

St Andrew's Prep

EASTBOURNE



Prep Information
(Years 3 to 8)
for parents 2021–22



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Welcome to St Andrew's Prep

From the Headmaster...

Firstly, I want to extend a warm welcome to you and your family, as you begin your new journey with us here at St Andrew's Prep. I am confident that your child will thrive, be busy, quickly settle into life in the Prep school and most importantly be happy.

We hope this information booklet provides you with the essential information you may need, before you start. Some of the information applies only to boarders, some only to day children, but most of it is common to all pupils in the Prep School.

When a child starts a new school there are always many questions for parents to ask, some of which will not be covered in this booklet. Your primary point of contact should be your child's form teacher (in Years 3 and 4) or tutor (in Years 5 to 8). There may be occasions when you wish to discuss an issue with a Head of Department. The Junior Department of Years 3 and 4 is led by Mrs Catherine Hart. Mrs Jane Hreben leads the Middles of Years 5 and 6 and Mrs Deborah Shephard leads the Seniors of Years 7 and 8. I am usually on duty before school, at the various drop off points, and this can be an appropriate opportunity to chat about smaller queries and issues. Paul Shouksmith, Deputy Head and Mark Tomsett, Housemaster and Head of Pastoral Care, are usually available at this time as well, whilst the school office can usually answer any general or administrative questions. Should you wish to have an extended conversation about future school choices or other concerns, please do book a time to see me through my PA.

We can't wait to welcome you to our school events including plays, matches, concerts and social gatherings, all of which will, I'm sure, provide you with much enjoyment alongside the opportunity to meet and be involved in the wider community.

At St Andrew's Prep, we believe that your child's education is a collaboration and that the relationship between the school and home is vital. So, we look forward to working with you and watching your child grow and develop during their time with us.

If you have any questions, please do not hesitate to get in touch.

Yours sincerely



Tom Gregory
Headmaster

Contacts

Headmaster Tom Gregory BA (Hons), PGCE
Email: tbgregory@standrewsprep.co.uk

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Main Contacts

Headmaster's PA Annette Adams
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01323 733203

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info@standrewsprep.co.uk
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Absences and Medical Issues 01323 744834
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Housemaster Mark Tomsett
mtomsett@standrewsprep.co.uk
Direct line for speaking to Mr Tomsett: 01323 744833
Direct line for speaking to boarders: 01323 744835
Skype: MARK TOMSETT

Resident House Tutors Anna Lancefield
ajlancefield@standrewsprep.co.uk
Sarah Lozano-Arcas
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Debator in Residence Maiya Werba

Senior Nurse Victoria Champion
vlkcampion@standrewsprep.co.uk

Transport Manager Mike Howell
mlhowell@standrewsprep.co.uk
07496 572649

Financial Matters Louise Maryan – Eastbourne College
lm@eastbourne-college.co.uk
01323 452237

Emergency Out of Hours 01323 744835

Contact the **School Office** for: general enquiries and contacting staff members 01323 733203

Contact the **Estates Manager** for: Site services

Contact the **School Nurse** for: health and medical issues

Contact the **Transport Manager** for: minibus queries and bookings

Contact the **Finance Department at Eastbourne College** for: financial matters

Visit the parents portal on the website for parent information, circulars, letters etc – www.standrewsprep.co.uk

Overview – the school years explained

St Andrew's Prep is a co-educational independent day and boarding school for children ages 9 months to 13 years old. Children move into the Prep School at the start of year 3.

Stage	Age	School Day	Earliest arrival and latest departure for Day Children	Day or Boarding	Saturday morning activities
Junior Department					
Year 3	7/8	8.30 – 4.05	7.30* – 5.30	Day/Boarding	✘
Year 4	8/9	8.30 – 4.05	7.30* – 5.30	Day/Boarding	Optional
Middle Department					
Year 5	9/10	8.30 – 5.30	7.30* – 6.45	Day/Boarding	Optional
Year 6	10/11	8.30 – 5.30	7.30* – 6.45	Day/Boarding	Optional
Senior Department					
Year 7	11/12	8.30 – 5.30	7.30* – 6.45	Day/Boarding	Optional
Year 8	12/13	8.30 – 5.30	7.30* – 6.45	Day/Boarding	Optional

* 7.30 is early morning drop off to the Library and 8.00 is direct to classroom

Additional information

- Saturday morning school (from Year 4 upwards) is optional. A range of activities is on offer from 9.00am until 12.30pm.
- School finishes at 4.00pm on Wednesdays although children participating in matches may finish later.
- Minibuses – the school minibuses provide daily transport to/from school from various pickup points in Eastbourne and surrounding areas. A full list of pick up points and costs are available on our website www.standrewsprep.co.uk or from the Transport Manager, Mike Howell: mlhowell@standrewsprep.co.uk. There is only one run on a Saturday morning which arrives at the school at approximately 8.45am.
- The school is closed for exeat weekends (two per term)

Communication with Parents

The whole family is welcomed into the school community. It is very important that we all get to know each other well and we particularly stress the value of meeting regularly face to face. Throughout a child's career we welcome close links, because the better we know parents the more we are able to communicate constructively about their children. We hope we are also a social centre working with parents and with the wider community beyond St Andrew's. As a school we are dedicated to the education of the whole child in close partnership with parents.

Houses and Planners

Each child in the Prep School is allocated to a House for competitions such as sports day and industry grades. The St Andrew's Prep planner is carried around by the children. Children record their prep and it is also a record of their academic progress, Industry and Stars. Parents of day children are asked to check and sign their child's planner every two weeks. Boarders have their planners checked by their Housemaster and details are communicated to their parents.

Industry

Industry grades are awarded every two weeks. The marks given are based upon effort demonstrated in class, not achievement. The following scale is used:

- 5 Outstanding effort**
- 4 Consistently good effort**
- 3 Good effort in general**
- 2 More effort required**
- 1 Much more effort required**

Each child's fortnightly industry average is stuck into the planner and the results go towards a termly House competition.

In Years 3 and 4, the children are graded for Industry for English, Maths, Science, French, History, Geography, Art, Design Technology and Innovation (DTI) and Music. In Year 5 and above, this becomes: English, Maths, Science, French, Latin, Geography,

Grade	Industry grade determiners
5	<ul style="list-style-type: none"> • works very hard • contributes enthusiastically in class • concentrates really hard • works hard to sort out weaknesses • work handed in on time • work is of a very high standard • works very well with other children • arrives on time and is well prepared
4	<ul style="list-style-type: none"> • works hard • contributes in class • concentrates hard in lessons • usually asks for help when required • work handed in on time • work is of a high standard • works well with other children • arrives on time and is well prepared
3	<ul style="list-style-type: none"> • works quite hard • contributes in class • concentrates reasonably well in lessons • usually asks for help when required • work handed in on time • work is of a satisfactory standard and reflects his or her ability • works quite well with other children • arrives on time and is well prepared
2	<ul style="list-style-type: none"> • not working consistently hard • does not contribute consistently in class • struggles to concentrate consistently in lessons • knows what to do to improve but chooses not to do so • work not consistently handed in on time • work is of an inconsistent standard • does not always work well with other children • not consistently on time or well prepared
1	<ul style="list-style-type: none"> • not working very hard • disruptive in class • inattentive in class • knows what to do to improve but chooses not to do so • work not handed in on time • work is of an unacceptable standard • does not work well with other children • arrives late or is not prepared

History, Design Technology and Innovation (DTI), Art, Music, Games, Physical Education (PE), Theology, Philosophy, and Religion (TPR), Spanish and Computing. Stars are given for work well done and for acts of kindness and good citizenship. These are recorded in each child's planner. Children can also be awarded a 'Headmaster's Merit' which is a sticker in their planner to reward a piece of good work and they then see the Headmaster who acknowledges the reward.

Reports and Parents' Consultation Meetings

Written and oral reports are given to parents about their children's progress at different times of the year. There is a formal written report twice a year (Autumn and Summer terms). Parent/Teacher consultations are held in the Autumn and Spring terms in all departments of the school and parents are welcomed into the classroom to see their children's work.

Reading Record/Contact Book

All children in Years 3 and 4 keep a Reading Record Book which parents are asked to sign each evening after reading with their child. If parents need to communicate everyday matters with their child's Form Teacher (for instance if their child is to be off games or is going home with someone else), they should email the Form Teacher. For parents of boarders, this information is communicated via the Housemaster.

ISAMS – Parent Portal

You will receive an invitation from the Admissions team to join ISAMS parent portal in the weeks leading up to your child joining St Andrew's. ISAMS will enable you to access various information including your child's/ren's timetables.

Communication

We communicate with parents via email and if necessary SMS. In order to communicate with parents effectively it is vital that contact details are up to date including parent email addresses and primary mobile number.

SOCS

SOCS can be found on our website and contains information about the sports fixtures for your children including match locations, start times and team sheets. It is the School's aim to announce team selections 24 hours in advance of all matches. Please see the information sheet in the additional information section of this handbook.

Website

On our website – www.standrewsprep.co.uk – we have a 'Parents Only' portal which is accessible by password which will be supplied to you before your child starts at St Andrew's Prep.



The Parents Only section includes:

- The weekly *E bulletin* (published each Friday)
- Staff contact details
- A digital copy of the school's annual magazine, the *Androvia*
- Academic curriculum and revision guides posted by Year groups heads and the Deputy Head (Academic)

Androvia

The *Androvia* is our school magazine which is published annually in the Autumn term. This records the year's events, achievements, successes and news. There is a publications subscription (see finance information).




E Bulletin

The E Bulletin is published each Friday. It contains an update on the week as well as vital information including important dates, notices, details of parents' evenings, Friends events and much more. The Bulletin is sent out electronically to all parents and is also posted on the 'parents only' section of the website.

Calendar

The calendar can be accessed by following this link: calendar.standrewsprep.co.uk. It is then possible to synchronise this calendar with your computer or phone as follows:

Click on "Calendar Sync". Select either "Synchronize Filtered Calendar" (if you wish to just select certain categories of events) or "Synchronize Entire Calendar". Alternatively the calendar can be uploaded to your phone by following the above link to the whole school calendar and clicking the upload icon  on your phone at the bottom of the screen.

The events should then appear on your own personal calendar. It lists important dates, outings, events, fixtures and changes of routine. It also gives dates of future terms so that you can plan your holidays accordingly. Children are expected to play for a team if selected and to attend all other functions (such as services, choir practices etc) detailed in the calendar.

Telephone

The school office (01323 733203) is open from 8am to 6pm on weekdays, and from 8am to 1pm on Saturdays during term time. Out of these hours there is an answerphone to take your message. During the holidays the office is open at reduced hours.

Mobile Phones

Day children are not encouraged to bring mobile phones to school. If you need to contact your child urgently, then the school office will be happy to pass a

message on. If it is absolutely necessary for your child to bring a mobile phone to school, then it should be handed to the front office at the beginning of the day and will be returned at the end of the school day.

Contact Details

It is essential that we should be able to contact parents (or guardians) of each child at any time. Please keep us informed of any changes, especially to mobile phone numbers, or of any relevant contact addresses particularly if you are away during term-time.

Complaints Procedure

St Andrew's Prep has long prided itself on the quality of the teaching and pastoral care provided for its pupils. However, if parents do have a complaint, they can expect it to be treated by the School in accordance with their Complaints Policy which is available from the School Office.

Health and Care

Pastoral Care

Pastoral care is one of the many strengths of St Andrew's. Each individual child matters, and we take the responsibility of caring for all our children extremely seriously. We work hard to ensure there is a nurturing atmosphere in which each child feels cared for and important. This is achieved both formally through our tutor system and house system, and informally through the positive relationships the children are encouraged to build with all the adults at the school. There is an emphasis on care which is promoted through the development of our well-being hub.

Led by the Head of Pastoral Care and the Head of Wellbeing who work closely together, and comprising of the Heads of Department (Pre-Prep, Juniors, Middles and Seniors), the Head of Learning Support and the Senior Nurse, the Welfare Management Team meets weekly to set the agenda for Pastoral Care in each section of the school. This includes driving consistency through the tutoring system, establishing necessary support plans as well as ensuring the PSHE programme is up to date and reflective of important current issues.

The tutor system forms a vital link between the family and the school. Children joining from Reception up to Year 4 are looked after by their form teacher. From Year 5, children are looked after by their form tutor. The role of form teachers and tutors is to encourage and assist his or her tutees in all aspects of school life so that parents can be confident that there is a dedicated adult who takes a personal interest in their child's wellbeing and academic progress at all times. The form teachers and tutors lead weekly 'Mind Matters' sessions where discussions take place on topical issues affecting the children. The form tutors are readily available to talk to you about any matters, pastoral or academic.

The children and staff at St Andrew's all belong to one of four houses; usually, children from the same family belong to the same house. The house system is vertically grouped to encourage a sense of responsibility among the older children who are expected to take an interest in the activities and welfare of the younger members of their house. The house system also gives opportunities for children to achieve a sense of accomplishment in different areas



of the school such as in sport, music, drama etc. All of these systems of care are augmented through a comprehensive PSHE programme.

There is a listening service available every day of the week where children are encouraged to express any worries with a teacher in a safe and comfortable space. A new well-being centre called “The Snug” is the home of the Listening Service.

The school also has an independent listener, should children need to talk to someone outside of the school.

Food

For children the importance of good food within their day can't be overstated; be it the occasional piece of comfort food, or fuel for academic or sporting endeavour as they go about their school day. Eating with friends and enjoying home cooked meals have opened many children's eyes to the pleasure of good food. The food served at St Andrew's Prep is prepared from fresh, sustainable ingredients, by highly trained chefs with the ability to keep menus seasonal, relevant and appropriate for each age group.

Our boarders' breakfast consists of cereals, fresh fruit, yoghurt pots and a hot or cold daily special.

Our lunch offers a range of options: homemade soup with fresh bread, a healthy salad bar, jacket potatoes,

pasta and sauces, alongside the more traditional main courses and vegetarian and vegan meals followed by healthy but tempting desserts.

Fruit and breadsticks or ricecakes are provided at break time and for those children who stay for after school activities, a light tea is provided. Supper is an important part of the day for our boarders and those children who sleepover. We try to create a 'home from home' feel that is very sociable and the perfect opportunity to catch up on the day's events at supper time. We have a family style service where meals are laid out in dishes on the tables for the boarders to help themselves creating a warm and informal 'family feel'.

We cater for most dietary requirements and sample menus are at the back of this booklet. Weekly menus are available on our website (www.standrewsprep.co.uk). All our staff encourage children to make healthy choices, and the teaching/boarding staff eat with the children at meal times in the light and airy dining room.

Medical provision

St Andrew's Medical Centre is located on the edge of the playing fields and is staffed by qualified Registered Nurses from 8.00am until 6.00pm Monday to Friday. The Senior Sister is resident on site within the boarding house to ensure all medical needs of the boarders are met, but she also provides medical cover



for those children who choose to come in to take part in the school activity programme on a Saturday morning. In addition, there are many staff who are trained first aiders and numerous first aid kits are located around the school site, including 2 Automated External Defibrillators (AEDs).

When joining the school, parents/guardians are asked to complete a medical and dietary questionnaire for their child and we ask that these forms be filled in as comprehensively as possible, to ensure the school nurses are fully informed of any medical and dietary needs. Any relevant information can then be passed on to appropriate staff, including the catering team and the child's class teacher. It is essential the school is informed of any additional medical needs that may arise with a child during their time at St. Andrew's, so their school records can be kept fully up to date.

Children's medication

All medication brought in to the Prep, Pre-Prep and Nursery, must be in its original packaging, with the expiry date clearly visible. All labelling must be in English and the child's name clearly written. Any medication for children in the Nursery and Pre-prep, must be handed in to the child's teacher on arrival and the parent/guardian will be asked to complete and sign a Medication Administration Record form, giving consent, full details on the medication and instructions for its administration.

Medication will only be administered by those staff in the Nursery and Pre-Prep who have completed their Administration of Medication in Schools certified training. If staff have any queries or concerns about

any medication, they will always refer to the duty nurse for guidance. Any medication for those children in the Main Prep must be handed in to the medical centre for safe storage during the school day. Parents will be asked to sign a Medication Administration Record form, giving consent, full details on the medication and instructions for its administration and the duty nurse will ensure any medication required is given as directed.

Boarders – all medication for boarders must be handed in to boarding staff upon arrival, with clear instructions in English, for its administration. This is very important for the safety of all the children in the boarding house.

Asthma inhalers – if children are prescribed an inhaler, we ask that two be provided to be kept on the school site. This ensures one is always kept close to hand at all times in the child's classroom and a second can be kept as a spare in the sports office for when the child takes part in physical activity. The medical centre keeps a generic inhaler and single use spacers, which can be used in the event of an emergency. The School nurses, will keep a record of expiry dates and inform parents when the inhalers need replacing.

Adrenalin auto-injectors (Epipens/Jext/Emerade pens) – if a child carries an adrenalin auto-injector for anaphylaxis, it is essential that at least two be provided for the child, to be kept on the school site. The details of the emergency pens will be recorded and parents informed when they need replacing

Care of sick/injured day pupils

If a day child from the main prep becomes unwell or is injured during the school day, they will be assessed and treated as necessary by the duty nurse. If it is felt necessary for the child to go home, the duty nurse will contact the parents to arrange for them to be collected. The nearest Accident and Emergency department is at Eastbourne District General Hospital, which is only 10 minutes away.

Some parents may have children joining either the Nursery or Pre-Prep as well as the Prep and so it is worth knowing that if a child from the Nursery

or Pre-Prep becomes unwell during the school day, a familiar member of staff, such as their teacher, will make an initial assessment and if there are any concerns, they will contact the duty nurse for support and guidance. If it is felt the child needs to go home, where possible, the younger children are kept in their familiar surroundings with staff they know, to reduce any anxiety, while they wait to be collected by their parents/guardians. Many of the Nursery and Pre-Prep staff are first aid trained and most everyday cuts, grazes, bumps and bruises are managed by them. The duty nurse is always on hand to assist and will always manage any significant injuries.

Care of boarders

All boarders are registered with a local GP practice in Eastbourne. If they need to be seen by a Dr an appointment can be arranged and they will be escorted to the Dr by a member of the boarding team. If they are unwell and need to be off school, they will be cared for in the boarding house, by members of the boarding team, under the supervision of the duty nurse.

The school encourages parents to ensure routine healthcare appointments, such as with dentists and opticians, are arranged during the school holidays, but in the event of an emergency they can arrange for a child to be seen if necessary.

Infectious diseases

All children are prone to common infectious diseases and unfortunately schools are an ideal environment for these infections to spread. It is extremely important parents inform the school if their child is unwell with details of the illness, so if necessary other parents and staff can be informed of any identified infectious diseases.

If a Coronavirus infection is suspected, it is essential the school is notified and the child is isolated at home as per current Government guidelines.

We have some children and staff in school, who, due to medical conditions are immune compromised and it is important they are kept informed of any illnesses circulating. It is essential children do not come in to school when they are unwell and there are some illnesses that require them to be kept off school for

a set length of time to prevent other children being infected:

Diarrhoea and vomiting – children must have a clear 48 hour window from the last episode of diarrhoea or vomiting, before returning to school.

Raised temperature above 37.5 degrees – following a child being unwell with a raised temperature of above 37.5 degrees, they must not return to school until they have had a normal temperature below 37.5 degrees, for at least 24 hours, without the need to use any calpol (paracetamol)/ ibuprofen medication to keep it down.

For other common childhood infectious diseases, including chicken pox, impetigo, hand, foot and mouth, slapped cheek and conjunctivitis, parents are encouraged to use the NHS website for current guidelines and advice:

<https://www.nhs.uk/conditions/pregnancy-and-baby/infectious-illnesses-children/>

If a child needs to be excused from games, parents are asked to advise the child's form tutor via email or by sending in a signed and dated note, explaining the reason.

Absence

The safety of all children is paramount and the school should be made aware as soon as possible, when a child will not be attending. Parents are asked to email and/or call the school office first thing in the morning, to advise staff their child will not be in school and the reason as to why.

Email: absence@standrewsprep.co.uk
Tel: 01323 733 203

It is important children do not miss school unnecessarily. They should only be absent when unwell and if they have to attend specialist appointments that cannot be made during out of school time/in the holidays. In some circumstances, such as visits to proposed senior schools and significant family events such as weddings, days off school will be permitted. Parents are asked to contact the Headmaster in exceptional circumstances.

Sun Awareness

The staff have a duty of care to protect the children from the harmful effects of exposure to the sun whilst allowing them to enjoy the benefits of playing and working outside. Staff agree to work together with parents and children to ensure that everyone is adequately protected when outside.

The children are taught the importance of keeping themselves safe in the sun through role play and stories and understand that the sun can damage their skin. Parents will be kept fully informed of any changes to this policy.

Parents must apply a high factor sun cream (minimum SPF 30+) to their child before leaving for school in the morning or upon arrival in school. Children in the Nursery who stay all day may have sun cream re-applied to them by staff following set procedures (please see the Pre-Prep sun policy for further information). They should also have a named maroon Pre-Prep Legionnaire-style sun hat (available online from SchoolBlazer) with them each day as this offers additional protection to their neck area. Please supply children with a named water bottle (not single-use bottles please).

Gum shields (Mouth guards)

It is compulsory for all children from Year 3 and above to have a gum shield in school, to wear when playing hockey, rugby and some other sports, as advised by dentists and regulatory bodies in school sport. It is recommended by experts that professionally fitted gum shields are the best option and parents are advised to seek advice on this from their own dentists for their child, particularly, as a child's mouth is constantly growing and changing as their mouths develop and adult teeth come through. It's important children do not miss sport lessons due to missing kit/equipment particularly on days they are involved in matches. On match days the medical centre will hold a limited supply of boil and bite gum shields for those children who have forgotten their gum shields, to ensure they can still take part in any matches they are assigned to and these will be charged to the child's school account. These type of gum shields are perfectly adequate to use as a temporary measure, but are not as comfortable as a custom made model and we encourage parents to

ensure their child has a fitted gum shield ready for the beginning of term.

Prefects

Prefects are chosen from Year 8 girls and boys, day and boarding, and are selected by the Headmaster who looks at the pupil application and consults with the staff on the criteria of reliability, responsibility, sensitivity, appropriate assertiveness and being able to get on with younger children. They also need to be children who are held in high regard by their own peer group. They have many duties and a few privileges. The number of Prefects appointed increases during the academic year.

The Headmaster's Challenge

The Headmaster's Challenge, now in its fifth year, develops the skills of entrepreneurship and raises the awareness of philanthropy. We believe that we, as educators, must ensure the children recognise that they have responsibilities to others in their communities and that, by and large, they are privileged people. The pupils are personally given £10 by the Headmaster which will represent an investment in their skills. Each pupil then has six weeks to raise as much money as they can, either individually or in groups of up to four. At the end of the six weeks, they have to return their £10, plus any other funds raised which will go in to a 'pot'. They will also hand in a profit and loss account sheet, which will



show how they have (hopefully!) made their money. That's the Enterprise Phase.

The next stage is the Philanthropy Phase, for anyone who volunteers. For this, the children must have a charity in mind upon whose behalf they can bid for a portion of the total funds raised. They do this bidding by making a presentation to their classmates and then, if selected, to the Senior Management Team who will make the final decision about where the money should go.

As the next generation of leaders it is important we instil in them early the personal rewards that can be gained from being philanthropic; to know that one's talent has made a big difference to others less fortunate is the greatest reward of all.

The St Andrew's Prep Community Award

An 'education' at St Andrew's Prep is about far more than just the academic offering. One of the core values of the school is breadth and the school aims to develop the whole person through exposing all of its pupils to as wide a range of experiences and opportunities as possible.

Consistent with this ethos we have developed a programme for our pupils in Years 6, 7 and 8 that combines personal development with a strong sense of community. The programme pulls together the various learning experiences and provides a vehicle through which pupils' development can be measured and their efforts recognised and rewarded. The prime aims of the St Andrew's Community Award are:

- i. to nurture each pupil's confidence and independence
- ii. to develop a breadth of interest in every individual
- iii. to create a stronger sense of identity and community at the senior end of the school
- iv. to encourage older pupils to take more responsibility for younger children
- v. to develop pupils' sense of responsibility for their school environment and for society as a whole

Pupils will work towards a Bronze, Silver or Gold St Andrew's Medal over the three years (and there will be a fast-track structure for children who enter in Year 7 or 8).

This will not involve pupils doing more than they are already doing in their busy day, but may encourage

them to do everything they undertake with more consideration and a greater sense of purpose.

Pupils will collect credits in five areas, starting in Year 6. The five areas are:

- Service
- Personal Development
- Physical
- Cultural
- Challenge

They have to get at least one credit in all five areas to get an award.

Responsibilities

There are many opportunities for children in Years 3 to 8 to be given responsibilities within the school. A Head Boy and Head Girl are appointed from Year 8 each term, Form captains are appointed every term too, as are Heads of the four Houses. Sports captains are appointed each year for hockey, rugby, football, cricket, athletics, swimming, tennis and shooting. Librarians and Music captains are also appointed. Each class will also appoint a School Council and a Food Committee representative. Children can also volunteer to be on the Eco Committee.

School Council

The Headmaster holds termly School Council meetings. Each class elects one child to represent the views of their peer group at a council meeting each half term. Council members are elected by their peers via a structured voting system and at meetings have the opportunity to represent the children's collective thoughts on any matters relating to school life.

Food Committee

Children in Years 3 to 8 are elected to represent the Food Committee which is held termly by the Deputy Head, Pastoral. The children meet in the dining room with the Head of Catering.

Chapel

The School's own Chapel is situated on site. There are two Chapel services each week which are led by the Headmaster, the Deputy Head or a visiting speaker. Services such as Harvest Festival, Remembrance and Christmas are open to parents and guardians.

Aims and values

Breadth, Excellence and Integrity

The primary aim of St Andrew's Prep is to equip the children to lead happy, fulfilled lives in a safe and healthy environment. We provide a broad education that provides opportunities for every pupil in all aspects of school life: academic, sport, performing and creative arts and social.

We strive for a culture of acknowledgement rather than judgement, in which each child is valued for what he or she can offer. By treating children as individuals with particular needs, interests and strengths, not only do the pupils gain personal success but they learn to be open, honest, reflective and willing to give things a go without the fear of failure.



Moral character

At St Andrew's we work with the parents to develop pupils of strong character who are confident yet not arrogant; pupils who are comfortable with formality and informality; who celebrate the successes of others as well as being proud of their own achievements; and who are ready to extend courtesy and kindness to those about them.

The Prep School Council of pupils discussed the traits needed to produce such morally aware characters and we chose the following as values for all Androvians to possess:

- Honesty
- Kindness
- Respect
- Gratitude
- Courage

These values are promoted through our rewards and sanctions policies, assemblies, Chapel services, PSHE (Personal Social and Health Education), our Mind Matters programme and, most importantly, the human relationships and partnerships that are nurtured between the children, staff and parents.

Intellectual character

Alongside a strong moral code, we strive to equip our pupils with the intellectual character to be effective thinkers and learners. Our approach is to embed the principles of 'Growth Mindset' so that every individual sees their intelligence as something which will grow through the adoption of the correct attitude, skills, knowledge and values.

From the earliest stages of learning, pupils are encouraged to recognise the requirements needed to tackle certain tasks. This will ensure they understand the processes as well as the outcomes. Curriculum tasks are set to develop the following intellectual character traits in all Androvians:

- Adaptability
- Ambition
- Collaboration
- Creativity
- Curiosity
- Initiative
- Reflectiveness
- Resilience

Children have the chance to discover their own strengths and passions, to make mistakes in safety, to show ambition and take risks. We allow our children to be children but a 'growth mindset' approach prepares them for the realities of the world beyond the school.

Our children leave us with an education in the true sense of the word. Their broad academic grounding is the perfect foundation from which to specialise at senior school and the range of sports and non-academic pursuits provides the counterbalance.

The Curriculum



Breadth and balance are just two features of a St Andrew's Prep education

With the broad curriculum on offer we are able to create a strong blend of academic, artistic, dramatic, musical and sporting experiences for all children.

In Years 3 and 4 children are taught in their classes for the majority of subjects with specialist teachers taking them for Art, Design Technology, Computing, French, Music, PE, Swimming and Games. They are taught Maths in sets based on ability from Year 3 upwards.

In Year 5, the children move around the school more as the majority of lessons at this stage are taught by subject specialist teachers; they also begin Latin and Drama. The children still have a Tutor who will see them at the start of each day and at several other times during the week. In Year 5, Co-Curricular activities are also introduced into the timetable and each child in Years 5 and 6 has one 60 minute session of these activities each week. These children also have a 40 minute session of Thinking Skills during the

week to develop their problem solving and critical thinking skills. In Years 7 and 8 this becomes two sessions of Co-Curricular Activities.

Children are set for Maths from Year 3 upwards and in Year 6 we start to introduce more setting. For Years 7 and 8, children are set for English, Maths, Science and the Languages. Children in Years 3 and 4 have a small amount of homework and from Year 5 upwards the children have prep lessons built into their timetable. In addition to this they will have a small amount of work to bring home each weekend and there may, at other times, be a small amount of work to do, usually in advance of a test or to catch up on work missed through illness or another event.

St Andrew's Prep External and Internal Scholarships

St Andrew's Prep believes that excellence should be recognised and therefore scholarships are awarded to

children on an annual basis, externally and internally, who show outstanding potential, either academically or in art, drama, music or sport. These awards are prestigious and are made as a result of strictly moderated open competition and assessment. For successful scholarship candidates, there is a tailored provision and support scholarship programme in place throughout their time at St Andrew's Prep.

The Bridge Curriculum

The Bridge Curriculum is an exciting new initiative which came into force in September 2019 for those children in Year 7 and 8. The curriculum aims to combine the best aspects of the Common Entrance Syllabus with the National Curriculum and other programmes of study to create a pathway of learning that is exciting, dynamic and more effective in preparing pupils for the demands of GCSE and beyond.

The curriculum has been carefully coordinated with Heads of Subjects at Eastbourne College to provide better progression between Years 8 and 9 and to prevent duplication of topics in subjects such as the humanities. Importantly, the Bridge Curriculum has been benchmarked against Common Entrance and is compatible within the core subjects so that our pupils can move on to any senior school of their choosing as well as dovetailing effectively with the programme at Eastbourne College. The curriculum will also continue to enable some of our brightest pupils to tackle the ISEB CAS (Common Academic Scholarship) exams just as they have always done. We will continue to prepare them rigorously yet flexibly for these or for other academic scholarship papers that senior schools set.

Year 8 children no longer sit Common Entrance at the end of Year 8. They do sit a set of exams but these are tailored to the new curriculum and the emphasis of Years 7 and 8 will move away from extensive exam preparation towards the process of learning interspersed with more continuous forms of assessment across the two years, including presentation skills, debating, research, investigation and collaboration. Ultimately, we will assess the pupils' work and provide evidence of their

achievement/attainment so that senior schools and parents receive a child-centred comprehensive report on the standards reached.

English

Encouraging creativity, embedding structure

We offer a varied and accessible curriculum for all children, which presents opportunities for development and progress through stimulating themes and tasks. Each year group also studies a book together in class.

Children are encouraged to explore their creativity and express their imaginative ideas through their writing. They are taught to analyse language and apply different techniques in order to create effects.

Spelling, punctuation and grammar are embedded within our lessons to provide an ever-growing understanding of how the English language works. Reading at St Andrew's Prep is very important and children enjoy regular quality time in our library where they can discover a wide variety of books and develop their vocabulary along the way.

Children are taught by their class teacher until the end Year 4 and then they are taught by a specialist English teacher in Years 5-8. Lessons are set by ability from Year 6 onwards.

EAL

Extensive, individually tailored extra English tuition

We offer EAL lessons to all our international students. The programme is tailored to suit the individual child. Pupils are assessed on arrival and recommendations are made to parents through their agent/guardian. Lessons may be one-to-one with the teacher or in small groups. This specialist department ensures that lessons are motivating, beneficial and enjoyable. Classes are designed to help children cope with the demands of the wider curriculum and to concentrate on reading, writing, listening, speaking and vocabulary and grammar development, which

enables children to integrate into the mainstream as quickly as possible.

St Andrew's Prep uses the study materials and tests published by Cambridge English (also known as ESOL), a department of Cambridge University. Cambridge English exams are recognised by over 25,000 universities, employers and governments around the world. By using these materials, we ensure that our Androvia pupils will be able to prove their English skills to thousands of academic institutions and organisations worldwide following their St Andrew's Prep education.

We provide a comprehensive, holistic and broad programme of EAL tuition for students who study English as an Additional Language. The programme is tailored to suit the cognitive, emotional and social needs of each child. Regular communication is made with parents or agents via email and Skype conferences to discuss the progress and development of each child.

Dependent on each child's level of general and academic English, students in Year 5 to 8 will be withdrawn from French, Spanish and Latin to have EAL lessons. For children in Year 4 and below, lessons will be arranged within the timetable through the Form teacher. However, if a child's English is of an intermediate level, it may be possible for them to take part in French, Spanish or Latin lesson by agreement with the Head of EAL and the Deputy Head (Academic). Cultural trips are also organised so that overseas students may experience English culture to the full.



We want to ensure that international children can cope with the demands of the wider curriculum, so the department monitors closely each student's linguistic progress and well-being nurturing their language development and coaching children in how to learn more efficiently. The Head of EAL liaises with houseparents, tutors and subject and form teachers to ensure staff are aware of each student's individual needs and abilities.

French

Unlocking a culture by learning a language

In a world of rapid global communication, an ability to communicate in French, the language of our nearest neighbour, is a useful skill as well as the key to understanding a rich and unique culture.

French is taught throughout the Pre-Prep and Prep school ensuring the language is consolidated and extended year on year. It also allows children entering the school at any stage to find an appropriate level.

In the Pre-Prep and Junior departments, pride of place is given to the spoken language with much use being made of games and songs to help children acquire good pronunciation and an "ear" for the sounds of French. Courses directed towards The Bridge Curriculum and scholarship begin in Year 5 with an equal emphasis on the skills of listening, speaking, reading and writing.

In the Pre-Prep, French is taught by class teachers who know the children well. This allows the language to be integrated into the daily routine of the class. From Year 3 it is taught by a team of French specialists. Children learn in their own form and then in sets grouped by ability in Years 6-8.

A major feature of the French curriculum is that all children in Year 6 have the opportunity to take part in a cross-curricular residential visit to Normandy to practise the language and experience French culture at first hand.



Geography

Engendering fascination and curiosity about the world

Geography at St Andrew's Prep encourages children to ask questions and explore their world, broadening their awareness of people and places and how humans and nature interact.

Knowing where places are in the world remains a key element of geographical study. Children's locational knowledge expands in scale from local to global as they progress through the school. Children build on their Ordnance Survey map work and orienteering skills too.

However, Geography is much more than map work. Alongside the well-known topics such as volcanoes and earthquakes, pupils also study topics that are increasingly relatable to them, including the Geography of 'mobile phones' and 'plastic oceans'. Within the school, Geography is a focus for understanding and resolving issues about the world around them and develops pupils into both independent thinkers and team players.

Pupils are exposed to a wide variety of teaching styles and resources, IT, projects, and cross-curricular interaction with other subjects. All year groups take advantage of the environment around St Andrew's Prep. Children are provided with the opportunity for outdoor study and practical experiences including trips to the coast and the Seven Sisters Country Park.

Within the Prep School Geography is taught as an independent subject from Year 3, and all lessons (except Year 4) are with subject specialists.

History

Discovering how our world evolved

History encourages children to not accept things at face value but to question why, and it trains their minds and teaches them how to think and process information. It helps children develop the skills to look beyond the headlines, to ask appropriate questions, and to express their own opinions.

With hands on learning, it is the aim of the History Department to create an environment which promotes a curiosity about the past. Through the teaching of History we hope to give pupils an appreciation of how today's world came about.

As pupils progress through the school they will learn the key skills needed to become confident historians as well as the requirements for success in the Common Entrance exams. These include an understanding of chronology, the ability to analyse sources with a critical eye and the capacity to demonstrate empathy for historical characters.

In Year 3 children study the History of St Andrew's Prep, Ancient Egypt and Ancient Greece. In Year 4 they move on to study the Romans, Anglo Saxons and the Vikings. In Years 5 and 6 they study Medieval Realms before moving on to study the Tudors and Stuarts in Year 8. Visits to historical sites as well as Drama workshops are promoted within the Department and are linked to topics being covered.



ICT

We believe that Computing and the use of ICT is central to the education of all children.

We aim to give each child the opportunity to apply and develop their technological understanding and skills across a wide range of situations and tasks. Children are encouraged to develop a confident and safe approach to Computing and the use of ICT, with the understanding of the capabilities and flexibility of their resources.

Our Computing curriculum equips children to use computational thinking, creativity and problem solving skills in developing their coding expertise. Touch typing skills are also encouraged alongside digital and computer literacy in the 21st century. We promote ICT as an integral part of teaching and learning and see it playing a significant role in the education of all children at St Andrews Prep. ICT underpins today's modern lifestyles. It is essential that all pupils gain the confidence and ability they need in the subject.

Latin

Embracing the foundations of modern European culture

'amo, amas, amat ... , annus, anne, annum ... ' the old familiar refrains of verbs being conjugated and nouns being declined can still be heard in the modern classroom, but today they are far more likely to be mastered through interactive tasks on the whiteboard, online quizzes and other classroom games.

The Latin department seeks to combine rigour and a realistic, up to date approach to enthusing today's children. We aim to cater for different learning styles and abilities and to make learning the language enjoyable and accessible to all.

The study of Latin at St Andrew's can be divided into four main areas – comprehension, translation, language analysis and background and myths.

At St Andrew's, we would like children to develop linguistic and analytical skills, to discover the links



between Latin and other European languages and to gain an insight into cultures which are the foundation of so much modern European art, literature and history.

Many children leave the school with a love of the 'puzzle' that is Latin and have gone on to study Classics at high-ranking universities.

Learning support

Ensuring children's learning and happiness

The Learning Support department prides itself on being at the heart of children's learning and pastoral happiness. Our aim is to ensure that all children's needs are catered for within our whole class teaching environment. All class teaching staff are kept up to date of the differing needs of children in their care through the Individual Learning Programme and if needed EHC plans. Regular meetings with parents ensure that the children are at the centre of all learning. If a child needs further intervention, then 1:1 or small group teaching will take place with parental approval to allow the children to develop their learning further. Extra 1:1 lessons by our specialist tutors will incur an additional cost and require a term's notice to cease.

We can offer specialist dyslexia support, drama therapy, occupational therapy support and speech and language within the children's daily curriculum. Our visiting practitioners try to fit in around timetables to ensure the children do not miss subjects they like and thrive in.

We operate an open door policy in the Learning Support Department. It is vitally important that all

children feel welcome and valued. We encourage all parents to phone or make appointments to discuss their child's learning needs before little problems become big ones. A triangular approach to learning development is important here at St Andrew's Prep.

Maths

Making problem-solving fun

In Mathematics we aim to provide an environment in which children develop confidence in and enjoyment of the subject. Key facts such as number bonds and tables are learnt thoroughly and basic numeracy is developed through 'Big Maths' from Reception to Year 4, with a regular focus on mental maths skills and problem solving in the older years. Learning is developed using practical equipment as children make the move from concrete to pictorial and then abstract learning. There are opportunities from an early age for handling and interpreting data, reinforcing basic skills and, at a later stage, exploring basic geometry. Permeating all these strands of the subject is a development of problem solving, enabling children to think for themselves about how they might use their mathematical knowledge to work out a solution. Children take part in a variety of individual and team challenges, both at St Andrew's and at other schools.

Personal, social, health and economic education

Developing self-aware children who can manage their own feelings

The purpose of PSHEE is to develop children's social, emotional and behavioural skills which proactively promote emotional health and well-being. PSHEE educates the whole child to become a balanced, self-aware, empathic, socially adept individual and citizen.

Teaching is based around the idea of protective learning, encouraging children to make sensible decisions based upon positive self-esteem and the awareness of their connections to the world around them.

PSHEE lessons encourage and teach pupils to

appropriately enquire, question, discuss, evaluate, share, challenge and debate. Learning is made accessible and fun using a variety of teaching methods and activities. Pair and group work is used frequently as is drama and role play. Where subject material is sensitive, special care is made to ensure children can access what they need to know without embarrassment.

Physical education

Sport for all

St Andrew's Prep offers all children a broad and balanced Physical Education curriculum designed to promote individual fine and gross motor skills, health and fitness, and leadership skills. Each week, in addition to games and swimming lessons, pupils have a weekly Physical Education lesson taught by a specialist Physical Education teacher. Children are taught in mixed groups of boys and girls.

The particular focus of the Physical Education lesson, as opposed to the games lesson, is to work primarily on individual fundamental skills. The Pre-Prep programme includes gymnastics, multi-skills and athletics. In the Prep department, children explore activities such as orienteering, badminton, athletics and fitness.



The department has a 'sport for all' ethos and all pupils are encouraged to attend activities and clubs whatever their level of ability. Year 8s also take part in our Outdoor Adventurous Activity week in Devon.

Our facilities include:

- A state-of-the-art sports hall
- Sprung floor dance studio
- 20m swimming pool
- Large gym with climbing wall
- Sports Fields
- Recently refurbished tennis/netball courts
- Shooting range
- Access to Eastbourne College's astroturf, cricket and rugby pitches

Science

Understanding the physical, chemical and biological world

We aim to develop an enquiring mind that sets out to observe, question and then test. Through experimentation and investigation, greater knowledge and understanding are obtained. We make Science fun and interesting for all pupils whatever their academic strengths and preferences.

Science is taught as a "spiral curriculum" starting in Reception and continuing through to Year 8. Topics are introduced and then revisited in later years but in progressively more detail.

Up until the end of Year 4 the work closely follows the QCA Scheme of Work. From Year 5 onwards students are taught by subject specialist teachers in our beautiful laboratories. The teaching of Science as separate subjects begins for Physics and Biology in Year 5 and for Chemistry from Year 6 onwards. In a world that's changing rapidly, it is vital that our pupils experience, and use, modern technology to explore that scientific world. We embrace the annual "Science Week" with talks and demonstrations for all pupils from Reception up to Year 8. There are termly enrichment workshops that look beyond the Science covered in The Bridge Curriculum. Pupils in Year 7 have the opportunity to visit Eastbourne College for a Science workshop in the Autumn term which is always engaging and well received.

Theology, Philosophy and Religion

Helping shape children's moral and spiritual development

We aim to help children to reflect upon their own beliefs and values and to make increasingly mature judgements. This is done primarily by introducing the children to riches of the Christian tradition but also to the ideas of other religions and philosophies. At all stages children are encouraged to express themselves freely, develop tolerance for others and increasingly justify their views in an articulate manner.

In the Pre-Prep TPR will often begin with the children's own growing experience of the world from which they can proceed to study topics as diverse as Harvest and Hinduism.

In the Junior Department, children acquire a firm knowledge of the message of the Bible, whilst exploring important themes such as leadership and the meaning of friendship.

In the senior department children cover a balanced curriculum of Theology, Philosophy and Religion, studying Old and New Testament texts, Ethics, famous philosophers and their ideas and Islam and Buddhism.

Sport

Instilling enjoyment, competition and camaraderie

Sport plays a significant role here at St Andrew's Prep. Our aim is to promote enjoyment and an understanding of the values and ideals of good





sportsmanship and commitment that are the essence of team sports.

Children are offered, through a wide range of sporting activities, the opportunity to extend and develop their knowledge, skills and understanding gained through PE and Games in the school curriculum. They also have the opportunity to experience new sports or the chance to pursue activities to a greater depth.

‘Sport for all’

Children are able to experience a variety of challenges via a ‘sport for all’ policy gained through House competitions in all the major sports as well as athletics, cross-country and swimming, public performances (i.e. display, dance or gymnastics) or individual activities with self-challenging aims; such as golf, shooting or outdoor pursuits.

Our sporting aims at St Andrew’s Prep

- Enjoy play
- Develop confidence and competence in physical skills
- Recognise the benefits of a healthy lifestyle
- Engage in individual and team games and activities of a recreational and competitive nature according to their level of experience and ability
- Appreciate the importance of fair play and understand the rules of competitive sport
- Recognise and appreciate the levels of skill demonstrated by their peers and opponents

- Have the opportunity to further friendships with team mates and develop relationships with members of the opposition, particularly when hosting visiting schools on match days
- Learn to cope responsibly with success and failure
- Recognise their own strengths and weaknesses and become aware of the types of sport/activity they are likely to enjoy
- Recognise the importance of the creative use of leisure time

Organisation

We aim to create an opportunity for each child to develop their skills through appropriate and challenging lessons and progressions. Our pupils spend a large part of their week involved in sport, so it is vital that it is an enjoyable experience for everyone regardless of sporting ability.

In Years 3 to 8 the children have one PE lesson, two Games lessons plus afternoon fixtures and a swimming lesson (Yr 3-6) each week. In addition, children also have the option to sign up for early morning training sessions, lunchtime co-curricular sessions and after school activities.

We have experienced and knowledgeable teachers who have performed and coached at a high level and who are able to communicate with pupils of all levels of ability. We also have links and support with the specialist coaches from Eastbourne College.

Sports and fixtures

The school plays over 600 fixtures a year in various sports – we also have a hotly contested House Sports programme which includes all the major sports, cross-country, swimming and our all-inclusive Sports Day. This element of our Sports programme is a major feature within the life of our school. It is not only the sport, but the healthy rivalry that exists between us and our competitors' which excites and inspires our boys and girls to perform at their very best regardless of their ability. We pride ourselves on giving each and every pupil the opportunity to represent the school in some form of sport. We take part in Netball, Hockey, Rounders, Cricket, Football, Rugby, Swimming, Tennis, Athletics, Cross-Country, Table-Tennis, Shooting and Golf and in a variety of competitions and tournaments.

Creative arts

The thrill of working and performing together

Success for our pupils can appear in many forms here at St Andrew's Prep.

Opportunities for artistic expression abound in our Creative and Performing Arts programme including Art, DTI (Design, Technology & Innovation),

Dance, Drama and Music. The Cultural Curriculum encourages our pupils to be inventive, resourceful and imaginative and it plays a central role in providing our pupils with rewarding opportunities.

Timetabled lessons occur throughout the week, but pupils may also choose these subjects as part of their extra-curricular programme, allowing them to extend their knowledge and nurture their interests.

St Andrew's pupils develop an understanding and enjoyment of the arts whether it be by taking a lead role on stage, dancing as part of a troupe or helping behind the scenes in one of our many productions; singing individually or as a member of one of our four choirs; attending a one-to-one music lesson or participating in one of several ensembles; the list goes on... We offer a range of opportunities to ensure there is something that appeals to everyone.

Art

The Art studio is a hub of activity where every child has the opportunity to express their creativity in an inspiring and spacious environment. Projects are based around exciting themes which include observational drawings, compositional work and artist studies. Children are introduced and encouraged to experiment with a diverse



range of media including painting, printing, ink, clay, mod roc, pastels, collage and textiles.

Throughout the year there are various competitions and gallery visits which children are encouraged to attend to allow them to experience an even wider breadth of the subject.

The Art scholar's activity is held weekly where those with internal Art scholarships are able to extend their portfolios. There is a Saturday morning art club where children have the opportunity to broaden their creativity further with fun and engaging projects.

Dance

Learning self-expression in the most modern of facilities

Dance is a wonderfully expressive art form and very popular amongst St Andrew's Prep children. Our beautiful, new, purpose built dance studio is light and airy with sprung floors, wall to wall barres and full length mirrors giving all children an inspirational space to explore dance and movement. We develop dance by offering different forms of dance and opportunities for pupils to participate at all levels throughout the school. In the Pre-Prep, dance is incorporated within the EYFS for the Nursery and Reception and then as a specialist class of either ballet or modern dance for all of Year 1 and Year 2.

In the Prep school syllabus, ballet is offered from Grade 1 upwards for Years 3 to 8 as an after school ballet club. Jazz and creative dance with body conditioning is also offered as an after school club, giving pupils the opportunity to try elements of contemporary and musical theatre as well as a chance to create their own choreography. In the past few years, pupils have participated in workshops working with different dance companies such as The Rambert.

Design, technology and innovation

Designing, making and evaluating

Design Technology and Innovation (DTI) lessons allow pupils learn how the world around us relies on

our ability to turn ideas into reality. The curriculum is ambitious and from Year 3 to Year 8, pupils are educated through different engaging projects about different types of careers in Engineering and Design, e.g. architecture, aeronautical and structural engineering.

Through a number of projects, all with a 'You are the Designer' approach, pupils are encouraged to discover, to think for themselves and to be inventive. They design and make products with a combination of control systems, electronics, modern materials, textiles, structures and a variety of resistant materials and are stretched well beyond the requirements of the national curriculum.



In Years 6, 7 and 8, projects have an increased focus towards DTI GCSE content to ensure that pupils learn the essential skills and knowledge of DTI but are also fully prepared to continue their education in DTI beyond St Andrew's Prep.

With STEM at the heart of their experience, pupils realise the importance and connection with Science and Maths as they develop their problem-solving skills and think outside-of-the-box. Evening activities offer further opportunities for pupils to build upon the knowledge and skills they have developed in lessons.

Drama

Building confidence and exploring genres

Drama is taught in classes from Years 5 to 8 by a specialist teacher. Children explore the different genres of drama, including mime, improvisation and text. Shakespeare is introduced in Year 5. We aim to



give pupils an insight into theatrical forms and to build their own confidence and interest. In Years 7 and 8 public speaking and debating are introduced. Drama is also used in other lessons in the form of role-play and staged conversations and readings.

All children have the chance to be in annual productions, which have recently included Oklahoma, Beauty and the Beast, Bugsy Malone and High School Musical. Trips to professional theatre productions are arranged during the year and in the Juniors Department pupils take part in a highly acclaimed Play in a Day workshop.

LAMDA, which offers children life-long skills in communication and performance and boosts their confidence is very popular with the children. In 2017/2018 alone, more than 100 pupils from Years 2 to Year 8 have taken LAMDA exams up from the entry grades to Grade 5.

Children who are particularly interested in drama can take weekly LAMDA lessons. The London Academy of Music and Dramatic Art offers graded exams in drama from Years 2 to 8, which encourage children to develop their skills and knowledge. Currently over a hundred pupils are involved in these, from the Introductory Grades to Grade 5. The Drama Masterclass is a Gifted and Talented extension class for Year 8 pupils with a particular interest in drama, which also prepares candidates for senior school scholarship auditions.

Performance opportunities

- **Nursery and Pre-Prep Nativity** productions
- **Junior Nativity Production**
- A large scale **Middles Production**
- A large scale **Senior Production**
- **LAMDA Performance events**
- **Play in a Day**

Music

A wide range of musical activity in the classroom and beyond

Music is taught across the whole school. Children develop their understanding of musical language, basic theory and notation through a range of practical performing, listening and composing activities. Children have weekly music lessons delivered by specialist staff as part of the curriculum and are encouraged to take up an instrument. All children have the chance to sing, learn to play the trumpet, violin or cello, recorder, ukulele, classroom percussion and keyboard.

St Andrew's Prep has a skilled team of peripatetic staff who offer individual lessons in piano, voice, violin, viola, cello, harp, bass, drums, percussion, guitar, flute, oboe, bassoon, clarinet, saxophone, trumpet, trombone and French horn. Our peripatetic staff have excellent experience as teachers and many are also professional performers.

Beyond the classroom we pride ourselves on the opportunities we afford children to perform and develop into confident individuals, musicians and performers.

We have a busy co-curricular programme encompassing Orchestra, several Choirs, Wind Band, Rock Group, theory classes and Musical Theatre activities. We run a recital programme, large scale concerts, the annual Carol Service and often partner with the Eastbourne College Music Department in workshops and joint musical performances. All styles of music are encouraged and catered for within the department.

We support school plays and productions and, to develop our performance opportunities, we take our pupils into the local community and beyond to give concerts and run music tours such as our Music Tour to Paris in Summer 2018.

Performance opportunities

A typical year in the Music Department at St Andrew's Prep will consist of well over 25 opportunities to perform to an audience including:

- A chance to play a solo or as part of an ensemble in a **Richardson Recital** (three recitals on average per term)
- **Harvest Festival** (Choral performances)
- **Classroom Concerts** (Termly solo and small group performances as part of the curriculum)
- **Autumn Serenade** (Large concert featuring ensembles, solos and choral items)
- **Nativity and Junior Productions**
- **Carol Singing** in the local community
- **Carol Service** (Choral performances)
- **House Music Festival and Competition** (Solo, choral and ensemble classes)
- **Middle School Production**
- **Easter Service** (Choral performances)
- **A Public Concert** (Ensemble and/or choral performance, often in collaboration with either Eastbourne College or another reputable music department or ensemble)
- **Spring Recital** (Featuring our Music Scholars)
- **Gig Night** (featuring our Rock Band and a mixture of jazz/folk/pop/musical theatre)

- **Senior School Production**

- **Summer Serenade** (Large concert featuring ensembles, solos and choral items)

Plus each year we aim to run a special performance or event such as this year's and last year's trip to Italy.

Our Ensembles and Choirs include:

- Orchestra
- Wind Band
- Rock Band
- Treblemakers (an audition only choir)
- Junior and Senior String Ensembles
- Djembe Group
- Junior Choir
- Middles Chamber Choir
- Senior Chamber Choir

Extra-Curricular Activities

Co-curricular activities

St Andrew's offers a programme of co-curricular activities for children in Years 5 and 6 once a week, Years 7 and 8 twice a week and most lunchtimes. Co-curricular activities are those which are a planned part of our education falling within the school day rather than optional clubs available 'after hours'. This is an exciting programme and offers a wide variety of activities from which the child can choose, including: Book illustration, Brownies, Croquet, Cubs, Djembe Drum, Drama, Gymnastics, Hockey for boys and girls, Middles' Chamber Choir, Junior Choir, LAMDA, Treblemakers (auditioned choir), Music Ensembles, Orchestra, Rock Bands, Senior Chamber Choir, Shooting, Swimming, Tennis, Water Polo, Wind Band.

Years 5 and 6 will take part in a Thinking Skills Programme to encourage independence and problem solving. The children rotate around six different activities which include:

- Public Speaking
- Active Listening
- Research Skills
- Problem Solving
- Critical Thinking



- Touch Typing
- Verbal Reasoning
- Current Affairs

After-School Clubs

An extensive list of after-school clubs has always been a strong feature of St Andrew's Prep and we try to educate children in the broadest sense by developing their interests outside the classroom. After-school clubs take place between 4.15pm and 5.15pm for Years 3 and 4 and between 5.45pm and 6.45pm for Years 5 to 8. Day children staying for the late sessions will join the boarders for a snack before activities.

There is no additional charge for the majority of activities but, where there has been a need to bring in outside expertise, or where the activity either requires materials or incurs the hire of courts etc, then it is necessary to off-set costs and a small charge is made. The charges are kept to a bare minimum and either subsidise or just cover the cost of an activity session.

At the end of each term a list of activities is sent to parents and activities are chosen in advance. When all lists have been finalised, your child will be handed a sheet giving details as to which activities they will be attending. Once your child has selected a particular activity he or she is expected to commit for the whole term. Some activities can be oversubscribed and it may not be possible for your child to get into the activity of his or her choice every term.

If an activity, particularly one which is reliant on good weather, is cancelled at the last minute, your child may be able to join an alternative activity, but day children may telephone home and be collected at the normal school time.

After-school activities may include: art, athletics, ballet, bead making, board games, brownies, chess, climbing, computers, cookery, craft, cricket, choirs, cubs, dance, design and technology, drama productions, fencing, football, golf, guides, gymnastics, hockey, Lego, models, netball, pottery, rugby, St Andrew's Adventurers, shooting, speech and drama, Spanish, swimming, table tennis and tennis.





Please note: If you have children in both the Pre-Prep and Junior Departments, your younger child may take part in an after-school activity by prior arrangement, between 3.30pm and 4.30pm. A large number of after-school activities in the Pre-Prep are free of charge. Alternatively you may take your younger child to the Prep School dining room where refreshments are served until the end of the Junior Department's day at 4.05pm.

Saturday Activities

Saturday Activities are optional for day children in Years 4 to 8 with a varied programme of exciting activities on offer. The sessions are split between year groups into sporting and arts activities and also include specialist musical theatre training and a range of more general hobbies. The morning is arranged so that children can pick from at least two of these areas.

The activities run every Saturday except for exeat weekends or if there is another whole school event such as the annual sponsored walk. Most Saturday

activities are included in the fees and the list on offer varies each term but may include: Archery, Art, Athletics, Board Games, Craft, Cricket, Design Technology, Football, Golf, Hockey for boys and girls, Music Technology, Musical Theatre Training, Sailing, Skiing, Saturday Stroll, Shooting, Squash, Table Tennis, Tennis and Water Polo.



General Information (A–Z)

Friends of St Andrew's

The Friends of St Andrew's is a group of parents who support and enhance the children's education by organising activities for pupils, parents and staff as well as raising funds for the benefit of everyone in the school and their annual chosen charity. They assist by providing voluntary help, encouraging co-operation and good relations between parents, staff, present and past pupils and local residents, thereby strengthening the links between the school and the local community.

Some of the events organised by the Friends have included: Bonfire night, Advent fair, quiz night, race night, Mediterranean lunch, summer barbecue, Burns night. The Friends welcome any help with functions and events – please do contact the school office if you would like to offer your help.

There is a Friends' representative for each year group who welcomes parents who are new to the school. You will be contacted by a representative who will help with any day-to-day questions you may have.

Lost Property

Any mislaid items that are named will be taken to the designated lost property cupboard based at the foot of the stairs in the Ascham building next to the Playroom. The cupboard is manned by prefects at allotted times who oversee the 'lost property helpers' who have volunteered in order to earn service credits for their St Andrew's Prep Community Award. These helpers have to collect the bins of errant items from the changing rooms and other areas and bring it to the cupboard to be sorted into year groups. Items are then taken to form rooms for distribution. It is vital, therefore, that all items of clothing and stationery are clearly named.

Matches

From Year 3 children may be selected for inter-school matches in all the major school sports and many of the minor ones too. Teams are generally announced as soon as possible and at least the day before any fixture. Teams, times of departure and expected return are published on electronic notice boards in the school and are available to view on our sports app.

All children selected for teams are expected to play unless they are ill or off games (see Health and Care). After a home match, tea is provided for spectators (parents, relatives and friends), whilst children entertain their opponents in the dining room. All the children playing in a match are expected to stay until they have seen the visiting team depart after tea.

Minibuses

Our minibus service can be of particular benefit for those day children living outside Eastbourne, although 'pick ups' within the town are also available.



All the minibus drivers are experienced and responsible and are equipped with mobile phones so that they can contact the school or parents in the case of any difficulty or emergency. Staff often drive minibuses to away fixtures and at other times and all who do so have had specific training on minibus driving techniques. All our minibuses have forward-facing seats with a seat belt for each passenger. Our Transport Manager periodically assesses all our minibus drivers and also assesses all new appointments and staff drivers. All our drivers are DBS checked.

Children from the age of four years old may travel on the minibus but parents must provide a child safety seat. Pickup points include: Heathfield, Hooe, Cooden, Catsfield, Magham Down, Pevensey, Halland, Berwick, Polegate, Willingdon, Lewes, Seaford, Saltdean, Rottingdean and locally within Eastbourne.

Times and routes are subject to change.

A full list of pick up points and costs is available on our website or from the school office.

Purchasing Uniform

All children at St Andrew's wear a uniform which can be purchased on line from our two suppliers, School Blazer and Player Layer. The on line service offers parents the flexibility to purchase children's top quality, durable ethically-sourced uniform and sportswear at their convenience. School Blazer supply day uniform and some sportswear accessories while Player Layer supply all sportswear. Both web sites are accessible via the St Andrew's Prep website. A full uniform list can be found on page 47. The Friends of St Andrew's run a second hand uniform shop on site. For details of when the shop is open please contact the school on 01323 733203.

School Policies

Copies of our policies including Behaviour and Discipline, Boarding, Bullying, Child Protection, mobile devices etc., can be found on our website. Copies of academic policies are available from the school office – email: info@standrewsprep.co.uk.

Occasional and Flexi Boarding

St Andrew's Prep welcomes day children in Years 3 to 8 to Colstocks boarding house at any time (subject to availability). You may find boarding useful if your child has an after school activity, early morning training, or if you are away from home for an evening, a weekend or a holiday. Some parents also find boarding useful during the run up to Common Entrance examinations when all boarders are given an individual and structured revision programme in the evenings.

For children in Years 7 and 8, the boarding experience is highly valuable, whether they are choosing a boarding school or a day school to move on to. Boarding gives a greater sense of independence, being part of, and enjoying the homely atmosphere as well as taking advantage of the school's facilities in the evenings.

The cost of Occasional and Flexi Boarding supplements are very reasonable and include an evening meal and breakfast and are generally less than the cost of a babysitter! Please see rates at the end of this booklet.

To visit Colstocks, please telephone the school office or contact Mark Tomsett the housemaster: mtomsett@standrewsprep.co.uk.

Special Events

Throughout the year the School organises a number of concerts and events including various musical concerts, drama productions, Carol Service, Christmas entertainment, Harvest Festival, Sports Day, Swimming Galas, St Andrew's Day, Grandparents' Day, Year 8 Leavers' Party.

Annual and occasional focus weeks are organised for the children throughout the year. During these weeks the children have a specially planned timetable where all the usual subjects are replaced by the chosen focus. Specialists, including authors, illustrators and those with specific professional expertise, are invited to visit the school and share their enthusiasm for their subject with the children. Activities are planned to develop the children's knowledge and understanding as well as to provide enjoyment for all.



Trips

A number of well-supervised visits and activities that are linked with the curriculum are arranged during the year. Parents will receive advanced notification about these visits which are generally included in the tuition fees. Recent trips have included: Beachy Head, The Observatory Science Centre, Portsmouth Harbour, Fishbourne Roman Palace, Michelham Priory, British Museum, Tower of London, Wilderness Wood.

Residential trips further afield such as the Year 8 trip to Devon or the Year 6 trip to Normandy are charged as an extra.

General Information (A to Z) for Boarders



Accommodation

Following the recent refurbishment in Colstocks, the boarding house is spacious, comfortable and very homely. Whilst the children share dorms (between two and seven children per room), we make sure that they have their own personal space, and their own areas in which to store their possessions. The showering, toilet and washing facilities allow for privacy. There are several communal areas in which children can watch television, relax and play board games. A kitchen area is available for children to make light snacks and drinks in the evening. Although the boys and girls reside in the same building, they are only allowed to mix at certain times and in specified designated rooms only which are fully supervised. Housemaster, House tutors, Senior Nurse and six gap students live in the same building as the boarders.

Bedding

All sheets, pillows and duvets are provided by the school, but children are allowed to bring their own duvet covers and pillow cases with them if they wish.

Birthdays

Birthday cakes and cards will be provided for boarders who have a birthday during term time unless the school is told otherwise. Boarders are also able to invite one of their day friends in to stay for one night

to celebrate with them. If parents, family and friends would like to post birthday cards or presents they will be given to the child on the appropriate day. If a boarder is invited out to a birthday party, the Housemaster will buy a gift to take with them. This will be charged to the end of term bill.

Clothing

All home clothes brought to school will be tumble dried. Parents should be sure to check that there are care labels on everything, especially play clothes. Storage space in the dormitories is limited, therefore we ask that children bring in the minimum amount of casual clothing needed for after school and weekends.

PLEASE NOTE ALL CLOTHING MUST BE NAMED.

Dentist/Doctor

Dental check-ups, treatment and doctor's appointments with our own school doctor can be arranged for boarders as required.

Exeat weekends

We have an Exeat weekend every half term when the school is closed. Pupils are able to stay with parents or guardians during this time or alternatively we offer a supervised weekend trip package to a place of interest such as London or Oxford.



Food

After tea and evening activities which are taken with the day children, boarders can enjoy a hot supper in a relaxed atmosphere in the dining room. There is a snack room in the boarding house where there is a good supply of nutritional snacks, fruit and drinks which the boarders may prepare for themselves. Boarders may also bring small jars of jam, honey, Pot Noodles etc to supplement the school's provision. Boarders can buy tuck on a Saturday after activities. On Wednesday the boarders may have noodles..

Footwear

The Boarding staff will help children to purchase new footwear such as shoes/slippers/football boots etc on-line from Amazon. All items are charged to the end of term bill. Slippers are needed for wearing in the House.

Guardians

All boarding children must have a guardian resident in the UK who acts in loco parentis for the duration of a child's time at St Andrew's Prep. The school deals with a few accredited guardianship agents and their details are available on request.

The guardian is responsible for collection of boarders at exeat weekends, half terms, beginning and end of term and for all matters relating to the well-being of the child in the absence of communication from parents. Permission will frequently need to be sought

for various events and outings and so emergency contact numbers are essential. A guardian who takes an interest in the welfare of a boarder acts as an indispensable link between home and school. The school should be kept informed of the details of all guardianship arrangements.

Hair

The Housemaster will arrange a haircut for any boarders who need or want one and the cost will be added to your bill. School rules will apply as to how your hair should be.

Medical

If parents require their child to take any non-prescription medicines (such as vitamin pills) parents should inform the Housemaster who will arrange for a supply to be given to the School Nurse who will dispense them. Please ensure that all medicine labels are in English.

Pocket money and weekend trips

Boarders will be charged of £130 for pocket money which is added to the billing account at the start of each term. This is then distributed by the Housemaster to the boarders on a weekly basis.

There is also a termly charge, in advance, of £175 for weekend trips. This covers all trips for the term and will include trips such as go-karting, cinema, sailing, paintballing, theme parks, London and Brighton.

Personal property

During term time the school is home to all the boarders and children are encouraged to treat their room as they would their bedroom at home. Many boarders come back to school with their own photographs, teddies, posters etc, to personalise their living space. Storage is, of course, limited therefore huge boxes of books and toys are not encouraged, but a few smaller items are welcome.

Children may bring electrical equipment such as mobile phones, laptops, personal music players and electronic games to school but each item must be clearly named and will be restricted out of school hours.

Transport

The school provides transport to and from the airports and/or train stations. We use a reputable taxi firm with drivers who are known to the school and are police checked. The Housemaster can arrange for pickups and drop offs to and from the airports/stations. Such trips are chargeable. The average cost from Gatwick is approximately £85 and Heathrow is approximately £125. In addition, a minibus will be available to return boarders and flexiboarders

from Clapham Junction and Tunbridge Wells on the Sundays following exeat weekends and half terms. For more information please contact Mark Tomsett: mtomsett@standrewsprep.co.uk.

Travel arrangements

Please make sure that you plan your child's travel arrangements in good time and keep the Housemaster informed. At the beginning of each term boarders should return the day before term starts by 5.30pm in time for tea at 6pm or later by arrangement. If there are children wishing to travel by train at exeat and holidays an escorted train to London Victoria may be organised.

Trips

A full programme of activities and trips are organised for boarders at the weekends. The school takes advantage of the many local attractions, including the beautiful seafront and beach, as well as organised trips further afield, include London, Chessington, Thorpe Park, Brighton, Bluewater shopping centre, cinema, local shopping, paint balling, go-karting and ice skating. There is a termly charge for trips. Please see the Scale of Charges at the end of this booklet.



Additional information

Amalgamation – St Andrew's Prep and Eastbourne College

Council – board of governors

SOCS – accessing sporting fixtures

Boarding – a typical day in Colstocks, the boarding house

Finding your way round – map of the school

School uniform – a list of uniform requirements

Menu – a sample of a typical week's menu

Eastbourne College and St Andrew's Prep amalgamation

In February 2010 the charities of Eastbourne College and St Andrew's Prep amalgamated to form one charity – Eastbourne College Charity.

The amalgamated charity has enabled carefully targeted capital investment in the improvement of facilities of both schools. The proximity of the two sites ensures many opportunities for facilities are shared, for example almost daily use by St Andrew's Prep pupils of the astroturfs at Beresford and the staging of some musical and theatrical performances at the Birley Centre.

The Council

The Governors serve both as directors and trustees of the charitable company. As a board they are responsible for the overall strategy of the charity and they have statutory responsibility for key aspects of compliance including safeguarding and health and safety. In order to fulfil these responsibilities, they delegate day to day management to the two Headmasters and their senior management teams. They seek to ensure, for all who have an interest in the charity, the maintenance of the distinctive ethos of both schools, and the delivery of its charitable objects for today's pupils.

Governors come from a wide range of backgrounds, including business, education and the professions, and all are deeply committed to the schools' continuing success. Some are parents of current pupils and some are former pupils themselves. All are regular visitors to both schools, meeting staff and pupils.

For more information about the amalgamation or about St Andrew's Prep in general, please call the admissions office on 01323 733203 or email admissions@standrewsprep.co.uk

President

His Grace The Duke of Devonshire KCVO CBE DL

Vice-Presidents

The Earl of Burlington

His Excellency Nasser Judeh BSc

General The Lord Richards of Herstmonceux GCB CBE
DSO DL

Chairman

PAJ Broadley MA (Oxon) MSc FCA

Vice-Chairman

Mr JP Watmough LLB

Governors

Mr CE Burrows MA

Mr CMP Bush MA (Oxon)

Mr JRE Compton BSc MRSC

Mr RV Davidson-Houston BA

Mr CM Davies FRICS ACI Arb

Mrs NL Eckert BA PGCE

Mr NJP Elliott BA

Mr CKJ Fok Meng MSc MBA ACA

Prof Keith Gull CBE DSc (Hons) FRS FMedSci FRSB

Mrs VJ Henley BA

Mrs ME Ireland BSc DIPED

Mrs CP Locher

Mr WHJ Maidens BSc ACA

Mr G Marsh MA (Oxon)

Mr DL Meek LLB FCA

Miss SD Ormsby QC

Mr JWS Piper BA MEd

Mr AM Robinson BA ACA

Mrs FA Rodgers BA MA

Ms JA Wheeldon BA FCA

Dr RM Wicks MBBS

In Attendance

Mrs AEM Gough BA FCA

Mr TB Gregory BA PGCE

The Hon TNM Lawson MA (Oxon)

Mr PA Shouksmith BSc PGCE

Mr CW Symes BSc MEd MCGI

Chief Operating Officer and Clerk to the Board of Governors

Mrs AEM Gough BA FCA

If you would like to write to the Chairman of Governors or another Governor, please address your correspondence to:

The Clerk to the Board of Governors
Marlborough House
Eastbourne College
Old Wish Road
Eastbourne
East Sussex BN21 4JY

and it will be forwarded (in confidence) to the relevant Governor.

‘Excellent governance throughout the school, including in the EYFS, ensures that pupils are well educated, and the governors are committed to the pupils’ academic successes and personal development.’

ISI Inspection Report May 2015

SOCS

SOCS can be found on our website and contains information about the sports fixtures for your children including match locations, start times and team sheets. The website can be found at:
sport.standrewsprep.co.uk.



The Sports Website will allow you to do the following:

1. View team fixtures, venues, home/away options (and maps to opponents' venues) and team selections.

Please note, it is our aim to announce team selections 24 hours in advance of all matches.

To achieve the above, using the sports calendar on the home page of the sports website, select the day you are interested in and then click on the relevant sport and search the team links.

This needs to be accessed via the PREP SCHOOL tab on the Home page, then select Sport, then Fixtures and Results in the left-hand menu.

2. View a specific team's fixtures and results

To achieve this, from the St Andrew's Prep home page, simply click the Sports and Team Fixtures and Results tab and click on the relevant sport and team you are interested in.

3. 'Spy' on opponents' recent results, playing record and find their map location

To achieve this, you simply need to click on the fixture list of the appropriate team and then click on the spyglass button for their recent results, the folder button for their playing record or the map point button for their location.

4. Download the entire fixture list of a team direct to your personal calendar on your PC or mobile device

To achieve this, go to the Sports & Team Fixtures & Results option in the right-hand column, click on your required sport and team and then click Download to your Calendar. Any changes we make to our fixtures will be synchronised with your personal calendar whenever you connect your PC or mobile device to the Internet.

5. Quickly find an away venue for an opponent

To achieve this, simply select Opponent Maps & Links from the main Sports Website menu.

6. Quickly find out which team your child has been selected to play in.

To achieve this, simply select the date you are searching (within 24 hours of the fixture) and then click Today's Teams to view all teams.

Access from your Mobile Device

If you are visiting our sports website from your mobile device you will notice it loads up as a Mobile Web App.

The web app can be saved to your home screen and does not need to be downloaded from the App Store. It will also work on any mobile device running a recent version of IOS, Android, Windows or the Blackberry operating system. To save the web app to your mobile's home screen, visit our sports website on your mobile device at <http://sport.standrewsprep.co.uk> and then follow the instructions or 'add to home screen' using the usual 'share' icon.

Ascham Screen

In school, children and parents will be able to view the team sheets which will be displayed on rotation on the screen in the Ascham waiting area. Fixtures for a whole week (eg Wednesday to the following Tuesday) will be displayed on the left of the screen and team sheets (three at a time) will rotate on the right.

Access to the team lists is **password protected** and you will have been given a password to the parents' portal in a separate document

For access to the fixtures and results generally, you do not require a password.

A Typical Day in the Boarding House

7.00am Wake up

7.00–7.35am

Washroom time and preparation for the school day including tooth brush. Please ask if you would like a shower as well. During this time you will need to make sure that your rooms are tidy, your bed is made and that you look smart for the day ahead. On certain days you will need to do bed change and games and towel change. Staff will help all new boarders with this.



7.40am

Morning boarding meeting in the lounge. In this meeting, the Housemaster will give out any notices, as well as talking about key events within the school day. During this time, the gappies will be going round checking your rooms to make sure they are tidy.

7.45am

Breakfast

Once your rooms have been checked you may go downstairs to breakfast. Staff will be looking out for

shirts hanging out, shoes that need polishing and untidy hair.

8.10am

It is now time to get your things ready for school (pencil cases, books etc.). Miss Champion and either Mr Tomsett, Mr Mynott or Miss Lancefield will be upstairs to assist you.

Music Practice

You may choose to do your music practice at this time of the day in the music school, which will be supervised by a gap student.

All boarders should be in their tutor rooms by 8.30am

During the Day

There is no-one upstairs to supervise you during the day and so everyone should remain downstairs until 5.30pm. If you have forgotten something, you may ask permission to collect it.

5.30pm

Snack Time

All children need to be in the small dining room for registration. Once this has been completed, you will be sent to your evening activities or upstairs into the house if you do not have an activity.

5.45–6.45pm

After school hobbies/downtime

Mr Tomsett will ensure that you do at least two after school hobbies per week. If you do not have one then you may have some downtime in the house or on the school field supervised by a member of staff

6.45pm

Dinner Time

Dinner is served in the dining room. If you have a hobby, you should get here as soon as possible.



Evening Routines

7.20–7.50pm

During this time various activities will be laid on for you by the house staff and gappies. All junior boarders will have showers supervised by a member of the House duty staff.

7.50–8.30pm

Daily contact with families

This is the time to make contact with your families and you will be given your electronics to do this effectively.

Start of bedtime routines

Showers/Washroom times

(All children to shower every evening)

Yr 3/4 by 7.45pm

Yr 5/6 by 8.00pm

Yr 7/8 by 8.15pm

Quiet/Reading times

Yr 3/4 8.00pm

Yr 5/6 8.45pm

Yr 7/8 9.00pm

Lights Out

Yr 3/4 8.15pm

Yr 5/6 9.00pm

Yr 7/8 9.15pm

General information for boarding children

Children can purchase small items such as stationery on site. Boarders may bring their own items for their leisure time such as laptops, iPods, computer games etc, but these items should be handed to the house staff for safe keeping and are not allowed during the school day.

ALL ITEMS MUST BE NAMED.

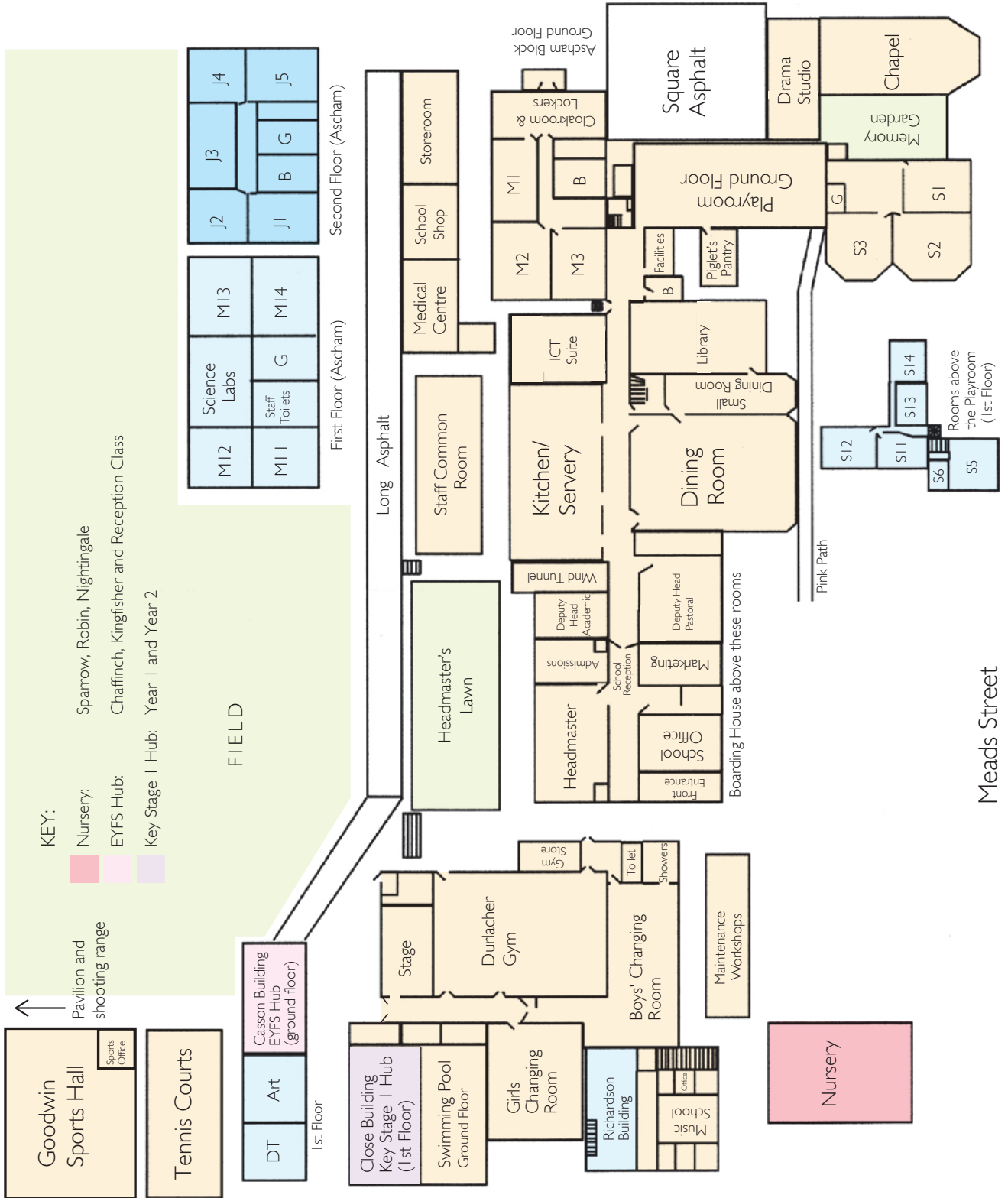
Snacks are available for the children but boarders may bring in their own snacks which should be left with the houseparents.

There are always weekend activities arranged and boarders will visit local attractions as well as trips further afield such as Brighton, London, Chessington or Thorpe Park Amusement Centres. There is a termly charge for trips. Please see the Scale of Charges.

Boarders will also spend leisure time on site and with use of the wide range of facilities on offer. For example the swimming pool, Sports Hall, gymnasium and tennis courts. The children are supervised by duty staff and gappies. Gappies are young students who have taken a year out of their studies and generally come from New Zealand or Australia and sometimes they are former pupils of the school. The gappies spend a lot of time with the children and form close relationships similar to that of an older brother or sister.

Finding your way around St Andrew's Prep

Darley Road



School uniform requirements: Day or Boarding

Online supplier – Schoolblazer		www.schoolblazer.com		
Item	Compulsory or Optional?	Term required	Which year groups?	When will I wear this?
Venetian striped blazer	Compulsory	All year round	Reception, 1, 2, 3, 4, 5, 6, 7, 8	All year round
School tie	Compulsory	All year round	3, 4, 5, 6, 7, 8	All year round
Maroon v-neck jumper or maroon cardigan (boys or girls, boarders require two)	Compulsory	All year round	Reception, 1, 2, 3, 4, 5, 6, 7, 8	All year round
School summer dress	Optional	Summer term	Reception, 1, 2, 3, 4, 5, 6, 7, 8	All year round
Navy St Andrew's Prep stormproof coat	Compulsory for Reception to Year 6, optional for Years 7 and 8	All year round	Reception, 1, 2, 3, 4, 5, 6, 7, 8	All year round
Maroon fleece scarf/grey fleece gloves (winter only)	Optional	All year round	Reception, 1, 2, 3, 4, 5, 6, 7, 8	All year round
Maroon book bag	Compulsory	All year round	Reception, 1, 2, 3, 4	All year round
Navy St Andrew's Prep forest /beach school cagoule	Compulsory	All year round	Reception, 1, 2, 3, 4	Outdoor activity
Navy forest / beach school waterproof trousers	Compulsory	All year round	Reception, 1, 2, 3, 4	Outdoor activity
Net bag for sports kit	Compulsory	All year round	Reception, 1, 2, 3, 4, 5, 6, 7, 8	PE, Games and Activities
Navy St Andrew's Prep Hoodie	Compulsory	All year round	Reception, 1, 2	PE, Games and Activities
St Andrew's Prep Navy Tracksuit Bottoms	Compulsory	All year round	Reception, 1, 2	PE, Games and Activities
Navy swim jammers (boys)	Compulsory	All year round	Reception, 1, 2, 3, 4, 5, 6, 7, 8	Swimming
Navy swimming costume or black jammer suit (girls)	Compulsory	All year round	Reception, 1, 2, 3, 4, 5, 6, 7, 8	Swimming
School swimming backpack	Compulsory	All year round	Reception, 1, 2, 3, 4, 5, 6, 7, 8	Swimming
St Andrew's Prep swimming cap	Compulsory	All year round	Reception, 1, 2, 3, 4, 5, 6, 7, 8	Swimming
Crested rucksack	Optional	All year round	5, 6, 7, 8	All year round

- Children may wear summer uniform or their grey uniform during the summer term.
- Winter uniform must be worn after the half term break of Autumn term.
- Children in years 7 and 8 may wear a coat and winter accessories of their own choice, however these must be a plain colour and we would encourage that Navy is worn where possible.
- Please ensure that everything sent to school is clearly marked.
- Clothing should be marked with a sewn-on/iron-on/stick-on name tape.
- Watches should be engraved please.
- Shoes should be named in indelible ink or have a name tape stuck inside.
- It is especially important to check that pens, calculators, hockey sticks, tennis rackets etc are all named clearly.

School uniform requirements: Day or Boarding

Online supplier – Playerlayer		www.playerlayer.com		
Item (Exact name as per website)	Compulsory or Optional?	Term required	Which year groups?	When will I wear this?
Junior House Shirt (boarders require two)	Compulsory	All year round	Reception, 1, 2, 3, 4, 5, 6, 7, 8	PE, Games and Activities
PL Skort (for girls games)	Compulsory	All year round	3, 4, 5, 6, 7, 8	PE, Games and Activities
BaseLayer shorts (for girls and boys)	Optional	All year round	3, 4, 5, 6, 7, 8	PE, Games and Activities
Junior TrainaLayer Bottoms (navy blue)	Compulsory	All year round	3, 4, 5, 6, 7, 8	PE, Games and Activities
Junior WeatherLayer Jacket (navy blue)	Optional	All year round	3, 4, 5, 6, 7, 8	PE, Games and Activities
Junior quarter zip mid layer top (navy blue)	Compulsory	All year round	3, 4, 5, 6, 7, 8	PE, Games and Activities
Junior ReversaLayer Jersey for boys games (boarders require two)	Compulsory	All year round	3, 4, 5, 6, 7, 8	Football/Rugby/ Hockey/Netball
Junior Blitz Rugby shorts (boarders require two) (navy blue)	Compulsory	All year round	Reception, 1, 2, 3, 4, 5, 6, 7, 8	Football/Rugby/ Hockey/Netball
Junior Euro Socks (boarders require two pairs)	Compulsory	All year round	3, 4, 5, 6, 7, 8	Football/Rugby/ Hockey/Netball
BaseLayer top crew neck (navy or white)	Optional	All year round	3, 4, 5, 6, 7, 8	Football/Rugby/ Hockey/Netball
BaseLayer leggings	Optional	All year round	3, 4, 5, 6, 7, 8	Football/Rugby/ Hockey/Netball
Court shirt (for girls games)	Compulsory	All year round	3, 4, 5, 6, 7, 8	Football/Rugby/ Hockey/Netball
Junior slipover sleeveless	Optional	Summer term	5, 6, 7, 8	Cricket
Junior slipover long sleeve	Optional	Summer term	5, 6, 7, 8	Cricket
Junior Cricket shirt long sleeve	Compulsory	Summer term	5, 6, 7, 8	Cricket
Junior Cricket trousers	Compulsory	Summer term	5, 6, 7, 8	Cricket
Pro Beanie (fold) navy blue	Compulsory	Autumn and Spring term	Reception, 1, 2, 3, 4, 5, 6	All year round
School cap	Compulsory	Summer term	3, 4, 5, 6, 7, 8	All year round

School uniform requirements: Day or Boarding

Supplier of your choice (but most items are also available on Playerlayer and Schoolblazer)				
Item	Compulsory or Optional?	Term required	Which year groups?	When will I wear this?
White shirt or blouse, long or short sleeve (boarders require four)	Compulsory	All year round	Years 3 to 8	All year round
Grey trousers or shorts (boarders require two) boys or girls	Compulsory	All year round	Reception to Year 8	All year round
Pleated grey skirt (knee length) (boarders require two)	Compulsory	All year round	Years 3,4,5,6,7,8	All year round
Mid-Grey Pinafore	Compulsory	All year round	Reception, 1, 2	All year round
Maroon socks or maroon tights (boarders require three pairs) to be worn with skirts and dresses	Compulsory	All year round	Reception to Year 8	All year round
Grey socks (boarders require four pairs) to be worn with trousers and skirts	Compulsory	All year round	Reception to Year 8	All year round
Plain short white socks (boarders require four pairs)	Compulsory	All year round	Reception to Year 8	All year round
Black shoes	Compulsory	All year round	Reception to Year 8	All year round
Football boots with moulded safety studs – can be worn for Rugby also	Compulsory	Autumn and Spring terms	Years 3 to 8	Football/Rugby
Children can have a pair of specific rugby boots	Optional	Autumn and Spring terms	Years 3 to 8	Football/Rugby
Trainers – two pairs, one indoor and one outdoor	Compulsory	All year round	Reception to Year 8	PE, Games and Activities
Wellingtons	Compulsory	All year round	Reception to Year 4	Outdoor activity
Cricket boots	Optional	Summer term	Years 5 to 8	Cricket
Helmet and Pads for hard ball cricket	Optional although we do encourage our keen players to have their own	Summer term	Years 5 to 8	Cricket
Goggles	Compulsory	All year round	Reception to Year 8	Swimming
Water bottle	Compulsory	All year round	Reception to Year 8	All year round
Towel	Compulsory	All year round	Reception to Year 8	Swimming
Thick walking socks	Compulsory	All year round	Reception to Year 4	Forest/Beach school
Shin pads	Compulsory	All year round	Years 3 to 8	Football/Rugby/Hockey
Gumshield	Compulsory	All year round	Years 3 to 8	Rugby/Hockey

Please note: the gingham shirt should not be worn from September 2021

Additional Requirements for Boarders

Items required for use in the boarding house

Two pairs of pyjamas

Dressing gown

Underwear, preferably white or light coloured
(three to six of each garment)

Pair of bedroom slippers or 'flip flops'

Hairbrush and comb

Toiletry bag containing: flannel, sponge (optional),
shampoo, shower gel, toothbrush and toothpaste

Three towels no larger than 70cm by 120cm
(looped in centre and named)

Duvet cover (this can be provided by the school
if required). Sheets, pillowcases and duvets are
provided by the school

Named water bottle

Play clothes

(for weekend wear) – relatively smart, please!

There is limited storage space for personal items, so
each pupil should bring back NO MORE THAN:

Two shirts

Two sweaters/tops

Two pairs of jeans/trousers/shorts or skirts

Waterproof coat

Pair of training shoes or casual shoes Wellington boots

All clearly marked please. NB All clothing will be
tumble-dried

Optional additions

Rucksack type bag to use for outings

Blanket (for use on top of duvet)

Please ensure that everything sent to school is clearly marked. Clothing should be marked with a sewn-on name tape, watches should be engraved with the owner's name, shoes should be named in indelible ink or have a name tape stuck in. It is especially important to check that pens, calculators, hockey sticks, tennis rackets etc are all marked.

Additional labels can be ordered from the Playerlayer website if required.

Tumble Drying

Because of the difficulties in drying large quantities of clothes, particularly in the winter months, it is necessary to tumble dry all of the children's clothes. It is, therefore, very important that ALL clothes brought back to school carry a label which ensures they can be tumble dried.

In the short holidays all uniform except that worn for travelling will be kept at school, though winter games clothes will be sent home with those children living in this country at the end of the Spring Term. Children living overseas will leave everything at school in all the holidays unless parents request otherwise.

All items should be clearly named

Appearance of Children/Uniform

Rationale

Children at St Andrew's Prep are expected to be neat and tidy at all times. They should take pride in their appearance and want to look smart- Look Smart-Work Smart. The Headmaster is the sole arbiter and judge of what 'neat and tidy' means in terms of children's appearance.

Aims

- To instil pride
- To promote a strong, cohesive school identity that supports high standards and equality among children
- To support effective teaching and learning
- To promote the health, safety and well being of pupils
- To support positive behaviour, attitudes and discipline
- To ensure inclusion of all pupils regardless of gender, race or religion
- To protect pupils from social pressure and harassment
- To discourage dress and appearance that encourages anti-social behaviour

General guidelines

- Hair
 - o Hairstyles should be neat and sensible
 - o Hair that impedes vision should be clipped or tied back
 - o Hair should not be dyed
- Clothes
 - o Shirts should be tucked in, with top button done up
 - o Ties should not be of an extreme length and the knot should cover the top shirt button
 - o Trousers should be worn in a way that covers underpants
 - o Blazers should be worn to /from school as well as around school such as between lessons. They should always be worn for Chapel, Assembly etc
 - o Tights should not be worn with summer dresses
 - o Skirts and dresses should be of an appropriate length
 - o Fleece should not be worn in the classroom
 - o Pupils may wear grey shorts or trousers, with a white shirt, tie and a blazer
 - o They may choose to wear the winter skirt or summer dress at specified times during the year
 - o Children are to wear clean black shoes with their uniform and not trainers
 - o Shoelaces should be tied
- Jewellery
 - o Pupils may wear one plain stud earring in each ear, but they must either be taped up or removed for Games and PE lessons, for safety reasons.
 - o If a pupil wishes to wear a watch, it must be sensibly named
 - o No child is to wear a ring
 - o A single wrist band may be worn
 - o A chain, with a religious pendant may also be worn
- Make-up and nail varnish
 - o Pupils are not to wear make-up or nail varnish

Classroom Equipment

Children in Years 3 and 4 should each have

Pencil case
Pencils
Pencil sharpener
Rubber
A good quality ink pen (we recommend a Parker Vector cartridge pen with medium nib)
Spare cartridges (royal blue washable only)
Berol handwriting pen (Handhugger for Year 3)
30cm rigid ruler
Pritt stick

Children in Years 5, 6, 7 and 8 require

Pencil case including pencil crayons, felt tipped pens, Pritt stick, pencil sharpener, rubber etc.
A good quality ink pen (we recommend a Parker Vector cartridge pen with medium nib)
Spare cartridges (royal blue washable only)
30cm rigid ruler
Full geometry set including protractor and a pair of compasses
Scientific calculator (we recommend a Casio fx-83GT)
A small French dictionary (eg Collins French Pocket Dictionary ISBN 978-0-00-748547-5)
Translator for EAL pupils

Optional

Electronic Spellmaster or other spell checker

ALL ITEMS MUST BE NAMED

Only washable blue ink should be used in school, never permanent black ink.

Please note sport is played during the following periods:

Football:	First half of Autumn term
Rugby:	Second half of Autumn term
Netball:	Autumn term
Hockey:	Spring term
Athletics:	Summer term
Cricket:	Summer term

Breakfast Menu

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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A Selection of Breakfast Cereals with Semi Skimmed Milk

Wholemeal or White Toast with Butter, Margarine, Jam, Marmalade or Marmite

	Scrambled Egg, Grilled Tomatoes	Continental	Bacon and Eggs	Danishes	Belgium Waffles with Maple Syrup	Sausages Poached Eggs on Toast
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Lunch Menu

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Main Meal	Beef Bolognese	Beef Chili con Carne	Pork Meatballs in Tomato Sauce	Homemade Chicken & Vegetable Pie	Breaded Pollock Or Fish Fingers	Homemade Sausage Rolls	TBA
Vegetarian / Vegan Option	Mixed Bean, Tomato & Oregano Ragout	Roasted Vegetable & Black Bean Quesadillas	Topped & Stuffed Portobello Mushroom	Roasted Root Vegetable Bake with Crispy Crumb Topping	Homity Pie	Vegetarian Sausage Roll	
On the Side...	Penne Pasta	Long Grain Rice Nachos	Spaghetti	New Potatoes	Chips	Build your own salad	-
Jacket Potato / Pasta	Sweetcorn and Green Beans	Sweetcorn and Green Beans	Haricot Verts & Broccoli	Sliced Carrots & English Spring Greens	Peas & Baked Beans		
Salad Bar	Baked Jacket Potato	Baked Jacket Potato	Baked Jacket Potato	Pasta and Basil Pesto	Pasta with Sweet Tomato Sauce	Baked Jacket Potato	
Dessert	Vanilla Ice Cream	Banana Cake	Selection of fresh sliced Fruits, Jellies and Yoghurts	Chocolate Chip Cake	Selection of fruits, yoghurts and Jellies	Chocolate Bunny	
We cater for all allergies and encourage questions for all dietary requirement							

Supper Menu

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Boarder Supper	Pork Quesadillas with Homemade Salsa	Chargrilled Gammon Steaks	Chicken & Chorizo Paella	Homemade Fish Cakes	Hot Dogs with Caramelised Onions	Pizza – meat feast or margarita	Roast Dinner
Nursery Tea	Mini Roast Dinner	Chargrilled Gammon Steak, New Potatoes & Seasonal Vegetables	Chicken & Pea Risotto	Jacket Potato with Baked Beans Ham Tuna Mayo Baked Beans Grated Cheese	Hot Dogs Selection of Vegetables	N/A	N/A
Vegetarian	Vegan Mince and Feta Quesadillas with Homemade Salsa	Grilled Portobello Mushroom	Sundried Tomato & Olive Risotto	Potato & Leek Cake	Quorn Dogs with Caramelised Onions	Pizza – roasted vegetable	Stuffed & Roasted Peppers
On the side...	Mexican Rice Seasonal Vegetables	Homemade Onion Rings New Potatoes Broccoli	Garlic Bread Mixed Salad / Crudities	Pasta and Sauce Seasonal Vegetables	Jacket Potatoes Peas & Carrots	Pasta and Sauce	Traditionally Garnished
Something sweet	Rocky Road	Traffic Light Jelly	Ice Cream with Chocolate Finger Wafers	Banoffee Pots	Sliced Fruits	Assorted Jellies & Yoghurts	Sponge Cake
Fresh fruit	Banana or Satsuma						

For more information or to request a prospectus, please contact Admissions on
01 323 733203 or email admissions@standrewsprep.co.uk
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