



# BANSTEAD

PREPARATORY  
SCHOOL

## INFORMATION FOR PARENTS



**BANSTEAD**  
PREPARATORY  
SCHOOL

# VALUES

**At Banstead Prep we are:**

Courageous

Adaptable

Tenacious

Compassionate

Honest

# Information for Parents

## The School Day

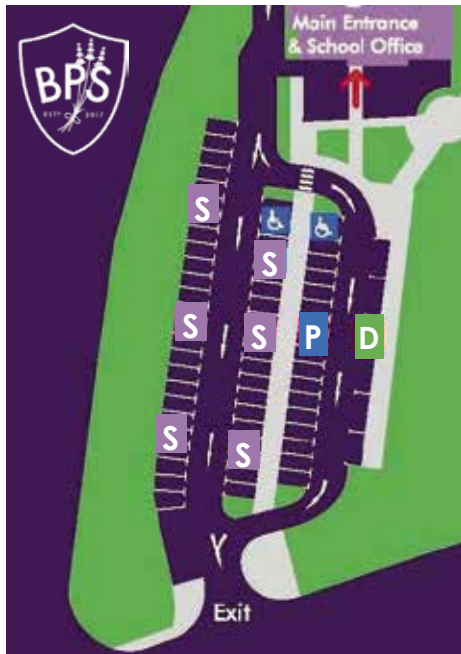
### Arrival

The school day starts at 8.30am. Children may arrive at school from 8.00am and should be in school by 8.25am for registration. Children who arrive later than 8.30am should sign in at the School Office and will be marked as late on the register.

Breakfast Club is available from 7.30am. Please take children directly to the Breakfast and After-School Care building, which can be accessed from Mellow Close via the back gate, and sign them in. For full details of fees, and the registration form, please see the school website [bansteadprep.com](http://bansteadprep.com)

If you are driving your child to school, you may use the 'kiss and drop' service in the drop off zone at the far left side of the carpark, pulling as far forward as possible to allow cars to get into the school and avoid congestion on Sutton Lane. For everyone's safety, please don't drop off on the corner, park in the drop off zone, or stop or double park anywhere else in the carpark.

If you wish to walk your child to the gate, please park in one of the marked Parent and Visitor parking spaces. Disabled spaces are for the use of blue badge holders only. In the event that the car park is very congested, or for special events when we expect more cars to park than usual, we will open the front field for additional parking whenever possible. To speed up the flow of traffic, we encourage you to please turn left out of Mellow Close onto Sutton Lane, using the roundabout to turn around if necessary, instead of waiting to turn right.



- D** Drop-off Zone  
No Parking 7.30am - 8.40am
- P** Parent and Visitor Parking
- S** Staff Parking Only

### Morning drop off at Banstead Prep

Please 'kiss and drop' in the drop-off zone bay marked 'D', pulling as far forward as possible.

Please don't drop off on the corner or park in the drop-off zone.

If you wish to walk your child to the gate, please park in one of the Parent and Visitor parking spaces marked 'P'.

If there are no spaces, please exit the carpark and drive back in through the entrance.

Please don't stop or double park anywhere else in the carpark.

Thank you for your co-operation!



## End of Day

Year Group	Nursery	Reception	Years 1 & 2	Years 3-6
Pick-up time	3.00pm	3.15pm	3.30pm	4.00pm

Staff will greet you and say goodbye to the children at the school gates. If you have arranged for someone other than a parent to collect your child from school, please let us know via their communication book (Nursery – Year 2) or by contacting the School Office on 01737 363601 (Option 7) or [office@bansteadprep.com](mailto:office@bansteadprep.com). If you have a regular arrangement with another adult e.g. a childminder, please inform the School Office and this will be recorded on your child's file.

We can care for Pre-Prep children until 4.00pm to allow for collection with older siblings. After-school Care is available until 6.00pm. Please see the website for full details, fees and registration.

## Assemblies and Form Time

Assemblies for Years 1 – 6 take place on Mondays and every Friday, when we have our celebration assembly. When there is no assembly the children have singing practice or form periods.

## Breaks

All children have a morning break from 10.00 – 10.30am. The school provides a homemade biscuit and the children can bring fruit or vegetables as an additional snack. In the Early Years please bring in fruit for our fruit bowl for us to cut and share. Banstead Prep School is a nut-free school.

## Lunch

All children, including those in Nursery who are staying for lunch or attending a full day session, have a hot school lunch. A wide selection of options is available each day including a hot meal, vegetarian alternative, salad bar and tomato based pasta or jacket potatoes. We are able to manage most dietary requirements as part of our standard menu, with gluten free, dairy free and halal options available every day. If you have any concerns or questions, Chef will be pleased to discuss them with you. Menus are available from [bansteadprep.com/school-life/lunch-menus/](http://bansteadprep.com/school-life/lunch-menus/)

## Co-Curricular Activities

Co-curricular clubs are available at lunchtimes and after school. The timetable varies each term. Full details are available from the website and will be sent to parents prior to the beginning of each term. Most clubs are included in school fees; some have an additional charge when run by an external provider.

Individual music tuition is available from our peripatetic music teachers and music lessons may be requested by contacting the School Office.

## Absence and holidays

If your child is absent from school, you can report this via the Parent Portal, email [office@bansteadprep.com](mailto:office@bansteadprep.com) or telephone the School Office on 01737 363601 (Option 2) by 8.45am. Please include your child's name, form and the reason for their absence.

Please let us know each day that your child is absent. Children may not return to school until 48 hours after the last bout of vomiting or diarrhoea.

Please avoid taking your child on holiday during term time. We do recognise that there may be exceptional circumstances where this is unavoidable and in such cases requests should be made in writing in advance and addressed to the Headteacher, Miss Vicky Ellis.



# Communication with Parents

## School Office

Open from 7.30am to 5.30pm each day and contactable on 01737 363601 (Option 7) or via [office@bansteadprep.com](mailto:office@bansteadprep.com)

Please remember to notify us of any change of address, telephone number or email address. Including your child's full name and form on any correspondence will help us to deal with your query swiftly.

## Communications home

You will receive a weekly communication from school, sent by email on a Tuesday. The Banstead Bulletin is also sent weekly on Friday, with reminders for the week ahead.

## School news

Published on our website [bansteadprep.com/news-events/](http://bansteadprep.com/news-events/). To see what's happening in school you can also follow us on Instagram/[bansteadprep](https://www.instagram.com/bansteadprep) Twitter @BansteadPrep and Facebook.com/[bansteadprep](https://www.facebook.com/bansteadprep)

## Parent Portal and School Calendar

You will be provided with instructions on how to login to our Parent Portal, where you will be able to access your child's timetable, find contact details for their teachers, and view and download academic reports as well as information such as curriculum summaries, cookery ingredients etc. You can access the Portal via a link on our website or via the iSAMs Parent App, which you can download from app stores.

The school calendar, where all events, trips and fixtures are listed, is accessed via the Parent Portal. Please also refer to the calendar for pick up times after sports fixtures.

## ParentMail

This app is used to book and pay for co-curricular clubs, for completion of online permission slips for trips and other activities, to purchase uniform and tickets for school events, and to book appointments for parent consultation evenings. You can download the app 'BSPParentmail' from app stores.

## School Closure

Should it be necessary for us to close the school e.g. due to extreme weather, a notice will be published on our website before 7.00am and posted to our social media accounts.

## School Policies

These are available on the school website at [bansteadprep.com/about-our-school/policies](http://bansteadprep.com/about-our-school/policies)

We strive for an open dialogue with parents and encourage you to contact the School Office, or any teacher directly, if you have any queries or concerns about your child. Feedback or suggestions are welcome and can be submitted via the parent suggestion box in the School Office or emailed directly to [office@bansteadprep.com](mailto:office@bansteadprep.com).



## **PUPIL CODE OF CONDUCT**

**B**elieve in yourself, you are special!

**A**lways try your hardest.

**N**ever give up.

**S**peak when it's your turn; listen carefully when others are speaking.

**T**reat others as you would like to be treated.

**E**veryone is unique: we celebrate this.

**A**lways include other people.

**D**o keep your hands and feet to yourself.

**P**lease and Thank you are wonderful words, use them all the time.

**R**unning is for the playground. Remember to walk around school.

**E**ven when it's hard, keep on trying.

**P**lay kindly with others and **HAVE FUN!**

# Behaviour

## Code of Conduct and Values

We believe in positive reinforcement and encourage the children to demonstrate good manners, respect others and be inclusive. Our Pupil Code of Conduct, which was written by our Pupil Parliament, and our BPS Values, describe how we expect the children to behave.

## House System and Rewards

Children in Reception to Year 6 belong to one of four school houses. A variety of house competitions run throughout the year including creative events and sports competitions. House points are awarded to promote effort and progress in academic work, improved performance and good behaviour. Children can also earn personal commendations, which are awarded for significant effort, achievement, or behaviour endeavour. For every 10 commendations, children are awarded a special commendation badge which they can proudly wear on the lapel of their blazer.

## Mobile phones and other devices

Children should not have mobile phones, e-readers, tablets or laptop computers in school, unless they have been given explicit permission from their form teacher. If these are needed for e.g. the journey to and from school, they must be handed into the School Office, where they will be held securely and may be collected at the end of the day.

## Homework and Planners

We want to ensure that Banstead Prep children have time to read every day, to participate in our rich co-curricular programme and to enjoy their free time. A minimum level of homework is set for core subjects and only when it will fully support learning outcomes.

Each class has a homework timetable to spread work throughout the week and a homework planner to record homework set and reading achieved. Parents may report any problems with homework in the planner and staff will also use the planner to communicate with parents.

# Health and Wellbeing

## Illness or Accident in School

Any child who feels unwell, or has an accident, should tell a teacher. We will contact parents, if necessary. In the case of an emergency, appropriate action will be taken.

If your child requires prescription medication during school hours, please bring the labelled medication to the School Office and complete an 'Administration of Medicine' form. If your child needs to carry an inhaler or epipen please bring a spare into school to be kept in the School Office in case it is needed.

## Pastoral Care

All children have a Form Teacher who is their first point of contact every day. Their Form Teacher registers them each morning and afternoon, assists with general administration and organisation, supports the children if they have any personal or school difficulties or worries, and is also the first point of contact for parents. Form Teachers also spend time each week with their class covering PSCHEE topics.

We have a dedicated Wellbeing Lead (Mrs Julie Windett) who oversees these areas and co-ordinates any special care needed for children.



# Uniform, appearance and equipment

## Uniform

Uniform can be purchased from our supplier, Stevensons, via their shop in Epsom or online at [www.stevensons.co.uk](http://www.stevensons.co.uk) A pricelist can be found on their website.

A small selection of uniform items is available from the School Office including water bottles, sports socks, sun caps and swim hats, and can be purchased via the ParentMail app.

Blazers must be brought into school every day. Please ensure your child is dressed appropriately for the weather with a coat, hat and gloves when it is cold, and a BPS sun cap and sun screen applied when it is hot. You may supply roll-on sunscreen for the children to re-apply during the day.

## Appearance

Hair should be natural – no dyes, extensions etc. For boys, hair should be above the collar, off the ears, not over the eyes and not styled or cut in an “extreme manner”, which includes lines or patterns shaved into the hair and styles where the sides are much shorter than the top. For girls, long hair must be tied back. Hair accessories must be plain in purple, grey or black.

Children in Year 2 and above may wear a watch, which must be clearly named (‘Smart’ watches are not permitted.) Girls with pierced ears may wear a small pair of plain gold or silver studs in the earlobe. No other jewellery may be worn. Watches and earrings must be removed (not just taped over) for PE, so please ensure that ears are pierced only in the long summer holiday.

Make up, including nail polish and false nails and permanent or temporary body decoration, is not permitted.

## Lost property

Please ensure all items of clothing and equipment are securely and clearly named. Items of lost property will be returned to their owner or taken to the School Office.

## Equipment

Please provide your child with a named, refillable water bottle each day. Banstead Prep water bottles are available to buy from the School Office and can be purchased via ParentMail.

Children in Years 3 – 6 need a pencil case containing the following:

- A blue handwriting pen (no biros)
- A purple handwriting pen/ biro
- HB Pencils
- Colour pencils
- Felt tip pens
- Black fine liners
- Highlighters
- Eraser
- Pencil sharpener
- 30cm rigid ruler
- Glue stick
- A pair of scissors
- Protractor
- Pair of compasses



## Pre-Prep Uniform and Kit List

Item		Compulsory/Optional	Supplier
<b>Bags and Accessories</b>			
BPS Bookbag		Compulsory for Nursery to Year 2 (Pre-prep)	Stevensons
BPS Swim Bag (drawstring)		Compulsory for all year groups for Swimming	Stevensons
BPS PE Bag (drawstring)		Compulsory for Reception – Year 2 for PE Kit	Stevensons
BPS Water Bottle		A refillable waterbottle is compulsory for all year groups. BPS bottle is recommended.	Stevensons or School Office
BPS Sun Hat/Baseball Cap		Compulsory for Nursery to Year 2 (Pre-prep). Only BPS hats may be worn with uniform.	Stevensons or School Office
BPS Winter Beanie		Optional. Only BPS hats may be worn with uniform.	Stevensons or School Office
BPS Scarf		Optional. Only BPS scarves may be worn with uniform.	Stevensons
Plain Black Gloves		Optional	Any

<b>Nursery Boys and Girls Uniform</b>			
BPS Jogger (with or without knee patches)	Grey	Compulsory	Stevensons
BPS Sweatshirt	Grey with Logo	Compulsory	Stevensons
BPS Polo	White with Logo	Compulsory	Stevensons
BPS Shorts	Purple	Optional with Joggers	Stevensons
School socks	White ankle socks for girls, grey ankle socks for boys	Compulsory	Any
Dinner Smock	Purple	Compulsory	Stevensons
School shoes or trainers	Black, plain, flat, no slip-on shoes	Compulsory	Any
Winter Coat	BPS black with logo, or plain black or dark grey coat	Compulsory	Stevensons/ Any
Wellington boots	Any colour or design, to be left in school	Compulsory	Any

## Pre-Prep Uniform and Kit List continued

Item		Compulsory/Optional	Supplier
Reception to Year 2 (Pre-prep) Boys Uniform			
BPS Blazer	Unisex	Compulsory	Stevensons
BPS Pullover	Purple with grey trim	Compulsory	Stevensons
Trousers/Shorts	Mid-Grey	Compulsory	Any
Shirt	White, long or short sleeved	Compulsory	Any
School Tie	Elastic or self-tie. Grey/Purple stripe.	Compulsory	Stevensons or School Office
Grey socks	Short, grey	Compulsory	Any
School shoes	Black, plain, flat, no slip-on shoes	Compulsory	Any
Dinner Smock	Purple	Compulsory for Reception	Stevensons
Winter Coat	BPS black with logo, or plain black or dark grey coat	Compulsory	Stevensons/ Any
Waterproof trousers	Black, plain	Compulsory	Any

Reception to Year 2 (Pre-prep) Boys PE kit			
BPS Jogger	Grey	Compulsory	Stevensons
BPS Sweatshirt	Grey with logo	Compulsory	Stevensons
BPS Polo	White with logo	Compulsory	Stevensons
BPS Shorts	Purple	Compulsory	Stevensons
Socks	Plain white sports socks	Compulsory	Any
PE Trainers	Predominately white	Compulsory	Any
BPS Swim Shorts	Speedo Jammers or shorties	Compulsory	Stevensons
Swim Hat	BPS with logo or any colour/design	Compulsory	Stevensons or School Office/Any
Swimming Goggles	Any design	Recommended	Any

Item		Compulsory/Optional	Supplier
Reception to Year 2 (Pre-prep) Girls Uniform			
BPS Blazer	Unisex	Compulsory	Stevensons
BPS Cardigan	Purple with grey trim	Compulsory	Stevensons
BPS Tunic	Banstead Prep tartan	Compulsory	Stevensons
Trousers	Mid-Grey	Optional with Tunic	Any
Blouse	White, long- or short-sleeved, with open neck collar	Compulsory	Any
Winter Socks	Grey, long or short	Compulsory	Any
Winter Tights	Grey	Optional with grey socks for winter uniform	Any
Summer Dress	Banstead Prep tartan	Compulsory in Summer	Stevensons
Summer Socks	Plain white ankle socks	Compulsory with summer dress. Optional with BPS tunic in 1st half of Autumn term.	Any
School shoes	Black, plain, flat, no slip-on shoes	Compulsory	Any
Dinner Smock	Purple	Compulsory for Reception	Any
Winter Coat	BPS black with logo, or plain black or dark grey coat	Compulsory	Any
Waterproof trousers	Black, plain	Compulsory	Any

Reception to Year 2 (Pre-prep) Girls PE Kit			
BPS Jogger	Grey	Compulsory	Stevensons
BPS Sweatshirt	Grey with logo	Compulsory	Stevensons
BPS Polo	White with logo	Compulsory	Stevensons
BPS Shorts	Purple	Optional	Stevensons
PE Socks	Plain white sports socks	Compulsory	Any
PE Trainers	Predominately white	Compulsory	Any
BPS Swimming Costume	Black with purple stripe	Compulsory	Stevensons
Swim Hat	BPS with logo or any colour/design	Compulsory	Stevensons or School Office/Any
Swimming Goggles	Any design	Recommended	Any

## Prep Uniform and Kit List

Item		Compulsory/Optional	Supplier
<b>Bags and Accessories</b>			
BPS Backpack		Compulsory for Years 3 – 6 (Prep)	Stevensons
BPS Swim Bag (drawstring)		Compulsory for all year groups for swimming	Stevensons
BPS Sports Bag		Compulsory for Years 3 – 6	Stevensons
BPS Water Bottle		A refillable waterbottle is compulsory. BPS bottle recommended.	Stevensons or School Office
BPS Sun Hat/Baseball Cap		Recommended. Only BPS hats may be worn with uniform.	Stevensons or School Office
BPS Winter Beanie		Recommended. Only BPS hats may be worn with uniform.	Stevensons or School Office
BPS Scarf		Optional. Only BPS scarves may be worn with uniform.	Stevensons
Plain Black Gloves		Optional	Any

<b>Years 3 – 6 (Prep) Boys Uniform</b>			
BPS Blazer	Grey with purple trim and purple lining	Compulsory	Stevensons
BPS Pullover		Compulsory	Stevensons
Trousers/Shorts	Mid-Grey	Compulsory	Any
Shirt	White, long- or short-sleeved	Compulsory	Any
BPS School Tie 45"		Compulsory	Stevensons or School Office
Socks	Short, grey	Compulsory	Any
School shoes	Black, plain, flat, no slip-on shoes	Compulsory	Any
Winter Coat	BPS black with logo, or plain black or dark grey coat	Compulsory	Stevensons/ Any
Wellington boots	Any colour or design, to be left in school	Compulsory	Any



Item		Compulsory/Optional	Supplier
Years 3 – 6 (Prep) Boys Sportswear			
BPS PE Polo	Grey with purple/ white detail	Compulsory	Stevensons
BPS PE Shorts	Grey with purple/ white detail	Compulsory	Stevensons
PE Socks	Plain white sports socks	Compulsory	Any
PE Trainers	Predominately white	Compulsory	Any
Tracksuit Bottoms	Black microfibre with embroidery	Compulsory	Stevensons
Midlayer	Purple with black detail	Compulsory	Stevensons
Baselayer Top & leggings	Black, plain	Recommended	Any
Rugby Jersey	Grey with purple	Compulsory in Rugby season (Nov – March)	Stevensons
Rugby Shorts	Plain black	Compulsory in Rugby season (Nov – Mar)	Any
Rugby Gloves	Fingerless	Optional	Any
Games Socks	Grey and purple hooped design	Compulsory	Stevensons
Shin pads		Compulsory in Football season (Sep - Nov)	Any
BPS Swim Shorts	Black with purple detail	Compulsory	Stevensons
Swim Hat	BPS with logo or any colour/design	Compulsory. BPS hat compulsory for swim squad	Stevensons or School Office/Any
Swimming Goggles	Any design	Recommended	Any
Cricket Trousers		Compulsory	Stevensons/ Any
BPS Cricket Shirt		Compulsory	Stevensons
Cricket Jersey		Compulsory	Stevensons
Cricket Bat		Recommended for Summer Term	Any
Football boots	Plain black	Compulsory in Football season (Sep – Nov)	Any
Rugby boots	Plain black	Compulsory in Rugby season (Nov – Mar)	Any
Black Trainers	Plain black	Compulsory	Any
Bootbag	Plain black	Compulsory	Any

## Prep Uniform and Kit List continued

Item		Compulsory/Optional	Supplier
Years 3-6 (Prep) Girls Uniform			
BPS Blazer	Grey with purple trim and purple lining	Compulsory	Stevensons
BPS Cardigan	Purple with grey trim	Compulsory	Stevensons
BPS Kilt	Banstead Prep tartan	Compulsory	Stevensons
BPS Summer Dress	Banstead Prep tartan	Compulsory for summer term. Optional in 1st half Autumn term.	Stevensons
Trousers	Mid-Grey	Optional with kilt	Any
Blouse	White, long- or short-sleeved, with open neck collar	Compulsory	Any
Tights	Grey	Optional with grey socks for winter uniform	Any
Socks	Grey, long or short	Optional with grey tights for winter uniform	Any
Summer Socks	Plain white ankle socks	Compulsory when wearing summer dress. Optional with BPS kilt in 1st half Autumn term.	Any
School shoes	Black, plain, flat, no slip-on shoes	Compulsory	Any
Winter Coat	BPS black with logo, or plain black or dark grey coat	Compulsory	Stevensons

Item		Compulsory/Optional	Supplier
Years 3 – 6 (Prep) Girls Sportswear			
BPS PE Polo	Grey with purple/ white detail	Compulsory	Stevensons
BPS PE Skort	Grey with purple/ white detail	Compulsory	Stevensons
PE Socks	Plain white sports socks	Compulsory	Any
BPS Tracksuit Bottoms	Black microfibre with embroidery	Compulsory	Stevensons
BPS Midlayer	Purple with black detail	Compulsory	Stevensons
Baselayer Top	White, plain	Recommended	Any
Baselayer Leggings	Black, plain	Recommended	Any
BPS Sport Socks	Grey and purple hooped design	Compulsory	Stevensons or School Office
Trainers	Predominately white	Compulsory	Any
Astro Trainers		Optional for Hockey season (Nov-March)	Any
Hockey Stick		Recommended for Hockey season (Nov – March)	Any
Mouthguard		Compulsory for Hockey season (Nov – March)	Any
Shin pads		Compulsory for Hockey season (Nov – March)	
BPS Swimming Costume	Black with purple detail	Compulsory	Any
Swim Hat	Either BPS or other colour/design	Compulsory. BPS hat is compulsory for swim squad	Stevensons or School Office
Swimming Goggles	Any design	Recommended	Any
BPS Gymnastics Leotard	Purple with black trim	Optional	Stevensons



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