



# Talbot Heath

*Independent School for Girls aged 3-18*

## Pre-Prep Department Information Handbook Including EYFS

Talbot Heath Junior School  
Rothesay Road Bournemouth Dorset BH4 9NJ

January 2022



# PRE-PREPARATORY DEPARTMENT HANDBOOK

## INTRODUCTION

A warm welcome to Talbot Heath's Pre-Prep department. Our motto is 'Honour before Honours' as we believe in nurturing our pupils and instilling and promoting core values, whilst delivering an educational experience which is both exciting and stimulating. We treat each child as an individual, and are in a very fortunate position to be able to offer specialist teachers for a variety of different subjects. We provide a vibrant curriculum in a warm and friendly atmosphere to ensure that talents are celebrated, interests are supported and enquiring minds are encouraged.

We pride ourselves on the strong communication and relationships which we build between home and school. We share your daughter's successes and achievements as well as her next steps so that you are fully aware of your child's progress throughout the year.

Your child's wellbeing and happiness is very important to us, and our skilled and caring Pre-Prep team will support your child throughout their learning journey. We are committed to achieving excellent outcomes for the pupils in our care. At Talbot Heath, we encourage your child to 'think big' and challenge themselves whilst promoting positive mindsets which are key to achieving each pupil's full potential and which are the foundations for their future.

We are very much looking forward to working with you.

The Pre-Prep team

## PARKING

We are very fortunate to be part of a beautiful wooded campus which has a limited amount of parking available. Parents are welcome to drive onto the school site at the beginning and end of the school day. We respectfully ask that you park with consideration and courtesy for the benefit of our children's safety and other traffic users. Due to heavy volume of traffic at drop off and collection times, we urge you to supervise your daughter closely at these times. There is a 10mph speed limit on site for all vehicles.

A one way system operates on campus at all times. Vehicles must enter the campus from Rothesay Road and leave by the Junior Drive; leading on to Branksome Hill Road.

## JUNIOR SCHOOL STAFF

A full up to date list of our staff is available on our [website](#)

## ARRIVAL AT SCHOOL

Our classroom doors are open from 8:40 am ready for us to welcome our children for their school day. However, if parents need to drop their children off earlier than this, Morning Club opens at 8:00am. Year 1 and 2 can be dropped off in the playground where they can play with other children. Kindergarten and Reception children can be dropped off at the Kindergarten door where they can relax with a book, play with toys or have a little chatter with some friends. At 8:40am the children are taken to their classrooms ready to start another busy and exciting Pre-Prep day!

All children should arrive at school by 8.40 am when the teachers will take a register and form time will begin. It is important that all children are at school by this time.

## LUNCHTIME

Full details about our caterers Holroyd Howe and their current menu's are available to view [here](#) on our website

## END OF SCHOOL

Children should be collected from their allocated door/area where their teacher will dismiss them. We do not allow any children to go with another adult, unless we have their parental permission. We ask parents to let Junior School office know if arrangements change.

## AFTER SCHOOL CARE

There is a waiting late facility for Pre-Prep children until 3.50 pm. This is primarily for those pupils who have an older sibling who does not finish school until 3.50 pm.

There is an after school club available for all pupils in the Pre-Prep Department that runs from 3.30 - 5.30pm. A charge is made for each session or part session and pupils are provided with a snack and a drink. Activities are organised for all pupils and a charge is levied for the session. You can collect your daughter at any time during the session. Parents need to book places in advance as space is limited, but we can usually cater for a one-off emergency should it arise.

There are also some after school clubs that older Pre-Prep children may attend. Details of these clubs are sent to parents each term. There are charges for these clubs.

## SECURITY AND DOGS ON CAMPUS

Parents need to ensure that they do not use any door other than the front door of the Junior School, by the office. Our doors have security keypads and we ask you to respect the confidentiality of these codes. Separate arrangements are made for dropping off children before 8.40am or collecting from after school clubs.

As lovely as they are, dogs are not permitted on campus, this includes puppies and dogs which need to be carried. Please leave them safely at home.

## TERM CALENDARS

You will be reminded of events by letter. Notices of events and important dates are sent out on the weekly newsletter.

To view the whole school calendar, please click [here](#)

## INDIVIDUAL LESSONS

From Year 2 your daughter has the opportunity to take additional individual music instrument lessons which can take place during the school day. Only one additional music lesson is allowed in Year 2, but this can be increased in the Junior department. Full details of instrument lessons available are on our [Extra Curricular Page](#) on our website.

If you would like your child to begin additional music lessons then you should complete our online [music lessons form](#) half a term in advance. We also require half a term's notice if you wish for lessons to cease.

## COMMUNICATION BETWEEN HOME AND SCHOOL

Talbot Heath communicates with parents on a weekly basis and ensures that we over inform parents rather than parents having to seek information. School messages are sent as emails directly to your inbox, which include information that parents need, such as details of trips. The school also produces a weekly newsletter which offers a window into the activities of the whole school for the preceding week and an insight into your child's future educational journey. You will find these in your inbox on a Friday!

A copy of all school communications are kept on your Parent Portal, along with an up to date calendar of school events, details of any wraparound care activities and other important information. The children also have access to an online learning platform 'Seesaw' which parents can use to send 'day-to-day' messages to teachers. More important communications should be emailed to the office and the relevant member of staff will endeavour to get back to you within 24 hours. You are welcome to contact the office if you would prefer a face-to-face meeting with staff.

***Please check your daughter's bag regularly!***

## ABSENCES

If your daughter is unwell and therefore not able to attend school, please contact the Junior School office on the morning of her absence.

If your child has sickness or diarrhoea, they must stay at home for a period of 48 hours.

If your child has a scheduled medical appointment in school hours, please [contact](#) the Junior School office and let them know.

Any holidays which have been booked during term time must be cleared with Mrs Pugh. Please complete the [leave of absence during term time request form](#) on the forms page of our website.

## MEDICAL

Medications **MUST** be handed to the nurse / office staff by a responsible adult (parent or carer) accompanied by a completed short or long term medication form – see below. Medications will not be accepted from pupils and remaining medication will not be sent home with the pupil– a parent or carer will need to collect it from our medical room.

The following forms should be completed as necessary – and we ask that parents keep us informed of any medical changes

- [Short term medication form](#)
- [Long term medication form](#)
- [Medical questionnaire](#)

For further information regarding student health, please visit our [website](#)

## ACCIDENT OR ILLNESS

During school hours, girls who are unwell or injured are treated in the Junior School Medical Room by the Junior First Aiders or, if more serious, by the School Nurse, who will contact parents should your daughter need to go home.

## HOMEWORK

Below is a guide to the homework we set for each year group. Your daughter's teacher will provide specific information.

### HOMEWORK YEAR 1

**Reading:** Every day

**Spellings and sentences:** Once a week

**Maths:** Once a week

## HOMEWORK YEAR 2

**Reading:** Every day

**Spellings and sentences:** Once a week

**Maths:** Once a week

**Phonics:** Once a week

**Times tables:** Once a week

Parents often ask how much help should be given to their children. Staff set work which the children should be able to complete unaided. Apart from a little guidance or support you should allow them to complete their tasks on their own. If they experience any difficulties, please let us know so that we can give the appropriate support at school.

## PARENTS' EVENINGS & REPORTS AND ASSESSMENTS

Parents' Evening is held twice a year - in the Autumn and Spring term. This is an opportunity for you to talk to your daughter's Form Tutor and discuss her progress. Should you have any concerns, you are most welcome to contact your daughter's class or subject teacher throughout the year. Written reports are issued to parents twice a year - at the end of the Autumn and Summer Terms. The report identifies your daughter's Attainment Standard and Attitude to Learning in all subjects along with Form Tutor comment. Pupils are assessed throughout the year using a range of tests and teacher judgements.

Separate arrangements are in place for Kindergarten which the teachers will be happy to discuss with you.

## SCHOOL POLICIES

We have comprehensive policies on all aspects of school life. All our up to date policies are available to view and download from the [school policies page](#) on our website.

## SCHOOL UNIFORM

Please ensure that your daughter wears the correct uniform at all times. Full details of school uniform requirements are available on our [website](#). Nearly new uniform sales are held frequently – details of these events are also at the bottom of the uniform website page, together with a price list.

## PARENT STAFF SOCIETY

We are proud to have a flourishing Parent Staff Society at Talbot Heath and a variety of events are held each year. Some of these are aimed at fundraising whilst others are social events aimed at getting everyone together. Different year groups often hold their own social events in addition to the whole school events.

If you would like any further information about the Parent Staff Society, please visit our [website](#) or contact the Junior School office.

## SCHOOL RULES FOR PRE-PREP DEPARTMENT

We follow a number of 'Golden Rules' which embody our school motto: 'Honour before Honours'

- We are kind, polite and thoughtful.
- We work hard to do our best and let others learn.
- We keep an open mind.
- We treat all property with respect.
- We are prepared.
- We wear our school uniform correctly.

We accept that we are not perfect and can make mistakes so we encourage pupils to:

- Accept they have made a mistake.
- Decide how they are going to stop.
- Pick themselves up and start again - tomorrow is a new day.

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We look forward to working with you as we guide your daughter  
through her exciting educational journey