



HAZLEGROVE
PREPARATORY SCHOOL



Adventure Awaits...

PARENTS' GUIDE TO THE PRE-PREP
2024 - 2025

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Welcome

Hazlegrove Pre-Prep provides children with a holistic start to school life. We ensure that your child has a positive first experience of education, building a foundation for a life-long love of learning.

Our Pre-Prep is run by caring, creative and experienced staff who know exactly how to bring out the best in each pupil and, most importantly, make learning fun! As part of Hazlegrove Pre-Prep, children have access to an amazing array of resources including our 25m indoor swimming pool, theatre, dance studio and sports pitches.

I look forward to sharing your child's adventure during their time in the Pre-Prep with you.

Hannah Strugnell, Head of Pre-Prep



An Open Door

You are always welcome to come and discuss your child's education and, if a longer discussion is needed, a convenient time can be arranged.

Miss Hannah Strugnell is Head of the Pre-Prep and EYFS. She co-ordinates the administration aspects of the department, maintaining an overview of pupil welfare and is responsible for teaching, learning and assessment within the Pre-Prep. She is also the Designated Safeguarding Lead for the EYFS, responsible for child protection across the Pre-Prep.

Other key staff in the School to whom parents may wish to speak, can be contacted via the Pre-Prep teachers or the school office:



Miss H Strugnell
Head of Pre-Prep
Head of EYFS
DSL EYFS



Mrs S Jenkins
Deputy Head of Pre-Prep
EYFS SENCO
Year 1



Mrs M Davison
Year 2



Mrs E Dodsworth
Year 2



Mrs N Sheldon
Reception



Miss M Coker-Harris
Reception



Mrs F Millard
Year 2 TA



Mrs S Cox
Year 1 TA
Swimming Teacher



Mrs K Dawson
Reception TA



Mrs L Dunnet
Forest School Leader



Mrs J Bowes
Pre-Prep Secretary



Mr P Cobb
Director of Sport



Mrs S Pugh
Pre-Prep Music



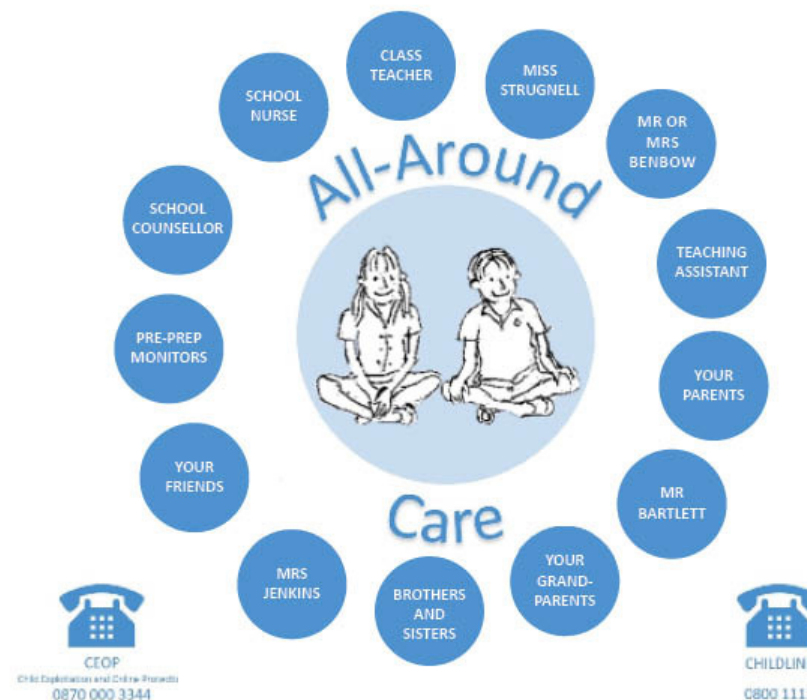
Mrs P Whitfield
Head of Drama



Mrs R Seery
Head of Learning Support

Pastoral Care

The children at Hazlegrave are surrounded with care. That care includes, at its core, staff for whom going the extra mile is an everyday thing and who, unashamedly, make time to talk about the children. It includes a dedicated Pastoral Leadership Team which meets once a week, a tutor system, a pastoral care curriculum embedded in everything we do and model, and an ever-developing framework for social and emotional literacy and support. It can encompass initiatives for everyone, with a layered approach to pastoral support and including a school counsellor fully trained in art play therapy. We don't hide key issues or say it's 'just their age' - we look proactively at what we could do about that. We review and reflect on every incident to learn from it. Pastoral care is about developing in the children the tools they will use when things are more challenging for them or for their peers, so that they can cope well with everything life can throw at them with a positive self-esteem, resilience, and a sense of belonging to something.



Curriculum

The Hazlegrove Pre-Prep Department nurtures each child and develops their talents, helping them grow into confident, independent children who are inquisitive about the world around them. Our children enjoy a positive and cheerful approach to life and grasp every opportunity.

The Pre-Prep is divided into two distinct sections:

• Early Years Foundation Stage		• Key Stage 1:	
2 - 4 years	Nursery	5 - 6 years	Year 1
4 - 5 years	Reception	6 - 7 years	Year 2

EYFS - Reception

The children in the EYFS at Hazlegrove are a hugely valuable part of Pre-Prep. Their time in school enables them to develop important social and emotional skills and form friendships, which remain throughout their time in Hazlegrove. The children enjoy a range of wonderful experiences with staff who care and nurture each child as an individual. They make use of our wonderful whole school facilities, including our on-site swimming pool, forest school site, theatre and tennis courts and participate in whole school activities, including assemblies and events. Children learn and develop through child-initiated topics in a fun and stimulating environment where they are encouraged to explore, ask questions and interact with others.

The Early Years Foundation Stage Curriculum is made up of seven areas of learning and development. These are divided into three prime areas and four specific areas.

The three prime areas are:

- Communication and Language
- Personal, Social and Emotional development
- Physical development

These are then supported by specific areas that strengthen the prime areas.

The specific areas are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Development in the prime areas enables the children to go on and master the skills within

Key Stage 1

Key Stage 1 comprises of Years 1 and 2. Every class has a class teacher who cares and nurtures each individual child as well as providing them with a high-quality education and exciting opportunities amongst our exceptional facilities.

Pre-Prep pupils have a busy morning, focussing on the academic subjects of English, Maths and Phonics, when pupils are full of energy and more able to concentrate. Children are taught in mixed ability classes by enthusiastic and inspiring teachers who differentiate to meet the needs of all children within their class. The effective use of our experienced Teaching Assistants ensures all children get individual attention.

In the afternoons, children participate in practical subjects where they can be more hands-on. The school's historic woods provide an undisturbed and inspiring setting for Forest School. Cooking over fires, problem solving and regular opportunities to develop confidence and self-esteem outside of the classroom ensure that pupils develop a deep sense of appreciation of the natural world and a skillset that supports their learning within the classroom.

Specialist staff teach the children for subjects across the curriculum including French, Drama, Music, Games, and Swimming. The Prep School PE staff take all pupils in Key Stage 1 for two hours each week. A carousel of gymnastics, ball skills and games ensure that pupils have every opportunity to develop physical skills and coordination, as well as sowing the seed for a love of sport.



School Day

Each day follows a similar pattern.

8:00am	Children start arriving into class.
8:30am	Registration. Please ensure your child has arrived by 8.30am.
8:45am	Lessons
10:00am	Morning Break
10:30am	Lessons
12:00pm	Lunch
1:30pm	Lessons
3:45pm	Home time for Nursery and Reception
4:00pm	Home time for Year 1 and Year 2
4:00pm	Tea
4.:15pm	Clubs
5:15pm	Supper
5:50pm	After School Club finishes

Exceptions are:

Tuesday

10.30am	Morning break
10.55am	Lessons

Wednesday

12.00pm	Lunch (all children)
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Each week there are four whole Pre-Prep School assemblies, one of which is dedicated to singing and one is a celebration assembly which takes place on a Friday.

Nursery and Reception children must be signed in/out of the classroom register by their parents on a daily basis. Outside normal leaving times (e.g. dentist/doctor appointments) parents should sign their children in and out at the Pre-Prep office.

Please inform your child's teacher by completing a collection slip if someone different from usual is collecting your child.

If you need to take your child out of school during the term, requests must be submitted to Miss Strugnell or Mr Benbow, if there is a change to your child's routine, please let his or her class teacher know.

After School Clubs (ASC)

We run a wonderful range of after-school activities which are available on a daily basis for those pupils wishing to join in or for those parents who would like to collect their children later. Activities can include tennis, ballet, choir, percussion, Forest School and Speech and Drama to name a few! Children staying for activities have a snack at 4pm and play time until the activities start.

After-school clubs are available to all of our pupils in Years 1 and 2 whilst for our younger children in Nursery and Reception, age relevant after-school-care runs alongside the clubs which provides a relaxed and fun time after school. A letter is sent to parents before the start of each term to sign their children up for clubs and ASC for the term ahead.

After-school-care is available for children two years and older.





Prep (Homework)

Children from Reception to Year 2 are given reading homework most evenings. This may be in the form of words to learn, phonics skills to practise, a school reading book or any other form of reading that the teacher feels is relevant.

Reading homework is written into the Journal which enables parents and teachers to communicate and record progress. Please encourage your child to read to someone regularly; 5 - 10 minutes a day is recommended. All children also have a book from the Pre-Prep library and some pupils may also have a book from the Accelerated Reading Scheme.

The first stage of the Accelerated Reading Programme is designed to build confidence and teach the skills that the children need in order to use the scheme successfully. After that, the Accelerated Reading Scheme ensures that your child always reads just ahead of their independent zone. All children on the Accelerated Reading Scheme take regular tests to make sure they are on track. Progress is monitored by class teachers and parents are notified of the results of each test.

Children will also receive spelling/phonics homework each week.

Maths homework may also be given in Year 2 when appropriate. These simple tasks will help support your child's learning and could be in the form of using number bonds and patterns, practising tables and the four operations of calculation as well as practical measuring activities.

Music

Pupils who learn an instrument will be issued with a music practice book. Each week, music staff indicate what should be practised before the next lesson. Parents are encouraged to sign this book and record how long their child has practised each day. These lessons are available for children in Years 1 and 2 and a variety of instruments are available to learn including piano, cello, guitar and drums. If your child is interested in taking up a musical instrument, please contact the Music Department and email music@hazlegrave.co.uk to discuss the possibilities.

Pupil Progress

The progress and achievements of each child are carefully monitored and parents are kept informed of their child's progress through parent meetings and end of term reports. There are two opportunities during the year for parents to meet with the class teacher to discuss general progress. However, parents are also encouraged to talk to teachers on a regular basis about any concerns.

Continuous assessment goes on throughout the Pre-Prep in all areas of the curriculum.

Early Years Foundation Stage Profile

Children in Nursery and Reception are monitored throughout the year. Observations, photographs and children's interactions are used as evidence of children's progress and ability in all areas of learning. Observations are recorded on Tapestry, an electronic learning journal, which parents have access and can contribute to.

A written summary of your child's progress will be included in the end of Summer Term report. Progress can be discussed at parent meetings with the class teacher or at any time throughout the year. In compliance with Early Years regulations, parents are given a copy of their child's progress check aged 2 and their early years foundation stage profile.



Behaviour

Staff encourage kind, thoughtful and helpful behaviour from the children. Each class in the Pre-Prep has a visual tracker, where the children are encouraged to reach the gold star for exceptional behaviour, work or kindness. These stars contribute to the House system.

Houses

All pupils from Reception to Year 2 are placed in one of four Houses. If your child has an older sibling, they will be placed in the same House.

- Oak - Red
- Beech - Blue
- Sycamore - Yellow
- Ash - Green

Celebration Assembly

In addition to Stars, Star of the Week certificates are awarded in our Celebration Assembly every Friday, for particularly outstanding pieces of work or for extra effort that has been made.

The Kindness Cup

Our Kindness Cup is awarded for outstanding acts of kindness towards others. This is announced and presented along with a certificate in our Celebration Assembly.





Uniform List - Reception, Year 1 and Year 2

The school shop is on site and is open at the following times throughout the term:

Monday 8:15am – 9:00am, Tuesday Closed, Wednesday 3:00pm – 5:00pm

Thursday Closed, Friday 8:15am – 9:00am, Exeat/Half Term Fridays 3:30pm – 4:15pm

Payment for second hand clothes and accessories can be added to the school bill. Payment for new items can be made by cash, cheque or card. Please call the shop to arrange an appointment if a full uniform kit out is required.

Contact Details: E uniform@hazlegrove.co.uk | T 01963 442613

All items marked * must be obtained from the School Shop, all other items must be purchased before arriving at School.

Parents unable to visit should contact the shop whereby arrangements can be made. Extra kit may be required for certain clubs.

!Please sew a nametape around the strap.



AUTUMN AND SPRING TERM

- Blue Sweater*
 - Plaid Pinafore*
 - White Shirt (Round Collar)
 - Navy Knee-High Socks or Tights
 - Plain Black Shoes (with Velcro)
 - School/Plain Navy Hair Ties/Bands
 - Grey Sweater*
 - Grey Corduroy Shorts*
 - Grey Corduroy Trousers (Optional)
- Blue Aertex Shirt*
 - Grey Socks with Navy Blue Tops*
 - Plain Black Shoes (with Velcro)
- ADDITIONAL KIT LIST**
- Hazlegrove Beanie Hat* and Navy Sun Hat*
 - Blue Painting Overall*
 - Pop Over Apron (Reception Only) PVC
 - Wellington Boots
 - Pre-Prep Book Bag and Rucksack*



FOREST SCHOOL KIT

- Navy Waterproof Trousers*
- Navy Waterproof Coat
- Navy Fleece*
- Wellington Boots (Navy Plain)



SUMMER TERM

- Summer Dress*
- Plain White Ankle Socks
- Plain Black Shoes (with Velcro)
- Navy Sun Hat*
- Grey Corduroy Shorts*
- Blue Aertex Shirt*
- Grey Ankle Socks
- Plain Black Shoes (with Velcro)**
- Navy Sun Hat*



SPORTS KIT

- White Polo Shirt*
- Navy Shorts
- White Sports Socks
- Navy Tracksuit*
- Hazlegrove Swimming Trunks*/ Costume
- Swimming Towel and School Hat for Long Hair
- Goggles (Optional)
- Outdoor Trainers (with Velcro)
- Indoor Trainers (with Velcro)



Useful Information

Lunch and Break Times

The class teachers take their class to lunch in the dining room. Teachers and support staff assist the children. However it is very helpful if the younger children come to school knowing how to use a knife and fork and are aware of simple table manners.

At break times drinks (milk or water) and snacks (fruit and freshly baked wholemeal bread) are served.

Please do not allow your child to bring in sweets at any time. If they are bringing a cake in for a special occasion, such as a birthday, this should be taken to their classroom where it will be shared out at an appropriate time.

Water is available at all times.

Lost Property

It is important that all items are clearly labelled in an easy-to-find location with the child's name. Lost property, as long as it is labelled, can then be returned to children. Unnamed items are kept in the Pre-Prep office and then displayed to children and parents at various times for identification.

School Equipment

All the children will come to school in their school uniform and will need to bring their P.E. kit and book bag every day in their rucksack. During the course of the day, the children will change into their P.E. clothes for active and practical activities. They will then go home wearing their P.E. clothes and will take home their uniform each day in their rucksack.

- Morning Time Wear school uniform
 Bring PE kit and book bag
- Home Time Wear PE clothes
 Take home school uniform in rucksack
 Take home book bag

Long hair must be tied back smartly and no hair to cover children's eyes or fall into their face as it distracts them from learning. Hair must be its natural colour.

Sun Cream

Should be applied at home, before school when needed during the warm weather months and a named supply kept in school.

The uniform list can be found in the back of the Pre-Prep Journal as well as in the Hazlegrove A-Z as well as in this Guide to Pre-prep.

Medication

Any medication which needs to be taken at school should be handed to the Nurse/ Matron or School Office first thing in the morning in its original container, with a signed letter of consent.





Contact Numbers

For any general information please call the Pre-Prep office on: 01963 442609. If at any time, there is no reply at the Pre-Prep, please leave a non-urgent message on the Pre-Prep answerphone or, if your message is urgent please call the main office on: 01963 440314 and any messages will be passed on to the relevant members of staff.

School Calendar

All other relevant phone numbers and contact details can be found in the school calendar and website. This is sent out to all parents at the start of each term, and it is worth reading it carefully and highlighting events that affect you and your child – it includes trips, concerts, parents' evenings and much more!

Events at which parents are welcome are marked with an *.

A-Z Hazlegrove Guide

The A-Z Hazlegrove Guide has been compiled by staff to help parents, guardians and older pupils understand how Hazlegrove works. It is a practical guide outlining all aspects of life at the School. It is not a document that is likely to be read from cover to cover. It is perhaps more useful as a reference point which will help to guide you in the right direction, you can either navigate using the links or at the end of these you can scroll through the whole document if you wish. The guide is updated on an annual basis and is available to download from the parent portal.

Parent Portal and Acta Diurna

Hazlegrove uses a School Management system, called iSAMS which includes a parent portal. Through the portal you will be able to access information about your child's timetable as well as school reports. The school calendar is detailed together with up to date team lists and concert programmes.

You will also be able to see the contact details that we hold for you, in order to access the portal for the first time the school will send you a link.

ACTA DIURNA: You will receive emails from the school about events, trips, reports and etc, from this email address.







HAZLEGROVE

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