

# Queen's College Preparatory School

Information for Reception Parents

2019-20



# Welcome from the Head

**“We shall be glad to improve our practice every day, not alter our principle”**

F. D. Maurice (Founder of Queen’s College)

I would like to take this opportunity to welcome you to Queen’s College Preparatory School (QCPS).

QCPS takes particular pride in our reputation for caring for the individual needs of our girls and recognises that this is built very much on the commitment and skills of our staff and the support of our parents. The success of the school and the well-being of its pupils depends on co-operation, trust and respect between all members of our community.

This initial booklet is designed to provide the specific information you need at this stage, as well as providing a general overview of life at QCPS. I hope that you will find the booklet useful and that it helps you and your daughter to quickly feel part of our wonderful community.



**Emma Webb**  
**Headmistress**  
Queen’s College Preparatory School

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## Contact Details

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Bursar	Mr Crispin Morton <a href="mailto:cmorton@qcl.org.uk"><u>cmorton@qcl.org.uk</u></a>
Address	Queen's College Preparatory School 61 Portland Place London W1B 1QP
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Admissions	020 7291 0670
Bursar's Office	020 7291 7002
Finance Office	020 7291 7077
E-mail address	<a href="mailto:info@qcps.org.uk"><u>info@qcps.org.uk</u></a>
Website	<a href="http://www.qcps.org.uk"><u>www.qcps.org.uk</u></a>

# About the School

## Aim of the School

Our aim is to work with every girl to bring out the best in her; we build independence and the skills to work collaboratively so that our girls grow as learners and as people. She will be encouraged to think for herself, to be ambitious, resilient and resourceful. The school is a happy, safe and stimulating place where every girl is an important individual. Our approach and teaching from the outset is designed to give the message that learning is fun and that how we behave matters. Emphasis is placed on concern and respect for others, and on our responsibilities as members of a community. We work to build self-esteem in our girls so that they grow into confident, compassionate, accomplished and well-rounded young women who leave us exceptionally well prepared for the next phase of their education.

## Then and Now

Queen's College occupies an extraordinary position in the history of education. It was founded in 1848 by Frederick Denison Maurice, professor of English Literature and History at King's College London and Christian Socialist thinker. His ambition was to provide a means by which girls and young women could gain a serious education, and Queen's was the first institution in Great Britain where they could study for and gain academic qualifications. In 1853 Queen's received a Royal Charter from Queen Victoria which established much of the organisation of the College. Following this early royal patronage, the Patron of the College has always been a queen, and our current Patron is Her Majesty The Queen.

In keeping with its radical and pioneering past, Queen's has maintained a liberal and self-confident tradition throughout its history. It has educated young women who have gone on to become leaders in the professions and who have blazed trails in just about every walk of life. In 2002 Queen's College was instrumental in the founding of Queen's College Preparatory School as an independent preparatory school for girls aged 4 to 11 years. There is a close relationship between QCPS and the College, and both are governed by the Queen's College Council.

Building on the long and distinguished history of Queen's College, Queen's College Prep has already established a tradition of providing an excellent, rounded education which harnesses the very best of traditional values with a thoroughly modern 21st century approach to education. At the age of 11 our happy and confident girls transfer to Queen's College, and other leading day and boarding schools.

We are very proud to be members of the Girls' School Association and the Independent Association of Preparatory Schools.



# School Leadership

## **The Council of Queen's College**

'The Council' is the name traditionally given to the Board of Governors that oversee both Queen's College and Queen's College Preparatory School. The Council of Queen's College, London has responsibility for developing the vision for both schools, and supervises their academic, developmental and financial strategies. There are five sub-committees: The Education and Pastoral Committee, the Development Committee, the Estates Committee, the Finance Committee and the Governance & Nominations Committee.

The Council is made up of nominated members, all of whom are volunteers. Potential members are recommended by the Nominations Committee and approved by the Council.

The full Council meets at School at least three times a year. The Education and Pastoral Committee, the Development Committee, the Estates Committee and the Finance Committee meet termly, and the Governance and Nominations Committees meets as necessary. All committees provide reports to the full Council.

The Chairman of the Council is Professor Alison While and she may be contacted:

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

A full list of the members of the Council of Queen's College London and Queen's College Preparatory School can be found on the QCPS website.

## **The Senior Leadership Team (SLT)**

The Headmistress is responsible for the day to day running of the School in all its departments and also, in conjunction with the Council, for long term strategic planning and development.

The Senior Leadership Team comprises the Headmistress, the Bursar, the Deputy Head (Academic) and the Assistant Head (Pastoral). They are supported by the Extended Leadership Team which includes the Head of Prep, the Head of Pre-Prep and the Head of Learning Support.

# The Pre-Prep

## **Introduction**

The Pre-Prep is made up of Reception, Form I and Form II. The girls join when they are aged 4 and move automatically into the Prep Department when they are aged 7. Reception is the entry point for most girls. In the Pre-Prep we aim to give the children the best possible introduction to formal education. They are very young when they join us and our first priority is to help them settle happily into school life. Like you, we want all our girls to love school and learning, and to do their best; all key lessons for life.

At Queen's we work to provide a first-class, all-round academic education in the happiest, most nurturing and liveliest of atmospheres. This approach helps the girls to grow into independent, confident, considerate and responsible young people, learning to value their work and enjoy their talents, as well as appreciating those of others.

The role of the Form Teacher is crucial to both the academic and pastoral care of the girls. Regular communication with parents is an essential part of this care and forms the basis of the close partnership we endeavour to build with parents.

## **Forms**

The children in the Pre-Prep are the responsibility of their Form Teacher who should be your first point of contact.

## **The Start of the Day**

It is very important for the girls themselves, and for the smooth and efficient running of the School, that the girls arrive punctually each day. The door opens at 8.15am and the girls across the school must be in school by 8.35am when the electronic registers are taken. Girls arriving after 8.35am must be signed in at the School Office.

Parents are welcome to accompany their child into school each morning throughout the Reception year. We are always happy to greet parents as well as the girls each day! Parents are also welcome to go into the classrooms of their older children in the Pre-Prep, particularly during the first few weeks of a new school year. However, we ask that parents balance this with the need to foster independence in the girls and ask that you work with the Form Teacher to this end. We aim for the girls in Forms I and II to go unaccompanied into their classrooms, hang up their coats and settle happily to the morning routine by the end of the Michaelmas Term.



# Timings of the School Day

		<b>PRE-PREP</b>	<b>PREP</b>
<i>7.30 am – 8.15am</i>		<i>Breakfast Club*</i>	
8.15 am	Period 1	Registration	Registration
8.40 am	Period 2	Assembly / Phonics	Assembly / Form Time
9.00 am	Period 3		
9.35 am	Period 4		
10.10 am	Period 5	Morning Break	Morning Break
10.30 am	Period 6		
11.05 am	Period 7		
11.40 am	Period 8	Pre-Prep Lunch	
12.15 pm	Period 9		Prep Lunch
12.50 pm	Period 10		
1.25 pm	Period 11		
2.00 pm	Period 12		
2.35 pm	Period 13	.....	
3.10 pm	Period 14	Co-curricular Clubs	.....
3.45 pm	Period 15	Co-curricular Clubs	Form Time (Tues – Thurs)
<i>4.00 pm – 5.00pm</i>		<i>Extended Co-Curricular Clubs*</i>	
<i>4.00pm – 6.00pm</i>		<i>Twilight Club*</i>	

\*Please note that additional charges apply

## Finish Times

The School operates a staggered finish time. The Forms are dismissed as follows:

- 3.00 pm Reception
- 3.10 pm Form I & Form II
- 3.20 pm Form III & Form IV; Form V & Form VI (Mon & Fri)
- 4.00 pm Form V & Form VI (Tues - Thurs)

## Collection at the End of the Day

We ask parents to collect their daughter **punctually** at the end of the school day, which is 3pm for the girls in Reception. The children are brought to the door by their teachers and each one is handed over individually to her parent/carer. Parents/carers must inform the school by email or through the homework diary 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.

## **Uncollected Children**

The School 'Uncollected Children Policy' applies to all children, including those in Reception, who are not collected at the end of the school day. *Please note that the School may place girls who are uncollected into Twilight club, for which a charge will be added to your termly account.*

## **Co-curricular Activities**

QCPS offers a rich and varied programme of co-curricular activities each term. Girls choose their activities from the given list and places are allocated as fairly as possible. Once the girls have been allocated a place in a club we ask that they continue to attend. The start and end dates of Co-Curricular sessions are published in the school diary and on the website.

## **Breakfast Club**

At Queen's College Prep we understand that busy family and professional lives mean that it might be useful for some families to have the opportunity to drop their daughter off at school early in the morning. The Early Bird Breakfast Club is available for all girls from 7.30am - 8.15am. At a daily rate of £6.00, girls are able to enjoy a healthy and balanced breakfast with a variety of different options available each day. The menu is available on the website. QCPS Staff manage the club, providing fun and interactive activities for the girls to take part in after they have eaten. You do not need to book this service in advance, and fees incurred are calculated at the end of each term and added to parents' termly accounts.

## **Twilight Club**

'Twilight Club' is an extended childcare service managed by QCPS staff. It is available from 4.00pm – 6.00pm, Monday to Thursday. This service can be booked regularly in advance, or on an ad hoc basis. Parents who wish to use this service must notify Ms Kukulak via email. Emails must be received before 2.30pm on the day you wish to use this service. Collection from this club will require parents to ring the Twilight phone number and their daughter will be brought to the door. The cost of this service is £12.50 per hour; fees incurred are calculated at the end of each term and added to parents' termly accounts.

# General Information

## Correspondence

Parents may correspond with their daughter's Form Teacher by email or through their child's homework diary. Parents are asked to check and sign the homework diary each day.

The majority of modern communication is now electronic, and at QCPS we recognise that this offers us the opportunity to communicate with parents more efficiently and effectively in many cases. However, in order to ensure all parties (staff and parents) find that email use continues to be effective and not too burdensome there are some simple guidelines listed in the document 'Email Etiquette @ QCPS', which can be found in the Appendix.

## Letters

Letters are sent to parents on a regular basis via email. When a letter requires a response, a link to the consent form will be included in the email. Copies of these letters are also available on the Parent Portal (SchoolBase). You will receive instructions on how to access the Parent Portal and your login details at the start of the Michaelmas Term.

## School Diary

You will receive a pocket sized school diary outlining the events for the term ahead at the beginning of each term. Whilst we endeavour to adhere to the published diary there may be odd occasions when the timings or dates of events may change, in which case you will be informed by email. The calendar on the website and the Parent Portal always contains the most up-to-date information.

## Newsletters

An electronic version of the whole School Newsletter is emailed to parents each Friday and includes 'The Week Ahead', highlighting forthcoming School events. The Newsletter is also posted on the parent section of our website, which is password protected. Parents of children in Reception, Form I and Form II also receive a weekly Year Group Newsletter each Friday which contains photographs of the girls enjoying the activities of the preceding week, and outlines the areas of curriculum focus for the following week. These newsletters are easily accessed through links at the bottom of the whole school newsletter.

## Introduction Evenings

Parents of girls in all year groups are invited to an Introduction Evening at the beginning of the Michaelmas Term. This provides parents with the opportunity to meet with their daughter's Form Teacher (and Teaching Assistants in the Pre-Prep) and to hear about the year ahead.

## Parents' Meetings and Reporting

Parents' Evenings are held in the Michaelmas and Lent Terms to provide an opportunity for parents to meet with their daughter's teacher/s to discuss the progress of their child. Parents formally meet with their daughter's Form Teacher, and English and mathematics teacher in the Prep School, on two

occasions during the academic year. They also have the opportunity to meet with their daughter's specialist teachers during the Lent Term meeting.

In the Summer Term there is a Reception Open Afternoon where parents can spend time with their daughters, enjoying their work and looking together at their learning and achievements as recorded in her personal profile.

Written Interim Reports in core subject areas are provided at the end of the Michaelmas Term, and Full Reports are provided at the end of the Summer Terms. All reports are made available through the Parent Portal (SchoolBase).

## **Uniform**

Our school uniform is provided by SchoolBlazer, and parents order uniform items online through their website. Further information about SchoolBlazer and the official school uniform list appears at the back of this booklet. **Please note that the school coat and boater are compulsory items of uniform.**

- All girls must wear the school uniform and PE kit in accordance with the published list. All items of uniform and PE kit 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
- Girls with long hair should wear hair bands, slides or scrunchies to keep hair tidy and off the face. These should be dark blue, dark green or tortoiseshell
- No make-up, nail polish or jewellery of any kind should be worn, including earrings
- A neat appearance is expected at all times

Most of the girls already at QCPS return to school each September in summer uniform, but all girls must be in winter uniform after the Michaelmas half term holiday. Children joining the school in Reception may wear either summer or winter uniform. However, experience of our unpredictable weather suggests that it is a good idea for parents to purchase at least one summer dress for their daughters, should we have a hot spell in September.

## **Personal Possessions**

No personal possessions should be brought to school, including mobile phones and electronic games. However, pupils from Form II are asked to wear a conventional/appropriate analogue watch to support our work in maths. There are a 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.

## **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 Manager. 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. Payment of Fees:

- Our strong preference is to receive fees by bank transfer (please use the “Code” that appears on the invoice as the reference).
- We can accept cheques (please write the child’s full name and the “Code” that appears on the invoice on the back of the cheque)
- The College also offers payment by direct debit through the ‘School Fee Plan’ a company owned by Premier Credit. They charge an administration fee which can vary from time to time. Details can be provided by the Bursar).

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. In addition, we offer a Personal Accident Insurance Scheme (Incorporating Dental). Your daughter will automatically be covered by the PA scheme at no extra cost. The scheme cover will start on your daughters first day at Queen’s College, London or at Queen’s College Preparatory School and will remain in force until she leaves, or unless you are advised otherwise by us in writing. The scheme remains extant during holiday periods at home and abroad provided your daughter is returning to school for the next term.

We also offer parents the option to participate in a scheme administered by Marsh Ltd that in certain circumstances entitles them to a refund of school fees.

Details of the cover and exclusions for each scheme are contained in explanatory leaflets given to parents in their welcome pack. Any additional cover required, or if substitute cover is required, is a parental responsibility. This scheme is optional and will be added only on written request. Should the fee payer subsequently not require use of the scheme, the cost may be deducted from the invoice provided we are informed prior to the start of the relevant term.

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.

## **School Records**

Parents are asked to inform the School 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 records is available on written request to the Headmistress in accordance with General Data Protection Regulations 2018.

## **Policies**

The following policies are available on request and on our website: Accessibility Plan, Administration of Medicine, Admissions Policy, After-School Care, Aims and Ethos, Anti-Bullying, Behaviour, Complaints Procedure, Curriculum Policy, Data Protection Policy, Educational Visits, Email Etiquette @ QCPS, Equal Opportunities, Expulsion Removal and Review, EYFS, First Aid, Health & Safety, Prep (Homework), IT – Pupil Acceptable Use, Lost Child, Safeguarding & Child Protection, Staff Privacy, Supervision of Children, Uncollected Children, Whistleblowing.

Please note that the list of policies and procedures above is not exhaustive and is subject to amendment and update. If parents wish to have paper copies of any of these policies, they should contact the School Office.

The school is happy on request to make additional information and policies available to parents of pupils and prospective parents. This includes the school's detailed policy on the curriculum (including that of the Early Years Foundation Stage), supported by plans and schemes of work; additional policies to promote the health and safety of pupils; particulars of educational and welfare provision for pupils with statements of special educational needs/EHC Plans, specific learning difficulties and pupils for whom English is an additional language; particulars of academic performance during 2017/18, including the results of entrance examinations taken.

## **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 enjoy frequent outings. Details of visits/additional activities are found in the School Diary which can be found on the Parent Portal (SchoolBase) and our school website. Parents are provided with a printed copy of the diary at the beginning of each term. To reduce the administrative burden on parents, a consent form is filled out at the beginning of each academic year to provide consent for all non-residential educational trips and visits in the school year. Unfortunately, we are not able to refund the cost of a visit if the child is unable to attend the activity owing to illness on the day or other unforeseen circumstances.

## **Residential Visits**

There are residential visits for the girls in Forms IV, V and VI. These visits form an important part of the curriculum and all girls are expected to attend.

## **Safeguarding Children**

When dealing with matters relating to child protection and safeguarding, our policy is in line with Working Together to Safeguard Children (2015), The Children Act 2004, The Education Act 2011 and Keeping Children Safe in Education (statutory guidance for schools and colleges September 2016). Any safeguarding issues are referred to the school's Designated Safeguarding Lead, Assistant Head (Pastoral), Miss Francesca Buchanan.

## **Supervision of Children**

The girls are under the supervision and care of appropriate adults (teachers, teaching assistants and lunchtime supervisors) from the time they enter school to when they are dismissed by their teachers at

the end of the day. Our school policy, 'Supervision of Children' sets out clear expectations and guidelines for staff on all aspects of this matter. Other relevant policies are: Behaviour, Anti-Bullying, Educational Visits, Uncollected Children, Lost Children, Whistleblowing and Safeguarding and Child Protection.

### **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. Pupils are identified as being in need of EAL support on admission to the School or as an existing student at QCPS. Form Teachers can refer pupils to the Learning Support Department for assessment, recommendations and support. EAL provision is driven by the individual needs of the pupils. The whole school teaching approach embraces a wide variety of methods, activities and styles. Parents are invited to discuss strategies for improving their children's English language at home, including recommendations for external tutors where necessary.

### **Provision for Children with Statements/Education, Health and Care Plans (EHC Plan)**

Children with Special Educational Needs and Disabilities (SEND) who have an EHC plan 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 EHC plan and resultant Individual Educational Plan (IEP).

At QCPS, the mechanisms and/or criteria used to identify the possibility of a special educational need (including physical and psychological impairment) or a more general need for additional learning support, include tracking and monitoring of attainment by the teacher as part of the school's on-going assessment procedures.

All teachers are expected to plan for and provide differentiated activities in lessons, where appropriate, in order to ensure that the needs of every child are met. In this way we recognise that differentiation is essential to meet the diverse range of abilities within any classroom. The teachers plan levels of activities so that able girls have ample opportunity for extension whilst girls who find learning in that area more challenging are able to access the lesson and concept taught. Some girls may require higher levels of intervention and support in the form of a specific, individualised structured programme which is carefully planned and managed by the Form/Subject Teacher working in collaboration with the Head of Learning Support and specialist support teacher/s where relevant.

### **Concerns**

Any concerns should, in the first instance, be addressed to the Form Teacher at an appropriate time. We ask that parents use email or the homework diary if a matter is relatively straightforward. An appointment can be made to see the Form Teacher at relatively short notice. Please be mindful that Form Teachers are unable to have private conversations with individual parents during the morning drop off, as they settle the girls in for the day ahead.

QCPS has a Complaints Procedure that is available on request and on the website.

## Behaviour

The way we work to promote positive behaviour in all our girls is set out in the Behaviour and Anti-Bullying Policy Documents which are available on the school website. 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. The girls are also encouraged to 'stop and think' before embarking on any course of action.

### Rewards & Sanctions

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

#### Rewards

We seek to motivate our girls to do their best in as many ways as possible. 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 commendation and a special bookmark and their achievement is recorded on their electronic pupil record. Individual teachers also use their own systems to celebrate effort, progress and achievement. There are termly Celebration Assemblies in which the work/achievement of a girl from each class is shown to the rest of the school. The child also receives a special certificate. In giving awards and praise, we are looking to recognise and celebrate **personal bests**. In this way all our girls have a chance to shine and have their efforts and achievement recognised.

Girls are awarded House Points for helpful behaviour and a positive contribution to school life. These are totalled at the end of the school year and the winning House is awarded the House Shield. Girls are



awarded Merits for academic effort and achievement. A running total of merits is kept throughout a girls' time at QCPS and they are awarded Merit badges and certificates for reaching particular milestones. For example, 20 merits = red badge, 40 merits = pink badge etc.

## **Suspension & Expulsion**

The Headmistress reserves the right to expel or 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, including cyber-bullying. The Chairman of the Council of Queen's College, London would be fully involved in any case that resulted in the expulsion of a child. The Expulsion, Removal and Review Policy is available on the school website.

## **Absence**

If girls are absent, parents are asked to telephone Miss Lavender in the School Office on 020 72910660 between 8.00am and 9.00am.

On returning to school after absence, we must receive a written note/email from their parents or guardian explaining the reason for and length of absence. A note should be 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 permission beforehand from the Headmistress. This is a legal requirement. Each request will be considered on its merits. The school does not provide holiday work early, or work to cover a child's absence when parents request to take them out of school outside the official holiday dates.

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

## **Assemblies**

There are regular assemblies each week. Whilst we are a Christian school, 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. They may feature a story or poem with a moral theme, a celebration of individual and collective achievements of our pupils, a discussion of current affairs, 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.

## **House System**

On joining QCPS, each girl is allocated a House in which she will remain throughout her time at the school. The House System is one of the ways in which we are able to encourage very positive relationships between the youngest and oldest of our girls. The Houses are named after eminent women: Potter (Beatrix, not Harry!), Curie (Marie), Nightingale (Florence), and Franklin (Rosalind). The girls receive a House badge when they join the school.

Girls from the Pre-Prep and Prep take part in exciting House sports challenges during their games lessons at the end of each half term. They compete within their year group in the sport they have been participating in during that half term, earning points for their House. There are regular House

challenges in PE, Art and French as well as a House poetry competition organised by the English Department.

Form VI House Editors, Sports Captains and House Captains prepare House Newsletters with interviews, photos and match results.

Points are tallied up at the end of every term. These are then added to the final score at the end of the Summer Term after Sports Day, and the House Shield is awarded.

### **Accidents and Illness**

Teachers and support staff receive regular training in first aid.

The School First Aid Policy can be found on the school website. In summary:

- All incidents that lead to injury are recorded electronically
- If an injury is more than minor, then a qualified first-aider handles the treatment. The treatment is recorded
- 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 a child becomes ill while in school, does not get better quickly, and/or it seems likely that they have something infectious, parents are contacted and asked to come and collect their child.

### **Medicines in School**

The 'Administration of Medicine' Policy can be found on the school website. In summary,

- Medicines are not supplied by the school
- Girls should not be sent to school when they are unwell and medicines should be brought to school only if absolutely necessary
- Medicines should be handed to the staff in the School Office
- Medicines must 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
- Written parental consent must be given through the completion of the 'Medicines Form' which is available to download from the parent section of the website or from the School Office. The completed and signed form must be handed to the School Office with the medicine before it can be administered
- It is the parent's responsibility to ensure that the medicine is collected at the end of the day

### **Children with Special Medical Needs**

Children with special medical needs have Individual Healthcare Plans that are agreed between school and home, and updated annually or sooner if appropriate.

## **Head Lice**

We ask that parents take a proactive stance in order to prevent the spread and re-infection of head lice. Parents are expected 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. We also ask that parents co-operate with our school expectation that girls should have their hair tied back neatly to discourage the spread of lice.

## **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. Girls in the Pre-Prep are given a hot meat or vegetarian option. Girls in the Prep are able to choose from a wide selection of hot and cold food including jacket potatoes, make-your-own sandwiches and a salad bar each day. All girls can select from the fruit platter. The menus for the week ahead are published weekly in the School Newsletter working on a three-week rota. Parents of girls who require special diets for medical or other reasons should inform the School Office.

## **Break Time Snacks**

At morning break the girls are provided with a drink of sugar-free fruit squash or milk and plain biscuits and vegetable crudités. We ask that if parents wish to supplement this, they send in a piece of fruit or other healthy snack. **Sweets, crisps and chocolate should not be brought in to school.**

## **Nuts**

In order to ensure the health and safety 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 in any food to school in the form of break-time snacks, packed lunches on outings or birthday celebrations.

## **Water**

The girls are provided with a QCPS water bottle at the beginning of each academic year, which should be clearly labelled with their name. These should be taken home each day to be cleaned and refilled.

## **Parents' Circle**

The QCPS Parent Teacher Association is known as the Parents' Circle. The Parents' Circle works for the good of the school in a variety of ways including the organisation of charitable and social events including the Michaelmas Fair, the Summer Fun Day, nearly new uniform sales, and so on.

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

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

Form Representatives arrange informal meetings such as coffee mornings to enable the parents of their forms and year groups to get together socially, and to organise events. **It should be noted that issues relating to the operation of the school, and school communications with the parent body as a whole do not come within the remit of the Parents' Circle Representatives.**

# The Curriculum

## Reception Curriculum

In September 2008 all schools, including those in the independent sector, were required by law to follow the Government's Statutory Framework for the Early Years Foundation Stage (EYFS). In 2012, Governmental reforms to the EYFS Framework enabled independent schools of proven quality to opt out of the learning and development requirements of the EYFS Statutory Framework. In order to extend the range and scope of our provision in Reception, Queen's College Preparatory School took up this option in 2013. Nevertheless, the school in setting its curriculum continues to pay due regard to the early learning goals set out in the EYFS framework.

The three prime areas are

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

The four specific areas to strengthen the prime areas are:

- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts and Design

Reception teachers plan under these headings (with many activities delivered through integrated learning) with an appropriate emphasis on developing literacy, numeracy and social skills. Reception pupils have specialist teaching in French, music, ballet and PE.

Parents are provided with a detailed curriculum overview outlining the learning objectives that will be covered at the beginning of each term.

## Homework

In the Pre-Prep homework is viewed as a means to involve parents in their daughter'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.

	Reception	Form I	Form II
<b>Monday</b>	5 – 10 mins reading/phonics each day e.g. letter sounds, picture books, flash cards and reading books.	Reading 10 minutes  English related task 10 minutes	Reading 10 minutes  English related task 10 minutes
<b>Tuesday</b>	5 – 10 mins reading/phonics each day e.g. letter sounds, picture books, flash cards and reading books.	Reading 10 minutes  Handwriting 10 minutes	Reading 10 minutes  Handwriting 10 minutes
<b>Wednesday</b>	5 – 10 mins reading/phonics each day e.g. letter sounds, picture books, flash cards and reading books.	Reading 10 minutes  Mathletics/Maths task 10 minutes	Reading 10 minutes  Mathletics/Maths task 10 minutes
<b>Thursday</b>	5 – 10 mins reading/phonics each day e.g. letter sounds, picture books, flash cards and reading books.	Reading 10 minutes	Reading 10 minutes
<b>Friday</b>	5 – 10 mins reading/phonics each day e.g. letter sounds, picture books, flash cards and reading books. A piece of English and Maths homework is given.	Reading 10 minutes  10 sight words for following week	Reading 10 minutes  10 sight words for following week

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.

# Ways in which 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 its 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 simple words as she reads; other words can usually be predicted by using the picture.

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

Praise her!

## Number

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.

Count objects, and add and subtract e.g. sweets 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.

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.

# Appendix

**Term Dates**  
**Email Etiquette**  
**Who should I talk to?**  
**School Expectations of the Girls**  
**Uniform Guide**



## Appendix 1. Term Dates 2019-20

### Michaelmas 2019

**Term starts for girls in Reception on Wednesday 4<sup>th</sup> September between 8.45am-9.00am**

Staff Study Days                      Monday 2<sup>nd</sup> and Tuesday 3<sup>rd</sup> September 2019  
Term starts for girls                      Wednesday 4<sup>th</sup> September 2019

*Half Term*                                      *Monday 21<sup>st</sup> October to Friday 1<sup>st</sup> November 2019*

Term ends for girls and staff              Friday 13<sup>th</sup> December 2019

### Lent 2020

Staff Study Day                              Monday 6<sup>th</sup> January 2020  
Term starts for girls                              Tuesday 7<sup>th</sup> January 2020

*Half Term*                                      *Monday 17<sup>th</sup> February to Friday 21<sup>st</sup> February 2020*

Term ends for girls                              Thursday 2<sup>nd</sup> April 2020  
Term ends for staff                              Friday 3<sup>rd</sup> April 2020

### Summer 2020

Term starts for girls and staff              Monday 20<sup>th</sup> April 2020  
Bank Holiday                                      Friday 8<sup>th</sup> May 2020

*Half Term*                                      *Monday 25<sup>th</sup> May to Friday 29<sup>th</sup> May 2020*

Term ends for girls                              Thursday 2<sup>nd</sup> July 2020  
Term ends for staff                              Friday 3<sup>rd</sup> July 2020

## Appendix 2. Email Etiquette @ QCPS

The majority of modern communication is now electronic, and at QCPS we recognise that this offers us the opportunity to communicate with parents more efficiently and effectively in many cases. However, in order to ensure all parties (staff and parents) find that email use continues to be effective and not too burdensome there are some simple guidelines listed below.

1. Emails should not be used to communicate with the School regarding urgent or critical matters. It is always best to speak with the School by telephone or in person. Please contact the School to arrange a meeting to discuss urgent or critical matters with the appropriate member of staff.
2. Because of the nature of their work, teachers spend almost all of their time in the classroom. When they are not teaching, they may be in staff meetings, in training or planning and marking. In addition, all teachers perform a range of supervisory and co-curricular duties. Because teachers have a range of duties to fulfil, it may take longer than a parent might wish for them to respond to an email. Generally speaking, teachers will acknowledge an email within 24 hours and endeavour to respond in full within 48 hours. More complex issues and enquiries may require a longer response time.

### Appendix 3. Who should I talk to?

Parents may contact members of staff by telephone, through the School Office, or by email. **The first point of contact for any concerns should be the Form Teacher**, who can also be contacted via their daughter's diary, then as follows:

Mr Ashan Venn	Deputy Head (Academic)	Academic Policy, Senior School Entrance, Learning Support
Miss Francesca Buchanan	Assistant Head (Pastoral)	Serious matters of discipline, pastoral issues, safeguarding, catering
Miss A. Buddle	Head of Prep	Academic and Pastoral Concerns in the Prep School
Miss R. Woodward	Head of Pre-Prep	Academic and Pastoral Concerns in the Pre-Prep
Vacancy	Head of Learning Support	Learning Difficulties, Special Educational Needs & EAL Support
Miss H. Taylor	Head of PE & Games	PE & Games
Mr P. Avierinos	Head of Music	Music & Peripatetic Music Lessons
Miss R. Thompson	Ballet & Dance Teacher	Ballet & Dance
Mr Z. Tahiri	Finance Manager	Fees & Accounts
Mrs R. Winthrop	PA to Headmistress 0207 291 0670	Appointments with the Headmistress
Miss J. Lavender	School Office 0207 291 0660	General enquiries

## **Appendix 4. School Expectations of the Girls**

### **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 or email from the Headmistress
- If a child is absent through illness, the School Office should be informed (020 72910660) on each day of absence between 8.00am and 9.00am; a written note/email from a parent or guardian should be provided on the child's return. The School should be notified of any contagious diseases

### **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 (Form II and above) and official school badges may be worn
- Girls in Forms IV, V and VI may bring 'Kindles' provided they do not have access to the internet
- 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**

- The girls are provided with a snack and a drink at morning break. They may also bring fruit or another healthy snack to eat at that time

### **Uniform & Appearance**

- All girls must wear the school uniform in accordance with the published list. All items of uniform must be clearly marked. Only regulation school coats should be worn
- Summer uniform should be worn from the start of the Summer Term. Summer uniform may continue to be worn until Michaelmas Term half term
- Girls with long hair should wear hair bands, slides or scrunchies to keep hair tidy and off the face. These should be dark blue, dark green or tortoiseshell
- No make-up, nail polish or jewellery of any kind should be worn, including earrings
- A neat appearance is expected at all times

### **Conduct**

- Girls are expected to follow the Code of Conduct (see below)
- High standards of behaviour are expected in School and whenever our girls represent the School
- Girls are expected to show courtesy and consideration to adults and other children
- Girls are expected to respect the school environment
- Girls are expected to move around the building in a sensible and considerate manner
- The Headmistress reserves the right to suspend or expel 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, including cyber-bullying. The Chairman of the Council of Queen's College would be fully involved in any case that resulted in the expulsion of a child

## **Safety**

- No child will be allowed to leave the school without the knowledge of their Form Teacher or the staff in the School Office
- Parents must send a letter to the Headmistress if they wish their daughter to leave the school unaccompanied at the end of the day (in Form VI only)
- Children attending after school activities must be collected promptly 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 potentially dangerous items

## **Code of Conduct**

- 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. The girls are also encouraged to 'stop and think' before embarking on any course of action.

## Appendix 5. Uniform Guide

All pupils are required to wear the regulation uniform. This is available from SchoolBlazer ([www.schoolblazer.com](http://www.schoolblazer.com)) unless otherwise stated. Please buy clothes which comply with the lists and ensure that children wear the regulation items.

*At the start of the academic year, girls may wear summer or winter uniform until the Michaelmas half term holiday. All girls must wear winter uniform when they return to school after the Michaelmas half term break. Summer uniform must be worn from the start of the Summer Term.*

### Winter Uniform

#### All Girls

- QCPS navy winter coat \* *Please note that the new style winter coat is compulsory from September 2019, and available for purchase from July 2019.*
- Navy felt hat with bottle green ribbon (*From September 2019*)
- Navy blue fleece park/garden beanie hat
- Scarf fleece-backed with Gordon tartan (optional)
- Navy blue tights or long navy socks
- Art/Science/Technology overall. Long-sleeved, nylon, navy with a front "velcro" fastening
- Navy waterproof jacket

#### Reception and Form I

- White polo-neck cotton long-sleeved top (No other acceptable)
- Pinafore dress
- QCPS navy trim cardigan \* *Please note that the new style cardigan will be compulsory from September 2019, and available for purchase from July 2019.*
- QCPS book bag
- Bib and Brace Waterproof trousers (To be ordered from Muddy Puddles)

#### Forms II and III

- White blouse with reverse collar and long sleeves
- Pinafore dress
- QCPS navy trim cardigan \* *Please note that the new style cardigan will be compulsory from September 2019, and available for purchase from July 2019.*
- QCPS school bag
- Bib and Brace Waterproof trousers (To be ordered from Muddy Puddles) (*Form II only*)

#### Forms III, IV, V and VI

- Navy blazer jacket with green piping and crested lapel (*Compulsory from September 2019, and available for purchase from July 2019*)

#### Forms IV, V and VI

- White blouse with reverse collar and long sleeves
- Skirt
- QCPS navy trim V neck jumper \* *Please note that the new V neck jumper replaces the cardigan and is compulsory from September 2019, and available for purchase from July 2019.*
- QCPS school bag

## Summer Uniform

### All girls

- Summer dress
- Plain white cotton ankle socks with plain turnover
- QCPS boater (*compulsory for all girls, including Form VI*)
- QCPS white baseball cap

### Reception, Forms I & II

- Navy short woollen reefer jacket

### Forms III, IV, V and VI

- Navy blazer jacket with green piping and crested lapel (*Compulsory from September 2019, and available for purchase from July 2019*)

## PE & Games

### Reception, Forms I and II

- Navy QCPS Pre-Prep zipped hoodie top
- Navy training pants
- Navy short sleeved polo shirt
- Navy PE shorts or skort
- White sports socks
- Navy crested games bag (*Form II only*)

### Forms III, IV, V and VI

- Navy QCPS Prep hoodie top
- Navy training pants
- Navy short sleeved polo shirt
- Navy PE skort
- Navy climaskin baselayer crested top (*Compulsory from September 2019*)
- Navy climaskin baselayer crested leggings (*Compulsory from September 2019*)
- Navy hockey socks with white turnover
- QCPS swim cap
- Navy swimming costume
- Hockey mouth guard (Opro recommended)
- Navy crested games bag

### All girls

- Trainers to be worn for PE (velcro fastening for Reception)
- House t-shirt
- Summer PE t-shirt

*Additional sports kit, e.g. football boots etc., will be advised by individual year group*

## Hoodies and sun hats

Please note that the school hoodie should only be worn as part of the PE uniform. Similarly the white baseball hat is only worn for the Garden and for outside PE sessions. **The boater is the official summer hat and should be worn by all girls to and from school, unless they are travelling in their PE kit.**

Parents are asked to ensure that all items of clothing are **clearly marked** with the child's name.  
**All items must be clearly named. The School can take no responsibility for lost or missing items.**

### **Items of regulation uniform, not supplied by SchoolBlazer**

#### **Ballet & Dance**

All ballet/dance items can be ordered at discounted prices via Miss Rosy ([rthompson@qcps.org.uk](mailto:rthompson@qcps.org.uk)).

#### **Reception**

Pink unblocked ballet shoes

**Forms I, II and III** (These items are mandatory for candidates for IDTA examinations)

- Pink unblocked ballet shoes
- IDTA royal blue skirted leotard
- White ballet socks
- Sky blue cardigan

All girls require a shoe bag (own choice of colour) specifically for ballet clothing.

#### **Forms IV, V and VI**

- Leotard, sleeveless - lycra, black
- Plain black full-leg leggings
- Black split sole jazz shoes (Bloch or Capezio)

#### **Footwear**

##### **All girls**

Shoes - plain dark blue or black "Start-Rite" type, flat heel, strap or T-bar style

##### **Reception, Forms I and II**

Wellington boots (to be left in school)

#### **Items supplied by the School Office**

##### **All girls**

- QCPS BPA water bottle (charged to your account)

##### **Reception**

- Classroom storage pouch (charged to your account)