



## JOINER HANDBOOK – PREP SCHOOL

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### Policies

Our latest school policies including School Rules, Data Protection Policy (including social media use), Acceptable Use and Computer Technology (incl E-Safety) and other policies can be viewed at: <https://www.manorhouseschool.org/school-life/policies/>.

## AIMS AND ETHOS



Welcome to Manor House School, Bookham and I am delighted that you have chosen to join our School community. This handbook is designed as a useful reference guide for information about our School.

Our vision is to ensure that pupils leave Manor House School with the confidence to pursue their dreams and ambitions, with qualities that ensure integrity and kindness and with experiences that foster a better understanding of democratic ideals and responsible citizenship. Working together as a School and parent community will help us to achieve our aims. I therefore ask that you read this booklet carefully and ask for help if you are unsure or have further questions.

'To Love is to Live' is our School motto and this remains as poignant and relevant as ever in today's society. We wish our pupils to love learning by being engaged and curious learners with high hopes for their future, to love each other in order that we maintain a caring community, and to love themselves by developing positive self-esteem, confidence and responsibility.

Underpinning our school motto is seven core values which form the foundations of school life:

1. A love of learning
2. Academic excellence
3. Unforgettable experiences
4. Individual challenge
5. Happy and healthy
6. Creative and collaborative
7. Future leaders.

We are proud of our beautiful facilities, our academic excellence, our expert staff and our achievements in a variety of activities and pursuits. Our staff are fully committed to supporting and stretching every pupil academically, whilst ensuring that they are happy. We encourage all pupils to participate in the range of enrichment activities on offer.

I hope that your child is looking forward to joining us at the start of their learning journey at Manor House. If you have any questions, I encourage you to contact the School Office on t: 01372 458538 or e: [admin@manorhouseschool.org](mailto:admin@manorhouseschool.org)

A handwritten signature in black ink, which appears to read 'Tracey Fantham'.

Tracey Fantham BA MA PGCE NPQH  
Headteacher

## **STARTING SCHOOL**

When your child begins their Manor House School journey, they will bring their own unique combination of skills, experience and values. We recognise that the first and most important teachers in their lives are you as parents. Our role is to build upon these early experiences and to establish a strong foundation to last your child's entire education.

### **Before starting school**

If your child starts in September at the beginning of the academic year, they may participate in some kind of transition-based activity in the Summer Term. This transition will be supported further at the start of the Autumn Term.

If your child starts mid-term or at the start of a subsequent term, they will be welcomed into their new class and appointed a buddy, as well as an older pupil who will be their supportive friend.

In both cases, parents will be put in touch with the class representative/s for their child's form.

### **Website**

Our website at [www.manorhouseschool.org](http://www.manorhouseschool.org) is updated regularly with news and general school information and you may find the parent information section at <https://www.manorhouseschool.org/parent-info/> handy for term dates, our weekly lunch menu, extra-curricular and co-curricular programmes, uniform, minibuses routes, parent associations and much more. We also publish a weekly newsletter containing all letters and notices for that week alongside general news.

### **School Houses**

After accepting a school place, your child will be allocated to one of three houses: Discovery, Endeavour or Victory. They will be given a pin badge denoting the colour and name of their house when they join, which should be worn on their blazer.

### **Parent Information**

As well as the parent information section on our website at <https://www.manorhouseschool.org/school-life/> families will have access to a range of information, including:

- Our 'Welcome to the Academic Year' Information Event – this is usually held in September.

- An emailed weekly (every Friday during term time) 'Manor House School Newsletter'.
- A Planner – this outlines the essentials for the year group your child is entering and is given to pupils from Key Stage 2 at the start of the year and allows the facility for notes to be passed between parents and staff. This is supplemented by a reading record.
- In Reception and Key Stage 1 pupils will receive a reading folder and a homework book. Information about your child's reading and homework will be found in this book along with the occasional note from their teacher.
- Termly parent drop-in sessions.
- Parents' Evenings twice yearly to discuss your child's progress.
- Written reports twice yearly.
- Parent workshops and information evenings on a range of themes.
- An 'Open Door' Policy where you can come and chat to your child's teacher about any concerns or queries.
- Regular communications from school regarding events and activities.
- Coffee Mornings and social events organised by the Friends of Manor House School.

## **SETTLING INTO THE PREP SCHOOL**

We recognise that some children may be a little concerned about moving up through the school or changing school and we do our best to minimise children's concerns. Your child will be assigned a 'buddy' in their class who will be able to welcome them and be a support in the initial days at Manor House School.

In addition, all Key Stage 2 pupils new to the Prep School have a Supportive Friend allocated to them. The Supportive Friends are girls in Years 10 and 11, of which at least two are on duty at break times to help younger pupils. There are termly meetings where new pupils and Supportive Friends get together. All Supportive Friends wear a badge to make them easily identifiable.

At lunch time, the teachers in Lower Prep sit with their class encouraging social interaction and modelling table manners.

Parents of Prep children should use the main Car Park, parking in the designated spaces to drop-off and collect each day. Parents are expected to wait with their children until the teacher welcomes them in, as well as meet them outside the classroom at the end of the day.

Pupils in Reception class may go to the Nursery if they arrive before the school day begins. Pupils in Year 1 and 2 can go to Early Birds.

Girls in Year 3 and above are dropped off either at the drop-off point or at Early Birds and collected from the pick-up point along with the rest of the school, accompanied by a teacher.

## SCHOOL STRUCTURE

Although we are very much an all-through school, Manor House is divided into two areas, each with its own unique character and identity:

<b>Preparatory School</b>	Nursery	Age 2-3	Early Years Foundation Stage (EYFS)
	Kindergarten	Age 3-4	
	Reception	Age 4-5	
	Year 1	Age 5-6	Key Stage 1 (Lower Prep)
	Year 2	Age 6-7	
	Year 3	Age 7-8	Key Stage 2
<b>Senior School</b>	Year 4	Age 8-9	
	Year 5	Age 9-10	
	Year 6	Age 10-11	
	Year 7	Age 11-12	Key Stage 3
	Year 8	Age 12-13	
	Year 9	Age 13-14	
	Year 10	Age 14-15	Key Stage 4
	Year 11	Age 15-16	

## STAFF LIST

An up to date staff list can be found on our website at <https://www.manorhouseschool.org/about-us/our-staff-and-governors/>

Additionally, your child may be taught by one or more of the following subject specialist teachers:

Head of PE	Mrs Hannah Tauber
PE & Forest School	Mrs Trudy Russo
Head of Music	Ms Nevada Summerley
Drama/Dance	Mr Adrian Edmeades

Drama/Dance	Mrs Lucy Holloway
French	Mr Theo Jones
Spanish	Mrs Hatti Boxall

## CONTACTING STAFF

Your first point of contact should be your child's class teacher via the Homework Diary or Reading Record, by letter or by e-mail. All staff can be contacted by e-mail using their first initial and surname, e.g. [asurname@manorhouseschool.org](mailto:asurname@manorhouseschool.org) when necessary.

## COMMUNICATION

### School Calendar

Our school calendar is available to download via SOCS directly from our website at <https://www.manorhouseschool.org/calendar/> and will keep you informed of the many exciting activities taking place within the Prep School. Any additional dates or activities will be communicated via the weekly newsletter which is e-mailed to you.

### SOCS

You can check the School calendar, Sport fixtures and book Extra-Curricular clubs via SOCS which can be accessed from the School Portals drop down on our website.

### Social Media

Please connect with us on social and news feeds via our website at [www.manorhouseschool.org](http://www.manorhouseschool.org) as per below:



### **Reporting to Parents**

You will receive two written reports per year and Parents' Evenings take place in the Autumn and Spring Terms. There is a parent drop-in' every Term, where you can see what your child has been learning in the preceding weeks.

### **Urgent Communications – By Text Message**

For urgent communications or last-minute changes, the School will send a text message. Please ensure your mobile telephone number is up to date with the office.

### **SchoolBase – Parent Portal**

SchoolBase is our Parent Information System where you can access your child's attendance records, timetable, reports, rewards and all the school letters sent to you. There is a link on the school website homepage and you will be given a username and password when your child joins the school, which is sent to you via email from Mr Knowles who is responsible for ICT.

### **Parents On-Site During School Hours**

Once on the school grounds, please drive slowly and park considerately, the speed limit on site is 5 mph. Please avoid parking in the Headteacher's Visitor spaces unless you have an appointment with Ms Fantham.

Manor House School is committed to the safeguarding and promotion of welfare of children. Visitors, including parents, should always report to the Office on arrival. Please come straight to Reception in the Main House and speak to the Receptionist, who will take any items which need dropping off to your child, or who will sign you in and authorise a member of staff to accompany you to another building.

**At no point during the school day should any parents wander around the property or go to drop anything off to their child.**

### **Late arrival at School**

If your child arrives after registration, they will need to be signed in as late at the Office.

### **Absence from School**

If your child is absent from school, please inform the office as soon as possible by telephoning 01372 458538 (Option 2) or emailing your child's Form Tutor and [admin@manorhouseschool.org](mailto:admin@manorhouseschool.org). Should your child become ill during the day, they will be cared for by our school nurse or first aider and you will be contacted. Parents should contact the School each day of their child's absence providing a reason.

## **Requesting Absence**

Please avoid taking your child away from school or on holiday during term time as this causes considerable disruption to her education. We aim for pupils' attendance to be above 95%. Anything below has a negative impact on learning.

Leave of absence must be recorded as 'authorised' or 'unauthorised'. Leave is authorised at the discretion of the Headteacher. Parents should write to or e-mail the Headteacher at <https://www.manorhouseschool.org/contact/leave-of-absence-request/> to request this, as far in advance as possible. Some reasons for request of absence are authorised, such as medical appointments, interviews and external examinations. Specific family reasons will be considered, as we wish to support any exceptional circumstances beyond the family's control.

## **Medication**

Parents should indicate which medicines that they do and do not wish their child to take via the Medicine Consent Form completed on admission. Medication prescribed by a doctor will only be given with the written authority of the parent. Parents must complete and sign the relevant form 'Medication to be Administered in School' which can be obtained from the Office.

## **Illness During the School Day**

If an Upper Prep pupil feels unwell during the school day, then they should report to their subject teacher first. The subject teacher must assess the urgency and whether to send the child to the school office and/or nurse. Pupils will be encouraged to see the nurse or first aider at break times where appropriate.

The first aider/ school nurse will assess the pupil's condition and give appropriate treatment. The nurse or first aider may need to contact the parent to discuss certain treatments or medications.

Where possible the pupil will be encouraged to return to lessons following a short period of rest in the medical room, if necessary.

Pupils are not permitted to phone/ text/ email their parents directly to ask to be taken home because they feel unwell. Parents will be contacted by the school office or nurse if the pupil feels too unwell to remain in School, if they have vomiting or diarrhoea, or if there is suspicion of an infectious illness. For vomiting or diarrhoea, a pupil must remain off school for 48 hours following the last episode.

Children in Lower Prep will be supervised by their class teacher and parents will be informed.



### Food Allergies and Intolerances

If your child has a food allergy or food intolerances, they should please complete the 'Food Allergies and Intolerances Form' and return this to the Kitchens via the Office. If these change please email [admin@manorhouseschool.org](mailto:admin@manorhouseschool.org) to inform them.

### Assemblies and Services

Assemblies follow morning registration on most days for twenty minutes. The themes support our school ethos and social, moral, spiritual and citizenship themes. Whole School Assemblies are usually held on Mondays and Fridays with Key Stages alternating use of All Saints' Church. The Prep School and Senior School also have a separate assembly once a week.

### SCHOOL DAY

Nursery-Year 2		Years 3-6	
08:30	Registration	08:30	Registration
08:40	Assembly/Church/Form Time	08:40	Assembly/Church/Form Time
09:00	Lesson 1	09:00	Lesson 1
09:55	Lesson 2	09:55	Lesson 2
10:50	Short Break	10:50	Short Break
11:15	Lesson 3	11:15	Lesson 3
11:45	Lunch		
12:15	Long Break	12:10	Lunch
13:00	Registration	12:40	Long Break
13:10	Lesson 4	13:10	Registration; Lesson 4
14:05	Lesson 5	14:05	Lesson 5
15:00	Lesson 6	15:00	Lesson 6
15:30	End of School Day/Late Class	15:30	Form Time
		15:45	End of School Day/Late Class
16:00	Clubs	16:00	Clubs

## **BEFORE AND AFTER SCHOOL CARE**

### **Early Birds**

Pupils from Year 1 upwards can go to Early Birds from 7.45am in the Elizabeth Green Hall, you do not need to pre book and there is no charge for attending Early Birds. Reception children arriving prior to 8.25am must go to Breakfast Club in the Nursery.

### **After School Care**

We offer an after-school care facility until 6.00 pm every day.

Children from Nursery to Year 2 can go to Honeypots Club from 4.00-6.00pm, which is held in the Nursery classroom. Tea is included for children who stay after 4.30pm. Honeypots should be booked in advance and no later than the morning of the same day of after school care. This can be booked via the portal SOCS.

From 4.00pm, Upper Prep girls can go to tea in the dining room. A small charge is made for a variety of snacks at 55p per item. Snacks include sandwiches, fruit, biscuits or cakes and yoghurts. Tickets can be purchased by emailing [lhall@manorhouseschool.org](mailto:lhall@manorhouseschool.org). Tickets are issued in sheets of twenty, so one sheet will cost £11.00 (20 x 55p vouchers) which will be added to your next termly invoice. All tickets can be carried over at the end of the Academic Year.

From 4.00 pm and/or after tea, girls from Year 3 upwards can go to Supervised Prep. This is held in the Mason Centre where girls can complete homework tasks or private study. There is no need to book Supervised Prep in advance.

4.00pm – 4.30pm - No Charge

4.30pm – 6.00pm – 30 mins (at any point) £5.50 or £10.00 for 30-90 mins

10 mins drop in after a club – No charge

In both after school care cases, pupils need to be collected from the room.

## **HOMEWORK**

Homework is set in various quantities according to the year group that your child is in. In addition, pupils are always expected to read at home and in Key Stage 2, practice times tables. Homework is written in the homework diary or reading record on the appropriate days. This should be checked by a responsible adult and the diary signed at the end of each week.

If there is a genuine reason why your child was unable to complete their homework, a note of explanation should be given to their teacher. The expectation is that homework will be completed and handed in on time.

## **CURRICULUM**

### **Reception**

In the Early Years, we ensure that the beginning of each child's education is a happy and fulfilling experience. The teaching ethos in Reception is varied and practical, with children being encouraged to explore, question and enjoy their learning. Alongside normal classroom activities, children also enjoy weekly Music, PE, Swimming, Forest School, Computing, French and Performing Arts lessons from subject specialists depending on their age.

Early Years teachers observe, nurture, extend and develop children in their first learning experiences. They prepare a detailed profile of each child, which forms the basis of their future learning. Staff plan a structured but flexible programme of play and work activities which encompass the Early Years Foundation Stage (EYFS) framework.

Many children have begun to read and write by the time they enter Reception class from our Kindergarten, and this level of progress continues throughout Reception. Pupils are encouraged and supported to work at a pace and level of attainment that is appropriate to their ability. Learning is made enjoyable through hands-on, innovative teaching and active learning activities.

### **Key Stage 1 (Years 1 and 2)**

Pupils progress into Year 1 in the Autumn Term after their fifth birthday. Teachers are responsible for teaching their classes the majority of academic subjects, with specialist teaching in PE, Swimming, RS, Computing, French and Drama. Homework is set and all pupils are expected to read daily and learn weekly spellings.

Emphasis is placed on the core subjects of English and Mathematics and a structured reading scheme enables girls to extend their skills and understanding as they move through the Key Stage 1 department. Rigorous observation and assessment procedures are used to make informed decisions on individual targets for each child. Pupils progress smoothly into Key Stage 2 at the beginning of Year 3, having been fully prepared for the more demanding curriculum.

### **Key Stage 2 (Years 3 - 6)**

In Key Stage 2, our Form Teachers, all of whom are primary specialists, teach the majority of lessons in our well-resourced classrooms. Gradually, more specialist teaching is introduced through the key stage, with some lessons being taught by Senior School teachers.

We follow the national curriculum guidelines for teaching and learning but are not constrained by them. Instead, we use this guidance as a tool to inform our own unique

curriculum, which is designed to further enrich and extend the girls' learning, with lessons tailored to their needs and interests. Work is differentiated to cater for the needs of all the girls within the class and setting can happen in classes from Year 5 upward. These groupings are fairly fluid and girls may move from one set to another as their skills and confidence develop.

## **SCHOOL TRADITIONS**

Those arriving at Manor House School will soon realise how many unusual customs we have, including the 'Golden Toast', which is awarded to the best form captains each term in Preps and Seniors. The form, whose captain is selected, is then granted a mufti day.

On Founder's Day (normally celebrated on the last day before October half term) pupils have iced buns and form captains place flowers on Miss Green and Miss Wheeler's graves by All Saints' Church.

Being a good friend is highly praised at Manor House School and girls in Key Stage 2 can nominate their friends to be commended and given a friendship badge in assembly.

Our Christmas Fayre in mid-late November is one of our biggest fund-raisers for charity and for the Friends of Manor House School and everyone is encouraged to participate.

## **BEHAVIOUR, REWARDS AND SANCTIONS**

Kind and courteous behaviour is expected at all times. Discipline at school is based on a mixture of social responsibility, courtesy and respect between pupils and staff, and between the pupils themselves. We expect this courtesy and consideration to be extended to all visitors at the school.

### **Rewards**

Teachers may give a star (house point) for effort and attainment in work, particular acts of kindness and helpfulness in the classroom and around the school or giving time and effort to events outside normal school hours. Once stars have been earned, they are not taken away.

Pupils are awarded certificates following excellent effort or commendable achievement. Certificates are given out in assembly by the Headteacher or Head of Prep.

### Star Awards

Star Awards are given throughout the term to those pupils who have gained the relevant number of stars/house points. Pupils are presented with a special sticker or badge and a certificate in assembly. Stars required to earn a star badge are as follows:

- 30 stars = blue star award
- 60 stars = green star award
- 90 stars = red star award
- 120 stars = yellow star award
- 150 stars = bronze star award
- 200 stars = silver star award
- 250 stars = gold star award.

### Commendations

These are given for attainment or for effort in a particular subject area. A certificate is issued for commendations at the end of each term in a special assembly.

### Merits

Merits are awarded termly in each form for good all round performance and are linked with the school's seven core values. Merit badges are presented in a special assembly.

### Prize Giving

At the end of the Summer Term we hold our annual Prize Giving Evening event. Prizes are awarded to pupils from Reception class up All Prep parents are welcome to join us for the occasion.

### VALUES-BASED EDUCATION

A values-based education:

- Is an approach to teaching that works with moral values
- Creates a stronger learning environment
- Enhances academic attainment
- Develops social and relationship skills that stay with us for life
- Enables pupils to shape their future and gives meaning and purpose to their lives

We recognise that the active teaching of values can have a positive impact upon pupil behaviour. Values influence our actions and attitudes, becoming a framework for our lives, including how we conduct relationships. We aim to equip pupils with secure social skills and emotional intelligence.

The Prep School delivers a values-based education in a cohesive way through assemblies, displays and PSHRSE lessons. Twelve core values are delivered over a 2-year cycle (one each half-term):

Commented [LS1]: Helen Redward to confirm please.

	<b>Year 1</b>	<b>Year 2</b>
<b>Autumn 1</b>	Responsibility	Cooperation
<b>Autumn 2</b>	Independence	Respect
<b>Spring 1</b>	Honesty	Perserverence
<b>Spring 2</b>	Kindness	Appreciation
<b>Summer 1</b>	Courage	Compassion
<b>Summer 2</b>	Flexibility	Love

Each classroom has a Values display and staff will develop and encourage the use of linked vocabulary in all areas of School life.

### **SCHOOL COUNCIL**

Pupils from Year 1 to Year 6 take part in the Prep School Council, with a pupil from each class being elected as a representative who attends a termly meeting. The Year 6 representatives also take part in the Senior School Council and take the younger pupils' ideas to these meetings.

### **ASSESSMENTS**

At Manor House School, we aim for high quality teaching and learning, and at the heart of this is effective assessment, underpinned by the belief that all pupils can succeed.

There are a number of reasons why we conduct assessments:

- To monitor progress and support learning
- To celebrate the achievements of pupils and identify areas for development
- To provide information so that we can plan the next steps in pupils' education
- To inform pupils of their progress and give guidance on how to improve

Pupils are assessed in English and Mathematics each term to monitor progress, inform teachers' lesson planning and to ensure that each pupil is challenged appropriately.

Pupils in Reception are assessed at the end of the year against the EYFS Early Learning Goals, where they are judged to be 'emerging', or 'expected' to have reached the standard in each area of learning based on observations across the Early Years.

Standardised testing is carried out annually in each class from Reception upwards. The results are recorded and tracked, ensuring that every pupil's progress is carefully monitored as they move through the Prep School.

Year 1 pupils also complete the national Phonics Screening Test towards the end of the year.

## **SANCTIONS**

For minor misdemeanours, such as calling out or an isolated instance of being unkind, girls are given a clear warning. Once a second and final warning is given, a sanction will be given, such as time out.

If homework is consistently handed in late or not done, pupils may be kept in at break times to complete it.

In the rare event that there is a more serious offence, such as bullying or physical abuse, pupils may be referred to the Head of Prep, Deputy Head or Headteacher and parents may be contacted.

## **OPEN MORNINGS**

There are three Open Mornings each year. In the Autumn term, this is usually on a Saturday morning in early October and all girls from Reception up are expected to attend. In the Spring and Summer Terms these are mid-week. You are invited to join us and tour the school.

## **THE FRIENDS OF MANOR HOUSE SCHOOL (FOMHS)**

FOMHS is a committee of parents and staff who organise social events and fundraising activities throughout the school year. They are a registered charity and have successfully raised funds for Manor House School and charities within our local community. The Friends can be contacted at [friends@manorhouseschool.org](mailto:friends@manorhouseschool.org).

## **CLASS REPRESENTATIVES**

Each class has at least one parent representative assigned to it at the beginning of the year. These parents organise events, circulate contact details and communicate important reminders to other parents in the class. They also form the Parent Rep Group, who meet termly with the Deputy Head to give feedback on a range of issues. A class representative will contact you over the summer or before your start date.

## **EQUIPMENT, SNACKS AND WATER BOTTLE**

Happy and Healthy is one of our seven school values. All pupils are encouraged to bring a named water bottle to school each day. Your child may also bring a small, healthy snack to have at break time. We are a no nut School. We strongly encourage fresh fruit or raw vegetable sticks that help to keep pupils hydrated and provide easily digested, natural carbohydrates and sugars. Please do not send foods that are high in fat, salt or sugar as these inhibit learning and make it difficult for children to maintain concentration. We do make an exception for birthday cake!

Each pupil should come to school prepared for the School day. It is important to remember to bring in all books and equipment. Please see the equipment list in the uniform section for details.

Pupils should bring their reading book, homework diary or reading record to School every day. It should be signed by a parent every week. Pupils should also bring a pair of trainers and or wellington boots to change into at play times.

## **UNIFORM - NEW AND SECOND-HAND**

Our uniform is supplied by Schoolblazer. Please create your account and/or log in at <https://www.schoolblazer.com/> to order the school uniform. For information on our uniform regulations and kit, please go to our Virtual Joiner Page (as provided to you when joining by the admissions team) or <parent-info/school-uniform/>

Schoolblazer usually provide an excellent complimentary name labelling service for all school uniform. Please ensure that all your child's other belongings are clearly labelled.

We also have a second-hand uniform facility run by parent volunteers. Full information on this can be found at <https://www.manorhouseschool.org/parent-info/school-uniform/>.

## **APPEARANCE**

All pupils are expected to wear their uniform with pride and adhere to the uniform regulations.

Hair should be tied back if it is shoulder length or longer. Hair ties should be blue, black or natural in colour. Buns can be worn at the back of the head, but top knots are not allowed. Natural nail varnish and make-up (unless Year 11) is not permitted. Please see our Uniform and Equipment Guide for further details.



## **LOST PROPERTY**

When pupils lose items, it is very easy to return it to them via the Office if their items are named. Unnamed items for PE are usually found in a lost property bin in the changing rooms at the back of EGH. Other lost property is kept in a cupboard in Arcot Hall which pupils are allowed to look through at break times with permission.

In Lower Prep, lost property is usually found and returned to the classrooms. If uniform is bought from the second hand shop please ensure this is renamed with your child's name.

## **EXTRA-CURRICULAR AND CO-CURRICULAR**

### **Extra-Curricular Clubs**

We offer a wide selection of [extra-curricular clubs](#) which can be viewed on our SOCS booking system. Clubs change according to the season and each Term and parents are able to look ahead prior to booking on a termly basis.

Most of the clubs are free to attend although tuition-based clubs such as our Tennis Academy and Taekwondo Clubs are paid for.

Parents are sometimes asked to register their interest for a club that may be oversubscribed to make it fairer for all.

### **Co-Curricular – Music Lessons and Speech and Drama (LAMDA) Lessons**

We offer additional music lessons in over twenty different instruments and LAMDA lessons (London Academy of Music and Dramatic Art) from Year 1 to Year 11. Many pupils choose to take up these co-curricular options and more information can be found in the termly booklet or sign-up forms from admissions.

## **TRIPS AND VISITS**

The Department have a programme of educational visits and activities, which generally involve a trip for each year group every term. For younger pupils, this may be more local. All outings are linked to the learning taking place in the classroom at that time and are paid for by parents. An outline of upcoming trips will be provided at the start of the academic year.

### **Residential Trips\***

In Year 3, your daughter will usually take part in a two-day/one-night residential visit. This is followed in Year 4 and 5 with a three-day/two-night visit, culminating with an immersion four-day/three-night trip in Year 6. The girls enjoy many fun activities and all the trips have an educational focus. You will be invited to attend a meeting prior to the residential visits where information is given out and you can ask questions.

### **SCHOLARSHIPS**

In Year 6, girls may apply for Academic, Sport and Creative Arts (Art, Drama and Music) Scholarships.

During the Autumn Term of Year 6, details of how to apply for these scholarships will be sent to you.

### **BURSARIES**

In line with the government's aspiration to ensure that all charities provide public benefit, we have means tested bursaries that can contribute to a percentage of the fees.

You are eligible to apply for a bursary for your child if you are considering sending them to the school. You may also be eligible if your child is already at the School, but your family circumstances have changed and you find the fees are no longer affordable.

You can download an application from the school website. This application should reach the Bursar by **the first Monday in November** for the academic year starting the following September. Applicants will be notified in mid-January.

We have a two-part assessment of bursaries. The first is based on the financial information supplied in the form and takes into consideration income and assets. You will be contacted by an independent company, Bursary Administration Limited. We also consider the potential your child has shown to contribute to the life of the School, Academically or through Music, Sports or Arts.

If any parent would like to donate to our Bursary fund, please contact Mrs Claire Minikin at [c.minikin@effingham.school.org](mailto:c.minikin@effingham.school.org).

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