

Welcome from the Headmaster

Entering a new school is exciting but it can also be a daunting experience for children and parents. The parents and staff of the Downs, Malvern College Pre Prep have worked together to write this guide to life at the school. It provides essential information about a pupil's life in the Pre Prep and its aim is to cement the all important alliance between home and school. We hope you find it informative and helpful. Please ask if you do not find the answer to any of your questions here. Your question may help us to improve the guide for future parents.

Alastair Ramsay
Headmaster

Aims of the school

- To employ highly skilled staff combining energy and experience and ensuring the school is alert to current best practice with a clear vision to the future.
- To maintain a small, family-based, co-educational preparatory school for day pupils and boarders aged 3 - 13 years.
- To foster a social awareness and mutual respect in all members of The Downs, Malvern College Prep community.
- To develop each individual pupil to his/her potential, by providing an appropriate and balanced curriculum and extra-curricular activities in a co-educational environment encouraging both success and satisfaction.
- To prepare all pupils for their next stage of education as well as for life thereafter, by developing and extending them academically, spiritually, culturally, socially and physically, incorporating some of the values of the original Quaker founders of the school.
- To foster excellent links with families, carers, Malvern College and the wider community.
- To maintain the school on a sound economic footing, ensuring that a realistic percentage of the annual fee income can be set aside for capital development.
- To be recognised as one of the leading co-educational preparatory schools in the country acknowledged for its caring atmosphere, concern for others and the quality of pupil service to their community.

Contents

The following page of the handbook is a guide for parents and children experiencing their first day at the school. Pages after that have been organised as an alphabetical reference guide.

Notes

- Every effort has been made to reflect life at The Downs, Malvern College Pre Prep, but the school's routines and procedures do change with time. Please consider this handbook a helpful document, not a final authority or contract.

Absences

If a child is going to be absent from school please phone the school office 01684 540277 as soon as possible, leaving a message on the answer phone if necessary. When pupils return to school they should give their teacher a written note from home explaining their absence. If a pupil misses registration, they will be marked absent until they check in with the class teacher upon arrival at school.

Activities

There are a wide variety of extra-curricular activities which take place daily after school. You will be advised each term of the activities available and the staff running them. These activity sessions can be booked at the beginning of each term and are chargeable at the 'After School Care' rate. Activities run by outside organisations such as Rugby Rookies may incur an extra charge. Activities and After School Care starts at 3.30pm and finishes at 5pm when children should be collected from the Pre Prep Reception. All pupils **must** be signed out at the end of the day.

After School Care

Children who are not booked into an activity will remain in the care of a Pre Prep member of staff until collected and signed out. This service is completely flexible, available until 5pm and chargeable at the 'After School Care' rate in arrears.

Children may stay to Prep School supper and Board for the night. Arrangements for boarding should be made with the House Parents.

Arrivals

Registration takes place at 8.40 am and 12.50pm. If your child arrives at any other time in the day please ensure that they report to the school office and then their teacher as soon as they arrive so the attendance can be recorded.

Assemblies/ Chapel Services

Whole School Assemblies

- On Friday mornings the Pre Prep attends the Prep School assembly in the Memorial Hall. Parents are very welcome to attend Friday morning assemblies, when we often have the College Chaplain Revd Law or visiting speakers. This starts at **8.30am**. Children may be brought to the classrooms by 8.20am or directly to the Memorial Hall by 8.30am. **If you do not arrive in time please ensure that your child is left with the member of staff on duty in the Pre Prep.**
- Pre Prep joins the Prep school for hymn practice on Tuesdays at 8.30am this also takes place in the Memorial Hall. Again, if you do not arrive in time please ensure that your child is left with the member of staff on duty in the Pre Prep.

Chapel Services

- During the year there are services and events that take place at Malvern College Chapel where we would like full attendance. These events and services may include for example: Harvest Festival, the Pre Prep Nativity play and the Carol Service. All compulsory services are marked in the calendar.

Pre Prep Assemblies

- Take place on a Wednesday and Thursday in the School Library. From time to time parents are invited to join the Pre Prep for special occasions.

Badger

The badger became the school emblem when the school owned 'Brock Hill' prior to the merger with Malvern College Prep. You will still find references to badgers all over the school and it has now been put together with Malvern College Prep School's owl to form the new school crest.

Basic School Rules

All of us, adults and children, are members of a community and that community will be happier, more efficient and safer if everyone follows certain guidelines as to the way we conduct ourselves in school.

In Pre Prep we follow the 6 Golden Rules:

1. **Do** be gentle, **don't** hurt anybody.
2. **Do** be kind and helpful, **don't** hurt other people's feelings
3. **Do** be honest, **don't** cover up the truth.
4. **Do** work hard, **don't** waste time.
5. **Do** look after property, **don't** waste or damage things.
6. **Do** listen to people, **don't** interrupt.

Birthdays

If a child has a birthday on a school day, a cake may be sent in or may be ordered in advance from the School Office. However we do have a number of children with serious nut allergies and would ask that cakes containing nuts are not brought into school.

Boarding

Pre Prep boarders will arrive with Matron from the Boarding House after breakfast. They return to the Boarding House after Late Stay before Supper. Flexi Boarding is available and arrangements should be made with the House Parents.

Boarding Club

In the summer term there is usually a Boarding club available where children in Year 2 can stay at school on a Friday night and be collected after hobbies on a Saturday. This is aimed at Year 2 children who would like to experience flexi-boarding but as the name suggests we can be flexible.

Book Bags

The Book bag is Pre Prep's equivalent to the Diplomatic Pouch or Ministerial Box! Green emblazoned with the school crest, and available from Schooltogs the Pre Prep book bag is used every day by pupils. School letters regarding events etc will be placed in the book bag. Parents please check the contents daily.

Breaks

Milk or water and a snack will be provided at morning break. At lunchtime the school offers a nutritionally balanced two course meal with a hot main course and a choice of traditional pudding or fruit. Medical, religious or special dietary requirements are catered for and a vegetarian option is available.

A menu is displayed on the notice board in the Boy's Hall each week for your information.

Calendar

A new calendar providing a vital link between school and home is issued and distributed to parents at the end of each term. Please do refer to the calendar as it contains dates and times of most events during the term. Holiday dates are also published for the coming year.

Changes of address and/or contact details

Changes of address or to daytime contact details should be given **in writing to the Headmaster's secretary** at the earliest opportunity. It is very important that the school should be able to make contact with a family member or guardian at all times.

Collection times and Arrangements

The Pre Prep teaching day finishes at 3.30pm and continues with After School Care and Activities. If there is a change to your normal pick up arrangements please write it in our Day Book which is kept on the table in the Pre Prep Entrance Hall.

During the school week there are several collection times available to parents;

3.30pm	from the Pre Prep
5.00pm	from the Pre Prep
6.00pm	from the school library

If parents arrive later than 6.10pm their child will be handed over to the Prep School duty staff who will take them into Supper. Children should be collected from the school dining room.

Leave out weekends begin at 1.00pm on Friday (these are identified in the calendar) and 1.00pm is the official collection time. On these weekends After School Care operates in Pre Prep for those that need it until 4.45pm. There will be a snack and a drink available.

'Commemoration Day'

'Commem' or Commemoration Day is the school's day for celebration of the year's successes. This service with speeches and prizes occurs on the last Friday afternoon of the summer term and is compulsory for all children in the Prep School. Pre Prep children and their parents are encouraged to attend.

Communications

Communications between staff and parents regarding daily progress, home work set, and other child specific arrangements are made in your child's 'Daily Diary'. All letters to you will be placed in your child's book bag. There is a notice board just inside the Pre Prep main entrance for general notices.

Concerns

If you have a concern over any aspect of your child's' time in Pre Prep then please do contact your child's form teacher in the first instance or speak directly to the Head of Pre Prep Mrs Walters. The staff are generally available at the beginning or end of each day or by appointment which can be arranged through the school secretary.

Contacts:

Mrs J Walters	Head of Pre Prep	jw@thedowns.malcol.org
Mrs Denise Bowring	Deputy Head	db@thedowns.malcol.org
Mr Alastair Ramsay	Headmaster	apr@thedowns.malcol.org

Telephone calls 01684 540277

The best time to call the school for information is between 8.15am and 4.30pm when the school offices are manned. The school secretary will help you or contact a member of staff to whom you should talk. After 4.30pm the phone diverts to the Boarding House.

During the holidays or if all lines are in use you will be invited to leave a message and a member of staff will call you back as soon as possible.

Complaints procedure

The school welcomes constructive comment and encourages you to discuss issues with the appropriate member of staff or the Headmaster. Should you have a more serious complaint, the school does have a formal complaints procedure which is available from the school office.

You may contact the Chairman of Governors Mr Adrian Silcock c/o The Downs, Malvern College Prep School

or

Ofsted (the Early Years Foundation Stage and Boarding, Health and Welfare regulatory body) can be contacted directly at:

Ofsted National Business Unit, Royal Exchange Buildings, St Ann's Square, Manchester.

Telephone: 08456 404040

Curriculum

The curriculum is planned guided by the recommendations of the National Curriculum and QCA guidelines for the Early Years' Foundation Stage and Key Stage 1. The day has a structured programme with a multi sensory approach to learning. Children spend many years in the classroom environment; therefore it must be an enjoyable experience for them.

The following subjects are taught throughout the Pre Prep Department.

Foundation Stage:

- Personal, social and Emotional Development
- Communication, language and literacy
- Problem solving, Reasoning and Numeracy
- Knowledge and understanding of the world
- Physical development
- Creative development

Key Stage 1

- English
- Maths
- Science
- Humanities
- French
- Games, Swimming and PE
- Music
- Art
- Design and Technology
- I.C.T
- PSHE

Dance

Dance is taught as part of the curriculum in Early Years, Reception and Years 1 and 2. Individual and group lessons are available as an optional extra.

Day Book

We operate a daybook for parents to record any changes to their child's collection arrangements, any queries or lost property. Please feel free to use this at any time. The daybook can be found on the table in the Pre – Prep entrance hall. Please make sure staff know if there is any change in whoever is picking up your child as we are unable to let your child go home with someone unknown to us without your prior consent.

Discipline and Punishment

We are a very happy school where there are high standards of discipline and behaviour. Inevitably in any community there are occasional lapses and misdemeanors occur. The normal type of punishment is "time out". In more serious instances parents are consulted and in extreme cases the Headmaster has the right to suspend or exclude a child.

External Assessments & Examinations

Assessment at the end of the Early Years Foundation Stage is through the EYFS Profile. This provides a summary of each child's development and learning achievements at the end of the EYFS. It is based on the practitioners' ongoing observation and assessments in all areas of learning and development. Each child's development level is recorded against the 13 assessment scales derived from the early learning goals.

Pupils in Reception are also assessed using the University of Durham Performance Indicators in Primary Schools (PIPS) scheme. This is a baseline assessment and the system is designed to monitor progress made by the pupils (the value-added), their self-esteem and the quality of life within the school between the start of Reception and Year 6. As with Mid -YIS, PIPS includes the collection of data on variables such as vocabulary and non-verbal reasoning. Using the PIPS system pupils can be assessed at the beginning and end of Early Years and Reception and end of Year 2.

Forest School

The aim of the Forest School Initiative is to give all pupils the chance to explore and experience the natural world through practical activities using the outdoors to promote confidence, independence and self-esteem. The children, aged 3-7 years, visit the woodland regularly throughout the year - in all weathers! They have the freedom to explore and enjoy the space; they don't hold hands or work in pairs and, with time, their independence and self confidence grows. They know they are safe. Each session has a familiar routine, which the children know and enjoy.

Friends of the school

Please see 'parental involvement'.

Half Terms and Leave out weekends

Half term holidays and leave out weekends start on the Friday at 1.00 pm every term but supervised activities will be available until 4.45 pm for those children who cannot be collected earlier. Details of dates for half term weeks for the next 12 months are in the back of the calendar.

Mrs. Walters is willing to consider individual requests for leave and such requests should be made well in advance, in writing please.

Health

If you have any questions concerning health issues for your child, please contact the duty matron. The white board outside the Medical Centre will tell you where the matron is at any time. Matron is available between 8.15am and 8.45am every morning and can be found in the Medical Centre.

- **Medication Policy**

A medical questionnaire is sent to the parents of all new pupils before they start which should be returned to Matron to familiarize the teaching and medical staff with their children's medical backgrounds.

All medicines for children should be given to Matron who can be found on duty in the Medical Centre between 0815 and 0845 each day. All medicines should be clearly labelled with your child's name and be accompanied by **written dosage instructions**. Medicines should be collected from Matron at the end of the day.

- **Illness**

If your child becomes ill, he will be made comfortable at school and looked after by the duty matron until his parents or carer can be contacted and can collect him from the Medical Centre.

In an emergency, and if parents can not be contacted, the child will be taken by a member of staff to the accident and emergency department at Worcester Hospital or the minor injuries clinic at Ledbury. The member of staff will keep the matron informed and she will pass on any information as soon as the parents are contacted.

- **Head Injuries**

If your child bumps his head he will be observed by Matron and referred to a doctor if necessary. In all instances you will be given a head injury form which you will need to sign to say you have been notified of the injury however minor and return to us.

- **Epipen**

Parents must inform the school if there is a need for their child to use an Epi-Pen.

Parents should provide the school with the following:

- Reason for use of Epi-Pen and any known triggers (e.g. Allergy)
- An individual Action Plan (including a photo of the child) for the Management of a Severe Allergic Reaction
- Details of prescribed medication accompanying the Epi-Pen including dose and frequency
- Spare Epi-Pen, accompanying medication and a copy of the Individual Action Plan to be used in case of a medical emergency. These will be kept in the cupboard outside the Medical Centre. Matron will inform parents as and when these become out of date. It is essential that these be renewed immediately.

All Epi-pens and Medication should be clearly marked with the pupils name, dose, and frequency.

Matron will keep an up to date register of these details. A copy of all relevant information will be posted in the School Office, and relevant Staff Rooms.

Pre Prep parents should hand their child's Epi-pen to your child's class teacher. These will be accessible to the named child at all times of the day.

- **Asthma Policy**

Blue “reliever inhalers” should be handed to the class teacher. The children are encouraged to carry them at all times. All members of the school’s staff are made aware of Asthma sufferers: a list being available in the staff room and surgery. Parents should provide school with a spare blue inhaler, to be kept in surgery. Parents must complete the asthma section in the school medical form (available from Matron) giving the following details:

- Written notification of current dosage and any changes as they occur.
- Written notification of known “triggers”. Those children whose Asthma is made worse by physical exertion should take their blue inhaler to P.E. and Games.
- Written notification of the severity
- Notification of the GP managing the condition.

Brown “preventer inhalers” should be kept at home unless your child is boarding.

Junior Schools

Whilst the majority of pupils will transfer to the Downs Malvern College Prep, we do appreciate that in certain circumstances this may not be appropriate for the needs of your child or that you may have another preferred junior school. If you decide to send your child to another school, a term’s notice should be given as highlighted in the Form of Acceptance.

Houses

There are four Houses in the school. Each child is allocated to one of these Houses and generally stays in the same House throughout his time at the school. The Houses form the basis for teams in all school competitions, academic, sporting and musical. Whilst competition is keen, the fun element is heavily emphasised and opportunities for all to take part are very important. Pupils will change Houses as they enter the Prep School

Leave & Signing Out

If your child needs to leave the premises during the school day for whatever reason, you will need to obtain permission from Mrs. Walters. Please sign in and out using the signiarents are asked to call at the school office before leaving the premises and on their return so that the signing-out sheet can be completed.

Mrs. Walters is willing to consider occasional requests for special leave such as family gatherings or holidays. Such requests should be made, in writing please, well in advance.

Library

We have a well-equipped library. The library is readily available for all pupils and they are allowed to borrow books and take them home. We do ask for parental support in returning library books regularly.

Lost Property

It is very important that all your children's belongings are correctly identified and named. This should be done clearly and securely. However, certain items will inevitably be mislaid throughout the year. If this happens please report the matter to your child's teacher who will help them to find it. Very few items go missing permanently but it can take several days to locate property.

Any unnamed items of lost property will be placed in the lost property box.

Mini Malvern Holiday Club

Fun, activity sessions based around individually themed weeks such as pirates, kings and queens and space. Children enjoy organised activities which can include football, cricket, swimming, tennis, arts and crafts / model making, cooking and scavenger hunts.

Places are available during holidays and half terms for children of Pre-Prep and Prep School age. Booking forms will be sent home before each holiday, but should you require more information, please contact the school office on 01684 540277 or e-mail: jw@thedowns.malcol.org

Money

- Unless given special instructions, no money should be brought into school.
- No buying, selling or exchanging is permitted.

Music

All children at the Downs, Malvern College Prep receive class music lessons from our specialist music teachers and most children study a musical instrument during their time in the school. Pupils are encouraged to start learning at the earliest possible age, appropriate to their chosen instrument, since they are then able to achieve a high standard before they leave us. Please see the Music Department Handbook for further details.

'da Capo'

Our children have a weekly class music session with the Head of Strings at Malvern College, Mr. S McDade. 'da Capo', the musical term for 'back to the beginning', is a child-friendly early years music teaching scheme, which breaks down all the musical elements such as rhythm, pulse, pitch, literacy, co-ordination and musical concepts into singing, games and activities.

Each element is introduced in a logical order with the use of soft and loud voices, singing in the head, dropping words to give a silent beat, clapping rhythms and singing and clapping together. There is also a movement aspect to the classes with the children walking, skipping and running in time to the

beat from a Tambour (drum). Although the classes are designed to be 'fun', they give the children a comprehensive grounding in music.

New Pupils

All new pupils are encouraged to visit the department for a morning or afternoon to familiarise them before joining us.

Notice Boards

There are a number of notice boards situated around the school, which carry information for both parents and children.

- Headmaster's Board Situated in the narrow passage between the front and Boys' halls, this board gives general information that may be of interest to parents. Amongst other things, notice of senior school events and open days and the most recent letter home to parents will be displayed here.
- Class Notices Information will be sent home to you in your child's book bag. Please check daily.
- Friends of the school (F.O.S)/ Downs in the News / Boarders' Notices

The boards are situated on the same wall as the match notice board. Here notices regarding F.O.S. fun and/or fund raising events are displayed together with newspaper cuttings of articles printed in the papers about the successes and achievements of the Downs' community. Boarding House notices are also displayed on this board giving information about forthcoming events. You will also find the flexi-boarding lists here.

Open Days

The Downs School welcomes visitors to our Open Mornings, particularly those who are interested in learning more about the school. These are usually held on a Saturday morning in March and September. Anyone who has requested a prospectus during the year or whose child is on the school's registration list receives an invitation. Advertisements are also placed in the local press. Parents of children in the Prep School, Pre Prep and Early Years are also very welcome.

Outings

We have class outings each term and a departmental outing suitable for all children at the end of the Lent and summer terms. The coaches and minibuses used are all fitted with seat belts and with booster seats for the very young and are driven by qualified staff. School uniform is normally worn on outings. The cost of the trip is added to the school bill and you will receive detailed information with a consent slip before every outing. Packed lunches are provided. Examples of such trips include: museums, art galleries, theatre visits and places of interest in connection with the curriculum. Careful consideration is given before we embark on any trip and the member of staff in charge is required to fill in a risk assessment form.

Parents' Meetings

In the autumn term we have an informal parents' reception. This gives you the opportunity to visit your child's form room and meet their teacher as well as the opportunity to meet the other parents in

your child's year group. In the Lent term we have a parents' meeting where you are invited to look at your child's work and discuss any matters with their teacher. The date for the parents evening can be found in the school calendar. In the week prior to the meetings parents can make appointments to see individual members of staff. Each appointment lasts five minutes. If you have a wait between appointments refreshments are available. If you cannot make an appointment, do not worry. Try and book another time with them even if it means seeing your child's teacher on another day.

Meetings are held in the Library after which parents are invited to look at the pupils' work on display in their form room.

Parents are most welcome to chat informally with members of staff about their children. We regard this kind of contact as vital and to be strongly encouraged. Similarly, parents should always feel they have access to Mrs. Walters, due to teaching commitments it is appreciated if an appointment is made in advance if a discussion is called for.

Parental Involvement

Parents are encouraged to join the Friends of the school and to support the children by attending events such as sporting matches, concerts, services and the school drama productions held though out the year. All events are listed in the school calendar.

Other activities such as Race Nights or Family Bingo are planned by the Friends of school and provide a good opportunity for parents to socialise.

- Community choir - a choir, which meets on a Thursday evening 8-9pm, and welcomes new members, see Music Coordinator for details.
- Cricket team - in the summer term a Staff & Parents cricket team is formed to play a few friendly matches against local teams, see Mr Buckley for details.
- Friends of the School (F.O.S.) This is a committee of parents and staff representatives, which meets about four times a term to plan fun fundraising events. New members are always welcome. Please see the Headmaster's wife for details. Details of events and requests for support are displayed on the F.O.S. notice board in the Boys' Hall.
- Letters to parents are placed into the children's book bags which should be checked daily.
- Parents meetings such as Parents' Academic Meeting for discussing your child's progress with his teachers are announced in the calendar.
- Other information about events specifically for parents is posted on the Headmasters' notice board.
- Sports coaching - some parents hold valid coaching qualifications and some are aiming to achieve a qualification. These parents have helped tremendously with our games coaching and have joined our games sessions each week. Others have run hobbies such as cricket, squash or sailing and others have run paid activities such as after school tennis coaching. If you would like to share your much valued skills please contact Mr Buckley or Mr Ramsay.

Parent/teacher co-operation is very important. If you have any problems or worries concerning your child or would just like to see their work, please do not hesitate to speak to the class teacher. If you need more than a couple of minutes the teacher will arrange some time after school when you may meet. For Reception, Year 1 and Year 2, there will be a more formal opportunity to view and discuss your child's work during the Spring and Summer Terms, in addition to two written reports on your child's progress.

Parking

In most schools the arrival and departure of pupils is the most dangerous part of the day and at The Downs, Malvern College Prep this is no exception. The problem is significantly compounded by the need for parents to use a public road for drop off. For the safety of the children and for the continued excellent relationships with our neighbours we would ask all parents to adhere strictly to the following guidelines:

- Please keep your speed to 10 miles per hour in Brockhill Road we would rather your child arrived late than not at all.
- Please do not park between the main school building and the White House and Memo Hall.
- Please turn around only in the recognised turning area. **DO NOT USE OUR NEIGHBOURS' DRIVES** for turning, this is extremely dangerous and is discourteous to our friends.
- Parking is permitted on both sides of Brockhill Road between the main building and the Recording Studio gate. For the rest of Brockhill Road please park only on the western side of the road nearest the playing field. **The police have advised us that they will issue tickets to any car that is on the pavement or double parked beyond the Recording Studio gate.**
- **Please do not park in the turning circles.**
- There is car parking just beyond the school next to the new netball courts and also alongside the Music School. Please use these rather than Brockhill Road.
- On occasions when we have full school events you will be guided to a parking space by marshals wearing high visibility jackets. Please make their job easier by following their instructions as accurately as possible. They will be trying to help everybody find a suitable place.
- Significant congestion can be avoided if cars are shared. If you would like to share your journey and cannot find anybody, please contact the office or Andrew Forecast who will assist you if they can.
- Please ask children to leave the car on the pavement side as these tend to be our most common 'near misses'.

Please note that dogs are not allowed in the playground. When within the school grounds they must be kept on a lead at all times.

School Photographs

Formal school photographs are taken each year – individual, family and class photographs in the Autumn Term and a whole School photograph in the Summer Term.

Parents will be told in advance of the date and are requested to ensure children have a complete, clean uniform and tidy hair for the occasion.

Photographs are also taken of school plays concerts and other activities. These are regularly used in the school's magazine.

Occasionally pictures of children are used in press releases or other marketing materials. You are given the opportunity to exclude your child if you wish on entry to the school.

Prep

In accordance with Pre-Prep's policy and expectations, Prep is set at the class teacher's discretion to consolidate and reinforce learning that has taken place in school and to allow children to practice skills taught in lessons, whilst encouraging new skills too.

- Reading is encouraged every evening throughout the department.
- Once a week pupils in the Reception may take home a simple language or mathematics game together with a choice of book.

Reading

At the beginning of each academic year parents are supplied with a guide to helping children read which is appropriate for their child's year group.

All pupils are encouraged to read on a daily basis. The younger children read daily to their teacher and pupils are encouraged to take their school reading book home and read aloud to their parents. Any appropriate comments can be recorded on the reading record/home link book.

On occasions curriculum demands mean that teaching time is at a premium. In order to allow teachers of Years 1 and 2 to use their time to greater advantage during a day that can become very disrupted if teaching continuity is not maintained, children will not always be heard specifically for reading. We will, however, endeavor to change books where possible. I would advise that throughout the school day children read aloud in various forms, which do not appear in the reading books, e.g. group reading, drama and comprehension.

Reports

Reports are sent out at the end of the autumn and summer terms. The reports are comprehensive and include curriculum statements for the period of the report. There is also a parental feedback form included if you wish to make a comment on any aspect of the report.

The reports are designed to be shared with the pupils; therefore we aim to be positive, constructive, sincere and honest in our comments. Constructive criticism should always be followed by suggestions for improvement. Independent and unprejudiced judgments are assured and the opinions offered are intended to be useful and constructive.

Social Functions

There are social functions and gatherings for parents throughout the year. These include charity coffee mornings and parents' receptions in the autumn term. In addition there are seasonal activities and drama and music productions to which all parents are welcome. The dates and venues for these functions are included in the school calendar.

'Afternoon Tea' is an opportunity for parents to socialize with each other prior to collecting their

child. These occasions are held on a different day of the week once a month 2.45pm – 3.30pm in the Library. Any staff available at these times will endeavor to join you.

Speech and Drama

The performing arts form an important and stimulating part of Pre-prep life. Everyone enjoys drama within English lessons; all pupils perform in the Nativity and Soirée productions. Pupils also have the opportunity to benefit from additional Speech and Drama tuition from qualified teachers. These lessons can take place as a group or on an individual basis. Please contact Mrs. Walters if your child would like to start Speech and Drama lessons.

Security Codes

All the outside doors to the School buildings are protected with security codes. These codes are changed from time to time and a letter with the new code is sent home. For the security of all concerned, please do not divulge the code to outside parties and do not wedge doors open without consulting staff first.

Ski Trip

The school organises a ski trip that usually takes place during the first week of the Easter holidays and lasts for one week. The trip is open to staff, children and parents.

Special needs

The school has a Special Needs Policy and Coordinator responsible for Learning Support, English as an additional language and gifted and talented pupils. The school's Special Needs Co-ordinator liaises with staff responsible for these areas and parents to identify and set up appropriate support for children who require extra help with school life.

A formal assessment of needs may become necessary. This will allow a suitable plan of action to be developed by staff and parents. In many cases, some extra classroom support or small group work will suffice. Pupils may require specialist one to one support and this can be provided, subject to your agreement.

There will be additional charges for agreed one to one support and this will be added to your end of term bill.

Student Assistants (Gaps)

Students are recruited from New Zealand, Australia, South Africa and occasionally the U.K. to work for one year at the Downs, Malvern College Prep and to become a part of the school family. They normally arrive in January and stay for one year.

As well as helping to support staff and pupils in the classroom, they assist with games and in the Boarding House. Whilst they often become like big brothers and sisters to the children we do emphasise that they form a part of the staff team and expect the children to behave as they would with full time members of the staff.

On occasions, the students are happy to undertake babysitting duties but please be aware that they have a very full timetable and their school duties must come first.

Swimming

Swimming will be taught in the summer term in the school outdoor heated pool or other rented pool until the College pool is complete. A qualified ASA teacher teaches the classes and those assisting hold Royal Life Saving Society qualifications. Parents are invited to watch the final swimming session of the term. These sessions are indicated in the calendar.

Term Dates and Fees

The dates of terms are printed on the school calendar. Fees for the year are published in the prospectus and on the website. A registration fee, (as indicated on the registration form), is payable on registering your child. Fees are payable each term in advance but extras, including after-school care are charged in arrears. All financial matters are dealt with by the Malvern College Bursarial Department.

Mrs. Sue Chadwick in the Accounts department (Tel: 01684 581513) deals with any queries that may arise.

Transport

The school operates a minibus service for day pupils, using Malvern College minibuses and drivers. If parents would like more information regarding this service and details of routes available, please contact Mr. M Wheeler, Transport Manager on 01684 581608 or the school office on 01684 540277.

All academic staff that drive the Malvern College minibuses for games or recreational purposes have taken and passed the Local Education Authority minibus test. All buses have seatbelts and the pupils are instructed to wear them on each and every journey. All pupils are checked by members of staff.

When large groups of pupils are transported for school visits, the school uses reputable coach companies and only those that have seat belts fitted and booster seats for younger pupils.

Uniform

A specific style of uniform has been chosen and **must be strictly adhered to**. On registration a uniform list is provided and items of uniform should be purchased from 'Schooltogs' situated in Church Street, Great Malvern, tel. 01684 578785. A second-hand uniform service is also available in the Downs Malvern College Prep. **All uniform must be labeled**. We prefer children not to wear jewelry, as it can be dangerous and easily lost. The school cannot take responsibility for any items of clothing that are not labeled.

- **Navy school coats must be brought into school if there is a chance of wet weather. Pupils are expected to wear their coat at playtimes and when out walking. No other coloured outer coats may be worn.**
- **Kit washing Sports kit should be removed from the classroom on a Friday afternoon to allow kit to be returned to its owners and for washing at home.**

Water

The benefits of drinking water and the enhancement to pupils' work are widely accepted. This being so each pupil has a water bottle provided by the school. These sit on the pupils' desks during lessons. The named bottles are sterilized, refilled daily and refrigerated overnight.

Weekly Bulletins & Newsletters

Regular newsletters are issued throughout the term to provide parents with a summary of events and developments within the school. These are distributed to parents via their child.