

# Queen's College Preparatory School



Information for Parents

**Form III, IV, V and VI  
2009-10**

This booklet gives an overview of life at QCPS and is designed to provide you with information you may need now or during the course of the year.

The information is divided into five sections:

- **General Information**
- **Pre-Prep Department**
- **Prep Department**
- **School Uniform and Staff List**
- **Summary of Expectations**

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## AIMS OF QUEEN'S COLLEGE PREPARATORY SCHOOL

*These aims are held in common with Queen's College, London*

We value academic excellence for its own sake, rather than the sterile pursuit of marks.

- We measure our success by the development of each individual.
- We value personal integrity and the discernment to deal responsibly with the wider world.

We value teaching

- that inspires pupils and stimulates intellectual curiosity;
- that encourages intellectual rigour and the ability to make informed judgements;
- that helps pupils to know how to think, rather than what to think.

We value in pupils

- self-reliance and independence of mind;
- self-discipline and the determination to outstrip expectations;
- imagination and the courage to take risks.

"We shall be glad to improve our practice every day, not alter our principle"  
F. D. Maurice

### Contact Details

Headmistress: Mrs A Dempsey BA (Hons) Cert in Ed.

Address: Queen's College Preparatory School  
61 Portland Place  
London  
W1B 1QP

Telephone: 020 7291 0660 (8.00am to 5pm)

Fax: 020 7291 0669

E-mail address: [tbrook@gcps.org.uk](mailto:tbrook@gcps.org.uk)

Website: [www.gcps.org.uk](http://www.gcps.org.uk) (under construction)

General fee issues, legal & insurance matters	Bursary <i>e-mail address</i>	020 7291 7002 <i>sturner@qcl.org.uk</i>
Specific enquiries & payment details	Finance Office <i>e-mail address</i>	020 7291 7076 <i>candah@qcl.org.uk</i>

### Governors:

The Chairman of the Board of Governors is Mr Bernard Clow and he may be contacted:

c/o The Secretary to the Council  
Queen's College London  
43-49 Harley Street  
London  
W1G 8BT

There is a full list of the members of the Governing Council of Queen's College, London and Queen's College Preparatory School on the QCL website.

## **PARTNERSHIP**

QCPS understands the value and importance of close and effective two-way communication between home and school. Good communication enables the school community to work co-operatively and in the best interests of the children.

## **SCHOOL RECORDS**

Parents are asked to inform the Office of any change of address, telephone number, work/emergency contact numbers or e-mail immediately, so that our records can be kept up to date.

The school maintains a database of essential information relating to each girl. Parents will be asked to provide and check this information regularly. Parental access to their child's academic record is available on written request to the Headmistress in accordance with the Data Protection Act.

## **POLICIES**

The following policies are available on request: Admissions, Curriculum – Teaching and Learning, Pastoral Care, Anti-Bullying, Child Protection, Complaints Procedure, and Educational Visits. All policies are reviewed regularly

## **EDUCATIONAL DAY VISITS**

We place great emphasis on providing the girls with as broad an educational experience as possible with educational visits forming a significant part of that process. We make full use of our central location and the girls from FI to FVI enjoy frequent outings. Details of visits are given to parents in advance and they must give their consent to the individual outing by signing the Consent Form without which a child may not participate.

## **SAFEGUARDING CHILDREN**

When dealing with matters relating to the safety of children, the school will follow guidance given in Safeguarding Children & Safer Recruitment in Education (January 2007).

## **ENGLISH AS AN ADDITIONAL LANGUAGE**

In monitoring the progress of our children, those identified as having difficulties related to English as an additional language, will be assessed and given appropriate learning support.

## **PROVISION FOR CHILDREN WITH STATEMENTS**

Children with Statements are considered for a place in accordance with our Admissions Policy and procedures. A place will be offered if the school believes that it can provide an appropriate learning environment and that it is able to fulfil the child's needs as set out in their Statement and resultant Individual Educational Plan (IEP).

## **CONCERNS**

Any concerns should, in the first instance, normally be addressed to the form teacher. We ask that parents use the homework/reading diary or a letter to set out the issue. If preferred, an appointment can be made to see the form teacher at relatively short notice. If concerns are not resolved at this stage or are not child-specific, parents are asked to contact the relevant member of the Senior Management Team:

Health and Safety; Contact with the Community:	Miss E Clarke
Pastoral and Curriculum:	Miss M Leslie
Administration and Development:	Mr M Barnard

The Headmistress can also be contacted should the matter be deemed sufficiently serious to warrant her immediate attention/intervention.

QCPS has a Complaints Procedure that is available on request.

## **BEHAVIOUR**

The way we work to promote positive behaviour in all our girls is set out in the School Pastoral Care and Anti-Bullying Policy Documents. Extracts including the Code of Conduct, Sanctions, Suspensions and Expulsions are reproduced below.

### **CODE OF CONDUCT**

Our School code of conduct states clearly how we expect our children to behave so that girls and staff are able to enjoy learning, teaching and life in school.

- Do be gentle
- Do be kind
- Do be honest
- Do listen
- Do share
- Do work hard
- Do be fair

Although these rules are expressed in simple words, the underlying ideas are fundamental to the way we believe children should treat each other and the way they should behave for the good of everyone. They are about working and playing together and about sharing resources, space and attention. They are about telling the truth and being fair.

### **SANCTIONS**

We recognise the need for sanctions to register disapproval of unacceptable behaviour and to make the school a safe and happy place. However, the use of sanctions is only one strand of our strategy to develop in our girls an understanding of how negative behaviour impacts upon themselves and others.

## **SUSPENSION & EXPULSION**

The Headmistress reserves the right to suspend any child whose behaviour puts another child at risk or could damage the good order or good name of the school. This includes all forms of bullying. The Chairman of Queen's College Council would be fully involved in any case that resulted in the expulsion of a child.

## **ABSENCE**

If girls are absent, parents are asked to telephone the Office between 8.00 and 9.00 am.

On returning to school after absence, girls must bring in a written note from their parent or guardian explaining the reason for, and length of absence. This is handed to the child's form teacher at morning registration.

Parents are reminded that no child is allowed to be absent from school, except through illness, without obtaining prior permission from the Headmistress. Each request will be considered on its merits.

Visits to the doctor or dentist should be arranged as far as possible in school holidays or out of school hours.

## **ASSEMBLIES**

QCPS is a Christian school and there is an assembly every day at 8.40. Whole school assemblies are held on Mondays, Thursdays and Fridays; the Pre-Prep and Prep have separate assemblies on the other days. Assemblies are non-denominational and all girls are expected to attend. We aim to make our assemblies as varied and lively as possible in order to appeal to girls of all ages and faiths. For example, they may feature a story or poem with a moral theme, a celebration of individual and collective achievements of our pupils, a celebration of religious festivals and so on. The emphasis is on living and working together in an atmosphere of mutual respect, tolerance and harmony. Girls from Form I are issued with the school hymn book which is added to the fee account for that term.

## **HOUSE SYSTEM**

On joining QCPS, each girl is allocated a House in which she will remain throughout her time at the school. The Houses are named after eminent women of the nineteenth century: Potter, Curie, Nightingale, and Franklin. The girls receive a House badge at the beginning of Form I.

## **ACCIDENTS AND ILLNESS**

The teacher and/or assistant who is with the child when an accident happens will deal with it if it is a minor injury. Mrs Clifton-Brown or Mrs Coles, qualified first aiders, will handle more serious injuries in the first instance. Other qualified staff in the Office assist. (Should a girl receive a bump on the head, we contact parents routinely so that they may decide if they wish to collect her to keep her under their personal observation).

A First Aid Policy is in place which includes dealing with children in cases of accidents whilst at school. This is summarised below.

1. All incidents that lead to injury are recorded.

2. If an injury is more than minor, then a qualified first-aider handles the treatment. The treatment is recorded.
3. If any member of staff feels the injury is at all serious then the emergency services are called. If emergency services are called or it is felt that the child should attend hospital, parents are informed.

If children are obviously ill, do not get better quickly, or it seems likely that they have something infectious, parents are contacted and asked to come and collect their child.

## **MEDICINES IN SCHOOL**

There is a Medicines in School policy available on request.

Girls should not be sent to school when they are unwell and medicines should be brought to school only if absolutely necessary. They should be handed to the child's form teacher or assistant. The medicine should be in the original container, clearly marked with the child's name and with clear instructions for dosage and with the means to administer the correct dosage. It is a parent's responsibility to see that the medicine is collected at the end of the day. We will endeavour to see that inhalers/medicines etc are administered to children requiring them, but children should be encouraged to remember if they need to take anything.

Children with special medical needs have Individual Healthcare Plans.

## **HEAD LICE**

Parents are expected to take a proactive stance and to inform the school if they find their daughter has head lice (this is treated with strict confidentiality) so that the rest of the year group can be alerted. Should a child be found to have head lice, the parents will be contacted and asked to collect her so that she can have the necessary treatment at home.

## **SCHOOL CALENDAR**

At the beginning of each term parents are given a School Calendar, which records important school events and dates of significance.

## **LETTERS AND NEWSLETTER**

Letters will be sent home on a regular basis. When a letter goes out this will be in the child's school bag.

The Newsletter appears each Friday and includes a checklist of the week ahead, highlighting forthcoming School events by year group.

## **LUNCHES**

All girls eat school lunch in the dining room. Parents may opt for a vegetarian or non-vegetarian menu at the start of the school year. We aim to provide a healthy balanced meal each day that will appeal to young children. There is always a range of home-made breads and fresh fruit available each day. The menus for the week ahead are published weekly in the newsletter. Parents of girls who require special diets for medical reasons should inform the Office.

## NUTS

In order to ensure the health and well-being of all our girls, please take special note that the school is a nut-free environment. All parents are asked to be very mindful of this if they bring any food to school in the form of break-time snacks, packed lunches on outings or birthday celebrations.

## BIRTHDAYS

Parents are welcome to bring cakes into school to celebrate their daughter's birthday providing they observe the nut free policy. We ask that anything brought into school should already be divided into individual servings e.g. a cake should be cut into pieces with napkins provided. For this reason many parents choose the easier option of cupcakes, flapjacks etc.

## PARENTS IN SCHOOL DURING THE SCHOOL DAY

If a parent needs to come into school during school hours e.g. to bring in something a child has forgotten or birthday cakes etc we ask that these items are left in the Office and that parents do not deliver items to their child's classrooms.

## TERM DATES 2009/10

### Michaelmas Term 2009

Staff Study Days  
Term starts for girls  
**Half term**  
Term ends for girls  
Term ends for staff

Tuesday 1 and Wednesday 2 September  
Thursday 3 September  
**Fri 16 October at 12.00 noon – Mon 2 Nov at 8.15**  
Wednesday 16 December  
Thursday 17 December

### Lent Term 2010

Staff Study Day  
Term starts for girls  
**Half term**  
Term ends for girls  
Term ends for staff

Monday 4 January  
Tuesday 5 January  
**Fri 12 Feb at 12.00 noon– Mon 22 Feb at 8.15**  
Thursday 25 March at 12.00 noon  
Friday 26 March

### Summer Term 2010

Staff Study Day  
Term starts for girls  
**Half term**  
Term ends for girls  
Term ends for staff

Monday 19 April  
Tuesday 20 April  
**Fri 28 May at 12.00 noon – Mon 7 June at 8.15**  
Wednesday 7 July at 12.00 noon  
Thursday 8 July

## **BURSARY**

All financial matters are dealt with by the Bursary located within Queen's College, and any queries regarding finance should be addressed to either the Bursar or Finance Officer. The main telephone numbers and contacts for the Bursary are listed at the front of this handbook.

## **FEES**

Accounts must be settled termly and in advance of the first day of term. Fees may be paid either:

- By cheque or bank transfer (but please ensure reference is made to the account being paid).
- By Direct Debit. (The College is introducing a 10 month direct debit scheme, with payments being collected from August to May inclusive. The scheme will be administered free of additional cost, by Holmwood Termtime Collection. Details can be obtained from the Bursary).

It is important that fees are paid on time. Charges are raised against late payment. Parents should contact the Bursary as soon as possible if they foresee difficulty in the payment of fees.

## **INSURANCE**

The school's insurance policy provides cover for all the trips and visits a pupil may make during their time at school. Additional charges are added to initial invoices for schemes to cover children against/for:

- Accidental injury, dental care (following an accident), and to receive a fee refund in the event of a pupil not being well enough to attend school, although exclusions do apply.

Details of the cover and exclusions for each scheme are contained in explanatory leaflets given to parents. Any additional cover required, or if substitute cover is required is a parental responsibility. (All schemes administered by the College are voluntary and should the fee payer not require use of a scheme, individual costs per scheme may be deducted from the invoice).

The school does not provide insurance cover for the loss of or damage to clothing or property, however caused, at school. It is the parents' responsibility to arrange cover as they require for such items as musical instruments, personal computers or phones, watches, calculators, sports equipment etc.

Should parents have individual questions concerning schemes administered by the College, or the College insurance in general, they should contact the Bursary.

## **COACHES**

Coaches leave school at 3.30pm Monday to Friday throughout the year unless parents are advised otherwise. For example, the end of term and half terms when school ends at 12 noon, and after special school events such as Prize Giving. Anyone wishing to join or withdraw from the scheme should contact the coach company direct: SS Minibus Ltd – Mr El-Mohammed 07931 678837. The contract for using the service (both ways) is strictly between the individual parent and the coach company. A term's notice must be given for withdrawal from the scheme.

## **PARENTS' CIRCLE**

### **Chairman: Mrs Danielle Salem**

The Parents' Circle is designed to promote excellent relationships and communication across the School – between school and parents, and between parents. The Parents' Circle works for the good of the school in a variety of ways including: the organisation of charitable and social events such as the Michaelmas Fair; school parent liaison e.g. telephone trees; second-hand uniform sales, and so on.

Two parent representatives from each year group make up the committee of the Parents' Circle which meets termly with the Headmistress. In addition the Headmistress maintains regular contact with the Chairman of the Parents' Circle.

In turn, the form reps arrange informal meetings such as coffee mornings to enable the parents of their forms and year groups to get together socially, and to discuss matters of mutual interest. Some of these matters may well then be brought back to the Parents' Circle meeting with the Headmistress for her information and consideration. It should be noted, however, that issues relating to the curriculum, teaching or pastoral matters etc do not come within the remit of the Parents' Circle representatives and any such concerns should be channelled appropriately. For example, to the form teacher, the relevant member of the Senior Management Team or to the Headmistress if it is so serious as to merit her immediate attention.

All parents new to the school are assured of a warm welcome to QCPS. The Parents' Circle hold a drinks party for all parents new to the school at the start of the Michaelmas Term.

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# THE PRE-PREPARATORY DEPARTMENT

## Introduction

The Pre-Prep is made up of the two Reception classes and Forms I and II.

In order to give the children the best possible introduction to formal education, we want all our girls to love school from the outset. We aim to provide an environment where each girl is enabled to do and be the best she can. We understand that these are very young children and it is important that they see school to be a happy, safe and stimulating environment. We aim to provide a first-class all-round preparation for an academic education in a warm, nurturing and lively atmosphere. We want the girls to feel fully involved in school life and to be questioning, responsive, hardworking and considerate towards others.

The role of the form teacher is crucial to both the academic and pastoral care of the children. Regular communication with parents is an essential part of this care and forms the basis of the close partnership we wish to foster with parents.

We want our girls to develop into independent, confident and responsible adults, learning to value their own work and to enjoy their talents, as well as appreciating those of others.

## AFTER-SCHOOL ACTIVITIES

The Pre-Prep Department offers a range of optional after-school activities from 3.10 to 3.50 pm on one day a week (Monday) for all children in the Department. The activities offered will vary from time to time and pupils will be given a list from which to choose. Once the girls have 'signed up' for a club we ask that they continue to attend. These sessions run each term with parents being advised of the start and end dates of these sessions by letter.

## THE SCHOOL DAY

It is very important for the girls themselves and for the efficient running of the school that all girls should be punctual. All girls across the school must be in class by 8.35 when the register is taken. Thereafter there are slight variations in the timings of the school day according to the ages of the girls. Set out below is an example of how the day can be organised for girls in a reception class:

### Reception

8.15 am	Front door opens
8.35 am	Registration
8.40 am	Assembly
9.05 am	Session 1
10.05 am	Break
10.25 am	Session 2
11.25 am	Session 3
11.55 am	Lunch
12.30 pm	Garden time
1.30 pm	Afternoon session
3.00 pm	Home

## **FORM I**

8.15 am	Front door opens
8.35 am	Registration
8.40 am	Assembly
9.05 am	Lesson 1
9.45 am	Lesson 2
10.20 am	Break
10.40 am	Lesson 3
11.15 am	Lesson 4
11.55 am	Lunch
12.25 pm	Garden time
1.25 pm	Lesson 5
2.00 pm	Lesson 6
2.35 pm	Lesson 7
3.10 pm	Home

## **FORM II**

8.15 am	Front door opens
8.35 am	Registration
8.40 am	Assembly
9.05 am	Lesson 1
9.45 am	Lesson 2
10.20 am	Break
10.40 am	Lesson 3
11.25 am	Lesson 4
11.55 am	Lunch
12.30 pm	Lesson 5
1.05 pm	Garden Time
2.00 pm	Lesson 6
2.35 pm	Lesson 7
3.10 pm	Home

## **START OF THE DAY**

Parents are welcome to accompany their child into school each morning throughout the year. We are always happy to greet parents as well as girls each day! Parents are also welcome to go into their child's classroom, particularly during the first few weeks of a new school year. However, we would ask that parents balance this with the need to foster independence in all the girls and ask that you work with the form teacher to this end. We are aiming for the girls to go unaccompanied into their classrooms, hang up their coats and settle happily to the morning routine.

## **COLLECTION AT THE END OF THE DAY**

Parents/carers must inform us if somebody different is collecting their child, even if it is another parent in the class. Without authorisation from the child's parent /carer we are not able to release a child into the care of another adult.

## MORNING BREAK

A drink of milk or water and a biscuit is supplied to each girl by the school and eaten in their form rooms or the dining room. Parents who wish may send a piece of fruit or a healthy snack. Parents are requested not to send sweets, nuts, chocolate, crisps etc. The children are supervised at all times.

## FORMS

The children in the Pre-Prep are in the care of their form teacher for the majority of the time. The form teacher should be the first point of contact if you have any concerns.

Reception	Miss C Aplin Miss D Belzer	R C R B
Form I	Miss S Martinelli Miss K Rowan	F 1M F 1R
Form II	Mrs C Dalling* Miss J Shufflebotham	F IID F IIS

\* Pre-Prep Coordinator

Assistants: Mrs R Laforet, Mrs A Burden, Miss D Ranasinghe, Mrs C Moore, Miss F Clarke, Miss C Perkins

## CLOTHES AND POSSESSIONS

Parents are asked to ensure that all items of clothing are clearly marked with the child's name. No personal possessions should be brought to school, except with permission from a member of staff. No child may bring a mobile phone or electronic game into school. Pupils in FII may wear a conventional/appropriate analogue watch.

There are few occasions when money is needed in school. On those occasions, money should be placed in a sealed envelope marked with the child's name and handed to the form teacher for safe keeping.

## INFORMATION AND COMMUNICATION TECHNOLOGY

All classrooms have interactive whiteboards and data projectors. Children in Reception will use the computers in their classrooms and in the library. Forms I and II use the new ICT Suite for 1 - 2 periods a week.

## CORRESPONDENCE

Parents are asked to use the child's homework diary to correspond with their daughter's form teacher. These 'contact' books should be checked daily by parents and teachers to provide a quick, efficient means of correspondence between home and school. Parents are asked to sign the homework diary each day.

## INFORMATION EVENINGS

These are held early in the Michaelmas Term and give the opportunity for the parents and form teacher to get to know each other. It is also an opportunity for the teacher to explain the way in which they work and outline some of the work that the class will be covering during the year.

## FOOD and DRINK

The girls are provided with milk or water and a biscuit at break time. Children may also bring in a water bottle with a pop-up top, clearly labelled with their name, and a healthy snack if they wish.

## HOMEWORK

In the Pre-Prep homework is viewed as a means to involve parents in their children's learning. Homework is intended to reinforce work covered at school and should not be stressful or burdensome. Set out below is the type of activity you can expect

	Literacy	Numeracy
Reception	5 – 10 mins reading/phonics each day e.g. letter sounds, picture books, flash cards and reading books.  Then from Lent Term: 5 – 10 mins each day First Phonics Activity book	
Form 1	10 mins reading aloud to an adult each day 10 sight (spelling) words to learn per week	Maths sheet given on Wednesday to reinforce class work (10 mins)
Form 2	10 mins reading aloud to an adult each day  Monday: spelling - words to learn during week Monday: booklet consolidating classwork to be returned on Friday.	Friday: work to reinforce that covered in class to be returned on Tuesday.  From Lent Term: times tables

It is important that parents encourage their daughters to complete this work. However, it is equally important for parents to let teachers know if the work appeared to be unduly time-consuming or difficult for the child so that this can be addressed immediately. The homework policy will be reviewed in 2009/10

## REWARDS

We seek to motivate our girls to do their best in a variety of ways and this is something that is constantly under review. Girls are nominated by their teachers to show the Headmistress any piece of work that displays particular achievement for that individual child. They are awarded a special sticker and this is recorded in the Commendations File. Five or more Commendations in a term is recognised by the award of a Brilliant Card in that term's final assembly. Individual teachers also use their own systems to celebrate effort, progress and achievement.

Girls are awarded House Points for helpful behaviour and a positive contribution to school life.

## **MUSIC**

In addition to curriculum music, girls can join the choirs. There is also a Pre-Prep Mini-Strings group. From Form II girls can apply for individual instrumental lessons in the instrument of their choice. Parents will be advised if the school believes that their daughter is ready for this type of tuition. The charge for individual music lessons will be added to the termly fee account.

## **PARENTS' EVENINGS AND REPORTING**

These are evenings held in the Michaelmas and Lent Terms to provide parents and teachers with the opportunity to meet and discuss a child's progress.

Written reports are sent home at the end of the Michaelmas and Summer Terms.

## **THE CURRICULUM**

### **Reception**

Since 1 September 2008 all schools in the maintained and independent sectors are required by law to follow the Government's Statutory Framework for the Early Years Foundation Stage (EYFS). The children make progress towards the early learning goals set out in the EYFS framework through six areas of learning:

- Personal, Social and Emotional Development
- Communication, Language and Literacy
- Problem Solving, Reasoning and Numeracy
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

The teachers plan under these headings (with many activities interlinked) placing an appropriate emphasis on developing literacy, numeracy and social skills. The children also benefit from some specialist teaching from the outset in French, Music, ballet and PE.

In Forms I and II the curriculum has the national curriculum as its basis whilst also seeking to enrich and extend the content.

## HOW YOU CAN HELP

### Reading

Encourage your child to follow the words and pictures as you read to her.

Encourage her to talk about what you are reading.

Always make reading a pleasurable activity, never a duty for you or her.

We use a variety of methods to teach reading with phonics at their heart. Letters are learnt by their sounds e.g. 'a' as in apple. As she becomes more familiar with these she will be able to sound out words as she reads, with you supplying more difficult words in order not to interrupt the flow.

Praise her!

Resist the temptation to compare your child with others; children progress at different rates. Talk to the teacher if you have any concerns.

### Number

Again the emphasis should be on enjoyment. Young children need practical activities to learn and understand the concepts. In so doing you will reinforce and consolidate the work she is doing in school.

Count as you go e.g. stairs, footsteps etc

Use 'concrete' objects to help your daughter understand the concepts. For example, count objects, add and subtract sweets, use money etc.

Play games such as snakes and ladders, dominoes etc. that involve counting and number recognition.

Jigsaws help to develop shape and pattern recognition.

### General

The day is demanding for a young child. Please ensure that your daughter goes to bed at a sensible time. In the same vein, avoid play dates and parties during the week.

Help your daughter to be independent by teaching her to dress and undress (including shoes and socks).

Make sure all her clothes are clearly named.

Please tell the teacher if there is anything inside **or outside** school which is unsettling/upsetting her.

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# THE PREPARATORY DEPARTMENT

## Introduction

The Prep Department is made up of Forms III to VI inclusive and equates to Key Stage 2 of the National Curriculum.

We want our girls to be happy, engaged and ambitious, confident and considerate. We want the very best for them, and from them!

In pursuit of excellence our curriculum is rich and imaginative, using our central London location to provide subject-related activities to bring learning to life at every opportunity. Days are full and varied. We also run a programme of residential school journeys which begins with a stay on the Isle of Wight for Form V and ends with a week in France for Form VI. The girls are also able to apply for a place on the joint QCPS/QCL annual ski trip from FIV.

During their time in the Prep, the girls will experience many different physical activities including netball, athletics, gymnastics, fitness training, rounders, swimming, team games and fencing. Music, dance and drama flourish, with learning and performance opportunities for all.

By the end of FVI the girls leave us for leading day and boarding schools well prepared and eager to face the challenges of life ahead.

## FORMS

Mrs C Colvin	IIIC
Mrs N Lee	IIIL
Miss C Bolton/Miss H King	IVB
Miss S Rudolph	IVR
Miss P Armstrong	VA
Miss M Leslie	VIL

## THE ROLE OF THE FORM TEACHER

The role of the form teacher is crucial to both the academic and pastoral care of the children. Regular communication with parents is an essential part of this care and forms the basis of the close partnership we wish to foster with parents.

It follows therefore that the form teacher is the first point of contact for parents. Parents are asked to make contact primarily through the homework diary.

## THE PREP DAY

8.15 - 8.35	Girls in their form rooms
8.35 – 8.40	Registration
8.40 - 9.05	Assembly
9.05 - 9.45	Lesson 1
9.45 – 10.20	Lesson 2
10.20 - 10.40	Break
10.40 - 11.15	Lesson 3
11.15 - 11.50	Lesson 4
11.50 – 12.30	Lesson 5
12.30 - 1.25	Lunch Break
1.25 - 2.00	Lesson 6
2.00 - 2.35	Lesson 7
2.35 - 3.10	Lesson 8
3.10 - 3.20	Form Time

## ARRIVAL AND DEPARTURE

### START OF THE DAY

As in the Pre-Prep, parents are welcome to accompany their child into school. We are always happy to greet parents as well as the girls each day! **Parents are also welcome to go into their daughter's classroom when there is a particular need to do so** e.g. to have a brief word with the form teacher. However, it is our view that by the time that the girls are of Prep age they should be sufficiently independent and confident to go unaccompanied into their form rooms and get themselves organised for the day ahead. We are teaching the girls to be independent.

### COLLECTION AT THE END OF THE DAY

We ask that children be collected promptly at the end of the day. If a parent is delayed, the child will wait in the library. Any child going home by coach should wait in the library until the driver arrives. If a child is not going home by coach on a particular day, parents must contact the bus company directly, not via the school.

Parents/carers must inform the school - via a note to the form teacher - if their child is to go home with another adult, even if it is another parent in the class.

Parents must send a letter to the Headmistress if they wish their child to leave the school unaccompanied at the end of the day.

Children attending after-school activities must be collected from the teacher-designated pick-up point.

## AFTER SCHOOL ACTIVITIES

The Prep Department offers a range of optional after-school activities from 3.25 to 4 pm from Monday to Thursday inclusive. Some are open to all; some by invitation. The activities offered will vary from time to time and pupils will be given a list from which to choose at the start of each term. Once the girls have 'signed up' for a club we ask that they continue to attend. These sessions run each term with parents being advised of the start and end dates by letter.

## **HOMEWORK**

The girls are given a homework diary at the start of the year. The diary is extremely important for teachers and parents to use as an immediate and effective way to communicate on a range of issues and comment as/if appropriate. It is used by the child to write down her homework and to note school commitments. After the homework has been completed parents are asked to sign the diary each day. The form teacher will check the diary regularly and sign it every week.

The form teacher will give the girls a homework timetable at the start of the year.

The time spent on homework will vary from year group to year group, and may vary from term to term, particularly in the case of girls in Forms V and VI preparing for entrance examinations. Set out below are guidelines:

	<b>Monday - Thursday</b>	<b>Time</b>	<b>Weekend</b>	<b>Time</b>
Form III		25 minutes		30 minutes
Form IV		30 minutes		40 minutes
Form V		35 minutes		60 minutes
Form VI		40 minutes		75 minutes

Please note these are guidelines only and teachers will set work as appropriate and not for the sake of it. It is important that parents let the teacher know – usually by the homework diary or a note – if their daughter has experienced difficulties with the work. For example, girls should not be struggling or spending hours on homework. Please ask them to stop them if this happens and indicate this in the homework diary so that the teacher is aware of this and can work with the child. It is also important for teachers to know if parents have had to provide substantial help.

Homework will most usually grow out of the work covered in the lesson and so is not usually appropriate for girls when they are absent from school.

Girls should always be encouraged to read each evening.

The homework policy will be reviewed in 2009/10.

## **Holiday Work**

Holiday work is not usually set. Exceptions, when girls will be set work to help with exam preparation and practice, are

Form V	Easter	Summer
Form VI	Christmas	

## **MORNING AND LUNCH BREAKS**

Breaks are supervised by members of staff. Girls are provided with a drink – water, milk or juice - and a biscuit. They may bring their own healthy snack (no sweets or chocolate) and all are consumed in the dining room. In addition the girls are encouraged to bring water into school.

Owing to our lack of outdoor space the girls spend the majority of their break times indoors. A range of games are available in their classrooms and we are currently developing a variety of lunchtime activities designed both to entertain and enable them to mix more widely across the Prep Department.

## PERSONAL PROPERTY

We encourage the girls to become organised and responsible for their own belongings. All items of clothing must be **clearly marked**. Uniform will be checked regularly to ensure that every item is named.

Girls are not to bring expensive items to school unless they have received permission from a teacher to do so. Money is not usually required at school. In Games and PE, personal belongings can be handed to a teacher for safekeeping. The school does not carry any insurance for clothing or property lost or damaged at school. It is the parents' responsibility to cover such items as musical instruments, watches, sports equipment etc.

Girls are not allowed to bring mobile phones into school unless there are special circumstances. In which case the Headmistress will give permission on an individual basis.

## EQUIPMENT

**Form III** Girls should have their own pencil cases with HB pencils, colouring pencils, sharpener, eraser and glue stick.

**Form IV** Girls should have their own pencil cases with handwriting pens, HB pencils, colouring pencils, sharpeners, erasers and glue sticks.

**Form V** Girls should have their own pencil cases with handwriting pens, HB pencils, a long and a short ruler, colouring pencils, sharpeners, erasers and glue sticks.

**Form VI** Girls should have their own pencil cases with cartridge pens, HB pencils, colouring pencils, sharpeners, erasers, a long and a short ruler, protractors and glue sticks.

Girls will be advised by their teachers when and if they require additional equipment for maths lessons.

## PE / GAMES

Parents should ensure that their child has the correct kit for Games & PE lessons. A letter must be sent to school if a child is unable to take part in a Games or PE lesson.

## INFORMATION EVENINGS

Information Evenings are held early in the Michaelmas Term. Parents meet the form teachers and are given an outline of the curriculum, a summary of expectations and the programme of activities for the year. The key purpose of these meetings is to enable parents and teachers to meet and establish how they can work together for the good of the children. These evenings are not about matters pertaining to individual children.

## PARENTS' EVENINGS AND REPORTING

### Forms III, IV and VI:

Parents' Evenings are held in the Michaelmas and Lent Terms to provide an opportunity for parents to meet the form teachers to discuss the progress of their child. Parents may also make appointments to see their daughter's teachers at any point in the year.

### Form V:

Arrangements differ slightly for parents of girls in Form V. A Parents' Evening is held in the Michaelmas Term as usual. In the Lent and Summer Terms parents have a meeting with the Headmistress, form teacher, and key subject teachers to discuss their child's progress and senior school transfer.

**Written reports** are produced at the end of the Michaelmas and Summer Terms. (Half term grades for effort and achievement in examination subjects are sent home for FVI at October half term).

## ASSESSMENT

The girls are assessed formally and informally on a regular basis throughout the year to enable the progress of each girl to be tracked and monitored. Age standardised assessments in reasoning and reading are administered in the Lent Term for girls in FIII to V inclusive, and for Form VI in December. Girls in FIII to FVI take formal written assessments in English, Maths and Science in May/June.

## SENIOR SCHOOL ENTRY

Form VI girls sit the various 11+ entrance examinations for Senior Schools in January. These include London Day School consortium examinations, Common Entrance (for those wishing to board) and other entrance examinations set by individual schools.

## THE CURRICULUM

The curriculum takes account of the national curriculum along with the content and requirements of the ISEB (Independent Schools Examining Board - Common Entrance), and 11+ examinations.

Lessons are organised into a 40-period week. Set out below are the allocations per week for the various subjects. There can be some variation, especially with Forms V and VI, in periods leading up to (and after) entrance examinations.

Year	Eng	Readg	Dra	Maths	Sci	Hist	Geog	Art	RE	PSHE	ICT	PE	Dance	French	Latin	Music	Tot
F III	8	1	1	8	3	2	2	2	1	1	1	6	1	1	0	2	40
F IV	8	0	1	8	3	2	2	2	1	1	1	6	1	2	0	2	40
F V	8	0	1	8	4	2	2	2	1	1	1	5	1	2	1	1	40
F VI	8	0	1	8	4	2	2	2	1	1	1	5	1	2	1	1	40

For your interest and information, in the following pages we provide you with an overview of the work and topic areas you can expect your daughter to cover during the year ahead. We ask parents to understand that these half-termly grids are a guide only, and not intended to be

prescriptive or to form a checklist. Topics may change, happen in different terms or not happen at all. The best teachers plan for the children in front of them and respond to their needs.

## LEAVERS

### OFFERS OF PLACES TO GIRLS IN FORM VI

#### Academic Year 2008/09

City of London for Girls	1 place
Frances Holland, Clarence Gate	4 places
Frances Holland, Graham Terrace	1 place
Godolphin and Latymer	3 places
More House	4 places
North London Collegiate	1 place
Queen's College London	15 places (1 music scholarship)
St Paul's School for Girls	1 place
Wycombe Abbey	1 place
Cheltenham Ladies College	2 places (1 academic scholarship)

#### Academic Year 2007/08

City of London for Girls	5 places
Channing	1 place
Frances Holland, Clarence Gate	11 places
Frances Holland, Graham Terrace	6 places
Godolphin and Latymer	5 places (1 music scholarship)
More House	4 places
North London Collegiate	1 places
Queen's College London	22 places (1 music and 1 art scholarship)
Queen's Gate	6 places
South Hampstead High School	3 places
Latymer Upper	1 place (1 music scholarship)
St Paul's School for Girls	2 places
Southbank International School	1 place
The American School	1 place
Wycombe Abbey	1 place
St Mary's, Ascot	2 places

## **SECTION 4**

### **Uniform list**

#### **Winter**

Reception – FII: white turtle-neck cotton long-sleeved top\* (No other acceptable)

FIII – FVI polycotton white blouse with Peter Pan collar and long sleeves\*

"Jessica" cropped cardigan in bottle green polycotton\*

"Laura" pinafore in Dress Gordon\* up to Form III

Skirt in Dress Gordon – "A" line\*. Forms IV, V and VI

Plain white cotton ankle socks with turn over (no lace).

Shoes - plain dark blue Start-Rite, flat heel, strap or T-bar style. (Girls whose size exceeds the Start-Rite range may wear a flat, plain, supporting dark blue loafer.)

Single breasted coat, navy, fastening into neck (style 'Sue')\*

Woollen bobble hat and knitted gloves, bottle green: optional above Form II

Scarf fleece-backed with dress Gordon tartan – optional for all

#### **Summer**

Polycotton dress in Dress Gordon, Style "Lucy"\*

Light straw hat with school hat band\* - optional for Form VI

Short woollen reefer jacket, navy blue\*. (blazers are not part of the uniform)

Shoes and socks as in list for Winter

All girls must have a plain white sun hat – cricket or baseball style

#### **PE and Games**

Navy jacket (waterproof) with fleece lining\* (essential for games for Form II upwards)

Bottle green PE shorts\*

White short sleeved polo shirt\*

Plain navy track suit - "Jonelle" or similar

White plimsolls (velcro fastening for Reception – Form II)

White trainers - plain only (not needed for Reception)

#### **Ballet**

Reception: Pink unblocked ballet shoes

Form I – III: pink unblocked ballet shoes; leotard: pale pink lycra with boat neck and cap sleeve and worn with pale pink ballet skirt; pale pink ballet head band (optional). All girls require a shoe bag (own choice of colour) specifically for ballet clothing.

These items are mandatory for candidates for R.A.D. examinations.

Form IV upwards: leotard, three-quarter sleeve - lycra, black\* (girls may wear the pink outfit until outgrown).

#### **General items:**

All pupils require an overall for Art/Science/Technology - long-sleeved, nylon, bottle green with front "velcro" fastening.

\*Items to be obtained from the school outfitter, John Lewis, Oxford Street

**The following items are obtainable only through the School office:**

Reception – Form II: school bag, flat, dark green, with logo  
Form III upwards - school backpack, dark green, with logo

Form I upwards - large navy blue "Laundry bag" named on the outside, to hold PE kit, etc. on the school peg – a letter about this is sent home each September.

All items must be clearly named. The School can take no responsibility for lost or missing items.

**PLEASE NOTE:**

No jewellery is to be worn in school. Watches should be small and unobtrusive with a conventional face and dark blue or black leather strap.

The school is not responsible for the safe keeping of any such items.

## QCPS Staff List 2009

**Headmistress:** Mrs A. M. Dempsey, BA(Hons), Cert. in Ed

**Senior Mistress:** Miss E. Clarke, Dip. Ed., Dip. Rel. Ed.

**Assistant Heads:** Mr M. Barnard, BPrim. Ed. Administration and Development  
Miss M. Leslie, MA, PGCE Curriculum and Pastoral

### Pre-Prep Form Teachers

Miss C. Aplin, BEd, Diploma of Teaching

Miss D. Belzer, BEd

Mrs C. Dalling, BEd(Primary)

Pre-Prep Co-ordinator

Miss S. Martinelli, BA(Hons), PGCE

Miss K. Rowan, BA(Hons), PGCE

Miss J. Shufflebotham BA(Hons), PGCE

Pre-Prep Assistants:

Mrs A. Burden

Miss F. Clarke, BA(Hons)

Mrs R. Laforet, Montessori Dip.

Mrs C. Moore, BA(Hons)

Miss C. Perkins

Miss D. Ranasinghe, Law LLB

### Prep Form Teachers

Miss P. Armstrong, BEd(Primary)

Miss C. Bolton, MA (Hons), PGCE

English

Mrs C. Colvin, BA(Hons), PGCE

Geography

Mrs N. Lee, BA, BEd

Miss M. Leslie, MA, PGCE

History, Latin

Miss S. Rudolf, BA(Hons)

### Subject Teachers

Mr M Barnard, BPrim. Ed.

Mathematics

Miss H. Baxter-Edwards, BA(Hons), LRAD

Ballet, Modern Dance

Miss A. Burchell

French

Mrs N. Campbell

Miss B. Clark, BTP, BHPE

PE, Pre-Prep ICT

Miss E. Clarke, Dip. Ed., Dip. Rel. Ed.

Religious Education

Mrs R. Coles, MA, ATCL

Head of Music

Miss M. Haydon, GRSM, LRAM

Head of Strings

Mrs K. Jones, Med, Dip. Teaching

Science

Miss H. King, BA(Hons), PGCE

Science

Mrs T. Knott, BSc(Hons)

ICT

Miss K. Seton, BSc, Dip. Ed.

PE and Games

Mrs A. Wilford, MA, PGCE

Art and Design, Craft

### **Music Department: Visiting Music Teachers**

Miss S. Shaw, BMus(Hons)	Classical Guitar
Peter de Croos, BMus,MA, GTCL, LTCL	Piano
Miss B. Howard, BMus(Hons)	Singing
Miss A. Murray, GTCL, LTCL	Recorder, Piano
Peter Robinson, LLCM, GTCL, PGCE	Clarinet, Flute, Saxophone

### **Library**

Mrs C. Palmer, BA(Hons)	Librarian
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### **Visiting Staff**

Leo Suarez, BA, Gold Medalist	Fencing
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### **Administration**

Mrs A. Clifton-Brown, BA(Hons)	Registrar, PA to Headmistress
Miss H. Ring	School Secretary
Matthew Gray, BA(Hons)	Network Manager
Martin Chan, BSc(Hons)	ICT technician
Everton Nixon	Caretaker
Major Simon Turner	Bursar

### **Consultant**

Mrs S. Russell	Dyslexia Teaching Centre
Mrs E Close Smith	Dyslexia Teaching Centre

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## **Attendance**

- Regular attendance at school is required from the first day of term to the last.
- Holidays should only be taken during the published holiday periods. Permission for any absence other than illness must be sought by letter from the Headmistress.
- If a child is absent through illness, the Office should be informed on the day of the absence between 8.00 and 9.00 am; a written note from a parent or guardian should be given to the form teacher on the child's return.

## **Times**

- The day begins for all children at 8.35am.
- For children in Reception the school day ends at 3.00 pm.
- For girls in FI and II, the day ends at 3.10 pm.
- For girls in the Prep Department, the day ends at 3.20 pm.

## **Personal Property**

- All personal property must be clearly marked.
- Pre-Prep children should not bring personal possessions to school unless they have received permission from a member of staff.
- Girls are not allowed to bring mobile phones into school unless there are special circumstances. In which case the Headmistress will give permission on an individual basis.
- Girls should not have money in school unless it is for a specific purpose.
- Only conventional/appropriate watches (FII and above) and official school badges may be worn.

For PE/ Games personal belongings should be handed to a teacher for safekeeping.

## **Textbooks**

- Textbooks and library books are issued to children on loan. Any damage or loss will incur costs.

## **Food**

- Girls in the Prep may bring a healthy snack to supplement their morning break.

## **Uniform**

- All girls must wear the school uniform in accordance with the published list. All items of uniform must be clearly marked.
- Summer uniform should be worn from the start of the Summer Term. Summer uniform may continue to be worn until Michaelmas Term half term.
- A neat appearance is expected at all times.

## **Appearance**

- Girls with long hair should wear hairbands, slides or scrunchies to keep hair tidy and off the face. These should be dark blue, dark green or tortoiseshell.
- No jewellery of any kind should be worn including earrings.
- No make-up or nail polish is allowed to be worn in school.

## **Conduct**

- Girls are expected to show courtesy and consideration to adults and other children.
- High standards of behaviour are expected in school and whenever our girls represent the school.
- Girls are expected to respect the school environment.
- The girls are expected to move around the building in a sensible and considerate manner.

## **Safety**

- No child will be allowed to leave the school without the knowledge of their form teacher or the staff in the Office.
- At the end of the school day children are collected from Door 59 or 61, as designated.
- Girls who are not collected on time will wait in the library.
- Parents must send a letter to the Headmistress if they wish their daughter to leave the school unaccompanied at the end of the day.
- Children attending after school activities must be collected from the teacher-designated pick-up point.
- Girls must not have in their possession anything that could present a danger to themselves or others e.g. medication or other dangerous items.

