



Milbourne Lodge School
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Welcome to Milbourne Lodge



Prep ~ 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)

PREP HELPFUL INFORMATION

Absences: 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. 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 to advise them who is responsible for your child during your absence.

Arrival at School: School starts with registration at 8.30am, with pupils let into their classrooms from 8.15am. There is a member of staff on duty at the gate from 8.00am each morning, with additional staff along Arbrook Lane to help supervise the pupils when they walk into school, having been dropped in the allocated area on Arbrook Lane. Please do not drop off before 8am unless your child is booked into Breakfast Club.

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: Forms 1 to 3 (NCY3-5) finish school at 4pm and are brought out to you at the main gate. The older pupils finish at 5.05pm and are also picked up from 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, taxi driver, other parent, either on a regular basis or as a one-off. If you have given written permission your child may travel home from school independently.

Exams: Exams take place in the Autumn and Summer Terms, although the Top Year also have exams in the Spring Term as mocks for the Scholarships or Common Entrance.

Exam guides and timetables are distributed before each set of exams to help you understand what is being tested and the method of assessment. These contain recommended revision guides/websites.

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.

Jewellery: Pupils are not allowed to wear jewellery or watches of any sort, the only exception being Top Year pupils who may wear a watch. Top Year pupils may wear a single plain stud in each ear, which must be removed for games. Pupils are not permitted to wear make-up or nail varnish.

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 the Form Teacher or the relevant Subject Teacher.

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). These meetings are arranged on an individual basis at a mutually convenient time during the school day,

Homework: Homework is set each night, to a published schedule. The amount of homework increases as pupils move up through the school and start to prepare for external exams.

House System: 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. Minus points are issued if a pupil fails to uphold the expectations of the school and result in a loss of house points for the house total.

Lost Property: Recovered lost property is put in the lost property box in the lean-to to the left of the main school building.

Matches: Pupils frequently have the opportunity to take part in matches and tournaments against other schools. Parents should consult the sports section on the website for match details.

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.

Some children have an inhaler for asthma or an epipen for allergic reactions. These are kept in the School Office unless a pupil has been given specific permission to carry an inhaler about their person. A further Medical Consent Form must also be completed in these situations.

Mobile Phones: Pupils are not allowed mobile phones in school. If mobile phones are required for safety reasons when travelling to and from school these must be handed in to the office as soon as the pupil arrives at school and only collected at the end of the day. The school does not accept any responsibility for mobile phones / valuable belongings which are brought into school

Mouthguards: All pupils are required to have mouthguards to play rugby and hockey in the Spring Term. O-Pro, a company specializing in the making of mouthguards, visits the school in the Autumn Term and your child can have a guard fitted if you wish. Details are sent out via email/pupil post nearer the time.

Off Games: If you wish your child to be off games for medical reasons, please inform the School by email (admin@milbournelodge.co.uk) first thing in the morning so that the games staff can be advised. Please state the reason and the number of days your child should be 'off games'. Children who are off games are supervised in a classroom and do their homework

Parents' Evening: These are held yearly for all year groups.

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.

Reporting to Parents: Parents receive a written report at the end of each term. In addition, brief report cards are sent home before half-term in the Autumn and Spring Terms.

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.

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,

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 must be clearly named and should be brought in clean on a Monday morning and stored in the relevant changing room. 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.

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 a Reception parent with a valid church car park badge). The Church and its front lawns are not public property - children should not be allowed to play there.

There is a drop and go system for Prep School pupils (NCY3-8) in operation in the mornings. Parents drive up Arbrook Lane and pull in between the last lamppost on the right hand side and the entrance to Brendon Drive to drop off their child. A member of staff is there to see the children safely across the road and up to school. After the child has exited the vehicle parents should turn sharp left and go back down Arbrook Lane on the other side of the Common. A useful reminder is to always keep the Common (central grass area) on your left.

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.

PREP SCHOOL DAY

Arrival at School

Prep: The school gate is manned by a member of staff from 8.00am – 8.30am each day. Children can go to their classroom from 8.15am.

If your child is late in arriving at school, please ensure that they get safely across the road and onto school premises.

Registration

Prep: 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

Prep Assembly takes place on a Monday, Tuesday and Thursday every week between 9.25am and 9.40am.

House meetings are sometimes held instead of Assembly. On a Friday there is form time for the Prep.

Mid-Morning Break

This currently takes place between 11.05am and 11.25am for the Prep.

Children are allowed to bring in a healthy snack to eat during break. Please see the recommended choice list. Please note that packets of crisps and chocolate are strictly **not permitted**.

Lunch

For the Prep, lunch is served between 12.50pm and 1.55pm. Children go outside to play once they have finished their school lunch.

A range of extra-curricular activities take place during the lunch break.

Games

The whole school has games every day.

The principal sports are football in the autumn term, rugby in the spring term and cricket/athletics/swimming in the summer term. The Prep girls play netball and hockey in the autumn and spring terms, and rounders, cricket and athletics in the summer term.

In addition, cross-country running takes place in the autumn and spring terms, and swimming in the first half of the autumn term and the summer term.

Numerous matches are arranged against other schools and parents are informed of matches via the Week Ahead, the online calendar and the Sports area on the website. Team lists for the week's fixtures are put on the website. Parents are always welcome to come to school to watch home matches and to support away fixtures. The school minibus or hired coaches are used to transport the children to and from away fixtures. Prep children in NCY3,4 and 5 may be collected by their parents from away fixtures. Children in NCY 6,7 and 8 must return to school following a fixture.

Children are expected to be available for weekend fixtures posted on the Sports website, except in the most extreme of circumstances, in which case a request should be made to the Head of Games as early as possible. Virtually the whole school participates in the House Football and House Rugby tournaments, held in the Autumn and Spring terms.

End of the Day

NCY 3 – 5 go home at 4.00pm.

NCY 6 – 8 have one academic lesson after games and depart at 5.05pm.

HEALTHY SNACKS

Milbourne Lodge is a nut aware school. Some pupils at Milbourne 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, in order to avoid any accidents.

Please see below our list of recommended snacks:

Food	Recommended Choice
Breads:	One round of sandwiches with savoury fillings; pitta pockets; bread sticks, - especially wholemeal, multigrain, high-fibre white and granary breads
Drinks:	Water
Fruit:	Fresh fruit, dried fruit Raw vegetables
Bakery items:	Crispbreads, crackers, rice cakes, oat cakes, crumpets, pikelets and scones, fruit loaf, tea cakes, currant buns
Dairy Products:	Natural yoghurt with added fruit low-fat/diet yoghurts Diet fromage frais Reduced-fat cheese portions
Cereal:	Nut free cereal or muesli bars
Savoury Snacks:	Plain popcorn

STATIONERY/BOOK LIST

It would be very helpful if the children could be equipped with the following items on their arrival at school:

PENS/PENCILS etc

Pencil Case
30cm Plastic shatterproof ruler
Fountain pen – cartridge type – for Form 2 (NCY4) and above
Red biro
HB pencils
Coloured pencils
Eraser
Pencil Sharpener
Highlighters
Protractor – a complete geometry set is not needed
Compass – for Form 2 (NCY4) and above
Gluestick
Round ended scissors
Hole Punch - L6 & U6 (NCY7 and NCY8)

NO TIPPEX OR INK ERASERS

BOOKS

BBC Songs of Praise – Hardback - ISBN 978-0191473333
NIV Bible – Hardback - ISBN 978-1444701500 – for Form 2 (NCY4) and above
Oxford Pocket Dictionary & Thesaurus - ISBN 978-0199532865
Philip's Modern School Atlas - Hardback - ISBN 978-1849073530 or Softback – ISBN 978-1849073530

All pupils also need a reading book, however these can be borrowed from our extensive library.

ICT DEPARTMENT

USB Memory Stick (at least 4Gb)

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

Items marked * should be purchased from Alley Catz.

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

There is no official school bag, however most pupils use a dark, plain coloured rucksack. Please do not buy an overlarge or extra heavy one. For Form 1 (NCY3) and Form 2 (NCY4) we recommend that the children use our School Book Bag, available from Alley Catz.

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.

PREP GIRLS

UNIFORM

- *School blazer
- *School jumper or cardigan
- *School tie
- *Grey skirt

White shirt – long sleeved - Autumn and Spring Terms

White shirt - short sleeved - Summer Term

(All pupils are required to wear a long sleeved white shirt for Speech Day and for the Carol Service and concerts if performing)

Grey knee-high socks or grey tights – Autumn and Spring Terms

White short socks – Summer Term

- *School white/magenta stripe summer dress – Summer Term (optional)

Black school shoes (plain style)

- *Blue waterproof coat (optional)

- *School hat and scarf (optional)

Plain navy, maroon or white hair accessories

GAMES KIT – AUTUMN & SPRING TERMS

- *House games shirt

- *Match games shirt

- *School polo shirt

- *School games skort

- *School games socks

White socks

- *School tracksuit

- *School base layer (optional)

- *School navy blue leggings (optional)

Trainers (lace type, predominantly white)

Football or rugby boots

Shin pads

Mouth guard – Spring Term

Navy blue swimming costume – Autumn Term

- *Navy blue school swimming cap – Autumn Term

Navy or black flip flops – Autumn Term

Navy or burgundy towel

- *School kit bag

- * Bench Coat (optional)

GAMES KIT – SUMMER TERM

- *School games skort

- *School polo shirt

- *House polo shirt

- *Athletic shorts - plain white

White socks

Trainers (lace type – predominately white)

Navy blue swimming costume

- *Navy blue school swimming cap

Navy or black flip flops

Navy or burgundy towel

- *White School cap

- *School kit bag

PREP BOYS

UNIFORM

- *School blazer
- *School jumper
- *School tie
- *Dark grey trousers

Dark grey shirt - long sleeved - Autumn and Spring Terms

White shirt - short or long sleeved - Summer Term only.

(All pupils are required to wear a long sleeved white shirt for Speech Day and for the Carol Service and concerts if performing)

Grey socks

Black school shoes

*Blue waterproof coat (optional)

*School hat and scarf (optional)

GAMES KIT – AUTUMN & SPRING TERMS

- *House games shirt
- *Match games shirt
- *Navy blue games shorts
- *School games socks
- *School tracksuit
- *School base layer (optional)
- Trainers (lace type, predominantly white)
- Football or rugby boots
- Shin pads – Autumn Term
- Mouth guard – Spring Term
- Navy blue Jammers swimwear – Autumn Term
- *Navy blue school swimming cap – Autumn Term
- Navy or black flip flops – Autumn Term
- Navy or burgundy towel
- *School kit bag
- * Bench Coat (optional)

GAMES KIT – SUMMER TERM

- *School cricket shirt
- *School cricket jumper/slipover (optional)
- *Cricket trousers
- *House polo shirt
- *Athletic shorts - plain white
- White socks
- Trainers (lace type – predominately white)
- Navy blue Jammers swimwear
- *Navy blue school swimming cap
- Navy or black flip flops
- Navy or burgundy towel
- White wide brimmed cricket hat
- *School 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/>

Enclosed in the Documents to Sign and Return Booklet 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 and Pupils in the Prep Department must sign this.

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.



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

COGNITA

An inspiring world of education