



The Study  
Wimbledon



# School Handbook

[www.thestudyprep.co.uk](http://www.thestudyprep.co.uk)



# Welcome

Welcome to The Study Preparatory School, Wimbledon. 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 may need without swamping you with too much! It is organised in alphabetical order for ease of reference. Please ask at either office, or look on our website, if there is anything else you need to know: [www.thestudyprep.co.uk](http://www.thestudyprep.co.uk)

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## AIMS AND ETHOS

Statement of our Aims and Ethos

### Ethos

The School fosters academic and creative achievement while nurturing well-rounded, confident, caring girls with a love of learning, a broad outlook, good manners and a real zest for life.

### Aims

- To provide a stimulating, challenging and exciting environment which is also calm, happy and secure.
- To set the girls on the road to lifelong learning by inculcating a love of knowledge and by equipping them with skills for their future study.
- To enable girls to work together harmoniously, developing a sense of responsibility towards others in the school community and in the wider world.
- To provide an environment in which girls can develop their self-confidence and interpersonal skills.
- To give each individual the opportunity to develop her talents and abilities.

**We also aim to prepare girls effectively for the next stage of their education by providing:**

- A stimulating and vibrant learning environment.
- A challenging, broad, balanced curriculum designed to maximise the potential of each individual, including those with particular gifts and talents.
- Opportunities for girls to develop the skills and knowledge that they will need in their future study.
- Targeted support for girls with special needs and/or specific learning difficulties.
- A culture in which all staff aim to know each girl as an individual in order to meet her pastoral needs and develop her self confidence in a happy, secure environment.
- Opportunities for girls to develop their confidence and to acquire excellent communication, interpersonal and presentational skills.

- The best chance possible of achieving a place at a senior school that can cater for their talents and abilities.
- Opportunities to exercise responsibility.

## ASSEMBLIES

Assemblies are held four times a week at Wilberforce House and Spencer House.

They usually comprise a hymn, a story or discussion point and a prayer, often connected to our value of the month. All girls are expected to attend. We regularly welcome speakers representing charities, various faiths etc. at our assemblies. As well as having a weekly Rewards Assembly at each House, we like to celebrate the girls' achievements outside school and they may bring in certificates and awards to be presented.

## ATTENDANCE AND ABSENCES

### Attendance

Registration is at 08.40 at Spencer House and 08.45 at Wilberforce House. Girls should be settled in their classrooms by this time.

### Absences

#### Illness and Other Reasons

If your daughter is ill or unable to come to school for any other reason (or is running late), email or telephone the school by 08.30: [absence@thestudyprep.co.uk](mailto:absence@thestudyprep.co.uk); 0208 947 6969, ext. 3. Please contact us every day of your daughter's absence from school. Any unexplained absence will be followed up.

#### Doctor/Dentist/Other Appointments

Where possible, please make medical or dental appointments during the school holidays or outside school hours. If this is unavoidable, please inform the school office as far as possible in advance. Please also inform us of any other appointment, for example, school interviews and external examinations.

#### Leave of Absence during Term Time

- Please avoid taking your daughter away from school or on holiday during term time as this causes considerable disruption to her education and also to the education of others in the class.

- Leave of absence must be recorded as 'authorised' or 'unauthorised'. Leave is authorised at the discretion of the Headmistress and is not an automatic right of parents. Parents should write to or e-mail the Headmistress to request this as far in advance as possible. Specific family reasons will be considered seriously as we wish to support any exceptional circumstances beyond the family's control.
- If leave of absence is granted, parents should be aware that teachers are not responsible for setting work that their daughter may miss, or for supplying homework. Written homework normally follows directly from the teaching which has been done in class and therefore is difficult to set in advance.
- We are obliged to inform our Local Authority if there is a failure to attend school regularly or in the event of ten days or more unauthorised absence.

## BEHAVIOUR, REWARDS & SANCTIONS

Kind and courteous behaviour is expected at all times. Discipline at school is based on 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.

Please read our Behaviour Policy.

### Anti-Bullying

Bullying is not tolerated at The Study and it is taken very seriously. It may be difficult to detect bullying and we would urge any parent or child to inform us if they are concerned. In turn, we would contact the parents of girls involved. Please read our Anti-Bullying Policy.

### Golden Rules

The girls at Wilberforce House and Spencer House have drawn up their own set of Golden Rules to encourage positive behaviour around the school. They are clearly displayed in the Hall at both Houses and are regularly referred to in assembly.

### Golden Time

Each week, each class has a 'Golden Time' period. This is a reward for positive behaviour in work and play throughout the week. 'Golden Time' may be lost for inappropriate behaviour or a poor attitude to work.

### House Points

Girls are awarded house points for positive behaviour, for example particular acts of thoughtfulness, kindness or showing initiative, and for good effort and achievement in work. Girls earn points for their House as well as for themselves. At Spencer House, house points are recorded in the girls' link books.

### Playground Rules

Girls at both Houses have drawn up their own set of Playground Rules. They are clearly displayed in both playgrounds.

### Rewards Assembly

There is a Rewards Assembly each week at both Houses. Star badges are awarded to mark achievement and effort in both school work and behaviour.

### School Rules

A list of School Rules can be found at the back of this Handbook and in the Prep Department girls' Link Books. These rules are mainly health and safety ones.

## CHARITABLE GIVING

We support a different charity each term and speakers are arranged to come into school to talk to the girls. Fund raising events are held regularly, often organised by the girls. We aim to support a good balance of local, national and international charities and we welcome suggestions from parents, pupils and staff. In school, we only raise money for our nominated charities; however, if pupils raise money for other charities outside school, we like to celebrate this in assemblies.

## CLASS STRUCTURE AND CURRICULUM

### Wilberforce House

Pre-Prep:	Reception:	4–5 years
	Year 1:	5–6 years
	Year 2:	6–7 years
Prep:	Year 3:	7–8 years

### Spencer House

Prep:	Year 4:	8–9 years
	Year 5:	9–10 years
	Year 6:	10–11 years

## Curriculum

Our curriculum in Reception is based on the Early Years Foundation Stage. From Year 1, it is based on the National Curriculum, together with the additional requirements of day and boarding school entrance exams at 11+.

In Reception and Year 1, the girls spend most of their day with their form teachers and nursery nurses except for specialist lessons in Music, French, ICT, PE and Ballet. Swimming starts in Year 2 and continues in Year 3. In Year 3, the girls have a weekly drama lesson with our specialist drama teacher. From Year 3, Maths and English are taught in ability groups and gradually more specialist staff are introduced in the Prep Department. Please read our Curriculum Policy on the school website for full details.

Termly Curriculum Resumes are published on the website and parents are encouraged to support topics with additional information and resources which girls may bring into class.

## CLUBS

We run a wide variety of early morning, lunchtime and after-school clubs. These are chargeable when run by an external teacher or coach. Each term, we operate an on-line booking system for the early morning, after school and paid for clubs and details are sent home to parents and available on our website. Lunch time clubs are organised in school and all timetables are available on our website. Although the full clubs programme begins in the Prep Department, some clubs are available for Years 1 and 2. After school clubs finish at 16.30 (unless notified otherwise).

## COMMUNICATIONS

### Communications Overview

All communications from school (eg. letters, forms, the Weekly Update) are sent by email and are usually available to download from the parents' area of the website. Hard copies are always available in the school offices. Text messaging is used only to notify parents of last minute changes. Please let the school office know if your email address or mobile number changes.

### Parental Contact

If you would like to make an appointment to see the Headmistress, Deputy Head, Senior Teachers, Director

of Studies or Bursar, please telephone the secretary at your daughter's House. Urgent appointments are usually available at short notice or you may prefer to speak to the member of staff concerned on the telephone. You may email the Headmistress and Deputy Head directly on: [headmistress@thestudyprep.co.uk](mailto:headmistress@thestudyprep.co.uk) and [deputyheadmistress@thestudyprep.co.uk](mailto:deputyheadmistress@thestudyprep.co.uk)

For appointments with your daughter's form teacher, please email them directly. It is usually possible for Wilberforce House 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. Reception parents are welcome to settle their children into the classroom for a few minutes in the morning for the first few weeks.

### Emergency Contact

The School holds an emergency contact form for each child. It is imperative that we have your most recent telephone number, mobile number, email address and any other contact details.

### Staff Email Addresses

Staff email addresses are emailed to parents at the beginning of the academic year and are available on the parents' area of the website. Please only use email for short messages and do not expect an immediate response as staff are busy with teaching and other commitments.

Any pastoral issues or concerns should be communicated to your daughter's form teacher or the Deputy Head.

The Link Book is an important form of home/school contact in the Prep Department (please see Homework & Link Book).

### 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.

### Telephone Messages

We do not allow children to telephone home for missing homework, PE kit, musical instruments, etc., on arrival at school. Please encourage your daughter to be organised.

### **Website: [www.thestudyprep.co.uk](http://www.thestudyprep.co.uk)**

Our website is a useful source of information for both current and prospective parents. The homepage has the school's latest news (updated weekly), and other pages provide a range of information about The Study. There is a protected area for parents only, and you will be given the password to access this area. You may view and download our Weekly Update, letters and forms, lunch menus, fixtures sheets and plenty of other helpful school information that sits within the parents' area of the site.

### **School Calendar**

The parents' area also has the School Calendar, which gives you a monthly overview of important dates, assemblies, events, trips, etc. It is constantly being updated with new data, so please refer to it regularly, or you may subscribe to receive automatic calendar updates.

### **Social Media**

Parents can keep up with school news via the School's Facebook page and Twitter feed. Please note that staff may not accept parents as "friends" or "followers" on their personal social media accounts.

### **The Weekly Update**

The Weekly Update is published every Friday afternoon. It is essential reading for all parents, providing you with all the information about the week ahead – club changes, PE fixtures, outings, fund raising events etc. It will be emailed to you and is also available in the parents' area of the website.

## **DOGS AND OTHER ANIMALS**

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.

## **EVALUATIONS**

In the Prep Department, there are informal evaluations throughout the year where staff track and monitor children's progress. For Spencer House pupils, there is also a more formal evaluation in the core subjects (English, Maths and Science) in the Summer Term. The results are sent home to parents and there is an opportunity to speak with subject teachers about these

evaluations. 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.

## **GOVERNORS**

The Board of Governors is responsible for the overall conduct and strategic direction of the school rather than its day to day operation. The Chairman of the Governors may be contacted through the Secretary to the Governing Body and Bursar ([bursar@thestudyprep.co.uk](mailto:bursar@thestudyprep.co.uk)) or by letter: c/o The Study Preparatory School, Wilberforce House, Camp Road, London, SW19 4UN. A list of governors is emailed to parents at the beginning of the academic year and is also available on our website.

## **HEALTH**

### **Illness**

Please do not send your daughter into school if she is feeling unwell. If she has symptoms of diarrhoea or vomiting, she must remain at home until 48 hours have passed after her last episode.

### **Accidents**

In the event of an accident, our first-aid trained staff will assess its seriousness and if possible, will deal with it in school. Should the accident be more serious, we will 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 are aware. 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.

### **Allergies and Medical Conditions**

If your daughter is allergic to anything or has a medical condition, it is imperative that you advise the school and complete a Medical Health Form. We require you

to complete a Medical Health Form annually to keep our records up to date. This form may be downloaded from the parents' area of the website or is available from the school office.

Some children have a severe allergic reaction to nuts. Therefore no nuts, or products containing nuts, should be brought to School.

### **Antibiotics**

If your daughter is prescribed antibiotics, she must remain at home for 24 hours in case of an allergic reaction. She may then return to school and antibiotics may be given as prescribed, with a signed consent form (see Medicines below).

### **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 (eg. off-site PE 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 on any day. These will be kept in the office. If they leave the building (eg. for off-site PE or a day trip), the girls must ensure that they have their medication with them. The teachers will also check.

At the beginning of the year, the first-aiders on each site check that the capsules for the inhalers they keep in the school have not passed their "use by" date.

### **First Aiders**

There are staff qualified in First Aid on both sites.

### **Headlice & Threadworm**

From time to time, we have outbreaks of these complaints. If your daughter is affected, please notify the School. We will then be able 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. If your daughter is found to have lice in her hair, 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, including antibiotics, which girls have to bring to school should be handed to the school secretary. You must 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 paracetamol, without written consent from the parent. The form can be downloaded from the parents' area of the website, or is available from the school office.

### **Verrucas**

If your daughter has a verruca, she must wear a verruca sock when she goes swimming.

## **HOMEWORK & LINK BOOK**

### **Homework**

At the beginning of each academic year, you will be given information and guidance regarding homework for your daughter's year group. In the Prep Department, a copy of your daughter's homework timetable can be found in the Link Book. Relatively small amounts of other homework may also be set, usually for subjects where no other regular homework time is allocated, and this will be noted in the Link Book.

We ask parents to help their daughters to develop good learning habits at home by providing a quiet, conducive working environment, checking that the required amount of time has been spent and ensuring that homework is completed. If your daughter is regularly spending a much longer or shorter time than the set amount, please let her form teacher know, via email, in the Link Book (Prep Department) or in person.

### Link Book (Year 3 - Year 6)

This is an extremely important form of home/school communication so please ensure a parent or carer reads and initials the book every evening. Your daughter should write all her homework instructions in this book and it is also used for sending home day to day messages. Your daughter's form teacher checks the Link Book every morning so any message you have written in the book will be seen. House points are recorded in the Link Book.

## HOURS/SCHOOL DAY

### Wilberforce House

- School starts at 08.45 promptly each day and we expect girls to be in their classrooms by this time. Girls may be left in the hall from 08.15 where they will be looked after by members of staff. They should not be left alone in the Wilberforce playground before the school hall opens.
- 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.
- At the end of the school day, please enter via the playground and collect your daughter from her classroom door. Please wait by the playground gate until the school bell rings. It is distracting for the girls to have adults waiting outside their classroom before the end of the school day.

### Spencer House

- Girls may arrive at school between 08.00 and 08.30 where they are supervised in the playground until they go to their classrooms. They should enter school by the side gate.
- Unless she has an early morning club, please do not drop off your daughter at Spencer House, or leave her unaccompanied, before 08.00 as there is no supervision.
- The side gate is closed at 08.30. If your daughter arrives late, she should enter through the front door and report to the school office.
- If your daughter has an early morning music lesson or club beginning before 08.00, she should enter via the front door.
- At the end of the day, girls leave from the main front door and parents wait on the pavement outside the front garden.

### Breaks and Assembly

Please refer to our website for current timings of the school day, including lesson times, assemblies, breaks and lunch.

### School Finishing Hours

- Reception and Year 1: 15.15 (except on Fridays when Reception and Year 1 finish at 12.30)  
Reception and Year 1 girls may stay until an elder sibling is collected at 15.30, Monday to Thursday, by prior arrangement with their form teacher.
- Years 2 - 6: 15.30

Please arrange for your daughter to be collected promptly at the end of the day.

We occasionally have cases of "unclaimed" children with no explanatory message which is very upsetting for the child. Please arrange for your daughter to be picked up promptly after after-school clubs too.

If your daughter has a games afternoon at Beverley Meads, she should be collected from there at 15.30.

## HOUSE SYSTEM

Girls are placed in one of four Houses when they join the School: Archer (green), Farman (yellow), Roney (red) and Sidford (blue). Siblings are put in the same House. At Wilberforce House, the Houses are known by their colour. Our aim is for the House system to foster a great community spirit by encouraging girls from different years to meet and participate together. There are inter-house competitions throughout the school year. Girls earn house points for their House through our rewards system and the totals are announced regularly in assembly.

## ICT/ E-SAFETY

We help and encourage girls to be safe when using technology. We have a web filtering system to protect the girls online. We have a rigorous programme for girls, staff and parents to ensure that everyone is aware of the potential dangers presented by electronic communication and to give the girls the skills to protect themselves. This includes an e-safety contract between the school, the girls and parents; meetings with parents; and regular training for staff.

## INSPECTION

We are inspected by the Independent Schools Inspectorate (ISI) as part of the programme of regular inspections required by the Department for Education. Our most recent inspection report is on our website. If you prefer a hard copy, please collect one from the school office.

## 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 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 Maths 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 tutors. This is an extra cost, billed directly by the tutor. We review the necessity for these individual lessons regularly. Should parents wish to discontinue these lessons, half a term's notice is required, in writing, or fees are payable in lieu. 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 & DRINKING WATER

### Lunch & Break

School lunches and mid-morning snacks, including milk, are provided by the School and are compulsory for all entrants; they are paid for by the term. Parents will be asked for details of food allergies and intolerance or other dietary needs.

### Water

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

## MINIBUSES

The Study places great importance on the safety of its minibuses. They are used to transport the girls between sites as well as to transport them to and from our sports grounds at Beverley Meads, SW20.

## MOBILE PHONES

Spencer House pupils are allowed to bring mobile phones to school if they need them for travelling to and from school. However, they must be left in the school office during the day.

## MUSIC, SPEECH & DRAMA (LAMDA)

### Choirs and Instrumental

There are choirs at each House. Only one of these, the Chamber Choir, has a selection criterion. Our orchestra is open to girls from Year 3 - Year 6 and it usually meets once a week after school at Spencer House. We have a wide range of groups meeting at Wilberforce House and Spencer House, ranging from jazz, guitar, winds, recorders, violin, cello, brass, to musical theory, musical theatre, folk dancing and chamber music.

### Peripatetic Music Lessons

Individual lessons generally begin in Year 2, and occasionally earlier with agreement from our Music Department. If you wish your daughter to be considered for instrumental lessons within the school day, please email our Director of Music. 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.

To help support your daughter's practice at home, parents are able to make arrangements to sit in on lessons. This is especially encouraged for beginning and younger pupils.

We have a fully qualified staff of visiting music teachers and can offer the following tuition: violin/viola, cello, double bass, guitar, harp, flute, oboe, clarinet, saxophone, cornet/trumpet, trombone, French horn, euphonium, piano and singing. Please note, singing only begins from Year 4.

We have instruments to hire from school with rates varying according to the instrument. Piano pupils must have a suitable home instrument.

Associated Board Exams are offered internally on a termly basis.

A plan of performance opportunities is structured each year so that year groups, classes, ensembles, choirs and individuals can participate. These include formal concerts, informal recitals, music afternoons, plays and assemblies.

### **LAMDA: Speech & Drama Lessons**

Girls are offered the opportunity to take LAMDA lessons from Year 4. They have a weekly lesson and are taught in small groups. These lessons prepare the girls for the LAMDA examinations (London Academy of Music and Dramatic Arts).

At the end of Year 3 we send home a letter giving details about LAMDA, and how to apply for a place for your daughter. Girls can begin LAMDA lessons in any year at Spencer House. If you wish your daughter to be added to the waiting list, please email our Head of Drama.

### **Peripatetic Music and LAMDA Lessons**

Individual Music and group LAMDA lessons are mostly delivered by visiting teachers. Girls are withdrawn from lessons and breaks throughout the day, usually on a rotating schedule. There are some early morning and after school slots and usually priority is given to our older pupils. A maximum of two peripatetic music and LAMDA lessons are allowed in school (due to our already busy and varied timetable). Girls who show particular aptitude are encouraged to have lessons at home, or outside school, and our teachers can advise.

The cost is payable directly to the teacher each term. The number of lessons will vary, depending on the length of the term. 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. However, this does not apply if you wish to discontinue lessons at the end of the academic year, as long as we are informed in writing by the end of the Summer Term. (Girls working towards a LAMDA duologue or combined exam with a partner will need to continue until after the exam to avoid disruption.)

## **NO SMOKING POLICY**

Please adhere strictly to our no smoking policy. We do not permit smoking on the school premises or within the immediate environs of the school (outside the school gates or by the perimeter fence/railings).

## **NUT-FREE POLICY**

Please adhere strictly to our nut-free policy. For the safety and well-being of all our pupils and staff, if you are bringing food into school for any reason, please ensure you avoid any products which may contain nuts. If unsure about the ingredients of a product, please err on the side of caution and do not bring into school.

## **OPEN MORNINGS AND SCHOOL TOURS**

Regular school tours are held at Wilberforce House on a Tuesday morning and at Spencer House by appointment, primarily for prospective parents to meet the Headmistress and to view the school on a normal day. Wilberforce House parents are warmly invited to join a tour of Spencer House if they wish. We hold an annual Open Morning, usually on a Saturday morning in March; this is an event for prospective parents.

## **OUTINGS & RESIDENTIAL 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. Outings are chargeable to the school bill and a charge may be made for in-school visits to cover costs. Parents are asked to sign a blanket permission slip for outings at the start of the year and will be informed of individual outings and the costs involved nearer the time. This information is sent by email and will be on the parents' area of the website.

### **Residential Trips**

We organise residential trips for Year 4 and Year 6.

## **PARENTS' EVENINGS/MEET THE TEACHER**

There is a Meet the Teacher Meeting for each year group at the start of the Autumn Term. At this meeting parents will be given key information on the curriculum and routines for that year.

Parents have two opportunities to meet with their daughter's teachers during the course of the year. We operate an on-line booking system for these consultation meetings and parents are notified in advance. In

addition, there is an opportunity for Year 4 and Year 5 parents to discuss their daughter's evaluation results in the Summer Term. However, if you have any concerns, please do not wait for a Parents' Evening but make an appointment to see the relevant member of staff.

## PARENTS VISITING THE SCHOOL

Parents should always report to the school office on arrival in order to sign in and receive a lanyard to wear. Parents will be accompanied by a staff member when on school premises. Please always use the main school entrance rather than entering through the classrooms or playground.

## 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 ensure that any person dropping off or collecting your daughter(s) is aware of our advice.

### At both sites:

- Do not park across driveways, on bends with the car encroaching into 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.
- 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.
- Do not leave small children unattended in your car.

Please be considerate to our neighbours and other drivers when dropping off and collecting your daughter from school.

### Wilberforce House

At Wilberforce House parking within the school grounds is restricted to staff only. Where possible avoid entering Camp Road as it can get very congested at drop-off and pick-up times.

- Leave ample space for emergency vehicles at all times.
- 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.
- Do not park near the hard standing of Camp Farm.

Where possible please share the school-run with other parents. One extra person in each car halves the number of cars. Please also enquire about our mini bus shuttle service (see below).

### Spencer House

There is an unofficial one-way system in Peek Crescent - in from Parkside Avenue, out from Marryat Road - between 08.15 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.

We encourage the girls to take part in WOW (Walk once a Week), an initiative started by Merton Council to promote walking, cycling or scootering to school.

## PARTY INVITATIONS AND BIRTHDAY CAKES

Party invitations may only be given out at school if there is an invitation for every girl, in order to avoid embarrassment to girls not included.

If you would like your daughter's class to help celebrate her birthday in school with a 'treat', you may bring in individual small cakes or biscuits. Please do not bring in whole cakes which have to be cut at school. Please remember to adhere strictly to our nut-free policy and be aware of any food allergies within your daughter's class (by asking the form teacher).

## PHOTOGRAPHS AND PUBLICITY

Individual photographs and class photographs are taken annually. Formal whole school photographs are generally taken every three years.

Professional photographic shoots for marketing materials such as the school website, prospectus and annual Gazette take place on a regular basis, and these images are also used for editorial publicity as appropriate.

Unnamed images of your daughter will only be used in this way if you have given the School consent to do so by signing the Photographic Usage Consent Form. Should we wish to use your daughter's image for our brand advertising in the press, or a named photograph of your daughter, we will contact you and ask you for your permission in writing on a case by case basis.

The Headmistress will decide whether parents/carers can be permitted to take photographs and/or video recordings during school events. If permitted to do so, parents/carers may use these photographs/video for their own personal use only; they must not be circulated (including via the internet or social media).

## PLAYS & CLASS ASSEMBLIES

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

## POLICIES

All relevant school policies, including the Admissions Policy, the Anti-Bullying Policy, the Behaviour Policy, the Complaints Policy, the Curriculum Policy, the First Aid Policy, the Health and Safety Policy, the Learning and Disabilities Policy, the English as an Additional Language Policy and the Safeguarding Policy, are available on the school website. If you prefer a hard copy, they are always available from the school office, along with a full list of our policies.

## PRIZE GIVING

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

### **Wilberforce House End of Year Assemblies and Prize Giving**

There is an event for parents of girls in Reception, Year 1 and Year 2 and a separate event for Year 3 to mark their moving over to Spencer House. Both events are held at the end of the Summer Term at Wilberforce House. Tickets are not required and full details will be given to parents beforehand.

### **Spencer House Prize Giving**

This event takes place on the last day of the Summer Term for girls in Years 4 to Year 6.

It is a formal occasion and tickets are required. Full details will be given to parents before the event.

## REPORTS

All parents receive a written report of their daughter's attainment and progress at the end of the Autumn and Summer Term.

## SAFEGUARDING

We take very seriously our responsibility for safeguarding and promoting the welfare of all the pupils in our care. Please read our Safeguarding Policy and Anti-Bullying Policy which set out the policies and procedures we have in place. We will take appropriate action if we have concerns about a child's physical, emotional or social well-being and please do not hesitate to contact us if you have any concerns.

## 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.

## SENIOR SCHOOL ENTRY

Year 5 parents are invited to a Future Schools Talk by the Headmistress early in the Spring Term. They are then invited to see the Headmistress individually during Year 5 or the Autumn Term of Year 6. The school holds a biennial Senior Schools Evening with representatives from day and boarding schools. 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 the girls' final year at The Study (Year 6).

Our leavers' 'Destination School Offers' is published on the website and is also available as a hard copy from the school office.

## SHUTTLE BUS

A shuttle bus operates from Spencer House at 08.15 during term time to bring Wilberforce House girls to school. This service is available by request and is limited in numbers.

The shuttle bus also 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 the register is kept up to date.

## SPORTS (INCLUDING FACILITIES)

All girls must wear the appropriate games kit for all lessons and clubs. No earrings or watches should be worn.

If your daughter is unable to take part in a PE lesson, please email the PE Department: [pe@thestudyprep.co.uk](mailto:pe@thestudyprep.co.uk).

### Sports Facilities

The Study has its own sports facility with an all-weather surface and floodlights at Beverley Meads, Barham Road, Wimbledon, SW20 OET. This is used by the girls from Year 1 upwards for Games lessons, Netball, Hockey, Rounders, Tennis, Cross Country and Athletics. Swimming lessons take place at the Wimbledon Leisure Centre, Latimer Road, Wimbledon (Year 2 and Year 3). Ballet (pre-preps), Gymnastics and some PE skills lessons take place in the school halls and playground.

**Beverley Meads:** if your daughter's games lesson is in the afternoon, collection is from Beverley Meads. You will be notified at the beginning of the academic year.

### Mouth Guard – Year 3 Upwards

It is compulsory that girls wear a mouth guard for hockey lessons, which parents should supply. Mouth guards are available from the School Shop.

### 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 and the clubs timetable is published on the website. If the club is held at Beverley Meads, pick up will be from there after the club. 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 and details are sent in advance.

If your daughter is taking part in an off-site fixture, please let her know in advance if you intend to collect her from the fixture so that she can take her school bag with her. This will save you from making another journey back to school to collect the school bag.

### Sports Day

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

### Swimming

Girls in Years 2 and 3 have swimming lessons. 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 (or send an email). 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 qualified swimming teachers.

For further information about our PE curriculum, please refer to the website.

## STAFF LIST

A full list of current staff is emailed to parents at the beginning of the academic year and is also available on our website.

## TERM DATES

Term dates are available well in advance on the website and may be downloaded in hard copy. You are welcome to request a hard copy from the school office if you prefer. Please do not book holidays in term time. It is very disruptive to your daughter's education, and to the education of others.

## THE STUDY ASSOCIATION

The Study Association is an informal association of parents, which was set up to assist the school in organising social events. Any 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 (in the foyer) or in the Spencer House reception area. 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.

## UNIFORM & APPEARANCE

Please ensure that you read the School Uniform List (available on the website) and make sure your daughter comes to school in the correct uniform each day. Please also check 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). 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 and on the website. Any unnamed clothing, which has not been claimed from 'Lost Property' before the end of each half-term, will be disposed of or sold.

Please ensure your daughter's uniform is clean and shoulder length hair is neatly tied back.

### Jewellery

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/NEARLY NEW UNIFORM

School uniform is sold from the school shop which is located at Wilberforce House. The shop is open every Tuesday morning between 08.00 and 09.15 and Thursday afternoon between 15.00 and 16.15 during term time. The shop is also open at specified times at 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 is on the website, and orders may be placed directly from the website. Hard copy order forms may be downloaded or obtained from the school offices. Completed order forms should be handed into either of the school offices. Orders will be given directly to your daughter up to seven days after the receipt of the form. Any items ordered will be charged to your fee account.

### Nearly New Uniform

The Study Association runs the Nearly New Uniform Sales termly and at the beginning and end of the summer holidays. Dates may be found on the website and are published on The Weekly Update.

## VALUES-BASED EDUCATION

Our values-based education is embedded in everything we do at The Study in order to provide a positive and happy climate for teaching and learning, and to ensure our pupils grow up as happy, well-adjusted individuals with a strong sense of right and wrong and a willingness to help others. Each month we focus on a different value, which we publish on the Weekly Update and website. We encourage parents to reinforce the current value at home.

## 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 promptly for registration.
- Walk in single file along the corridors and on the stairs and keep to the left.
- 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 each half term it will be given to charity.
- 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 kit 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 and other electronic devices should not be brought into school unless needed for security reasons, or with special permission. In the case of mobile phones, they should be handed in to the office on arrival at school and collected on the way out.

## The Study Preparatory School

### Wilberforce House (Reception to Year 3)

Camp Road  
Wimbledon Common  
London SW19 4UN

### Spencer House (Year 4 to Year 6)

4 Peek Crescent  
Wimbledon Village  
London SW19 5ER

020 8947 6969

[www.thestudyprep.co.uk](http://www.thestudyprep.co.uk)



The Study  
Wimbledon

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Preparatory School for girls  
aged four to eleven