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# PRE-SCHOOL PARENTS' HANDBOOK

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2025/2026



Dear Parents

As the first educators, parents are the keystone to a child's early learning experiences. At Kimbolton School, we hold true to the sense of belonging created, by ensuring strong bonds and effective communication are established between home and school. As such, I do hope that this handbook will be a useful resource for you. Rest assured, it will not displace the dialogue with staff, which maintains the wellbeing and learning of all our children. It quite genuinely is an additional resource for you to refer to.

Kind wishes,

Claire Petrie  
**Head**

## Our Ethos

Kimbolton Prep School is a thriving, productive and happy environment. During these precious and formative years, we equip our pupils with the skills, opportunities, and motivation to succeed, both inside and outside the classroom. Our curriculum aims to inform, extend, and challenge our pupils, preparing them for success in an ever-changing, global world. We enable our pupils to be independent learners and critical and creative thinkers. They are encouraged to persevere, to give their best effort and to embrace challenges. This positive mind-set is in evidence school-wide.

## Location

The Lower School is a very special place for boys and girls aged 3-7. It is friendly and purposeful, and sited in its own purpose-built building in the heart of the School. We have seven classes, one Pre-School, and then two classes in Reception, Year 1 and Year 2.

## Equal Opportunities

We welcome girls and boys from a diverse range of backgrounds. We pride ourselves on being an inclusive community where there is complete equality of opportunity, and everyone is valued for being themselves.

## Our Staff

Mrs Anna Edwards is the Head of EYFS (Early Years Foundation Stage). She has overall responsibility for overseeing the day-to-day management of the Reception and Pre-School year groups. She reports to Mr Ollie Stokes, the Senior Deputy Head of the Prep School. In Mrs Edwards' absence, the Pre-School teacher acts as the named designated person responsible for the pupils in the Early Years Foundation Stage – Pre-School and Reception.

The class teacher in Pre-School is assisted by a full-time and part-time teaching assistant, with full and relevant Early Years qualifications. Forest School, PE, swimming and music are taught by specialist teachers. Additional support may be provided by the SENCo and the Prep School nursing team.

<b>Class</b>	<b>Teacher, Manager</b>	<b>Full Time Teaching Assistant and Deputy Manager</b>	<b>Full Time Teaching Assistant and Deputy Manager</b>
Pre-School	TBC	TBC	TBC

<b>Subject</b>	<b>Teacher</b>
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Forest School	Miss Victoria Hanania
PE	Mr Stuart Richardson
Swimming	Miss Stacey Paine and Mr Jamie Collins
Music	Mrs Helena McKillop

For all pupils in Pre-School, their **Key Person** is their class teacher. For those pupils who are in session during the school holidays, the teaching assistants will act as the main point of contact.

The role of the Key Person is to:

- Ensure that learning and care is tailored to a child's individual needs
- Help children become familiar with the setting
- Offer a settled relationship for the children
- Engage and support parents in guiding a child's development at home
- Help parents engage with more specialist support if appropriate

## Communication

We operate an 'open door' policy and welcome all our parents.

The class teacher is responsible for each pupil's overarching care and development. The class teacher and teaching assistants ensure they quickly acquaint themselves with all children, understanding their strengths and areas for ongoing development. They are present at both drop off and collection. Many worries can be speedily resolved by an informal chat, at these times. All parents are supplied with their child's class teacher's and teaching assistants' email addresses.

Parents are of course welcome to make an appointment for a longer (or more private) conversation with the Head of EYFS, Mrs Anna Edwards, or the Head, Mrs Claire Petrie. Notes of the meeting will be taken, and an e-mail will be sent to follow up on agreed points. Any concerns will always be treated in complete confidence.

## Email

All members of staff can be contacted by email.

## Diary

At the start of the academic year, all children are issued with a diary, which acts as a home school communication book. This should be brought to School each day, in your child's book bag. The class teacher and teaching assistant will use the book to record note any important messages. Parents are asked to sign the book on a daily basis and are encouraged to communicate in a similar way. This may include notes highlighting a change to a collection arrangement, a play-date, or simply that a pupil may have had a poor night of sleep. Insight of this nature is invaluable.

## Starting Pre-School

From the very first day children begin School at 8.25am. The School does not facilitate a staggered start, understanding that most children will have experienced full days in previous nursery settings.

That said, given the young age of the children, should a 1pm collection be preferable during the initial two weeks, we will of course accommodate this with understanding. Please do advise your child's class teacher should this be the case. Do know that we are unable to refund half day sessions in these circumstances.

## Toileting

It is a pre-requisite that on joining Pre-School, children must be toilet trained and not using pull ups.

## Sessions

Minimum **term** time session requirements are as follows, appreciating parents still may wish to spend quality time with their children:

TERM	
Autumn	3 full days
Spring	3 full days
Summer	3 full days

Confirmation of sessions required for the Autumn term must be made by the Summer half term. For the Spring term the deadline is the Autumn half term, and for the Summer term, the Spring half term. A digital form will be shared in advance, of each of the dates for your completion.

The Pre-School operates year-round, closing only for Bank Holidays, as well as during the Christmas and Easter periods. For families who have not opted for the year-round plan, attendance remains available on a flexible basis. Daily rates are listed on our website, and advance booking is required for all sessions, as outlined below:

October Half Term	By the close of the second week of September
Christmas Holiday	By the close of the first week of November
February Half Term	By the close of the second week of January
Easter Holiday	By the close of the final week of February
May Half Term	By the close of the penultimate week of April
Summer Holiday	By the close of the first week of June

Bookings must be made for full days only. The setting will operate from 7.30am-6pm, with flexibility in drop off and collection times between 7.30am-8.25am and 3.30pm-6pm, respectively.

Holiday provision will be billed retrospectively and included in the main fee invoice for the following term.

## The School Day

Pre-School
7.30-8.25am, Optional Kim Club
8.25-8.50am, Drop Off
8.45-8.50am, Bell sounds, parents depart
8.50-9.00am, Registration
9.00-10.30am, Session 1
10.30, Morning snack
10.40-11am, Break
11-11.20am, Assembly/hymn practice
11.20-12 noon, Session 2
12 noon – 1.10pm, Lunch
1.10-2.15pm, Session 3 (including registration)
2.15-2.30pm, Break
2.30-3.30pm, Session 4
3.30pm, Dismissal

3.30-4.05pm, Optional activities
3.30-6pm, Optional Kim Club

Children spend the school day primarily with their class teacher and teaching assistant, unless they have a lesson with a specialist teacher. Specialist lessons are 25 minutes in duration. Teaching assistants accompany children to the specialist lessons. Specialist lessons do not take place during the holiday period.

The School provides stationery required.

All children should bring in a filled, reusable water bottle each day. We ask that water only is provided in these bottles, and that the container is clearly labelled with your child's name.

All parents are provided with a timetable for their child. This will highlight the days PE kit should be worn to school. For details of clothing requirements for PE, please refer to the uniform section.

## Arrival to School

The school day begins with registration at 8.50am. Children should be dropped at the external classroom door from 8.25am. Entry (and exit) should be via the gate, leading directly to the Pre-School classroom.

## Before School in Term Time

Kim Club runs from 7.30am to 8.25am. There is a charge for Kim Club, and bookings should be made via the relevant forms available on:

Regular Booking: [Kim Club: Regular Termly Booking Form](#)

Ad Hoc: [Kim Club: Occasional Booking Request](#)

Kim Club fees may be paid using childcare vouchers (issued by and arranged through employers).

Children must be signed into Kim Club, in the designated room, which is supervised by staff known by the Pre-School children. An optional healthy breakfast, provided by the Prep School catering team is provided. After breakfast, children can play until 8:25am, when Pre-School pupils are escorted to their classrooms

At the end of the session, children are taken by the qualified team to the Pre-School classrooms, where they are handed into the care of the class teachers and teaching assistants.

## Going Home

Pre-School children are collected from their classroom door at 3.30pm, accessed by the main gate. A Film Club runs daily from 3.30pm-4.05pm, and is available to all Pre-School pupils. Booking is not required and there is no charge; however, if parents wish for their child to attend, they should inform the class teacher at morning drop-off. Collection at the end of Film Club, at 4.05pm is from the Lower Prep.

If any pupil is not collected by 4pm, they will automatically be taken to Kim Club and a charge made.

## After School in Term Time

Kim Club is available for Pre-School pupils. It is run by qualified staff who offer a range of fun activities including art, music, drama, sports, cookery, gardening, group games and outdoor play. There is a charge for this.

In the afternoon, the Club welcomes Pre-School pupils from 4pm. They enjoy a light tea of sandwiches, fruit, and drinks, followed by activities including arts and crafts, board games, reading, or supervised outdoor play during warmer months. Kim Club finishes at 6pm, ensuring a smooth transition from school to home for busy families.

There is a charge for Kim Club, and bookings should be made via the relevant forms available on:

Regular Booking: [Kim Club: Regular Termly Booking Form](#)

Ad Hoc: [Kim Club: Occasional Booking Request](#)

Kim Club fees may be paid using childcare vouchers (issued by and arranged through employers).

Pre-School pupils must be signed out of Kim Club by a parent or carer (aged 18 or over).

### **Extended Day out of Term Time**

Kim Club does not run during the holiday periods, however the extended day care remains available and is provided by our Pre-School team. When booking sessions for the holiday periods, you will be required to indicate whether you require early morning or post 3.30pm care.

### **Food and Drink**

The children are provided with milk and a healthy snack, comprising of a range of fresh and dried fruit, or cucumber and carrot sticks, before going out to morning play, and again mid-afternoon.

A two-course school lunch is provided for all children. Pre-School take their lunch, with their teacher and teaching assistants in the Dining Hall, in a designated area, with age appropriate tables and chairs. All Pre-School staff hold a full paediatric first aid qualification. All food is cooked and prepared on site in our own kitchens. During the holiday periods food is prepared on the main school site, and brought down to the Prep School.

Children are encouraged to take three kinds of food on their plate i.e. meat or protein, vegetables or salad and carbohydrate. A vegetarian alternative is offered. If children have a food allergy, this should be indicated through the online joining pro formas. All medical needs and other dietary requirements must be supported by a letter from a doctor. The School is able to accommodate most dietary needs and encourages parents to discuss these with us. A no nut policy is operated. For those children with allergies and/or dietary requirements, a member of staff is assigned to ensure foods meet individual needs. This extends to Kim Club and snack times. All children with dietary requirements are provided with a colour-coded lanyard.

Our staff of course encourage the children to use a knife and fork correctly, and continually promote good table manners.

Weekly menus are available on the School website, are shared in the school newsletter each Friday and are displayed in the Pre-School classroom.

### **Birthdays**

When a child celebrates their birthday in Pre-School, we mark the occasion during snack time by singing 'Happy Birthday' and sharing a special treat provided by the school. To ensure the safety and well-being of all children, especially those with food allergies and dietary requirements, we kindly ask that no outside treats or goodies be brought into school.

### **Co-Curricular Activities**

Pre-School children can participate in a wide range of Co-Curricular Activities. Our programme is aimed at fostering confidence, independence, and breadth of interest, both as individuals as well as within the framework of a team.

Parents are asked to indicate their child's choice towards the end of the previous term via Engage.

We ask that once pupils have signed up to a particular activity, they continue to attend it for the rest of that term. Club allocations will be notified, before the end of term, again via Engage.

Some co-curricular activities incur an additional charge.

## **Our Foundation Stage Curriculum**

As an independent School holding exemption from the statutory Framework for the Early Years Foundation Stage, we offer a broader, more balanced, and creative curriculum for our Pre-School pupils.

We believe that every pupil is unique. Through positive relationships and an enabling environment, we teach the pupils to value learning, be resilient, capable, and motivated individuals. Through self-initiated play, exploration, investigation, and adult-led learning, we carefully lay lasting foundations in both the Prime and Specific Areas. All pupils are given equal access and opportunities to develop their knowledge, skills and understanding in:

### **The Prime Areas**

- 1 Communication and Language
- 2 Physical Development
- 3 Personal, Social and Emotional Development

### **The Specific Areas**

- 4 Literacy
- 5 Mathematics
- 6 Understanding the World
- 7 Expressive Arts and Design

The Prime Areas are crucial in igniting the children's curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive. The four Specific Areas enable the Prime Areas to be strengthened and applied.

Throughout the Pre-School year, we introduce six different thematic units, which enable the pupils to develop their knowledge, skills and understanding in a variety of ways.

The Characteristics of Effective Learning comprise of:

- playing and exploring
- active learning
- creating and thinking critically

These characteristics are continually nurtured, with an understanding that each child learns in different ways.

Children develop their communication and language through classroom relationships and discussion, presentations, role-play and collaborative learning. The fundamentals in Literacy are taught daily through a structured synthetic phonics programme, wide-ranging literature and a wealth of opportunities for writing. Mathematics is introduced through activities, which enforce the importance of number sense and using concrete and pictorial materials to support and develop understanding.

All pupils in Pre-School have two PE sessions each week, during term time. Children participate in music lessons and have regular opportunities to perform in front of others, including in the Christmas nativity.

Further information on the Pre-School learning programme is detailed in our annual curriculum overview.

A copy of the School's 'Curriculum' policy may be viewed on our School website.

## Learning Support

If at any point, progress in one of the Prime or Specific areas gives cause for concern, the Pre-School class teacher will discuss this with parents and agree practical pathways to support and monitor the pupil. This may be through in class support, group support, or through 1:1 withdrawal with a member of the SEND team. The SENCo, EYFS Coordinators, Head of Prep and teaching staff will guide parents, should there be a need to engage with external agencies. This may include Speech and Language or Occupational therapies. Further details on our SEBD provision can be found in the SEND policy, which is available on the School's website.

## Tapestry

To record, track and share a child's learning and progress during their time in the Pre-School and Reception years, we use 'Tapestry'. It is an online system hosted in the UK on dedicated, secure servers, which conform to very high safety standards and are managed proactively by a central security team. Tapestry allows staff to instantly upload photographs, videos, and observations. Another great benefit of this system is that parents have access to their child's profile (using a personal email address and a secure password to log in) and are able to add their own comments to the school's entries, as well as create observations at home and upload them to the journal.

When something new has been added to a child's learning journal, parents will be emailed as an alert and can then log on to Tapestry and view the latest entry. The Tapestry website may be accessed on a computer or laptop, and the app may be downloaded on to any Apple or Android device such as a tablet or smartphone.

## Assessment and Reporting

The progress of the children is carefully monitored, ensuring we provide a curriculum that is tailored to individual requirements. Assessment informs planning, teaching, and learning. It measures progress and success, as well as highlights areas for development.

In addition to access to Tapestry with samples of work, observations, photographs and video clips, parents are invited to attend our consultation evenings in the Autumn and Spring terms, talking to the class teacher about their child's progress and areas for ongoing development.

Written reports are issued via Engage at the close of the Summer term.

The Summer term report focuses on progress in the following areas and targets are set to focus ongoing learning:

- Communication and Language and Literacy
- Personal, Social and Emotional Development
- Physical Development
- Specific Areas of Learning
- Characteristics of Effective Learning and a social summary

## Drop In

Throughout the academic year Pre-School parents are invited to our 'Book Look' and 'Tea Party' events. These sessions are an opportunity for pupils to share their learning with their parents. Parents will have the opportunity to look at their children's books, as well as the classroom displays. The children relish the time engaging with their parents on their accomplishments over the term.



## The Outdoors

All children play in our secure area during morning and lunchtime breaks, except in the worst weather.

Weekly Forest School sessions give all our Pre-School pupils an interaction with the natural world and offers them experiences that are inimitable to the outdoors. It therefore allows them to connect with their environment, as well as to understand and respect nature and the interdependence of humans, animals, plants, and lifecycles.

Wellington boots and the school coat are a must and allow the children to enjoy the mud and puddles on the more inclement of days, as well as of course enabling them to stay dry!

Forest School undeniably supports the growth of problem-solving skills and creativity and encourages the development of personal interests and intrigue. The school site affords space, places for exploration, experimentation, discovery, inquisitiveness, to be active and healthy, and to develop physical capabilities.

## Swimming

All Pre-School children will enjoy a swimming session each week, in our school pool, facilitated by qualified instructors who will join pupils in the water. Children will require a swimming bag, with swimming costume/shirt and a towel. Girls will also require a regulation swimming hat, available from School Blazer. Floatation aids will be provided by the School. Pre-School pupils will be taken to and from the swimming pool in the school minibuses. The timetabled swimming day, will be shared by the Pre-School class teacher.

## Assemblies

Pre-School join the Prep assemblies and hymn practices. Assemblies are formal occasions, which foster the development of listening skills and collective spirit. They are themed and encompass softer skills such as kindness, charity, perseverance and adaptability, as well as celebrate and respect world faiths and celebrations. Assemblies provide an excellent public setting in which to commend and celebrate pupil's academic and wider achievements.

## Reading

Children will be given reading books to take home each night, once their phonic knowledge and sight vocabulary are strong enough. Please be aware that some children may have books earlier in the year than others, and some may not be ready until their move to Reception. Parents should not be concerned in any way, if this is the case, but rather more trust and take comfort in our individualised approach. Rest assured we will be supporting and developing the foundations and want to ensure these are secure before tackling more demanding skills. All children develop at their own pace, and progress is not indicative of underlying cognitive ability.

Where appropriate, children are expected to read/practise sight words and phonic sounds daily. It is important that these key tasks are carried out when pupils are fresh and rested. For some after school, following a snack works best, whilst for others, first thing in a morning is more conducive.

We ask that parents comment and sign the diary each day, having heard their child read/practise sight words and phonic sounds, highlighting strengths of the session, or anything that he found more challenging. The latter can then be followed up at school, and areas of difficulty supported.

## Visits and Workshops

School trips and workshops make an essential contribution to the education and personal development of pupils at Kimbolton Prep School. We organise excursions and visiting speakers, which are designed to help the children enhance their learning connections and to deepen their understanding of the world. Both trips and workshops support the thematic learning. Our termly calendar card, lists the major visits that are due to take place during each term and

further details are provided in a letter sent to parents in good time before a visit is undertaken. Children are expected to participate in the trips programme. Where there are additional costs for trips, these will be charged to your school invoice.

Our 'Educational Visits' policy is available to parents on request.

### Transition Meeting

All parents of children are invited to a 'Welcome Presentation', late in the Summer term. This meeting gives an opportunity to meet the Reception class teachers and teaching assistants, as well as to hear about the curriculum and the year group expectations.

### Pastoral Care

Throughout the Lower School, as in the School as a whole, there is a strong emphasis on pupils' pastoral care and their general welfare. Class teachers and teaching assistants foster an all-important partnership between home and School, ensuring they build a personal relationship with each pupil. In addition, staff draw on the advice of the SEND department, the school nurses, as well as members of the Senior Leadership Team.

### Child Protection

The Designated Safeguarding Lead for the School is Ms Garratt. She is also the School's Prevent Lead. Ms Rowley-Burns, the Assistant Head Pastoral is a Deputy Designated Safeguarding Lead, with responsibility for the EYFS. She works in partnership with Ms Garratt. They ensure all children are safe and well cared for at school and at home. Any concerns about the wellbeing of any pupil at the school, should be where possible sign-posted to these members of staff. That said, all adults have a responsibility to ensure all children with whom they have contact are safe and well cared for.

### Golden Rules

We have 6 Golden Rules in the Lower Prep School.

We are gentle.  
We are kind and helpful  
We listen  
We are honest  
We work hard  
We look after property

The School also has 5 Values:

Curiosity  
Courage  
Endeavour  
Integrity  
Kindness

Both the Golden Rules and Values equip the children with the character traits that will not only enable them to be successful learners, but will prepare them for the world beyond school.

### Rewards

We believe in recognising and celebrating children's achievements across all aspects of school life. In the classroom, pupils are awarded stickers for good work or positive behaviour, which they collect on individual sticker cards. Once a card is completed, children receive a certificate in recognition of their efforts.

Each week, additional stickers are awarded to children who have worked hard to meet the school's 'Target of the Week,' which is displayed in every classroom and published in the weekly school newsletter.

In Pre-School, a special trophy is presented weekly to one child in recognition of an outstanding achievement. We kindly ask that the trophy be returned to school by the following Wednesday so it can be awarded to the next recipient.

## **Behaviour**

Naturally, the youngest children are absolutely encouraged to behave towards each other with kindness and consideration. We expect them to be respectful, honest, helpful, and polite, and to work conscientiously and to listen to others, as well as to value differences and diversity.

We explain to pupils why some forms of behaviour are unacceptable and hurtful to others. We rarely need to impose sanctions. Where this may be the case, it may include losing some 'Bee Time'. Bee Time is one of self-choice, where children are able to select what and with whom they wish to play; it aims to foster independence.

Parents are informed verbally when any sanction or reproof is needed, and in cases of repeated instances of hurtful or inappropriate behaviour, they will be invited into the School to discuss the situation and to agree a collaborative means of moving forward.

The designated member of staff for behaviour management in the EYFS is Mrs Jo Rowley-Burns, Assistant Head Pastoral.

Copies of the School's Behaviour policy may be viewed on our School website or sent to parents on request.

## **Attendance**

Over the course of the academic year, it is our desire that children make the best progress possible. In order to achieve this and to make the most of all the experiences on offer, we expect every child to be present for their designated sessions. Whilst the pupils in Pre-School are not of statutory school age, we do ask that absences are in the case of illness, medical and dental appointments, religious observances and family bereavements only. We actively encourage holidays to be taken outside the school terms.

Absence requests for all Pre-School must be made directly to the Head, with a good notice period of at least 10 days.

Copies of the School's 'Admissions and Registration' and 'Children Missing in Education' policies may be viewed on our website or sent to parents on request.

## **Uniform**

Uniform is available from School Blazer via [www.schoolblazer.com](http://www.schoolblazer.com).

The School shop also stocks nearly new uniform.

### **Pre-School**

Polo t-shirt

Tracksuit bottoms

Mid layer

Shorts

School coat

Woolly hat  
Sun hat  
Wellingtons  
Book bag

All school uniform should be named with embroidered labels. Unfortunately, pen does fade in the wash and iron on/adhesive labels do not weather time. As previously mentioned, we request that PE kit is **not** printed with initials on the exterior.

## Personal Belongings

Pupils do not need to bring any possessions from home as equipment is provided by the School. Jewellery and watches should not be worn in school, as we cannot take responsibility for lost items.

## Weekly Newsletter

We have a weekly newsletter. This is an important means of communication between School and home. The newsletter is sent every Friday and includes a message from the Head to the School community.

## Engage and Classlist

As part of our commitment to become an environmentally sustainable School, most of the School's communication is through electronic means. This allows us to communicate with parents in the most efficient way. End of year reports are downloadable from this platform. It is also used for completing forms and booking co-curricular activities.

Classlist, a secure online platform and mobile app, enables parent-to-parent communication and helps new families to settle in quickly. You will receive an email invitation to join the group; privacy settings mean you can control how much of your information is shared with others.

## School Magazine

Our annual magazine, '*The Kim Prep Press*', contains reports of school events, children's work and photographs from the previous academic year. One child from each family is given a copy to take home. Its sister magazine, '*The Kimboltonian*', is published bi-annually by the Senior School and the Autumn edition is also distributed to every family.

## Contact

For both routine enquiries and emergencies, parents should contact the school by calling 01480 860505. This number connects directly to the School Office, where we will ensure your call is directed to the appropriate member of staff.

## Telephone Numbers

It is essential that the school holds up-to-date contact details for each parent or guardian, including work, home, and mobile telephone numbers, as well as a current email address. We kindly ask that any changes to these details be communicated to us promptly. Accurate contact information is crucial, not only for emergency situations but also to ensure effective day-to-day communication.

From time to time, we may use SMS text messages to quickly share important updates and reminders. We also recommend providing the contact details of an additional family member or carer, to be used in case of emergency.

## Website

Please familiarise yourself with the School website which can be found at [Prep | Kimbolton School](#); where useful information can be found including the latest news, school announcements and curriculum details.

Many policies appear on our School website. If you are having difficulties accessing a particular policy, please contact the School Office.

### Storage of Records

We store all of our pupil records securely. Parents may arrange to see their child's records in accordance with School policy. The School is registered under the Data Protection Act and complies with its provisions.

### Complaints

We hope that parents will feel pleased with the care and education provided during your child's time with us, and that any difficulties can be sensitively and efficiently handled. However, should parents feel unhappy and wish to make a complaint, the School's 'Parental Complaints Procedure' is available to view on our website, or may be sent on request.

Because we are an independent school, the Independent Schools Inspectorate (ISI) is responsible for inspecting our Early Years Foundation Stage, (Pre-School and Reception classes). However, in the event of any complaint to the School, from which you may be dissatisfied with the outcome, you are entitled to contact ISI and Ofsted directly.

ISI can be contacted regarding complaints on [complaints@isi.net](mailto:complaints@isi.net) or by telephoning 0207 6000 100.

The leaflet: 'Complaints to Ofsted about Schools: Guidance for Parents', reference 080113 may be downloaded from [www.ofsted.gov.uk](http://www.ofsted.gov.uk). This indicates the procedures for making a complaint.

A complaint may also be made directly to the DfE, using the following weblink:  
[https://form.education.gov.uk/service/Contact the Department for Education](https://form.education.gov.uk/service/Contact_the_Department_for_Education)

### Class Representatives

Each class usually has one parent Representative. These parents usually organise various social functions such as coffee mornings, dinners and so on.

### Medical Matters

A nurse is on duty at the Prep School each day and should be your first point of contact for any medical concerns about your child. The nurses provide care for children who feel unwell during the school day as well as providing assessment for injuries and signposting to further support if needed. They provide health promotion activities to pupils in small groups and classes.

If there is a change to your child's medical circumstances, or a change in GP, please inform our nursing team via an update to your child's medical form on Engage (and also call them if necessary). It's important you have identified an emergency contact who is able to collect your child at short notice if they become unwell during the school day

It should be noted, that all staff working with children in the EYFS are full paediatric first aid trained. Rest assured, if a pupil suffers a minor injury, it will be managed by a member of the Early Years team, and reported to parents by the class teacher at collection at the end of the school day, or via a green note in the child's book bag. Should injuries be more serious, or for a bump to the head, parents will be contacted directly by the nursing team.

All accidents and injuries are also logged in our digital systems; our records are undoubtedly robust.

### Administration of Medicines

If your child is well enough to be in School, but requires medication such as antibiotics during the school day, please complete a consent form via Engage. Medication should be sent in the original packaging with pharmacy label. Medication will only be administered with written consent and full instructions. All medications are administered by the nursing team. In their absence, or whilst on a School trip they may be administered by one of the Pre-School staff, all of whom have had training in the 'Administration of Medicines'.

Parents are asked to take any medications that their child may need during the day to nursing team. Medication will be returned at the close of the school day to parents, by the class teacher.

## Illness

Parents are asked not to bring children who are unwell into School. If parents are anxious about their child's health, the pupil should be taken to their family General Practitioner (GP).

- Never send your child into School if they are ill; the School day is demanding, and hard work and it is unfair to send in a pupil who is not fully fit
- If your child is not attending School a message by telephone should be made to the School Office. We do, however, require a letter or email stating the reason for your child's absence; addressed to their class teacher, on their return
- If your child is diagnosed with an infectious disease, please inform the nursing team immediately
- If your child suffers from a raised temperature, please do not return them to School until they have registered a normal temperature for 24 hours
- If your child is prescribed antibiotics, they should be kept away from School for the first 48 hours of the course or until clinically fit for school
- If your child has suffered with diarrhoea or vomiting, they should not return to School until they have been symptom free for 48 hours

## Sunscreen

The Pre-School children spend a significant part of the school day outdoors. In the warmer months we ask that you apply sunscreen to your child before morning drop off. We understand that it is necessary for the children to generally have a second application of sunscreen within the day, and to be applied effectively, this needs to be done by an adult. Permission will be sought, and staff notified when this has been granted. We ask that you provide a named bottle of sunscreen for this purpose, and also that your child has a named regulation sun hat, available from School Blazer, in School throughout the summer months.

## Children with Long Term Medical Needs or Disabilities

If a child has long-term medical needs or a disability, we will invite parents to a meeting with the Head, Early Years Co-ordinator, class teacher, and the nursing team to discuss thoroughly the care and/or support that will be required, implemented and regularly reviewed.

## Maintaining a Safe Environment

The safety of our pupils is our highest priority, and because they are so young, we need to be particularly vigilant. We will therefore:

- 1 Only allow a pupil to go home with parents, unless we have received advance permission (preferably in writing) that they may be collected by another adult.
- 2 Never allow a child to leave the premises unsupervised. There are always at least two adults in charge of the secure outside play area.
- 3 Ask all visitors to identify themselves and to state their business before they are given access to the premises. Visitors sign in and out and wear security badges for the duration of their visit.
- 4 Register all pupils at the start of the morning and afternoon sessions.

- 5 Ensure that the children are personally handed over to their parents or carers by the teachers at the end of the day.

### **Health and Safety**

We update and review our risk assessments on our classrooms and other indoor and outdoor areas, and inspect and clean all the equipment and toys used regularly by the children. Daily checks are also completed to ensure ongoing safety in the Pre-School classroom and outdoor areas.

*CP, May 2025*