



Queen's College Prep School

Annual Information 2018 / 2019

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Principles of Education

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.

Ethos

At QCPS we work with each child 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. They are encouraged to think for themselves, to be ambitious, resilient and resourceful. We work to make the school a happy, safe and stimulating place where every child 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 girls who leave us ready and prepared for the next phase of their education. A Church of England foundation, we are a multi-cultural, multi-faith community. Our emphasis is on living, learning and working together in an atmosphere of mutual respect, tolerance and harmony.

Governance

Queen's College, which comprises both Queen's College, London and Queen's College Preparatory School, is a registered charity (no 312726). It is governed by the Council of Queen's College under the terms of the Royal Charter of 1853.

Patron

HM The Queen

Visitor

The Rt Revd and Rt Hon the Lord Bishop of London

Members of Council

Professor Alison While BSc MSc PhD (London) RGN RHV -
Chairman

Matthew Hanslip Ward MA (Cantab) – Vice Chairman**

John Jacob BSc (Southampton)

Mrs Alexandra Gregory BA (Exeter) ACA

The Chairman of the Council may be contacted:

c/o The Secretary to the Council

Queen's College London

43–49 Harley Street

London W1G 8BT

Mrs Danielle Salem BA (Farnham)* **

Richard Ford BSc (LSE)**

Mrs Rhiannon Wilkinson MA (Oxon) MEd (Manchester)

Ms Holly Porter MA (Cantab) MA (RCA) RIBA FRSA**

Paul Reeve**

** denotes Old Queen's*

*** denotes current or former parent*

Staff List

Headmistress

Mrs E. Webb, BA (London), PGCE

Deputy Head (Academic)

Mr M. Barnard, BPrimEd (South Africa)

Assistant Head (Pastoral) Designated Safeguarding Lead for Child Protection (including EYFS)

Mrs L. McCabe-Arnold, BA, MA (Liverpool), PGCE

Bursar

C Morton (also Secretary to the Council)

Head of Pre-Prep

Miss R. Woodward, BA (Manchester), PGCE

Pre-Prep Form Teachers

Mrs C. Lad-Odedra, BA (Greenwich), PGCE EYFS Lead

Mrs S. Moore, BA (Sheffield), PGCE

Mrs C. Sillitoe, BA (Manchester), PGCE R-FII: English

Mrs A. O’Keeffe BA (Cork), PGCE

Miss R. Woodward, BA (Manchester), PGCE Computing

Miss F. Kiyani, BA (Kingston), PGCE

Pre-Prep Assistants

Mrs A. Burden, NVQ Level 3

Mrs A. Willis, NVQ Level 3, HLTA

Miss K. Kukulak, NVQ Level 4 (*equivalent*)

Miss C. Hutchings BA (Early Years)

Miss A. Cannavacciuolo, BSc (OU)

Head of Prep

Miss A. Buddle, BA (Birmingham), PGCE

Prep Form Teachers

Mrs M. de Guise, BA (Birmingham), PGCE

Mrs L. Burns, BEd (Auckland) Humanities

Miss L. Bain, BSc (Oxford Brookes), PGCE Science

Miss M. Withinshaw, BEd (Australia) Co-Curricular Co-ord.

Miss M. Cipriani, BEd (Pittsburg, Australia) RE

Miss A. Buddle, BA (Birmingham), PGCE

Miss D. Wright, BA (Reading), PGCE FIII-FVI: English

Prep Assistants

Miss B. Gomes, BSc, MSc

Mrs K. Sutaria-Vakil, BA (London Institute), HLTA

Mrs H. Wilkinson, NVQ Level 3

Subject Teachers

Mr P. Avierinos, BMus (South Africa)	Music
Mr M. Barnard BPrimEd (South Africa)	Mathematics
Mrs L. McCabe-Arnold BA, MA, PGCE	Mathematics
Mrs N. Campbell, BA, MA (Nantes)	French
Miss K. Colquhoun, BA, PGCE	Art & Design
Miss N. Such, FD (Sport & Coaching)	Competitive Sports
Miss H. Taylor, BA, MSc (Cardiff), PGCE	PE & Games & Prof Learning
Miss R. Thompson, IDTA	Ballet & Dance

Learning Support

Miss F. Buchanan, BA (Exeter), PGCE	Head of Learning Support / Head of PSHE & SMSC
Mrs C. Moore, BA, NVQ Level 3	

Visiting Music Teachers

Miss C. Bridge, LRAM, BMus	Voice
Miss M. Ridd, PGDip	Cello
Mr P. de Croos, BMus, MA, GTCL, LTCL	Piano
Dr G. Zacharias, PhD, MMus, PG Dip Ad Dip, BMus (Hons), Vln Dip	Violin, Viola,
Miss L.J. Hunter, BA (Leeds)	Voice

Mr C. Ibrahim, BMus, MMus	Piano
Miss A. Murray, GTCL, LTCL	Recorder, Piano
Mr M. Roberts, BMus Hons, MMus	Trumpet, Piano
Mr B. Sharpe, BMus Hons	Guitar
Mr L. Tucker, BMus Hons, MMus	Bassoon, Clarinet, Flute, Saxophone

Library

Mrs C. Palmer, BA	Librarian
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Administration

Mrs R. Winthrop HND (Colchester)	PA to the Headmistress & Registrar
Miss J. Lavender	School Office Secretary

Support staff

Mr Z. Tahiri	Finance Manager
Mr M. Gray, BA	Network Manager
Mr G. Hutchinson	IT Support Officer
Miss S. McCabe	Gap Year Assistant
Mr S. Godly	Premises Manager
Mr P. Venesiani	Senior Caretaker
Mr G. Wellby	Caretaker
Mrs J. Mallia	Midday Supervisor

Summary of School Expectations

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 in advance and in writing 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/email from a parent or guardian should be given/sent to the form teacher on the child's return
- The school should be notified of any contagious diseases

Times

- The door opens at 8.15 am each morning.
- The day begins for all children at 8.35 am.
- 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 FIII and IV the day ends at 3.20 pm.
- For girls in FV and VI the day ends at 4.00 pm on Tuesday, Wednesday and Thursday.

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 in Forms IV, V and FVI may bring 'kindles' to school once permission has been obtained and the 'kindle' does not have internet access.
- 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 may incur costs.

Food

- Girls may bring a healthy snack to supplement the snack provided at 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 hair bands, 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

- 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.
- The 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 Chair 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 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. There is a school policy document - 'Uncollected Children' - that applies to all children (including those in the Early Years Foundation Stage) who are not collected at the end of the school day.
- 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 at the appointed time.
- Girls must not have in their possession anything that could present a danger to themselves or others.

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

School Policies

Copies of the Accessibility Plan, Administration of Medicine Policy, Admissions Policy, After School Care Policy, Aims and Ethos, Anti-Bullying Policy, Behaviour Policy, Complaints Procedure, Curriculum Policy, Educational Visits Policy, Email Etiquette @ QCPS, Equal Opportunities Policy, Expulsion, Removal and Review Policy, EYFS Policy, First Aid Policy, Health and Safety Policy, Prep (Homework) Policy, IT - Pupil Acceptable Use Policy, Lost Child Policy, Safeguarding and Child Protection Policy, Supervision of Children, Uncollected Children can be viewed on our website.

Senior School Destinations

At the end of Form VI, our girls leave to take up places in leading day and boarding schools. The following places were offered to our girls in academic year 2018/2019:

		Place(s)	
Channing	13	Queen's Gate	4
City of London School for Girls	7	South Hampstead High	7 **
Eaton Square Upper School	1	St. Paul's Girls' School	1
Francis Holland, Regent's Park	9*	Surbiton High	1
Francis Holland, Sloane Square	1		
Godolphin and Latymer	7		
Ibstock Place	1	* 2 Academic Scholarships, 3 Academic Exhibitions, 1 Art & 1 Headmaster's Prize	
Latymer Upper	1	** 1 Academic Scholarship	
More House	7	** 5 Major Academic, 3 Academic, 2 Art & 2 Music Scholarships	
North Bridge House School	1		
North London Collegiate School	2		
Notting Hill & Ealing High	1		
Queen's College	26***		

The Curriculum

We are committed to delivering a broad and balanced curriculum designed to give all pupils experience in linguistic, mathematical, scientific, technological, human and social, physical, and aesthetic and creative education. In all curriculum areas the importance of children acquiring skills in speaking, listening, reading writing and numeracy are emphasised.

The policies and schemes of work for all subjects take due account of the content of the Early Years Foundation Stage, the National Curriculum and the requirements of 11+ and Common Entrance examinations taken at the end of Form VI. A breakdown of the curriculum into half termly units for all year groups can be viewed on our website. The Deputy Head leads teaching and learning across the school and is always happy to discuss with parents matters relating to the curriculum.

Reception

At QCPS most children join Reception in the September after their fourth birthday. 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

www.qcps.org.uk

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, QCPS took up this option in 2013. Nevertheless the school in setting its curriculum continues to pay due regard to the seven areas of learning 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 the World
- Expressive Arts and Design

The seven areas are not regarded as separate topics or units; rather they are integrated across the curriculum and the school day. They are of equal value and are planned carefully to meet the individual needs of each child through a range of stimulating, focused activities which are both adult-led and child-initiated. The girls' progress is tracked, recorded and shared with parents. Specialist teaching of music, French, ballet and sport is provided to enhance and enrich the curriculum.

Pastoral Care

Excellent pastoral care lies at the heart of all we do and is vital for young children as they grow as learners and as people. The form teacher has prime responsibility for the welfare of the girls in their form and small classes ensure that our teachers know their pupils very well. We encourage close contact between home and school, with the form teacher as the parents' first port of call. The Assistant Head leads and co-ordinates pastoral care across the school, and is always happy to discuss with parents matters of concern.

Lunch

All girls have school lunch which is included in the fees. Girls can opt for vegetarian menus and we encourage healthy eating. Home-made bread and fresh fruit feature daily. Every Friday the lunch menu for the week ahead is published in our newsletter.

Admissions

Admission into all years (with the exception of the Reception classes) at Queen's College Prep is by assessment. These assessments are carried out in a sensitive manner and using material appropriate to the age group. The aim is to assess academic attainment and potential, and also to ensure that the child has the social skills necessary to benefit from an education at QCPS. Individuals are assessed on merit, without consideration to factors such as ethnic or religious background and physical ability. Admission at all points of entry is solely at the professional discretion of the Headmistress.

Admissions Policy Guidelines

- Information for parents about the school and entrance procedures forms part of the information provided in response to an enquiry about a place in the school.
- Parents register children for consideration for admission by completing the appropriate registration form enclosing a non-returnable fee and by providing a copy of the child's birth certificate and passport.

Point of Entry Procedures

Reception

Most children join the school in the September after their fourth birthday. There is no formal assessment of the child, although they are invited to spend a short period of time with the current reception class. This is to ensure that the school is able to provide for the needs of every girl admitted to the school.

Prospective parents are also invited to meet with the Headmistress.

Forms I to VI inclusive: general information

Entry to all other year groups (if places are available) involves an assessment of the child's academic attainment and potential, an evaluation of their social skills and consideration of their school reports.

In all year groups and in all cases, parents whose children may be offered a place in the school are also invited to meet with the Headmistress.

Forms I and II

Children are assessed individually on application. This involves an assessment of their levels of attainment in literacy and numeracy, and of their social skills. A reference is requested from the feeder school, and parents are asked to send a photocopy of their child's latest school report prior to the assessment.

Form III

The Form III group assessments include English, Mathematics and reasoning skills. These normally take place in January and are also used as a means to determine how the girls interact

with adults and with each other. Individual assessments are also available depending on the time of year of application, and the availability of places. In all cases, a reference is requested from the feeder school prior to the assessment. Parents are asked to provide a photocopy of their child's latest school report prior to the assessment.

Forms IV, V and VI

Individual and/or small group assessments are arranged throughout the year on application. The process involves assessments in English, Mathematics and reasoning, and an evaluation of their social skills. A reference is requested from the feeder school prior to the assessment. Parents are asked to provide a copy of their child's latest report prior to the assessment.

In all year groups (with the exception of Reception) girls are sometimes invited to spend a day in the school prior to a place being offered.

In certain circumstances and at the discretion of the Headmistress, the school may offer a reassessment at a later date.

Additional Information

When parents of prospective entrants are offered a place and before securing it, they are sent the Acceptance Form together with the Terms and Conditions, list of Expectations and the School Code of Conduct. They are required to sign an 'Acceptance Agreement' and 'Contract' and to pay a deposit at the rate currently in force at the time.

Fees

There is a non-returnable registration fee of £100. This may be reduced to £50 if the registration is supported by a letter from HMRC indicating that the family is in receipt of Income Support.

When a place is accepted, an initial entry deposit of £1000 is payable which will be refunded when a pupil leaves the Prep School provided the appropriate notice has been given. In addition, for children entering Reception, parents are required to pay £3,500 at the end of the December before their child is due to enter the school in September. This is non returnable and is set against the first term's fees.

Fees

For the school year 2018-19, fees, payable in advance, have been set at

Reception to Form II: £5, 505 per term

Forms III to VI: £5, 945 per term

Individual music lessons are charged at £23.00 per lesson.

Extras

Fees for extras such as trips and educational visits are charged in arrears.

Payment

Payment may be made by cheque or bank transfer.

Interest will be charged on any school account which becomes overdue, and the Council may require the withdrawal of a girl whose fees are persistently late. Unfortunately no remission of fees can be granted for absence.

A term's notice in writing must be given before the withdrawal of a girl from the school or a term's fees in lieu of notice will be payable.

Bursaries

The inability to pay tuition fees should not be a deterrent to those who share our ethos from joining Queen's College Preparatory School. Where space allows we are therefore able to offer a limited number of means tested bursaries to admit any girl who will benefit from the unique education we provide.

Please contact the Bursar for further information.

Travel Arrangements

QCPS has a unique, central location in Portland Place, W1, and is very well served by public transport. Underground stations within easy walking distance are:

- Great Portland Street (Circle, Hammersmith & City and Metropolitan lines)
- Regent's Park (Bakerloo line)
- Oxford Circus (Bakerloo, Central and Victoria lines)

In addition, numerous bus routes pass close by the school, notably those which run along Portland Place and/or Oxford Street, e.g. routes 7, 8, 10, 13, 23, 33, 55, 73, 88, 98, 137, 139, 159, 390, 453 and C2.

Website

The School Website can be found at www.qcps.org.uk

We keep our website up to date with all our current news and it is a valuable source of information about the school.

Contact Details

Postal address:

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

Telephone:

General enquiries: 020 7291 0660
Admissions: 020 7291 0670

E-mail:

General enquiries: info@qcps.org.uk
Admissions: rwinthrop@qcps.org.uk

