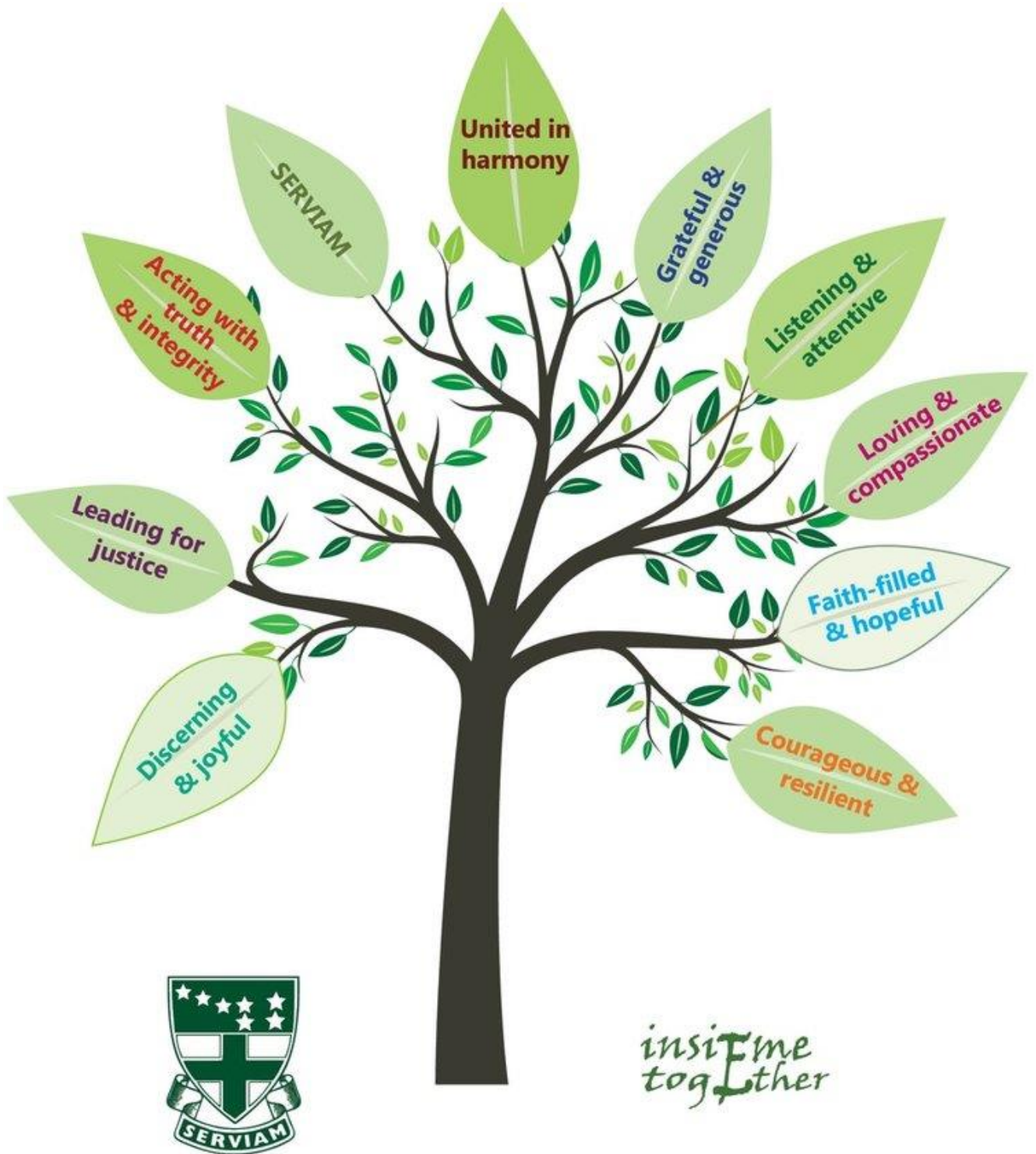




Ursuline
Preparatory School

Family Handbook

2023 – 2024



“Act, move, believe, strive, hope, cry out to him with all your heart for without doubt you will see marvellous things.”

St Angela, Prologue to the Counsels, 16-18

The School Prayer

BASED ON SAINT ANGELA'S LAST COUNCIL

Glorious God, let us remain in harmony, united together, all of one heart and one will.

Let us be bound to one another by the bond of love,

Respecting each other, caring for each other

And bearing with each other in Jesus Christ

For if we try to be like this without doubt,

The Lord God, will be in our midst.

AMEN

MISSION STATEMENT

As an Ursuline School, we commit ourselves in the footsteps of St Angela Merici, to Gospel Values, in the spirit of 'Serviam'. We show care and concern for others and strive to achieve our personal best, looking to the future with confidence, keen to make a difference in the world.

OUR SCHOOL AIMS

- To promote Gospel values and seek to develop the spiritual and moral lives of our pupils through the example of St. Angela.
- To ensure that every child will be loved, cared for and believed in. This will create the fertile soil within which all children can flourish.
- To promote the ongoing faith formation of all members of our school community, with an emphasis on 'Serviam', in compassionate service to others.
- To place equal value on the education of the heart, the mind and the soul, in the sure and certain knowledge that only through the development of all three can you truly become the person you were born to be.
- To provide an environment that will help every pupil become the best that they can be; the person they were born to be.

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1. KEY INFORMATION

- Please make sure you have completed the **New Student Admission Booklet**. This includes important information on:
 - Medical conditions
 - Allergies and dietary requirements
 - Photo permissions
 - Trips
- The School Office is open daily from 8:00am – 5:45pm.
School Office Telephone: 020 8947 0859
- All visitors on site should report to the School Office on arrival.
- If your child is unable to come to school please telephone the office by 8:40am.
- Please be aware we are a nut free school.
- Term dates are published on the school website. Although we understand that it is sometimes unavoidable, please make every effort to avoid taking holidays in term time.
- Our newsletter is published every Friday and will be emailed to you. The includes reflections on the past week and highlights the events for the forthcoming week. The newsletter can also be found on the school website.
- A full list of our policies is available on the school website.
- At the start of the Academic Year we have a **Curriculum Welcome Evening**. The date for 2023 is **Tuesday 12th September at 6.00pm**.

www.ursulineprep.org

2. CONTACT INFORMATION

School Address:

18 The Downs
Wimbledon
London
SW20 8HR

School Office Telephone: 020 8947 0859

School Office Email: office@ursulineprep.org

Absences Email: absence@ursulineprep.org

Headteacher Email: headteachersoffice@ursulineprep.org

Finance Office Email: bursar@ursulineprep.org / bursarassistant@ursulineprep.org

Finance Office Telephone: 020 8947 0859 ext. 4

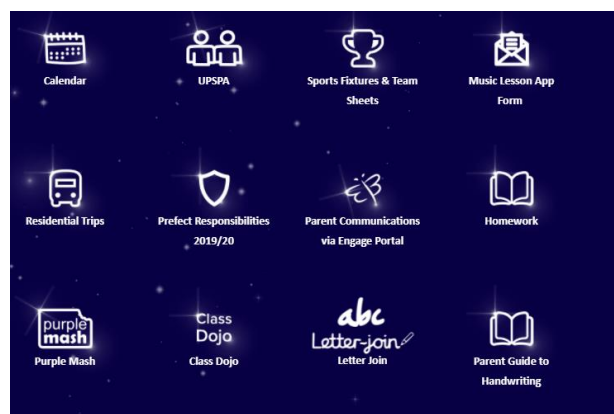
3. WEBSITE – PARENT SECURE AREA

Information and resources for parents can be found on the secure area of our website.

www.ursulineprep.org/secure

The log In will be emailed to parents separately.

This area includes our calendar, information on sports fixtures, UPSPA information and resources regarding learning and homework.



4. BOARD OF GOVERNORS

Merinda D'Aprano	Chair
Gerry Dean	Co-opted Governor
Tracey Townsend	Foundation Governor
Michael Jones	Co-opted Governor
Christopher King	Co-opted Governor
Margaret Monaghan	Foundation Governor
Peter Morgan	Foundation Governor
Jane O'Meara	Co-opted Governor
Bridgette Turner	Co-opted Governor
Clare Whatling	Foundation Governor
Ann Thimont	Chair of Trustees
Caroline Molina-Freire	Head Teacher
Helen Robinson	Bursar

To contact the Governors please email – clerktogovernors@ursulineprep.org

5. STAFF LIST

SENIOR STAFF

Mrs Caroline Molina-Freire	Headteacher, DDSL
Mrs Kate Donaghy	Deputy Head Teacher DSL
Mrs Rachel Cherry	Head of Early Years DDSL
Mrs Nora Cleeve	Chaplain
Mrs Helen Robinson	Bursar
Ms Anne-Marie McCarthy	PA to the Headteacher, DDSL

TEACHING STAFF

Mrs Greta Green	<i>Pre-School Teacher</i>
Mrs Helen Wright	<i>Pre-School Teacher</i>
Mrs Paula Giles	<i>Reception Form Teacher</i>
Miss Andrea Brookes	<i>Year 1 Form Teacher</i>
Mrs Sharon Andrews-Tait	<i>Year 2 Form Teacher</i>
Mrs Katie Nangle	<i>Year 2 Form Teacher</i>
Miss Hilary Sinnock	<i>Year 3 Form Teacher</i>
Mrs Sofia Karagianni	<i>Year 4 Form Teacher</i>
Mrs Thérèse Kennedy-Laing	<i>Year 5 Form Teacher</i>
Mrs Deepti Gulati	<i>Year 6 Form Teacher</i>

Mrs Caroline Ventom	<i>Head of PE & Games</i>
Mrs Katie Nangle	<i>PE & Games Teacher, (Year 2 Form Teacher)</i>
Mr Paul Osborn	<i>Art</i>
Mrs Sarah Putt	<i>Modern Foreign Languages</i>
Miss Laura Ruhi-Vidal	<i>Music</i>
Mr Craig Gillibrand	<i>SENDCo</i>

TEACHING ASSISTANTS / AFTER SCHOOL CARE

Mr Ben Cordier	<i>EAL Teaching Assistant</i>
Miss Courtney Davies	<i>Teaching Assistant PE & Games</i>
Mrs Anna Koritsas	<i>Reception Teaching Assistant</i>
Mrs Nicola Neal	<i>Pre-School Teaching Assistant</i>
Mrs Maryfrancis Nwaeme	<i>Year 1&2 Teaching Assistant</i>
Mrs Wendy Rogers	<i>Year 5 Teaching Assistant</i>
Mrs Claire Sheehy	<i>Year 6 Teaching Assistant and ELSA</i>
Mrs Suzanne Varney	<i>Year 1 &2 Teaching Assistant</i>
Miss Ingrid Ward	<i>Pre-School Teaching Assistant/EYFS First Aid Co-ordinator After School Care Manager</i>
Miss Giulia Martis	<i>Year 3&4 Teaching Assistant</i>
Miss Metz Moses	<i>After School Care Assistant</i>
Ms Nitsuga Marquez	<i>After School Care Assistant</i>

ADMINISTRATIVE STAFF

Mrs Gabby Emslie	<i>Marketing</i>
Mrs Caroline Juffs	<i>School Secretary and Admissions</i>
Ms Sharon Parry	<i>Assistant Bursar</i>

OTHER SUPPORT STAFF

Mr Barry Frost	<i>Caretaker</i>
Mrs Vivord Adams	<i>Lunchtime Supervisor</i>
Miss Metz Moses	<i>Lunchtime Supervisor</i>
Ms Nitsuga Marquez	<i>Lunchtime Supervisor</i>

To contact teaching staff please use the format:
First initial.surname@ursulineprep.org

6. THE SCHOOL DAY

6.1 THE SCHOOL DAY

Pre-School pupils may arrive for school between 8:00am and 8:40am via the Pre-School and Reception entrance, which will be locked at 8:50am, allowing parents time to exit.

Girls from Reception upwards may arrive at school between 08:00am and 08:25am where they are supervised in the playground until they go to their classrooms at **08:25am**. Please do not drop off your daughter at school and leave her unaccompanied before 08:00am as the school is not open and there is no supervision. Girls should enter the school by the middle gate. This gate is closed at 08:40am.

School Finishing Hours

Pre-School	3.15pm full time, 11.30am if going home for lunch, 12.15pm part-time with lunch at school
Reception	3.30pm
Year 1 & 2	3.30pm
Year 3 & 4	3.40pm
Years 5 & 6	3.40pm

On Games afternoons the girls finish at the following times:

Year 3	Monday	4.30pm
Year 4	Monday	4.30pm
Year 6	Tuesday	4.30pm
Year 5	Thursday	4.30pm

Please make sure your daughter is collected promptly. If you are detained or delayed for any reason, please telephone the School Office so that your son or daughter can be taken to After-School Care to await your arrival.

6.2 ATTENDANCE & ABSENCE

All pupils are expected to attend classes for the school academic year, on all days that the school is open. Please bear in mind, that apart from illness, absence from school should only occur in exceptional circumstances. Like all schools we must make annual returns, in which we must record the number of unauthorised absences during the school calendar. The following procedure is therefore extremely important.

(A) If your child is ill, and therefore absent from school, please telephone the School Office on 020 8947 0859, Option 1, or email:

absences@ursulineprep.org before 8:40am on the morning of the absence. The School Office is open from 8:00am. Alternatively, you can complete the on-line absence report on the school website, located in the Parents Secure Area.

- (B) Should you wish to apply for an absence from school for a family reason, extraordinary holiday etc, please send your request via email to the Head Teacher's Office:
HeadteachersOffice@ursulineprep.org
- (C) Please bear in mind that every effort should be made not to interrupt term-time attendance, and that such applications should be made only in exceptional circumstances. It is a requirement of the Independent School Inspectorate that all term-time holiday absence is authorised by the school.
- (D) Doctor/Dentist etc. Wherever possible it is preferable to make appointments outside of school hours. However, this is sometimes not possible and therefore children need to be withdrawn from school. In order to do this, you must firstly inform your child's teacher of the appointment, and when you come to collect your child, please call into the School Office to sign out. When returning to school from the appointment, you must call into the School Office in order to sign your child back into school.
- (E) Should your child be late for school, for whatever reason, you must report to the School Office and sign your child into the Fire Register. All children must be either registered in class or signed in by their parent / carer.

6.3 PARKING & 'DROP AND GO' IN THE QUICK DROP ZONE

Parking

Parking spaces, at school times, are limited on The Downs. We would ask all parents to park their cars in a responsible manner, respecting the local residents and providing them with full access to their property by leaving driveways clear. We request that parents do not turn around on The Downs.

Quick Drop Zone – 'Drop and Go'

We are very fortunate to have a morning drop off scheme. This is manned by Parent volunteers for 30 minutes each morning. The 'Quick Drop Zone' is located outside the school gates allowing parents to pull in. A parent volunteer will then help your child out of the car, with the necessary bags, and in through the school gates. Pre-School and Reception children are escorted to class.

Volunteers are always needed and very welcome. Please contact the School Office if you are able to offer occasional help. This is so important to us and very much appreciated.

Details of the 'Drop & Go' rota are on the parents' area of the website.

Parking Concessions

Merton Council has allowed parents a 10-minute concession entitlement for drop off and collection times. This voucher will be available on the Parent area of the Website (<https://www.ursulineprep.org/secure>) and must be clearly displayed in the car windscreen. Please ensure that you do not exceed your 10-minute allowance otherwise you will need to purchase a ticket from the pay and display machine.

7. WRAP AROUND CARE

AFTER- SCHOOL CARE: The 5 Star Club

The 5 Star Club is available to all pupils from Pre-School to Year 6. The ASC runs from 3:15pm until 6:00pm, Monday to Friday. The children are cared for by three staff members and the manager holds recognised Childcare and First Aid qualifications. Bookings can be made via the parent portal on a termly or weekly basis, or can be used on an ad hoc basis and charges are as follows:

	From September 2023
5 Star Club until 5pm	£10
5 Star Club until 6pm	£18
5 Star Club from the end of another club finishing until 5pm	£5
5 Star Club from the end of another club until 6pm	£13

Please note: There will be no ASC on the last day before half terms and Christmas, Easter, and Summer holidays.

8. LUNCHES

8.1 LUNCHES

We offer compulsory hot lunches provided by Thomas Franks (www.thomasfranks.co.uk). Our website has details of the current menu. (<https://www.ursulineprep.org/information/food-catering>)

Parents are asked for details of food allergies and intolerance or other dietary needs in the New Pupil Admissions Booklet.

Lunches are paid for by the term, in advance, and cost £360 per term.

8.2 SNACKS

Pupils are encouraged to bring a playtime snack. A piece of fruit or a plain biscuit is ideal. Crisps, sweets and chocolate are not acceptable. All snack containers must be clearly named. As part of our commitment to the environment, we encourage children to bring to snacks in reusable containers, rather than in single use plastic.

Fruit snack pots can also be provided for Pre-School and Reception children by Thomas Franks for a minimal charge. For information and to arrange a snack pot please contact Ms Parry, Assistant Bursar on the main school number or bursarassistant@ursulineprep.org

Nut Allergies

Ursuline Prep is a nut free school. Please **do not** allow your child to bring any variety of nut to school, either for break or lunch – even in the form of a sandwich spread, e.g. Nutella and peanut butter.

Milk

Fresh milk is delivered daily to school and is **free of charge** to Pre-School and Reception school children.

Water

Drinking plenty of water enhances learning. We encourage pupils to bring in water in a clear plastic bottle, which they may have in class. Bottles must be clearly marked with your child's name and only filled with water. There are two water fountains on site for the children to fill up their bottles.

9. FIRST AID & SICKNESS

9.1 ADMINISTRATION OF MEDICINES

If your child requires the administration of prescription medication during the school day the following procedure must be followed:

- (1) Complete a Parental Consent Form and Administration of Medicines Authorisation Form, which can be obtained in the School Office.
- (2) Hand the medication to a member of staff in the School Office with the completed form so that it can be suitably stored. Please note the child's name and dosage must also be detailed on the label.
- (3) Collect the medication at the end of the course, or check the 'use by' dates on medication that is used rarely, on a half-termly basis.
- (4) Inform your child's teacher via the homework diary or email that the child is taking medication.
- (5) If your child requires the support of an *epipen (autoinjection)* please ensure that the school has the use of two epipens which are to be stored in the red medicine bag in the classroom.
- (6) If your child requires an inhaler, no matter how infrequently, please ensure that there is one in school, (and spacer if appropriate.)

9.2 NOTIFICATION OF MEDICAL CONDITIONS

Should your child develop a medical condition such as diabetes or a severe allergic reaction, please provide the school with as much medical detail as possible in order to support your child. The Parental Consent Form – Medical Information (found within the Administration of Medicines Policy), can be downloaded from the website or from the School Office. Details of the condition will then be kept in your child's confidential folder and placed in an appropriate place to enable all members of staff to familiarise themselves with the condition. Please inform the school of any allergies, including nuts and plasters. We try to ensure the school is a nut free environment.

9.3 SICKNESS

If your child is unwell with sickness or diarrhoea, please ensure that they remain at home for a minimum of 48 hours following the last attack. This will reduce the possibility of spreading any infection. If your child vomits or has diarrhoea in school, you will be contacted and asked to collect your son or daughter as soon as possible.

9.4 HEAD LICE

Should your child become infected with head lice, please treat at home and inform the class teacher as soon as possible. A letter will then be emailed to all parents in the class asking parents to check their child's hair for infection. The child should stay at home until treatment is completed.

9.5 SIGHT AND HEARING

Please inform the school as soon as possible if you have any concerns about your child's sight or hearing.

A full copy of the policy for Administration of Medicines and First Aid is available on the website: <https://www.ursulineprep.org/information/school-policies>

10. SCHOOL UNIFORM & EQUIPMENT

10.1 SCHOOL UNIFORM

Our school uniform supplier is Village Sports, located in Raynes Park town centre. Every child should wear black leather shoes that can be polished. Jewellery is not permitted, hair should be tied back away from the face and secured with a plain blue or black band.

An up-to-date uniform list can be found on our website at:

<https://www.ursulineprep.org/information/uniform>

10.2 PE UNIFORM

PE uniform is also available from Village Sports. All pupils should wear suitable white sports trainers, which can be securely fastened – please note 'fashion' trainers are not acceptable. Earrings must be removed for PE lessons.

Please ensure that all items of uniform and school equipment are clearly named.

10.3 SECOND HAND/NEARLY NEW UNIFORM

Our Parents' Association hold a second-hand uniform sale each term. The date will be published in the weekly newsletter and on the website. Funds are divided between the parent selling the uniform and the Parents' Association. Please ensure that all old name tapes are removed.

10.4 STATIONERY AND EQUIPMENT

Pupils from Year 3 up may use their own pencil cases and equipment. This must be stored in an appropriately sized pencil case that is named.

11. PARENT COMMUNICATION

Communicating with you effectively is very important to us. We will communicate with you in a number of ways throughout the school year predominantly by email, but the school website and the Engage portal will also hold the most up to date information.

Please contact the School Office if any of your contact details change so that we can alter your record on our database. This is really important in case of an emergency.

11.1 WEEKLY NEWSLETTER

Insieme - Looking Ahead: On Saturday mornings you will receive a Looking Ahead email that provides news of the past week at school together with all the information required for the week ahead such as:

- School trips - where, when, what required
- Events
- Charity days
- Sports fixtures - locations and times
- Homework club location
- Drop and Go rota
- UPSPA meetings/events
- Any other notices

At the bottom of this newsletter will be the most up to date copy of the school calendar and the Early Year News for those with children in Pre-School and Reception.

11.2 SCHOOL WEBSITE

The school website is www.ursulineprep.org and has information on every aspect of school life including a Parent Login Secure Area.

The Secure Area can be accessed at <https://www.ursulineprep.org/secure> . Within this area you can access:

- The most up to date school calendar
- Sports Fixtures and Team sheets
- Parent Communications via Engage Portal
- UPSPA information/rotas
- Pupil websites: Purple Mash/Class Dojo/Mathletics/Letter Join
- Curriculum Packs

The latest school news, including photos and videos can be found at www.ursulineprep.org/media and you can follow us on Twitter and Facebook **@UrsulinePrep** and on Instagram at **Ursuline_Prep**.

11.3 ENGAGE PORTAL

Emails will be sent via the Engage Portal. The messages will be available on the portal and you should receive email notification. If you do not already have access to Engage then please contact the school office at office@ursulineprep.org

Engage is also used to:

- Sign up for extracurricular clubs and homework club at the beginning of each term
- Sign up for Parents' Evenings
- Access school reports
- Invoicing / Account Balance

If for any reason this process fails, you will receive emails from the school office with the same information.

11.4 CLARION

Clarion is used to provide updates and reminders as and when required. You will receive messages via text and email such as "Year 6 running late - due back to school at 5pm."

11.5 SOCIAL MEDIA

The school has a number of social media accounts, and we would encourage parents to follow us so that you can see what the children are doing in class and celebrate their achievements with them.



Twitter - You can follow your class activity at the following accounts:

Year Group	Twitter Handle	Subject / Area	Twitter Handle
Pre-School	@UrsulinePre-School	Ursuline Prep School	@UrsulinePrep
Reception	@UrsulineRecept	Head Teacher	@UrsulineHead
Year 1	@UrsulineYear1	Sport	@UrsulineSport
Year 2	@UrsulineYear2	Art	@UrsulineArt
Year 3	@UrsulineYear3	Modern Foreign Languages	@UrsulineMFL
Year 4	@UrsulineYear4		
Year 5	@UrsulineYear5		
Year 6	@UrsulineYear6		



Instagram - You can follow our Pre-School and Prep school activity at the following accounts:

ursuline_prep https://instagram.com/ursuline_prep?igshid=NTc4MTlwNjQ2YQ==

ursuline_preschool https://instagram.com/ursuline_preschool?igshid=NTc4MTlwNjQ2YQ==

11.6 HOMEWORK DIARY

Pre-School Reading Record Books are used as a home school diary. In Reception, the girls have a reading diary and a home-school link book.

The Homework diary is used by pupils in Year 1 – 6 and may be used as a method of communication between home and the class teacher. Daily reading is also recorded in these diaries. Please make sure an adult has signed each day to indicate what reading has been completed by the child. This will be checked daily. Communication with teachers via email is also available.

On occasion there will be forms to be completed and returned in your child's book bag, although we are attempting to remove all paper and will be using online forms as much as possible.

11.7 CLASS DOJO

Class Dojo is used in Early Years and Pre-Prep to communicate basic messages from class teachers and to keep parents updated on activities and learning in the classroom through the secure sharing of photographs. Parents will be given instructions on how to download the app and login to their class at the Curriculum Evening. Photographs are only shared with other parents in the class. House Points or Dojos are also shared through the app.



11.8 APPOINTMENTS

We operate an open-door policy. An informal word at the end of the school day may allay any concerns or misconceptions and prevent a small problem from becoming a bigger one. However, should you wish to make an appointment with any member of the teaching staff, please contact them directly via email using their first initial and last name @ursulineprep.org.

Appointments with the Head Teacher should be made through headteachersoffice@ursulineprep.org

12. EXTRACURRICULAR CLUBS, OUTINGS & TRIPS

12.1 SCHOOL CLUBS

Parents are sent extra-curricular club information on a termly basis. We offer an extensive range of clubs – run by a staff member, an external teacher or coach. Some of these are chargeable to cover the cost of materials or external supervision. The club timetable is on our website. Parents can enrol their children on clubs via the Parent Portal. Places are allocated on a first come first served basis.

12.2 OUTINGS

Each term one or two outings are arranged to complement the work done in school. Speakers, theatre groups and musicians also visit. Parents are asked to sign and return a generic permission slip for annual and local trips in the New Pupil Admissions Booklet. Letters are sent to parents before trips explaining the details. Some outings are chargeable and will be added to the school fee invoice or billed separately.

12.3 RESIDENTIAL FIELD TRIPS

In addition to the day trips, we have residential trips for Years 3 to 6. They generally have a curriculum theme attached to them. In addition to the pedagogical learning that is going on, the girls learn other valuable life skills as they have to manage themselves efficiently and independently for a few days; all this is good preparation for secondary school. Residential trips require a specific permission slip to be signed by parents.

13. BIRTHDAYS

In line with our healthy schools' agenda, and being mindful of allergies, we discourage children from bringing birthday treats for their class. Children celebrating their birthday may come to school that day wearing their own clothes (or on the Friday before a weekend birthday) so that their special day can be recognised by friends and staff.

Whilst it is not the school's position to legislate about birthday parties, as they are family affairs that take place outside of school hours, (*usually at the weekends*); the following guidelines may wish to be adhered to:

- The whole class is invited so no one feels left out. We appreciate this is more likely to be possible when the party is not in the family home.
- If all the class is invited, then invitations can be handed out in school
- If it is a party at home and just a few close friends are invited, invitations need to be distributed outside of school. It is important in these instances that it is the **majority** of the class that are not invited. In this way we have no upset children who may have been missed off a guest list, albeit unintentionally.

14. PARENTS' ASSOCIATION - UPSPA

Mission Statement

The Parent's Association (UPSPA) mission is to help assist the spiritual and social development of the school community and to raise funds for the school to be used to help enhance the children's education.

UPSPA Members

Each family becomes a member of the Parents' Association on joining the school and contributes an small annual fee which is included in the Michaelmas Term account, and then transferred to the UPSPA accounts. This fee is applied to the eldest child's invoice. UPSPA holds a meeting once every half term and all members are welcome. The Head Teacher is not a member of UPSPA, but is invited to all meetings to aid communication between the school and the PA.

UPSPA Committee

This is the group of PA members who have taken on specific roles within the PA to help run events and co-ordinate activities within the school. These members meet regularly to enable quick decision making and planning. These Committee members are listed on the PA People page in the UPSPA section of the Parent Secure Area of the school website.

Throughout the year UPSPA organises a variety of events for the parents, children and the school. Some of these are annual events, whilst others are changed to keep the social occasions interesting.

Funds raised from events are put towards a variety of school projects that provide resources and equipment for the school. In the past UPSPA has helped provide, equipment for the science lab, interactive whiteboards, ICT suite furnishings, a school minibus and the Astro turf.

We know that everyone leads busy lives with many family commitments, but we would be pleased to have your support in any way possible, either by volunteering your help at an event, or just seeing you there.

UPSPA Chair – Richard Kehoe 07751 776816

UPSPA Vice-Chair – Victoria Kehoe 07495 049530

upsa@ursulineprep.org

Rotas, class reps details and event information will be posted on the UPSPA page in the Parent Secure Area of the Website: <https://www.ursulineprep.org/secure/secure-parent-area/upsa-information>

15. FEES AND FINANCE

All queries surrounding finance, including fees, hot lunch costs and expenses, other than after school clubs, can be addressed to Ms Sharon Parry at bursarassistant@ursulineprep.org.

Means tested bursaries are available. Information is available from Mrs Robinson or Ms Parry. Please note that initial contact must be made with Mrs Robinson before Bursary Administration Ltd advice on the application.

16. PASTORAL CARE

Pastoral Care is a priority at Ursuline Prep: all staff are trained in safeguarding and put the wellbeing of the children first. We have a very strong school ethos and a robust PSHE programme (SCARF, Coram Life Education) delivered weekly by class teachers, who know their class very well. Girls requiring additional help may be referred to the Emotional Literacy Support Assistant (ELSA) or the school chaplain for individual or small group support. Parents will be advised if children present with pastoral needs and are encouraged to contact the class teacher if there are any issues that we need to be aware of, so that we can put the appropriate support in place.

17. CURRIUCLUM

We aim to provide a full and rewarding education by cultivating wide interests and individual gifts in a happy, relaxed and friendly atmosphere. Whilst academic success is at the heart of what we are trying to achieve through the basic curriculum of core and foundation subjects, it is through the whole school curriculum, which consists of every activity planned by the school, that we hope to prepare our pupils in the broadest possible sense.

Our ethos and the Ursuline values are embedded into our curriculum, and we focus on a particular value per term or half term.



17.1 CURRICULUM EVENINGS

Each year in September all class teacher holds a welcome curriculum evening, explaining in detail the curriculum for that particular year group. As well as the specific information about that year group, the homework arrangements are explained and advice is given as to how parents can support their children. An information pack is given out (and later available on the parent area of the website).

The date for 2023 is: Tuesday 12th September at 6pm.

17.2 CURRICULUM – EARLY YEARS (Pre-School and Reception)

The Pre-School and Reception classes follow the Early Years' Foundation Stage (EYFS) Framework which includes the following areas of learning:

- Personal, social and emotional development
- Communication and language
- Physical development
- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Specialist teachers teach French, PE and Music in Reception. In Pre-School specialist teachers teach Music and PE.

Further information can be found in the Early Years Handbook and is explained at the curriculum evenings at the start of the year.

Mrs Rachel Cherry is our Head of Early Years.

17.3 PRE- PREP (Year 1 and Year 2)

Pre-Prep children follow a broad curriculum, appropriate to all abilities. The Pre-Prep curriculum is generally organised and delivered by the class teacher, together with the Teaching Assistant, with some subjects taught by specialist teachers. We believe in a varied approach, striking a balance between whole class teaching, group and individual work. The girls in the Pre-Prep enjoy a wide range of learning experiences, allowing them to develop confidence and independence.

Subjects covered are:

- English (this includes reading, writing, phonics, spelling, handwriting and speaking and listening skills)
- Maths
- Religious Education
- Science
- Topic (which combines History, Geography)
- PSHE including RSE
- Computing

- Modern Foreign Languages (French - taught by a specialist teacher)
- Art and Design (taught by a specialist teacher)
- Music (taught by a specialist teacher)
- PE which includes swimming (taught by specialist teachers)

In the Pre-Prep department, we aim to link our learning between subjects and use our main Topics to provide cross-curricular links, to enrich the children's learning experiences. This also then helps them make the transition from Early Years to the Prep Department. The topics (e.g., Transport, Polar Regions, Famous Queens), allow for visitors and school trips to enrich the learning.

17.4 PREP (Years 3 – 6)

The curriculum is designed to develop the four key elements of learning: knowledge, concepts, skills and attitudes. By the end of their time in the Prep Department, girls will be literate, numerate and have confidence to use their knowledge, skills and concepts in a variety of situations. At this stage religious, moral and social skills are important, enabling pupils to work and play together successfully within a caring and self-disciplined environment.

Subjects covered are:

- Religious Education
- English (listening, speaking, reading and writing)
- Mathematics
- Science
- Computing
- Humanities (History and Geography)
- Verbal and Non-Verbal Reasoning
- PSHE including RSE
- Music (taught by a specialist teacher)
- Modern Foreign Languages (French - taught by a specialist teacher)
- PE & Games (taught by a specialist teacher)
- Art & Design (taught by a specialist teacher)

17.5 11+ PREPARATION PROGRAMME

The girls are thoroughly prepared for the 11+ examination which take place in the first half of Year 6. The grammar school entrance tests take place in the first half of the Michaelmas Term and the independent school examinations typically take place in the second half of the Michaelmas Term and beginning of Lent Term. A structured programme completing and reviewing past papers is followed.



Atom Learning

Our girls in Year 5-6 have a personal login for Atom Learning. This is used for homework activities and general practice at home and at school.

17.6 ENGLISH

English lessons in Pre-Prep develop speaking and listening skills, reading, phonics, grammar, handwriting and writing. In Year 1, the teaching of phonics is continued from the Early Years programme, and weekly spelling lists are introduced. In Year 2, the phonics programme moves on to consider further alternative spellings of sounds and explores other spellings patterns.

In Prep we use Galore Park for our English lessons. As English supports learning in all subjects, special emphasis is given to the skills of Speaking and listening. Skills are developed through discussion, debate, reporting, drama and stories. Children are encouraged to write in a variety of ways for a range of audiences. The use of appropriate styles, spelling, fluency, vocabulary, and neatness are carefully taught and monitored.

Reading

Reading is a key priority across the whole school, including reading for pleasure. We have a school library which pupils can visit on a weekly basis. Reading ability is closely monitored across the school and reported to parents.

Handwriting

We teach a neat cursive script, and the children are encouraged to start joining letters in Year 1. Neatness and presentation remain a key skill throughout the school. In the lower years, children are encouraged to use letter join at home to practice their handwriting.



We also use Letter Join in school, an app that can be used at home to practice handwriting in the lower years.

More details can be found in our **Handwriting Guide for Parents**, which can be found on the parent section of the website.

Spelling

From Year 1 upwards, each class has a weekly spelling test and learning these spellings is part of homework. In Reception, girls are taught to recognise the first 100 High frequency words and towards the end of the year, they are encouraged to learn how to spell them.

17.8 MATHS

Pre-Prep

In Pre-Prep we follow the Rising Stars Scheme of Work for maths. Problem solving and reasoning skills are embedded into the scheme. The programme moves through different units across the year and many key topics are repeated several times to build on the children's understanding. The scheme allows teachers to adapt their teaching to the particular needs of children in their class and there are half termly assessments which help check for understanding. Number bonds and counting are a key skill for Year 1 and times tables are formally introduced in Year 2.

Prep

In Prep we use Galore Park for our maths lessons. It is a rigorous and challenging programme which recaps on many strategies learnt in the Pre-Prep Department and develops new strategies to solve problems. Our scheme of work ensures high standards, continuity and progression through the age and ability ranges. The foundations of mental calculation and recall of number facts are established thoroughly before standard written methods are introduced. Daily oral and mental work develops and secures pupils' calculation strategies and rapid recall results. The scheme allows teachers to adapt their teaching to the particular needs of children in their class and there are half termly assessments which help check for understanding.



Mathletics

All girls in Year 3-5 have a personal login for Mathletics. This is used for homework activities and general practice at home and at school.

17.9 RELIGIOUS EDUCATION

As a Catholic school, our RE lessons play a significant role in our Curriculum. Across the school we used the 'Come and See' scheme to structure our RE lessons. The aim of the scheme is to support and enable the faith experience of all children as it starts with their life experience and leads them to reflect upon and consider the Christian message, as well as learning about other faiths.



Each year group have their own list of focus topics to cover throughout the academic year all linked by a central theme. These topics usually coincide with the church calendar. The children's life experience is explored, the question(s) it raises are wondered at, shared, investigated and their significance reflected on. Children become familiar with religious language, symbols, signs and gestures of worship and prayer. Knowledge and understanding of the Catholic faith are revealed through the Word, in Scripture, Tradition, doctrine, prayers, rites and Christian living.

A termly newsletter is sent to parents explaining which topics will be covered during the term and how parents can support learning and reflection at home.

As a Catholic School, we have close links with The Sacred Heart Parish in Wimbledon. Whole school Masses form a regular part of our worship. The children in Prep have an opportunity to receive the Sacrament of Reconciliation in Advent and Lent during school time. Important Christian feasts, such as Christmas and Easter, are prepared for and celebrated.

Weekly whole school collective worship is led by our school Chaplain. She also supports the spiritual life of the pupils through prayer services, leading the Chaplaincy team and promoting the Ursuline values.

Our school chaplain is Mrs Nora Cleeve.

17.10 SCIENCE

We aim to encourage all pupils to be curious about scientific processes while building a firm foundation of scientific knowledge. Pupils are encouraged to ask questions, devise experiments, investigate problems and arrive at appropriate conclusions. They learn how to select and use scientific equipment. From Year 1 upwards, all girls have weekly science lessons.

17.11 HUMANITIES: History and Geography

In Pre-Prep a topic-based curriculum has been created to incorporate the teaching of history and geography. These topics are planned to show progression in knowledge, skills and attainment in both history and geography. In Prep, pupils are taught and encouraged to ask questions about their environment and the past. They learn how to use historical and geographical skills to analyse evidence to inform their opinions. Pupils are often asked to complete extended projects at home.

17.12 PSHE (Personal, Social, Health Education) and RSE (Relationships and Sex Education)

We aim to give pupils the knowledge, skills and understanding they need to lead confident, healthy and independent lives. The children have a visit each year from the Life Bus, and we follow the SCARF curriculum which is based on outcomes created by the PSHE association, and includes Relationships and Sex Education.

Pupils are encouraged to take part in a range of activities across and beyond the curriculum. They are given opportunities to contribute to the life of the school and to reflect on their own thoughts, feelings and experiences to understand their personal and social development. They will address many of the spiritual, moral, social and cultural issues that are part of growing up.

Half termly newsletters are sent out to parents to explain which topics are coming up in or RSE Curriculum and our PSHE and RSE policies have further details.

17.13 COMPUTING

All the pupils have access to excellent ICT resource and from Year 1 upwards, each class has a regular lesson in our ICT suite. We also have iPads to support learning in class.

Purple Mash

The school subscribes to Purple Mash, which is a creative educational website for children. We use Purple Mash to deliver the computing curriculum for all pupils throughout the school. Mini Mash is the area of Purple Mash specifically designed for children in the 'Early Years'. Your child can access Purple Mash

in school and also at home via a laptop or desktop. Nearly all the resources are also compatible with a tablet. Purple Mash is a safe environment that only allows interaction online with children and teachers in our school. In addition to computing activities, Purple Mash also contains hundreds of activities covering everything from maths and English to science and art.



Purple Mash also allows form teachers to set tasks to be completed at home. Once your child has completed an activity they will be able to save what they have done. Their teacher will be able to see it and add a comment.

Children from Reception to Year 6 will be supplied by their form teacher with their own personal login. Parents of children in Pre-School will be supplied with a generic class login for your child. You can access the Purple Mash website at home using the following address:

<http://www.purplemash.co.uk/ursulineprep>

17.14 PHYSICAL EDUCATION, GAMES and SWIMMING

PE lessons are designed to build 'ABC' skills, (agility, balance and coordination) and physical strength through a varied approach of fun activities, dance and gymnastics. Pupils also start to develop their ball skills and learn to apply these in small-sided games, promoting teamwork, positive attitudes and participation in sport. There are inter- house competitions in a range of sports for all girls in Reception upwards.

As well as a weekly PE lesson, girls in Year 3 to 6 each have a Games Afternoon. The core team sports are netball in the Michaelmas Term, followed by hockey and football in the Lent Term. In the Trinity Term, cricket and athletics are the sporting focus, culminating in Sports Day. For their Games Afternoons, girls travel to a range of off-site facilities in the local area. Our Games Programme is inclusive, with many weekly fixtures taking place for all girls against other schools.

Our girls from Year 1 – 6 participate in intensive swimming lessons at Wimbledon Leisure Centre, with qualified swimming instructors. The girls will be taken to the swimming pool by coach, accompanied by our school teaching and support staff.

Swimming sessions will be taught in the following terms:

Years 3 and 4: Michaelmas

Year 5 and 6: Lent

Year 1 and 2: Trinity

Please ensure your daughter has the following items which should all be clearly named: -

One piece school or plain swimsuit

School swimming hat (goggles optional)

Towel

Waterproof bag (rucksack style for the younger ones rather than drawstring)

Our specialist PE staff are Mrs Caroline Ventom and Mrs Katie Nangle.

17.15 MUSIC

Music teaching plays a major part in the life of the school and of every child. All classes from Pre-School to Year 6 are taught by a specialist teacher. We aim to lay the foundations of musical knowledge through an all-round approach including listening, singing, playing and composing.

From Year 1 the girls are able to start learning an instrument if they so wish, though they must be able to physically handle an instrument of choice. The music teacher can offer advice on this. Please remember that there is no hurry to begin learning an instrument as it is most often the case that the older a child is when they begin learning an instrument, the quicker their progress will be. The current choice is Flute, Clarinet, Saxophone, Recorder, Guitar, Violin, Piano, Voice, Trumpet and French Horn, though we may well be able to offer tuition on an instrument that does not appear on this list if there is interest.

Children are also encouraged to join one of our many extra-curricular choirs.

Throughout the year we hold concerts both formal and informal, and encourage all children to participate and perform either as soloists or in group performances. This showcases what the girls can achieve in collaboration with each other as well as giving them the opportunity to show what they have achieved in their individual music lessons.

Our Music Teacher is Miss Laura Ruhi-Vidal

17.16 ASSESSMENT

In Early Years, assessment is done by teachers through observations and continual assessment is an integral part of the Early Years Framework. Further details will be explained in the Curriculum Evening.

All pupils from Year 1 – 6 sit standardised assessment tests in English (PTE) and Maths (PTM) in May each year. These are reported to parents in the end of year report. Pupils in Year 3-6 also sit CATs (Cognitive Abilities Test, which assesses Non-verbal Reasoning, Verbal Reasoning, Quantitative Reasoning and Spatial Ability) in the autumn. These results are reported in the Michaelmas Term reports.

There are also ongoing internal assessments for Maths, Reading and Writing that are completed throughout the year.

17.17 INDIVIDUAL LEARNING NEEDS

Class teachers closely monitor the progress and achievement of all those in the class. Those who need extra support are supported by the teaching staff in class and small teaching groups are run by TAs to boost particular skills. These programmes are adapted carefully to each child's needs and children's progress is carefully tracked. Those who need further support are referred to the SENCo who works with the class teacher to create further individual support. Please see our policy on SEN for more details on this.

The Special Educational Needs Department is co-ordinated by **Mr Craig Gillibrand**.

18. HOMEWORK

Reading is a priority for homework across the school. In Pre-School this starts with shared reading of a picture book with an adult and as the children progress up the school it develops into longer daily periods of independent reading.

From Year 1 upwards children also have:

- Weekly spellings to learn
- Times tables –starting in Year 2
- Maths, English and other subjects
- 11+ preparation (In Year 5 and 6)

All details of the homework arrangements for each year group will be shared with parents at the curriculum evening. Please contact the class teacher if you have any questions regarding homework.

Homework Club

Homework Club is part of The 5 Star Club (after school care) and is run Monday-Thursday from 4pm to 5pm. Children must be signed up via the School Office for this club.

19. PRIZES AND RECOGNITION OF ACHIEVEMENT

All pupils' achievements are recognised and celebrated. Pre-School achievements are celebrated in class and with their Pre-School peers. On Monday mornings we hold an assembly for Reception to Year 6 at which individual achievements are recognised. The Headteacher's Serviam Certificate is presented to children who have shown help or kindness to others and the Headteacher's Commendation Certificates which are given for outstanding application in any area of school life. Other achievements such as swimming certificates, games awards etc., are also celebrated at our assemblies throughout the week.

At the end of the Trinity Term, all the children in the school are recognised for their achievements in various areas of school life, academic awards, sporting achievements, and musical accomplishments.

20. HOUSES

At Ursuline Preparatory School each pupil from Reception to Year 6 is part of a 'House' team. There are four houses:

St Catherine	Yellow
St Ursula	Red
St Mary	Blue
St Cecilia	Green

House points are awarded for effort, achievement and kindness. At the end of every half term, the House Captains (Year 6 pupils), count the points and the winning team is awarded the House Cup. Each house celebrates their Saint's feast day.

21. SCHOOL COUNCIL

Our School Council is:

- An inclusive, structured forum for discussion and decision-making
- A means for children to raise issues and concerns
- A means for the School Council to consult all pupils

Early in the Michaelmas Term each class elects one member for the School Council. The girls are given an opportunity, in class, to explain how they would represent their class and then the votes are cast. School Council meetings are held regularly, and the members report back any news to their classes.

22. BUDDY SYSTEM

The school operates a system whereby the girls in Reception and Year 1 are allocated a Buddy from Year 6. This provision provides an opportunity for the Year 6 girls to become an important mentor/role model to the younger girls and share special occasions through the school year, for example an Easter Egg Hunt.