathematics
Physical Development	Understanding The World
Expressive Arts and Design	

Year 1 & Year 2 pupils have lessons in the following subjects:

English	Mathematics	Science	Sport
French	History	Geography	R.S./P.S.H.E.
Music	Art	IT	

Each Form has some Personal, Social & Health Education (PSHE) during the term. This subject covers a huge variety of topics including manners, moral and health education and e-safety.

**Dogs:** We do not allow dogs on site and we would prefer that dogs are kept in cars during drop-off and pick-up as some children can be scared by them.

**End of the Day:** The Pre-Prep finish school at 3.30pm. Reception pupils are to be collected via the Small House Drive. Year 1 and Year 2 pupils are brought out to you at the main gate. Please let the School Office know in advance if your child will be going home with someone other than yourself, e.g. grandparent, au-pair, other parent, either on a regular basis or as a one-off. If we are unsure of the arrangement we will not release your child and will contact you for advice before handing over your son/daughter.

**Fees/Charges:** Fees are charged termly in advance and are due by the first day of term. The fee includes school lunch, exercise books and pupil insurance.

Various other charges for school outings, certain books etc. are charged in arrears on the end of term account. Parents are notified in advance of any such amounts during the term.

The peripatetic staff (e.g. music teachers) raise their own invoices for lessons taken in school. Payment should be made directly to the teacher concerned.

**Food:** The school kitchen produces freshly-cooked well balanced lunches every day with all special diets catered for. The menu is frequently reviewed and input taken from the School Council. The current menus can always be viewed on the Parent section of the website.

Pupils need to bring in a snack for morning break (see snack section for details).

Milbourne Lodge is a nut aware school. Some pupils have life threatening allergies to foods, especially nuts and peanuts. We ask parents and pupils to refrain from sending or bringing in snacks which contain nuts of any sort to in order to avoid any accidents. The school kitchen does not use nuts in any of their dishes.

**Grounds:** The school grounds provide an environment which is secure yet challenging. Lessons outside and playtimes give pupils opportunities to take risks and make mistakes, to think creatively, to solve problems, to investigate, imagine and to understand the need for rules.

The space at Milbourne Lodge provides a resource for activities of all ages and abilities allowing for progression and continuity. Under careful supervision children develop self-awareness of their own physical capabilities and outside safety. Teacher – child guidance is particularly important outside the classroom, but not to the detriment of exploration and discovery. With growing independence, spontaneous and co-operative play is established. External classroom situations invoke enthusiastic responses from the children, whose natural inquisitiveness is stimulated. Outdoor space allows children to move freely. Regular physical activity in the early years helps to set a pattern of fitness for the rest of life. We also aim to nurture feelings of caring responsibility to the school grounds and the well-being of the environment in general. This generates positive attitudes to environmental problems in both the school and the world at large. We look at issues such as litter, habitat destruction and care for plants and animals. The children are encouraged to take an informed, positive role in environmental stewardship.

**Haircuts & Jewellery:** Haircuts must always be sensible. Latest fashions, hair in the eyes, shaved or very close cropped cuts, spiked or dyed hair are not allowed. For boys, hair should be cut above the eyebrows, ears and collars. Girls must keep their hair tied/clipped back if it reaches their shoulders. Hair ties/ribbons should be simple and in school colours. Gel or Wax is prohibited. If in doubt, please refer to the Head of Pre-Prep prior to obtaining a particular hairstyle. Pupils are not allowed to wear jewellery or watches of any sort.

**Handwriting:** The children are taught a cursive script as soon as they begin to write. All the small case letters are formed by “starting on the line”. Further information can be obtained from the Form Teacher.

**Head:** The Head, Mrs Waite, oversees the development and progress of all the pupils in the school and is available to talk to you about future school choices or any other concerns that you may have. We would expect that the first port of call for any day to day concerns or queries would be via your Form Teacher or the Head of Pre-Prep.

Appointments with Mrs Waite can be made via her PA, Mrs Parker, who can be contacted through the school office or emailed directly ([michaela.parker@milbournelodge.co.uk](mailto:michaela.parker@milbournelodge.co.uk)). These meetings are arranged on an individual basis at a mutually convenient time during the school day,

**Homework:** A small amount of homework is set each week to support the work carried out in class, in addition to reading at home with an adult most nights.

**House System:** On arrival at Milbourne Lodge each pupil is allocated to a House: Amber, Blue, Green or Red. Pluses can be earned for excellent work and effort as well as for positive behaviour around school. Pre-Prep pupils attend whole-school House Meetings once a half-term.

**Lost Property:** From time to time it is inevitable that pupils become separated from their possessions, but this is often for a short duration and owner and property are soon reunited. Please do ensure that all items are named clearly.

**Medical Matters:** Medicines from home will not be administered unless they have been prescribed to the child by a doctor, dentist, nurse or pharmacist and are clearly marked with the prescription label. These need to be brought into the school office and the necessary Parental Consent for the Administration of Medicines Form completed by the parent.

Due to EYFS regulations we cannot administer non-prescribed medicines to Reception pupils, however if the need arises and the parent/carer has given written permission we can administer homely remedies, such as Calpol, to pupils in Year 1 and above although we will ring you to gain permission each time.

If children suffer a bout of sickness or diarrhoea, they must stay at home for 48 hours after the last incident.

Some children have an inhaler for asthma or an epipen for allergic reactions. These are kept in the classroom. A further Medical Consent Form must also be completed in this situation.

If your child develops or comes into contact with a serious infection please inform the school office as soon as possible.

**MLPA:** The Milbourne Lodge Parents Association (MLPA) has been around for many years, and is run by a voluntary committee of parents drawn from all years in the school. They organise a number of highly enjoyable functions and events throughout the school year so that parents, children and staff can meet socially, and at the same time help to raise funds for the school. All parents, guardians or main carers of any pupil attending the school are members of the Association, unless they elect to 'opt out' by contacting the School Office.

**Mobile Phones:** Pupils are not allowed to bring mobile phones to school. If a Parent is entering the Pre-Prep area then mobile phones should be switched off and not used.

**Music:** There is great scope for the children to participate in music at the school. Pupils receive a weekly music lesson with a specialist teacher. Opportunities for performance in the Pre-Prep include the annual nativity play and Celebration of Work Afternoon.

Individual music lessons in the Pre-Prep are focussed on the piano and violin, Reception children are considered too young for individual instrumental lessons. Piano lessons start from Year 1 and the violin from Year 2. We do our best to accommodate all requests where possible, however there is currently very high demand for lessons in the Pre-Prep. It is therefore possible that your child may have to join a waiting list. Further information can be obtained from the Director of Music, Barbara Cobham.

(barbara.cobham@milbournelodge.co.uk)

**Off games:** If you wish your child to be off games for medical reasons, please inform the School in writing first thing in the morning so that the games staff can be advised.

**Parents' Evening:** You will be invited to a Parents' Meeting with your child's Form Teacher in the Autumn and Spring Terms. In the Summer Term there is a Celebration of Work afternoon where you can come in to see the work your child has been doing over the year.

The school hosts a whole school Parent Social event in the first half of the Autumn Term as an opportunity for parents to meet staff and other Milbourne Lodge parents.

**Playtimes:** Play is a vital part of our younger children's education. Through play, children not only begin to forge their place within the class but practise, consolidate and extend their previous learning and experiences. Playtimes can be daunting for our younger children so our playtimes are structured to allow everyone sufficient space and attention. Children in the Pre-Prep play in a separate area to the Prep School. Equipment and playthings are always available to ensure that playtimes are fun.

**Reporting to Parents:** Parents receive a written report at the end of each term. These are posted home at the start of the school holiday.

Additional meetings with your child's teachers can be arranged through mutual agreement if a matter is urgent or you need to discuss a matter in more detail.

**Security:** All visitors to the school are required to report to the School Office.

**School Office:** The school office is manned each school day from 8.30am to 5.30pm. Please call or email the office for general enquiries:

Phone: 01372 462737

Email: [admin@milbournelodge.co.uk](mailto:admin@milbournelodge.co.uk)

**Snacks:** Children are allowed to bring a healthy snack to eat during morning break. Pre-Prep children are encouraged to bring in a piece of fruit and/or vegetable and water to drink. If you need to supplement this with something more then please send in a low-sugar cereal bar/flapjack or rice cakes. Further advice can be viewed on the Parent section of the website.

Please note that packets of crisps, cake and chocolate are strictly not permitted and will be confiscated if found.

Milbourne Lodge is a nut aware school. Some pupils have life threatening allergies to foods, especially nuts and peanuts. We ask parents and pupils to refrain from sending or bringing in snacks which contain nuts of any sort to order to avoid any accidents.

**Sport:** The school's aim is that all pupils should enjoy games and sport, improving their skills and techniques by having their individual needs met. Every child in the school takes part in a daily sports session. We are fortunate to have an outdoor heated pool with timetabled swimming lessons with a specialist coach during the Summer Term and first part of the Autumn Term. The variety of games and activities on offer increases the likelihood that pupils are able to find something that they are good at and/or enjoy thereby developing their sense of self-worth. In the Pre-Prep the focus is on general skills, however specific sports are also taught. A number of inter-school tournaments and matches take place throughout the year.

**Sports Clothes:** All sports clothing should be brought in clean on a Monday morning and hung in the classroom. Pupils must take their kit home for washing on a Friday or indeed any night should it be necessary, but it should be remembered that it is used every day!

**Stationery:** All pupils in the Pre-Prep need a Milbourne Lodge Book Bag for their books and homework which can be purchased from Alleycatz. All stationery for Pre-Prep pupils is provided by the school.

Additionally pupils from Year 1 need a hymn book, 'BBC Songs of Praise', the hardback edition (ISBN 978-0191473333). Since all the books look the same, please ensure that the book is labelled on the outside.

**Transport:** The school operates a minibus service from Wimbledon and Surbiton before and after school. Pupils may travel on the minibus once they reach the age of five. Further details can be obtained from the school office.

**Travel/Parking:** The school is located in a quiet residential road, and it is important that parents drive and park in a considerate manner. Please do not park in, or use as turning points private driveways, including the Church car park (unless you are displaying a valid church car park badge). The Church and its' front lawns are not public property—children should not be allowed to play there. For safety reasons, vehicles transporting children to and from school must not drive past the school entrance or park within thirty metres of the school entrance.

We have an arrangement with the Church of the Holy Name (opposite school) allowing us to use their car park in the mornings between 8.15am and 8.35am. Currently these spaces are reserved for Reception parents only. If you are a Reception parent and want to use the Church car park for morning drop off please complete the parking agreement in order to be issued with a car parking badge.

Parents of Year 1 and 2 children are asked to park on the right hand side of Arbrook Lane after Brendon Drive.

Parents of Early Bird Children are also able to park in the Church Car Park until 8.10am.

**Uniform:** Uniform can be purchased from Alleycatz. A full uniform list is available on our website. It cannot be too highly stressed that all uniform (clothing and footwear) and items of equipment must be clearly named. The MLPA manage our Second Hand Uniform and hold sales each Term.

**Visits:** We carry out a full risk assessment before taking children on outings. All our visits are carefully planned and equipped. The assessment takes into account the nature of the outing, and the purpose of the trip. Parental permission is sought for children to take part in outings, with the exception of local walks to, for instance, The Church of the Holy Name opposite school or the woods behind school.

**Website:** The School website is regularly updated with photographs and news reports and also contains other useful information for parents relating to the pupils activities and is located at [www.milbournelodge.co.uk](http://www.milbournelodge.co.uk)

The current login details for the secure Parent Area are:

Username: MLParents

Password: Milbourne17