



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/about/reports-policies-procedures/>.

AIMS AND ETHOS

Welcome to Manor House School, Bookham and I am delighted to introduce you to our school community; a place where children are known, nurtured and inspired every day. At Manor House, we are proud of our warm and inclusive environment, where each child is encouraged to grow in confidence, curiosity and character.

At the heart of Manor House School are a set of shared values that guide everything we do. These seven core values shape our culture, underpin our teaching and learning and help our pupils develop into thoughtful, capable and compassionate individuals. These values are:

- A love of learning
- Academic excellence
- Unforgettable experiences
- Individual challenge
- Happy and healthy
- Creative and collaborative
- Future leaders

Through these values, we aim to prepare our pupils not only for academic success, but for life beyond the classroom.

Our Prep School provides a rich and balanced education, combining high academic standards with a broad range of opportunities in sport, performing arts, outdoor learning and creative endeavour. We believe that children learn best when they feel happy, supported and valued and our dedicated staff work closely with pupils and families to ensure that every child flourishes. We place great importance on developing the whole child. Alongside academic success, we nurture resilience, kindness and independence, preparing our pupils not only for the next stage of their education but for their future lives.

This handbook has been designed to give you a clear insight into the daily life of the school, including our routines, expectations and the many opportunities available to your child. We hope it will answer your questions and help you to feel part of our vibrant community.

We look forward to working in partnership with you and to welcoming your child to Manor House School.

With warmest regards,

Helen Redward
Head of Prep

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 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, minibus 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/parent-info/> families will have access to a range of information, including:

- Our 'Welcome to the Academic Year' Information Event – this is usually held in September.
- A regular 'Manor House School Newsletter' via email.

- 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. As well as some Year 6 pupils being Supportive Friends. 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 in the Lower Prep 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

Preparatory School	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
	Year 4	Age 8-9	
	Year 5	Age 9-10	
	Year 6	Age 10-11	

STAFF LIST

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

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

Director of PE	Mrs Hannah Tauber
PE & Forest School	Miss Alice Sparks and Mrs Isabelle Chan
Head of Music	Ms Jessica Taylor
Drama/Dance	Mr Adrian Edmeades

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 when necessary.

COMMUNICATION

School Calendar

Our school calendar is available to download via SOCS directly from our website at <https://www.manorhouseschool.org/parent-info/term-dates-and-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 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.

ISAMS - Parent Portal

ISAMS 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 home page and you will be given a username and password when your child joins the school, which is sent to you via The IT Department.

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 sign herself/himself in as late at the reception. This is done using the Inventory system in reception.

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 absence@manorhouseschool.org along with your child's Form Tutor. 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. For us to authorise them, we will require proof of the appointment. 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 a Prep pupil feels unwell during the school day, then they should report to their subject teacher or Form Teacher first. The teacher must assess the urgency and whether to send the child to the school office. Pupils will be encouraged to see the first aider at break times where appropriate.

The first aider will assess the pupil's condition and give appropriate treatment. The 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 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 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 twice a week.

SCHOOL DAY

Nursery-Year 2		Years 3-6	
08:30	Registration	08:30	Registration
08:40	Assembly/Form Time	08:40	Assembly/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
12:10	Lunch		
12:30	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	15:55	Form Time
		16:00	End of School Day

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 (EGH), 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 6.00pm every day.

Children from Nursery to Year 2 can go to Honeypots Club from 4.00-6.00pm. 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. For Nursery to Reception pupils, this can be booked via an email to mluke@manorhouseschool.org. For pupils of Year 1 and 2, this can be booked via an email to hredward@manorhouseschool.org. Late class runs for Reception to Year 2 in Garden Block until Honeypots starts at 4.00pm.

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 65p per item. Snacks include sandwiches, fruit, biscuits or cakes and yoghurts. Tickets can be purchased by emailing admin@manorhouseschool.org. Tickets are issued in sheets of twenty, so one sheet will cost £13.00 (20 x 65p 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 Main Block (downstairs) 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.

For pupils being collected from School at 4.00pm, pupils will be taken up to the pick-up point in the car park by a member of staff. Parents can park and meet their children at the pick-up point or, drive in the left-hand lane and collect at pick-up.

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, an email 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, Music 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 subject specialised 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 keep 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

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.

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 in Reception upwards who have gained the relevant number of stars/house points. Pupils are presented with a special 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. 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. Each classroom has a Values display and staff will develop and encourage the use of linked vocabulary in all areas of School life.

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):

	2025	2026
Autumn 1	Cooperation	Responsibility
Autumn 2	Respect	Independence
Spring 1	Perseverance	Honesty
Spring 2	Appreciation	Kindness
Summer 1	Compassion	Courage
Summer 2	Love	Flexibility

ROLES OF RESPONSIBILITY

In the Prep School, we have a number of different roles of responsibility that your child can be elected for each term. These roles include: Form Captain, Vice Captain, Games Captain, Science ambassador, School Council and Well-being ambassador. There are also additional roles in Year 6, such as Head Girl, Deputy Head Girl and House Captains. These roles will be appointed for the whole academic year.

These roles allow the children to develop their skills in leadership by carrying out a variety of jobs and attending termly meetings for roles such as School Council and Well-being ambassador. They reinforce our school value, Future Leaders and the children always wear their badge with pride.

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 twice a year in each class from Year 1 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 or Headteacher and parents may be contacted.

OPEN MORNINGS

There are two Open Mornings each year. In the Autumn term, this usually takes place in early October and again in the Spring Term. All children from Reception up are expected to attend.

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.

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 Head of Prep 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 <https://www.manorhouseschool.org/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 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 EGH.

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.

CO-CURRICULAR

Co-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 LAMDA are paid for.

Parents are sometimes asked to register their interest for a club that may be oversubscribed to make it fairer for all or a club may be invite only. In this case, a member of staff will be in contact with you.

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 6. 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), Dance and Equestrian Scholarships for St Teresa's.

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.

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