



BEESTON HALL SCHOOL



Pre-Prep. School Parents' Handbook

2021/22

Beeston Hall School

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Beeston Hall School, West Runton, Cromer, Norfolk NR27 9NQ

Registered Charity 311274

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WELCOME

Welcome to Beeston! Our aim is to nurture children who are happy, healthy and love to learn. The Beeston Pre-Prep offers children the time and space to grow and develop at their own rate, supported by creative and inspiring teachers. Our small class sizes ensure that each child's learning journey is tailored to suit them. Teachers will get to know your child very quickly and work with you to ensure that his or her first years at school are positive and memorable.

Good relationships are the key to success so kindness, based on a Christian ethos, is what underpins this – having said which we welcome those of all faiths and none. Acceptance of others is at the heart of these early years, so that through these values and our guidance, your children begin to develop the confidence to try new things and acquire the foundational skills to set them up for the prep school.

This booklet is predominately for new parents, to give a flavour of the school's ethos and to provide practical information.

Beeston is famed for being a close and friendly community, welcoming all. The school has no official PTA but the ***Friends of Beeston*** (or ***FoBs*** as they are known) draw the parent body together through many events, so that they – as well as their children – form life long friendships in this, the formative years of children's development. The ***FoBs*** gather on Monday mornings to chat over coffee and lay on all sorts of events, from quizzes to *Boogie on the Brain*!

Parents often support matches, concerts, plays and other school events throughout the school year. Events are always marked in the termly calendar which is sent out before the start of each term as well as being available on the school's website. we look forward to welcoming you all.

Fred de Falbe
July 2021

CONSTITUTION OF THE SCHOOL AND GOVERNING BODY

We are an educational charitable trust, administered by a board of governors in membership with the Incorporated Association of Preparatory Schools. The School was established in 1948 in a Regency house standing about half-a-mile from the sea, in 30 acres of land adjoining the National Trust estates of Felbrigg Hall and Sheringham Hall.

Beeston Hall School Trust Limited is a company limited by guarantee which is also a charity. Copies of the Memorandum and Articles of Association are available for inspection, if required, from the Bursar.

As directors of the limited company, the School's Governors are responsible under the Companies Act for the financial management and control of the school. As Trustees of the registered charity, they are also accountable to the Charity Commission.

The Board of Governors is comprised of up to twelve members, who bring experience and expertise from all the relevant fields of education, health, finance, marketing, business and the law. Several members currently have or have had children in the school. Governors are retired and re-elected by rotation, and normally serve for a period of five years.

The full Board of Governors meets once every term. Additional committee meetings are held regularly to address financial and forward planning issues in more detail. The Headmaster and the Bursar attend all meetings.

Governing Body

The Earl of Leicester (Chairman)
G. Able (Vice Chairman)
I.A. Barber
D.E. Brown
M. Giles
Mrs. K. Goodley

H. Hammond
Mrs. H. Lindsell
Mrs. C. Newbury
J. Pallister
Dr. P. Ripley
G.S. Webster

The Whitaker Trust Children's Charity

The Whitaker Trust Children's Charity was formed in 1984 with funds left to the School by a past Governor, and named after the then Chairman of Governors, Hugh Whitaker.

Limited funds can be made available to parents with children at Beeston who experience unforeseen financial difficulty, in order that their children do not suffer a disruption to their education at Beeston. An application for assistance should initially be made to the Headmaster and a means-tested form then completed for presentation to the Charity's Trustees.

SAFEGUARDING

The welfare of your children is paramount. We encourage all parents to familiarise themselves with our safeguarding policy and note published in each school calendar. We are a listening and telling school.

All of the adults who work with your child will have an enhanced DBS check. The Designated Safeguarding Lead (DSL) at School is Mr. Paul Leaver and the deputy leads are Mr. Fred de Falbe and Mrs. Holly Davies. The school follows statutory guidance set out in the government 'Keeping Children Safe in Education' (KCSiE 2021). More information about how the school deals with safeguarding concerns, reports concerns and teaches children to keep themselves safe can be found in our whole school safeguarding and child protection policy on our website.

<https://www.beestonhall.co.uk/about-us/policies/>

Important telephone numbers for reporting concerns or asking for advice are referenced within the school's safeguarding policy, which can be found on the website and the visitor leaflets:

- Our 'independent listener' - Mrs. Bobbie Coe: 01263 860097 or 07887 603021.
- Childline: 0800 11 11
- NSPCC: 0808 8005000.
- The Office of the Children's Commissioner 0800 5280731

Mobile Phones and Social Media

The Pre-Prep classrooms are mobile free zones. Please do not use your mobile phone in the classrooms or the playground areas. Photographs are an essential element of recording and assessment in our Pre-Prep and this evidence is all uploaded to Tapestry so you can view your child's progress. All photos and videos are taken on school iPad devices. You may indicate on your child's registration form if you would not like to have images of your child used on our school website or on school social media streams and if you would prefer your child not to be included in group observations on Tapestry. At school events we are happy for you to take pictures of your child using your own camera or device. We ask that you try not to include other children in your photographs without first seeking consent from the child's parent or carer. We also ask that you please do not upload group photographs of children at our School onto your personal social media profiles.

KEEPING IN TOUCH

How and when to get in touch with us:

Contact details:

Telephone: 01263 837 324

Office – Mrs. Alice Mackintosh office@beestonhall.co.uk

Registrar – Mrs. Viv Farnell vf@beestonhall.co.uk

Mrs. Claire Grieves: Head of Pre-Prep and Reception / Year 1 Teacher – cg@beestonhall.co.uk
Mrs. Rebecca Cowan: Head of Pre-Prep and Reception / Year 1 Teacher (maternity cover) rjc@beestonhall.co.uk
Mrs. Lauren Richardson: Year 2 Teacher – lr@beestonhall.co.uk
Mr. Adam Davies: Year 2 Teacher (maternity cover) ad@beestonhall.co.uk
Mrs. Brionny Webb: Year 2 class teaching assistant
Mrs. Poppy Ionides: Head of Learning Support pi@beestonhall.co.uk
Mrs. Alison Bailey: School Nurse nurse@beestonhall.co.uk

ABSENCE

If your child is absent, please email or call the office before the start of the school day at 8.15am as all absence needs to be formally notified.

Specific dietary needs

Children who have specific dietary needs can be catered for – please inform the school office of any special requirements/indicate on your application form. If you would like further information about the food choices on offer or the menu at Beeston Hall then please contact our school nurse nurse@beestonhall.co.uk

Medical forms

Before the start of the new academic year, completed medical forms should be returned to the school office. If there are any updates to medical conditions this should be communicated to your child's class teacher, the school nurse and the office.

Change of adult picking up

If a different adult is picking up your child who is unknown to the Class Teacher, please write a letter to your child's teacher which has been signed and dated explaining who will be picking up your child. This can be handed in at morning drop off or emailed to the school office. If circumstances change throughout the day and a different adult will be picking up who is unknown to staff please contact the school office as soon as possible. We may call you to confirm details of who is picking your child up if the adult is unknown to us. We have a policy in place should any child not be collected at the end of the school day. Please refer to the policies section of our website for more details or ask for a printed copy from the School Office.

Change in personal contact details

Please could you contact the school office as soon as is convenient if there is a change to address, telephone number and emergency contacts.

How we keep in touch with you

A calendar is given to all parents at the start of each new term. Parents will also be given a topic web at the start of each new half term outlining the new topic and the exciting learning opportunities the children will be having during the half term.

TAPESTRY

Tapestry is an online learning journal which allows parents to keep up to date with what their child has been learning at school, their progress and next steps. All children in our Pre-Prep have their own Tapestry profile from Reception to Year 2. There will be pictures, videos, observations and targets. At the start of the year, you will be given a secure login so you can view your child's learning profile and make comments and add your own photos to show what your child has been doing at home to support their learning. If you would like grandparents or other members of your family to view your child's profile, please let the class teacher know.

Please visit the Tapestry website to find out more information on how to use the online learning journal: <https://tapestry.info/testimonials.html/>

Please ensure you have signed the photo permissions section of the registration form to allow us to upload photo and video evidence of your child's learning.

FAMILY LEARNING EVENTS AND PARENTS' EVENINGS

We hold half termly family learning events where you are invited into the classrooms to see what your children have been learning and how we are teaching them. Our current parents find these sessions incredibly useful for supporting their children with their developing reading, writing and maths skills. We also run a transition event in June where you can meet your child's new teacher, find out about the curriculum for that year group and ask any questions that you may have.

We hold parents' evening twice a year, once in the Michaelmas Term and once in the Lent term. This is an opportunity for us to feedback how your child is progressing with their learning and discuss targets and next steps that we will be focusing on. It is also your opportunity to raise any concerns that you may have. We will keep a written record of our discussion to reflect back on at our next meeting. Of course, if you would like to discuss your child's progress or your concerns at any time please email your class teacher to arrange a convenient time.

REPORTS

Children in the Pre-Prep receive full written reports at the end of the Summer Term. This works alongside the regular updates that you will receive via Tapestry and at the parent-teacher meetings.

COMPLAINTS PROCEDURE

We would hope to be able to respond to issues and concerns speedily and informally. However, if a parent wishes to make a complaint, they should either see the Class Teacher (if appropriate) or the Head of Pre-Prep.

If a further appointment is desired, the Headmaster of the school, Mr de Falbe, will always be available to talk to parents by appointment. To make an appointment please contact the Headmaster's Secretary – Mrs. Janice Spooner headmasterpa@beestonhall.co.uk

Our complaints procedure can be viewed via the school website within our policies tab.
<http://www.beestonhall.co.uk/policies/>

Beeston Hall School will investigate written complaints relating to their fulfilment of the EYFS requirements and notify complainants of the outcome of the investigation within 28 days of having received the complaint. The record of complaints will be made available to OFSTED and ISI.

If you wish to speak to ISI (Independent Schools Inspectorate) directly you can email concerns@isi.net or call [020 7600 0100](tel:02076000100).

PRE-PREP STAFF

Head of Pre-Prep and Reception / Year 1 Teacher - Mrs. Claire Grieves

Head of Pre-Prep and Reception / Year 1 Teacher – Mrs. Rebecca Cowan (maternity cover)

Year 2 Teacher - Mrs. Lauren Richardson

Year 2 Teacher – Mr. Adam Davies (maternity cover)

Year 2 teaching assistant – Mrs. Bryonie Webb

THE SCHOOL DAY

Children may be dropped off from 8 am. Reception and Year 1 children are dropped off at the gated area to our outdoor classroom, please park by the Dean Courts. Year 2 children may be dropped off by the back gate leading to the quad. Year 2 children with siblings may park by the Dean Courts and then walk through the link to their classroom. At 8.15am Pre-Prep children will be registered. If you are running late for registration please sign in via the school office as the gated entrance to the classroom will be closed. From 8am-8.30am we will run morning activities which may include spelling practice, reading, catch up work or targeted activities to support your child's development that they can access independently. The morning session runs from 8.30am until 10.30am when we have a snack and break time. The Reception and Year 1 children will play in the Pre-Prep playground whilst Year 2 children may play in the school grounds and are supervised by Prep School staff on duty. Then the children have more learning time from 11am until 12pm.

What if my child is upset at drop off time?

This is very normal in the first few days of a new term. Children will usually settle very quickly once they see their friends and the fun activities that are on offer! It is usually best to leave them with a member of staff who will be experienced in dealing with tears. We will contact you at some point that morning to let you know that they have settled and what they are getting up to. We understand after the disruption to normal life through COVID restrictions that children's cuddly toys can be an important tool to help them feel settled and safe. If the children require a cuddly from home to settle, please ensure that they only bring one and it can fit into their bookbag for safe keeping. It is not essential for all children to bring one, only if parents and teachers agree it is an important tool for that child to help them regulate their feelings and emotions.

(Mrs Claire Grieves Reception Teacher)

Lunch time will be at 12pm and the children will have lunch in the dining room with their class teacher. They will sit in house tables to allow them to mix with children from other classes and form friendships with children across the year groups. An adult will sit with the children to create

a family meal time where children can practise good table manners and chat to their friends about the exciting things they have done so far that day!

As a school, we are sensitive to fussy eaters. We always have a well-stocked salad bar and the children can opt for a small 'try me' portion at lunch times. In our Pre-Prep we love cooking, and this gives children an opportunity to explore new tastes and textures in a comfortable and supportive setting. You can view the school's weekly menu via the website, or a printed version is on display outside the dining hall.

The afternoon session runs from 1pm until 3.15pm and may include lessons with specialist teachers in games, music, art and French.

School finishes at 3.30pm after story time and children can be picked up from this time. Reception and Year 1 children can be collected from the gated area of the outdoor classroom and Year 2 children will be dismissed from the back gate to the quad at this time.

Afternoon activities will run from 3.30pm-4.30pm. We offer a broad range of activities for the children, which often involve using the Prep School's facilities, which may include: cookery, reading club, board games, Lego club, gardening, outdoor school, various sports and craft activities. Details of the clubs on offer each term will be emailed to you before the start of term so you can sign up. At 4.30pm children will be brought to the front of the school to be collected. You may park by the Dean Courts.

From 4.45pm – 5.45pm (in line with Junior activities) we run a *Siblings Club* where children can stay and take part in quiet activities such as colouring, puzzles and board games. This takes place in the Year 3 classroom and then children are escorted to the Link for collection with their older siblings.

Some children in Year 2 may gain special permission to join a Junior activity such as tennis lessons, music groups, language sessions and hockey to prepare them for life in the Prep School. Participation of Year 2 children is at the discretion of the activity leader and Head of Co-Curricular Mr Godden and parents should not sign up for a junior activity without first consulting him. Usually children of siblings will stay for *Siblings Club*. Junior activities run from 4.45 – 5.45pm.

Siblings Club and Junior activities run every day apart from Wednesday where all day children go home at 4.30pm.

If You have any questions about the activities programme, please contact the Mr Godden;
dg@beestonhall.co.uk

What will my child be learning about at school?

As part of our creative curriculum, the Pre-Prep classes have a half termly topic which covers all areas of the curriculum. Children will have a focused input with the class teacher and then have the opportunity to apply these skills in carefully planned out enhancement activities in the learning environment which are personalised to each child's level of need or offer challenge to extend their understanding of key concepts.

Children in Reception and Year 1 have a daily phonics session as well as daily Maths and English sessions. In Year 2 the children move from phonics into Spelling and Grammar lessons (SPAG) as they begin to learn more complex spelling rules and learn grammar rules for different word and sentence types as well as how to use different pieces of punctuation. Topic lessons will cover Science, Geography, History and Computing objectives. The children in the Pre Prep will have specialist teaching in French, Music, Art and PE.

ACADEMIC

Children who are of Reception age follow an enhanced Early Years Foundation Stage (EYFS) curriculum which covers seven areas of learning and development across three Prime and four specific areas of learning. Alongside this they will receive specialist teaching in French, Art, PE and Music from our Prep School teachers where the children can use some of our fantastic facilities at Beeston Hall.

Prime Areas:

Personal, Social and Emotional Development (PSED)

Physical Development (PD)

Communication and Language (CL)

Specific Areas:

Mathematics (M)

Literacy (L)

Understanding the World (UW)

Expressive Art and Design (EAD)

Children in Year 1 follow a carefully planned creative curriculum following National Curriculum objectives. Their learning opportunities are enhanced through specialist teaching in French, Art, PE and Music where the children can use some of our fantastic facilities at Beeston Hall School. As the children move into Year 2 they will continue to follow National Curriculum objectives through a creative curriculum with a strong emphasis on securing the key skills they need in order to thrive as they transition into Year 3 and the Lower Key Stage 2 curriculum.

Topic Webs

At the start of every half term you will be given a topic web which details the objectives that will be covered and the exciting learning opportunities that will be happening both in our indoor and outdoor classroom! Each child's learning opportunities will be carefully personalised to them allowing them to thrive.

If you have any questions about the curriculum coverage or about how you can help your child with their learning at home please speak to your child's class teacher.

RECORD KEEPING AND ASSESSMENT

Children's progress is monitored and recorded in all areas of the curriculum through observation and/or simple testing. When a child has evidence of meeting a learning objective an adult will take a photo/video, add a caption and link to an area of learning to document their progress via the online learning journal 'Tapestry'. This allows you to keep up to date with your child's progress and next steps through a personal login where you can look at and add to their profile. At the end

of each term, the class teaching will complete a reading and maths assessment to track and monitor progress and share the results with you. At the start of each academic year all children complete a baseline assessment in Verbal and Non-Verbal reasoning which is tracked throughout their time at Beeston to ensure good progress is made, to identify potential areas of support required and areas of strength.

Children are recognised for their achievements in various celebration assemblies throughout the year. They receive academic and citizenship merits and Super Merits which contribute to points for their House (Danes, Normans, Romans and Vikings).

EYFS

At the end of the year in Reception children are assessed against the Early Learning Goals (ELG) across the Prime and Specific areas of the EYFS curriculum. This is reported to you in the Summer term. The children are assessed as either; Emerging (working towards) or Expected (working at) age related expectations in relation to the Early Learning Goals. This information is also passed on to the Year 1 Class Teacher as part of their transition into KS1.

KS1

At the end of Year 2 your child's Class Teacher will report on whether your child is 'working towards', 'working at' or 'working above' age-related expectations. This is then passed on to the Year 3 Class Teacher as part of your child's transition into the Prep School. Teacher's will discuss with you where your child is working at Parent Evenings and will discuss with you how they will be supported to progress to the next level and achieve their personalised targets.

SUPPORTING YOUR CHILD'S LEARNING JOURNEY

Helping out in class

We love visitors in our Pre-Prep and lots of our parents like to offer to help in some way with trips, baking or listening to children read. If you would like to help on a regular basis in one of the classrooms, please speak to your child's Class teacher who will organise a DBS check and safeguarding briefing with one of our Designated Safeguarding Leads (DSL) at school.

Reading

Your child will bring home a reading book and a library book in their book bags. Their library book will be changed once a week during the class's library slot. They will be heard regularly in class both individually and in group guided reading sessions which focus on developing comprehension and inference skills. To support your child with their developing reading skills, we recommend that they read for ten minutes at home every day. This can be to a parent, siblings or even a teddy! When you hear them read please make a note in their reading diary which will come home with their reading book. It only has to be a short comment about how they got on, which words/sounds they found tricky and what they liked/didn't like about the book. This helps the staff to discuss the book with your child and support them to make informed choices about their next book selection and make recommendations based on titles they have previously enjoyed. By having these discussions about books, we aim to foster a love of reading in all of our children and a respect for books and literature.

Spellings

Each week your children will learn new sounds in phonics or new spelling rules in grammar sessions. Children in Year 1 and 2 will be given a spelling list to take home on Mondays when the new sound/rule has been introduced and they will be tested on these words the following Monday. The children will have time to practise these words in their morning jobs time when they first come in. We use fun and engaging ways of practicing spellings such as making the words out of playdough, writing silly sentences, making the words out of pipe cleaners, writing giant spellings with chalk on the playground and creating 'woolly words'. In Reception the children will have 5 core words sent home at the end of each week to practice reading and spelling these words. There is no formal spelling test but they do receive merits if we can see them spelling them correctly in their writing at school.

Maths

The Pre-Prep children follow the White Rose teaching programme for maths which encourages problem solving skills and takes a 'small steps' approach to ensure mathematical fluency and deeper understanding. This is continued in the Prep school up to year 5 to ensure consistency of teaching methods and development of age appropriate vocabulary and understanding.

Learning Support

At the beginning of the academic year, all children at school complete a baseline assessment. This helps staff to plan teaching and learning outcomes for the year and identify any support or further challenge that may be required. It is also a means of tracking a child's progress throughout their time at Beeston.

The Special Education Needs Co-ordinator (SENCo) ensures that all staff have access to the Special Needs list of pupils that require additional support for their learning. This information is treated with the strictest confidence.

All children receive Quality First Teaching in the Pre-Prep, where lessons are differentiated and tailored to meet the different needs of the children within the class. This may include differentiated activities, working in a smaller group or working 1:1 with an adult in the class to pre-teach or revise a topic that has been covered. It may also include learning aids such as coloured overlays, word mats and pencil grips. If a child requires support that is additional to this, their teacher will fill in a 'Record of Concern' form and pass this on to the SENCo after discussion with you. They may complete assessments and make recommendations for how best to support your child to reach their potential. This may involve 1:1 sessions with one of the Learning Support staff, visits with a Speech and Language Therapist or a visit from an outside professional such as an Occupational Therapist. A Pupil Support Plan may be put in place with specific targets for your child. This is reviewed regularly with you, the Class Teacher and the SENCo.

If you have any questions about the Learning Support department please do feel free to contact Mrs Poppy Iondes pi@beestonhall.co.uk

Able, Gifted and Talented (A, G and T)

The baseline assessments completed at the start of the year help staff to identify children who are academically able or gifted and talent is identified by teachers in games, music and art sessions. They may also be talented at an activity that they take part in outside of school such as karate. Please let your child's teacher know if this is the case as they may be added to the talented register at school. Teachers may also identify a child as A, G and T based on their school work and results in assessments throughout the year. Teachers will plan extension activities to challenge A, G and T children in their class and also run groups which allow the children to further develop their abilities. We have run maths challenge groups, Reading Comprehension extension groups and handwriting masters groups in the past but each class is different depending on the children in it and we always adapt to meet the needs of the children in our classes.

EXTRA CURRICULAR ACTIVITIES

Forest School

At Beeston Hall we love the great outdoors. We are hugely lucky to have such a wonderful site with lots of woodlands to explore as well as being in such close proximity to the seaside with fabulous rock pools to explore. We are an FSA accredited school and our children have a weekly Forest School session with Mr Davies.

In our Forest School sessions, children develop the important skills which will help them both in the classroom and in the wider global community. They learn to listen, work as a team and to think creatively to solve a problem.

Our countryside location means that we can also use nature as inspiration for our learning opportunities and the children enjoy making links between the indoor and outdoor classrooms.

Beeston Hall has education group membership with the National Trust and we undertake regular trips to Sheringham Park and Felbrigg Hall throughout the year to support our science and geography topic as well as developing key skills in communication, confidence and team work.

Ballet

Pre-Prep children can opt to take part in ballet sessions which happen during lunchtime once a week. There is an additional charge for this activity. Please contact the office for more information.

Music Lessons

If you would like your child to have music lessons, please fill in a music lesson form (in your registration pack) indicating the instrument that you would like them to learn. If you would like to discuss your child's music lessons or which instrument to start learning please contact our Director of Music – Mrs. Rachel Casey rc@beestonhall.co.uk All Pre-Prep children take part in a 'meet the instruments' event at the start of the academic year to be introduced to the different instruments they can learn and this usually informs their choices.

Tennis, cricket and Swimming coaching

If you would like your child to receive 1:1 tennis or cricket coaching or have extra swimming lessons, please contact our Director of Sport (maternity cover) Mr. Carlos Reynell crr@beestonhall.co.uk

CARING FOR YOUR CHILD

Birthday cakes

We love celebrating birthdays in our Pre-Prep. If you would like to bring in a birthday cake or sweets for the class to enjoy alongside their usual snack please remember that we are a nut free school.

Water and snacks

Please ensure your child brings in a named water bottle at the start of each day. There is a water fountain available in the Reception Classroom so that children may top up their water if necessary. They can access water at any point throughout the day. At snack time they have a choice of whether they would like to drink water or milk. There is always fresh fruit on offer at snack time alongside other options such as sandwiches, cheese and biscuits, crudités and dips and biscuits.

Supervision at break times

Pre-Prep children are always supervised by a member of staff. There is always a paediatric first aider on site and most of our teaching and support staff have paediatric or emergency first aid certificates. If the weather is very bad, then the children will have 'wet play' in their classrooms.

HEALTH AND SAFETY

Sun cream

In the Summer Term please ensure that on very sunny days your child has sun cream on and that their sun hat is in school. We have classroom supplies of sun cream which we can give to the children to top up their sun cream at regular intervals throughout the day especially over the lunch break. If you would like your child to use specific sun cream please pass this on to your child's Class teacher with a named sticker on the bottle. More information and guidance for keeping children safe in the sun can be found in our sun safety policy which is available on our website.

Risk Assessments

Each classroom has its own risk assessment which will outline the measure that the Class Teacher and Health and Safety Team have put in place to ensure that the children can play and learn safely. The Teacher will carry out daily checks of the classroom and this is monitored weekly by our Health and Safety Officer Mrs Sandra Lubbock sl@beestonhall.co.uk

School Trips

Children in the Pre-Prep go on educational visits during the year to enhance the learning they are doing in the classroom. Specific risk assessments are completed for these trips by the adult responsible for the trip considering the children in the class and the risks involved at the outing. Our school minibuses have relevant insurance and if we need a larger coach this is organised through a coach company where drivers and vehicles are adequately insured.

PASTORAL

A key part of our pastoral offering at Beeston Hall School, as of September 2018, is the RULER system for emotional intelligence. RULER is an 'evidence-based approach for integrating social and emotional learning into school'* as developed by the Yale Center for Emotional Intelligence. RULER teaches the necessary skills to recognise, understand, label, express and regulate emotion in an effort to grow emotional intelligence. The children within the Pre-Prep, and across the school, partake in a progression of key activities throughout the year. In September, they begin with the development of a 'Class Charter', outlining the feelings the children wish to experience within their class, including an actionable step to ensure they are able to feel as such each day. We then introduce the 'Mood Meter', a simple four-quadrant chart which allows the children to plot their current emotion based on the levels of pleasantness and energy behind their emotion. The simple act of placing oneself on the 'Mood Meter' has been proven to aid children in being reflective about their current emotion and to notice how it might impact their behaviour. Later in the year we introduce the 'Meta-Moment' for responding to triggers by imagining one's 'best self' and finally we teach the children how to develop their own 'Blueprint' for reflecting upon and resolving conflict. With time and supported practise, each of these 'anchors' of RULER begin to be utilized by the children on a daily basis and developed upon during PSHEE sessions. This year we are looking forward to welcoming our Pre-Prep parents to our inaugural RULER Family Learning session where the parents can take part in a RULER session alongside their child.

*<http://ei.yale.edu/ruler/ruler-overview/>

Alongside this we also choose a 'special person' of the week for each class. This child gets to do special jobs such as collecting the snack, going at the front of the line and sitting on a special cushion on the carpet. At the end of the week the child receives compliments from their friends and teachers. We find this an excellent way to boost self-esteem and kindness amongst our children.

Behaviour

Children are encouraged in the classrooms through positive behaviour management strategies which is built through positive relationships developed between staff and pupils and taught directly through RULER. Children are learning all the time about managing their feelings and behaviour and sometimes they need support to make the right choices. Adults in the class do this in a sensitive and constructive way using each choice as a learning and development opportunity for your child. Through building a positive relationship with your child, the Class Teacher will be able to identify strategies to help your child continue to make sensible choices about their behaviour. We will discuss with you all aspects of your child's personal and social development and discuss any strategies that we are using in class.

If a child's behaviour is disrupting the learning of other children then the teacher will:

1. Use periphery praise to encourage positive behaviour
2. Move the child to sit in closer proximity to an adult to help them to make positive behaviour choices
3. If disruptive behaviour continues they will have 5 minutes of thinking time in a designated area of the classroom after which time the Teacher will come and speak to them about their behaviour and how they can modify their behaviour
4. If the child's behaviour does not improve and they continue to disrupt the learning of other children and are possibly putting other children at risk of harm, they may go and sit in another class's designated thinking area and they may need to speak to the Head of Pre Prep or another member of the Senior Leadership Team. If this occurs, we will let you know about the incident at pick up and we will record the behaviour on our school management system.

Each child belongs to a school house; Romans, Danes, Vikings or Normans. They can earn merits for their house for academic work or being a good school citizen. For exceptional attitude to learning or behavior a child may be awarded a Super Merit in our celebration assembly at the end of the week.

MEDICAL / SICKNESS

First Aid

The Reception Classroom has a fully stocked First Aid Kit which is monitored by the School Nurse to ensure it has all the equipment required and that everything is in date. Staff with Paediatric First Aid training are identified on the First Aid posters in the classrooms and in our school policy available to view on our website. We keep a written record of any accidents, injuries or first aid treatment. We will inform you of any accident or injury sustained by your child on the same day or as soon as reasonably practical after the treatment has been given.

Sickness

In our Pre-Prep we teach children about the importance of health and fitness and how to keep their bodies healthy. We have posters in our toilet areas supporting children with how to wash their hands thoroughly using warm water and liquid soap. We also have tissues readily available for the children to use. We teach them to 'catch it, bin it, kill it' with regards to germs and the spreading of germs to others. We also teach them a germ song to the tune of Frere Jaques:

Are you sneezing?
Are you coughing?
Cover your mouth
Blow your nose
Germs are always flying
Throw away the tissues
Wash your hands
Wash your hands

The Children's welfare is of paramount importance. If your child is unwell please keep them at home and email or call the school office by 8.15am on the day of illness. We offer guidance for how many hours children should have away from school in the case of certain illnesses or infections; this is available on request from the school office or from the School Nurse whom you may also contact for advice.

Please refer to our first aid policy for more information.

Medicines

Please complete and sign the school medical questionnaire before your child starts their first term. This must be returned to the School Office. If your child requires prescribed medication you will need to complete a parental consent form for each medication. Medicines are administered by trained members of staff and the dose, date and time that the medication was given is recorded on individual charts and kept in the downstairs surgery. Prescription medicines will not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin will only be given if prescribed by a doctor). Medicine (both prescription and non-prescription) will only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. The School will keep a written record each time a medicine is administered to a child, and inform you on the same day, or as soon as reasonably practicable.

Intimate Care

As a school we have an intimate care policy which you can request to view by emailing our school office or Head of Pre Prep. This covers a wide range of circumstances from toileting accidents to supporting children to change clothing.

PREPARING YOUR CHILD TO START SCHOOL

We hold a fun transition event in the Summer Term for children joining our Pre-Prep in September. It is a chance for them to meet their future classmates and current children at the Pre-Prep in a relaxed and fun environment. It is also an opportunity for you to meet other parents and current parents.

As well as this we will hold a curriculum meeting with all new parents outlining how and what your children will be taught throughout the year as well as practical house keeping things such as how the children change their reading books etc. This is a chance to meet the Teachers and ask any questions that you may have.

Before your child starts, our staff would love to meet with their current teachers or care providers (if appropriate) to ensure a smooth transition into our Pre-Prep. We will talk with their Key Person at Nursery about your child's likes and dislikes and what sort of topics they love learning about. If this is not possible we usually open up a dialogue via email.

We would also like to have an 'All About Me' meeting with you either at your home or at school. This is rooted in our strong family ethos at Beeston and we want to get to know you and your child so that they can quickly feel part of our school family. It is great to meet the pets and other family

members who are so important to you child, as well as finding out about any fears or worries that your child has so that we can put strategies in place straight away to support them and help them to thrive. It is also good to know about any outside clubs they are part of and even which football team they support! We believe that a positive relationship with parents is key and this is the first step on that journey together to support your child to achieve their potential.

Starting a new school can be an anxious time for children (and their parents!) so here are some top tips to prepare your child for starting school:

1. Visit school as many times as possible with your child and come to school events the term before they start so that they are familiar with the setting. Make sure you visit the classroom and check out important things like where they will hang their coat, where their tray will be and where the toilets are!
2. There are lots of starting school books available from local libraries, reading these and discussing the feelings associated with starting a new school is really helpful for your child.
3. Practice putting on the school uniform and getting changed into their PE and Games kit. This will help them to feel confident at this skill when they first start.
4. Go on a special trip to select school shoes and trainers or perhaps even special stationery! This builds excitement for the start of the term.
5. Meet up with other new parents before you start that you have met at one of the school events. Perhaps you could even come into school together on the first day as the children will feel more secure that they already have a friend at their new setting.
6. Remember that our door is always open. Please come and speak to us if you have any worries or concerns. We aim to respond to emails within 48 hours but often we find it is better to have a chat face to face over a cup of tea (and a biscuit!)

Transitioning from another setting

If your child is joining us part way through the year or joining in Year 1 or 2 then we offer taster days for your child to meet their new classmates and enjoy the day together. If you would like to meet with the Class Teacher or Head of Pre-Prep to discuss the transition this can be arranged and we may devise a transition plan to support your child.

UNIFORM

Children wear the Pre-Prep uniform which is available to purchase from on-site uniform shop; 'Bus Stop' Before children start at school, we will arrange a fitting appointment with Rachel Cole to ensure you have everything you need in good time. We also provide a name labelling service and a popular second-hand uniform store via our shop.

You can buy additional uniform at any time throughout the year, please just email Rachel Cole: bustop@beestonhall.co.uk with your requirements, or call in to the uniform shop which is open on Monday, Wednesday, Friday during term time, or by appointment outside these days and during the holidays.

Please ensure that all items of clothing (and shoes) are labelled clearly with your child's full name. There is a school lost property box where unnamed and unclaimed items end up. At the end of

each term we will lay out any lost items at the front of the school for you to look through and claim.

TRANSITION FROM PRE-PREP TO PREP

The Pre-Prep children are very much a part of the whole school. They have lots of opportunities to interact with Prep School members of staff who join us for story time and with other children at school during house events and in some lessons. Pre-Prep children meet music, art, games and French teachers on a weekly basis and are used to travelling around the school for different lessons. Assemblies are attended by members of Prep School Staff and we regularly have assemblies led by members of the School Senior Leadership Team. The children in our Pre-Prep are very familiar with the environment of the Prep School by the time they complete Year 2.

In the Summer Term, the year 3 Class Teacher will spend time with the Year 2 children to prepare them for a smooth transition into Year 3. There is also a planned series of transition events for the children to take part in to get to know their new class and teachers. The teachers have regular communication and meetings about the children to ensure that relevant information about the children is passed on so they know how to get the best out of them and help them to achieve their potential.

FEES AND EXTRAS

Fees Increase

Fees are reviewed for each academic year and announcements are usually made in March and June following the meeting of Governors. The school sets fees with a term's notice, but the right is reserved to alter fees at any time, on such notice as the School considers reasonable, and without any other terms and conditions being affected.

When Payable

Whether or not the school holds an advance, fees are payable by no later than the first day term begins. A surcharge of 2% per calendar month (or part of a month) is made on all accounts not paid by the due date. The school reserves the right to insist that children do not attend the school if fees are not paid.

Registration Fee

The fee of £150 per pupil is requested on the registration of a pupil and is non-refundable.

Deposit

A deposit of £300 is requested twelve months before a pupil joins the school and, in the event of that pupil not attending Beeston Hall, is non-refundable unless there are exceptional circumstances.

The deposit does not accrue interest and may be applied or appropriated at our discretion to any unpaid account of the pupil or other pupils within the same immediate family. Any balance of deposit will be refunded at the end of a pupil's final term, after the deduction of any extras, e.g. team photos, etc.

By Whom Payable

Fees are payable by one or all persons who have signed the Registration Form or Acceptance Form and/or who are named in those forms and/or by any person who has in any way accepted responsibility for the pupil or who has in fact paid fees in respect of the pupil or who has a legal or *de facto* right to decide the schooling of the pupil or who has acted *in loco parentis* in returning pupils to the school.

Extra Tuition

Fees for regular extra tuition (including some sports options) are put on the termly bill as an extra in arrears.

Extra Disbursements and Damage

These will be billed either as they arise or in arrears.

Refund and Appropriation of Fees

Fees are non-refundable and the school reserves to itself the right of appropriation of all payments that are made on behalf of pupils belonging to the same immediate family.

Withdrawal of a pupil by parents

Required Notice: Parents must in every case give a term's written notice which is actually received by the Headmaster or pay a term's fees in lieu where:

1. the acceptance of a place for the pupil is cancelled
2. for any reason the pupil is withdrawn from the School.

A full term's notice in writing of the intention to withdraw a pupil from the School must be received by the Headmaster by the first day of the term in which he/she will leave. A pupil is expected to enter the School once an unconditional offer of a place has been accepted. If the pupil is withdrawn after acceptance the Deposit is not refundable. In either circumstance, if the condition is not met, a full term's fees must be paid in lieu of notice.

To Whom Notice is Given: Notice of withdrawal must be given in writing to the Headmaster. Notice given verbally or given in writing to any other person will not count as good notice. Notice shall not be deemed to have been received by the Headmaster unless written confirmation of receipt is received from the Headmaster.

Fees in Lieu of Notice: Fees in Lieu of Notice are a debt and the School will not be required to mitigate its loss nor give credit for any mitigation or for the fact that the place is subsequently filled. Under no circumstances shall the School be required to disclose details of its Waiting List or Entry Lists or other such confidential information. Fees payable in lieu of notice shall be at the rate which applies to the term in question.

Removal of a Pupil

Circumstances: If in the opinion of the Headmaster it is considered necessary, or in the interests of the pupil or the School, to request the parents to remove the pupil from the School, there will be no refund of fees for the balance of the term in which such request is made but, in that event, no charge will be made for a term's fees in lieu of notice.

Discretion: The decision to request removal of a pupil from the School and the manner and form of any announcement shall be at the sole discretion of the Headmaster. Under no circumstances shall the school be obliged to divulge any confidential information relating to a request for a pupil to be removed from the school.

Costs: All costs incurred in the collection of unpaid fees, including the School's administrative costs and any costs and disbursements paid to solicitors acting on behalf of the School, shall be recovered in full.

Advance Payment of Fees

The School offers a fees in advance opportunity for those parents who wish to take advantage of this. Please contact the Bursar for further details of both the scheme and the Fees in Advance Policy.

Sibling Discounts

Discounts apply as follows - a second child will receive 5% discount, a third child 10% and a fourth (or subsequent) child 15%. The discount will apply to the Boarding or Day fee, as appropriate. These discounts apply to each child throughout his or her time, provided all older sibling stay to the end of Year 8.

Money at School

Purchases from the school shop, tuck shop, and all stationery will be added to the school bill.

Insurance – personal property

The School cannot take responsibility for personal property and we hope that the children will adopt a sensible attitude to looking after their own belongings. The School insurance covers clothing apparel and personal effects for pupils up to £500, with an individual item limit of £250, although there is a £50 excess payable by the parents of the child concerned. Parents are asked to ensure that their own insurance or School insurance will cover the pupil's personal property whilst at school, on the way to or from School, or en route to an arranged, school sponsored activity away from Beeston.

Insurance – absence from school

A fee remission scheme for absence from normal lessons is offered to all pupils. The premium for fees remission which does not cover extras, is approximately 2.5% of fees payable.

Non Agency

The School does not undertake to provide or maintain any insurance covers beyond those prescribed by law and in no circumstances will the School be constituted the parent's agent for insurance purposes. Parents must in each case satisfy themselves that the pupil has the cover required.

