



STREATHAM
& CLAPHAM

PREP SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

*Information Booklet for
Parents*

2023 - 2024

WHERE GIRLS LEARN WITHOUT LIMITS

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INTRODUCTION

We are delighted to welcome you to Streatham & Clapham Preparatory School (SCPS). We offer your daughter a flourishing environment in which to embark upon a well-rounded education from the age of 3 up to the age of 11.

SCPS has its own site and enjoys close links with the Senior School. Our girls benefit from excellent facilities, far larger than you would expect in a primary school. We have large, well-resourced indoor spaces including a library, full-sized sports hall, excellent Science, ICT, Art and PE facilities, a state-of-the-art Early Years facility with play area and a great deal of outdoor space, an all-weather pitch and several outdoor learning areas.

Our priority is always for the individual girl and we seek to encourage both academic and personal development through structured, meaningful and enjoyable activities. Our girls thrive in a family atmosphere where learning is fun; each day is exciting and girls are encouraged to develop their own strengths. Co-curricular interests are given great importance.



DETAILS OF THE SCHOOL



Mrs H Loach
Head of Prep
h.loach@schs.gdst.net



Ms Z Simpson
Deputy Head of Prep
z.simpson@schs.gdst.net



Mrs J Hayes
Assistant Head of Prep, Pastoral
jhayes@schs.gdst.net

Streatham and Clapham Prep

Wavertree Road, Streatham, London SW2 3SR

T: 020 8674 6912 • **F:** 020 8674 0175 • **E:** prep@schs.gdst.net

The school office is open from 8 am – 4.15 pm Monday to Friday term-time only. The answer phone is on outside of these hours.

After School Care Direct Telephone Number: 07718326455

The Senior School

42 Abbotswood Road, Streatham, London SW16 1AW

T: 020 8677 8400 • **F:** 020 8677 2001 • **E:** senior@schs.gdst.net

The school office is open from 8.15am – 5.15pm Monday to Friday term-time and reduced hours during school holidays.

LENGTH OF SCHOOL DAY

Nursery/Reception	8.30 am – 11.45 am
	1 pm – 3.20 pm
Lower School	8.15 am – 12 pm
(Yr 1 – Yr 2)	1.25 pm – 3.35 pm
Upper School	8.15 am – 12.15 pm
(Yr 3 – Yr 6)	1.25 pm – 3.35 pm

Girls are allowed onsite from 8.15 am onwards. We operate a soft start until morning registration at 8.30am. EYFS girls and girls in Y1 and Y2 will arrive via: EYFS playground. Y3-6 will arrive via: black gate.

Breakfast Club is available from 7.30 am until 8.25 am and the After School Care is available at the end of the school day from 3.35 pm until 5.55 pm. Places should be booked in advance using the Pay360 on-line payment system and both incur a small extra cost.

Term Dates

Please visit
schs.gdst.net/information/term-dates/
for term dates

SCHOOL ORGANISATION

ABSENCE FROM SCHOOL AND SICKNESS

If for some reason your daughter is unwell and unable to attend school please contact the school office **before 9am** on prep@schs.gdst.net or call 020 8674 6912.

ILLNESS, ACCIDENTS AND EMERGENCIES

Most of the staff on site are trained in First Aid. The School Nurses are part of the Pastoral Care team at both the Prep and Senior School. They work with families, school staff and external agencies as appropriate to support each girl's health and wellbeing.

The School Nurses have a section on Firefly with sections of information on various health topics.

If your daughter becomes ill at school you will be contacted in order to collect them. In the event that you are unable to come, you **must** make alternative arrangements.

If your daughter is suffering with diarrhoea, vomiting or fever, an exclusion period of a further 48 hours is applied from the point at which symptoms have ceased. If you are in doubt as to how long to keep your daughter off school for any other reason, e.g. measles or chickenpox, please contact the school office for advice.

All accidents will be reported on CPOMS, the school reporting system, throughout the school and including the Early Years. Parents will be informed accordingly. If an EYFS or Lower School girl has received a bump to the head their teacher will inform parents directly. Whilst onsite all girls who have a bump to their head will wear a red wrist band so all staff are aware.

Please ensure that we have up to date emergency contact numbers. If your emergency contact details change, please let us know **immediately**. It is vital that we can contact families if needed to ensure they can get to the school quickly in an emergency.

MEDICATION

The current policy of the GDST is that the school nurse can administer some medicines such as paracetamol, ibuprofen, antihistamine but they are only able to administer medication that has been prescribed by a doctor and will need a RAPM form to be completed. Medication must be in the original packaging with clear instructions of the dosage and the time it needs to be administered. The girl's full name and class must be written on it.

Please note that we cannot administer the first two doses in case of an adverse reaction. Girls must not be given medication to take themselves because of the danger that another girl may find it and take it. The only exception to this is an asthma inhaler, which must be clearly labelled with the girl's name. If a girl has a chronic medical condition, we will draw up a care plan in consultation with parents.

MEDICAL APPOINTMENTS

Should your daughter have an appointment at a clinic or surgery, please let the school know in advance on Prep@schs.gdst.net and we will ensure that your daughter is waiting in the office for you to collect her. If you are not collecting your daughter in person then we must have a written note of authorisation.

Please return your daughter to the office after the appointment and sign her in.

ASSEMBLY

We have a number of different assemblies during the school week attended by the girls from Reception upward, whilst Nursery attend on occasion. At our Monday Head's Assembly, the aim is to promote a sense of community, to support our school's values and to encourage the girls to have a greater understanding of their place in the wider world. We often sing a hymn or a song to promote an appreciation of different composers, genres or cultures and individual girls regularly perform a short piece to the audience.

Our Head Girl and Deputy Head Girl are chosen by the staff. Part of their responsibilities involve reading notices and assisting in assemblies, showing around visitors and presenting on Open Days.

Upper and Lower School have separate Phase Assemblies once a fortnight in order to discuss issues of a more age appropriate topics.

These assemblies alternate weekly with a House Assembly, when the girls meet in their House groups. Families are invited to attend class assemblies take place annually on a Wednesday morning at 8.40 am.

A whole school assembly is held on a Friday when Merit Certificates are awarded to celebrate good work or for showing an excellent attitude to their learning etc. Additional certificates may also be awarded to acknowledge other achievements both in and out of school. A House Cup is awarded to the House with the greatest number of points collected that week, and the Head Girl and Deputy Head Girl together nominate a class to receive the Class Cup.

Spotlight Assemblies are occasions when the girls chose something that they have a particular interest or expertise in to present either individually or in a small group to the whole school. Their parents are invited to these assemblies and they are a great opportunity for the girls to build their confidence and share their passions.

Guest speakers are also invited in to lead 'In my Shoes' assemblies where they share their life experiences and ensure the girls meet some wonderful role models to strengthen our diverse and inclusive school community.

ATTENDANCE

HOLIDAY LEAVE

The Head of Prep will consider holidays in term time where both:

An application is made to him in advance of the holiday by the parent who the girl normally lives with.

There are special reasons for needing to take the holiday in term time, like the inflexibility of the parents' holiday.

Applications should be made as far in advance of the holiday as possible. If permission has not been granted the absence will be recorded as unauthorised on your daughter's record.

How do we consider term time holiday requests?

The Head of Prep will judge each holiday request individually, taking into consideration:

The time of year for the proposed trip;

If it is close to any exam dates;

Your daughter's overall attendance record;

Any holidays already taken in the school year;

The age and stage of education of your daughter;

The ability of your daughter to catch up the work that they have missed;

The reason why you are taking the time off during term time.

Taking girls out of school in term time can be disruptive to their learning and to the school. We do understand that there may be times when you do need to ask for leave but please try to keep this to a minimum. Teachers will not set additional work for girls who are withdrawn for a holiday during term time.

BEFORE AND AFTER SCHOOL CARE

There are a number of before school and after school care places available. Most of these are booked at the beginning of term using the on-line Pay360 system. However, there are occasions when places can be booked on the day. Breakfast Club is available from 7.30 am until 8.25 am (Nursery and Reception girls will be escorted to their class) and After School Care runs until 5.55 pm.

CANCELLATION OF BEFORE AND AFTER SCHOOL CARE

Please give at least 24 hours notice when cancelling your ASC place or you will be charged.



AIMS

At Streatham and Clapham Prep School, we aim to fulfill the following:

Our motto:

ad sapientiam sine metu

(‘towards wisdom unafraid’)

Our vision:

To be unrivalled in empowering our young women to discover, nurture and project their unique identities and character.

Our purpose:

To enable every girl to achieve beyond the bound of expectation on a daily basis, across the spectrum of endeavour.

Our salient and distinctive pillars:

Our Suffragist heritage: as the school to which Millicent Fawcett sent her daughter and as a member of the GDST family of schools, we are pioneers in, and the shapers of, girls’ education.

Our curricular specialisation from an early age.

Our trailblazing and innovative approach, supercharging our girls with life skills enabling them to embrace and instigate change.

Our family, not factory, environment, supporting individual families’ needs.

Our buzzy, diverse community, celebrating difference and drawing strength from all that is great about London.

AIMS *continued*

During your daughter’s time at SCPS we aim to support her to be:

Happy

Confident

Co-operative

Responsible

Inquisitive and curious

Sensitive to others and to have an understanding of religious and moral values

Communicative

Independent

Self-controlled and well-disciplined

Willing to learn

Aware of the environment

Able to initiate and reflect

Perceptive, logical and able to solve problems

Aware of new technology

Safety aware



THE FOUNDATION STAGE

The Foundation Stage curriculum is for girls aged 3 to the end of their Reception year. It is during their first 2 years with us that the girls develop key learning skills that will prepare them for the next stage of their Prep school curriculum.

The Early Years Foundation Stage (EYFS) is organised into seven areas of learning and development. The three prime areas of learning are particularly crucial for igniting the girls' curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and help them become effective, resilient learners.

These three prime areas are:

Personal, social and emotional development

Communication and language

Physical development

The EYFS curriculum also supports the girls' academic development in four specific areas of learning:

English

Mathematics

Understanding the world

Expressive arts and design

Each area of learning and development is implemented through planned, purposeful play and through a balanced mix of adult-led and child-initiated activities. The early learning goals ensure key expectations are set for each girl which they are then assessed against at the end of the Early Years Foundation Stage.

Right from Nursery, we have specialist staff to teach PE, Music, French and Outdoor Learning.

OBJECTIVES

By the end of the Lower School our girls will be able to:

Read fluently and accurately, with understanding, discrimination and enjoyment;

Speak and write clearly and confidently;

Use mathematical skills and ideas in a range of contexts;

Know where to look for information and how to record findings;

Understand how technology can be used;

Work independently or in a team to find things out, interpreting and solving problems;

Use a range of creative arts as a means of expression;

Develop sufficient skill, strength and mobility to take part confidently in a range of physical activities;

Show awareness of local and global geographical and social influences, and a developing knowledge of key past events, places and cultures.



OUR VISION OF OUR CURRICULUM



The **curriculum** is the means by which these aims and objectives are pursued.

At Streatham & Clapham Prep School, we are proud of our family of happy and confident girls, a diverse but united community from all backgrounds and of varying abilities, each individually empowered to be the best that they can be. We are proudly inclusive.

We firmly believe that our broad and balanced curriculum goes far beyond the classroom to equip our girls with life long learning skills.

This is reflected in the academic lessons and activities offered to the girls and the beliefs, standards, quality and discipline of the school.

We believe that how girls learn is as important as what they learn. As well as building a firm academic knowledge base, our curriculum also incorporates exposure to a wide range of experiences (aesthetic, linguistic, mathematical, physical, scientific, social, spiritual, and technological). It should be thought of as being equally concerned with personal qualities, behaviour and conduct, social and practical skills, and a nuanced appreciation of our role and responsibilities in the world.

ORGANISATION OF OUR CURRICULUM

In developing and delivering our curriculum, we aim to ensure:

Excellence in everything is at the very core of all we are and all we do, yet always partnered with an equal focus on our girls' well-being and happiness.

Throughout their time in our school, our work with each girl is individually tailored to her own experiences, beliefs, interests, abilities, and well-being. Each girl is valued as an individual and enabled to be the best that she can be; our girls are consistently praised for their high levels of self-knowledge, confidence, and resilience.

Our girls' learn well and this is demonstrated by high standards of progress and attainment throughout each key stage in their educational journey.

The learning completed in each key stage develops naturally from the stage before, to ensure that our girls are well-prepared, in all aspects, for their transition periods (Early years to KS1, KS1 to KS2 and KS2 to our Senior School).

The girls are taught as part of a full class, in small groups, or sometimes individually. This responsive approach enables us to tailor our teaching to the learning needs of each girl, reflecting our commitment to support those of all abilities as an integral part of the ethos of the school.

Our targeted intervention ensures all girls make rapid progress.

We offer a carefully crafted timetable of core subjects, to facilitate a tailored delivery of key curricular objectives, taking elements from the national curriculum and then significantly expanded and enhanced to ensure our girls build a strong and wide-ranging foundation to their knowledge.

Our lessons are always varied, exciting, well-paced and appropriately challenging, with focused learning goals and clear direction.

Our lessons are taught thematically. Each year group has a different topic cycle, covering a different theme each term and exploring issues of relevance to the girls and the wider world. Taught across the wider curriculum and used as the basis of delivery wherever possible, this thematic approach is used to introduce and promote a wide variety of skills and techniques necessary for effective learning, as well as enabling the girls to develop a really in-depth and sensitive understanding of the topics covered.

We use specialist subject teaching staff, so even the youngest learners are taught by experts in their field, with this increasing as the girls progress through the school.

We are acutely aware that we are working with the leaders of the future. Our curriculum imbues our girls with the values and qualities we feel are fundamental to success, and a real commitment to bringing a world which celebrates diversity and cultural differences, and where we will always work towards equality and opportunity for all.



OUR CURRICULUM EXPLAINED

Our curriculum contains elements of the national curriculum, but is significantly extended to provide a broad academic foundation:

- *Art
 - *Computing
 - DT (Design Technology)
 - *Drama
 - *English
 - *French
 - History
 - *Latin (Taught from Year 5)
 - *Mandarin (Nursery to Year 2)
 - *Mathematics
 - *Music
 - *PE (Physical Education)
 - PSHE (Personal, Social, Health, Education)
 - Religious Education
 - *Science
- * = indicates a subject taught by specialist staff*



We are proud of our use of specialist staff to teach all our girls, with the number of subjects taught by specialists increasing as they move through the school; this includes, from Year 3, English and Mathematics. For these key subjects, the girls are taught in small groups several times a week enabling each girl to make rapid progress in-line with their own individual needs.

At the Prep School, our girls learn three languages: French, Mandarin (Nursery to Year 2), and Latin (Years 5 and 6) all taught by specialist staff.

ART

Our Art curriculum aims to stimulate creativity and broaden imagination. It provides visual, tactile, and sensory experiences, and offers alternative ways of understanding and responding to the world. Girls use various processes and materials to explore colour, form, texture, and pattern, and how these can be used to communicate what they see, feel and think. In addition, the girls make use of opportunities to design, plan and evaluate problem-solving activities. Art is taught by a specialist teacher from Year 1.

COMPUTING

Computing is taught from Nursery onwards at SCPS. Our youngest girls engage in coding activities, and IT is used across the curriculum. All classrooms are equipped with interactive whiteboards and the girls have use of a fully equipped computing suite and a bank of laptops. Tablets are used in the EYFS and Lower School, and individual iPads are introduced in Year 4 and retained by the girls until they leave the Prep.

ENGLISH

English at SCPS is taught using the Literacy Tree, a scheme that works with schools to place high quality children's literature at the core of teaching and learning. Wherever possible, the books used link to the wider topics of the year group, ensuring their experience is cross-curricular and relevant.

Through our delivery we aim for our girls to:

Read and write with confidence, fluency and understanding

Understand the sound and spelling system and use this to read and spell accurately

Employ a full range of reading cues (phonic, graphic, syntactic, and contextual) to monitor their reading and correct their own mistakes

Develop an interest in words and a growing vocabulary, supported by the Mrs Wordsmith range of learning tools.

Gain an interest in books, to read with enjoyment, and to evaluate and articulate their preferences

Have a suitable technical vocabulary through which to understand and discuss their reading and writing

Be able to understand, use, and write a range of non-fiction genres and texts

Understand and be able to write a range of genres in fiction and poetry, and to be familiar with some of the ways in which narratives are structured, utilizing the basic literacy concepts of plot, character, and setting

Plan, draft, revise and edit their own writing

Have fluent and legible handwriting

Develop their powers of imagination, inventiveness, and critical thinking, and be able to demonstrate these in their reading and writing.

MATHEMATICS

To help our girls develop confidence and fluency, we use the White Rose scheme from Reception, which introduces the basic mathematical approaches to problem-solving, including developing mental strategies.

The scheme uses the Concrete Pictorial Abstract (CPA) approach, where concepts are introduced using real-life objects, followed by representations (such as diagrams or pictures), before finally, more formal mathematical notation is introduced.

Through our delivery we aim for our girls to:

Gain mathematical confidence and fluency through frequent and varied practice

Reason mathematically by making links to their understanding of previous concepts

Learn how to solve a range of problem types using mathematical principles.

MUSIC

Music is an important part of Prep life. All our girls have music lessons every week, taught by our specialist teacher. The girls take part in singing and musical appreciation classes, as well as practical music-making; in Year 3, our girls participate in class violin lessons. The girls can join our orchestra, two choirs, or numerous other musical ensembles. We make links with the Senior School where possible, and host an annual combined concert. We have various peripatetic staff available to offer private instrumental lessons on a range of instruments; these lessons do incur an additional fee.

PHYSICAL EDUCATION

PE develops the girls' physical confidence and potential, and their ability to use these to perform in a range of activities. They learn how to plan, perform and evaluate actions, ideas and performances to improve their quality and effectiveness, and learn how to use physical activity to maintain and promote a healthy lifestyle. PE is taught by our two specialist teachers. Our girls take class swimming lessons for half a term every academic year.

PSHE

All girls take part in weekly, hour-long PSHE lessons. We follow the SCARF (Safety, Caring, Achievement, Resilience and Friendship) scheme from Coram Life Education. The planned activities take a values-based and 'growth mindset' approach, promoting positive behaviours, mental health, well-being, resilience and achievement for all our girls.

SCIENCE

Science is taught in all year groups and is, delivered by a specialist teacher from Year 3. Our girls are introduced to the natural and physical sciences, and to the allied skills of observation, experimentation and deduction. Science stimulates and excites our girls' curiosity about the world around them, but it also satisfies this curiosity with acquired knowledge and an enhanced appreciation of their observed reality. The girls develop their creative and critical thinking skills on many levels, as they learn how to generate and test possible hypotheses, how to gather evidence through experiments and modelling, and how then to evaluate and develop their conclusions.

RELIGIOUS EDUCATION

Religious Education is taught through termly immersion afternoons and our enrichment afternoons, where the girls explore concepts relating to belief and faith. Each year, every year group will visit a different place of worship (including a temple, mosque, church and a synagogue) during their time at the school.

HUMANITIES

Humanities combines elements from both History and Geography. Units of work are carefully planned as an integrated curriculum to develop the knowledge, skills and understanding involved in each discipline. We capitalise on the curiosity and creativity of the girls through a wide range of enrichment activities including workshops, visits and cross-curricular projects.

SUPPORTED LEARNING NEEDS

SPECIAL EDUCATIONAL NEEDS

Girls progress at different rates and some may find aspects of learning more difficult than others. This is not unusual and can be addressed in the usual activities of the classroom through differentiation. However, there are a number of girls who may have a particular learning difficulty and may not progress quite as expected. In these cases our Head of Supported Learning Needs and Academic Welfare will liaise with the staff and parents and if necessary with external agencies such as educational psychologists and other SEN consultants. They will determine what the girl's particular needs are and a learner profile will be put in place to ensure that these needs are met. The Prep provides some additional support in small groups and parents may be recommended to use specialist SEN teachers for which they pay an additional fee.

MOST ABLE GIRLS – GIFTED AND TALENTED

At Streatham & Clapham Prep School, we offer a wide range of carefully selected opportunities for girls we have identified as especially talented across the curriculum. We identify, support, nurture and challenge those girls who have a particular gift (academic) or talent (sport/arts). In order to stretch and challenge our most able girls, teachers carefully plan a selection of engaging, open-ended tasks. The girls all have individualised, personal targets and are encouraged to stretch and extend themselves beyond their comfort zone: ultimately developing a growth mindset. Regular enrichment sessions across year groups are also provided for our girls.

ASSESSMENT

Our girls' progress is constantly monitored, both formally and informally. Our assessment philosophy encourages girls to take responsibility for their own progress, so that the desire to learn and progress becomes a life-long self-sustaining ability. Report cards are shared at the end of Autumn and Spring Terms. A full written report is shared in the Summer Term.

These documents share effort grades along with attainment for your Maths & English.

Formal summative assessment takes place at the beginning, middle, and end of each academic year, followed by parents evening meetings between parents and staff (in the Autumn & Spring Terms). These are opportunities to monitor the progress of each girl, to ensure they are performing to the best of their ability, and to plan for additional support or extension where necessary. Between these formal assessment points, girls receive ongoing informal assessment by their teachers, enabling early interventions where required.

In December of Year 6, our girls sit the entrance exam for the Senior school, which involves English and Mathematics. Preparation for this 11+ process is managed internally and our girls are well prepared for this experience.



HOMEWORK

Homework is an essential part of the learning process for all girls, and a valuable tool in the partnership between parents and school. It gives girls the opportunity to consolidate their learning by practising at home the tasks done in the classroom, and helps the girls to become confident and independent in their learning. It also provides parents with the opportunity to remain familiar with the work being done at school, and to engage in their child's learning more fully.

HOMEWORK AIMS

Staff regard homework as an integral part of the curriculum, and it is planned and prepared alongside all other programmes of learning.

Homework tasks are designed to:

Consolidate and reinforce the skills and learning done in lessons.
Help the girls develop confidence in their own skills and abilities as an independent learner

Involve parents in the learning process, such as by listening to reading, helping girls to learn spellings and number facts etc.

Begin to set in place home study routines that will grow and become more formal as a girl advances through the school.

We set a variety of different homework opportunities and teachers ensure that this is consistent throughout the year group. As girls progress through the school the amount of time allocated to homework will increase. If your daughter is having difficulty or runs out of time, please email your daughter's form teacher directly. Please see the curriculum letter on Firefly for your daughter's homework timetable.

Homework tasks are generally shared on Tapestry/Seesaw or TEAMS (dependent on year group) but are also shared on paper. Girls will have homework folders or books which are sent home on a weekly basis to support them with their homebased tasks.

TRANSITION

Girls move up to the next year group automatically. Time is set aside at the end of the Summer Term for girls to spend time with their new teacher. The class mix is changed each year.

SENIOR SCHOOL

In nearly all cases the girls will progress to the Senior School. If it is felt that a particular girl will not thrive in the academic environment, discussions between staff and parents will start as early as Year 3. The Head of Prep will always be available to discuss transition with you.

In the Autumn Term, girls in Year 6 and their families are invited to the Senior School Open Morning. In November, all girls in Year 6 will take part in a group observation activity and creative writing task at the Senior School. In early December, they will sit the online ISEB Common pre-test. Academic, drama, sport and music scholarships are awarded each year.

An induction day is held each year in June/July when all girls are invited to the Senior School to spend the day and meet their new teachers and classmates.

Mrs Loach, the Year 6 form teachers, Mrs Watson, Mrs Hayes and Ms Simpson meet with the Senior School Supported Learning Needs Coordinator and Head of Transition towards the end of the summer term to ensure a smooth transition of the girls to the Senior School. The Prep staff member overseeing transition arrangements is Ms. Barnes.

VALUABLES

On occasion girls bring sums of money or valuables to school. Money should always be sent in an envelope clearly marked with the girl's name and class. Any personal items should also be clearly marked. Please discourage your daughter from bringing expensive items or sums of money to school. When lost or mislaid these cause great distress and it wastes valuable teaching time.

Mobile phones should only be brought into school if absolutely necessary e.g if a girl is going home on the school minibus or walking home independently. These must be handed to the office in the morning and are signed in and out by staff.

CARE AND DISCIPLINE

PASTORAL SYSTEM

The class teacher is the link for both the academic and pastoral aspects of your daughter's education. In the Foundation Stage your daughter will have a key worker who liaises with parents. The class teacher liaises with other members of staff to ensure that any relevant information is passed on. All pastoral issues are overseen by Mrs Hayes who is available to give additional support to the girls and their families.

HOUSE SYSTEM

The House system teaches the girls to be part of a team. The girls will be assigned to Wavertree, Daysbrook, Wyatt Park and Normanhurst. They are awarded house points for good manners, excellent work and for their effort and personal achievements in various competitions or events, such as Sports Day. They are added up weekly and the winning House receives the House cup.

The House which has been awarded the cup the most times during each term will enjoy a special mufti day at the end of the term. Each House has a House Captain, a Sports Captain and a Charity Captain, from the Year 6 classes who are elected by members of the House.

Staff are allocated to each of the Houses and run the House Assemblies, which take place every two weeks.

BEHAVIOUR AND RELATIONSHIP POLICY

Good behaviour is consistently recognised and rewarded. Our school has adopted a Relationship Policy which focuses on building communication and positive relationships between all members of our school family.

Bullying, either verbal or physical, is wholly unacceptable and is dealt with accordingly, following school policy.

Our school is committed to educational practices which encourage regulation and reflection. Our behaviour policy aims to be based less on punishment or sanctions and more on resolution and interactive repair (e.g. restorative conversations). Positive behaviour is rewarded and encouraged through a system of merit awards, praise, encouragement stickers and house points (depending on age). The girls are taught to understand that there are rules and routines and that they have to comply with them.

In the Nursery, occasionally 'time out' is required. This is when the girls may be removed from the activity in order that they do not hurt or disrupt themselves or others. With the older girls, further sanctions are sometimes required and a girl may be asked to stay in at a playtime or lunchtime.

Frequently this also involves a reflective conversation with the Head of Upper School about what has happened.

Staff will inform parents if they feel a particular circumstance warrants home support, in which case we would appreciate your help in discussing the situation with your daughter. We believe in the importance of open communication and working together with families to support our pupils. If behaviour becomes a serious area of concern, the staff will consult with parents and other members of staff, such as our Pastoral Leader or Phase Leaders, to formulate a plan to resolve the situation.

KEEPING OUR PUPILS SAFE

The school is committed to safeguarding and promoting the welfare of our girls. All staff, club leaders and volunteers are obliged to comply with our safeguarding policy and procedures.

Parents are also asked to support our triangle of safety between the staff, the girls and their families by ensuring that they never disclose any personal information about any pupil to an unknown adult. This is particularly relevant at school pick up and at school fixtures, when unfamiliar adults may be present. If parents are concerned about an unfamiliar adult they should immediately send them to the school office or inform a member of staff.

At the Prep, Mrs J Hayes is the Designated Safeguarding Lead with whom any concerns regarding your daughter's safety or protection can be raised. In her absence, Mrs H Loach or Miss S Dowler should be contacted.

COMMUNICATION BETWEEN HOME AND SCHOOL

Please remember that if you contact a member of staff there is no expectation of a response within 24 hours. If your matter is urgent contact prep@schs.gdst.net and your message will be passed on to the relevant person.

It is important to us that we develop close links with parents, as what is happening at home can affect learning in school and vice versa. Please keep us informed of the significant events that are happening in your daughter's life and if you are concerned about something let us know sooner rather than later. Anything you tell us is treated in confidence. Pertinent information will be shared at our weekly girl welfare meetings with key staff.

There are opportunities to talk to the Nursery and Reception staff on a daily basis as they welcome and dismiss the girls. Parents can contact the teacher for brief matters via e-mail, or for more important matters by phoning the school office. If you have any queries that require a longer time, an appointment can be made for further discussion.

At the beginning of the year we have an information evening and each term you will receive a letter giving an overview of the curriculum.

We will be sharing termly report cards, as well as hosting parents' evenings, when you can discuss your daughter's progress and development. You will receive an extended report in the Summer Term.

We also have Parent Forum breakfasts twice a year where parents can share their views on school matters.

A number of records are required to be kept whilst girls are in the Foundation Stage and parents may have access to these. They can receive a copy of the Early Years Foundation Stage Profile, which is completed for all girls at the end of the Reception year as part of our statutory duty. Staff are happy to discuss these developmental records with parents.

The "Connect" Newsletter celebrating school news and important dates for your diary is also distributed regularly.

Significant dates are published at the beginning of term in the school almanac and also on SOCS, but these can be subject to change e.g. sports fixtures. We will contact parents to inform them if this is the case.

Firefly is used to share information. Different year groups also use platforms as part of their curriculum delivery (Tapestry/Seesaw/TEAMS).

There are many occasions when you will be invited into school to share in our successes and achievements. During the year the girls perform in concerts, plays and class assemblies.

(Please see **Appendix 1** for the best way to contact school)

CONCERNS AND COMPLAINTS

We want to work with parents to achieve the best possible education for each girl. If you are concerned about a matter, please speak to your daughter's teacher in the first instance. However, if this is not resolved, or you wish to raise a concern, then please make an appointment or leave a message for the Head of Prep. We always prefer a conversation by phone or in person.

All complaints are recorded in a log. The complaints procedure is available to parents on the website.

For parents with girls in the Nursery, or girls at the ASC, you may make a complaint to OFSTED if the complaint has not been resolved to parents' satisfaction via the school procedures. They can be contacted at:

**Ofsted National Business Unit, Royal Exchange Building,
St Anne's Square, Manchester M2 7LA
Telephone on 08456 404040.**

DROP OFF AND PICK UP

We operate a soft start. The playground gates open at 8.15 am for girls in the Lower School and the Upper School. EYFS girls and girls in Y1 and Y2 enter via: EYFS playground. Please do not drop your daughter off before 8.15 am unless she is involved in a before school activity.

If you arrive after 8.30 am, you will need to bring your daughter to the main office to be added to the register.

In the afternoon pick up for Reception and Nursery girls is from the EYFS courtyard at 3.20 pm. Pick up for the Lower School and Upper School girls (Year 1– Year 6) is from the main playground at 3.35 pm.

If it is raining, pick up will be from the Nursery courtyard for the whole school.

Please advise us if someone else is collecting your daughter. If we have not been informed of any change in collection, we may not let your daughter leave the building and will contact you for permission.

The Head of Prep, along with other members of SLT, are also usually available to greet girls and parents at the beginning and end of day or, if you wish, you are able to make an appointment to speak to Mrs Loach at some other time. Please contact the school office or e-mail her directly.

EXCLUSION

The school has an exclusions policy, which is available to parents on the website. The decision to exclude for a fixed term or permanently is only taken in three circumstances: when there has been a serious breach or breaches of the school's policies on discipline and behaviour; if the girl's presence is seriously harming the education or welfare of other girls or the welfare of staff or where the parents are in breach of contract.



CO-CURRICULAR ACTIVITIES

We offer a wide range of co-curricular activities which take place before school, during lunchtime and after school; the club programme will change from term to term. Some of the clubs are provided by external providers for which an additional fee is paid. All no-cost clubs are booked by using the Pay360 system and booking links for reservation of places or the payment of clubs are shared towards the end of each term, ahead of the new term starting.

Parents are given details of the clubs on offer via Firefly, identifying which year groups may attend each one and the girls may choose the clubs that they wish to join. They are encouraged to show commitment to that club for a term. There are some activities, such as sports clubs, where the girls will be selected and in some clubs numbers may need to be limited.

We encourage a balanced approach to signing up for clubs to ensure all our pupils also have important downtime to play with their friends in the playground.

FOOD/SNACKS

Please be aware that we are a nut-free school as we have people in school who have severe allergic reaction to nuts. Please check granola, cereal bars, etc. for nuts as we cannot allow any girl to eat products containing nuts even if she herself has no allergy.

The girls are encouraged to keep a named water bottle in their classroom that can be refilled throughout the day as necessary.

For Nursery girls, we provide snacks of fresh fruit and biscuits and a choice of milk or water at mid-morning and mid-afternoon.

We encourage girls to bring in a healthy snack and for girls in Reception up to the Lower School this should be fresh fruit. For the older girls we understand they may have been at early morning clubs and therefore may require something more substantial. There is a tuck shop open at break time selling snacks to girls in the Upper School. They can of course bring their own healthy snack. We ask that all snacks brought in from home be in line with our aim to promote healthy eating. Sugary drinks, chocolates and sweets are not permitted, and more information can be found on the Pastoral section of Firefly.

All girls are expected to take school lunch unless they have a medical condition that requires a special diet. We will need a medical certificate to attest to this. We are able to accommodate the individual needs and preferences of pupils.

Lunch consists of a main meal with the choice of halal or non-halal meat, a vegetarian option and the salad bar.

Our EYFS girls are served by staff but the older girls choose at the serving counter. The staff monitor what girls eat in the dining room and encourage them to sample a range of foods.

Girls may not bring in any cakes or other food items for birthday or other event treats to share with classmates.

It is vital that you inform us of any medically diagnosed food allergies your daughter may have. Please complete all relevant forms and if there is a change please let us know immediately.

INCLUSION AND EQUALITY OF OPPORTUNITY

We are committed to provide equality of opportunity to all employees, parents and girls.

Equality of opportunity for all girls in the school is an essential value. This means recognising inequalities and taking action to reduce them. Everyone has a role to play in ensuring fairness prevails.

Equal opportunities mean access to provision, equipment, information and participation for every girl. We respect cultural and religious diversity and this is reflected in the curriculum.

Staff value girls as individuals and help them develop positive attitudes to differences of all sorts including race, culture, language, gender and disability.

LOST PROPERTY

We encourage girls to look after their belongings but occasionally items go missing. Upper School girls are expected to take responsibility for collecting their property at the end of play or by the end of the day. Lost property is collected and sorted and girls are informed that their property has been found for them to then retrieve. Property belonging to Lower School girls is returned to them directly.

If you find your daughter has returned home without their belongings or with something belonging to another girl, please let staff know.

It is vital that all clothing has a name label that is easily located, legible and visible. Snack boxes and water bottles must be named.

PARENTAL INVOLVEMENT

We have an active parent association – The FRIENDS – which runs a number of fund raising events throughout the year which benefits all girls. There is a system of class representatives, one for each class, who help to rally parents across all parts of the school from Nursery to Sixth Form.

Parents also run the second hand uniform sales and organise, amongst other things, a very popular Easter Event and the Valentine's Disco.

Parents are welcome to volunteer to assist on school trips, come in to give talks to classes, to share a skill, to help in class or organise the library. There are opportunities to act as a volunteer reader. They are also welcome to help with Co-curricular activities or offer a club. Parents who do offer on a regular basis in school must undergo a DBS check and safeguarding training.

Although we enjoy seeing parents involved we also understand that many parents are working and may not have time to come into school. Dates for key school events and for workshops are in curriculum newsletters, on Firefly and on the School SOCS Calendar at the beginning of each term to enable people to plan ahead.

SCHOOL UNIFORM

(Please visit [schs.gdst.net/information/uniform](https://www.schs.gdst.net/information/uniform) for full uniform details.)

All clothing should be named with sewn in name labels and all other property should be clearly labelled.

School Uniform Provider:

Billings & Edmonds, 112 Chiswick High Road, London W4 1PU

T: 020 8742 0201

www.billingsandedmonds.co.uk

SECURITY

When you come into school at any time other than morning drop off you will need to enter via the main office and sign in and out. This is for the safety of girls and staff and to comply with health and safety regulations.

TRAFFIC

We provide safe, friendly and reliable school transport. Coach route details and costs are available from the SCHS Vectare site schs.vectare.co.uk.

The roads around school have restricted parking and are part of a neighbourhood traffic scheme. Please help us to maintain a safe environment around school and friendly relations with our neighbours by respecting the parking and stopping restrictions by school; these are for the safety of the girls and other pedestrians. A parental driving code of conduct is issued each year. To try to ease the situation we ask parents to follow an unofficial one way system which involves approaching the school from Wavertree Road and then passing along Daysbrook Road and exiting the area via Wyatt Park Road. In order to keep the entrances clear, please park further away from school and walk the remaining distance.

Please also respect neighbours by not parking across driveways.

There are a number of bike racks available where bikes and scooters may be left. We recommend that padlocks are used to secure the bikes.

In Year 6, some girls begin to walk home independently from school.

We request that the class teacher has received written permission from parents before any girl is allowed to make this journey without adult supervision.

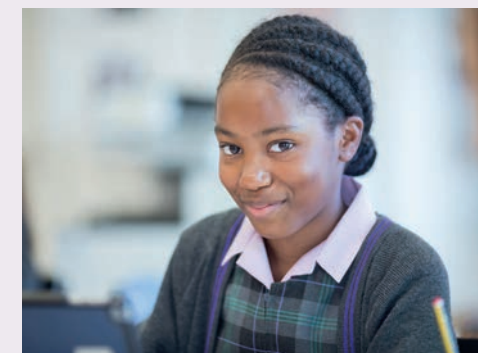
APPENDIX 1

Communication: whom to contact

It can be difficult to know whom to contact with a particular issue or ensure that you are using the most effective and efficient way of contacting staff. We hope the table below will help to clarify procedures:

Office number: **020 8674 6912**

E-mail address for Prep School: **prep@schs.gdst.net**



Who/Issue	Role/How
Head of Prep	We have an open door policy at the Prep School and the Head of the Prep, Helen Loach, is always pleased to speak to parents. You can contact her via the office to arrange a meeting: prep@schs.gdst.net
Office Management, Prep Admissions, PSLT support and Front of House staff	Ms Julian & Mrs Wilkes are available to answer any questions over admissions, general enquiries and to book appointments. They can be contacted on the office number or via e-mail: prep@schs.gdst.net
Office	Please telephone the Prep Office or e-mail prep@schs.gdst.net if: <ul style="list-style-type: none"> You are informing us of why your daughter is absent from the school that day (please let the office know by 9am) If you would like to make an appointment with the class teacher If you would like the school staff to administer prescribed medication (via a medication request form) If there is an emergency If there is a change in pick up arrangements. The office would appreciate as much notice as possible. They will pass on the information to the relevant staff quickly. If in any doubt as to who to contact, the office is happy to answer any queries or pass a message on.
Class teachers	Before and after school at pick up and drop off Teachers are always pleased to talk to you at the beginning and end of the school day if you have a quick message to pass on or a brief enquiry. Please be mindful that they will have a class to supervise at these times. Reading diaries (Nursery - Y2) These are a very effective way to communicate with staff. Teachers will check these daily for messages and answer via the book or get in touch with you via e-mail or telephone. The member of staff will initial the book so that you know that they have seen the message. E-mail You are welcome to e-mail individual teachers, however due to teaching commitments, duties and after school activities, they will often not open their mail until after the girls have gone home. Staff will respond to your e-mail within 24 hours. No e-mails will be sent in the evenings. Appointments can be made via the office or directly with the teacher.
Supported Learning Needs Coordinator and Academic Welfare	Mrs Watson is available to talk to liaise with the teacher, parents and outside agencies (if required) if there is a learning difficulty. Please phone the school to talk to her if you have a concern or e-mail her: r.watson2@schs.gdst.net

Who/Issue	Role/How
Academic Concerns	Ms Simpson is available to speak to parents about any academic concerns. You can contact her via the office to arrange a meeting or directly by e-mail: z.simpson@schs.gdst.net
Phase Leaders	Under our Prep Leadership structure we have in place Phase Leaders. EYFS/Lower School: Ms Dowler Upper School: Ms Baker They have an excellent overview of their stage (both academic and pastoral) and are there to further assist parents, particularly with general concerns.
Pastoral Issues	Mrs Hayes is available to liaise with parents, teachers or outside agencies. If there are any issues regarding a girl's behaviour or wellbeing, or if you have any concerns please ring the school to talk to Mrs Hayes or e-mail: j.hayes@schs.gdst.net
PE Department	Mrs Podzerek (Head of Prep PE) can be contacted on: a.podzerek@schs.gdst.net
Absence	We have a number of holidays throughout the year that enable the girls to relax. Therefore we would ask that you do not take extra holidays during term time and that routine medical appointments should be made out of school hours. If time out of school is necessary, please make the request in writing addressed to the Head of Prep. If your daughter is unwell, please let the office know before 9 am .
ASC	During school hours, please contact the office with any enquiries about the ASC. They will pass this information on to the ASC Manager, who will then contact parents directly. Between 3.30 pm – 5.55 pm parents can contact the ASC on either: 07852 402431 or 07718 326456
Workshops/Parents' Evenings/events	This is mainly by electronic sign up. In the other cases please pass the return slips either to the class teacher or the office. Alternatively, please e-mail your response to the Prep School office: prep@schs.gdst.net The office staff will collate the responses and pass them on to the relevant staff.

In support of our commitment to reduce our carbon footprint, this publication has been carbon balanced in partnership with World Land Trust.



STREATHAM & CLAPHAM PREP SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

Head of Prep School Mrs Helen Loach, BEd (Cantab)

Streatham & Clapham Prep School Wavertree Road, London SW2 3SR Tel: 020 8674 6912 E-mail: prep@schs.gdst.net

Acting Head Master Mr Richard Hinton, BSc (Durham), PGCE

Streatham & Clapham High School 42 Abbotswood Road, London SW16 1AW Tel: 020 8677 8400 E-mail: senior@schs.gdst.net

www.schs.gdst.net @SCHSgdst Streatham & Clapham High School