



Tormead  
*Prep*



Reception

**New Joiners' Information 2023**



## 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 daughter's life as she becomes a 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 daughter's progress and care should be directed to her.



## Summary of the Daily Routine in Reception

<b>7.30am Breakfast Club*</b>	Breakfast Club is available from 7.30am. Our Early Years staff provide a warm welcome and a healthy choice of food is available.
<b>8.00am</b>	The Reception outdoor area is supervised from 8.00am and pupils may arrive anytime from 8.00am - 8.20am.
<b>8.25am Registration</b>	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.
<b>Morning (AM)</b>	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.
<b>Snack</b>	Pupils are encouraged to bring fruit for their morning and afternoon snack. This promotes healthy eating and provides a social activity by eating together in small groups.
<b>10.00am Playtime</b>	At playtime pupils play in the outdoor area, which also has planned activities to support their learning, and in the Prep playground as the term progresses.
<b>Morning (AM)</b>	Planned activities and self-chosen activities continue until lunchtime. This session becomes more formal as the year progresses.
<b>11.50am-12.30pm Lunch ** †</b>	Lunch is served in the Atrium (Senior School dining room) from 11.50am-12.30pm, followed by outdoor playtime. Reception sit together with the Reception teacher and the teaching assistants for lunch.
<b>Afternoon (PM)</b>	The afternoon tends to focus on developing creative skills and knowledge of the world. Free flow occurs between the indoor and outdoor environments.
<b>Snack</b>	Pupils are encouraged to bring fruit for their morning and afternoon snack.
<b>End of the day</b>	At the end of the day, the children have singing and story sessions and/or opportunities to recall what they have been learning. The Reception day finishes at 3.00pm.
<b>3.00pm</b>	Pupils are dismissed from the front of Hillier House at 3.00pm.  Pupils who need to wait after school for their older sisters (Tormead pupils) will be taken to the After Care facility in the library in Hillier House at 3.00pm and may wait there until the end of the school day at no extra cost. From 4.30pm there will be an additional charge.

\* Breakfast Club can be booked in advance via the Parent Portal. A small charge is payable per day for this service.

\*\* Special diets can usually be catered for; please discuss your daughter's needs with her teacher.

† Lunch menus can be found on the school website.



## Example of a Weekly Routine

During the week, pupils take part in additional activities, which include music, drama, games, gymnastics, swimming 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.

## 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 and next steps. At the end of the Summer Term, you will 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.

## 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.



## Communications

### Parent Portal

Shortly before the start of the Autumn Term, parents will be emailed a link and instructions on 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 any 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 and includes suggestions for consolidation work.

In addition, you will receive the Prep School Newsletter via email. This provides a flavour of what has been happening in the school each week. There are notices for the coming week and often, advance notices of special events happening during the term.

## 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 or be able to tell the school the girl's home postcode.

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 need to 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 and complete the **EYFS Policies Reply Form** online, 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 complete the **EYFS Policies Reply Form** online, 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 are not able to administer the medicine. This information should 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 the online 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.



# Uniform List

## Reception - Year 2

Stormproof Coat	Compulsory	Navy Stormproof Coat, crested
Pinafore	Compulsory	Bespoke Plaid Pinafore, polyviscose
Trousers	Optional	Navy Trousers, polywool
Blouse	Compulsory	Textured Blue Revere Collar Blouses, performance cotton, 2pk Long & short sleeve
Cardigan	Compulsory	Navy Cardigan with Dark Sky Trim, cotton/acrylic, uncrested
Shoes	Compulsory	Black - not trainers or canvas
Cotton Rich Tights	Compulsory	Navy Cotton Rich Tights, 2pk
Long Socks	Compulsory	Navy Long Socks, 3pk
Rucksack	Compulsory	Bespoke bag from School Blazer
Book Bag	Compulsory	Navy Book Bag, printed crest
Sun Hat	Compulsory	Navy Bucket Hat, crested
Art Apron	Compulsory	Royal Art Overall
Plaid Scrunchie	Compulsory	Bespoke Scrunchie
Summer Dress	Compulsory	Blue & White Summer Dress with White Collar & Cuffs
Scrunchie	Compulsory	Blue & White Scrunchie
White Socks	Compulsory	White Short Socks, 3pk
Hair Bands	Compulsory	Navy, black or brown

# Sport Uniform List

## Reception - Year 2

Active Jacket	Compulsory	Limitless Navy Active Jacket, Stormtex, crested, unisex fit
Sublimated Shirt	Compulsory	Limitless Single-Sided Sublimated Shirt with Hockey V Collar, bespoke design, girls fit
Training Pants	Compulsory	Limitless Navy Training Pants, Performatex, crested, girls fit (Traditional Style)
PE Shorts	Compulsory	Limitless Navy PE Shorts, Performatex, crested, unisex fit
Games Socks	Compulsory	Limitless Games Socks, bespoke design
Swimming Costume	Compulsory	Speedo Navy Swimming Costume
Swimming Cap	Compulsory	Navy swim cap
Beanie	Optional	Navy Fleece Beanie, crested
Baseball Cap	Optional	Navy Premium Baseball Cap, crested
White Socks	Optional	White Ankle Socks, 3pk
Waterproof Gloves	Optional	Waterproof Thermal Sportsfield Gloves
Duffel Bag	Compulsory	Navy Duffel Bag - embroidered crest
House T-shirt*	Compulsory	
Trainers	Compulsory	Own preference

\*You will be notified of your daughter's House on or before the New Girls' Afternoon.

**School will provide all stationery requirements for Reception. Each pupil to bring their own named water bottle.**

Your school uniform and sportswear are now ready to order!

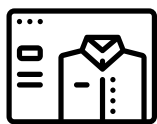
Simply log in at [www.schoolblazer.com](http://www.schoolblazer.com)

Why not order early and relax this summer with **FREE UK P&P from 3rd July - 16th July 2023**. Our returns policy is 120 days which means that any items ordered at the start of the holidays can be exchanged if you find they no longer fit before the start of term.

## FREE UK P&P



**EASY  
DELIVERY**



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ORDERING**



**FREE  
NAMETAPING**



**INTELLIGENT  
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**WE CARE**



**ETI MEMBER**



### Online Ordering

Enjoy our simple, easy-to-navigate website for straightforward shopping - we even feature a How to Shop video. Plus, you can shop easily on your phone and tablet.



### Name-taped garments

Fully name-taped orders dispatched within 3 days.



### Free UK Returns

Free UK returns, with 120 days to return your item.

We are committed to making your preparations for the new term as easy and pain-free as possible.

If you have any questions or require help, please do not hesitate to contact our Helpline on:

**0333 7000 703**

Mon-Fri 9am-8pm, Sat 9am-5pm

or email Schoolblazer at:

[customerservices@schoolblazer.com](mailto:customerservices@schoolblazer.com)



Schoolblazer.com was founded by parents for parents to take the chore out of shopping for school uniform.

Our secure online ordering service allows you to shop for uniform and sportswear at your convenience, and we even offer to sew all of the name tapes into the garments for free – so throw out the sewing box and enjoy the summer!

**FREE UK P&P**

## Frequently Asked Questions

### **How do I know what sizes to order?**

We ask you to input your child's measurements and our Intelligent Sizing System will indicate the recommended size on the shopping page.

However, this is a suggestion only, based on the measurements you have entered. Should you wish to choose an alternative size, you can use the drop-down menu to select this.

### **What if I need to return an item?**

We offer a free returns service so please return any item unsuitable using our online returns tool, and we will either refund or exchange as required.

### **Do I have to pay for name tapes?**

We only charge for the cost of the name tapes and sew them in free of charge.

### **How long will my order take to be despatched?**

We promise to despatch orders within 3 working days, and more swiftly than this wherever possible. FastTrack delivery also available.

### **I need an item that is showing as out of stock on the website, what should I do?**

As an online retailer we typically hold much higher levels of stock than a high street store, but if an item you require is showing as out of stock, please place your order and we will work to supply this as quickly as possible.

### **What if I need further information or help with my order?**

Our Schoolblazer website features lots of useful information including a How to Shop video and more Frequently Asked Questions. Alternatively you can call our Customer Services Team on 0333 7000 703 and they will be happy to help.

# Welcome from the TPA

## *Welcome to Tormead!*

The Tormead Parents' Association (TPA) is a welcoming group of school parents who actively support the school community. All new parents automatically become members of the Tormead Parents' Association (TPA) when their daughter joins Tormead.

We hope your daughter will be very happy here. We also hope that, as parents, you will get the most out of the Tormead experience.

The TPA holds monthly coffee mornings and parents are welcome to join.

We have Class Representatives from each class throughout the school. We are particularly interested to hear from any parents who would like to become involved.

Our main aim is to foster a sense of community at Tormead and organise social events, whilst raising funds for value-added items for the school. We run several whole school events that are widely supported, including the highlight of the year, the annual Cracker Fair in November. There is also a hotly contested Quiz in the Spring Term. Our Second Hand Uniform sales are always popular.

The Classlist portal and/or app are the TPA's main communication tools. To receive TPA news and access information, new parents should set up their Classlist profile, after they receive the welcome email from the TPA.



# Contact us

PREP SCHOOL HEAD  
Mrs Nicki Fry  
nfry@tormeadschool.org.uk

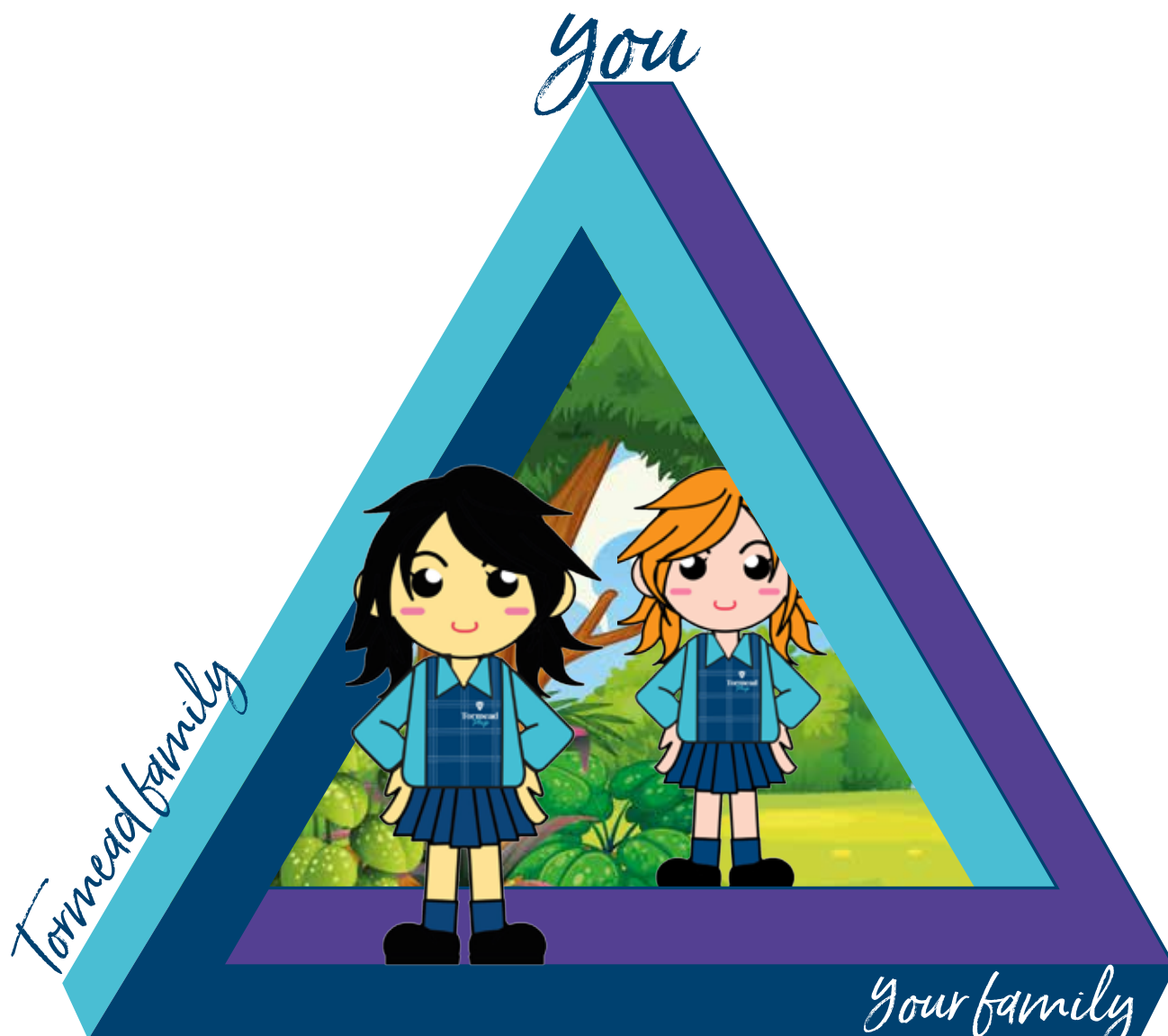
HEAD OF PRE-PREP  
Mrs Liz Alderman  
lalderman@tormeadschool.org.uk

HEAD  
Mr David Boyd  
headpa@tormeadschool.org.uk

PREP OFFICE  
01483 796073  
prep@tormeadschool.org.uk







Cranley Road, Guildford, Surrey GU1 2JD

01483 575101

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

 @TormeadSchool\_JS

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