



Twyford School

Parents' Handbook

Pre-Preparatory School



TWYFORD PRE-PREP PARENTS' HANDBOOK

This handbook is designed to provide you as parents with the information needed before your child starts school.

It will be updated annually and is available on the school's website.

If you have any additional questions please come in or telephone us on 01962 714622 or email lroest@twyfordschool.com.

Twyford School
Searles Hill
Twyford
SO21 1NW

Steve Bailey
Headmaster

Karen Rogers
Head of Pre-Prep
Reviewed February 2020

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SCHOOL AIMS AND VALUES

At Twyford Pre-Prep we aim to enable each child to reach their full potential while supporting their development as caring, considerate and independent individuals. We provide the children with a wide variety of opportunities across the curriculum in an exciting, stimulating and secure environment, indoors and outdoors, encouraging their independent thinking and fostering a love of learning.

Twyford School is committed to safeguarding children at all times.

Vision and Aims

Twyford is a school...

- Where we promote an enduring love of learning.
- Where each child is respected as an individual.
- Where we engender a clear appreciation of the traditional ethical and spiritual precepts of our Christian foundation.
- Where children feel safe and unconditionally valued.
- Where excellence is identified and where each child may extend themselves.
- Where teachers are our most cherished resource.
- Where pupils engage with technology as a means of extending systematic enquiry.
- Where there is a partnership between staff, pupils, parents and governors.

Values, Code of Conduct and Expectations

Twyford does not have a long list of “do not” rules. The backbone to the pastoral and discipline system is the lists of values, code of conduct and expectations that are found in all the Prep classrooms and in the planners given to Years 6, 7 and 8. In Pre-Prep we follow our ‘Golden Rules’ which are displayed in all Pre-Prep classrooms.

Twyford School values:

- Respect
- Kindness
- Honesty
- Friendship
- Responsibility
- Learning Qualities

Code of Conduct

- Show consideration to others, treating everyone with courtesy and respect
- Respect the right of everyone to learn without disruption or dissention from others
- Care for and respect the environment
- Attend School prepared to learn

Twyford Pre-Prep Learning Qualities

- Tenacity (Enthusiastic Ellie Elephant)
- Creativity (Creative Charlie Chimp)
- Independence (Lets' Go Leo Lion)
- Curiosity (Curious Chloe Chameleon)
- Collaboration (Friendly Felix Frog)

Learning qualities are traits that children show when learning effectively in all areas of development. In Pre-Prep the five learning qualities have animal mascots, so the children can identify them and relate them to their learning. In Nursery and Reception classes, the children will focus on the first three learning qualities as these are developed straight from the Characteristics of Effective Learning (CoEL), which are an important element in the current Early Years Foundation Stage (EYFS)

These learning qualities will be celebrated in class on a Friday and children will be chosen who have shown strengths in a particular learning quality that week. The children will receive a badge and a sticker in their home/school diaries so you can share in their success for the week. The children can then wear the badge for the following week and return it to class on the Friday. As all classes in Pre-Prep will be handing out these badges, the children will be able to identify other children who have shown strength in each learning quality.

PRE-PREP STAFF

Mrs K Rogers	Head of Pre-Prep
Mrs N Turner	Teacher/Assistant Head

Class and Subject Teachers

Mrs S Cottrell	Teacher
Miss L Hutchings	Teacher
Mr S Honey	Teacher/Head of EYFS
Mrs S Butler	Part time Teacher
Mrs R Johns	Part time Teacher
Mr W Kesterson	Teacher
Miss C Smith	Teacher/Head of Key Stage 1
Mrs S-J Curnow	Teacher
Mrs C Creasy	Part time Teacher
Mrs L Thompson	Part time Teacher
Mrs G Burke	Learning Support Teacher
Mrs L Wood	Music Teacher
Mrs Saunders	Swimming Coach
Mrs Saunders-Bond	Swimming Coach
Mr M Smith	Games Coach
Mrs A Cleland	Gym teacher
Mrs A Cleland	French Teacher
Mrs A Mote	Librarian

Teaching Assistants (NNEB)/NVQ3

Nursery

Mrs S Rolfe

Pre-Prep Teaching Assistants for Reception/Year 1/Year 2

Mrs K Merry

Mrs S Brown
 Mrs A Dawkins
 Miss K Goodchild
 Mrs C Yeomans
 Mrs J Smith
 Mrs S Street
 Miss K Robertson
 Mrs L Roberts
 Mrs A Bristowe
 Miss I Taylor

Additional Activities/Clubs

Mrs S Rolfe, Mrs S Brown & Mrs S Street	Breakfast Club
Miss D Tomblin	Ballet
Miss N Anelli	Tap & Modern Dance
Mrs L Wood	Music
Mr M Smith	Sports Club
Pre-Prep Staff	Woodpeckers After School Club
Mrs J Smith	Mums & Tots
Mrs H Thompson/Mr W Kesterson	English Speaking Board

ADMINISTRATION

Mrs L Roest	Pre-Prep Secretary
Mrs E Vincent	Registrar

INDUCTION PROGRAMME

Before starting at Twyford all children will have two visits to school to meet their new Teachers/Teaching Assistants and their peers. These visits are held in June prior to starting in September. The Head of Pre-Prep gives a detailed talk to parents during the second, longer visit. In addition the Nursery children will receive a home visit at the beginning of September.

CLASS ORGANISATION

There are nine classes in the Pre-Prep.

Nursery:	8.45 – 11.45	Autumn & Spring terms (Mon-Fri)
	11.45 – 13.00 or 15.45	optional Busy Bees (Mon-Fri)
	11.45 – 13.00 or 15.30	optional Busy Bees (Wednesdays)
	8.45 – 15.45	4 days Summer term (Wednesdays)
		an optional 'Busy Bees' day)

Doors are open from 8:30am

Reception x 2	8.45 – 16.00
Year 1 x 2	8.45 – 16.00
Year 2 x 4	8.45 – 16.00

Reception, Year 1 & Year 2 finish at 15.30 on Wednesdays.

Each Reception & Year 1 class has a maximum number of 18 children with 1 Teacher and 1 Teaching Assistant. There is a maximum of 20 children in Nursery (1 Teacher and 2 TAs in Nursery) and a maximum number of 16 children in each Year 2 class with 1 Teacher and 1 Teaching Assistant.

The classes are mixed each year by the teaching staff to ensure new friendships and relationships are established. A careful balance of boys/girls/new children/friendships and abilities are considered.

The Nursery session runs from 8.45 to 11.45. Children may arrive from 8.30. Please ensure your child is collected promptly at 11.45 from the Nursery gate to avoid anxiety and fears.

NURSERY BUSY BEES

'Nursery Busy Bees' is an optional mid-morning/afternoon session for Nursery children. Busy Bees runs every day from 11.45 – 13.00 or 15.45 for the Autumn and Spring terms and from 8.45 – 13.00 or 15.30 on Wednesdays in the summer term.

Busy Bees is bookable in advance or on the day and is staffed by two Twyford Teaching Assistants.

Children stay for lunch and then enjoy a wide range of play based fun activities including Forest School, painting and cooking.

They have a mid-afternoon snack and rest time!

BREAKFAST CLUB

- Run by Teaching Assistants
- Based in the Nursery
- Every day 7.30 – 8.00
- Menu: cereal/porridge
toast
butter/jam/honey/Marmite
juice/milk/water
- £5 per occasional session
- £45 per day per term
- Must be booked at least one day in advance
- Max number of children 18
- 8.00 – children are escorted to the Pre-Prep hall for Early Morning Club.

MORNING DROP OFF

Children in Nursery, Reception and Year 1 may be dropped off from 8.00 to the Pre-Prep hall, for Early Morning Club where four members of staff are on duty and a selection of books, games and table top activities are available each day. Year 2 children attending Early Morning Club should be dropped off to the Year 2 building, Forest Lodge; where Year 2 staff supervise them. Alternatively you can read quietly in the Boarders Drawing Room or wait outside until 8.30. Children move to their classrooms at 8.35 for a prompt start to the teaching day at 8.45. Children should enter through the following doors between 8.30 and 8.45:

- Holly – doors by vegetable garden
- Beech - side door to their wet room
- Chestnut – back door
- Willow – their back door
- Maple/Sycamore/Hazel/Cypress - front door of Forest Lodge.

Each Friday all children should go straight to their classrooms with their parents/carers from 8.00 onwards. This provides a weekly opportunity to look at your child's work and displays in the classroom and to talk to the Teacher and Teaching Assistant.

Children arriving between 8.30 and 8.45 should go straight to their classrooms. One of our main aims at Twyford is to encourage the children to become confident and

independent. Please help them to achieve this by saying goodbye at the door as soon as they are ready to do this. The children are young but they can carry and hang up their own belongings!

END OF DAY

Please ensure you arrive promptly at 16.00 (15.30 on Wednesdays) as children can become worried/distressed if there is no-one to collect them. If you are unavoidably delayed, please telephone us so we can inform your child and supervise them until you arrive. If you are late, children will join Woodpeckers, if spaces are available, (this cost will be added to your invoice) or will be supervised by a member of the Pre-Prep staff if it is for just a few minutes.

In circumstances where you are delayed for a very long period, children will be escorted to the Matron's room in the Prep School. They will never be left unattended.

At 16.00 (15.30 on Wednesdays) parents/carers should wait in the following areas to collect their children:

- Willow – exit their back door, wait on their playground
- Beech - exit from their wet room, wait on their playground
- Holly – outside classroom, exit from fire doors, wait on gravel path
- Chestnut - exit from back door, wait on pathway at back of school
- Maple/Sycamore/Hazel/Cypress – exit from front door of Forest Lodge and wait by the tree in front of the Yr 2 play area.

ARRIVAL

Please park in the main car park or on the designated area of grass or by the netball courts. **Cars must not be parked on 'court', down the Pre-Prep path and adjacent grass areas or outside the Main House.** Only Headmaster's visitors and disabled drivers are allowed to park outside the Main House. Cars should not be parked in the drop off zone or on the road by the netball courts since the back driveway is the only one fire engines can use to gain access to the School.

A one-way traffic system is in operation – exit only via Bourne Lane. The Bourne Lane entrance is not to be used by parents (this is for resident staff, large delivery vehicles and coaches only). There is also an informal agreement with the residents of Bourne Lane that parents will not use it as a route to the main entrance from Hazeley Road – please continue to the traffic lights and turn right. Please respect the one way system and drive very slowly at all times. **No** cars are to come down the Pre-Prep drive unless you are collecting a sick child or are disabled / injured.

AFTER SCHOOL CLUBS

Woodpeckers operates every day in the Pre-Prep from 16.00, 15.45 for Nursery (15.30 on Wednesdays) until 18.00, but to 17.15 on an exeat weekend Friday. It offers a range of fun and relaxed activities including arts and crafts, outdoor play, stories, cookery, computers and games. Toast, fruit, vegetables and drinks are offered at the beginning of the session. Regular bookings are made prior to the start of term. Occasional attendance can be booked in advance or on the day, subject to availability and the cost is added to your invoice.

Termly 'After School' Clubs, for example; Sports, Drama, Street Dance, Lego, Cookery, Computer and Gardening, all run from 16.00 – 16.45 or 17.00 and 15.30 – 16.30 on Wednesdays. Some clubs also run at lunchtimes. Bookings are taken prior to the start of each term and places are allocated on a 'first come' basis. All clubs are added to your

invoice at the end of term or you can pay with Child Care Vouchers for clubs that run after school. All snacks are provided on the afternoon or at the start of clubs. Children are supervised by the class teachers or teaching assistants until club leaders arrive.

TWYFORD TOTS

Twyford Tots group is led by Mrs Joanna Smith. The group is for current and prospective Twyford parents and meets in the Pre-Prep Hall each Friday from 8.30 – 9.30 for coffee, chat and play.

MODERN DANCE, TAP & BALLET

Dance classes run within the school day mainly over break and lunchtimes.

Booking: Term in advance.

Cost: Modern & Tap – currently £6 per session added to invoice.

Ballet – currently £6 per session added to invoice.

Tap – currently £6 per session added to invoice.

ABSENCE FROM SCHOOL

If your child is unwell, please do not send them into school. Telephone the Pre-Prep on 01962 714622 as soon as possible so we can inform their teacher.

If your child is physically sick or has diarrhoea, they must not return to school for at least 48 hours. When a child is prescribed antibiotics, they should not return to school for at least 48 hours.

There is a 'Leave of Absence Request' form which is available from the Pre-Prep office and which should be submitted to the Head of Pre-Prep for any planned absence during school time. Holidays during term time should not be planned on a regular basis.

ILLNESS

When a child becomes ill during the school day, we will check their temperature, give Calpol (unless permission has been refused) and try to make them as comfortable as possible. Parents/carers will be telephoned to collect children who become very unwell.

RETURNING TO SCHOOL AFTER ILLNESS

- Sickness/diarrhoea 48 hours.
- Antibiotics 48 hours.
- Calpol – if regular doses are needed throughout the day, your child should stay at home.
- If children are not well enough for playtime, they are not well enough to come to school. They can be excused from playtime if they have:
fractures/breaks/sprains.

MEDICINES

We are happy to give antibiotic medicines after the first 48 hours. Medicines and the doses should be clearly labelled and brought to the Pre-Prep office. A medical consent form will need to be completed to allow staff to administer medicines. A permission form to allow staff to apply sun cream should be completed and returned.

INHALERS AND EPIPENS

If your child needs either an inhaler or an Epipen, please label it clearly and bring it to the Pre-Prep office. It remains parental responsibility to check that these medicines do not expire their use by date.

ALLERGIES

We have a number of children with allergies, including severe nut allergies and special dietary requirements. We are therefore a 'Nut Free Zone' and would ask you to ensure no products containing nuts are brought into school at any time, including holiday camps.

ACCIDENTS

All members of staff are first aid trained. First Aid training is given regularly to all staff. Falls, cuts and grazes are treated with antiseptic wipes and plasters (please let us know if your child has any allergies). Lots of TLC is given! If a child bumps their head we will always contact you, in case of concussion and you will receive a 'Bumped Head' form to sign and return to us informing us of any further medical treatment. Suspected breaks and serious incidents are dealt with quickly and calmly. If we cannot get hold of parents, matron is consulted and if necessary a member of staff will take the child to A & E or in extreme emergencies an ambulance will be called.

HEAD LICE

Head lice are a persistent problem in schools. Please check your child's hair regularly with a nit comb; they particularly like the nape of the neck and the areas above the ears! Tea-tree oil, lots of conditioner and special shampoos work well as deterrents. If someone in the family has head lice please ensure you treat the whole family.

Please ensure shoulder length hair is tied back each day with either an elastic band, blue or school tartan scrunchie or a blue ribbon. Boys' hair should be kept short and tidy. Ears, eyes and collars should be clearly visible.

THINGS TO BRING TO SCHOOL

Twyford School Rucksack

All belongings including book bags should be brought to school each day in their rucksack. Rucksacks are given to new children (not nursery) on their first day and are added to your invoice.

Book bag

Children should bring their school book bag each day. They should keep their school reading book, library book, home/school communication diary and spellings/any other homework in their book bag so it is available to teaching staff each day.

Water bottles

School water bottles are given out on your child's first day and are added to your invoice. School water bottles should be brought to school, empty every Monday. They can come home every day and will always be sent home on Fridays to be washed and returned after the weekend.

No snacks are needed as they are provided by school/after school clubs.

PE bags

PE bags should stay in school. Teachers will send them home regularly to be washed.

Swimming bags

Swimming bags should only be brought in on class swimming days and taken home to be washed that afternoon.

Nursery, Reception and Year 1 swim on Mondays.

Year 2 swim on Fridays.

Foot wear

All children need a pair of trainers and a pair of wellington boots for outdoor play and trips and forest school. These will be sent home every half term to be checked for size and cleaned!

Nursery children need wellies all year round and trainers for the summer term.

Coats, fleeces and tracksuits

Children should bring their school coat and fleece every day in the autumn and spring terms. Even days that start out mild and sunny can turn very cold and wet very quickly.

Tracksuit bottoms are worn at playtimes when it is particularly damp, cold or muddy. They should be kept in school and will be sent home regularly to be washed. Waterproof trousers and jackets should also be kept in school for outdoor play, wet days and trips.

Toys and special possessions

Toys and special possessions may be brought to school once a week for a class 'show and tell' time. Teachers will advise you of these days. Please be vigilant with regards to what you allow the children to bring; very precious or fragile toys, expensive items and electronic games are not suitable. We would also ask you not to allow children to bring guns, swords and other toys that do not foster co-operative play.

Children in the Nursery may bring a toy/comforter each day until they are secure and settled in their new environment. Nursery staff will advise parents when to switch to bringing things in just for 'show & tell'. Please do not bring 'bedtime favourites' as if they get forgotten and staff have gone home there will certainly be tears before bedtime!

Watches

Analogue watches may be worn in Year 2.

Jewellery

Jewellery, nail varnish and tattoos are not permitted in school.

Hair and Hair accessories

Only navy blue or Twyford tartan hair accessories eg. scrunchies, hair bands or ribbons are allowed to be worn at school.

Please ensure that boys' hair is short, neat and tidy: ears and collars should be clearly visible. Girls' hair must be fully tied up each day if it is shoulder length or longer.

SNACKS AND LUNCH

Children have access to water, via their water bottles, continuously. We offer a range of healthy snacks in the morning: fresh fruit and vegetables, cheese and dried fruit with a drink of water or milk. We also have an afternoon snack time each day where we offer fruit, plain biscuits/flapjacks or toast and water.

All staff and children have lunch together in the school dining room. Children are encouraged, not forced, to eat a healthy meal. A cooked meal with vegetables and/or salad is served each day with a pudding and/or fruit or a yoghurt and a drink of water. If your child is struggling with lunches (not eating) we will let you know.

BIRTHDAY CAKES

Children in Nursery and Reception receive cake on or very near to their birthday. Cakes are made by our kitchen staff to ensure all children can eat them safely as we have a wide range of allergies and intolerance.

Please help us keep children safe by NOT bringing cakes or sweets into school.

CAKE SALES

We periodically run charity cake sales and cup cake competitions. Please ensure all ingredients are clearly listed and avoid nuts.

ASSEMBLIES

We hold daily assemblies every week for Reception, Year 1 and Year 2 in the Pre-Prep Hall, classrooms, School Chapel and Mulberry Pavilion. Nursery children are introduced to assemblies in the summer term. Our assemblies are Christian based but also follow a range of themes and introduce children to other world faiths and festivals. In assembly we also celebrate the children's birthdays during that week. Parents are invited to special assemblies at school and services in St. Mary's Church, Twyford, throughout the year. Each year group hold a Christmas performance or Assembly. Parents are invited to year group assemblies several times each year. We hold a Grandparents Week each summer which incorporates open swimming and dance lessons. We join the Prep School for Remembrance and other major events and for assemblies at least once a term. All parents have the right to withdraw their children from assemblies. This must be in writing to the Head of Pre-Prep or Headmaster.

MUSIC

Each class from Nursery to Year 2 has a weekly music lesson with our specialist music teacher. Children in Year 1 and Year 2 are encouraged to join the Pre-Prep choir who sing at special assemblies and services.

Individual instrument and singing lessons are available with Prep school music staff from Reception. If you would like to register for lessons you will need to complete an Individual Music Lessons form which is available from the Pre-Prep office.

FRENCH

Each class from Nursery to Year 2 has a weekly French lesson with our specialist teacher.

PE

Nursery

Nursery children have two weekly PE lessons (gym and dance/small apparatus) in the autumn and spring terms and three each week in the summer term (gym and dance/small apparatus and outdoor games). Nursery also have a weekly swimming lesson throughout the year.

Reception, Year 1 and Year 2

All children have three PE lessons (games, gym and dance/small apparatus) a week and one swimming lesson each week.

PERMISSION TO MISS PE/SWIMMING

If your child is not well enough to swim or participate in a PE lesson, we must receive the reason why, in writing from parents, otherwise children will be given spare kit to join in with the lesson.

PE and swimming are a very valuable part of the children's curriculum and should not be missed regularly.

OUTDOOR LEARNING

All classes spend a lot of time learning and exploring outside. Nursery and Reception visit our woodlands for a full morning or afternoon every week. Year 1 visit for a session each week and Year 2 each fortnight for our 'Come Rain, Come Shine' activity programme and also a termly offsite trip. We also use the school grounds very regularly: for example maths, RE and Science lessons are often held outside.

TPA

The Twyford Parents' Association organise a variety of fundraising and social events every year.

An elected committee of parents, together with the Headmaster and the Head of Pre-Prep, meet regularly to discuss arrangements and address future developments within the school.

PARENT REPS

Each class appoints a Parent Representative. Parent reps are responsible for gathering ideas from the parents within their child's class, organising help for events and communicating to all.

Parent reps meet with the Head of Pre-Prep and other members of staff every half term to discuss developments within the Pre-Prep, answer queries and address any concerns.

Each year new parent reps for each class are invited to take on this role.

REPORTING TO PARENTS

Staff work in continuous partnership with parents to ensure the very best opportunities for all of our children. We operate an 'open door' policy which means parents and carers are always welcome to pop in, telephone, email or write messages in your child's home/school communication diary. After school is easier for staff to deal with queries but there is always someone available to help. Each Friday there is an opportunity to share your child's achievements in the classroom with them before school starts and talk to the staff. A Pre-Prep newsletter which is incorporated into the school's 'Twyford Link' is produced each week with information about current and future events. This is emailed to parents each Friday, when we also email out a 'weekly celebration of achievements' letter to parents.

Class talks are held in early September by all classes (Nursery to Yr 2) to share class routines, the curriculum timetables and the planned progression of learning opportunities for that year group.

Nursery and Reception parents can access their children's Early Years Foundation Stage (EYFS) learning journeys on line at Tapestry at any time.

Individual parent consultations are offered at parents' evenings held each term when progress and new targets are discussed. A written report for Year 1 and Year 2 is available to parents on the Parent Portal.

For children in Nursery and Reception, daily/weekly general observations are made on Tapestry (an online learning journal for each child) which is accessible to parents to view on a daily basis.

Half term plans for each year group are displayed on the Parents' Notice board outside the Pre-Prep and are also on the parent portal.

EARLY YEARS FOUNDATION STAGE

All children in Nursery and Reception are part of the EYFS. This is a national framework for all settings. Twyford has gained exemption from the statutory framework but we follow the guidelines, and all schools are required to follow the Welfare & Safeguarding requirements. The EYFS curriculum is comprised of seven areas of learning:

Three Prime Areas:

1. Communication and Language (CL)
2. Physical Development (PD)
3. Personal, Social and Emotional Development (PSED)

Four Specific Areas:

1. Literacy (L)
2. Mathematics (M)
3. Understanding of the World (UW)
4. Expressive Art and Design (EAD)

Children's progress is recorded in their individual 'Learning Journeys' which are available on line for parents to access at all times.

Parents are asked to contribute to their child's Learning Journey through our 'Weekly Wow' sheets which are sent home for you to record any special events and then return to school.

The key person for each child in Nursery and Reception is their class teacher.

For more information please see your child's Class Teacher or go to www.education.gov.uk. EYFS.

BEHAVIOUR

Children in the Pre-Prep are encouraged to try their best in all they do, including their behaviour. Staff use positive praise, encouragement, stickers, house points and certificates to reward good behaviour.

Each week, children's efforts and behaviour are celebrated and recognised in our 'Golden Book' which is on display in the entrance hall.

Each class has an agreed behaviour system to show how well children are performing at school (Rainbow System). All staff are also issued with a set of red, yellow and green cards for indoor/outdoor use.

Children set an agreed code of conduct with their class teacher at the start of the year. Rewards and sanctions and the reasons for these are discussed regularly with the children so they have a clear understanding of appropriate and expected behaviour.

When a child displays inappropriate behaviour, sanctions will be applied: this could be losing 5 minutes of playtime, a message coming home to parents or being spoken to by the Head of Pre-Prep. If the situation does not improve we will request a meeting with the class teacher, Head of Pre-Prep and parents.

HOUSE SYSTEM

All children are allocated to a House on joining the Pre-Prep. Siblings/children of old Twyfordians automatically join the same House.

All staff are allocated to a House.

The four Houses for the whole school are:

Wickham	-	Wasps	-	Red
Bedford	-	Bees	-	Yellow
Hayward	-	Hornets	-	Green
Mason	-	Mosquitoes	-	Blue

House lists are kept in the office and on the House board in the Pre-Prep entrance area.

A House Captain is appointed for each house, each half term from Year 2 by Year 2 staff.

House Captains will liaise with the Prep House Captains, Head of Pre-Prep and Deputy Head Pastoral, to organise events, competitions and assemblies.

House points are awarded to children in the Pre-Prep for:

- Being in the 'Golden Book' on Friday assemblies
- Being sent to another member of staff to share their work
- Good behaviour
- Good work.

House points are collated each week by the House Captains and reported to the Pre-Prep in Friday's assembly. Children receive a coloured house token which they post into the house jars in the Pre-Prep entrance area.

A House Cup is awarded at the end of each half term to the House with the highest number of house points. The winning House also has a treat eg: cakes, ice cream, a DVD or extra playtime!

SCHOOL COUNCIL

School Council elections are held twice a year in the Pre-Prep. Children are invited to prepare a manifesto to share with their classmates and a secret ballot is held. The councillors are elected by the children.

Councillors meet monthly with the teacher responsible for the School Council.

The School Council enables the children to have a voice and be involved in making decisions and deciding on action. Examples of their work to date include changes to the snack and lunch menus and the purchase of a 'Friendship Bench' and the creation of our new garden area.

YEAR 2 RESPONSIBILITIES

As the 'top year' in the Pre-Prep, Yr 2 are given many responsibilities and special recognition. They are asked to help to serve and clear at lunch.

Staff elect Playground Tutors each half term. The tutors wear a coloured band and help to select and tidy playtime equipment, help younger children to play and teach them simple games.

Year 2 staff and Mrs Mote, the school librarian, select Year 2 librarians.

House Captains are elected each half term by staff. They are given a House Captain badge and meet to collate house points each week. A House Cup is awarded along with a treat for all House members each half term.

Year 2 cups are awarded by staff each half term. The cups are 'Well Done', 'Progress', 'Creativity', 'Maths', 'Sports', 'Hard Work', the 'Rainbow Cup', for kind, helpful and polite behaviour, 'Music and Dance Award' and the 'Swimming Star'.

TRIPS AND VISITORS

We arrange for regular trips out and visitors to come in for all classes throughout each year. Staff undertake full Risk Assessments for trips out and all visitors are carefully supervised. All Pre-Prep trips and visitors are included in the school fees.

HOMEWORK

Pre-Prep children are very young and need rest and relaxation after school. It is important for them to see friends and enjoy family time. The children have a very busy day at school and may be tired when they come home, especially if they are staying for after school clubs or participating in other organised activities.

If you are busy or your child is tired, leave the homework, as it can always be done the next day.

Reception children are asked to share library books and reading scheme books each day with parents and carers and being spellings in the summer term. Year 1 and Year 2 continue to share library books and reading scheme books at home each day. Year 1 and Year 2 children are given spellings to learn and a small written task to complete each week.

PREPARING YOUR CHILD FOR STARTING AT TWYFORD

We do not assess for entry into Nursery or Reception and do not have a specific set of academic expectations for such young children.

We hope that you, as parents, will help to prepare your child/children and continue to support them in the following areas:

- Good manners: saying please and thank you
- Listening to adults and to others
- Answering when they are spoken to and making eye contact
- Sharing and taking turns
- Read to and with your child as much as possible, especially at bedtime
- Counting and looking at colours, patterns and shapes at home, in nature and out and about
- Help them to understand basic safety rules: staying close to adults, crossing the road, safety with electricity
- Helping them to use a knife and fork to cut up their food
- Eating a balanced diet and drinking lots of water
- Playing outside as often as possible and getting plenty of exercise
- Limiting screen time.
- Singing and enjoying music
- Mixing with children of the same age and different ages
- Getting plenty of sleep! Children should be in bed by **19.00 – 19.30** every night. Please do not allow televisions, computers, play stations, DVDs etc. in their bedrooms or at bedtime
- Helping them with the toilet and encouraging independence with toileting
- Helping them to dress and undress and put on their shoes (no laces please!)

UNIFORM

Twyford uniform is provided by two suppliers.

1. Giraffe: www.giraffe-shop.co.uk Tel: 01489 783858

Giraffe are based in Botley and provide many items of our school uniform, some of which can be personalised with your child's initials or full name.

Giraffe uniform can be ordered on-line or over the telephone. All giraffe items are available to view in the school's on-site second hand shop which is upstairs in the sports hall / swimming pool block.

2. Stevensons: stevensons.co.uk Tel: 01727 815700

Stevensons supply the rest of our uniform. This is available to order on-line or by telephone. All items supplied by Stevensons are available to try on and view in the school's second hand shop.

The second hand shop holds a wide range of uniform, sports kits, dance wear and sports shoes. The shop is open every Friday from 8.15 – 8.45.

SCHOOL POLICIES

All policies are available on the school website, including Safeguarding Children.

COMPLAINTS PROCEDURE

All complaints are dealt with promptly and are on record for three years.

Confidentiality

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records relating to individual complaints are to be kept confidential except where the Secretary of State or a body conducting an inspection under section 162A of the 2002 Act requires access to them.

In addition to the Complaints Procedure detailed above, parents may also make a complaint to either the Independent Schools Inspectorate (ISI) or, for complaints concerning boarding provision or the Early Years Foundation Stage, to Ofsted.

Contact details:

*Independent Schools Inspectorate,
CAP House, 9 – 12 Long Lane, London, EC1A 9HA
Telephone: 020 7600 0100 Fax: 020 7776 8849 Email: see Website: www.isi.net*

Karen Rogers
February 2020

TWYFORD SCHOOL UNIFORM (AUTUMN & SPRING TERMS)

Key:

Items supplied by Stevensons (www.stevensons.co.uk)

*Items supplied by Giraffe (www.giraffe-shop.co.uk, search "Twyford")

#Please source from shoe or sports shop as relevant

All items are compulsory unless otherwise stated.

<u>Pre-Prep Boys</u>	<u>Pre-Prep Girls</u>
Blue shirt (long or short sleeve)	Blue blouse (long or short sleeve, reverse open collar)
Twyford blue jumper	Twyford pinafore dress
Blue shorts	Twyford blue cardigan
Navy long/short socks	Navy long socks or tights
Black /navy shoes#	Black/navy school shoes#
School fleece*(full or half zip)	School fleece*(full or half zip)
Rain jacket and trousers*	Rain jacket and trousers*
Navy coat *(made by Results)	Navy coat* (made by Results)
Beanie hat*	Beanie hat*
White Twyford polo shirt*	White Twyford polo shirt*
House polo shirt*	House polo shirt *
Navy PE shorts	Navy PE shorts
Navy jogging bottoms	Navy jogging bottoms
White PE socks	White PE socks
Trainers#	Trainers#
Wellies#	Wellies#
Navy trunks (Reception)	Navy and sky swimming costume
Navy swimming "jammers" (Yrs 1 & 2)	Twyford swimming hat
Swimming towel*	Swimming towel*
Goggles (optional)	Goggles (optional)
PE bag*	PE bag*
Swimming bag*	Swimming bag*
Book bag*	Book bag*
Metal water bottle given to your child on entering school (cost of £11.50 added to your bill)	Metal water bottle given to your child on entering school (cost of £11.50 added to your bill)
Rucksack given to your child on entering Yr R (cost of £20.70 added to bill)	Rucksack given to your child on entering Yr R (cost of £20.70 added to bill)

2019

TWYFORD SCHOOL UNIFORM **(AUTUMN & SPRING TERMS)**

Key:

Items supplied by Stevensons

*Items supplied by Giraffe (www.giraffe-shop.co.uk, search "Twyford")

#Please source from shoe or sports shop as relevant

All items are compulsory unless otherwise stated.

Nursery Boys and Girls

Sky blue Twyford polo shirt*

Navy Twyford sweatshirt*

School fleece*(full or half zip)

Rain jacket and trousers*

Navy coat (made by Results)

Beanie hat*

Wellington boots#

White Twyford polo shirt*

Navy PE shorts

Navy jogging bottoms

White PE socks

Trainers#

Navy trunks (boys)

Navy and sky swimming costume (girls)

Swimming towel*

Goggles (optional)

Twyford swimming hat (girls)

PE bag*

Book bag*

Metal water bottle given to your child on entering school (cost of £11.50 added to your bill)

TWYFORD SCHOOL UNIFORM (SUMMER TERM)

Key:

Items supplied by Stevensons

*Items supplied by Giraffe (www.giraffe-shop.co.uk, search "Twyford")

#Please source from shoe or sports shop as relevant

All items are compulsory unless otherwise stated.

<u>Pre-Prep Boys (INCLUDING NURSERY)</u>	<u>Pre-Prep Girls (INCLUDING NURSERY)</u>
Pale blue polo shirt - Nursery	Summer dress
Blue shirt (long or short sleeve)	Blue cardigan
Blue jumper	<u>White</u> long/short socks
Blue shorts	Black/navy school shoes (no sandals)#
Navy long/short socks	School fleece*(full or half zip)
Black/ navy shoes#	Rain jacket and trousers*
School fleece*(full or half zip)	Legionnaire sun hat*(sky blue or navy)
Rain jacket and trousers*	<u>(Winter uniform permissible up to half term only)</u>
Legionnaire sun hat*(sky blue or navy)	House polo shirt*
House polo shirt*	White Twyford polo shirt*
White Twyford polo shirt*	Navy PE shorts
Navy PE shorts	Navy jogging bottoms
Navy jogging bottoms	White PE socks
White PE socks	Trainers#
Trainers#	Swimming kit (as per Autumn/Spring terms)
Swimming kit (as per Autumn/Spring terms)	

2019