



The Study
Preparatory School Wimbledon

School Handbook
2009/10

www.thestudyprep.co.uk

■ Uniform List

s Regulation and only available from the School Shop • available from the School Shop or Department Stores

All Pupils Require:

- 'Puffa' jacket** s Navy blue. (Please sew on a loop for hanging up.)
- Blouse** s White long-sleeve with round collar
- Dress** s (Summer) Pale blue and white striped dress two approved styles
- Cardigan** s Embroidered navy blue v-neck
- Games shirt** s Embroidered white polo-shirt
- Leotard** s Royal blue for gym and ballet
- Socks/Tights:**
- **Winter uniform** knee length navy blue socks or navy blue opaque tights
 - **Summer uniform** plain white ankle or white knee-length socks
 - **Games uniform** white ankle socks
- Shoes:**
- **Winter uniform** navy blue or black leather (no patent leather)
 - **Summer uniform** navy blue or black leather sandals (no slingbacks or open toes)

NB: Please do not send your daughter to school in lace-up shoes unless she can tie them herself.

- Games bag** • Blue, with name on the outside
- Hair Accessories** • **Winter uniform** plain navy blue or regulation tartan headbands, scrunchies or navy blue ribbons
- **Summer uniform** plain navy or blue and white striped hairbands, scrunchies or navy ribbons
- Sun hat** • Plain white or navy
- Waterproof jacket** • Navy blue – that folds into pouch

Also Required By Girls In

The Pre-Prep Dept (REC – YEAR 2)

- Pinafore Dress** s Blue plaid (knee length)
- Sports shorts** s Navy blue
- Study Sweatshirt Tops** s Embroidered royal blue (for PE)
- Tracksuit bottoms** s Royal blue (for PE)

Plimsolls or trainers

- White (no lace-ups)

- Ballet** s Royal blue skirt worn with leotard

- Ballet shoes** • Pink, soft toed (no ribbon, just elastic)

- Swimming** • **Year 2** (Summer term only) – one piece royal blue costume, any towel, waterproof bag – no carrier bags
- s White Study swimming hat

- Book bags** s Navy blue

Also Required By Girls In

The Prep Dept (YEAR 3 – YEAR 6)

- Skirt** s Blue plaid skirt (knee length)

- Art Overall** Navy blue wrap-over

NB: Please sew on loop for hanging up.

- Skorts** s Embroidered navy blue

- Tracksuit** s Embroidered navy blue

Plimsolls or trainers

- White laced

- Swimming** • One piece royal blue costume, any towel, white hat, waterproof bag – no carrier bags

- s White Study swimming hat

- Rucksack** s Navy blue

- Footless tights** s Royal blue (Year 4-6)

Optional

- Gloves/scarf/hat** • Navy blue
- Rucksack** s Royal blue (Year 2 only)
- Purse belt** • Navy blue (Year 3 – Year 6 only)

Name tapes must be sewn on to all of the above items

From Year 3: Large name tapes on outside of PE kit & art overall as per diagram available in School Shop

Pencil Case

All contents as listed below must be named.

Pre-Prep

A selection of HB and B lead pencils

Selection of coloured pencils

Rubber

Pencil sharpener

Pritt glue

A pair of rounded scissors

(Year 2 only – a 15cm ruler)

Prep

A selection of lead pencils

Rubber

Sharpener

30cm ruler

Pritt glue

Coloured pencils

NB: You will be advised when your daughter requires an ink pen or geometry set.

Recorder – From Year 2 Summer term

Descant (plastic) Dolmetsch – available from the School uniform shop.

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■ Dear Parents,

We have put together this handbook to help you “find your way around” The Study. We hope that we have included all the information that you need without swamping you with too much! Please ask at either office if there is anything else you need to know and we may well include it in our next handbook.

Please Remember

- All visitors should always report to the School Office on arrival.
- At Wilberforce House **parking** within the School grounds is restricted to staff only. Please park on The Causeway as Camp Road, Camp View, North View and West Place can get very congested at drop-off and pick-up times.
- Please be considerate to our neighbours and other drivers when **dropping off** and **collecting** your daughter from School.
- **Registration** is at **08.45** prompt each day.
- The **School offices** are open from **08.00 - 16.45**.
- If your daughter is **unable to come to School** for any reason, please telephone the office at your daughter’s House by **08.45**.
- The **School uniform shop** is open every **Tuesday and Thursday** during term time between **15.00 and 16.15**. To order items of uniform at other times please complete & return a school uniform order form.
- Please ensure that you read the school uniform list and make sure your daughter comes to School in the **correct uniform** each day. Her uniform should be clean and named (sewn, not written).
- **The Weekly Update**, published each Friday, is an essential guide to the week ahead. Please download your copy from our website, ask at either Office for it to be emailed to you, or request a printed copy.
- **Term dates** are available well in advance and published on the School website. You are welcome to request a hard copy from either of the offices. Please do not book holidays in term time. It is very disruptive for your daughter’s education.
- **Dogs** are not allowed into the School buildings or playground at any time. They must be kept on a short lead and at Wilberforce House they should be tied to the dog hooks under the shelter by the School gate. **Other animals** should only be brought into school by prior arrangement with the Form Teacher.

■ Breaks and Assembly

	Wilberforce House Rec – Year 3	Spencer House Year 4 – 6
Assembly	10.35–10.50	10.45–11.00
Morning Break	10.50–11.10	11.00–11.20
Lunch Break	12.30–13.30	12.35–13.30
Afternoon Break	14.50–15.00	

NB: All girls go into the playground at breaks, except when it is raining hard or they are attending extra lessons or clubs with a member of staff. Normally if a child is not well enough to go outside at playtime she should not be sent to School.

■ Class Structure and Curriculum

Wilberforce House			Spencer House		
Pre-Prep	Reception	4–5 years	Prep	Year 4	8–9 years
	Year 1	5–6 years		Year 5	9–10 years
	Year 2	6–7 years		Year 6	10–11 years
Prep	Year 3	7–8 years			

Reception girls spend most of their day with their form teachers and nursery nurses except for specialist lessons in Music, French, PE and Ballet. From Year 1 the day is more structured and lessons are more subject-specific. Swimming starts in the Summer of Year 2. In Year 3 the girls go across to Spencer House once a week for a double art lesson with our specialist art teacher. From Year 2 maths and English are taught in ability groups and gradually more specialist staff are introduced in the Prep Department.

We follow the Early Years Foundation Stage curriculum in Reception and from Year 1 our curriculum is based on the National Curriculum, together with the additional requirements of day and boarding school entrance exams at 11+. Formal half yearly evaluation tests start in the Prep Department.

Parents are encouraged to support topics with additional information and girls may bring in relevant items to class.

■ Clubs, Outings & Field Trips

Outings

Each term outings are arranged to museums or other educational venues to complement the work done in School. Speakers, theatre groups and musicians also visit. A charge is made for off site visits to cover costs.

Residential Field Trips

Girls in Year 4 go to Juniper Hall, Surrey, in the Autumn Term and in Year 6 to another of the Field Study Centres in the Summer Term, each for one week.

School Clubs

We run a wide variety of both lunchtime and after-school clubs. They are mainly for girls in Years 3 to 6 but some after-school clubs include Year 2 too. After-school clubs run from 15.30 - 16.30 (unless notified otherwise). You will find the clubs timetable on our website.

■ Behaviour, Rewards & Sanctions

Kind and courteous behaviour is expected at all times. Discipline at School is based on a mixture of social responsibility, courtesy and respect between girls and staff, and between the girls themselves. We expect this courtesy and consideration to be extended to all visitors at the School.

Anti-Bullying

Bullying is not tolerated at The Study and it is

taken very seriously. We have an Anti-Bullying Policy. Often it is difficult to detect bullying and we would urge any parent or child to inform us if they are concerned. In turn, we would always contact the parents of girls involved.

It is important to distinguish bullying from isolated acts of unkindness. It does not include the occasional unkind, even cruel, remark that children make to each other as part of the process of growing up. Such comments are unacceptable but they are not bullying.

Prep Department Credits/Debits /Merits

Credits: are given if girls produce an outstandingly good piece of work or make an outstanding effort.

Merits: reward positive behaviour such as showing thoughtfulness to others, being helpful, showing initiative, etc.

Debits: are given as a correction for inconsiderate or irresponsible behaviour, or continual forgetfulness. Three debits in half a term lead to a detention.

A record of these is kept at the front of the Link Book.

Pre-Prep Department Golden Rules

The Pre-Prep girls have drawn up their own set of Golden Rules to encourage positive behaviour around the School. They are clearly displayed in the Wilberforce House Hall and are regularly referred to in assembly.

There is a Rewards Assembly each week at both Houses.

A list of School rules can be found at the

back of this Handbook .

■ Fees

The termly fees from September 2009 are £3195. Fees must be paid by the first day of each term. If fees are not received by the first day, the School reserves the right to refuse entry. A full term's notice is required in writing before the removal of a girl. Alternatively, a term's fees must be paid in lieu.

■ Health Accidents

In the event of an accident the School will assess its seriousness and if possible our first-aid trained staff will deal with it in School. Should the accident be more serious we will try to contact you. If you are not available immediately, we will arrange for your daughter to be taken to A & E with a member of staff and we will continue to try to contact you.

If your daughter sustains a head bump/injury in school she will be given an 'I've bumped my head' sticker to wear so that teachers and parents know. Where appropriate, every effort will be made to inform you, or your daughter's carer, by telephone or at the end of the day. It goes without saying that if your daughter is distressed and/or if the injury appears to be serious, we will endeavour to contact a parent immediately.

Accident Insurance Scheme

As a member of IAPS we are able to offer a

low-cost insurance scheme covering personal accident to our pupils.

The termly premium of £5.95 is provisionally charged to fee accounts and cover will be assumed unless the School receives written notification to the contrary in advance of the beginning of the term. Cover will extend from the first day of the first term and will then be continuous.

The School derives no benefit from the insurer. Details of the Insurance Scheme Cover are given to new parents with their first fee account.

Allergies

Please advise the School if your daughter is allergic to anything. Initially this should be put on the entry form, but we do need to be updated should she develop any new allergies.

Some children have a severe allergic reaction to nuts. We therefore request that no nuts or products containing nuts are included in your daughter's lunch box or birthday cakes shared with the class.

Epipens

One should always be in the office and one should be kept with your child. Please ensure that they are kept up to date.

Asthma

Wilberforce House

Children with asthma should bring in their asthma medication, clearly marked with their name, at the beginning of the school year. It

will be kept in the office. This will mean that they will have access to it at all times under the supervision of designated staff. If they leave the building (e.g. for swimming or a day trip) their teacher will ensure that the medication is collected and taken with them.

Spencer House

All children with asthma should have an inhaler with them at all times. They should also bring in a spare inhaler, and spacer if necessary, clearly marked with their name. This is in case they forget to bring in their own any day. These will be kept in the office. If they leave the building (e.g. for swimming, athletics or a day trip) the girls must ensure that they have their medication with them.

At the beginning of the year the school secretaries will check that the capsules for the inhalers they keep in their offices have not passed their "use by" date.

Emergency Contact

The School holds an emergency contact form for each child. Please make sure that the School always has your most recent telephone number, mobile number and any other contact details.

First Aiders

There are staff qualified in First Aid on both sites.

Headlice & Threadworm

From time to time we have outbreaks of these unfortunate complaints. If your

daughter is affected please notify the School. We will then be able both to give you any up to date information we may have and also to advise other parents to check their own children.

Please do not send your daughter to School unless she has been treated and is clear. The School has electric 'robi-combs' at both offices – please see the School Secretary at your daughter's House if you would like to borrow one. If your daughter is found to have lice in her hair at School you will be asked to collect her from School and keep her at home until her head is clear.

Hearing & Sight

If you have any doubts about your daughter's hearing or sight please arrange for her to be tested and keep her Form Teacher informed. The Study does not organise medicals or hearing and sight tests.

Medicines

Any prescribed medicines which girls have to bring to School should be handed to the School Secretary. She will ask you to complete a form explaining the dosage and giving permission for the School to administer the medicine. The School will not give any medication, including non-prescribed medicines, such as Calpol, without written consent from the parent.

Veruccas

If your daughter has a verucca she must keep it covered when she goes swimming.

Homework & Link Book Homework

Pre-Prep

Girls in Reception and Year 1 will bring home their reading book and occasional homework. Their Form Teacher will advise you on this. In Year 2, apart from reading, the girls have two pieces of homework each week.

Prep Department

At all stages it is hoped that parents will encourage their daughters to read a little every evening, either out loud to an adult or quietly to themselves. A daily maths exercise is set throughout the Department. The rest of the homework may comprise one or two subjects, depending on the activity. The following times for evening homework are approximate:

Year 3: 30 minutes

Year 4: 40 minutes

Year 5: 60 minutes

Year 6: 65 minutes

No formal homework is set on a Friday for the weekend, except in the Summer Term of Year 5 and throughout Year 6. However, there will be occasions when relatively small amounts of homework may be set, usually for subjects where no other regular homework time is allocated.

We ask parents to help their daughters develop good learning habits at home by providing a quiet, conducive working environment, checking that the required amount of time has been spent and to ensure

that homework is completed.

Link Book (Year 3 – Year 6)

Your daughter should have written all homework instructions in her Link Book and we expect this to be read and initialled every night by a parent or guardian. It is important that if your daughter is regularly spending a much longer or shorter time than the set amount, you let her Form Teacher know. The Link Book is also used for day-to-day messages. Girls' achievements are listed at the back of the Link Book and debits, credits and merits at the front.

Learning Support

Regular formal and informal assessments are carried out throughout the School. If we are concerned about the progress of a particular child, individual assessments in School may be carried out by Mrs Lawrence, our Learning Support Coordinator, following discussion with the form teacher and parents. In Years 1 and 2 we have learning support groups for English and in other years teaching assistants provide extra support.

It may be recommended that a pupil has an individual lesson during the school day with one of our specialist learning support teachers. This is an extra cost, billed directly by the teacher. We may advise referral to a qualified professional for a more specific diagnostic test. Parents arrange the test, settle the fee direct and receive a written report. We will then discuss together how best to implement the appropriate action.

■ Lunch, Snacks, Milk & Drinking Water

Milk

This is available to all children throughout the School. The cost is added each term to the fee account. It is regretted that no refund can be made in the event of your daughter being away due to illness. Half a term's notice is required of cancellation. Milk is drunk during morning break.

Lunch & Break

All girls should bring a packed lunch in a named box and something for break to School each day. The School has a healthy eating policy and sweets, chewing gum and chocolate bars are not allowed. Please adhere to our nut free policy too. Drinks should not be in glass bottles or cans. The School is unable to refrigerate lunch boxes so please choose food accordingly.

Water

Drinking plenty of water enhances learning. We have water fountains at School but we also encourage girls to bring in water in a plastic sports bottle, which they may have in class. Bottles should be clearly named and filled with water only.

■ Music & Voice & Speech

Choirs

There are four choirs, two at each House. Only one of these, the Chamber Choir has a

selection criterion. Choirs meet at breaks and Chamber Choir meets after school.

Instrumental

The Study has a full orchestra at Spencer House, which is open to Year 3 girls as well. Other musical groups meeting at Wilberforce & Spencer Houses include jazz, guitar, recorders, violin and cello, brass, theory and music technology.

Recorder

Recorder tuition is built into the curriculum (Year 2). Girls will need to purchase a Dolmetsch descant recorder (plastic), available from the School Uniform Shop.

Peripatetic Music Lessons

Individual lessons generally begin in Year 2. If you wish your daughter to be added to the waiting list for instrumental lessons, please direct a letter to Mrs Brown, our Director of Music who will then contact you when a place becomes available. Should you wish to discontinue lessons half a term's notice in writing is required within the first week of that half term or alternatively fees are payable in lieu. Girls are withdrawn from lessons and breaks throughout the day, usually on a rotating schedule, in order to attend their individual music tuition and, because of this, it is recommended that your daughter only take one instrument unless she shows exceptional aptitude. Daily practice is expected, as is participation in the various ensemble opportunities on offer. We

have a fully qualified staff of visiting music teachers and can offer the following tuition:

Instrument	When Girls Start
Violin / Viola	Year 2
Piano	Year 2
Cello	Year 2
Classical Guitar	Year 2
Flute	Year 3
Clarinet	Year 3
Cornet / Trumpet	Year 3
Harp	Year 3
French Horn / Trombone	Year 4
Saxophone	Year 4
Singing	Year 4

The cost for 10 half-hour lessons is £160 per term, payable directly to the visiting music teacher. The number of lessons will vary from term to term, depending on the length of the term, but your daughter will receive at least 30 lessons over the year. We have some instruments to hire from school with rates varying according to the instrument. Should we have none available, music staff can advise on other hiring sources.

Associated Board Exams are offered internally on a termly basis.

For choirs, groups and individuals alike, lunchtime concerts and assembly performances are held regularly throughout the year in addition to more formal performance opportunities.

Voice & Speech Lessons

(Year 4 – Year 6)

Girls are offered the opportunity to begin peripatetic 'Voice and Speech' sessions when they start at Spencer House. The sessions prepare the girls for the LAMDA exams (London Academy of Music and Dramatic Arts). There are ten sessions per term and each session lasts 30 minutes, with a maximum of four girls in a group. The cost is £80 per term, payable directly to Miss F Cruddas. If you wish your daughter to be added to the waiting list, please put your request in writing to Miss Cruddas. You will then be contacted when a place becomes available. Half a term's notice in writing is required if your daughter wishes to give up lessons.

■ Parental Contact Appointments

If you would like to make an appointment to see the Headmistress, Deputy Head, Curriculum Coordinator or Bursar, please telephone the Secretary at your daughter's House.

It is usually possible for Pre-Prep parents to have a quick word with their daughter's Form Teacher before registration in the morning. Once your daughter has settled into her new class, please do not come into the classroom unless you have an important message, as this disrupts the other children in the class and stops the Form Teacher from settling the children down. You are welcome to make an appointment for before or after school if you

wish. Reception parents are welcome to settle their children into the classroom for a few minutes in the morning for the first few weeks.

Parents' Evenings

A Parents' Consultation Evening with teaching staff is held during the Autumn Term to which we encourage all parents to attend. Parents are welcome to attend an optional Parents' Evening following receipt of their daughter's report in the Spring Term to discuss any matters arising. In the Summer Term reports are sent home about two weeks before the end of term so that parents have the opportunity to make an appointment to discuss the report should they wish to do so. However, please do not wait for a Parents' Evening if you have any concerns, but make an appointment to see the relevant member of staff.

Reports & Evaluations Reports

Girls in Year 1 to Year 6 receive a core subjects report (English, Maths and Science) in February (in December for Year 6) and a full report in June. Reception reports reflect the Foundation Stage six areas of learning and are sent home in December and June.

Evaluations

In the Prep Department there are twice yearly evaluation tests in the core subjects (English, Maths and Science) in the first half of the Spring Term and in the Summer Term.

The results are recorded on the formal reports and sent home to parents. Please note the evaluation papers and scripts are not released. Year 6 evaluation tests take place in the Autumn Term prior to Common Entrance. Reading, Spelling and Verbal and Non-verbal Reasoning tests are set at appropriate times to monitor progress.

Prize Giving

At the end of the school year parents are invited to:

Pre-Prep End Of Term Assembly

This is an event for parents of girls in Reception, Year 1 and Year 2. It is held at the end of the Summer Term in the Hall at Wilberforce House. Tickets are not required and full details will be given to parents before the event.

Prep Prize Giving

This event takes place on the last day of the Summer Term for girls in Year 3 to Year 6. It is a formal occasion and tickets are required. Full details will be given to parents before the event.

School Council

The School Council provides an opportunity for the girls to feel part of the decision making process and involved in improving school life for everyone.

Class representatives are elected each term and meetings are held regularly at both houses.

School Hours & Attendance

School starts at **08.45** promptly each day and we expect girls to be in their classrooms at this time.

Wilberforce House

Girls may be left in the hall from **08.15** where they will be looked after by a member of staff.

Parents should not wait with their children in the hall. If you wish to see your daughter into her classroom please do so from the playground at **08.30**. Classrooms and cloakrooms are not open before then. After 08.30 all girls should enter their classrooms from the playground and should be collected at the end of the school day at the same door.

Spencer House

Girls are allowed into their classrooms at **08.30**. They should enter the School via the playground and through the cloakroom. If they arrive before **08.00** for a lesson they should ring the front door bell. The School can accept no responsibility for girls left before **08.00** when a member of staff comes on duty in the playground. At the end of the day girls leave from the main front door.

School Finishing Hours

Reception and Year 1: 15.15 (except on Fridays when Reception and Year 1 finish at **12.30**. Please make sure your daughter is collected promptly.)

Years 2 to 6: 15.30

It is important that you always make adequate arrangements to collect your daughter at the correct time at the end of the day. We occasionally have cases of "unclaimed" children with no explanatory message which is very upsetting for the child.

Absences

Doctor/Dentist etc. Where possible we would prefer you to make appointments for the doctor, dentist etc., during the school holidays or outside school hours.

The DCSF has issued regulations about how we mark a pupil's absence from School. All absences must be recorded either as 'authorised' or 'unauthorised'.

Illness

If your daughter is ill you should telephone the secretary at your daughter's House before 08.45 on the first day of absence - then it will be marked as authorised.

Other

For any other absence permission in writing must be granted by the Headmistress before it will count as authorised absence.

Holidays

Please do not arrange family holidays during term time or to co-incide with the first or last days of term. Term dates are available well in advance on our website and in date lists which are sent out regularly.

■ School Plays & Class Assemblies

The School organises plays and class assemblies to which parents are invited. Details will be sent to parents as appropriate.

■ School Uniform & Appearance

- Overalls should be taken home regularly to be washed.
- Gym bags should be taken home at the end of term and at half-terms, the contents washed and returned on the first day of term.
- Please ensure that your daughter has the correct PE kit (see Uniform List) and that all items, including shoes, fit correctly.
- All items of uniform should be clearly marked with your daughter's name (name tapes, not hand-written please). Any unnamed clothing which has not been claimed from 'Lost Property' before the end of each half-term will be disposed of or sold.
- From Year 3 each item of PE Kit and the art overall should have a large ID name tape sewn onto the outside, as indicated on the diagram available from the school shop.

Jewellery

Should not be worn in School with the exception of official medical bracelets and small plain stud earrings. Watches may be

worn by girls from Year 3 upwards – these must be named. Nail polish may not be worn.

Summer Uniform

This may be worn from Easter until the Autumn half-term, depending on the weather, but must be worn for the second half of the Summer Term.

Winter Uniform

This is compulsory from the Autumn half term and for all of the Spring Term.

Uniform Shop

School uniform is sold from the School shop which is located at Wilberforce House. The shop is open every Tuesday and Thursday during term time between 15.00 and 16.15. The shop is also open at specified times during the end of the Summer Term and before the beginning of the Autumn Term – parents will be notified. Parents may complete an order form if they only require a few items. This form can be downloaded from the website. It should be handed in at the office at your daughter's House. Orders will be given directly to your daughter up to 7 days after the receipt of the form. Any items ordered this way will be charged to your fee account.

■ Sports Activities

All girls must wear the appropriate games kit. No earrings or watches should be worn. If your daughter is unable to take part in a

PE lesson please send a note to her PE Teacher.

Pre-Prep

Swimming Year 2 (Summer term)

Ballet All year

Dance Spring Term

Games – ball skills, team games All year

Gymnastics Autumn and Spring Term

Athletics Skills Summer Term

Rounders Skills Summer Term

Prep

Swimming Year 3 All Year

Years 4-6 Autumn & Spring Term

Netball Autumn Term

Hockey Spring Term

Rounders Summer Term

Short Tennis Year 3 Summer Term

Tennis Years 4-6 Summer Term

Gymnastics Autumn & Spring Term

Athletics Summer Term

Mouth Guard

When girls are playing hockey it is compulsory that they wear a mouth guard, which parents should supply. Mouth guards are available in the School Shop.

Offsite facilities are used for various activities including

- Wimbledon High School Swimming Pool
- West Side Tennis Club, Wimbledon
- Oberon Playing Fields, Wimbledon
- Wimbledon Club, Wimbledon

Inter-School House Events

Inter-school house events usually take place at least once a term.

Prep Department Sports Clubs and Matches

We run a variety of after-school sports clubs for girls in the Prep Department. The clubs offered vary from term to term.

Regular friendly and competitive sports fixtures are organised against other schools. We also take part in schools' tournaments and local and national competitions. Parents are usually welcome to watch home and away matches.

Sports Day

Sports Day occurs once a year in the Summer Term. All parents are welcome. Full details will be given to parents before the event.

Swimming

Girls from Years 2 to 6 swim. Swimming hats must be worn. Normally if your daughter is well enough to be in School, she is well enough to swim. If she is unable to swim for one lesson, a letter must be given to her PE teacher explaining the reason. If it is likely that she will not be fit to swim for more than one lesson, please send in a doctor's letter.

NB: Swimming is taught by a qualified swimming teacher who has a lifesaving qualification.

■ The Study Association

The Study Association is an informal association of parents, which was set up to assist the School in organising social events. The funds raised are donated to the School to purchase 'extras' for the girls and to the charities the girls and staff have chosen to support. It is not a parent/teacher association. Each class has a representative who attends termly meetings of the Association. Parents can contact the Association via the School website or the boxes, either at Wilberforce House (by the main hall above the lost property box) or at Spencer House (outside the office). The Study Association has a board at each House to display information. The Association is run on a very relaxed basis and welcomes the help and support of all parents. Further information about the Association can be found on our website.

■ General Information

Class Address Lists

Address lists for each Year Group are given out at the beginning of the Autumn Term. Copies are available from the School secretaries. If you do not wish to be included please contact either of the School offices. Please note that these address lists are strictly confidential and must not be passed to a third party.

Coaches

The Study uses only reputable coach companies who have fitted seat belts in their coaches.

Helping Others

The Study sponsors a different charity each term and speakers are arranged to come into School to talk to the girls. Girls are encouraged to bring a small amount of charity money to School every Thursday and fund raising events are held regularly, often organised by the girls. We aim to support a good balance of local, national and international charities.

Minibuses

The Study places great importance on the safety of its minibuses. Both our 16-seater minibuses are fitted with all the key safety features to meet the latest legislative standards.

Party Invitations

These will only be given out by the Form Teacher at School if there is an invitation for every girl, in order to avoid embarrassment to girls not included.

Birthday Cakes

The School will be pleased to help celebrate your daughter's birthday. Please bring in individual small cakes for the class if you wish. However, please remember to adhere to our nut free policy and be aware of any food allergies within your daughter's class, eg, dairy products.

Money

Girls should only bring money into School for 'Giving Day' on Thursdays, unless notified otherwise.

Newsletters & Weekly Updates

The Update is published every Friday. It is essential reading for all parents, providing you with all the information about the week ahead – club changes, PE fixtures, outings etc. Please download your copy from our website, ask at either Office for it to be emailed to you, or request a printed copy. The Newsletter is published at the end of every term and your daughter will bring home a copy. It contains school news and reports of special events in and out of school.

Parking & Road Safety

We would like to remind you of the School's policy and advice on parking. This has been drawn up primarily with the safety of your children in mind – as well as with consideration for our neighbours – and to allow for a free flow of traffic around the School at peak times.

- Please do not park across driveways, on bends with the car sticking out in the road or on the narrower stretches of road.
- Never park on the zig-zag yellow lines. It is illegal and dangerous as it blocks the line of vision when crossing.
- Please do not park on the pavement - small children are not easily seen and pedestrians are forced onto the road.
- Children should be let out onto the pavement and supervised as they cross the road.
- We would advise that you do not leave small children unattended in your car.

Wilberforce House

- Please approach Wilberforce House via the Causeway, not along West Side Common.
- Whenever possible park on the Causeway or West Side Common and walk the short distance to School. (On leaving, parents can loop round without entering Camp Road at all).
- If entering Camp Road please follow the unofficial one-way system – in from Camp Road and out via West Place. However please remember that non school drivers do not know of the unofficial one-way system.
- Please do not park near the hardstanding of Camp Farm
- Where possible please organise trips to the School with other parents. One extra person in each car halves the number of cars.
- Please leave ample space for emergency vehicles at all times.

Spencer House

- There is an unofficial one-way system in Peek Crescent - in from Parkside Avenue, out from Marryat Road - between 08.30 and 08.45, and 15.25 and 16.45. However please remember that non school drivers do not know of the unofficial one-way system. Please ensure that any person dropping off or collecting your daughter (s) is aware of this advice.

School Photographs

Individual photographs and class photographs are taken in alternate years. Whole School photographs are generally taken every 3 years.

Second-Hand Uniform

The Study Association runs the second-hand uniform shop and holds sales termly and at the beginning and end of the summer holidays.

Senior School Entry

You will be provided with full information regarding senior school entry at 11+ at the appropriate time. In addition the Headmistress is always available to help and advise. Generally speaking, girls should be registered for boarding schools when they are in Year 4 and Year 5. Senior day schools do not require registration until the Autumn Term of their final year at The Study (Year 6).

Shuttle Bus

A shuttle bus operates at 15.30 during term-time to take Year 2 and Year 3 girls to meet older sisters at Spencer House. If there is room on the shuttle, this service is offered to girls in Year 1 too. Eligible girls will be notified. If your daughter uses this facility it is very important that you inform the Wilberforce House Secretary of any changes as soon as possible so that we can keep the register up to date.

Telephone Messages

Please do not telephone the school with after-school arrangements unless it is an emergency. Arrangements should be made before the start of the school day and your daughter should know who will be collecting her. Similarly we do not allow children to ring home for missing homework, PE kit, musical instruments etc on arrival at school. Please encourage your daughter to be organised.

Toys

Reception and Year 1 girls may bring one small toy or book to School on Fridays. Books must be named.

Website

www.thestudyprep.co.uk

On our website we have a protected area for parents and you will be given a password to access this area. As well as being able to download our Weekly Update, our Diary and letters and forms sent home, you will find lots of helpful school information. We hope you will find our website extremely useful and please do not hesitate to make suggestions about what else you would like to see on it. Please give suggestions to the Deputy Head, via either of the school offices.

School Rules

We expect everyone at The Study to be kind, courteous and considerate at all times. Below are some rules to ensure our school is a safe and happy one:

- Be in your classroom by 08.45 at the latest.
- Walk in single file along the corridors and on the stairs and keep to the right.
- Always hold open the door for the person behind you, and for visitors.
- Wear the correct school uniform. Shoulder length hair should be tied back with the correctly coloured band or ribbon.
- All school clothing and possessions should be clearly named. Shoes and trainers should be marked with indelible ink. Should there be any un-named uniform left at the end of term it will be given to charity.
- Keep any money in a named money belt or give to your form teacher.
- No jewellery should be worn in school (with the exception of official medical bracelets and small plain stud earrings). Make-up and nail varnish are also inappropriate for school. Girls from Year 3 upwards may wear a named watch.
- Books should be brought to School in a school book bag (Pre-Prep) or rucksack (Prep). Swimming things should be brought in a waterproof bag (not plastic carrier bags).
- Always hand in your homework at the correct time. In the Prep Department if you have a good reason for not completing homework your parent should write a note in your Link Book. Your Link Book must be signed every evening by an adult.
- Go outside promptly at break times, except when it is raining or you are attending extra lessons or clubs with a member of staff. Normally if you are well enough to be in school you are well enough to go outside.
- Mobile phones should not be brought into school unless needed for security reasons. In that case they should be handed in to the office on arrival at school and collected on the way out.

Academic Year 2009-2010

Autumn Term 2009

Starts Monday 7 September

Half-term Monday 19 – Friday 30 October

Ends Wednesday 16 December (half day)

Spring Term 2010

Starts Tuesday 5 January

Half-term Monday 15 – Friday 19 February

Ends Friday 26 March (half day)

Summer Term 2010

Starts Tuesday 20 April

Half-term Monday 31 May – Friday 4 June

Ends Pre-Prep Dept. Tuesday 13 July, 15.15

Ends Prep Dept. Wednesday 14 July, 12.30



Preparatory School Wimbledon

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London SW19 5ER

020 8946 2684

Wilberforce House

Camp Road, Wimbledon Common

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020 8947 6969

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