



BANSTEAD

PREPARATORY
SCHOOL

INFORMATION FOR PARENTS

attitudes for learning



*independent
snow leopard*



*communicative
dolphin*



*adaptable
octopus*



*curiosity
chimp*



*resilient
squirrel*



*collaborative
ant*



*proud
peacock*



*leadership
wolf*

Information for Parents

The School Day

Arrival

The school day starts at 8.25am. Children may arrive at school from 8.00am and the gates close at 8.20am. Children who arrive later should sign in at the School Office and will be marked as late on the register after 8.25am.

Breakfast Club is available from 7.30am (please book in advance). Please take children to the School Office, and sign them in. For full details please see the school website bansteadprep.com

Assemblies and Form Time

Assemblies 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 – 10.20am. Children in Years 1 - 6 are provided with a snack and may bring an additional healthy snack. Early Years children are offered fruit and milk during the morning and an afternoon snack. Banstead Prep 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 cater for 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/food-and-nutrition

End of Day

Year Group	Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Pick-up time	3.00pm	3.15pm	3.25pm	3.30pm	3.50pm	3.55pm	4.00pm	4.05pm

Please collect your child from the appropriate (green or purple) pick-up zone for their class, which you can find on the Parent Portal. Collection after a co-curricular club may be from the other pick-up zone, please check the club list. If you have arranged for someone other than a parent to collect your child from school, please let us know via their communication book (Reception – Year 2) or by contacting the School Office on 01737 363601 (Option 7) or 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. Please make sure that anyone collecting your child is aware of pick up arrangements.

Sibling club is available to allow for collection with older siblings. After-school Care is available until 6.00pm (please book in advance). Please see the website for full details.

Co-Curricular Clubs

An extensive co-curricular programme is available and the timetable varies each term. Full details are available at bansteadprep.com/school-life/extra-curricular-activities and will be sent to parents prior to the beginning of each term. We offer many clubs free of charge and some are run by an external provider for an additional cost.

Individual music tuition is available from our peripatetic music teachers and music lessons may be requested by completing the form on the Parent Portal.

Absence and holidays

If your child is absent from school, you can report this via the Parent Portal, email 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 advance to the Headteacher.

Communication with Parents

School Office

Open from 7.45am to 5.15pm each day and contactable on 01737 363601 (Option 7) or via office@bansteadprep.com

All correspondence should please include your child's full name and form, to help us 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. All communications can also be found on the parent portal.

School news

Published on our website 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](https://twitter.com/BansteadPrep) and Facebook.com/[bansteadprep](https://www.facebook.com/bansteadprep)

Reporting on your child's progress

At our Meet the Teacher and Curriculum evening, held at the beginning of each academic year, you will have the opportunity to meet your child's year group teachers and hear about the curriculum and plans for the year ahead.

End of year expectations for English and Maths and curriculum overviews for all subjects are shared to let you know what your child will be learning each term. These are useful starting points for further research you may want to do with your children or just to have a conversation about what they are learning in school. They also include ideas for ways to help at home. A timetable for when you can expect written reports and the opportunity to discuss feedback at parents' evenings is included below.

TERM	AUTUMN			SPRING			SUMMER	
	OCTOBER	DECEMBER	JANUARY	FEBRUARY	MARCH	JUNE	JULY	
Nursery	Parents' Evening (10 mins per child)			Parents' Evening (10 mins per child)		Parents' Evening (10 mins per child)		
	Planning and Summary sheet			Planning and Summary sheet		Planning and Summary sheet		
Reception	Parents' Evening (10 mins per child)			Parents' Evening (10 mins per child)		Parents' Evening on request		
	Planning and Summary sheet			Planning and Summary sheet		Full report with Early Years Foundation Stage Profile		
Year 1, 2 and 3	Parents' Evening (10 mins per child) with form teacher				Parents' Evening (10 mins per child) with form teacher			
		Grade report with targets and form teacher comment			Grade report with targets shared at Parents' Evening		Full report	
Year 4-6	Parents' Evening (10 mins per child) with form teacher		Year 5 parent meetings to discuss CAT scores and next schools		Parents' Evening with specialist teachers (5 mins per child)			
		Grade report with targets and form teacher comment			Grade report with targets shared at Parents' Evening		Full report	

Parent Apps

You will be provided with instructions on how to login to our Parent Portal, where you will be able to view the calendar and your child's timetable, book events, complete data forms, report absence, make payments and update your personal details. You can also access your invoices, sports fixtures and book co-curricular clubs, wraparound care and parents evening appointments via the portal.

School Closure

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

School Policies

These are available on the school website at www.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.

Behaviour

We believe that behaviour is a language and our role as teachers is to explore what a child or their behaviour is telling us. We take the time to listen and discuss the root of any issues and help children to manage their reactions and articulate how they are feeling. We teach the children about emotional regulation and the importance of stepping away in order to manage challenging situations. Kindness and respect are two of our most important values and this includes how we manage behaviour. Staff, children and parents are encouraged to model this at all times.

House System and Rewards

Children in Reception to Year 6 belong to one of four school houses Ashdown, Dursley, Grappenhall and Helmsdale. 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.

Mobile phones and other devices

Children should not have personal devices such as mobile phones, smart watches, e-readers, tablets or laptop computers in school unless they have been given explicit permission from their form teacher under the terms of our Acceptable Use Policy. If these are needed for e.g. the journey to and from school, they must be handed into the School Office during school hours.

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 and a homework planner to record homework set and reading achieved. Reception to Year 3 use communication books and Year 4 - 6 have a planner on their iPad. 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

If children are unwell or have an accident at school we will contact parents, if needed. 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' on the Parent Portal. If your child needs to carry an inhaler, EpiPen or other medication, please contact the School Office to discuss your child's needs.

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.

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

Each school phase (EYFS - Nursery, pre-school and Reception, Pre-prep - Years 1 & 2, Lower Prep - Year 3 & 4 and Upper Prep - Years 5 & 6) are headed by a phase leader, providing an additional level of support with any issues or concerns of welfare or behaviour.

Uniform, appearance and equipment

Uniform

Uniform can be purchased from our supplier, Perry Uniform, via their online shop at perryuniform.co.uk

Children should come to school dressed appropriately for the weather with a coat, BPS hat and gloves when it is cold, and a BPS sun cap and sunscreen applied when it is hot. You may supply roll-on sunscreen for the children to re-apply during the day. Blazers (for Years 3 - 6) must be brought into school every day.

Please support the children to take pride in their appearance and uniform. Hair should be neat - cut short or clipped back out of eyes or if below shoulder length tied back. No jewellery except a watch (no smart watches please) and small plain metal stud earrings, which must be removed (not just taped over) for PE. Please pierce ears only in the long summer holiday so that they have time to heal. Make up, including nail polish and false nails and permanent or temporary body decoration, is not permitted. Please securely and clearly name all items of clothing and equipment so that we can return lost property to its owner.

Lost property

Please ensure all items of clothing and equipment are securely and clearly named. Labelled 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.

Children who have been issued with BPS 1:1 devices should make sure they are fully charged overnight and brought to school each day.

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

If we need to provide children with equipment we will ask you to pay for it via your fee invoice.

Nursery to Year 2 Uniform and Kit List

Item		Compulsory/Optional	Supplier
Bags and Accessories			
BPS Bookbag		Compulsory for Nursery to Year 2 (Pre-prep)	Perry
BPS Bag (Drawstring bag)		Compulsory - use for spare clothes for Nursery and for Swim kit for Reception to Year 2	Perry
BPS Water Bottle		A refillable waterbottle is compulsory for all year groups.	Any
BPS Baseball Cap		Compulsory	Perry
BPS Winter Beanie		Optional. Only BPS hats may be worn with uniform.	Perry
BPS Scarf		Optional. Only BPS scarves may be worn with uniform.	Perry
Plain Black Gloves		Optional	Any

Nursery Uniform			
BPS Jogger	Grey	Compulsory	Perry
BPS Sweatshirt	Grey with Logo	Compulsory	Perry
BPS Polo	Purple with Logo	Compulsory	Perry
BPS Shorts	Black	Optional with Joggers	Perry
School socks	White or grey ankle socks	Compulsory	Any
Dinner Smock	Purple	Compulsory	Perry
Trainers	White or black trainers	Compulsory	Any
Winter Coat	BPS black with logo, or plain black, grey or navy warm waterproof coat.	Compulsory	Perry
Wellington boots	Any colour or design, to be left in school	Compulsory	Any
Waterproof trousers	Black, plain	Compulsory	Any

Nursery to Year 2 Uniform and Kit List continued

Item		Compulsory/Optional	Supplier
Reception to Year 2 Uniform			
BPS Jumper, tank top or cardigan	Grey	Compulsory	Perry
BPS Tunic	Banstead Prep tartan	Compulsory	Perry
Summer Dress		Compulsory in Summer	Perry
Trousers/Shorts	Grey	Compulsory	Any
Shirt	White, long or short sleeved. Open neck if worn without tie, closed collar if worn with a tie.	Compulsory	Any
BPS School Tie	Grey/Purple stripe.	Compulsory	Perry
Socks or tights	Grey short or long socks or tights with trousers/shorts/tunic. White ankle socks with summer dresses.	Compulsory	Any
School shoes	Black, plain, flat, no slip-on shoes or trainers	Compulsory	Any
Dinner Smock	Purple	Compulsory for Reception	Perry
Winter Coat	BPS black with logo, or plain black, navy or dark grey coat	Compulsory	Perry
Waterproof trousers	Black, plain	Compulsory	Any
Wellington boots	Any colour or design, to be left in school	Compulsory	Any

Item		Compulsory/Optional	Supplier
Reception to Year 2 PE kit			
BPS Jogger	Grey	Compulsory	Perry
BPS Sweatshirt	Grey with logo	Compulsory	Perry
BPS Polo	Purple with logo	Compulsory	Perry
BPS Shorts	Black	Compulsory	Perry
Socks	Plain white sports socks	Compulsory	Any
PE Trainers	Predominately white	Compulsory	Any
BPS Swimsuit/Swimshorts	Black with purple detail	Compulsory	Perry
Swim Hat	BPS with logo or any colour/design	Compulsory	Perry
Swimming Goggles	Any design	Recommended	Any

For House Competitions			
House T-shirt	House Colours	Compulsory	Perry

Year 3 - 6 Uniform and Kit List

Item		Compulsory/Optional	Supplier
Bags and Accessories			
BPS Backpack		Compulsory for Years 3 – 6	Perry
BPS Swim Bag (drawstring)		Compulsory for all year groups for swimming	Perry
BPS Sports Bag		Optional for Years 3 – 6	Perry
BPS Water Bottle		A refillable waterbottle is compulsory.	Perry
BPS Baseball Cap		Compulsory	Perry
BPS Winter Beanie		Recommended. Only BPS hats may be worn with uniform.	Perry
BPS Scarf		Optional. Only BPS scarves may be worn with uniform.	Perry
Plain Black Gloves		Optional	Any

Item		Compulsory/Optional	Supplier
Years 3 – 6 Uniform			
BPS Blazer	Grey with purple trim and purple lining	Compulsory	Perry
BPS Jumper, tank top or cardigan	Grey	Compulsory	Perry
BPS Kilt	Banstead Prep tartan	Compulsory	Perry
BPS Summer Dress		Compulsory for summer term. Optional in 1st half Autumn term.	Perry
Trousers/Shorts	Grey	Compulsory	Any
Shirt	White, long or short sleeved. Open neck if worn without tie, closed collar if worn with a tie.	Compulsory	Any
BPS School Tie		Compulsory	Perry
Socks or tights	Short or long socks or tights, grey	Compulsory	Any
School shoes	Black, plain, flat, no slip-on shoes or trainers	Compulsory	Any
Winter Coat	BPS black with logo, or plain black, navy or dark grey coat	Compulsory	Perry

Item		Compulsory/Optional	Supplier
Years 3 – 6 Sportswear for all sports			
BPS Games Top	Grey/Purple	Compulsory	Perry
BPS PE Skort	Black	Compulsory	Perry
BPS PE/Games Shorts	Black	Compulsory	Perry
PE Socks	Plain white sports socks	Compulsory	Any
BPS Tracksuit Bottoms	Black/logo	Compulsory	Perry
BPS Midlayer	Purple/logo	Compulsory	Perry
Baselayer/Skins	Black, plain	Recommended	Any
Baselayer Leggings	Black, plain	Recommended	Any
Trainers (For PE, Netball and Cricket)	Predominantly white	Compulsory	Any
For Football (Sept to Nov)			
BPS Games Top	Grey/Purple	Compulsory	Perry
BPS PE/Games Shorts	Black	Compulsory	Perry
BPS Games Socks	Grey and purple hooped design	Compulsory	Perry
Football boots	Plain black	Compulsory	Any
Shin pads		Compulsory	Any
Bootbag (named)	Plain black	Compulsory	Any

For Hockey (Nov to Mar)			
BPS Games Top	Grey/Purple	Compulsory	Perry
BPS PE/Games Skort/Shorts	Black	Compulsory	Perry
BPS Games Socks	Grey and purple hooped design	Compulsory	Perry
Astro Trainers		Optional	Any
Mouthguard		Compulsory	Any
Shin pads		Compulsory	
For Rugby (Nov to Mar)			
BPS Games Top	Grey/Purple	Compulsory	Perry
BPS PE/Games Shorts	Grey with purple/white detail	Compulsory	Perry
Rugby Gloves	Fingerless	Optional	Any
Mouthguard		Year 4-6 Compulsory, Year 3 Optional	Any
BPS Games Socks	Grey and purple hooped design	Compulsory	Perry
Rugby boots (may be football boots with moulded studs)	Plain black	Compulsory	Any
Black Trainers	Plain black	Compulsory	Any
Bootbag	Plain black	Compulsory	Any
For Cricket (Summer Term)			
Cricket Trousers (Whites)	White	Compulsory	Any
BPS Games Top	Purple	Compulsory	Perry
Cricket Bat		Recommended	Any
For Swimming			
Swimsuit or Shorts	Black with purple detail	Compulsory	Any
Swim Hat	Either BPS or other colour/design	Compulsory. BPS hat is compulsory for swim squad	Perry
Swimming Goggles	Any design	Recommended	Any
For House Competitions			
House T-shirt	House Colours	Compulsory	Perry

Car Park Drop off and Pick up for Reception to Year 6

Our car park procedures are designed to keep the children safe and to speed up drop off and pick up for everyone. Please make sure that anyone who is dropping off or collecting your children is aware of them

Drop Off

- You may drop children between 8.00am and 8.20am
- Please use the kiss and drop system – you may use either zone in the mornings
- Pull forward in the drop off zone to furthest space
- Please don't block Sutton Lane
- Don't drop off on the corner, park in the drop-off zone, or park or stop or anywhere else in the car park unless a member of staff directs you – it can cause accidents
- You may get out of the car to help your child out or make sure they get to a member of staff safely but please stay with your vehicle

Pick Up

- At the beginning of each year, we will let you know from which zone (green or purple) to collect your child
- If using sibling club, collect siblings together from the oldest child's zone
- If you are collecting from a co-curricular club, you may need to collect from a different zone, the correct zone is on the clubs list
- Pull as far forward as possible into pick up zones
- Please don't block Sutton Lane
- You may get out of your car to let a member of staff know that you are waiting, but please stay with your vehicle

At all Times

- Please stay with your vehicle. If you would like to walk to the gates, please park off-site
- If there are no spaces, please exit the car park and drive back in through the entrance
- To keep the traffic flowing, please turn left out of Mellow Close onto Sutton Lane and use the roundabout to U-turn if you need to
- Disabled spaces are only for blue badge holders



- D** Drop-off and pick-up Zones
- D** Drop-off and pick-up Zones
- P** Parent and Visitor Parking
Please do not park here before 8.30am or between 2.45-5.15pm
- S** Staff Parking Only before 8.20am

Nursery drop off and collection is at the back gate on Mellow Close. Please queue on the left hand side of the road and pull forward when it is your turn.

Staff will get children and their bags out of the car on drop off, and will ask you to secure them in their car seat on pick up.

Please be considerate of our neighbours. Thank you for your co-operation!



SUTTON LANE | BANSTEAD | SURREY | SM7 3RA | 01737 363601 | OFFICE@BANSTEADPREP.COM