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YARLET SCHOOL

Where excellence begins and confidence grows

Pre-Prep

(Incorporating EYFS & Key Stage 1)



2010/11

Parents' Information Booklet

2017/18

Information Booklet - Contents

- INTRODUCTION TO YARLET SCHOOL
- Contact Details
- Governors & Staff
- Yarlet School Vision Statement, Aims and Ethos
- Yarlet Pre-Prep Staff
- Teaching Staff
- School Day
- Toy Days
- Curriculum
- Reading Policy
- Extra-Curricular Activities
- Pastoral Care
- Before and After School Care
- Pre-Prep Dates
- Car Parking Arrangements
- School Uniform
- Catering
- Chapel
- Home / School Partnership
- Educational Trips and School Events
- Sports / Prize Day
- Fees
- Medical
- Absenteeism
- Transition throughout the School (see Step-by-Step booklet)
- School Policies
- School Uniform Lists
- Nursery Education Grant
- Registration Instructions for the School Website
- Terms & Conditions
- Health Questionnaire and Consent Forms (enclosed) to be returned to School

INTRODUCTION TO YARLET SCHOOL

CONTACT DETAILS

Yarlet School
Yarlet
Near Stafford
Staffordshire
ST18 9SU

Tel: 01785 286568
Email: info@yarletschool.org
Website: www.yarletschool.org

GOVERNORS & STAFF

GOVERNORS

Mr S Bane
Mrs R Bullock
Mrs A Fisher
B Greatrex
Mrs G Mitchell
Mrs P Sharratt
N D Tarling
Mrs S Tennant
Mrs J Teather
P Teeton
P Vicars
Mr K Robins
Mr P Middleton

HEADMASTER

Ian Raybould BEd Hons ALCM NPQH

PRE-PREPARATORY STAFF

Nursery Teacher	Mrs Stephanie Hall NVQ3
Kindergarten Teacher & Head of Pre-Prep	Mrs M Fowlie BA Hons and QTS
Reception Teacher	Ms N Morgan BA Hons NVQ6 EYPS
Form 1 Teacher	Miss S Dewey BSc Hons PGCE
Form 2 Teacher	Mrs P Graham BEd Hons

YARLET SCHOOL VISION STATEMENT, AIMS & ETHOS

At Yarlet, our key objective is simple: To create and maintain an environment in which all children are happy, secure and challenged to achieve their personal best in all areas of school life.

Yarlet School Vision Statement and Aims:

At Yarlet, our vision is to be the leading preparatory school in Staffordshire and the natural choice for parents because we have:

At Yarlet, our vision is to be the leading preparatory school in Staffordshire and the natural choice for parents because we have:

- A) Pupils who are safe and extremely well cared for and nurtured in an environment which promotes and recognises exemplary behaviour;
- B) pupils who achieve to the best of their ability in all areas of school life and are thoroughly prepared for the next stage of their education;
- C) a curriculum which is broad and balanced and designed to challenge all students, develop their academic abilities, and build upon their individual strengths;
- D) an extensive and high quality extracurricular programme which is particularly strong in sport and music and includes opportunities for pupils to learn by making contributions in the community;
- E) excellent teaching which is inspirational and enables children to reach their full potential;
- F) frequent opportunities for pupils to develop spiritually, morally, socially and culturally;
- G) a thriving flexi-boarding service which allows pupils to gain valuable boarding experience whilst participating in a range of activities which are well organised and fun;
- H) outstanding Early Years Foundation Stage (EYFS) provision which affords the strongest possible start for our youngest pupils;
- I) an active Board of Governors which places great importance on child safety and welfare and provides vision, support and guidance to the school's leadership team;
- J) a solid leadership and management team which provides clear direction and maintains the highest standards across the board;
- K) premises, accommodation and resources which are of a good standard and enable pupils to thrive;
- L) a high quality catering service, a clean and hygienic environment and children who take pride in their appearance by wearing a smart but practical uniform;
- M) grounds and buildings which are secure, well maintained and attractive;
- N) the opportunity for past pupils to have a continued involvement in the school by attending special events and being kept up-to-date via social media and the school's website;
- O) a first-class reputation in the local community and beyond;
- P) an effective system of communicating with parents, carers and/or guardians and a commitment to provide regular feedback in relation to pupil effort, progress and attainment;
- Q) a stable and well managed financial position;
- R) a commitment to provide public benefit, including the provision of bursaries at 11+ through the R. S. Plant Awards and Combined Scholarship Programme.

Our ethos:

We nurture within our children a love of learning, even in subjects where they do not feel that they 'shine'. Our 'Old Yarletians' look back on their days with great affection and this is due, in no small part, to the tailor-made education they experienced during their time here. Children learn to get along in a school environment without it stifling their creativity, individuality and love of fun. Children who are sporty, who love to perform dramatically and/or musically, and children who express themselves artistically will all find their niche at Yarlet. All of this goes hand in hand with the hard work required to produce the excellent results we achieve and maintain.

Parents send their children to Yarlet because they know that Yarlet staff will reinforce the ethos that they share at home - i.e. good manners, enjoyment of life, good sportsmanship and sensitivity and empathy with others. Our children discover the best in us and we help them to uncover the best in themselves! We pride ourselves on our family atmosphere, our magnificent rural surroundings - which we make full use of - our pastoral care, our home-cooked meals and staff/pupil dining times, our one-to-one care especially with our daily individual reading sessions, our competitive spirit and our love of the outdoors.

We are energetic in our teaching and learning, forward-thinking in our development plans but traditional in our habits. We communicate openly with parents and invite feedback, comments and constructive criticism. The example we give of team-working between staff, both teaching and non-teaching, gives the children a basis upon which to build their own attitudes towards life and learning.

As we say here - Yarlet is a preparation for life; where excellence begins and confidence grows.

YARLET PRE-PREPARATORY SCHOOL

Comprising EYFS (Nursery, Kindergarten & Reception Classes) and Key Stage One (Forms 1 and 2)

The Pre-Preparatory Department is in two self-contained buildings for children from Nursery to Form 2. Each EYFS class has its own garden, which the children and their teacher help to maintain, and there are play areas and playgrounds. The children share certain facilities with the Main School, namely the dining room, sports hall and the swimming pool during the Summer Term. Key Stage 1 pupils also share the Computer Suite and on some occasions the Craft, Design and Technology Room.

The School operates a policy of small class sizes, each teacher supported by a classroom assistant, to ensure that every child receives as much individual attention as possible.

TEACHING STAFF - EARLY YEARS FOUNDATION STAGE

NURSERY TEACHER - STEPHANIE HALL, NVQ3

Children may join our Nursery at the age of 2 on either a part-time or full-time basis. Attendance is also flexible and the number of sessions may be increased or decreased by arrangement with Mrs Stephanie.

KINDERGARTEN TEACHER - MICHELLE FOWLIE (HEAD), BA HONS AND QTS

Children who have their fourth birthday during the current academic (1/9 to 31/8) year join the Kindergarten Class. As the children in this class are pre-school age, attendance can be either on a part-time or full-time basis.

RECEPTION TEACHER - NICCI MORGAN, BA NVQ6 EYPS

Children who have their fifth birthday during the current academic year join Reception. Children are now at School age and must attend on a full-time basis.

TEACHING STAFF - KEY STAGE ONE

FORM ONE TEACHER - STEPHANIE DEWEY, BSc PGCE

Children have their sixth birthday during the current academic year.

FORM TWO TEACHER - PENNY GRAHAM, BEd Hons

Children have their seventh birthday during the current academic year.

1. SCHOOL HOURS & DAILY ROUTINE

School hours are 9.00 am until 3.30 pm. Nursery and Kindergarten pupils may attend on a part-time basis.

Doors to the Pre-Prep. open at 8.35 am, ready for School at 9.00am. Before-School Care is available for working parents in the Reception classroom (at no charge) from 8.00am. Children are asked to arrive at 8.30 am prompt on Fridays when the Pre-Prep joins Main School for Chapel.

New children to Yarlet are welcome to join us for a taster day as part of an induction programme to make the transition from home or another setting to Yarlet as smooth as possible. This is flexible and can be adapted to suit parents and children's needs. Parents wishing to organise trial visits should telephone the school secretary on 01785 286568 to make the necessary arrangements.

The School Day at Yarlet - Nursery, Kindergarten, Reception, Form 1 & Form 2

8.00 - 8.35	Early morning club (optional: for working parents)
8.35 - 9.00	Educational activities for pupils arriving early (optional) Whole School Chapel Service on Fridays (compulsory)
9.00 - 10.30	Registration followed by Session 1
10.30 -11.00	Morning break
11.00 -12.00	Session 2
12.00 - 13.00	Lunch followed by playtime
13.00 - 15.30	Nursery Pupils who stay for the afternoon: Snuggle time (optional) followed by afternoon session Kindergarten to Form 2: Session 3 (which includes a games or music lesson)
15.30 - 18.00	After School Care (optional)

Once children have been collected from their class teacher, or from after-care, they become the responsibility of the parent or person collecting them and, for their safety, must be supervised at all times whilst on the school grounds.

2. TOY DAYS

'Toy Day' from Kindergarten upwards is every Friday and toys are only allowed on this day. Please see guidance below.

Children may bring in one toy (no weapons and no electronic toys). The toys should fit in their rucksack or reading folder. Footballs are allowed but no hard bats or balls. Please note that the school cannot be responsible for toys brought in.

3. CURRICULUM

- 8.1 Children from 2 to 5 follow the Early Learning Goals for the revised statutory framework of the Early Years Foundation Stage throughout Nursery, Kindergarten and Reception classes, and by the end of the Early Years Foundation Stage, the majority of Children at Yarlet are able to read simple texts and write simple sentences. There are seven areas of learning. There are three prime areas: Communication and language, Physical development and Personal, social and emotional development. There are four specific areas: Literacy, Mathematics, Understanding the World and Expressive arts and design. The school follows the Letters and Sounds Phonics Programme.

These are the seven areas of learning covered as a series of stepping stones throughout the Early Years Foundation Stage. Please visit the DfE website for further information on Early Years. Another useful website is: www.foundationyears.org.uk.

After the Early Years Foundation Stage, children begin to follow broadly the National Curriculum, beginning with Key Stage One for five to seven year olds, in Form One and Form Two. Again, mornings emphasise Literacy and Numeracy while afternoons cover Science, ICT, RE/PSHE, Geography, History, Art, CDT, Music and Games/PE. Outside the Classroom, the 'Value Added' of Yarlet is evident in the children's games sessions which take place four times a week, rising to 5 times per week, with swimming and optional tennis lessons in the Summer Term.

A good website for Maths for Early Years Foundation Stage and Key Stage One is www.ncetm.

4. READING POLICY - EARLY YEARS FOUNDATION STAGE AND KEY STAGE ONE

Literacy unites the important skills of reading and writing. It also involves speaking and listening which are an essential part. Literate pupils should read and write with confidence, fluency and understanding. They should be able to orchestrate a full range of reading cues - phonic, graphic, syntactic and contextual - to monitor their reading and correct their own mistakes. They should understand the sound and spelling system and use this to read and spell accurately. At Yarlet School there is a strong and systematic emphasis on the teaching of phonics and other word level skills (using the order as laid out in Letters and Sounds from the Primary Literacy Strategy). Teachers use a range of strategies to get at the meaning of a text. From Nursery the pupils are taught to hear sounds in words through rhymes and songs (Phase1). In Kindergarten, the pupils are taught the basic decoding skills involved in the teaching of phonics (Phase 2). Reception pupils consolidate this Phase targeting pupils appropriately and move on to Phases 3 and 4. When Kindergarten and Reception pupils are able to recognise consistently twenty out of twenty-six sounds from the alphabet they may begin the Reading Scheme and will take a book home each evening. In

Key Stage One pupils will continue with the Letters and Sounds programme through Phase 5 and 6. As well as learning basic decoding skills, pupils are also taught to check their reading for sense by reference to the grammar and meaning of the text. This helps them to identify and correct their reading errors. Pupils are taught to:

- learn the letters and letter combinations most commonly used to spell sounds (recognising phoneme/grapheme correspondence)
- read words by blending their separate parts
- spell words by segmenting their separate parts

Teaching reading and writing at three different levels - word level, sentence level and text level - underlines the importance of using the full range of strategies.

Shared Reading of big books, poems, posters or text extracts is carried out at the start of Literacy sessions. At Key Stage 1, teachers use shared reading to read with the class, focusing on comprehension and on specific features, e.g. word-building and spelling patterns, punctuation, the layout and purpose, the structure and organisation of sentences. Shared Reading provides a context for applying and teaching word level skills and for teaching how to use other reading cues to check for meaning, and identify and self-correct errors. Shared reading also provides the context for developing pupils' grammatical awareness, and their understanding of sentence construction and punctuation. Because the teacher is supporting the reading, pupils can work from texts which are slightly beyond their independent reading levels. This is particularly valuable for less able readers who gain access to texts of greater richness and complexity than they would otherwise be able to read. This builds confidence and teaches more advanced skills which feed into independent reading.

Guided Reading is the counterpart to shared reading. The essential difference is that, in guided reading the teacher focuses on independent reading rather than modelling the processes for pupils. Guided reading is a fundamental part of the literacy programme. It is a carefully structured group activity and increases time for sustained teaching. It is usually carried out while other groups are working on independent tasks, and groups are covered on a 'carousel' basis, where each group will cover each activity on different days of the week. In small ability groups, pupils have individual copies of the same text. The texts need to be carefully selected to match the reading level of the group. Teachers introduce the text to the group, to familiarise them with the overall context of the story and point out any key words they need to know. Pupils then read independently, while the teacher assesses and supports each pupil in the group. Guided reading sessions enable the class teacher to go into some higher order questioning, closely targeted to the ability of the children within the group.

Individual reading is carried out as a daily activity wherever possible but is suspended on occasions of staff shortages or changes in timetable. Classroom Assistants carry out the practice of supplying children with a graded book for reading at home and hearing children read several pages of that text on an individual basis.

Reading in After School Care will take place if it is possible to do so, i.e. if numbers permit, and only after teatime. This is so that the After School Care Supervisor and support staff can supervise the children in After School Care adequately.

Objectives for reading are as follows :

Word Level :

- phonological awareness and phonics
- blending to read, segmenting to spell
- word recognition and graphic knowledge
- vocabulary extension

Sentence Level :

- grammatical awareness
- sentence construction and punctuation

Text Level :

- understanding of print
- reading comprehension

5. **ASSESSMENT AND REPORTING TO PARENTS**

Yarlet has high academic expectations of its children. Each child works to his or her full potential and those who show academic promise are given the opportunity to work at a more advanced level, towards Scholarships / Awards to Senior Independent Schools at the age of 13 or before.

Regular reporting of progress takes place, both in written form (reports and assessments) and by way of parents' meetings. Grades are explained to Parents within the report format. Form Teachers and pupils discuss all areas of the report and identify ways to improve, as well as recognising and rewarding where an individual has excelled.

Regular assessment is important in order to confirm where pupils are over or under-achieving so that, in each case, appropriate action may be taken to ensure that each child reaches his or her potential. Parent/Teacher Meetings also take place. These give Parents the opportunity to discuss their child's progress and development with each teacher. However, there is no need to wait for these meetings. The Headmaster, Deputy Head or Head of Pre-Prep are always available if Parents have any concerns and regular communication between Yarlet Staff and Parents ensures that children are happy, motivated and achieving.

6. **EXTRA-CURRICULAR ACTIVITIES**

Ballet

Boys and girls from Nursery onwards may take ballet lessons and the cost of lessons is included in the termly fee invoice.

Ballet uniform is available to order through the School or from "Stepping Out" at Hanford, Stoke-on-Trent. Tel: (01782) 641104

Gymnastics

Children from Reception to Form 2 may do gymnastics lessons.

Drama

Children in Reception and Key Stage 1 may do drama lessons.

Music

In addition to the timetabled music lessons, children in Reception and Key Stage 1 are given the opportunity to take individual piano, recorder or violin lessons. Jo Jingles Music & Movement is offered to Nursery and Kindergarten children. If you wish your child to take up either the piano, violin or recorder, please contact the Headmaster's Secretary, who will be able to provide you with all details and make

the necessary arrangements on your behalf. Again, costs are billed to Parents at the end of term.

7. PASTORAL CARE

A Yarlet education is preparation for life. Even at this young age, Christian values and morals are the foundations on which we nurture children to learn self-discipline, respect and consideration for others, and to develop their own self-confidence through healthy competition and achieving personal goals.

8. BEFORE & AFTER SCHOOL CARE

Before School care is available for Parents from 8.00 am and is free of charge. This is found in the Reception classroom of the EYFS building.

After school care (which is chargeable) is supervised by qualified members of staff and is available for children from the age of 2 upwards. Any absences of the after school staff are covered on a rota basis by teachers in the Pre-Prep department of the School. Care is available from 3.30 pm to 6.00 pm Monday to Friday.

Children should ideally be booked in to stay for after school care as early as possible in the day, but provision is available for Parents who are detained unexpectedly, and children can be booked into after school care over the telephone. Teachers who have not received any notification of delays in collecting children at the end of the day will automatically send the children not collected into after school care.

After school care is offered to pupils between the end of each school day (3.30 pm) and 6.00 pm, and Parents can give an approximate collection time in order that 'tea' can be arranged if necessary. Children who are not collected by 4.45pm will automatically have tea.

After school care finishes at 6.00 pm promptly and if any children remain, they are taken to the Main Building to wait with the School's Matron until collected. It is requested that Parents make 6.00 pm the deadline for collecting their child(ren). If someone else is collecting a child, it is important that prior notification is given to the class teacher.

Parents must use the car park and walk to collect their child(ren) from the Pre-Prep Building unless they have a permit. Written applications for a permit can be made to Mrs Kirsty Nixon, the Bursar, who issues these each term.

Please contact the School office for details on after school care fees.

The after school time-table, although flexible, is generally as follows:

3.30 - 3.40 :	Registration, snack and welcome
3.40 - 4.40 :	Outside play (weather permitting) / inside play (with planned activities)
4.40 - 5.15 :	Hands washed. Tea in Pre-Prep
5.15 - 6.00 :	Quiet activities until home time. (Hear readers if practicable.)

9. PRE-PREP. DATES

Important Pre-Prep. activity dates are issued to Parents by the beginning of each term in the form of a dates sheet, so that these may be entered in your diaries, or calendar.

10. CAR PARKING ARRANGEMENTS

For health and safety reasons, all Parents are asked to park their vehicles in the car park and to walk to the Pre-Prep School when dropping off and collecting their children. In the case of disability, or other exceptional circumstances, a parking permit may be requested, in writing, from the Bursar.

11. SCHOOL UNIFORM

Nursery

Smocks are worn in the Nursery over home clothes. Smocks are provided and billed to Parents at the end of term. Would Parents please provide a set of spare, named clothes in a bag.

All children are asked to bring in a spare pair of wellington boots to leave at School during term time.

Kindergarten to Form 2

A list of uniform requirements is included in this booklet. Contact details of the supplier (Clive Mark of Newcastle-u-Lyme) from whom this may be obtained is also attached.

It is important that all uniform is clearly labelled with your child's name, with Cash's name tape.

Summer Term

Swimming takes place during the Summer Term from Kindergarten upwards. Parents are asked to provide their children with trunks or swimming costume, a swimming cap for those with long hair and a towel. Flotation devices are provided by the School. Children's own goggles can be worn if necessary.

In addition, the School provides all Pre-Preparatory children with a book folio as part of the standard uniform, the cost for which is included in the fees invoice at the end of term.

12. CATERING

All lunches are 'home-cooked' in the Main School and menus are regularly changed to provide a nutritionally balanced and interesting diet for the children. Allergen information is available on request. Healthy snacks and drinks are provided for the children at morning and afternoon break times. Morning break for Pre-Prep pupils includes a carton of milk. The cost of all snacks and lunches provided are included in the term's fees. Parents are asked to inform the School of any specific dietary requirements for their children, which we will be pleased to

accommodate. Children are encouraged to bring in their own named flask for drinking water throughout the day.

13. CHAPEL

Each Friday morning, the Pre-Preparatory Department (apart from Nursery) joins the Main School for Assembly in the Chapel or in the School Room in the Main Hall. Twice a term, Parents are invited to Chapel, whilst the children take the Service. Parents and friends are invited for refreshments afterwards, in the Main Hall.

14. HOME / SCHOOL PARTNERSHIP

The early years of your child's life at School are critical as they can have a significant and positive impact on influencing attitudes and enthusiasm towards education in the years to come. Therefore, we make this as happy and as productive a time as possible, as a firm foundation for the future. In this regard, close links between home and school are always maintained, with teaching Staff always happy to discuss your child's development. In addition, from Kindergarten onwards, Parent/Teacher evenings are scheduled twice a year (the dates for which are advised to you in the Pre-Preparatory Dates form, issued by the beginning of each term). Reports are issued at the end of each term for all classes which include progress made in all areas of the curriculum. Furthermore, parents may have access to developmental records about their child, for example the EYFS profile and/or the children's learning journey folders.

15. EDUCATIONAL TRIPS AND SCHOOL EVENTS

Trips are organised which are of educational value and also great fun for all the children from Kindergarten to Form 2. In addition, a Teddy Bear's Picnic is held each Summer Term, to which all children shortly to join the Pre- Preparatory Department are invited. The children also enjoy a Christmas Party and an Easter Fun Day.

Parents are encouraged to attend other School events in which their children are involved, ie Harvest Festivals, Nativity and Carol Services and Music Academy events. Details are again advised to Parents in the Pre-Preparatory dates list issued at the beginning of each term.

16. SPORTS DAY / PRIZE GIVING CEREMONY

A major event in the Yarlet Calendar is Sports Day & Prize Giving, which is traditionally held on the last day of the Summer Term. Parents from Kindergarten upwards bring their children to School at the normal time, but are themselves an important part of this special occasion watching the sports events. The Pre-Prep Prize Giving Ceremony takes place in the morning and the sports races continue throughout the day. All Parents bring a picnic lunch for themselves and their children to consume on the school grounds as the events continue into the afternoon.

17. FEES

An invoice is issued at the end of each term. This covers any extras incurred during the term which has just finished (ie trips) and the following term's fees. The fees are due by the first day of the term to which they apply. As all our income is derived from fees, it is essential that these are paid on time and the School reserves the right to charge interest on any late payments. Fees are reviewed annually by the Governors and Parents are informed in advance of any planned increases. Parents wishing to remove their child from Yarlet must give one term's notice, or fees in lieu.

18. MEDICAL

Please do inform us if your child has any medical condition that we should be aware of, eg allergies, poor sight, hearing loss, diabetes, asthma, etc. In the case of asthma, please make sure that he/she has an inhaler in School. All medicines coming into School should be handed to the class teacher and should be clearly labelled.

We ask all Parents to complete and return the attached consent form, confirming that it is in order for the School to administer basic medical treatment. Parents must complete an administration of medicines form each and every time medicine is to be given to a pupil.

In the case of illness during the School day, Parents will be contacted to collect/make arrangements for their child to be collected. The School does have a "sick bay" located next to the Dispensary in the Main School. You will be informed if your child has been taken here to lie down whilst waiting to be collected.

19. IN THE EVENT OF SICKNESS

Children who have an infectious illness should not be sent to School. Children who have been sick should not attend school for 24 hours following their last bout of sickness.

20. ABSENCES FROM SCHOOL

If your child is absent or late for any reason, please notify the School Secretary by 9 am. Holidays during school terms are discouraged. However, permission for holiday absence should be made in writing to the Headmaster.

21. TRANSITION THROUGHOUT PRE-PREP

Every effort is made to ensure that there is as smooth a transition as possible for Yarlet children (and their Parents!) During the Summer term, the Nursery and Kindergarten Teachers make more sessions available where older Nursery children can spend time in their new classroom getting to know the environment and the staff. This usually means that the first day of school in September is a

very happy occasion. Transition between Early Years Foundation Stage and Key Stage 1 is managed according to our Transition Policy.

A day is scheduled towards the end of the school year when all Pre-Prep pupils can spend a session in their next classroom with their next teacher. This makes the children feel very grown-up and eager to start their next year's work. It also gives the new class teacher a chance to obtain samples of the children's work on which to base future planning.

Pre-Prep children get together on Friday afternoons to enjoy the Hymn Practice session and join in with Yarlet's fantastic musical traditions.

Class teachers hold parental induction meetings with their 'new parents' to help them to know more about the school year to come. Parents of Form 2 children moving to Main School are invited to tour Main School during the Summer term to familiarise themselves again with the surroundings and staff. Pupils attend lessons with their future teachers as part of the transition process.

School plays, fun days, sports/prize days, etc, are also informal opportunities to 'get to know' the Main School, Teachers and other Parents.

22. SCHOOL POLICIES

Up-to-date policies and procedures are available for parents to access on the school's website www.yarletschool.org and click on policies.

Policies include Safeguarding, Admissions, Equality of Opportunity, Special Educational Needs and/or Disabilities, Curriculum, Anti-Bullying, Behaviour & Discipline, Health & Safety, Lost Children/Children Not Collected and Parental Complaints Procedure and Policy. Should parents wish to make a complaint to Ofsted or ISI, the Parental Complaints Procedure and Policy includes details on how to contact both organisations.

A number of other policies, including subject policies, are also available and a paper copy of any policy can be obtained by contacting the School Reception. A copy of the Nursery Grant and School's Terms and Conditions, are enclosed at the back of this booklet. If you have any questions relating to any of the points made, please contact either the Headmaster or the Finance Manager.

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I hope that the information in this Welcome Pack covers any questions you may have had. However, please do not hesitate to contact us if there are any areas we have not covered, or any matters of concern - we are always happy to help.

YARLET PRE-PREP (Kindergarten to Form 2)

Clothes List - Boys

Uniform can be purchased online via the Yarlet School website or directly from Clive Mark in Newcastle.

ALL TERMS

- Yarlet Unisex Blazer
- School Cap
- Navy Blue Corduroy Shorts
- Blue Polo Shirt
- Red Sweatshirt
- Red Socks
- Navy Blue Shorts (Cotton)
- White PE T-shirt
- Red Track Suit (red fleece top and red tracksuit trousers)
- Rain Suit
- Navy Wax Jacket (optional)
- Black or Navy Leather School Shoes (Velcro fasteners)
- Wellingtons
- 1 pair trainers (Velcro fasteners)
- 1 pair non-marking black pumps
- Napkin
- Navy ruck sack to be provided by the school at a cost of £15, which will be debited from your child's account
- Book Folio to be provided by the school at a cost of £5, which will be debited from your child's account

If your son is doing Ballet, he will wear his games kit and black pumps.

SUMMER TERM ONLY

- 1 pair Bathing Trunks
- Towel
- Sun Hat

WINTER TERM ONLY

- Navy Gloves
- Winter Hat
- Yarlet scarf

ALL items of uniform **MUST** be named-taped(either sew in or iron on).
Please do not write on the uniform as this fades with washing.

- a) Goods marked • **MUST** be obtained from:

Clive Mark Schoolwear
25 High Street
Newcastle-under-Lyme
Staffordshire

Tel: 01782 621721
Fax: 01782 626726

who are the only official Yarlet School outfitters.

All these goods may be ordered online via the Yarlet School website or by telephone order direct to Clive Mark.

- b) **ALL CLOTHES**, books, games and toys must be clearly marked.
- c) Games kit should be brought in on Monday mornings and taken home on Fridays for washing.

NB: Sales of good quality, second hand uniform take place within the school on a regular basis and items may also be bought at other times by contacting the Matron in Main School.

YARLET PRE-PREP

(Kindergarten to Form 2)

Clothes List - Girls

Uniform can be purchased online via the Yarlet School website or directly from Clive Mark in Newcastle.

ALL TERMS

- Yarlet Unisex Blazer
- Hat
- Pinafore
- White Polo Shirt with red Y logo
- Red Cardigan
- Red Socks
- White PE T-shirt
- Navy Blue Cotton Shorts
- Red Track Suit (red fleece top and red tracksuit trousers)
- Rain suit
- Navy Wax Jacket (optional)
- 1 Pair Black or Navy Leather Shoes (Velcro Fasteners)
- Trainers (Velcro Fasteners)
- Wellingtons
- Black Pumps (non-marking soles)
- Napkin
- Navy ruck sack to be provided by the school at a cost of £15, which will be debited from your child's account
- Book Folio to be provided by the school at a cost of £5, which will be debited from your child's account

If your daughter IS doing Ballet, she will require the following:

- Pink Leotard
- Pink Cardigan
- Pink Tights
- Pink Skirt
- Pink Ballet Shoes

SUMMER TERM ONLY

- Summer Dress
- White Ankle Socks
- Straw Hat
- Swimsuit and Hat
- Towel
- Sun Hat

WINTER TERM ONLY

- 1 Pair Navy Gloves
- Winter Hat
- Yarlet Scarf

ALL items of uniform **MUST** be named-taped (either sew in or iron on). Please do not write on the uniform as this fades with washing.

- a) Goods marked • **MUST** be obtained from:

Clive Mark Schoolwear
25 High Street
Newcastle-under-Lyme
Staffordshire

Tel: 01782 621721
Fax: 01782 626726

who are the only official Yarlet School outfitters.

All these goods may be ordered online via the Yarlet School website or by telephone order direct to Clive Mark.

- b) **ALL CLOTHES**, books, games and toys must be clearly marked.
- c) Games kit should be brought in on Monday mornings and taken home on Fridays for washing.

NB: Sales of good quality, second hand uniform take place within the school on a regular basis and items may also be bought at other times by contacting the Matron in Main School.

Nursery Grant

What is the Nursery Education Grant?

Nursery Education Grant has been introduced by the Government to provide a contribution towards an education place at an Independent School, for certain 2 year olds, many 3 year olds and all 4 year olds. If you have a 2, 3 or 4 year old child you may be eligible for this.

Yarlet is registered with Staffordshire Local Authority to be able to claim the grant on your behalf. We have agreed to the terms and conditions of the grant, one of which is that we will be inspected by Government inspectors (ISI) to ensure quality standards are being met. As part of this agreement we are required to keep on file a copy of each child's birth certificate and would be grateful if you would provide this to the School.

From July 2013 families who meet the criteria could be entitled to 15 hours free early education for their 2 year old. As a family you must be claiming one or more of the qualifying benefits or meet certain other dependency criteria to be eligible for the two year old funding. Application needs to be directly to Staffordshire County Council.

How much is the Grant?

The amount of grant available per child may change from year to year depending on government funding and from term to term depending upon the number of weeks in any particular term. The grant is not paid directly to the parent. Staffordshire Local Authority pays the grant to the school for each eligible child and the grant is paid over the school year which is divided into three terms. The Government operates on a termly basis because the grant is for nursery education available during school terms only. Payment therefore does not cover school holidays.

For eligible children the grant per term contributes towards the cost of a maximum of 15 hours per week (which equates to 5 sessions lasting at least 3 hours). These sessions must be spread over at least 3 days. Payment of grant will be reduced proportionately for a child attending fewer than 6 sessions per week. The cost of any provision over and above the grant received will have to be met by the parents.

Each term Yarlet claims on behalf of the parents for the number of sessions their child will be attending. The grant is paid by Staffordshire LA to Yarlet and a credit note is issued by the school at the end of the term which can then be deducted from the following term's fees. No deduction is made for administration and the full amount of the grant is passed on to parents.

Which children are eligible for grant?

The grant will be available for children from the start of the term following their third birthday and will last for 6 terms.

Child's birthday: 1st January - 31st March = eligible in APRIL

Child's birthday: 1st April - 31st August = eligible in SEPTEMBER

Child's birthday: 1st September - 31st December = eligible in JANUARY

Am I entitled to the new 30 hours free childcare scheme?

Some parents of 3-4 year olds will be eligible for 30 hours of free childcare - rather than the current 15 hours. In order to receive the additional funding, you will have to meet certain criteria.

Eligibility rules for 30 hours free childcare:

- Your child will be aged 3 or 4
- Both parents must be working - or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum wage equivalent to 16 hours at National Minimum Wage or National Living Wage.
- Each parent must have an annual income of less than £100,000
- You live in England.

How to apply for 30 hours free childcare

Parents apply online to HMRC who check and confirm eligibility:

www.childcarechoices.gov.uk

What next?

- Parents successful in their application will then be sent a code by HMRC to their new Gateway Account. This code must be passed onto the childcare provider who will validate the code with the local authority.
- Discuss with your childcare provider how the funded hours can be taken with them.
- **Important:** every 3 months parents will be prompted by HMRC via text/ email to log into the Gateway Account and reconfirm details and eligibility.
- If a family falls out of the eligibility criteria, parents will be offered a "**grace period**" of funding before the additional 15 hours stop. All 3 and 4 year olds will still be able to claim a maximum of 15 hours per week of funded childcare (or 570 hours per year).

For further information, please contact Kirsty Nixon at Yarlet School on 01785 286588.

Health Policy and Procedures

Parental responsibility:

Parents are responsible for advising the Matron or Pre-Prep Class Teacher about any administration of medicines to their children. If a child requires any form of medication whilst at School, parents should give their permission to the Matron/Pre-Prep Class Teacher who will administer the medication.

Procedures:

- All medication is stored safely.
- All medicines coming into school should be clearly labelled and given to the Matron/Class Teacher. In Main School this includes children's inhalers, but Pre-Prep children's inhalers are kept in the classrooms.
- Any form of medication that is given to a child during the School day (or night in the case of the Flexi-Boarders) is recorded in a file and left on display in Dispensary for Main School or recorded in the home/school diary in Pre-Prep.
- If a Day Pupil becomes unwell at School, they go into Sickbay and rest until their Parents can collect them.
- It is vital, not only to have home numbers, but also Parents work numbers and other emergency numbers e.g. relatives or childminders. These details are kept in the Headmaster's Study and are updated regularly.
- Children who have an infectious illness should not be sent to School.
- Children who have been sick should not attend school for 24 hours following their last bout of sickness.
- Children who are Flexi-Boarders at School are nursed in the appropriate manner, depending upon the illness.
- Dietary and medical needs of a child must be explained to the School and this information will then be communicated to relevant members of Staff and the Kitchen Staff.

School responsibility:

The School's Matron has attended a First Aid at Work course run by St John's Ambulance. This is a four-day course, which involves a two-day refresher training course every three years. Emergency Aid in the Workplace courses have been attended by designated staff – see policy on First Aid.

- When a pupil becomes unwell, his/her Parents are informed.
- When a pupil becomes very seriously unwell, or is injured, an ambulance should be called for immediately, and Parents or relatives notified.
- If there is known to be a case of any infectious disease e.g. chicken pox, it is the responsibility of the School to inform Parents by either telephone or by letter.
- All injuries sustained whilst at School are treated by the Matron or other qualified First Aider.
- All injuries are recorded in the Dispensary (for Main School) or in the first aid book (for Pre-Prep). A full description of the injury, the circumstances and events leading up to the incident are recorded, including the name of the person who dealt with the injury.

Signed:



Date:

August 2016

Review Date: August 2018

Yarlet School - Terms & Conditions

1. Pupils are normally accepted after informal observation, assessment and interview with the Head or other staff. The acceptance or otherwise of any pupil is at the sole discretion of the Head. Your attention is drawn to the School's Admissions Policy contained within the prospectus.
2. The continued attendance of any pupil at the School is at the sole discretion of the Head and depends upon the pupil's application, conduct, behaviour and attendance being in accordance with such standards as the School deems necessary and appropriate. A complaints procedure is in place, a copy of which is enclosed in this booklet.
3. Fees are reviewed annually by the Board of Governors during the Summer term and any change is normally effective from the following 1st September. However, the Governors reserve the right to increase fees at their discretion during an academic year; a minimum of one month's notice will be given of any such extraordinary increase which will be effective from the beginning of the following term.
4. Fees must be paid termly in advance, and are due not later than the first day of each School term. Payment of extra expenses that have accrued in the previous term should also be settled at the same time. The fee and expenses invoice will be produced shortly after the end of each term.
5. Interest at the rate of 8% per annum will be charged on fees and expenses not paid by the due date of the first day of term; the Governors reserve the right to remove any pupil from the School where fees and expenses remain unpaid at half-term and will seek recovery of any outstanding fees, expenses and interest together with any costs incurred, through the legal system.
6. A monthly direct debit system of paying fees also operates through HSBC, further information on which may be obtained from the School Study.
7. A full term's notice in writing, or payment of a full term's fees in lieu, must be given by the parents or guardians before a pupil is removed from the School. Clearance to the next School will not be given until this is satisfied.
8. No refund or remission of fees will be made where a pupil is absent by reason of illness, injury, withdrawal, suspension or any other reason.
9. A £50 non-refundable registration fee is payable with the Registration Form to secure a place at the School.
10. The School will not accept responsibility for any loss or damage howsoever caused to the personal property of pupils or their parents or guardians.