



Milbourne Lodge School
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Welcome to Milbourne Lodge Pre-Prep

Year 1 and Year 2



2020 - 2021

TERM DATES 2020 - 2021

AUTUMN TERM 2020

Term Starts: Monday 7th September
Half Term: 22nd – 30th October inclusive
Term Ends: Thursday 10th December

SPRING TERM 2021

Term Starts: Wednesday 6th January
Half Term: 15th – 19th February
Term Ends: Wednesday 31st March
(Easter Weekend: Friday 2nd – Monday 5th April)

SUMMER TERM 2021

Term Starts: Wednesday 28th April
Bank Holidays: Monday 3rd May & Monday 31st May
Two Thirds Term: Monday 14th – Friday 18th June
Term Ends: Friday 9th July
Speech Day: Saturday 10th July (compulsory for all)

PRE-PREP HELPFUL INFORMATION

Absences: If your child is unable to come to school, please let the School Office know by 8.30 am on each day of absence (either by phone or by email).

Latecomers (after 8.30 am) must report to the School Office as soon as they arrive. If we have not received a message by 10.00 am 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 your child returns from their appointment they must report back to the office to be signed back into school.

Routine appointments should be arranged to take place in the holidays, where possible.

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

After School Clubs: Please call or email the office for enquiries regarding any clubs.

Arrival at School: School starts at 8.30 am. We suggest you arrive after 8.15 am and we ask that you wait with your children just inside the gates of the main entrance but behind the red line, before handing them over to the Pre-Prep staff.

When the Pre-Prep staff arrive at the playground, please encourage your children to line up in front of their class teacher. The teachers will lead their classes inside shortly after.

This applies to all Reception, PP1 and PP2 children.

Collection: Please let your child's class teacher or 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.

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 3.30 pm.

Reception children are to be collected via the Small House Drive. Class RD will be dismissed at the side gate and Class RPH will be dismissed at the front door.

PP1 and PP2 children are brought out to the main school gate to be dismissed.

Fees/Charges: Fees are charged termly in advance. The fee includes school lunch, exercise books and pupil insurance.

Various other charges for school outings, certain books, mouthguards extra curricular activities etc... are charged in arrears on the end of term account. The peripatetic music staff raise their own invoices for lessons taken in school. Payment should be made directly to the teacher concerned.

House System: Each child 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.

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.

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

Some children have an inhaler for asthma or an epipen for allergic reactions. 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.

Mobile Phones: If a parent is entering the Pre-Prep area then mobile phones should not be used.

Parking: Parents of Reception children should park in the Church car park, clearly displaying their car park badge. Parents of PP1 and PP2 children should park on the right hand side of Arbrook Lane after Brendon Drive.

Parents of Early Bird children are able to park in the Church car park until 8.10 am.

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 teacher can be arranged through mutual agreement if a matter is urgent or you need to discuss a matter in more detail.

Parents' Evenings are scheduled for the autumn and spring terms. Please see the Online Calendar for dates.

Safeguarding: We take the safeguarding of children very seriously at Milbourne Lodge. Our full policy can be found on the website. Miss Jo Leighton is the Designated Safeguarding Lead (DSL), with Mr Angus, acting as Deputy DSL.

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

School Office: The School Office is open from 8.15am to 5.30pm. Please call or email the office for general enquiries:

Phone: 01372 462737

Email: admin@milbournelodge.co.uk

Sports kit: All sports kit should be brought in clean on a Monday morning and it will be hung in the classroom. Pupils must take their kit home for washing on a Friday or any night should it be necessary.

Supervision: Please ensure your children wait sensibly with you before school. Children are not permitted to run on the Hale playground or outside the School Office and Music Room as the Prep School children will be in their lessons.

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) must be clearly named.

All hair must be tied back. Children may only wear plain navy or maroon hair accessories. Children are not allowed to wear jewellery or watches.

Website: The school website provides a wealth of information regarding the school. There is a designated/protected parent area where all school information is posted.

<https://www.milbournelodge.co.uk/parents/>

The log on details for the Parent Area of the School Website are:

Username: MLParents

Password: Milbourne17

To access the team sheets on the school sports website please use the following password

MLSports18 - this password is case sensitive.

PRE - PREP SCHOOL DAY



Arrival at School

Children wait with their parent/guardian on the Hale playground. A member of staff comes to collect the children at 8.30am.

Registration

Registration takes place each day in the form room between 8.30am and 8.40am

Late Arrivals

If your child arrives at school after the start of the first lesson, i.e. after 8.40am, they should report to the school office before joining their class.

Assembly

Pre-Prep Assembly takes place on a Tuesday and Friday at 8.40am. On a Thursday the PP1 and PP2 children join the Prep school assembly.

House meetings are sometimes held instead of Assembly.

Mid-Morning Break

This currently takes place between 10.50am and 11.15am for the Pre-Prep.

Children are allowed to bring in a healthy snack to eat during break. Please see the recommended choice list.

Lunch

Lunch is served between 12.20pm and 1.15pm for the Pre-Prep.

Games

The whole school has games every day. In the Pre-Prep Games takes place in the morning.

End of the Day

The Pre-Prep go home at 3.30pm.

HEALTHY SNACKS IN PRE-PREP

In the Pre-Prep, in an effort to promote healthy eating we provide healthy lunches at school and address healthy diets through the curriculum. We also promote healthy eating at snack time. We recognise how important it is to create good eating habits. Therefore, we ask parents to send their children to school with fresh fruit/vegetable snacks and water to drink.

If you feel that you would like to replace or supplement the fresh fruit/veg option with something more substantial please send in a cereal bar, rice cake or flapjack (fruity variety).

We do have some children with severe nut/seed allergies. Please ensure that all snacks are NUT FREE and not coated in chocolate. We specifically ask for no cakes, biscuits, chocolate or crisps to be sent in to school for snack.

Food	Examples
Fruit/Vegetables	Carrots, Cucumbers, Red Peppers, Celery, Apples, Raisins, Berries, Grapes, melon,
Additional/Supplementary items	Low sugar cereal bars, rice cakes, fruity flapjacks, bread-
Drinks	Water

There are times when we do have sugary foods in school such as: Birthdays, Maker Baker (Reception), Cookery Club and the children are always provided with a pudding at lunchtime.

Finally, please ensure that your child eats a good nutritious breakfast.

STATIONERY

It would be very helpful if your child could be equipped with the following item on their arrival at school:

Milbourne Lodge Book Bag—Purchased from Alleycatz

Hymn Book: BBC Songs of Praise – Hardback - ISBN 978-0191473333.
Since all the Hymn Books look the same, please ensure that the book is labelled on the outside.

Children do not need a pencil case, all writing materials are provided by school

UNIFORM LIST 2020-2021

Appointed Outfitters



During the current COVID-19 circumstances please see the attached letter detailing the revised Alleycatz ordering procedure.

In normal circumstances Alley Catz run an online booking service through their website, allowing parents to reserve an hour slot for their child's uniform fittings at a time most convenient to themselves.

To book a Uniform Fitting Appointment please visit: <http://www.alleycatz.co.uk/pg/13/Booking>

Please be advised that their 28 days' return policy is extended during the Back to School period to enable parents the quieter months of June and early July in which to have a uniform fitting. However, please do retain the labels to enable an exchange.

AlleyCatz
34 Molesey Road Hersham KT12 4RQ
01932 223075
www.alleycatz.co.uk

Open Monday – Saturday 9.00 a.m. – 5.00 p.m.
Closed Sundays and Bank Holidays

Second Hand Uniform

The MLPA run our Second Hand Uniform Shop.

Please contact the MLPA Committee at: mlpacommittee@gmail.com for details of items available. Second Hand Uniform sales are held termly and will be advertised in the Week Ahead, on the online calendar and in the Newsletter.

All items must be clearly named either with woven or "iron on" name tapes

Items marked * should be purchased from Alley Catz.

Pre-Prep Girls

UNIFORM

- *School blazer
- *School jumper or cardigan
- *School velcro tie
- *Grey skirt
- White shirt – long sleeved - Autumn and Spring Terms
- White shirt - short sleeved - Summer Term
- Grey knee-high socks or grey tights – Autumn and Spring Terms
- White short socks – Summer Term
- *School white/magenta stripe summer dress – Summer Term (and optional for first half of Autumn Term)
- Black school shoes (plain style, no laces)
- *Blue waterproof coat
- *School hat and scarf – Autumn and Spring Terms (optional)
- *School sun hat – Summer Term
- Plain navy, maroon or white hair accessories
- *Book bag

GAMES KIT – AUTUMN & SPRING TERMS

- *House games shirt
- *Match games shirt (Yr2)
- *School tracksuit
- *Navy blue games shorts
- *School games socks
- *School base layer (optional)
- Trainers (Velcro fastening, predominantly white)
- Football boots (Yr2 for school matches)
- Shin pads – Autumn Term (Yr 2)
- Navy blue swimming costume – Autumn Term
- *Navy blue school swimming cap – Autumn Term
- Navy or black flip flops – Autumn Term
- Navy or burgundy towel – Autumn Term
- *Pre-Prep kit bag

GAMES KIT – SUMMER TERM

- *House polo shirt
- *Athletic shorts - plain white
- White socks
- Trainers (Velcro fastening – predominately white)
- Navy blue swimming costume
- *Navy blue school swimming cap
- Navy or black flip flops
- Navy or burgundy towel
- *Pre-Prep kit bag

Pre-Prep Boys

UNIFORM

- *School blazer
- *School jumper
- *School velcro tie
- *Dark grey shorts and knee high grey socks – Autumn and Spring Terms
(Dark grey long trousers may be worn between November and March)
- *Dark grey shorts and short grey socks – Summer Term
- Dark grey shirt - long sleeved - Autumn and Spring Terms
- White shirt - short sleeved - Summer Term
- Black school shoes (not lace up)
- *Blue waterproof coat
- *School hat and scarf – Autumn and Spring Terms (optional)
- *School sun hat – Summer Term
- *Book bag

GAMES KIT – AUTUMN & SPRING TERMS

- *House games shirt
- *Match games shirt (Yr2)
- *School tracksuit
- *Navy blue games shorts
- *School games socks
- *School base layer (optional)
- Trainers (Velcro fastening, predominantly white)
- Football boots (Yr2 for school matches)
- Shin pads – Autumn Term (Yr2)
- Navy blue swimwear – Autumn Term
- *Navy blue school swimming cap – Autumn Term
- Navy or black flip flops – Autumn Term
- Navy or burgundy towel – Autumn Term
- *Pre-Prep kit bag

GAMES KIT – SUMMER TERM

- *House polo shirt
- *Athletic shorts - plain white
- White socks
- Trainers (Velcro fastening – predominately white)
- Navy blue swimwear
- *Navy blue school swimming cap
- Navy or black flip flops
- Navy or burgundy towel
- *Pre-Prep kit bag

Digital Safety Policy

We live in an age where technology is advancing at an ever increasing rate, and one where our pupils are often far more advanced in their knowledge of computers and other mobile devices than we are.

It is therefore our duty as parents and teachers to ensure that our children learn that they must use such equipment and associated software in a safe, sensible and responsible manner.

Our natural desire is to keep pupils safe online and this we aim to achieve through the education and support we offer them. It is important that as parents you are closely involved in guiding and supporting your children in the online world to help them enjoy the benefits and do their best to avoid risks.

Below is a link to our Digital Policy and would ask that you download it and spend some time with your child to go through it with them so that they understand that this is a matter which you take seriously and is also one where you support the school in our objective to instil in the children the correct way to use technology.

<http://www.milbournelodge.co.uk/about-us/policies/>

In the enclosed booklet - Documents for Signature and Return - is a Digital Policy Signature Sheet, which requires signatures to confirm that you, and your son/daughter understand and agree to support us in implementing this policy.

Parents only in the Pre-Prep must sign this form.

Social Networking Safety Guidelines

Social Networking Sites (SNS) eg Facebook, Twitter, Instagram

The school currently has a Twitter, Facebook and Instagram account on which information is posted about the children whilst at school, on trips, or playing in fixtures in a similar way to the school website news section. Many parents do use social media, therefore guidelines with regards to posting school news and information e.g. pictures of school events or sports fixtures, are listed below:

- In general, nothing should be posted on any social media site (words, images or audio) which you would not be happy to share publicly with everyone with regards to your child's school activities - if in doubt leave it out!
- Facebook and Instagram users have the ability to tag photographs. A tag is where someone labels a photo with a name which will then be automatically shared with friends. Never tag your child's name or any of his or her fellow pupils.
- Use appropriate security settings to ensure your privacy, in order to limit those who can view your information and pictures.
- If you come across, or are made aware of, inappropriate use of social networking sites by any pupils or other parents with regards to pupil information, you should report these either to the Head or Mrs Dicker, the Designated Safeguarding Lead.

Images taken by Children

The school encourages children to take photographs and videos of each other as a way of recording events.

This may take place in school, on school trips or on residential visits.

The use of cameras within school, on trips or visits is part of the pleasure and the learning of the experience.

There is no reason why pupils should not be allowed to take photographs provided that the person taking the photograph respects the privacy of the person being photographed.

Infringement of this respect of privacy will be dealt with in the same way as any other breach of school discipline.

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Milbourne Lodge School, Arbrook Lane, Esher, SURREY KT10 9EG
www.milbournelodge.co.uk

COGNITA

An inspiring world of education