

TORMEAD

GUILDFORD



Reception
New Joiners' Information 2021

Introduction

Firstly, may I offer a warm welcome to Tormead Prep School, a centre of academic and pastoral excellence. Tormead's values have always aligned with my own vision of an outstanding school, where pupils' social and emotional development, and wellbeing, are as highly valued as excellent academic attainment. Here we provide a progressive learning environment, ensuring a successful learner directive. The nurturing of confident, courageous and curious learners is essential to the vision of our school. We instil an ethos of inspiration to ignite the flames of leadership and ambition in our girls.

I look forward to meeting you where there will be an opportunity to discuss this next exciting chapter in your daughters' lives as they become part of the Tormead Prep Family.

With very best wishes

Nicki Fry

Head of Prep





Early Years' Foundation Stage

The Early Years' Foundation Stage curriculum is statutory in all Early Years settings for children from birth to 5 years old. It endeavours to give all children the best possible start in life and support them to fulfil their potential. The standards given by the curriculum ensure that all children learn and develop well and are kept healthy and safe. It provides them with a foundation for their school career and gives them a broad range of knowledge and skills that enable progress through school and life.

There are seven areas of learning and development.

The prime areas of learning develop the children's curiosity, enthusiasm and capacity for learning and forming relationships. These are:

- ➔ Communication and language
- ➔ Physical development
- ➔ Personal, social and emotional development

These are then supported by four specific areas:

- ➔ Literacy
- ➔ Mathematics
- ➔ Understanding the world
- ➔ Expressive arts and design

Key Worker

Mrs Jody Price, the Reception teacher, is the 'Key Worker' for all the girls in Reception and questions regarding the girls' progress and care should be directed to her.



Summary of the Daily Routine in Reception

Registration is at 8.25am. The Reception outdoor area is supervised from 8.00am and girls may arrive anytime from 8.00-8.20am. There is Breakfast Club from 7.30am, if required.

At the beginning of the day, the girls are encouraged to complete routine tasks, which include hanging up their coats and unpacking their bags.

Planned focus learning activities and self-chosen activities are carried out until snack time. These group activities are based on developing communication, language and literacy, and mathematical skills.

At snack time, the girls are encouraged to bring in pieces of fruit and a drink (water).

Each week the girls are encouraged to bring fruit, e.g. bunch of bananas, cucumber or a bag of apples to be shared as a class. We also ask that each girl brings in their own water bottle. This promotes healthy eating and provides a social activity by sharing the fruit amongst the girls. As the year progresses, the girls will begin to bring their own snack for the day.

Reception girls are also made aware of the importance of hygiene, e.g. hand washing.

At playtime (10.30am), the girls play in the outdoor area, which also has planned activities to support their learning, and in the Prep playground as the term progresses.

Planned activities and self-chosen activities continue until lunchtime. This session becomes more formal as the year progresses.

Lunch is served in the school dining room (11.50am–12.30pm), followed by outdoor playtime and assembly.

The afternoon session tends to focus on developing creative skills and knowledge of the world. Freeflow occurs between the indoor and outdoor environments.

At the end of the day, the girls have singing and story sessions or opportunities to recall what they have been learning. The Reception day finishes at 3.00pm.



Example of a Weekly Routine

During the week, the girls experience additional activities, which include music, drama, games, gymnastics, swimming (from January) and a modern foreign language (taught by specialist teachers), cooking activities, library and circle time.

Curriculum Overviews

These will be emailed to parents and will be available on the Parent Portal. They describe the activities planned for the theme(s) that term. These activities cover all seven areas of learning, as part of the Early Years Foundation Stage Curriculum. They will also give some suggestions as to how you can consolidate your daughter's learning.

Early Years' Foundation Stage Profile

During the course of the year, Mrs Jody Price and the teaching assistants will monitor the progress of each girl in Reception. At the end of each term, you will receive a summary of your daughter's progress in each area of learning. At the end of the Summer Term, you will also receive a full report. Should you wish to discuss your daughter's progress and have access to her Learning Journey during the year, please do not hesitate to contact Mrs Price.

Further information about your daughter is kept on file; this will include personal details, such as address and emergency contact. If you wish to see this file, a written request must be made and we would need to consider data protection rules when disclosing records that refer to third parties.



Parents' Evenings

You will be given an appointment in the Autumn Term; dates will be confirmed in September. This will allow you to talk to Mrs Jody Price about your daughter's progress during the first half term. A second parents' evening will be arranged in the Spring Term.

Open Afternoons are held each term to enable parents to see their daughter's work and to have a guided tour of the learning environment.

Reception Newsletter

Each week a Reception Newsletter is emailed to parents. This outlines the focus of the girls' week and includes suggestions for consolidation work.

Prep School Newsletter

Each week, the Prep School Newsletter is emailed to parents. The newsletter provides a flavour of each week, with a few photographs or examples of work completed during the week. In addition, there are notices for the coming week and often some advance notices of special events happening during the half term.

Lunch Menus

Reception girls sit together with the keyworker and teaching assistant at lunch. Special diets can usually be catered for; please discuss your daughter's needs with Mrs Jody Price. Lunch menus can be found on the Parent Portal.



Uniform

A Uniform List is enclosed. Please note that from September 2022 the uniform is changing, so Reception girls will not be required to wear school uniform for the 2021-2022 academic year. They will, however, be required to wear full PE uniform during their Reception year. This can be either the new PE kit or the old/second-hand PE kit.

Communications

Parent Portal

Shortly before the start of the Autumn Term, parents will be emailed a link and instructions for how to login to the school's Parent Portal.

The Tormead Parent Portal provides a single sign-on dashboard for easy access to your daughter's school information, such as timetables, fixtures, bookings, reports and more. In addition, parents will have access to a wealth of resources, such as an 'inbox' of all their messages from the school, details about relevant trips, club timetables, Tormead Parents' Association information, newsletters and other useful school documentation.

The majority of communications from the school are delivered to parents via email. Time sensitive messages, such as delayed transport or cancellation of planned activities, are also sent via text message. **It is vital that parents keep us informed of changes to email address or mobile phone number.**

Policies and Procedures

Current school Policies and Procedures are always available to read via the school website.

www.tormeadschool.org.uk/about-us/policies-and-procedures/

These include admissions, equal opportunities, complaints, missing pupil and safeguarding policies.

Early Years Dismissal Policy

At the end of the school day, girls are released into the care of either a parent or an individual named by the parent. At the beginning of the year, parents are asked to name individuals who will regularly collect their daughter at the end of the day. For carers who are not the parent, on the first occasion of coming to school to collect the child, the adult will need to show identification.

Where there are no exceptional circumstances, should a different individual be collecting their daughter, parents should inform the school in writing. This should state the name of the individual and the reason for his/her collection of the girl. In exceptional circumstances, a telephone message will suffice. On arrival, the adult would show identification before the girl is handed over to his/her care.

If a girl is not collected at the end of the school day, our arrangements are outlined within the Supervision of Pupils Policy available on the website.

Please read, complete and return the EYFS Policies Reply Slip, with regards to dismissal of your daughter at the end of the day.

Intimate Care Policy

We would like to inform you of our policy for intimate care in the Early Years (please see our website for the full policy). We ask that you please read and return the EYFS Policies Reply Slip, if you agree for our staff to provide appropriate care and support to your daughter, for example changing soiled clothes and toileting.

Administration of Medicine

We would also like to remind you of our policy for the administration of medicines. For medicines to be administered, we require clear written and signed instructions being sent to school with any medicine. The instructions and medicine (in the original packaging) should be handed to the school secretary. Without this information and permission, we would not be able to administer the medicine. This information could be written in your daughter's Reading Record Book. I am sure you can understand that it is imperative that we ensure we are administering the correct medicine and the correct dosage to your daughter.

Please ensure you complete and sign the Confidential Medical Information Form.

Photography

This is a reminder to parents that, as is the custom and practice of most independent schools, some photographs and images of current or past pupils are included in the school's promotional material, such as our prospectus, the website and advertising. This information was part of the



Terms and Conditions to which you agreed when you signed the Acceptance Form.

The school will also use photographs of the girls in newsletters and social media. Events, for example, the nativity performances, may be recorded. The use of photography in Reception can be found in our Early Years Policy. If your circumstances change and you do not wish your daughter to be photographed for any of the purposes set out in the terms and conditions, please contact the Prep Office.

Code of Conduct for the use of Information Technology

Girls in Reception make use of school iPads to support and enhance their learning. We appreciate that some of the items covered in our IT policies will not be relevant to younger girls. The Girls' Code of Conduct (Prep School) and the Girls' E-Safety and Acceptable Use of IT Policy (Prep School) can be accessed on our website. We do ask that you read through these policies.

School Contact Numbers

Main School Office: **01483 575101**

Prep School Office: **01483 796073**

Mrs Fry (Head of Prep): **07908 705671**

Checklist of Documents to Return

Please could the following forms be returned to the Registrar, Mrs Melanie Hobdey, by **Monday 14 June 2021**.

- EYFS Policies Reply Slip
- Emergency Contact Details Form
- Confidential Medical Information Form
- School Fees Direct Debit Mandate
- TPA (Tormead Parents' Association) Contact Permission Form



Contact us

SENIOR SCHOOL HEAD

Mr David Boyd
headpa@tormeadschool.org.uk

PREP SCHOOL HEAD

Mrs Nicki Fry
nfry@tormeadschool.org.uk

BURSAR AND CLERK TO THE GOVERNORS (current)

Ms Helen Davies
hdavies@tormeadschool.org.

BURSAR AND CLERK TO THE GOVERNORS (from September 2021)

Mrs Stella Lawton
slawton@tormeadschool.org.uk

CHAIR OF THE BOARD OF GOVERNORS

Mrs R Harris
c/o hdavies@tormeadschool.org.uk (current)
c/o slawton@tormeadschool.org.uk (from September 2021)

PREP SCHOOL

PREP SCHOOL DEPUTY HEAD (from September 2021)

Mrs Mary Price
mprice@tormeadschool.org.uk

DIRECTOR OF STUDIES

Miss Salaidh Insch
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PRE PREP

PRE PREP HEAD

Mrs Liz Alderman
lalderman@tormeadschool.org.uk

PREP SCHOOL OFFICE

Mrs Nicky Overgaard
Mrs Jo Drury
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REGISTRAR

Mrs Melanie Hobdey
registrar@tormeadschool.org.uk

SCHOOL OFFICES

Prep School Office: 01483 796073
Senior School Office: 01483 575101



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 @TormeadSchool_JS

 Distinguished School