



Tormead  
*Prep*



Reception

**New Joiners' Information 2022**



## Welcome

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 pupils.

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 (EYFS) 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

The Reception teacher is the 'Key Worker' for all pupils in Reception. Questions regarding your daughters' progress and care should be directed to her.



## Summary of the Daily Routine in Reception

Morning (AM)	Snack and Lunch	Afternoon (PM)
<p>There is breakfast club from 7.30am, if required.</p> <p>The Reception outdoor area is supervised from 8.00am and pupils may arrive anytime from 8.00am-8.20am.</p> <p>At the beginning of the day, pupils are encouraged to complete routine tasks, which include hanging up their coats and unpacking their bags. Reception also join in with some of the whole-school assemblies.</p> <p>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.</p> <p>At playtime (10am), they play in the outdoor area, which also has planned activities to support their learning, and in the Prep playground as the term progresses.</p> <p>Planned activities and self-chosen activities continue until lunchtime. This session becomes more formal as the year progresses.</p>	<p>Each week pupils are encouraged to bring fruit, e.g. bunch of bananas, cucumber or a bag of apples to be shared as a class. This promotes healthy eating and provides a social activity by sharing the fruit amongst the class. As the year progresses, pupils will begin to bring their own snack for the day.</p> <p>We also ask that each pupil brings in their own named water bottle.</p> <p>At playtime (10am), pupils play in the outdoor area, which also has planned activities to support their learning, and in the Prep playground as the term progresses.</p> <p>Lunch is served in the Atrium (dinning room) 11.50am-12.30pm, followed by outdoor playtime.</p> <p><b>Lunch Menus</b></p> <p>Reception sit together with the Reception Teacher and the teaching assistant at lunch. Special diets can usually be catered for; please discuss your daughter's needs with her teacher. Lunch menus can be found on the Parent Portal.</p>	<p>The afternoon tends to focus on developing creative skills and knowledge of the world. Free flow occurs between the indoor and outdoor environments.</p> <p>At the end of the day, they have singing and story sessions or opportunities to recall what they have been learning. The Reception day finishes at 3.00pm.</p>

### Example of a Weekly Routine

During the week, pupils 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 EYFS Curriculum. They will also give some suggestions as to how you can consolidate your daughter's learning.

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## Early Years' Foundation Stage Profile

During the course of the year, the Reception teacher and the teaching assistants will monitor the progress of each pupil 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 her teacher.

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.

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## 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 the teacher 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 you to see your daughter's work and to have a guided tour of the learning environment.

## Uniform

Reception are required to wear school uniform as indicated on the main and sport uniform lists (see enclosed).

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## Communications

### Parent Portal

Shortly before the start of the Autumn Term, parents will be emailed a link and instructions for how to log in 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 and mobile phone numbers.**

### Reception and Prep Newsletters

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

## Policies and Procedures

Current school Policies and Procedures are always available to read via the school website [www.tormeadschool.org.uk/admissions/policies/](http://www.tormeadschool.org.uk/admissions/policies/)

## Early Years Dismissal Policy

At the end of the school day, Reception 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.

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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 pupil. In exceptional circumstances, a telephone message will suffice. On arrival, the adult would show identification before the pupil is handed over to his/her care.

If the pupil 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.

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## 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 pupils 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

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 pupils. The Code of Conduct (Prep School) and the 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.

## Checklist of Documents to Return

Please could the following forms be returned to the Head of Admissions, Mrs Jo Drury, by Friday 27 May 2022.

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

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# Contact us

HEAD

Mr David Boyd

[headpa@tormeadschool.org.uk](mailto:headpa@tormeadschool.org.uk)

PREP SCHOOL HEAD

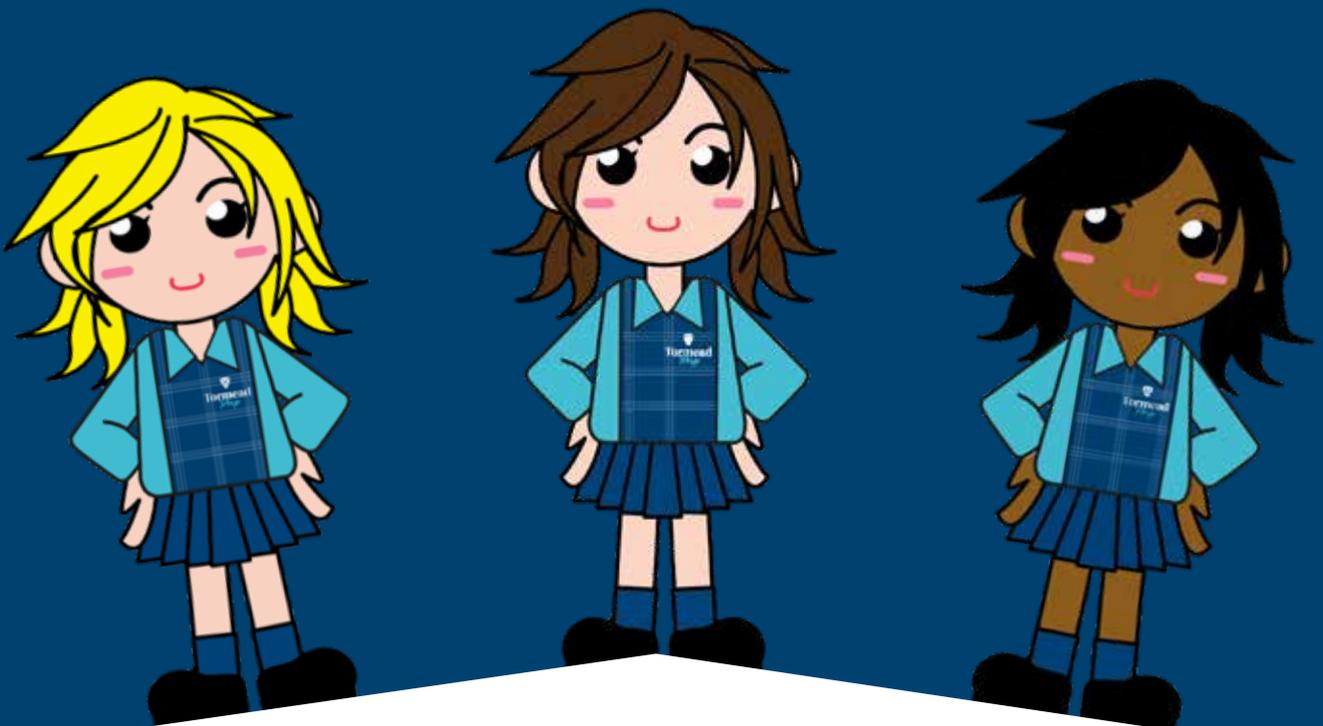
Mrs Nicki Fry

[nfry@tormeadschool.org.uk](mailto:nfry@tormeadschool.org.uk)

PREP OFFICE

01483 796073

[prep@tormeadschool.org.uk](mailto:prep@tormeadschool.org.uk)







Cranley Road, Guildford, Surrey GU1 2JD

01483 575101

[www.tormeadschool.org.uk](http://www.tormeadschool.org.uk)

 @TormeadSchool\_JS



Distinguished School