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School contact details:

Telephone number 01492 530381

Email - Prep@rydalpenrhos.com

Individual staff email addresses can be found on the school web site



Welcome to Rydal Penrhos Preparatory School

The Preparatory School is divided into two main departments:

Pre-Prep Department - Early Years, Reception, Year 1 and Year 2

Prep Department - Years 3, 4, 5 and 6

We hope that the information provided in this handbook will be helpful to parents of all children within the school. However, from time to time, you will be provided with additional information pertaining specifically to your child's year group or department in order to assist the smooth transition for your child as he/she moves through the school.

As information is updated or amended, you will be provided with insert updates which you can slot into the back of this handbook.

The School Year

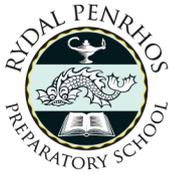
Calendars

Each term, parents are issued with a calendar giving details of events and their dates, including the times/dates of the school holidays for the year.

School events

Parents and friends are warmly encouraged to attend school functions (e.g. matches, services, choral and musical occasions and drama productions). Most of these events are listed in our termly calendar.

Parents are asked to check the school's website, their emails and their child's study planner (and school bag!) for information relating to the school's activities. Should a response be required, you may reply directly via email.



**Mission Statement of the Board of Management
for Methodist Independent Schools**

The Methodist Church is engaged in education as part of its Christian mission in the world. Its schools seek to extend the Methodist ethos and character and contribute to diversity in education.

The schools aim:

to be caring Christian family communities, committed to the development of the full potential of each individual, having regard for their personal attributes in addition to their academic aspirations;

to maintain high educational standards in all their academic, cultural and sporting activities, stimulating excitement in learning and requiring discipline in study whatever the ability of the child;

to work in and with the communities they serve;

to worship as Christians in the Methodist tradition; to uphold Christian values in practice as well as in theory and to make religious education a strong feature of the curriculum, whilst welcoming members of other faiths (and none) in a spirit of openness and tolerance;

to encourage pupils in a critical examination of the standards and values current in society and to discover and develop a personal faith to guide them throughout their lives.

Rydal Penrhos School Mission Statement

Rydal Penrhos School is an inclusive Christian community, based on a Methodist foundation, dedicated to ensuring that the unique potential of each child and young person is realised.

Rydal Penrhos School fosters respect for the individual in a safe and secure environment, thereby developing self-confidence and personal independence.

Rydal Penrhos School balances academic rigour with challenging experiences in the cultural, athletic, aesthetic and spiritual domains.

Rydal Penrhos School is internationalist, multicultural, inclusive and committed to sustainable development and global citizenship.



The Aims of the School

The school aims to provide the best in Christian-based independent education and to extend the Methodist ethos and character in education.

- 1 The School is a caring Christian community which seeks to meet the pupils' academic and personal needs and to promote the acquisition of moral values. The School provides a structured and stable environment within which all pupils are able to develop their potential to the maximum in academic, aesthetic, physical and personal terms.
- 2 The School has high expectations of all pupils in all academic, cultural and sporting activities. All pupils are expected to achieve the highest standards of which they are capable in both curricular and extra-curricular areas. All pupil's subjects and activities are equally valued and all aspects of the curriculum and extra-curricular provision are available and equally accessible to all pupils based on their abilities and interests.
- 3 The School demonstrates its Christian ethos in the quality of all relationships within the school, its work within the local community and by making religious education a strong feature of the curriculum. Worship follows the Methodist tradition whilst welcoming members of other faiths in a spirit of openness and tolerance.
- 4 The School is broadly selective and caters for a wide range of abilities.
- 5 The School has due regard to the National Curriculum and seeks to extend it in a number of areas.
- 6 The School seeks to recognise and reward the positive wherever possible in pupil work and conduct. In doing so, it seeks to develop the self-confidence of every pupil.
- 7 The School believes that the extra-curricular provision generates a positive pupil atmosphere which enhances academic performance. The extra-curricular dimension is thus an important part of the school.
- 8 Courtesy and consideration are integral to all aspects of school life.
- 9 The School encourages pupils to develop self-discipline and thus to take responsibility for their work and progress.
- 10 The School places great value on maintaining close, constructive communication with parents.
- 11 The School seeks to develop the whole person and the Form Teachers and subject teachers work closely together. Pastoral care is the responsibility of all staff.
- 12 The School encourages pupils in a critical examination of the standards and values current in society. It also encourages them to discover and develop a personal faith to guide them throughout their lives.

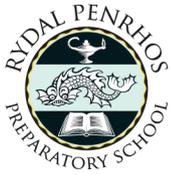


PRE-PREP DEPARTMENT
The School Day

Monday to Friday

- Before-school Club (optional)* - 8.00am to 8.30am
 Early Years (Nursery & KG) - 8.30am to 1.00pm or 8.30am to 3.30pm
 Reception to Year 2 - 8.30am to 3.30pm
After-school Club (optional) - 3.30pm to 6.00pm

8.30am	-	8.40am	Registration
8.40am	-	9.00am	Assembly/Form Period
9.00am	-	9.40am	Teaching period 1
9.40am	-	10.20am	Teaching period 2
10.20am	-	10.45am	Break
10.45am	-	11.25am	Teaching period 3
11.25am	-	12.05pm	Teaching period 4
12.05pm	-	1.00pm	Lunch and break
1.00pm	-	1.40pm	Teaching period 5
1.40pm	-	2.20pm	Teaching period 6
2.20pm	-	2.40pm	Break
2.40pm	-	3.20pm	Teaching period 7
		3.30pm	End of school day - Dismissal
3.30pm	-	onwards	After School Snack and Activities (Please note – timings vary according to activity)
After School Care until 6.00pm			



PREP DEPARTMENT
The School Day

Monday to Friday

Years 3, 4, 5 & 6

Before-school supervision (optional)

After-school Club (optional)

- 8.30am to 4.10pm

- 8.00am to 8.30am

- 4.10pm to 6.00pm

8.30am	-	8.40am	Registration
8.40am	-	9.00am	Assembly/Form Period
9.00am	-	9.40am	Lesson 1
9.40am	-	10.20am	Lesson 2
10.20am	-	11.00am	Lesson 3
11.00am	-	11.25am	Break
11.25am	-	12.05pm	Lesson 4
12.05pm	-	12.45pm	Lesson 5
12.45pm	-	1.45pm	Lunch, Break and Activities
1.45pm	-	2.00pm	Registration and Pastoral Time
2.00pm	-	2.40pm	Lesson 6
2.40pm	-	3.20pm	Lesson 7
3.20pm	-	4.00pm	Lesson 8
4.00pm	-	4.10pm	De-registration and end of teaching day
4.10pm	-	4.20pm	Snack for children staying for Activities/After-School Care
4.20pm	-	5.00pm	Prep- (Homework / Reading) Clubs and Activities Programme (Please note – timings vary according to club/activity)
			After-school Care until 6.00pm

*Friday morning—Whole School Celebration Assembly. Parents are cordially invited to our Celebration Assemblies.



Daily Procedures

Arrival at school

The school day begins at 8.30am for all classes.

Children arriving at school before 8.30am will be supervised by duty staff. **Please note that there is no adult supervision prior to 8.00am. Therefore, there should be no children on the premises before this time.**

Pre-Prep children

Children in Early Years and Reception should be taken directly to the Early Years Department via the Early Years Department entrance to the side of the school building between 8.00 and 8.30am.

Children in Years 1 and Year 2, after saying goodbye to their parents, should make their way to the playground where staff will be on duty. **Parents of children in Years 1 and 2 may then complete the signing in books which will be on the school's front reception desk daily at drop off time. Children's bags are to be put in the class boxes, which will be left in this area. Coats should be kept on whilst in the yard.**

We kindly request that parents arriving with their children before 8.30am follow the procedures outlined above. Please do not take your children into classrooms. Should you wish to chat with a member of staff, they will always be happy to meet you in reception or arrange an appointment to speak to you.

Prep Department children

Pupils in Years 3 to 6, after saying goodbye to their parents at the inner school gate, should make their way to the playground where staff will be on duty. Any messages for teachers can be passed on via the member of staff on duty at the gate.

Wet Mornings

On days when it is raining, snowing or extremely icy, children from Years 1 to 6 should go directly into school when they arrive in the morning, where they will be supervised from 8.00am in designated areas.

Arriving/departing outside registration periods

For a child arriving after their class has been taken in to school for the start of the school day, we request that they are signed in at the reception desk in order that we can ensure that the school's electronic register system is marked accurately. A member of staff will then escort any of our younger children arriving late to their classrooms.

Children leaving during the school day, must enter and leave through the School Reception Office and be signed out in the book available, by their parent/guardian. This is essential for security and health and safety reasons.



Travelling to school

Those parents travelling to school by car with their children are asked to park facing **the correct way** and an appropriate distance from any junction in the immediate vicinity of the school. This will help to keep traffic congestion to a minimum and therefore reduce the potential risks to our children. **Vehicles should not stop or be parked on the zig-zag lines at any time**, not even to drop off or pick up a child.

Pupils, parents and visitors walking on to the school premises are asked to use the pedestrian gate provided and not the electronic gate.

Vehicle access to school grounds

In order to ensure the safety of our children, vehicle access onto the school grounds is restricted to staff and catering vehicles only.

Break time

The playground is quite exposed to the elements and can be quite cool even in the summer months. It is important to allow the children to play outdoors whenever possible, so do please ensure that your child has suitable clothing for the time of year.

Milk or water is provided daily at morning break along with a fruit snack. Sweets, chocolates and crisps are not permitted in school unless provided by the school for special occasions. Chewing gum is not allowed in school at any time.

Break times are supervised by at least two members of staff. First Aid for minor injuries will be administered by the teacher(s) on duty. Antiseptic washes may be used and dressings/plasters applied where necessary. If your child is known to have any allergies relating to plasters or dressings, please ensure that these details are included on the Medical Questionnaire form. In the event of a more serious accident, pupils are taken to the School Reception Office where they will be attended to by a trained First Aider and a decision about the course of action will be made there. *(Please see the section on Illness or Injury/The Health Centre)*

Lunch arrangements

Lunch is provided by the school. No packed lunches (snacks/food from home) are permitted in school unless provided by the school catering department.

The Pre-Prep Children have lunch in the dining hall between 11.45am and 12.10pm (staggered service). The Prep Department classes have their lunch from 12.45pm. This is a 'family service' arrangement, supervised and served by several members of staff.

There are vegetarian options on the cold and hot menu every day. If your child has a specific dietary requirement, or is known to have allergies to certain foods, please ensure that this information is stated clearly on the Medical Questionnaire, which is completed by parents prior to their child joining the school, or subsequently put it in writing for the attention of the School Reception Office and the Health Centre. **If you have concerns about your Childs' dietary habits we encourage parents to share this with the Form Teacher.**



End of the School Day

Pre-Prep Department

Nursery and Kindergarten children are collected from the Early Years Department at 1.00pm (morning session) or 3.30pm (afternoon session/full day). Entrance to our Early Years department is via the entrance to the side of the school building.

Children in Reception, Year 1 & Year 2 are brought to the Prep Reception/Lyndon Library at 3.30pm by their Form Teacher, and will be signed out when handed to their parent/guardian.

If your child attends an after school activity or you are collecting after 3.30pm, please pick up from the Early Years Department, entering via the Early Years entrance to the side of the building, where a member of staff will sign your child out. (If you have a child in the Prep Department, we kindly request that you make your way around the outside of the building to the main entrance for pick-up.)

Prep Department

Pupils in Years 3 to 6 are required to sign out with the designated member of staff at the reception desk in the School Reception area at 4:10pm. All children leaving the premises after this time must follow one of the following procedures,

1. Children who are staying beyond the school day (4.10pm) **to attend a club**, should check out with the duty member of staff when they go to collect their snack in the dining hall. (This will ensure that the duty staff know where the child is - safe and attending a club)
2. Children who are staying beyond the school day (4.10pm) but **not attending a club**, should go directly to the dining hall where they will have their snack or tea, and will then do homework or reading activities in a quiet, calm environment as soon as snack time is over.
3. Between 4.20 and 5.00pm, a prefect or staff member will be responsible for greeting any parents arriving to collect their child(ren), in the foyer. They will then collect the child from the dining room, ensuring they sign out with duty staff.
4. At 5.00pm, when any clubs being run on site are finished, the duty staff will bring pupils to the library (if the room is available) for the final session of after school care.

All children

Please ensure that after collection your child stays with you, and keep any younger siblings with you to avoid possible accidents.

If your child is to be collected by someone contrary to the regular arrangement please ensure that the school has been informed in writing/email and if the person is not known to us a simple security measure can be put in place.



After-School Club

Pre-Prep Department

(Please see the section on the After-School Club and Holiday Play Scheme) for details on care and activities for Pre-Prep children during term time. An after school snack may be purchased from the school. Only snacks provided by the school catering department are permitted on the school premises during term time.

Prep Department

The After-School Club in the Prep Department will accommodate children who need to complete homework tasks, who wish to read to unwind and also provide opportunities for the children to enjoy some educational board/table games. If the weather is fine, they will be encouraged to spend some time outdoors. An after school snack may be purchased from the school. Only snacks provided by the school catering department are permitted on the school premises during term time. We have children in school with serious allergies, and whilst we as a school are able to ensure we are not providing foods that contain dangerous allergens which pose risk to the children with specific allergies, it is very difficult to monitor this if children are sent in with food items themselves.

Absence from school

On the first day and each subsequent day of your child's absence from school, please telephone or email the School Reception Office, **prep@rydalpenrhos.com**. (This is extremely important as concerns may be raised about a pupil's whereabouts if we have not been informed.) Please send a letter/email to the school on the first day of their return to school confirming the reason for their absence. This is essential information for the school registers and is a legal requirement.

Requests to attend dental or hospital appointments which cannot be made out of school hours should be made in writing to the Form Teacher or by email to **prep@rydalpenrhos.com**. Please ensure that your child has been signed in/out in the book outside the School Reception Office on such occasions.

Permission for absence for reasons other than illness must be requested in writing to the Head of the Prep School, Mrs Alison Hind via prep@rydalpenrhos.com. Parents are asked to exercise restraint when requesting such leave, as continuity of attendance is important for academic progress and social development. A maximum of 10 school days in any school year is permitted as an authorised absence for holidays and other events. This is a legal policy and any dates exceeding this number of days must be considered an unauthorised absence.

It must be emphasised that late arrival to school has to be considered an unauthorised absence unless good reasons have been provided.



Personal belongings

Children must not bring games or toys into school as the loss or damage of personal items can cause distress. Electronic equipment such as iPods and electronic games, are not permitted. No responsibility can be taken by the teachers or the School for loss or damage to any such personal items that are brought into school without permission.

Mobile phones

The use of mobile phones is strictly forbidden by pupils during school time. If brought into school for any reason, they should be handed into the School Reception Office for safe keeping for the duration of the school day. Pupils will be given access to a telephone should they need to contact a parent for any reason deemed necessary by their teacher or member of staff on duty.

Money in school

Children are generally not permitted to bring sums of money into school. Parents will receive prior notification of any specific events that may require money being brought into school. Such examples include: school outings, charity events and book fairs. Any cash or cheques brought into school should be in a sealed envelope, clearly stating the child's name, form, amount of money and its purpose. These will be collected by the Form Teachers at the start of the school day. It is hoped that these procedures will help to prevent loss of monies and any dispute about the ownership of any loose coins or notes found on the premises.

For school outings, teachers will indicate a suitable amount of pocket money to be brought for souvenirs, gifts or snacks. This should always be kept in a named purse, which will be the responsibility of the child.

Lost property

Should your child lose an item of clothing or personal property, please inform the Form Teacher as soon as possible. Garments left in the sports areas or changing rooms which are named will usually be passed on to their owner quickly by the teacher or a messenger. Those items not named will be placed in a lost property bin in that area.

All children are encouraged to bring in their PE kit on Monday and are reminded to take it home at the end of each week in order to clear the cloakrooms/pegs. This enables any lost items to be revealed and hopefully directed to the owners. Swimming kit should be brought in and taken home on the day of the swimming lesson. Children in Early Years and Reception may be required to bring their kit in to school, or arrive at school in their PE kit on a certain day. Your child's Form Teacher will advise you of specific arrangements once timetables have been established.

The importance of naming **ALL** items cannot be over emphasised.

From time to time, it is a great help if parents check to make sure that their child is wearing his/her own uniform. There have been many occasions where items have not been lost but simply misplaced or picked up by another child. Your understanding and support in such instances would be appreciated.



Pastoral Care and Communication Channels

When a child enters the school, all parents will be asked to complete a Medical Questionnaire which provide us with all the essential relevant medical and dietary information, plus emergency contact telephone numbers in case of illness, injury and in the event of the school having to be closed early in an emergency. *(Please see section on Illness or Injury/Health Centre)*

Every child who enters Rydal Penrhos Preparatory School becomes a member of a form, and Form Teachers have the immediate responsibility for the pastoral care and for monitoring the progress of all of the pupils in their form.

The school may make changes to the composition of form groups from time to time (groups are reviewed annually). Any changes will be made after careful consideration and consultation with relevant members of staff. Unfortunately, we are not able to accommodate parental requests for their child to be placed in a specific form.

The Form Teacher should normally be your first communication link with the school; this can be done either via your child's Study Planner or by telephone.

All staff may be contacted via the School Reception Office. Messages will be taken for staff if they are unable to take your call immediately.

The Head or Deputy Head are always happy to meet with parents by appointment.

Correspondence

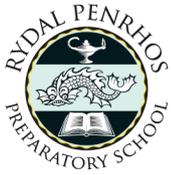
Any reply slips sent out with letters should be returned to school and given to the Form Teacher. Other notes may also be handed to the Form Teacher. Email replies are acceptable as most correspondence from the school is now sent via email.

Visiting the school

Parents visiting the school are asked to report to the School Reception Office. Any visitors spending time in the school will be issued with a badge for security purposes.

New Pupils

All new pupils are involved in an induction programme at the beginning of the school year; this includes guidance about school procedures, expectations and, of course, the campus. For all new pupils, the first point of reference within the school is the Form Teacher. Pupils who join the school at other times during the year will be linked with a 'buddy' in their own form who will help show them the routine and try to ensure that the settling in is as smooth as possible.



Code of Conduct

For any establishment to run efficiently and be effective in meeting the needs of all the individuals involved in it, there must be certain rules and regulations. Many rules are a matter of common sense and relate to issues of safety, access to and movement around the premises, the care of property and the treatment of others within the community. At Rydal Penrhos Preparatory School we aim to establish a happy, welcoming and purposeful community by following a set of 'Golden Rules' known as 'Busy Bees' and adhering to a more specific 'Code of Conduct'.

The Busy Bees sum up how we expect all members of our community to behave. They are positive statements of intent which are reinforced formally in PSHE lessons and assemblies and informally in the daily routine of the school.

To help every member of our school be happy we expect everyone to:

be friendly,
be honest,
be respectful,
be themselves,
be kind and helpful,
and be keen and enthusiastic.

RYDAL PENRHOS PREPRATORY SCHOOL CODE OF CONDUCT

- Respect adults and children alike – treat others as you would wish them to treat you.
- Be truthful at all times. Apologise when in the wrong.
- Walk sensibly around the school.
- Hold doors for others.
- Dress smartly in school uniform.
- Look after the school environment.
- Arrive at school on time.

ASSEMBLY/SERVICE Enter the hall in silence

LESSONS Be equipped
 Listen to instructions
 Concentrate on the set task
 Do your best work
 Stand for visitors



CODE OF CONDUCT

OUTSIDE	Be kind, be gentle and be fair No teasing or name-calling No bullying, fighting or swearing No rough games Include all those who wish to play
DINING HALL	Line up sensibly Eat lunch quietly with good table manners Say thank you to the kitchen staff
HOMETIME	Report out to duty staff who will put a line through your name on the signing-out list

Reward Systems

At Rydal Penrhos Preparatory School we are keen to acknowledge all the achievements of the pupils: academic, creative, sporting and social.

In the Pre-prep Department, the children are awarded smiling faces and stickers for good work and behaviour. From Year 1 upwards, the children are also awarded house points for effort and achievement.

Pupils in the Prep Department are awarded house points for effort and achievement. House points are recorded in the Study Planner. *(Please also see section on Pupils' Study Planner)* For an accumulation of a number of house points, a 'Headmaster's Commendation' is awarded in the whole school assembly.



Breaches of the Code – Sanctions

Our high expectations of pupils generally results in a display of positive attitudes and behaviour. However, from time to time, pupils may need to be reprimanded for what we hope will only be minor breaches of the school rules and code of conduct. In such instances, the following courses of action may be taken, depending upon the severity of the incident or concern:

- Verbal reprimand by the member of staff dealing with the situation and discussion/ explanation about what has happened and why it is not acceptable (referral to Form Teacher if being dealt with by another member of staff);
- Time out (a short period of time for calming or reflecting
- Referral to the Head of the Prep School if the incident is considered serious or an ongoing concern;
- Break time detention;
- Report Card to monitor child's progress towards improvement in behaviour or organisation;
- Letter to parents regarding concern;
- Meeting with parents;
- Referral to the Head.

Teachers do their best to listen to and discuss concerns with the children and try to resolve problems or conflict fairly and swiftly. Minor misdemeanours and friendship problems are all part of the process of growing up and learning through making mistakes, and will be dealt with as sensitively as possible within school. Parents should be assured that, if there are genuine, ongoing concerns about their child's attitude or behaviour, the school will contact them to raise and discuss these. We then work in partnership to put in place further support mechanisms in order to help resolve the situation.



Teaching and Learning: Overview

At Rydal Penrhos Preparatory School, we strive to provide all pupils with a broad and balanced curriculum, generally following the National Curriculum for Wales and the standards set out by the DFE in the Primary National Strategies.

At the beginning of each academic year, your child will be provided with a timetable and an outline of the elements to be covered in each subject area during the year (Outline Programme of Study).

Early Years (ages 3 to 4)

The aim of the Early Years Department is to provide the children with a safe, happy and stimulating environment in which they can develop at their own pace, socially, physically, emotionally and academically. The children are encouraged to be self-motivated and independent, yet aware of their peers. The Early Years is a bridge from home to school and an introduction to the more structured environment they will encounter in Reception.

The Early Years Foundation Phase Framework guides the activities in the Early Years which leads to nationally approved outcomes, and prepares children to progress with confidence to level 1 of the National Curriculum.

The experiences provided for all children in Early Years are based on seven Areas of Learning and their outcomes. Learning takes place through well-structured play, both indoors and out, and by adults extending child-initiated activities.

The Early Years programme of study links closely with that of the Reception class to ensure progression and continuity for the children.

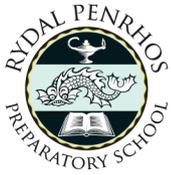
Reception

Whilst following the Foundation Phase Framework, Reception children spend much of the school day with their own Form Teacher who will focus on the areas of Literacy, Numeracy and Cross-curricular studies to include the areas of art, technology and the humanities. Specialist subject teachers provide lessons in French, Swimming, Music, PE and Welsh.

Assessment and recording is continuous, forming the Foundation Phase Profile. There are regular scheduled opportunities during the academic year for parents to meet with the Form Teacher to discuss their child's progress.

Year 1 and Year 2

Extending upon the introduction of the Foundation Phase Framework, Years 1 and 2 children stay with their own Form Teacher for Literacy, Numeracy and Cross-curricular studies. The subject areas taught by specialists include Art, French, Swimming, PE, Music and Welsh.



Year 3 and Year 4

Year 3 is an important transitional year for the children as they enter the Prep Department. The children in Years 3 and 4 stay with their Form Teacher for a good proportion of the timetable. They learn to become more independent and visit an increasing number of subject specialist teachers, gaining access to the Science and DT Laboratories, the ICT Suite and the Art Studio. They learn to record their reading, spellings and homework in their Study Planner and are expected to be appropriately equipped for their lessons, with the required books and their pencil case (pencil, sharpener, small ruler, eraser and colour pencil crayons). *Any other equipment required will be provided by the teacher or indicated by the Form Teacher at the beginning of the academic year.*

Year 5 and Year 6

As the children move up through the Prep Department, they visit an increasing number of subject specialist teachers for their lessons. Again, it is important that they are properly equipped for their lessons with the required books and their pencil case (pencil, *pen, sharpener, small ruler, eraser and colour pencil crayons). *Any other equipment required will be provided by the teacher or indicated by Form Teacher at the beginning of the academic year.*

*When children demonstrate an ability to produce consistently neat, legible and joined handwriting they are given a 'Pen Licence' and their first handwriting pen. From that point, they may use pen for their written work.

Whilst the children remain in mixed-ability form groups, they are grouped according to ability for Numeracy towards the end of KS2 only. The composition of these groups is closely monitored and changes may be made from time to time, according to the needs of individual children.

Literacy

Literacy is the key to all learning. The importance of confident speaking, listening, reading and writing cannot be stressed enough and we ask that all parents support and encourage their child/children in these areas at home as much, and in as many ways, as possible.

At Rydal Penrhos Preparatory School, teachers plan their schemes of work based on the DfES /Welsh Government's Curriculum for Wales - Programme of Study for English, and also the National Curriculum framework as set out by the DFE for England. These documents provide comprehensive set of guidelines and expectations for pupils' learning at different stages in their education and help to ensure continuity and progression, whilst still allowing for teaching autonomy and endless possibilities for a diverse range of learning experiences.



Developing Early Reading and Writing Skills in the Pre-Prep Department

The teaching of reading and writing in the Pre-Prep is a gradual evolution from the Early Years in which the children play speaking and listening games such as identifying and linking rhyming sounds and the specific sounds which form their Christian names. They progress to identifying sounds in the alphabet in order to associate individual sounds with pertinent letters. The Early Years pupils then practise improving their dexterity and pencil control by copying over existing words. These skills are developed and extended in the Reception class onwards.

The Literacy scheme adopted by the Pre-Prep Department is 'Read Write Inc': it uses specific phrases to help the children remember how to form letters when writing and progresses to teaching them how to sound blends in order to form phonetic and eventually non-phonetic words. This literacy scheme starts as the pupils start school in the Early Years and continues throughout the Foundation Phase and Key Stage 1 so that by the end of Year 2, the majority of the pupils will be increasingly familiar with the variety of ways in which sounds can be spelt.

As the name suggests, 'Read Write Inc' encompasses both reading and writing and uses a series of graded reading books, each linked to and emphasising a particular sound. The reading books have associated writing tasks which help the children to practise spelling the pertinent sound as well as other relevant words and these spelling patterns become increasingly non-phonetic as the scheme progresses. Included in the writing tasks are graded punctuation and grammar activities.

The pupils work collaboratively with partners and help to teach each other the salient points, be it reading the text or identifying which punctuation is needed. They also collaboratively compose narrative in order to bounce ideas off each other and jointly embellish their writing with increasingly higher tier vocabulary.

From Reception onwards, the children have designated 'Read Write Inc' lessons and in Years 1 and 2, following their initial sound identification assessment, the children are grouped so that they can work in a homogenous class and develop at a pace best suited to the children's individual needs. In order to monitor their progress, the children are regularly given graded sound identification assessments.

From Year 1 onwards, all pupils also participate in a designated weekly Big Write session which helps them to develop their independent planning and writing skills.



Developing Writing Skills

The children in the Prep School have the opportunity to complete a piece of independent writing with a specific genre focus each week: 'Big Writing'. During this session they write in a calm environment for a sustained period of time.

Big Writing is a philosophy about writing which was originally devised by Ros Wilson, a former teacher and school inspector. It is not a scheme of work, but an approach/methodology to the teaching of writing. Big Writing is based on the principle that to write well, children need to be able to talk, and they need to have regular high quality writing opportunities to put their skills to practice.

Big Writing uses an assessment criteria, which is in line with the National Curriculum, and enables the clear setting of targets for 'next steps', and children are encouraged to focus on these in their weekly writing, but also across the curriculum.

'Big Writing' at Home and at School

At some point, before many of the 'Big Write' sessions, children take home a 'Talk' homework. This is an opportunity for them to discuss their writing topic and to help them prepare mentally for the session. They may have a planning sheet on which to jot down their thoughts, paying particular attention to the basic VCOP skills (ambitious vocabulary, a range of connectives, various sentence openers and punctuation) they will use in their writing.

It is particularly helpful for the children to talk about their writing before putting pen to paper, and we encourage parents to engage in this activity with their children.

Writing produced during these sessions are kept in a special portfolio, which the children take great pride in. Special paper and pens help the children to take great pride in what they are producing.



Numeracy

Numeracy is another essential element for supporting our daily lives. As with Literacy, the set of guidelines provided by the DFE in the National Strategy for Numeracy and the National Curriculum for Numeracy, in Wales, provides a detailed scheme of work and outline of the expectations of pupils' learning at different stages in their education. More emphasis is now being placed upon practising mental arithmetic strategies and developing problem solving skills.

The Pre-Prep Department, from Reception to Year 2 inclusive, has adopted Maths Makes Sense (a 'sister' scheme to Read Write Inc.) as the primary means of teaching numeracy. The scheme is grounded in practical maths and children move through a clear progression of gaining mathematical constructs in the areas of arithmetic, reasoning, data and measure, and geometry.

In Year 2, the children combine the Maths Makes Sense programme of study with the pertinent Abacus Maths scheme: this augmentation is designed to help the transition from the main maths scheme used in the Foundation Phase and Key Stage 1 (Maths Makes Sense) to that used from Year 3 onwards (Abacus Maths). It serves not only to help the children become familiar with the relevant maths methodology but also enables the children to use individual computer tablets in order to access the Abacus maths games which support each of the learning areas.

The Prep Department, children are taught maths in their class groups except on a Friday when they are grouped by ability across the age ranges. The Abacus maths scheme is used which is fully interactive, differentiated and up to date with national expectations. Children are assessed every half term and given a couple of targets to work towards over the following few weeks. Standards in maths are high at Rydal Penrhos with most children achieving at least a level 5 by the end of Year 6 normal timetable.



Other Subject Areas – Prep Department

A summary of the subjects timetabled for each year group is outlined below. From time to time the actual study units and themes covered within each year group will change. A notice of the themes to be covered in your child's current academic year, known as 'Outline of Programme of Study', will be posted on the schools website, along with any other relevant notes pertaining to your child's form.

The Prep Department Curriculum

Subject	Years 3 to 6
English	8
Mathematics	8
Science	3
ICT	1
Art & CDT	3
French	1
Geography & History	3
Music	2
PE & Games	6
PSHE	1
RE	1
Swimming	2
Welsh	1

Number indicates number of lessons per week
1 lesson = 40 minutes

Additional information

The list above is set out to provide guidance on subject allocation within a 40 period week. In addition, extra-curricular clubs form an important element of school life as do non-timetabled activities such as visits, workshops and the children's involvement in musical, dance and drama performances, productions and sports events. On occasions, such activities replace the normal timetable. The curriculum is carefully planned in order to allow for this.

sessions or days when the children are involved in activities which take them away from the normal timetable, this does not mean that your child is 'missing' lessons, but that he or she is benefiting from extended opportunities which will enhance the overall quality of his/her educational experience and focus on developing a range of essential key life skills. We ask parents to be particularly understanding of this when classes are involved in key events throughout the year and consider the benefits of their child's involvement in these. We are very proud of our children and like to celebrate and display their talents and achievements in the wider community.



Assessment and Testing

During the academic year children complete some standardised assessments, the results of which are plotted on an individual profile sheet in order that a child's progress can be tracked, and areas of strength and those needing further development can be clearly identified and tracked.

Regular assessments are carried out informally by teachers throughout the year to monitor the progress of all pupils within their group(s). These take the form of observation of pupils' responses and interaction in lessons, levelling of independent written work, spelling tests, mental mathematics practice, mathematics check-up sheets and writing assessments.

Homework

Homework forms an important link in the reinforcement of work carried out during the school day as well as assisting the children to develop the important habit of independent learning. The allocation of a specific time and place for this homework study will help to foster a routine which is beneficial to the educational development of your child. Teachers are grateful for the parental support of the School's homework expectations.

We aim, however, to ensure that your child has a reasonable balance in order that he/she can access and enjoy the range of extra curricular activities the school has to offer, whilst having time to complete the homework tasks set. We hope that the following guidance will assist parents in monitoring their child's homework.

Pre-Prep Department

Homework generally takes the form of reading, reading related exercises, spellings, number work and project-linked activities. Parents will be advised as to how they can support their child's learning at home. Children are given a Reading Record Book which is used to record reading, notes about homework tasks and any messages between home and school.

The Pupil Study Planner– Prep Department

At the beginning of each term, all children from Year 3 upwards are provided with a Study planner. This should be looked after by the pupil to ensure that it lasts all term. Form Teachers will provide pupils with their timetable, and the names of the teachers who will be teaching them, at the beginning of the term and this information is written into the front of the book. Details of homework subjects and any specialist lessons to be attended will also be added. Any house points gained during the current week are entered into the Study Planner by staff and totalled by Form Teachers before the close of the week.

There is also space in the Study Planner for any short notes which parents or teachers may need to add. It is important that parents do check their child's Study Planner, in case there are any messages. We also ask parents to please sign their child's Study Planner at the end of each week, to show that they have seen it. Messages of a personal or confidential nature should be sent in an envelope to the relevant member of staff.



Prep Department

A homework timetable is drawn up at the beginning of each academic year. The homework timetable is sent out to parents at the beginning of the academic year.

Each day, any homework details should be entered into the Pupil Planner by pupils. It is important that all pupils get into the routine of writing details carefully so that they are certain of the homework task(s). Homework tasks are not set every day.

In Years 3 and 4, pupils are expected to spend approximately 20 minutes on a piece of homework, plus 10 minutes reading with adult supervision and practice time for tables and spellings. Regular homework will take the form of spellings to learn with supporting activities, handwriting exercises, multiplication table practice and a simple Mathematics or English activity sheet to reinforce concepts covered in lessons. From time to time, children may be asked to complete a task that they have started in class, or be given an extended period to complete project work.

Year 5 and 6 pupils are expected to spend approximately 30 minutes on a piece of homework plus at least 10 minutes reading. Pupils are also expected to keep a reading record/log. Regular homework will take the form of spellings to learn with supporting activities, multiplication table practice, a Mathematics task and an English activity to reinforce concepts covered in lessons. From time to time, children may be asked to complete research tasks/project work over an extended period.

If parents could monitor homework against the details outlined in Study Planners, it would help to ensure that pupils are on the 'right track'. Parents are asked to sign the Study Planner next to the task, to acknowledge completion of the work.

Please let us know if you have any concerns about the amount of time your child is spending on homework. If he/she has not completed the task in the time recommended, they should stop. Please write a brief note in the Study Planner if your child experiences any difficulties in order that the teacher can offer further support as required.



Reporting to Parents

There are at least two occasions during the academic year when parents are invited to attend a meeting with their child's form teacher, plus an official year group Parents' Evening at which all subject teachers are available to meet with parents. Details of dates and times of these meetings are entered on the termly school calendar and invitation letters are sent out about 10 days to two weeks prior to the meeting date.

The staff at Rydal Penrhos Preparatory School are always willing to speak with parents about their child's progress or any queries, worries or concerns which they may have. Usually the Form Teacher will be present at the end of the school day to dismiss his/her pupils. This is an opportunity for parents to make contact with teachers on an informal basis. If you wish to make an appointment to speak to the Form Teacher in a more formal manner, you are asked to either send a note to the Form Teacher or telephone the School Reception Office where the Receptionist will take a note of your request and consult the teacher concerned. Please note that it is very difficult for teachers to make telephone calls to parents during the school day, but they will always endeavour to make contact with parents or return calls after the end of the school day.

Written progress reports are available via the Parents' Portal towards the end of the Autumn and Summer term.



The Learning Support Department

This is a confidential service which is available to any child who has difficulties in the following areas:

- Literacy
- Speaking and listening
- Numeracy
- Co-ordination/balance
- Concentration
- Social skills

Children may be referred to the Learning Support Department (LSD) by their teachers or by their parents. The LSD will **always** request permission from the parents before observing/assessing a child.

Initial assessments and any necessary follow-up will be carried out/overseen by Mrs L Lewis, SENCo (Special Educational Needs Co-ordinator) and reported back to parents at each stage.

The department offers a wide range of support to ensure that the individual is offered help that is tailored specifically to their needs.

The Learning Support Department also provides the class/subject teachers with information and advice, about the child and their needs. This will be appropriate to their learning to ensure that they are able to reach their maximum potential within the classroom environment.

Supporting 'Gifted and Talented' Learners

The attainment of a pupil may significantly exceed the expected level of attainment for their age group. When this occurs, teachers will use materials to extend the breadth of work within the area or areas for which the pupil shows particular aptitude.

The policy at Rydal Penrhos Preparatory School is to enable all children to reach their full potential wherever their 'gift' or 'talent' lies. This is done by encouraging them to:

- Research given topics
- Research topics of their choice
- Join in clubs
- Participate in competitions
- Work to the best of their ability in open-ended activities
- Submit more extended pieces of work produced over a longer period of time
- Become more independent in their learning
- Play an active part in identifying and planning the next steps in their learning where appropriate.



Extra-curricular Activities

Children are encouraged to take advantage of the varied extra-curricular activities available. Most clubs take place after school at 4.10pm and some during break times. The timetable of clubs is dependent upon the time of year, numbers of pupils involved and the facilities available. Parents and pupils will be issued with a timetable of clubs soon after the beginning of the academic year (or each term if there are to be amendments/seasonal changes).

Typical extra-curricular clubs and activities include:

Pre-Prep Department	Prep Department
Art	Book club
* Ballet	*Cooking
Board games	Craft
Cookery	Cycling proficiency
Computing (Reception and year 1)	Drama
Cricket (Year 2)	Eco Committee
Den-building	Forest School
Drama	Gardening club
Gardening	ICT Robotics club
ICT	*Jazz Dance
French Club	Junior vocal ensemble
Rounders	French Club
* Skiing	Mandarin
Sports clubs	Music groups
Story telling	Playground Buddy training
Tennis	Pop singers
Yogabugs	Problem Solving
Zumba	Research club
	School council
* Club charged as an extra	*Skiing
	Sports clubs (various sports including swimming)

Some clubs support inter-schools competitions and may occasionally require attendance out of school hours and during weekends. Children and parents will be advised on such occasions via a letter from the teacher in charge.

There may be times when parental support is called upon, for example helping to organise FORPS events, running the book fair and assisting with preparations for school productions. All of the children and staff at Rydal Penrhos Preparatory School are always very grateful for any help you may give.



EXTRA –CURRICULAR ACTIVITIES

School trips/visits

School excursions are arranged to visit museums, theatres and exhibitions to support curricular studies. Whilst these are voluntary activities and usually incur a fee, children are encouraged to participate as they form a valuable part of their education.

Charity work

Rydal Penrhos Preparatory School has a strong reputation for its efforts to raise funds for charity. Throughout the year, a number of activities are organised to support this. Children and parents are kept up to date through letters and flyers. We thank you all for your support on these occasions.



Extra Lessons

At Rydal Penrhos Preparatory School, children are encouraged to develop any particular skills or interests they may have outside their academic studies. There are opportunities for all children to benefit from extra subjects taught by excellent, specialist peripatetic teachers in Music (instrumental and singing) at an additional cost.

All extra subjects must be arranged in writing through the relevant departments. **Letters are sent out to parents with more details about the lessons on offer, and outlining registration procedures.**

Fees are billed with the main school fees.

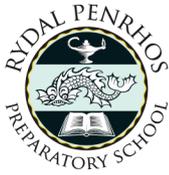
Pianos are available for pupils to use in school time, but other instruments must be brought in by pupils.

Rydal Penrhos Preparatory School acts as an agent for the visiting teachers, but is not responsible for the extra subjects curriculum.

Only Rydal Penrhos Preparatory School pupils may receive private tuition at the school.

Unfortunately, only lessons missed by pupils unavoidably, due to their illness, can be rescheduled. If your child is absent for any other reason, no allowance can be made as the demands on the timetable are heavy.

A full term's notice must be given in writing if extra subjects are to be discontinued. Otherwise a term's fees are payable in lieu of notice.



AFTER-SCHOOL CLUB AND HOLIDAY PLAY SCHEME

After-School Club and Holiday Play Scheme

For children with busy parents, we offer after-school and holiday care for all our children. Our year-round clubs, run by qualified and experienced staff, offer an abundance of stimulating activities.

We find that some parents need to drop off their children before school. In these circumstances, the children are supervised by our staff from 8.00am.

The scheme is registered with Care Inspectorate Wales (CIW). CIW inspect our procedures and facilities annually.

All members of staff are fully trained and experienced and the school is committed to safeguarding children.

Opening hours

The **After-School Club** is open daily throughout the term until **6:00pm**

The **Holiday Play Scheme** is open for most of the holidays, except for Bank Holidays and INSET days, from **8:30am – 5:30pm (Telephone number 01492 539746)**

Details of holiday sessions and booking forms are sent out to parents before the end of each half term.

Notes

For your child's safety, during holiday periods, he/she must always be delivered directly to the club staff and not allowed to roam the school grounds alone.

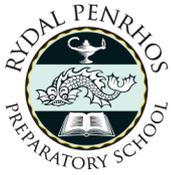
Only specified adults will be allowed to collect your child. Should it be necessary for an unspecified adult to collect your child, the Play Scheme Co-ordinator should be informed as soon as possible, either by leaving a message on the answer phone or in the form of a letter.

Staff

Children are supervised at all times by a team of qualified adults who aim to encourage the children to participate in as many activities as possible, whilst respecting individual preferences.

Activities

The club provides a stimulating environment for the children. A range of activities is provided in order to challenge and entertain the children and there are also opportunities for free play.



AFTER-SCHOOL CLUB AND HOLIDAY PLAY SCHEME

Visits

Visits to local venues (with parental consent) are arranged regularly during holiday periods. Please note that some activities may incur an additional charge.

The staff do their best to accommodate the children's choice of activities where possible.

Food

Holiday Play Scheme: We have children in school with serious allergies. Please provide your child with a nut free packed lunch in a container suitable for refrigeration. At other times of celebration: Christmas or Easter, for example, we know children bring in chocolate/sweet gifts for one another, and we have to be mindful that again, they must be NUT-FREE. However, there are also children who are **severely allergic to dairy products**, and whilst it is not possible to eliminate all products that pose a risk, we do ask that **any food items coming in to school on such occasions are passed on to a member of staff, and NOT brought in by a child** and then we can at least ensure that any child at risk does not receive any food item which could be potentially harmful.

The children will be provided with a mid-morning and mid-afternoon snack and drink. Any special dietary needs should be discussed with the Play Scheme staff.

Clothing

During term time, children will attend in their school uniform. During the holiday period, children should be dressed in suitable clothing for indoor and outdoor play and adventure, and prepared for a change in weather conditions!

Sickness

We are unable to care for sick children. Please ensure that your child does not attend when unwell; unfortunately staff are unable to administer medication.

Parental concerns

Staff will always be on hand to discuss any queries or concerns and to talk to parents about their child's day.

Fees

There is currently no fee for after-school care. However a small charge is made for children who stay on and require sandwiches.

Details of holiday sessions, fees and booking forms are circulated to parents towards the end of each half term for the forthcoming holiday period.

CIW address:

Welsh Government Office, Sarn Mynach, Llandudno Junction, Conwy, LL31 9RZ.

Email: ciw.llandudnojunction@gov.wales Tel: 0300 7900 126 or 0872 437 7301



School Uniform

Rydal Penrhos Preparatory School pupils are expected to arrive at school each day smartly dressed in the correct, regulation school uniform and accessories. (Pupils in the Prep Department must wear their blazers to and from school every day.)

School uniform must be purchased from the School Uniform Shop.

For further details, please contact:

Mrs Christine Griffiths, Rydal Penrhos Uniform Shop,
St John's Church, Pwllcrochan Avenue, Colwyn Bay, LL29 7RU
Tel: 01492 533900

Term-time opening:

Monday: 8:30am – 10:00am
Wednesday: 8:00am – 10:00am
Friday 8:30am - 10:00am

School bags

Each child requires Rydal Penrhos Prep School bags. (small book bags for Early Years to Year 2 inclusive, and satchel bags for pupils in Years 3 to 6, no rucksacks.) The bags may be purchased from the School Shop.

Only regulation PE and swimming kit bags should be used. These can be purchased from the School Shop.

Summer/Winter uniform

At the start of the academic year pupils may return to school wearing summer uniform. We expect all pupils to be wearing winter uniform for official photographs, which often take place before the autumn half term break.

Summer uniform may be worn upon return to school after the Easter holiday. If the weather is cold, parents are asked to exercise their own discretion but pupils are expected to be wearing summer uniform in time for the class photographs.

Parents will be advised of the dates of school photographs in their termly calendar.

Hair

Hair should retain its natural colour. Boys' hair must be above the top edge of the shirt collar. Where girls' hair is longer than collar length, it must be tied back with plain, blue or natural coloured hair bobbles and clips. Fringes should be kept short to ensure that vision is not affected. Hair should be clean, neat and tidy in appearance with no extreme styles, in keeping with wearing school uniform.



Jewellery

Girls may wear simple gold or silver stud earrings, one in each ear, and watches may be worn by pupils from Year 2 upwards. No other jewellery items are allowed in school.

Additional notes

Please note that **every single item must be named clearly** – including shoes, socks, underwear, swimming kit and towels. Boot bags, PE and swimming bags should be clearly labelled on the outside to avoid confusion.

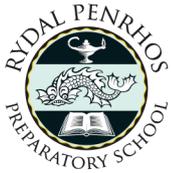
Please ensure that coats, blazers and jumpers/sweatshirts have sturdy loops in order that these articles of clothing can be hung up on the hooks provided outside classrooms and in cloakrooms.

Children in the Pre-Prep Department are asked to have velcro fasteners or buckles on their shoes, but **not** laces.

Children in Early Years and Reception should have a spare pair of pants, in a small plastic bag, in case of emergencies. (This can be left in school until such a time when/if it is needed.)

If needed, children should bring their own supply of tissues into school daily.

Umbrellas – for health and safety reasons, we kindly request that pupils **do not** bring umbrellas into school.



Nursery and Kindergarten Uniform List

Boys' uniform

School coat*
Navy blue waterproof jacket and trousers
Wellington boots - (preferably blue)
White shirt
(long sleeved—Winter/short sleeved—Summer)
School tie* (elasticated)
Navy blue school jumper with school badge*
Charcoal grey trousers--not cargo (Winter)
Charcoal grey shorts--not cargo (Summer)
Grey socks
Black shoes with Velcro fastening
Pre-Prep School book bag*

Girls' uniform

School coat*
Navy blue waterproof jacket and trousers
Wellington boots-(preferably blue)
School tie* (elasticated)
Navy blue school jumper with school badge*
Tartan pinafore*(Winter)
Long sleeved white blouse (Winter)
Tights navy blue (Winter)

School summer dress* (Summer)
White ankle socks (Summer)

Black shoes with Velcro fastening
Pre-Prep School book bag*

For PE:/Gym boys and girls

White or navy blue trainers with Velcro fastening
White PE polo shirt
Navy blue tracksuit bottoms
Navy blue sweatshirt with school badge*
White socks for PE
Cotton navy blue PE shorts (Not cargo/football)
e.g. something like the following from M&S



(**No** PE bag required as children wear their PE /
Gym kit to come to school on the appropriate
days)

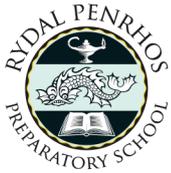
Additional items

Winter-School navy blue hat*, School navy blue
scarf *and navy blue gloves/mittens (optional)

Summer-School Cap*

Plain navy or natural coloured hair
accessories-hair band, bobbles and hair slides.

***Items to be purchased at Rydal Penrhos Uniform
Shop**



Reception to Year 2 Uniform List

Boys' uniform

School coat*
Navy blue waterproof jacket and trousers
Wellington boots (preferably blue)
School tie* (elasticated)
Navy blue school jumper with school badge*
Grey socks
Black shoes with Velcro fastening
Pre-Prep School book bag* (No rucksacks)

Autumn/Spring term

Long sleeved white school shirt
Charcoal grey school trousers (Not cargo)

Summer Term

Short sleeved white school shirt
Charcoal grey school shorts (Not cargo)

Girls' uniform

School coat*
Navy blue waterproof jacket and trousers
Wellington boots (preferably blue)
School tie* (elasticated)
Navy blue school jumper with school badge*
Black shoes with low heel with Velcro fastening
Pre-Prep School book bag* (No rucksacks)

Autumn/Spring Term

Tartan pinafore *
Long sleeved white blouse
Navy blue tights

Summer Term

School summer dress*
White ankle socks

For PE/games: boys and girls

Small PE kit bag with logo*
White or navy blue trainers with Velcro fastening
White PE polo shirt
Navy blue tracksuit bottoms
Navy blue sweatshirt with school badge*
White socks for PE
Cotton navy blue shorts (Not cargo/football)
e.g. something like this from M&S



House team swimming bag with logo*

<u>House</u>	<u>Colour</u>
Pembroke	Green
Brecon	Red
Snowdon	Yellow

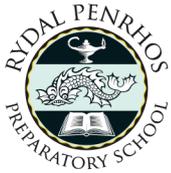
Black swimming briefs (Boys)
Plain black swimsuit (Girls)
Goggles
Swimming cap with logo*
Towel (Named)

Additional optional items

Winter-School navy blue hat*, School navy blue scarf* and navy blue gloves/mittens (optional)

Summer-School cap*

***Items to be purchased at the Rydal Penrhos Uniform Shop**



Prep Girls' Uniform List

(Years 3 to 6)

Girls' uniform

School coat*
School Blazer *
Navy blue jumper with school badge*
School tie *
Black shoes with low heel
Prep School satchel bag* (No rucksacks)

Autumn/Spring terms

Tartan skirt*
Long sleeved white blouse
Navy blue tights

Summer term

School summer dress*
White ankle socks

Optional Additional items

Winter– School navy blue hat*, School navy blue scarf* and gloves/mittens (optional)

Summer-School Cap*

Plain navy or natural coloured hair accessories- hair band, bobbles and hair slides.

Girls' PE/Games kit

School track top*
School track bottoms*
School black Skort*
School games top*
School games socks* x 2
School black base layer top*
School black base layer bottoms
School gym Shorts*
School kit bag/backpack*
School baseball cap

Games kit may also be purchased online via <https://rydalpenrhos.maudesport.com>

Additional items required

Trainers
Mouth guard (hockey/rugby required for start of Autumn term)
White sports socks (Tennis/badminton etc)

Additional personal kit could include hockey stick, tennis racquet, scrum caps, gloves etc.

Swimming

House team swimming bag (green, red or yellow with logo)*
Plain black swimsuit
Swimming cap with logo *
Goggles
Towel (named)

*** Items to be purchased at the Rydal Penrhos Uniform Shop**



Prep Boys' Uniform List
(Years 3 to 6)

Boys' uniform

School coat*
School blazer*
School tie *
Navy blue jumper with school badge*
Grey socks
Black shoes
Prep School satchel bag* (No rucksacks)

Autumn/Spring terms

Charcoal grey school trousers (Not cargo)
Long sleeved white shirt

Summer Term

Charcoal grey school shorts (Not cargo)
Short sleeved white shirt

Optional Additional items

Winter-School navy blue hat*, School navy blue scarf* and navy blue gloves/mittens (optional)

Summer-School Cap*

Boys' PE/Games kit

School track top*
School track bottoms*
School black rugby shorts* x 2
School games/Rugby shirt*
School games socks* x 2
School black base layer top *
School black base layer bottoms
School kit bag/backpack*
School baseball cap

Games kit may also be purchased online via
<https://rydalpenrhos.maudesport.com>

Additional items required

Trainers
Mouth guard (hockey/rugby required for start of Autumn term)
White sports socks (Tennis/badminton/cricket)

Cricket whites are optional unless your child represents the school in matches

Additional personal kit could include hockey stick, tennis racquet, scrum caps, gloves etc.

Swimming

House team swimming bag (green, red or yellow with logo)*
Black swimming briefs
Swimming cap with logo *
Goggles
Towel (named)

*** Items to be purchased at Rydal Penrhos Uniform Shop**



Summary of Procedures for Day Pupils

Should your child become ill, or suffer serious injury whilst in school, a parent or elected guardian will be contacted by telephone immediately and asked to collect your child. It is important in such emergency situations that we have up to date records of **CURRENT** contact telephone numbers. These should be on the Medical Questionnaire. However, if there are any amendments to be made during the course of the year, you should inform the School Reception Office and Health Centre immediately as it is imperative that we have all relevant information regarding your child's welfare.

If a child shows symptoms of conjunctivitis, chicken pox, impetigo or other contagious or infectious diseases, parents will be contacted and asked to collect him/her as soon as possible for treatment by the child's GP. The child should then remain at home until the doctor has stated it is a safe time for him/her to return to school. *(Please refer to the guidance on 'Incubation and exclusion periods for the commoner infectious diseases' on the following page.)*

If head lice are discovered at school, the child's parents will be alerted immediately. Unfortunately, head lice thrive in warm environments and on clean hair. There is no easy way to control any outbreak of head lice so we ask all parents to be particularly vigilant and to check their child's head **very** regularly.

If your child has been unwell the previous night or prior to coming to school, please do not send him/her in the morning. There are limited facilities for looking after a sick child in school. A child who has been sick should be retained at home for **at least 24 hours** following the sickness as this can often be the first sign of a childhood illness, in which case, further symptoms may emerge during this period.

Pupils who need to take medicines in school

If your child needs to take prescribed /non-prescribed medicines (including inhalers) during school hours, it is essential for the safety of all the pupils that your child's Form Teacher or the School Secretary is informed and a yellow 'Request for Medication to be Administered' form is completed and signed. (Forms are available upon request from the Reception Office.)

All medicines (including epipens and inhalers) **must** be handed in to your child's Form Teacher or the Reception Office and should be correctly labelled with your child's name, name of medicine, dosage, date and duration of treatment. Please also check the expiry date(s) on the medication.

If your child is competent, (s)he should carry his/her own inhaler but please provide a spare to be kept in school in case of emergency or loss.

(Please see additional information provided in 'The Health Centre' section.)

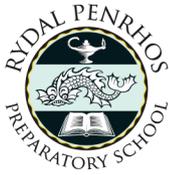


INCUBATION AND EXCLUSION PERIODS FOR THE COMMONER INFECTIOUS DISEASES

PLEASE INFORM THE SCHOOL HEALTH CENTRE ON: 01492 539729
IF YOUR CHILD HAS ANY OF THE CONDITIONS LISTED BELOW.

Prevent the spread of infection by: routine immunisations and high standards of personal hygiene.

Disease	Period to be kept away from School	Comments
Athletes foot	None	Treatment is recommended. Should be covered in swimming pools, gymnasiums and changing rooms
Chicken pox	5 days from onset of rash	Can have serious consequences for vulnerable children and pregnant women
Cold Sores	None	Contagious - avoid kissing and contact with the sores. Generally mild and self limiting
Conjunctivitis	None	Treatment is recommended
Diarrhoea and/ or vomiting	48 hours from last episode of diarrhoea or vomiting	
Flu (influenza)	Until recovered	Can have serious consequences for vulnerable children
German measles (Rubella)	6 days from onset of rash	Can have serious consequences for vulnerable children and pregnant women
Glandular fever	None	Avoid kissing
Hand, foot and mouth	None	Exclusion may be considered in some circumstances
Head lice	May be excluded until treated	Treatment recommended where live lice are seen
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles	4 days from onset of rash	Can have serious consequences for vulnerable children and pregnant women
Meningococcal meningitis and septicaemia	Until recovered	There is no need to exclude siblings or other close family members
Molluscum contagiosum	None	A self-limiting condition
Mumps	5 days after onset of symptoms	
Ringworm	Exclusion not usually required	Treatment is required and lesions must be covered while in school
Roseola (infantum)	None	None
Scabies	Child can return after first treatment	Household and close contacts require treatment
Scarlet fever	Child can return 24 hours after commencing appropriate antibiotic treatment	Antibiotic treatment recommended for the affected child
Shingles	If rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune i.e. Have not had chickenpox. It is spread by very close contact and touch. Can have serious consequences for vulnerable children and pregnant women
Slapped cheek / fifth disease. Parvo virus B19	None	Can have serious consequences for vulnerable children and pregnant women
Threadworm	None	Treatment recommended for the child and household contacts
Tonsillitis	None	
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms
Whooping cough	5 days from start of antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	After treatment non-infectious coughing may continue for many weeks.



The Health Centre

Edenfield, 14 Lansdowne Road, Colwyn Bay, LL29 7DB
Telephone: 01492 539729/07793 800425
E-mail: healthcentre@rydalpenrhos.com

The Health Centre Team

Sister in charge	Peta Stevens RGN
Nursing Assistant	Deborah Edwards NVQ Level 3, QA Level 3
Health Centre Assistant and Chaperone	Julie Lamacraft
School Counsellor	Tracey Boothby MBACP.
Medical Centre support	Rysseldene Surgery, West End Medical Centre, Colwyn Bay, LL29 7LS Telephone: 01492 550969

The Health Centre is a specifically designated, fully equipped healthcare facility situated opposite the Senior School on Lansdowne Road. The Health Centre is staffed by qualified and dedicated nurses who can be contacted at all times to provide twenty-four hour advice and care as required.

Mission Statement

‘Healthy children get the most out of their education’

Our mission is to enhance the educational potential of all pupils by promoting wellness and addressing any health issues which may create barriers to learning. In collaboration with parents, teachers and community resources such as the National Healthy Schools Programme (NHSP) we aim to encourage pupils to develop positive attitudes to health, promote the development of healthy life choices and ultimately give our pupils the necessary tools for a happy, healthy life.

Information Relevant to All Pupils

Medical Information

The school is required by UK law to hold medical information including emergency contact details for all our pupils. A completed medical questionnaire is a mandatory requirement for your child’s entry to the school.

Medical questionnaires must be completed in full and returned **at least two weeks prior to a child’s first day at the school**. In the interest of a child’s safety we regret that he/she may not be permitted to start at the school until we are in receipt of this document.

In order that we can provide the best care for your child you may be sent a Medical Information Update Form as required. It is imperative that **all** forms be returned as consents previously given are deemed to be invalid after a few months.



If your child suffers from any significant illness or receives any vaccinations or other medical treatment during the school holidays, please keep us informed and pass on any recommendations that have been made. Please telephone the Health Centre if you are in any doubt as to whether your child is fit enough to return to school.

Confidentiality

All medical information will remain confidential unless it is in the interest of your child for specific relevant details to be disclosed to appropriate members of staff. Teachers will be made aware of conditions that may have implications for your child in school, for example asthma, epilepsy, diabetes, vision, hearing problems or significant allergies.

Parent liaison

Every effort will be made to inform you of the medical progress of your child. Parents and guardians are also welcome to telephone or visit the Health Centre.

Pastoral care

The nursing staff work in close partnership with the school's pastoral team to ensure that all aspects of each child's individual needs are recognised. As with all those involved in pastoral care, the nursing staff provides non-judgmental support and comfort for any child who presents with a worry or personal problem.

Infectious illness

In accordance with the Department of Public Health guidelines, the school reserves the right to send home for a period of exclusion any child with an infectious illness. Please refer to the Incubation and Exclusion Period information.

School health schedule

The School Health Centre Team work in partnership with Conwy & Denbighshire NHS Trust Child Health Service to ensure that your child benefits from all the services on offer to them. At certain times throughout your child's school life, nurses from the Conwy & Denbighshire NHS Trust attend the School to do routine health checks. This may include vision and hearing tests and height/weight checks. You will always be informed if a problem is identified. If your child is due a health check you may be sent a Conwy & Denbighshire NHS Trust medical questionnaire and/or a consent form, this must be completed in addition to the medical questionnaire requested by the school.

Off games/activities

Day pupils who need to be excused from games or activities due to illness or injury are required to give the sports department a signed and dated parental letter, indicating why they are unable to participate and for how long they need to be excused. Please include doctor's recommendations if applicable.



Please advise immediately if there are any changes to the contact details and medical information you have provided. However, in extreme cases, it may be necessary for your child to be taken to hospital to receive the appropriate emergency medical treatment.

Dental care

The school provides optional cover with the Denplan for Schools Accident and Emergency Dental Plan. This plan offers worldwide comprehensive dental accident and emergency cover 24 hours a day, 365 days a year at a preferential rate. For further information call: 0800 214357.

For Denplan 24 hour emergency helpline/claims phone: UK: 0800 844999. Overseas: 0044 1962 844999.

In order to reduce the risk of dental injuries during sport, **please ensure that your child has a well fitting mouth guard. Mouth guards are compulsory for all contact sports. Denplan and most other dental insurances are invalidated for injuries sustained in contact sport if not wearing a mouth guard.**

Opro mouth guard impressions are taken on site by a qualified dentist at the start of every new school year. If you would like your child to be included please place your order online at www.opro.com at least two weeks before the start of the new school year. Alternatively your child's own dentist can assist/advise you.

Pupils who need to take medicines in school

For the safety of all pupils, Prep School pupils are not allowed to carry any medicines including homeopathic, herbal or Oriental remedies in school or in the boarding houses.

All medicines (including inhalers and epipens) brought into school must be in the original packaging and clearly labelled with the pupil's name, dose to be given and frequency of administration. Doctors instructions to be included if appropriate.

A request for medicines to be administered form (yellow) enclosed at the back of this booklet must be completed for **each** medicine that is brought into School (this form may be photocopied). We regret that medicines cannot be administered unless we are in receipt of a completed request form.

Failure to complete a request for medicines to be administered form will result in you being telephoned to come into school to complete the form or the medicine being returned home without being administered to your child.



What happens if your child is ill or injured in school?

Pre-prep pupils

If your child has a minor illness or injury during the school day he or she will generally be cared for by the first aid trained Pre-prep staff and you will be informed as soon as possible. If the illness or injury is more significant, a nurse will attend to give advice or care for your child until you arrive.

Preparatory day pupils

Children who are ill or injured whilst in school will be cared for by a qualified first aider or the nurse on duty. If necessary your child may be taken to the School Health Centre where the nursing staff can care for them until he or she feels well enough to return to school or until you can be contacted to either take your child home or to the Hospital Accident & Emergency Department.

What happens if your child needs to go home due to illness or injury?

In the interest of protecting your children, pupils are not permitted to make their own arrangements to go home. If your child telephones you to request that you collect him/her because he/she is unwell/injured, please advise him/her to report to his/her Form Teacher so that we can contact you to confirm arrangements.



Friends of Rydal Penrhos School (FORPS)

All parents and carers are welcomed to the Friends of Rydal Penrhos School (FORPS). Rydal Penrhos School families are spread over a large area of North Wales and beyond. FORPS helps to foster good communication links between parents and staff at the school.

FORPS is committed to organising informal social events primarily for bringing members of the community together at different times throughout the year. The events organised by FORPS have a particular emphasis on providing fun activities for the children and also opportunities for parents and staff to meet socially. The main aim is not to make a profit, but to strengthen further the school community. Any funds raised through their events are used to benefit all children within the school by providing extra items to further enhance the children's learning /school experience or supporting the extra-curricular ventures of the ECO Committee and the School Council.

Parents are welcomed and encouraged to take an active part in FORPS, either as a committee member or occasional volunteer at events such as Sports Days and Fairs.

A variety of successful and fun events have been organised by the group and we look forward to an ever strengthening group of supporters.

Regular bulletins are sent out informing parents of forthcoming events.

Parent representatives

We have an established Form Representative system across the school. The Form Representative role has been introduced as an important means by which FORPS can communicate with all parents, welcome new families into the school and seek parental assistance at school activities and social events.

Form Representatives collate and hold a parent contact list (with the permission of parents) which is invaluable for parents seeking to arrange shared transport to school or other events, distributing party invitations, or volunteering assistance at FORPS events. It may also be useful for those wishing to organise social gatherings for the children and/or the parents during school holidays!

Information about the system will be circulated at the beginning of each academic year and we hope that parents and families will welcome this as an opportunity to become more involved in the school community.



School Transport – daily bus service:

The service uses school minibuses driven by trained drivers who are school employees where possible. All bus routes are managed by Rydal Penrhos and should you have any queries regarding the bus routes, pick up location and times, please contact the Transport Manager.

Parents are asked to commit to a term's travel, providing one term's notice of withdrawal from the scheme, and are asked to commit to full weeks of travel, rather than random days. Minimum usage of the service is 5 trips per week, anything over this will be charged as a full day rate. The only exception to this will be for weekly boarders.

Due to the timings and possible traffic congestion in the mornings, drivers will not be able to wait at the pick up points, beyond the time stated.

Normal school rules apply once the pupils board the minibuses; the schools reserve the right to ban/suspend a pupil from using the service should, in the opinion of the Headmaster his/her behaviour on the bus merit such action.

Parents are asked to appreciate that the services will be run subject to reasonable demand and that, with due notice, changes may be made. Places will be allocated on a first-come, first served basis. Subject to availability, if a pupil would like a friend to accompany them on the bus, they must submit a written request at least **48 hours prior** to travel, and a charge will apply.

There can be no refund for any days when a child does not use the minibus, for whatever reason. For the Autumn Term, new parents to the service are asked to forward a cheque (payable to Rydal Penrhos) with the booking form (below) but thereafter the charge will be added to the termly fee invoice a term in advance. If you live outside of the current routes or you have an alternative pick up point that you may wish to be considered please contact the Transport Manager Mr Phil Hilton 07793800419 Philton@rydalpenrhos.com

Cost Per Term:

<u>Zone</u>	<u>Full Day 10 trips</u>	<u>Half Day 5 trips</u>	<u>Includes:</u>
A	£240	£120	Abergele, Glan Conwy
B	£300	£150	St Asaph, Kinnel Bay, Rowen, Bodelwyddan
C	£360	£180	Rhyl, Llanfairfechan, Trefriw
D	£430	£215	Betws y Coed, Denbigh
E	£500	£250	Caerwys
F	£560	£280	Llandygai, Pentre Halkyn
G	£650	£325	Northop, Menai Bridge
H	£1000	£500	Valley, Rhosneigr



SCHOOL TRANSPORT

Morning			Afternoon	
	Departure Time	Location	Location	Departure Time
ANGLESEY	06:45	Valley	Rydal Penrhos Prep School	17:00 (16:35 Fridays)
	07:00	Rhosneigr	Rydal Penrhos Senior School	17:20 (16:45 Fridays)
	07:30	Britannia Bridge Park & Ride	Penmaenmawr	17:35 (17:00 Fridays)
	07:40	Llandygai (one stop garage)	Llanfairfechan (school)	17:45 (17:10 Fridays)
	07:55	Llanfairfechan (school)	Llandygai (one stop garage)	17:55 (17:20 Fridays)
	08:00	Penmaenmawr	Britannia Bridge Park & Ride	18:05 (17:30 Fridays)
	08:15	Rydal Penrhos Senior School	Rhosneigr	18:30 (17:55 Fridays)
	08:20	Rydal Penrhos Prep School	Valley	18:45 (18:10 Fridays)
CONWY VALLEY	07:10	Betws y Coed	Rydal Penrhos Prep School	17:00 (16:35 Fridays)
	07:30	Trefriw	Rydal Penrhos Senior School	17:20 (16:45 Fridays)
	07:45	Rowen	Glan Conwy	17:35 (17:00 Fridays)
	08:00	Glan Conwy	Rowen	17:50 (17:15 Fridays)
	08:15	Rydal Penrhos Senior School	Trefriw	18:05 (17:30 Fridays)
	08:20	Rydal Penrhos Prep School	Betws y Coed	18:25 (17:50 Fridays)
RHYL AREA	07:30	Rhyl (Sainsbury's)	Rydal Penrhos Prep School	17:00 (16:35 Fridays)
	07:40	Kinmel Bay	Rydal Penrhos Senior School	17:20 (16:45 Fridays)
	08:15	Rydal Penrhos Senior School	Kinmel Bay	17:45 (17:10 Fridays)
	08:20	Rydal Penrhos Prep School	Rhyl (Sainbury's)	17:55 (17:20 Fridays)
DENBIGH AREA	07:30	Denbigh	Rydal Penrhos Prep School	17:00 (16:35 Fridays)
	07:45	Trefnant	Rydal Penrhos Senior School	17:20 (16:45 Fridays)
	07:50	St Asaph	Bodelwyddan	17:35 (17:00 Fridays)
	08:00	Bodelwyddan	St Asaph	17:45 (17:10 Fridays)
	08:15	Rydal Penrhos Senior School	Trefnant	17:50 (17:15 Fridays)
	08:20	Rydal Penrhos Prep School	Denbigh	18:05 (17:30 Fridays)
NORTHOP	07:25	Northop	Rydal Penrhos Prep School	17:00 (16:35 Fridays)
	07:30	Pentre Halkyn (Springfield)	Rydal Penrhos Senior School	17:20 (16:45 Fridays)
	07:45	Caerwys (BP station, J31 of A55)	Caerwys (BP station, J31 of A55)	17:50 (17:15 Fridays)
	08:15	Rydal Penrhos Senior School	Pentre Halkyn	18:05 (17:30 Fridays)
	08:20	Rydal Penrhos Prep School	Northop	18:10 (17:35 Fridays)



SCHOOL TRANSPORT

Booking Form. Please return to:

Mr Phil Hilton
Transport Manager
Rydal Penrhos
Pwllcrochan Avenue
Colwyn Bay
Conwy
LL29 7BT

Term Commencing:

Number of place/s required:

Name/s of child/children:

I wish to reserve the above number of bus place/s on the bus from
.....stop (as shown on the Bus Service Timetable).

My child/children will be travelling as a: Full Day or Half Day (AM) or Half day (PM)
(Please delete as appropriate)

I acknowledge that the cost of the transport will be billed to me one term in advance.

Signed:



SCHOOL TRANSPORT

Contact details:

Name of Parent(s): _____

Address: _____

Contact Telephone Home: _____

Mobile _____

E-mail(s) _____



Withdrawal of children from school

We would like to remind Parents that a **terms notice** of withdrawal is required if you are withdrawing your child/children from the school as detailed in section 77 of the schools Terms and Conditions, **failure to do so will result in a terms fees being payable**. Notice of withdrawal is required in writing.

If you are uncertain as to whether or not you will be withdrawing your child/children from school please contact Mrs Bramhall in the school office to discuss.