



# Culford

Pre-Prep & Nursery

**Information for  
Applicants**

Ages  
1-7



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# Dear Parent

It gives me great pleasure to learn that you are looking at the possibility of beginning your child's schooling at Culford Pre-Prep and Nursery.

We firmly believe that nowhere else can provide a better start to a rich and rounded education. Our commitment to small class sizes, a caring and nurturing ethos, excellent teaching staff and a challenging curriculum that is always fun, all contribute to an ideal learning environment; the first steps on a life-long journey of development.

While our website and prospectus will be helpful, the best way to experience what Culford has to offer is to come and see the School for yourself. I would be delighted to meet with you at a time convenient to you, when I will arrange a full tour of the School and introduce you to my colleagues. You may also like to join us at one of our Open Mornings or taster sessions for prospective pupils.

To arrange a visit, please contact our Admissions team on **+44 (0)1284 385308** or email them at [admissions@culford.co.uk](mailto:admissions@culford.co.uk). They will be delighted to help.

I look forward to meeting you personally and showing you what makes our school so special.

Yours faithfully,

**Mrs Sarah Preston BA**

**Headmistress**

# Ethos and Values

Culford provides an education which is challenging, enriching and fun. We are a Christian school with a Methodist Foundation but pupils from all faiths, and none, are welcome.

Our guiding values are fair-mindedness, hard work, enjoyment and treating others with respect and consideration. We also attach great importance to good manners, discipline, service to others and to caring for the school and the environment. We value effort and achievement and encourage every positive contribution a pupil makes to the life of the Culford School community.

The principles informing the School's policies are explained to each pupil and compliance is a condition of membership of the School.

Some also apply to parents who are asked to read through the detailed policies contained in the Parents' and Pupils' Handbooks with their child from time to time.



**“The Pre-Prep prepares children effectively for the next stage in their learning.”**

ISI November 2014

**We look forward to speaking to you soon.**

[admissions@culford.co.uk](mailto:admissions@culford.co.uk)  
or +44(0)1284 385308

# Admissions Procedure

## How to Apply

1. The formal start of the academic year is September. However, pupils are welcome to join us at other times during the year.
2. Please call the Admissions Office to check the availability of places. We will send you a prospectus and registration form and will arrange a visit to the Pre-Prep and Nursery.



## What Happens Next

- You are invited to attend one of several Open Mornings held during the year. Alternatively, we would be pleased to arrange an individual visit.
- Should you decide to apply for a place at Culford, you need to complete and return a registration form, with a non-refundable £100 registration fee to secure your child's place on our entry list for admission. Early registration is encouraged.
- We offer discounted Parent, Baby and Toddler sessions to familiarise; for details see page 7. The Admissions Office will also arrange an assessment/ taster session before your child begins at Culford. Information will be sent to you about this upon registration.

## Offers

Any formal offer is subject to our Standard Terms & Conditions. Your child's place is secured on receipt of the signed acceptance form, medical form and the non-refundable acceptance fee.

A copy of the Standard Terms and Conditions is sent out with the formal offer of a place. These can also be found at: [culford.co.uk](http://culford.co.uk)

# Admission to the Nursery

## The Eastfields Nursery

Our stand-alone Nursery is open Monday to Friday for 50 weeks of the year. There are two separate playrooms (for 1-2 and 2-3 year olds) and a lovely outdoor play area and garden. Nursery 3 (for 3-4 year olds) is based at the Pre-Prep School.

## Entry

Before joining us, you and your child will be invited to attend a session to ensure that your child will settle well and will thrive within our caring environment.

## Nursery Curriculum

At the Nursery we recognise that play is children's work. We seek to stimulate each child while promoting a positive approach to learning. The classes follow the Early Years Foundation Stage and focus on:

- Communication and language
- Mathematics
- Literacy
- Expressive arts and design
- Physical development
- Understanding the world
- Personal, social and emotional development





The children also have access to our Forest School (see page 13). As children get older, specialist teachers teach dance, music, swimming and tennis, with further tennis offered as an optional extra.

## The School Day

We offer a variety of school start and end times to meet individual needs, including morning and afternoon sessions, School Day (08:00 to 15:50) and Full Day (08:00 to 18:00). We also provide a Breakfast Club from 07:30.

## Parent, Baby & Toddler Session

This session, usually held on Friday, is a great way to introduce your child to Culford. Once your son or daughter is registered, you may attend the group session at half-price.

Please visit [culford.co.uk/parent-baby-and-toddler](https://culford.co.uk/parent-baby-and-toddler) for more information.

**If you have any questions,  
please contact:**

[admissions@culford.co.uk](mailto:admissions@culford.co.uk)  
or +44(0)1284 385308

# A typical day at Nursery

|                       |  |
|-----------------------|--|
| <b>07:30</b>          | Breakfast Club   |
| <b>08:00 to 09:00</b> | Children may be dropped between 08:00 and 09:00, with supervised activities from 08:30.  |
| <b>09:00</b>          | All children should arrive in time for registration at 09:00.  |
| <b>09:15</b>          | Curriculum activities  |
| <b>10:15</b>          | Snack time and outside play  |
| <b>11:00</b>          | Curriculum activities  |
| <b>12:00</b>          | Lunch followed by outside play   |
| <b>13:10</b>          | Beginning of the afternoon session with curriculum activities. Children only participating in morning sessions are picked up at 13:10. |
| <b>14:15</b>          | Snack time and outside play  |
| <b>15:00</b>          | Curriculum activities  |
| <b>15:40</b>          | End of Afternoon Session. Children may stay for After School Care.   |
| <b>16:00 to 18:00</b> | After School Care with a variety of activities on offer.   |







## Breakfast Club

Breakfast club is available from 07:30 and must be booked in advance. Parents of children under two will be required to provide food for their child. For the older children, there is a range of healthy food available including toast, cereals, yoghurts and fruit.

## Holiday Club

The Nursery (for 1-3 year olds) is open 50 weeks of the year throughout School Holidays. If you have older children who require care outside term time, please see page 13. The Nursery is not open during staff training days, which are highlighted in the annual Nursery calendar.

## Uniform

Nursery 1 and 2 are not required to wear a uniform. For uniform requirements for Nursery 3 and Pre-Prep see page 13

## Transition to Pre-Prep School

Culford Nursery is a short walk from Pre-Prep. The children enjoy lots of contact with the Pre-Prep staff and may take part in activities with the Nursery 3 and Reception children. Parents are kept informed about the transition process with an information afternoon in the Autumn term, an induction day in the Summer term, a welcome afternoon in September and newsletters throughout the process.

# Admission to Pre-Prep (ages 4 to 7)

## Assessment

Admission to the Pre-Prep School is determined by an informal assessment. Your child will spend a morning or day in the classroom with pupils of the same age while we observe their interaction and social skills.

In Years 1 (PP1) and 2 (PP2) they will spend a day in class, while we assess their reading, writing and numeracy skills.

Transfer to the Prep School is on the basis of informal assessment in the Spring term of the year of entry, along with a satisfactory school report.



## Pre-Prep Curriculum

We offer a caring environment where each child is encouraged and expected to achieve his or her full potential. Academic standards are high, class sizes are small, and there are opportunities to explore a variety of interests and abilities.

Pupils access ICT through interactive whiteboards and laptops, and there is a well-stocked library. Culford is a Forest School and offers children exciting opportunities to learn through play in the beautiful environment of Culford Park.

**“The Pre-Prep is an exceptional place. My daughter is learning to read, write and count, to play tennis, swim and dance. What more could a four year-old want from school?”**

Culford Pre-Prep Parent





## Reception (PPR)

While allowing time for learning through play, we continue to work on the Early Years Foundation Stage areas of learning with the emphasis on literacy and numeracy. The children also learn history, geography, Mad Science, art, design and technology, PSHE (Personal, Social and Health Education), philosophy and SEAL (Social and Emotional Aspects of Learning). Physical education, dance, French, music, swimming and tennis are taught by specialist teachers.

## Year One (PP1)

PP1 provides a more structured environment, with continuing emphasis on literacy and numeracy. The children study history, geography, philosophy, religious studies, science, art, design and technology, PSHE and SEAL. As above, French, dance, swimming and music are taught by specialist teachers. Pupils also learn to play a wind instrument, the ocarina and individual music lessons are available on request. Physical education is taught by specialist teachers and includes hockey, rugby and tennis.

## Year Two (PP2)

PP2 study includes literacy, numeracy, history, geography, science, music, art, design and technology, French, philosophy, PSHE, SEAL and religious studies.

Pupils learn the recorder and have weekly music lessons with individual tuition available. Dance and PE, including swimming and tennis, are taught by specialist teachers.

## After School Provision

Many after-school activities are offered at additional cost to Pre-Prep pupils from PP1, including football, rugby, tennis, art club, Zumba, golf, Mad Science, cricket, cookery and netball. After-school care is also offered until 18:00 for Nursery and Pre-Prep children (see page 15).

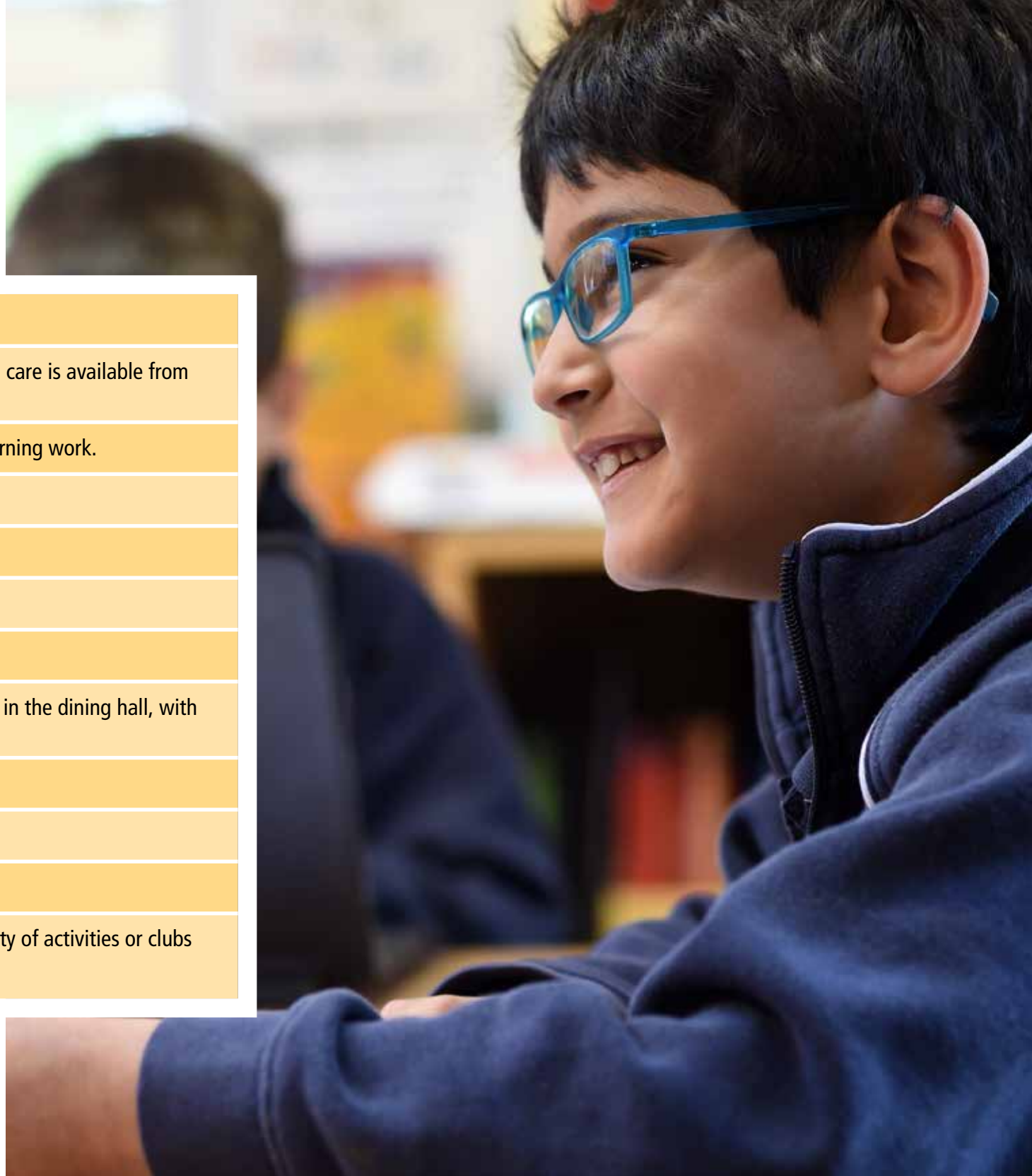
## Learning Development

Culford is a mainstream school with a small, highly-successful Learning Development Department serving the Pre-Prep, Prep and Senior Schools. We offer support to pupils with mild, specific learning difficulties who are able to manage independently in the classroom. Tailor-made provision is built into a broad and balanced mainstream timetable to meet individual needs.

Learning Development lessons are offered before school or on a withdrawal basis. Lessons are taught to individuals or pairs by specialist teachers and incur an additional cost (page 15).

Copies of our Handbook for Parents may be downloaded from Culford's website: [culford.co.uk](http://culford.co.uk)

# A typical day at Pre-Prep



|                       |  |
|-----------------------|--|
| <b>07:30</b>          | Breakfast Club   |
| <b>08:00</b>          | School Opens – early morning care is available from 07:30.                 |
| <b>08:20</b>          | Classrooms open for early morning work.                                    |
| <b>08:55</b>          | Registration   |
| <b>09:00</b>          | Assembly and First Lesson  |
| <b>10:30</b>          | Snack and Playtime   |
| <b>11:00</b>          | Numeracy Lessons   |
| <b>12:00</b>          | Freshly prepared lunch served in the dining hall, with playtime or a club. |
| <b>13:10</b>          | Afternoon Lessons  |
| <b>15:20</b>          | Show & Tell  |
| <b>15:50</b>          | Home Time  |
| <b>16:00 to 18:00</b> | After School Care with a variety of activities or clubs on offer.          |

## What is Forest School?

Forest School is a way of learning outdoors that helps children to develop personal, social and technical skills in a woodland setting. Culford is extremely fortunate to be situated in beautiful parkland with woodland on the doorstep. We use our unique location as a Forest School to encourage independence and self-esteem in our pupils.

### What are the benefits?

- Increases emotional wellbeing
- Enables social development through communication, negotiation and problem-solving
- Develops fine and gross motor skills and co-ordination
- Links with the Early Years Foundation Stage curriculum areas of learning
- Builds confidence through having fun

## Uniform

The Pre-Prep uniform is one of our hallmarks and encourages even the youngest pupils to take pride in their appearance and their school. Our uniform is available to buy online at [schoolblazer.com](http://schoolblazer.com)

Children in Nursery 1 and 2 are not required to wear uniform.

## Holiday Club

Culford Sports and Tennis Centre runs a summer holiday and half-term Sports & Activity programme for children aged 5-15 years. This takes place daily from 08:30 to 17:30 throughout the holidays. Activities include rounders, table tennis, arts & crafts and a daily swim. We also offer Tennis Camps for children aged 5 years and above and individual activities such as Puppetry classes and Forest School.

For more information, please contact the Sports & Tennis Centre on **+44 (0)1284 385370** or email [cstc@culford.co.uk](mailto:cstc@culford.co.uk)

## Transition to Prep School

Culford Pre-Prep has strong links with the Prep School. The Head of Prep School regularly visits the Pre-Prep, while children share activities with older pupils and some lessons with Prep School teachers.

Parents are kept informed about the transition process with an information afternoon in the Autumn term, an induction day in the Summer term, a welcome afternoon in September and newsletters throughout the process. Parents can also attend music concerts and other activities at the Prep School.



# Admissions Policy

The educational interests of the child are at the heart of our selection process and we will only admit pupils whose educational needs we can adequately meet.

It is a general principle that no part of Culford will admit a child in the belief that they will not qualify for the next stage of their education within the School. It is, however, recognised that, especially at younger ages, making such judgements may be difficult and there may, on occasion, be children within the School who do not qualify for transfer to the next part of the School.

Any decision to refuse such progress will be made:

- with timely, documented and open discussions with the parents
- with regard to the best educational interests of the child concerned

Parents whose children are admitted with such reservations will be informed regularly of the likelihood of progression to the next stage of education. Any parent whose child is deemed unlikely to progress to the next stage at Culford will receive a formal letter outlining concerns at least one calendar year prior to the end of the academic year in which transfer occurs.

Culford reserves the right, in consultation with parents/guardians, not to offer places to those whom it considers would not benefit from the School's education, or whose presence might have a detrimental effect on other pupils.

## Responsibility for Admission to Culford

In all cases the Head of School is responsible for deciding to admit or refuse entry to a pupil. Where such a decision is challenged, the School's normal Complaints Procedure should be followed.

## School Policies

You can find all Culford's policies and handbooks, including the School Safeguarding policy, on our website [culford.co.uk](http://culford.co.uk)

**"Within the Early Years Foundation Stage the children's personal, social and emotional development is excellent. "**

ISI November 2014



# Optional Subjects and Payments

## After School Activities

We offer a variety of after-school activities, currently including: country dancing, art, choir, Mad Science and sports clubs. Parents are advised of additional termly charges per activity and asked to sign up for their children's chosen activities at the start of each term. After-school care is also available between 16:00 and 18:00.

## Breakfast Club

Breakfast club is available from 07:30 for £8 per session.

## Learning Development

Learning Development is available for £28 per 40 minute lesson. Pre-Prep sessions are 15 to 20 minutes long, meaning cost is calculated pro-rata.

## Music Lessons

Music lessons are priced at £12 per 15 minute session.

## Discounts for Siblings

For families with 3 or more children attending Culford simultaneously, the following discounts will apply:

| Discount                |                   |                            |                   |
|-------------------------|-------------------|----------------------------|-------------------|
| 3rd Child:<br>10%       | 4th Child:<br>20% | 5th Child:<br>35%          | 6th Child:<br>60% |
| Triplets: 10% per child |                   | Quadruplets: 15% per child |                   |

Discounts do not apply until the third sibling is in PPR (Reception) or above.

## Fees and what they cover

A non-refundable registration fee of £100 per pupil is payable prior to assessments. Early registration is recognised with half-price Parent, Baby and Toddler sessions prior to starting at the Nursery (please call the Admissions Office on **01284 385308** for more details).

An acceptance fee per pupil of £150 (Nursery) and £300 (Pre-Prep) is payable with the acceptance form. These sums secure your child's place and are retained to contribute to the School's Bursaries Fund.

Fees include tuition, meals, standard textbooks and teaching resources. Fees do not include optional subjects and examination entry fees.

Fees are payable on or before the first day of term. Payment by direct debit is available over a ten-month period August-May. It is also possible to arrange a lump sum advance payment of fees.

**"Within the Early Years Foundation Stage the children's personal, social and emotional development is excellent. "**

ISI November 2014

**If you have any questions, please contact:**

**admissions@culford.co.uk  
or +44(0)1284 385308**



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