



# Pre-Prep School Handbook

2021/2022

*Nurturing Potential*  
*Inspiring Subject Passion*  
*Celebrating Talent*

## Parent Communication

### How to Contact Us

Main School Reception: 01482 657016

Preparatory School Office: 01482 652172  
[Diane.Fawcett-Ward@tranby.org.uk](mailto:Diane.Fawcett-Ward@tranby.org.uk)  
PA to the Headteacher of the Prep School  
(Open 08:00 - 16:00 each day)

For reporting absences please call the Preparatory School Office on 01482 652172 or text 07581 992822.

### Who should be contacted for academic or pastoral queries?

Your child is well known by their teacher and it is their job to monitor your child's academic and pastoral well-being therefore they are the first point of contact. Letters from parents regarding illness, sport, music, dental appointments etc. should be addressed to your child's class teacher.

Y1H - [joanne.hamilton@tranby.org.uk](mailto:joanne.hamilton@tranby.org.uk)

Y1R - [hannah.rowley@tranby.org.uk](mailto:hannah.rowley@tranby.org.uk)

Y2S - [heidi.silk@tranby.org.uk](mailto:heidi.silk@tranby.org.uk)

Y2WT - [sarah.wealsby@tranby.org.uk](mailto:sarah.wealsby@tranby.org.uk)

For further concerns, please contact:

**Year 1/2 Phase Leader – Mrs J Hamilton**  
[joanne.hamilton@tranby.org.uk](mailto:joanne.hamilton@tranby.org.uk)

For all **safeguarding** concerns and queries, please contact:

**Prep DSL – Mrs S Maynard**  
[Sarah.Maynard@tranby.org.uk](mailto:Sarah.Maynard@tranby.org.uk)



**TRANBY**  
EAST YORKSHIRE

## TERM DATES

### ACADEMIC YEAR 2021/2022

#### MICHAELMAS TERM 2021

Staff Inset day, new staff induction and 6 <sup>th</sup> Form enrolment	Tuesday 31 August
Staff inset day	Wednesday 1 September
First day of term	Thursday 2 September
Half term	Monday 18 October to Friday 29 October
Term ends	Wednesday 15 December (finish at 15:30)

#### LENT TERM 2022

Staff inset day	Wednesday 5 January 2022
First day of term	Thursday 6 January
Half term	Monday 21 February to Friday 25 February
Terms ends	Wednesday 6 April (finish at 15:30)

#### TRINITY TERM 2022

First day of term	Monday 25 April
Bank holiday	Monday 2 May
Staff inset day	Friday 27 May
Half term	Monday 30 May to Friday 3 June
Term ends	Wednesday 6 July (finish at 15:30)

## On Your First Day – New Pupils

### A Warm Welcome

We are a happy, friendly school. New pupils can come along to the Prep Office and be met by the class teacher on their first day.

Once you and your child feel confident to begin using the pick-up and drop-off points, if travelling by car, you can then do so.

### Arrival and Going Home

#### Drop Off 08:30 – 08.45

Late arrivals should go to the Prep School office to sign in.

On the 2 September, could all Year 1 parents please come to the Reception class entrance that they are familiar with. Year 1 staff will be there to welcome your child into school. After this date, please use the drop off facility available.

#### Pick Up 15:30

Year 1 and 2 pupils to be collected from the pick-up area (outside the main school building).

Pupils with an older sibling can use the late stayers' facility and are then brought to the pick-up area at the time their eldest sibling's school day finishes.

### Checklist of daily essentials:

- **Morning snack:** a small healthy snack can be brought for morning break. This can be fruit, crackers, cereal bar or a bread bun (no sweets, chocolate or crisps). Please note, we are a nut free school, please check the ingredients.
- **Water:** a bottle of water (named) as we encourage pupils to keep hydrated throughout the day.
- **Outdoor clothing:** the school coat should be brought every day. In addition, a pair of waterproof trousers and wellington boots are needed for playtimes every day which can be kept in the cloakroom (boot bags are available from the Uniform Shop.)
- **No mobile phones** – unless travelling home by school bus. Phones should be clearly named and handed in to the Prep Office at the start of the day. They can be collected at the end of the day.

### Uniform

The new Tranby uniform will be available from September 2022.

### Checklist of essential uniform:

**A detailed uniform list and purchasing details can be found on the School website.** *The winter uniform is worn between October and April, depending on the weather.*

- **Shoes** (smart, black) are worn indoors and boots/sturdy trainers outdoors.
- **Hair** should be kept tidy and away from the face. It should be of a respectable style, of a natural colour with no extremes of fashion. Hair, longer than shoulder length, should be tied back with a hair band, slide or bobble in school colours.
- **Jewellery** should not be worn in school (except in exceptional circumstances.) Only discreet, stud-type earrings are acceptable and must be removed for sports activities.
- **Watches** should be unobtrusive to support the pupil to tell the time.
- **No make-up** (including nail varnish) should be worn.

### **Wrap Around Care**

We are providing phased Wrap Around Care for pupils in Reception to Year 6 respectively until 17:30. All places in After School Care must be booked a week in advance. To receive a link to the booking form, please email: [Diane.Fawcett-Ward@tranby.org.uk](mailto:Diane.Fawcett-Ward@tranby.org.uk)

Morning Club (breakfast not included) will start at 07:45 in the Refectory. All places in Morning Care must be booked a week in advance. To receive a link to the booking form, please email: [Diane.Fawcett-Ward@tranby.org.uk](mailto:Diane.Fawcett-Ward@tranby.org.uk)

#### **Morning Club**

No breakfast provided

07:45 – 08:30

£1.20

#### **After School Short Session**

No food

15:30 – 16:30

£2.50

#### **After School with tea**

Include sandwich, fruit, drink and snack

15:30 – 17:30

£9.00

Please note that any Morning Care or After School Care sessions must be booked a week in advance. Please allow 24 hours' notice for the cancellation of sessions or you will be charged for the session.

#### **Late Stayers for Siblings**

If your child has older siblings in the School, we will look after them without additional cost until their sibling's school day has ended. They will be escorted to the pick-up area at the front of the School at the appropriate time (either 15.45 for a Prep sibling or 16.00 for a Senior sibling).

#### **Catering**

We are working closely with Chartwells with their team to ensure that school catering can return safely from the start of Term, including EYFS snacks and Afterschool Care teas.

#### **Visitors on the School Site**

Please can all virtual and physical appointments be made via your child's class teacher or via the Prep Office.

#### **Parking**

Parents are kindly asked to park in the school's main car parks. A barrier is in place between 08:15 and 16:15 at the front of the School, as this is primarily a staff car park. To ensure the safety of the school community, bollards are in place at the morning drop off and removed at 8.30 when the drop off commences. If you



arrive before 8.30, please park in the main School car park and drive round at 8.30. In respect of our local community, please do not park in the public streets around the School.

### **Buses**

Pupils will be able to travel to and from school in buses provided by Acklams. Please contact the main office for details.

### **Newsletters and Communication**

Wherever possible, we communicate by the MyEd APP. Weekly bulletins are emailed to parents each Friday during term time: these contain details on forthcoming events, information and weekly lunch menus. If you do not receive these communications, please contact the Prep Office.

### **First Aid, Medicines and Illness**

We have a full-time First Aider and other staff are also trained in Paediatric First Aid. All accidents are recorded, and parents are informed of any head injuries which occur during the school day by email and where appropriate, phone call. Minor ailments will be dealt with in School, but major problems will also be reported immediately to parents.

We request that parents keep us informed about any health problems concerning their child. If you need to send your child in with medication they need to take during their day, please do so, clearly labelled, and hand to the Preparatory School office or First Aid Room.

Pupils should remain at home if they are ill. A child should not be sent to school unless they are healthy enough to go outside to play and take part in all lessons. If your child is unwell, please call or text the school office so that we can amend our registration and you are not contacted unnecessarily. Registers are taken at 08:45 every morning.

Pupils should stay at home for 48 hours after a bout of sickness/diarrhoea/high temperature and for the first few days of any course of antibiotics or other medication.

### **Absences**

Other than for medical reasons, external examinations, performances and auditions taken outside school, leave of absence is not granted except under exceptional circumstances and we ask that you make every effort possible to avoid taking your child out of school. To request a leave of absence, please request a form from the Prep Office.

### **Reporting to Parents**

Reporting to parents formally is provided each term in the form of either a parent consultation meeting or a report card (a full report is provided at the end of the academic year). If parents are concerned about their child at any other time, they are welcome to seek an appointment with the class teacher or phase leader at the earliest opportunity.

## Co-curricular Opportunities

### Clubs

Clubs give our pupils the opportunity to take part in activities beyond the curriculum. Although sports activities often take place after school, most clubs take place during the lunch break, as many of our pupils go home by bus and are not able to stay for activities after school. Full details of clubs available are provided at the start of each term.

In addition to these extra-curricular clubs, there is a weekly timetabled period for pupils.

### Music

As well as weekly timetabled class Music, pupils in Prep (Y2 from the Lent term) can choose to learn an instrument or take singing lessons from our peripatetic Music teachers. These are normally once a week, 30 minutes long and on a rotating timetable, so that the same academic lesson is not always missed. Please note that these do incur an additional cost, more details of which can be obtained from the Prep Office.

### The House System

Pupils are allocated a House. We hope that pupils identify and proudly support the endeavours of their House throughout their time at school. Each House is led by Year 6 captains and have regular meetings. They compete throughout the year in inter-house events. Siblings will be allocated to the same house.

The Houses are named after famous local citizens:

(Winifred) Holtby – Green

(Amy) Johnson – Blue

(Andrew) Marvell – Yellow

(John) Venn – Red

### Sports Fixtures

Inter-school sports fixtures are an exciting part of the Prep School and we hope as many pupils as possible from Year 3 upwards will play in these. To ensure that pupils play at appropriate levels to stretch their skills, teams are selected on ability. We very much value parental support at inter-school matches and encourage parents to come along and spectate.

### School Council

The School Council is made up of elected pupils from Years 1 to 6. It provides a forum for active and constructive pupil input into the daily life of the school.

### Outdoor Learning

We explore every opportunity to enjoy our stunning grounds and take our learning outside. We will be holding outdoor learning days throughout the year, including developing skills such as outdoor art, literature, survival skills and appreciating nature.

## Academic Information

### Assessment

At Tranby, we want all pupils to make excellent progress. We encourage pupils to become active learners who ask questions, see solutions and see mistakes as opportunities for deeper learning. We believe that the key purpose of assessment is to move the pupils forward in their learning.

**Formative Assessment for Learning:** this is ongoing assessment carried out by teachers both formally and informally during a unit of work. The results of formative assessments have a direct impact on the teaching materials and strategies employed immediately following the assessment.

**Summative Assessment of Learning:** these occur at defined periods of the academic year or at the end of a unit of work. Summative tests are an essential tool for identifying individual progress over time and can be used for comparison within and across the cohort. Unit Assessments are in your child's core visible subject books.

### Homework

We value, support and welcome active co-operation between home and school. Through this policy we aim to:

- ensure consistency of approach throughout the school
- ensure progression towards independence and individual responsibility
- ensure parents/carers have a clear understanding about expectations from themselves and their child/ren
- extend and support the learning experience through reinforcement and revision
- provide opportunities for parents, pupils and school to work in partnership
- encourage pupils to develop long term strategies for future needs
- prepare pupils for their next phase of the school.

We recognise that the time allocated for homework activities and the scope of activities set will change for each individual child. The main aim is to encourage independent learning built through a gradual increase in type, content and time spent on activities. In all Pre-Prep year groups, the homework will include a wide range of English and Mathematics tasks as well as other curriculum content.

### The logistics of homework in the Pre-Prep are as follows:

- Homework set will be completed in Maths and English homework books.
- Wherever possible, homework will be given on a set night (Friday). However, this may depend on the weekly curriculum and may be allocated based on pupil performance within a specific lesson.
- The amount of time allocated for each piece of homework will vary according to the nature of the homework but should typically take between 20-30 minutes for each task.
- There is a specific deadline for homework completion (Wednesday) which will allow pupils to balance their workload and allow homework to fit in with other family commitments.
- Once pupils have completed their homework, they will hand in their homework book to receive feedback from the class teacher.
- Additional tasks may be sent home on different days, to consolidate a concept/skill your child has found challenging.

### Reading

We recognise that reading is one of the core skills of a child's learning. We aim to promote reading and a love of books. Regular reading activities are essential homework activities that we strongly encourage every day (at least four times each week). Regular visits to the Pre-Prep Library will also take place.