



KEBLE PREP

2024/25

PRE PREP PARENT HANDBOOK

Contents

Please click on the page you would like to view:

Welcome

The Aims and Ethos
Aims and Objectives
The Structure of the School
The Pre Prep Staff Team
Pre Prep Ethos

The Curriculum

Curriculum Ambitions
Nursery & Reception
Pre Prep Years 1 & 2
Homework
Curriculum Meetings
Learning Support

The School Day

Times of the Day
Breakfast Club
After School Club
Absence

Parking

Parking

Uniform

Uniform

Health and Diet

Bringing in Items From Home
Show and Tell
Lunch and Snack
Health and Medical

Communication & GPA

Contact with the Staff & Communication
Reporting to Parents
Photographs
Whatsapp Groups
Keble Parents' Association

Additional Opportunities

The House System
School Council
Our Wellbeing Dog

Policies and Diary

Useful Contacts
Policies
Term Dates

School Maps

School Map



Welcome



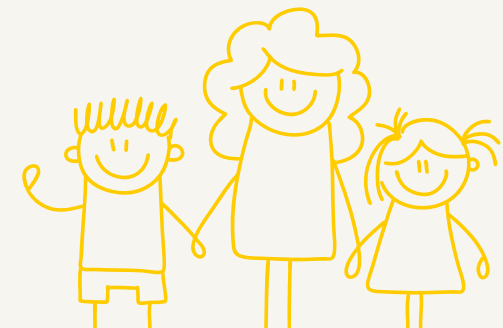
We welcome you and your child to Keble Preparatory School and particularly to the Pre-Prep.

The Pre-Prep includes our Nursery and Reception Class in our Early Years Foundation Stage (EYFS), Year 1 and Year 2. We look forward to working with you and forging a long and happy relationship with our school.

The first part of this handbook will give you information and guidance regarding the day to day running of the school, our values and staffing. At the back of the handbook you will find some of the school's guidelines and expectations and information from the Parents Association. This information covers statutory requirements as well as information that will contribute towards a smooth transition into our Pre-Prep.

We have no doubt you will get to know the wonderful Pre-Prep staff team and feel at home with us very soon. Please do feel free to discuss anything you are unsure of with us.

Miss Callaghan
Head of Pre-Prep



THE KEBLE PRINCIPLES

Probitas

Honesty

By 'honesty' we are concerned with decency. Specifically the individual's relationship with the world around them and how others may perceive them and their actions.

Working hard

Respecting the rights and property of others

Veritas

Truth

By 'truth' we are expecting the individual to be truthful, not just in relation to other people, but in being truthful with oneself.

Telling the truth

Keeping promises and honouring commitments

Puritas

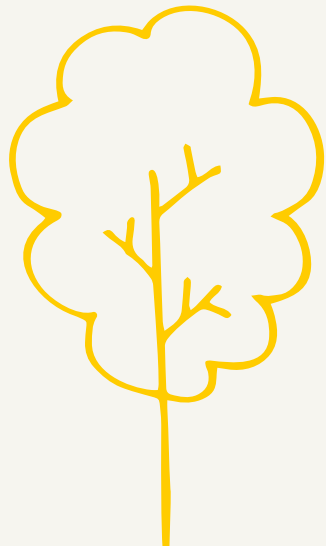
Purity

By 'purity' we mean the essential 'goodness' of the individual; being pure of heart and kind to others.

Consideration for others

Being self-reliant and setting high standards of oneself

Our purpose and school values remain the same; "Puritas, Veritas, Probitas" "being pure of heart, true to oneself, and honest"

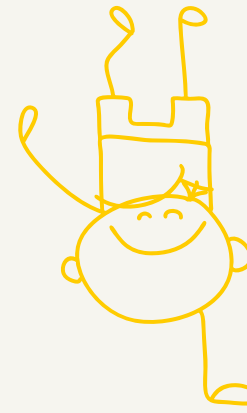


We aim for all Keble children to:

- Develop the personal attitudes, characteristics and self-belief to tackle any challenges in future life
- Enjoy their time at school
- Be recognised as individuals
- Develop good relationships and lasting friendships
- Recognise and celebrate diversity
- Understand and uphold the school values
- Acquire the skills, commitment and resilience to become successful, independent lifelong learners
- Take responsibility for leading themselves and others
- Contribute to the school and wider community
- Accept hard work and discipline as requirements for success
- Be prepared for the next stage of their education
- Use technology safely to enhance their learning

We aim for all Keble parents to:

- Receive high quality information, advice and guidance on their child's learning journey at Keble
- Demonstrate a commitment to supporting their child in their development
- Actively support and reinforce the school values
- Trust the staff team and work collaboratively to support your child's learning journey
- Have opportunities to provide feedback and contribute to making Keble the best school in North London



THE STRUCTURE OF THE SCHOOL

We have a full time Nursery class and classes across each year group from Reception to Year 8. There are approximately 20 pupils in each class, however, this varies across the year groups.

In Nursery and Reception class, each child is allocated a Key Person. At Keble Pre-Prep their Key Person is their class teacher.

Keble Pre-Prep includes the Nursery, Reception, Year 1 and Year 2 classes. Keble Prep includes Year 3, 4, 5, 6, 7 and 8.

The classes are named according to the Year group (R, 1 or 2) and the teachers' initials. Each class will have a range of ages and abilities.



THE PRE PREP STAFF TEAM

SENIOR LEADERSHIP TEAM

Headmaster
Mr Perran Gill

Deputy Hedteacher
James Fleet

Head of Pre-Prep
Miss Katie Callaghan

SENCO and Head of Inclusion and MAT
Mrs Moya Wright

TEACHING STAFF:

Head of Pre Prep
Miss Callaghan
BA Hons, PGCE

Nursery Class Teacher
Mrs P Dhinsa
BA (Hons), PGCE

Reception Class Teacher:
Miss L Halpin
BA (Hons), PGCE

Reception Class Teacher:
Mrs Mistry
BA (Hons), NPQML

Year 1 Class Teacher, Pastoral Lead and Reading Subject Leader
Mrs F Rahman
BA (Hons)

Year 1 Class Teacher
Miss H Davis
B.A NNEB

Year 1 Class Teacher
Miss H Howe
BAEd (Hons)

Year 2 Class Teacher
Miss S Abson
BA (Hons)

SPECIALIST SUBJECT TEACHING STAFF:

Music
Mrs C D'Amato
BA (Hons)

French
Mrs C D'Amato
BA (Hons)

PE
Mr B Calder
BA (Hons) PGCE

Computing

Mrs M Halley
N.N.E.B, B/S/L Stage 1

Art

Miss M Osborne
BA (Hons), PGCE

TEACHING ASSISTANTS:

Mrs J Paoli
Diploma in Child Care & Education

Mrs Delaney

Mrs M Halley
N.N.E.B, B/S/L Stage 1

Miss Osman
Level 3

Mr Tyrrell

Mrs P Gil
Level 3

Level 3 Student:
Miss Markowska

LUNCHTIME SUPERVISOR ASSISTANTS:

Ilgin

Youlla

CATERING STAFF:

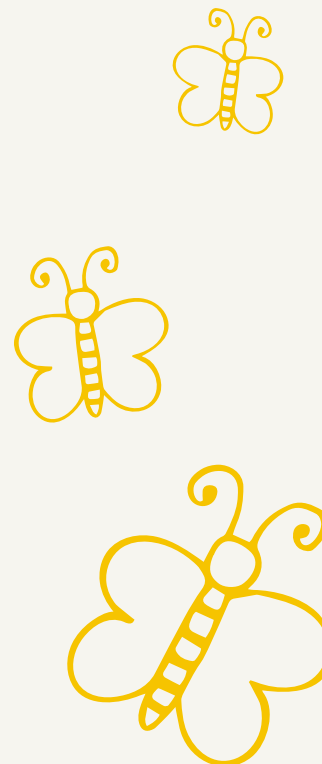
Ms Karina Pearson

Ms Natalja Diss

SITE MANAGER:

Mr J Field

Mr P Farebrother



PRE PREP ETHOS

All children are encouraged to have fun, explore, be curious, develop independence and have a life-long thirst for learning. We want our children to reach their full potential in a secure, enabling and nurturing environment where education enables investigation, creativity, awe and wonder with hands-on experiences. Our small class sizes give us a family feel. This allows us to get to know your child and ensure they feel valued as an individual, celebrating every successful step they take along their learning journey. Promoting the self-confidence and self-esteem of our children within a happy and caring atmosphere is central to the teaching and learning in our Pre-Prep.

'We offer a happy space, a growing space and a learning space.'

Miss Callaghan

“Children make excellent progress in communication, language and literacy”

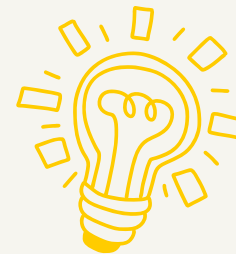
- ISI Inspection, February 2022



CURRICULUM

We offer a dynamic and well-rounded education that develops the abilities and enthusiasm of every child. We believe that the environment created at Keble allows all pupils to be academically challenged, whilst also instilling the social values and learning attitudes required to succeed in an ever changing world. Our pupils access a broad curriculum which places emphasis on their physical, creative, academic and personal development. This is delivered through a range of teaching strategies, coupled with the latest technology. All of this combines to make Keble a school where every pupil can achieve, succeed and grow.

CURRICULUM AMBITIONS



To bring out the best in each individual child to enable them to achieve their fullest potential

This is achieved by:

- Having high expectations of all pupils and having a firm belief that every child can succeed, no matter what their starting point
- Promoting a thirst for life long learning from a young age
- Promoting independence from the start of their school education
- Providing a broad and balanced curriculum with a breath of opportunities that enable children to enjoy learning new skills, knowledge and talents
- To provide children with the time to become confident with learning new skills and knowledge
- Providing enabling environments that enable children to achieve the best of their ability
- To harness children's interests as a catalyst to drive teaching and learning
- Having a robust and supportive transition between classes and Keble Prep to ensure children are ready for their next stage of learning

To develop resilient learners who embrace challenge and have effective problem solving skills

This is achieved by:

- Nurturing children to develop secure and healthy wellbeing through a plethora of PSHE opportunities threaded throughout the curriculum
- Teaching children to have a growth mindset
- Promoting the ethos of 'never giving up'
- To educate pupils about role models to set high expectations about achievement and success
- Working collaboratively in Keble House Teams to achieve a common goal



To develop proficient and effective communicators who have strong oracy skills needed for the 21 century

This is achieved by:

- Adults modelling high expectations of communication and language
- Introducing pupils to a range of ambitious vocabulary through high quality fiction and non-fiction texts
- Providing an array of opportunities threaded throughout the curriculum to practise oracy skills
- Engaging pupils in a breadth of extra curricular experiences to promote listening and speaking skills as well as boosting children's confidence

To promote equality and diversity to ensure all children understand life in Modern Britain and beyond

This is achieved by:

- Ensuring books used throughout our curriculum promote equality and diversity to enable children to learn about differences, similarities, tolerance and respect for each other
- Providing opportunities for children to learn about and celebrate their own and others faiths and cultures
- Working in close partnerships with our community for opportunities to embellish our curriculum
- Embed a culture of equality and diversity across all areas of the curriculum, including the learning environment

For all children to become environmental ambassadors by caring for the world around them and promoting sustainability

This is achieved by:

- Working in close partnership with parents, alumni and our local community
- Engaging our pupils in learning about the natural world and how to appreciate and respect it
- Ensuring our school is environmentally responsible, where possible
- Providing our pupils with hands on experiences to learn about our precious world and the difference they can make to caring for it, even from a young age
- Teaching children about local, national and global communities
- Teaching children about role models who care for the world around them

NURSERY AND RECEPTION

Our highly skilled Early Years team deliver a broad and balanced curriculum which enables children to develop the foundational skills and knowledge needed for their future learning.

The Early Years curriculum is underpinned by the principles of the EYFS, which involves embracing each unique child and supporting them on their learning journey. This is achieved through encouraging positive relationships in an enabling environment with play-based learning at its core. Early reading, writing and mathematics are entwined across all areas of the EYFS curriculum to provide a holistic education that ensures children develop into well-rounded individuals ready for a smooth transition into Year 1.

Learning and development is supported by enriching indoor and outdoor learning opportunities where children participate in child initiated and adult led activities. Our School's strong moral values ensure that children quickly learn the importance of self-respect, being courteous and kind; enabling them to build friendships and positive relationships with adults and peers.

PRE PREP YEARS 1 AND 2

Supported by a highly skilled team of Teachers and Teaching Assistants, learning in Years 1 and 2 goes beyond the National Curriculum. Teaching sessions are delivered to a high standard and include daily English and Maths practice. Other stimulating topics are taught through History, Geography, Science, Art, Design and Technology and PSHE sessions which encourage children to research, ask questions, problem solve and to be curious learners. The curriculum is supplemented with exciting and enriching specialist lessons such as PE, Music, Art and French.

Pupils engage in an array of enrichment opportunities outside the classroom including an abundance of clubs, trips, workshops and visiting speakers. Pupils also have use of our local environment to support their learning.

The children develop a better understanding of their own talents and interests, take pride in their achievements, and gain wider roles in the school community. Children are supported to become more independent as they prepare to transition into Year 3. They are also encouraged to be reflective learners with a growth mindset who embrace challenges whilst developing an understanding that success comes from hard work, persistence and resilience.

English

At Keble Pre Prep we appreciate the importance of developing a love for language and literacy from an early age. We do this by nurturing a love of early reading through weekly library sessions as well as high quality core books being used to fuel our curriculum. Children will be exposed to a wide range of literary genres including comics, magazines, newspapers, encyclopaedias, fiction and non-fiction texts to promote ambitious vocabulary across all aspects of the curriculum. We promote a love for early writing by motivating children to write through the use of our core books and hands-on experiences, ensuring children are ready for the next stage of their literacy journey in Keble Prep. Oracy also plays an important role in our English curriculum to promote confident speaking and listening skills at an early age.

Daily phonics sessions take place to support children with the foundations for reading. These follow the four part sequence of: Recap and review- teach-practise-apply

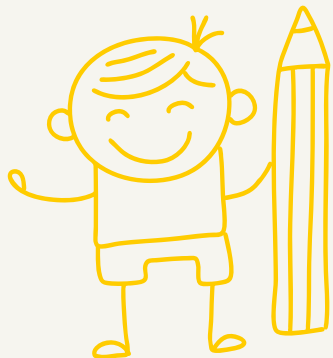
We endeavour to create active phonics sessions to promote rigour in early reading skills. Phonics is an approach to teaching some aspects of literacy, by developing pupils' knowledge and understanding of the relationship between written symbols and sounds. This involves the skills of hearing, identifying and using the patterns of sounds or phonemes to read written language.

Handwriting

Even in this modern age, with the increased use of computers, handwriting remains an important skill for communication in education, employment and in everyday life. Writing legibly, at speed and with little conscious effort allows a child to attend to the higher-level aspects of writing composition and content. This is important when assessments are based on written work, particularly in time- limited written examinations, which remain a major form of assessment for many formal qualifications.

At Keble Pre-Prep, it is our intention that all children take pride in their handwriting and presentation of their work. We aim that by the end of their time in the Pre-Prep, children will be growing in confidence with developing their cursive script, alongside printed and capital letters. We use Letter-join as our handwriting programme – it offers a structured and progressive approach that builds up in small, logical steps.

Please refer to The Handwriting Policy for more information.



Maths

At Keble Pre-Prep we recognise the importance of developing secure mathematical skills from a young age to enable our children to develop an understanding of the number system as well as being confident at problem solving. In Keble Pre-Prep, we use Maths No Problem to deepen children's mathematical understanding. We engage children in a range of manipulatives to support our children in developing mastery skills in early mathematics.

Computing

At Keble Pre-Prep, we recognise the important role that a high quality computing education plays in shaping children to be prepared for the digital world ahead. Our computing curriculum is threaded across our curriculum with links to mathematics, science, and design and technology. Our children are taught the principles of information and computation, how digital systems work, and how to put this knowledge to use through programming. At Keble Pre-Prep, this starts from when our children in the EYFS learn computing using programmable toys and iPads and then transition into Years 1 and 2 where children use a range of computer software to practise, rehearse and consolidate their learning. Children and staff also use SeeSaw to record aspects of their learning journey and the children are encouraged to use QR codes, created by the staff to support their learning across the curriculum.

French

We recognise the value of learning a language as a means of fostering pupil's curiosity to deepen their understanding of the wider world. French is taught by a specialist teacher in a developmentally appropriate, exciting and interactive way to enable children to express their thoughts, feelings and ideas. Learning another language helps our children to understand the value of communication.

Jigsaw

We recognise the importance of children developing healthy wellbeing habits from an early age to support them into adulthood. Jigsaw is used as part of our PSHE approach to enrich children's wellbeing by integrating emotional literacy, self-regulation, and social skills into the curriculum. One member of the Jigsaw family mascots live in each classroom to support the children with their learning journey. This is complemented by whole school participation in days that celebrate PSHE, for example, 'Children's Mental Health Awareness Week' .

Extra Curricular

Keble Pre-Prep offers a range of extra curricular activities to promote new interests and harness new skills and knowledge as well as encouraging children's ability to interact with new adults and children. Our clubs vary on a term to term basis to enable breadth of learning across all areas of learning. Specialist coaches provide activities throughout the year ranging from drama to cycling proficiency. Extra curricular activities are open to Year 1 and Year 2 children only. Parents will be able to book their child onto clubs at the start of each new term. Early registration is encouraged due to limited availability in each extra curricular activity. Communication regarding this will be shared from the school office. Occasionally, external paid clubs are offered for the Pre-Prep children, including Reception class.

Enrichment:

At Keble Pre-Prep, we value the importance of children having a range of hands-on experiences to deepen their understanding. We endeavour to plan a wide range of enrichment activities throughout the academic year to supplement learning across all year groups. These may include class trips to galleries or museums or visiting authors or drama workshops. We recognise the importance of inviting parents into school to build positive parental partnerships and would welcome the opportunity for you to share your skills and interests with the children to facilitate the curriculum.

Playtimes

When children are not in lessons they will be outside in the playground at playtime developing physical and social skills and enjoying free time whilst supervised by Keble staff. The children will need to bring appropriate clothing to school, including a waterproof coat, to enable them to enjoy all weathers.

Forest School:

We are delighted to introduce our Forest School Garden which is new for September 2024 thanks to the support of our parents association, KPSA. Our Forest School learning takes place in our newly designed Headmasters garden where the children across the Pre-Prep will begin to take part in Forest School activities throughout the year led by our Forest School Leader, Lucy Turner. Forest School learning will compliment the Pre-Prep curriculum and will teach children new skills and knowledge about the great outdoors.

HOMEWORK

Nursery:

There is no formal homework in the nursery although children will have the opportunity to take home regular library books to share at home. This will start in the spring term once the children are settled into nursery life. This aims to nurture a love of reading from an early age. The nursery children will be provided with 'Explore and Learn' activities throughout the year to help them to rehearse, practice and consolidate learning. These will be hands-on experiences for the children to take part in with their family to help instil a love for learning. These will also begin in the spring term.

Reception Class:

Reception children will have a range of tasks to help children to practise and rehearse learning at home. These will include:

- Weekly reading
- Weekly library books to share at home
- 'Explore and Learn' topic activities

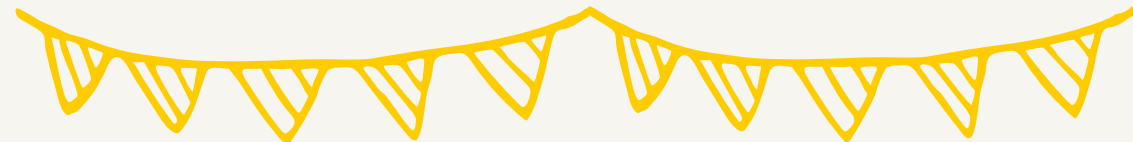
Year 1 and 2 children will have:

- Reading books
- Weekly library books
- Weekly spellings
- 'Explore and Learn' topic challenges
- In the summer term of Year 2, homework expectations will increase to prepare children for the transition into Year 3

A reading record is given to your child when they start in Reception Class. This is an important dialogue between home and school to support your child's progress in reading. We would appreciate your brief comments and signature each time you read with your child.

CURRICULUM MEETINGS

A parents curriculum meeting will take place at the beginning of the school year. Parents will be provided with detailed information and useful advice to support their children at home. The class teacher will share the daily routine and will share information around the thematic approach to the curriculum for your year group.



LEARNING SUPPORT

Our learning support team offers a nurturing environment where, at any stage of their learning, children may benefit from extra support to help them work to their individual strengths and achieve their personal best. Mrs Wright, is our dedicated SENCO and Head of Inclusion and MAT who will work closely with the Pre-Prep staff team to support children who are finding it difficult to access the curriculum for their age group. In the first instance, we encourage parents to discuss any concerns they may have with their child's class teacher. If we feel further support is necessary, this may be offered in a variety of ways to help your child with their learning. Parents will always be fully informed about this process.

TIMES OF THE DAY

Arrival times:

Nursery (full time)

Staggered start time between 8.30-8.40 am
(via Nursery classroom)

Reception Class

Between 8.30-8.40 am
(via Reception classroom at the start of the academic year and then through the main door of the Pre-Prep building)

Year 1

Arrival time 8.30 am
(via main door of Pre-Prep building)

Year 2

Arrival time 8.30 am
(via main door of the Pre-Prep building)

The door to the Pre-Prep and the Pre-Prep playground is staffed by members of the Pre-Prep team from 8.10 am to welcome the children in Reception Class, Year 1 and Year 2. Children will be expected to form an orderly class line before they enter the building to start their day. The Nursery children should wait with their parents until the nursery doors open at 8.30am. Children's learning is played on the screen as children enter the Pre-Prep building and calming music is played to help prepare the children for their day.



End of the day dismissal times:

Nursery

3.10 pm
(Parents collect via the Nursery classroom door once a member of staff has opened the Pre-Prep gate)

Reception Class

3.15 pm
(Please wait at the Pre-Prep gate)

Year 1

3.20 pm
(Please wait at the Pre-Prep gate)

Year 2

3.25 pm
(Please wait at the Pre-Prep gate)

At pick up times your child's teacher will dismiss them with a friendly 'good afternoon' and your child is expected to tip their hat as a part of the Keble etiquette, then your child will be released into your care.

Please adhere to pick up times unless your child has a club or is booked into 'Dreamworks After School Club'. We will not release any child into the care of another adult without your prior permission. This should be in writing with a photograph provided.

BREAKFAST CLUB

Breakfast Club starts at 7.30 AM in the school hall and children will be served a range of cereals, fresh fruit, a boiled egg and toast. The Club costs £5.00 per session and is run by Keble staff. During the club they will eat breakfast and enjoy some activities in the hall before being accompanied to their classrooms at 8.30 am. This provision must be booked in advance through the school office with Mrs Halley via mhalley@kebleprep.co.uk

AFTER SCHOOL CLUB/ WRAP AROUND CARE

This is our after school care provision which runs from the end of the school day until 6.00pm. This is provided by an external provider called 'Dreamworks'. Further information is available here:

Dreamworks Afterschool Club C.I.C
Keble School
Wades Hill
Winchmore Hill
London
N21 1BG

Club Manager: Edith Victoria MA, BA Hons, STL3
Club Mob: +44 (0) 7596 849 761
Email: TheTeam@DreamworksAfterschoolClub.co.uk
Website: dreamworksafterschoolclub.co.uk

Hours of operation: **Monday to Friday from 2:45pm - 6pm term time only.**

Children can attend the after school club on a set day basis, the sessions required must be confirmed prior to the start of each term. Set day sessions for nursery are now £20 per session, set day sessions for all other years are £17.50 per session. The registration fee is £25. Invoices are sent at the start of each term. The children participate in a range of stimulating, creative and fun activities. It is not a homework club.

ABSENCE

If your child is away from school please notify the school to explain the absence by telephoning the school office. This should be done prior to 8:30 am. Any requests for leave of absence (religious observance for example) should be addressed in writing to the Headmaster of Keble, Mr Perran Gill. We publish holiday dates well in advance so that you can try to arrange holidays around term time.

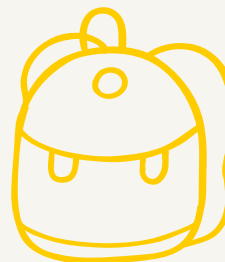
School Office
Telephone 020 8959 6884
Email office@kebleprep.co.uk

PARKING

Parking

If choosing to drive, we ask that all parents park on one of the surrounding roads nearby the school main entrance on Wades Hill. Please ensure that access to drives are not blocked and that there is no double parking. Please do not park outside the school entrance on the yellow zig zags lines to ensure we minimise congestion and ensure the safety of children and families arriving at our school.

UNIFORM



The School Outfitters are Smiths Schoolwear:

Station Parade
25 Cockfosters Road
Barnet
EN4 ODW
020 3818 3622
store@smithsschoolwear.co.uk

The Keble Parents Association (KPSA) runs a second hand uniform shop and will advertise the dates and times of these sales in advance.

Uniform for all:

A Full list of the school Uniform can be found **here** in the parent dashboard on the school website.

Keble Pre-Prep School backpack

Your child's Keble backpack is an important part of their uniform and is available from our uniform supplier. The bag is designed to fit everything in, including a water bottle, bookbag and PE bag. The children will need this from when they start in Reception Class.

Keble Pre-Prep bookbag

Children in our Pre-Prep will also use a Keble bookbag. This is also available from our usual uniform supplier. This will be used to send home reading books and home learning to support development.

Additional information

Please label all items of clothing for ease of returning them to you when they are lost. This includes bags, hats and gloves.

Jewellery is not permitted in school for reasons of health and safety, apart from stud earrings for girls and jewellery required for religious reasons.

Children with long hair should be encouraged to keep this tied back.

Lost Property

With your co-operation in labelling all items, lost property can be kept to a minimum. Unnamed items are kept for a short period, just inside the cloakroom door in the main building before being passed onto the KPSA for inclusion in the Second-Hand Uniform Sale. The best way to avoid your child's belongings being part of the lost property collection is by labelling it clearly.

BRINGING IN ITEMS FROM HOME

We would kindly ask you to refrain from the children bringing in items unknown to us from home. This is to protect children and staff from the many allergies that may exist within our school.

The exception to this is when it is your child's birthday. You are welcome to send in a nut free treat which is individually wrapped which will be given out at the end of the school day for each child to take home. It is then up to the parents to decide if and when it is best for their child to enjoy this treat.

We would kindly ask you to refrain from sending in party invitations. This should be arranged outside of school. If this is not possible, only invitations for all of the children in the class can be shared with the class teacher and these will be distributed at the end of the day.

'SHOW AND TELL'

Children may bring in items from home when specifically requested to support learning or for 'Show and Tell'. You will be advised of these times in advance by the class teacher. Otherwise please ensure that toys are kept at home.

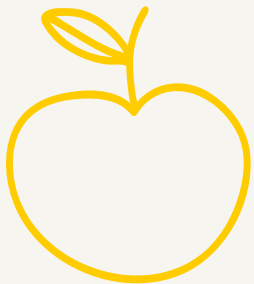
LUNCH AND SNACK

Every child has a hot lunch prepared daily on site by our catering staff and there are no home prepared packed lunches in the school.

The Pre-Prep lunch break runs from 12.00-1.00pm. All of the children eat their lunch in the school lunch hall in year groups supported by the Lunchtime Supervisors. The lunches provide a wide variety and a balanced diet appropriate for the developmental stage of the children. We cater for all allergy and dietary requirements. Therefore, please ensure this is specified on the school joining forms and in a discussion with the class teacher. We encourage children to try new foods as part of their learning and development.

At lunchtime, we promote table manners and good etiquette using a knife, fork and spoon. Children are provided with water to accompany their lunch. Additionally, special events that the school is celebrating may also be celebrated at lunchtime. Lunchtime menus are available on the school website for you and your child to view.

After the children have finished their lunch, they have the opportunity to play in the Pre-Prep outdoor learning environment or main playground supervised by the Lunchtime Supervisors.



HEALTH AND MEDICAL



The kitchen provides a healthy snack to the EYFS classes daily. The children will enjoy eating this snack as part of the daily routine. The class teachers will provide you with further information about a healthy snack from home which you may wish to send in for your child for the afternoon session. Milk is also provided daily from the kitchen to all Pre-Prep children.

If your child becomes unwell during the school day they will be cared for in the medical room and you will be contacted to come and collect them. It is important that we have all your up to date contact details and those of anyone you have nominated to collect your child if you are unable to. Parents are informed of any accidents or injuries, either at collection or via a note, email or telephone call. Please ensure that we have your child's medical form returned to us well before the start of the school year and keep us updated of any change to medical conditions by completing the updated medical form on Arbor. We have a 48 hour policy on returning to school after the last bout of vomiting or diarrhoea. This rule is Foundation wide and we ask that all parents adhere to it. Children with a temperature should not be sent into school.

Prescribed medication:

This must be in the original box with the 'pharmacy' label (displaying the pupil name, dosage and instructions) and you will need to fill in a form that the school office will supply you with.

Suncream:

Suncream must be applied to children by their parents before school. Staff will not be able to apply suncream to children during the day. If your child urgently needs to reapply during the day, please be sure to send in a roller ball for them to use to enable them to apply this independently.

CONTACT WITH STAFF AND COMMUNICATION

If you need to pass a message onto the class teacher, please email them or send a message via Seesaw. The class teacher will inform you at the start of the year about the best way to get in contact. You will have your teacher's email address and may contact them about any queries you have. They will only respond to emails before the school day and at the end of the school day. During the day their attention is on interacting with the children, delivering high quality lessons and pastoral care, and preparing for lessons. We kindly ask that parents refrain from sending emails late at night or at weekends unless they are urgent. If your query requires a longer discussion, you are very welcome to make a suitable appointment with the class teacher.

There are two formal parent meetings per year, one in the Autumn Term and one in the Spring Term.

Parents are often invited into school for assemblies, special events and to deliver talks or sessions with the children at special times (for example to share a religious festival or a parent showcasing their skills). We enjoy developing positive partnerships with parents to strengthen the school experience.

The weekly newsletter is sent out electronically, typically on a Friday afternoon. It contains a letter from The Headmaster and a round-up of activities and awards across the school. The weekly plan is also sent out by the school office to inform you of any upcoming events.

Letters regarding class trips will also be sent to you from the school office. Please ensure you and your child check their bookbag and rucksack on a daily basis to check for any other school information that has been sent home for your attention.

We will send messages of a timely nature via text message and post information on the website (for example closure of school due to snow). Further information about the school, including the school blog can be found via the school website: <https://kebleprep.co.uk/> The school calendar is also available to view on the school website where you will find information about upcoming events and term dates.

The Parent Handbook is updated each academic year and a copy is available on the school website. This contains procedural information, behaviour expectations, protocols, uniform lists and curriculum information.

Seesaw

Seesaw is used to demonstrate your child's learning journey which both school and home can add to. Please note, communication for Seesaw will be provided to parents upon joining the school. This will be accessible via the app store. A QR code will be sent to enable access from home.

Arbor

We use Arbor as our school Management Information System (MIS). Arbor MIS brings everyone together, from office staff and teachers to parents and school leaders, joining up our school. Arbor enables our school community to work more collaboratively, and stay connected so that everyone has a shared understanding of what's going on. Upon joining, parents will be provided with access to Arbor where you will be able to book clubs and view other important information.

REPORTING TO PARENTS

In Year 1 and Year 2, you will receive two reports about your child's progress and learning journey. One progress report in the Autumn term which will be discussed at the parent teacher consultation meeting in the same term. There will be a second parent teacher consultation meeting in the Spring Term where your child's progress and next steps will be discussed. In the summer term, you will receive a full academic report outlining your child's progress, achievement and next steps. In the EYFS, you will receive two reports throughout the year. You will always have an opportunity to discuss reports in more detail with the class teacher should you wish to. Parent teacher consultations take place in the Autumn and Spring Term whereby you will have the opportunity to meet with the class teacher to discuss your child's learning journey.

PHOTOGRAPHS



Only school cameras and devices are permitted to take photos of children at school. We have a no mobile phone policy within the school to ensure that personal devices cannot record images of children. Staff and parents are required to adhere to this policy. Parents are permitted to take photographs at school performances and sports events providing they do not post pictures of other children on social media. Parents are required to provide consent for us to use their child's images on the website, in the school magazine and on our social media channels (Instagram).

To keep up with what is going on at Keble please follow us:
instagram: [@kebleprep](https://www.instagram.com/kebleprep)
School website [kebleprep.co.uk](https://www.kebleprep.co.uk)

PARENT WHATSAPP GROUPS

To aid communication between parents, KPSA, all of our classes have WhatsApp groups, which operate independently of the school.

CLASS WHATSAPP GROUPS

Class WhatsApp groups are a very useful and efficient way of communicating to the whole class. The aim of using WhatsApp is to send messages to an entire group, which are relevant to school.

The messages in the class WhatsApp groups come from parents in their personal capacity or are messages forwarded on behalf of the KPSA. The school does not post directly on any WhatsApp parent/carer groups.

At Keble, we believe it's important to:

- Work in partnership with parents to support their child's learning
- Create a safe, respectful and inclusive environment for pupils, staff and parents
- Model appropriate behaviour for our pupils at all times
- To help us do this, we set clear expectations and guidelines on behaviour for all members of our community. This includes staff (through the staff code of conduct) and pupils (through our behaviour policy).

This code of conduct aims to help the school work together with parents by setting guidelines on appropriate behaviour.

CODE OF CONDUCT

Parents should adhere to the following guidelines when using class WhatsApp groups:

The group should never be used as a platform to air views/grievances regarding a teacher, child or parent in the class or school.

The group is not a political platform for airing opinions on current affairs.

The group should not be used for private conversations with anyone else using the group.

The group should be used keeping in mind mutual respect and cultural sensitivity between all its members
We expect parents, carers and other visitors to:

Respect the ethos, vision and values of our school

Work together with staff in the best interests of our pupils.

Treat all members of the school community with respect – setting a good example with speech and behaviour.

Seek a peaceful solution to all issues.

Correct their own child's behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct.

Approach the right member of school staff to help resolve any issues of concern.

Please note, the school considers the following online activity inappropriate:

Abusive or personal comments about staff, pupils or other parents or any member of the schools community.

Displays of anger including swearing, or using offensive language.

Bringing the school into disrepute
Posting aggressive, defamatory or libellous comments.

Emails circulated or sent directly with abusive or personal comments about staff, pupils or any member of the schools community.

Using social media to publicly challenge school policies or discuss issues about individual children.

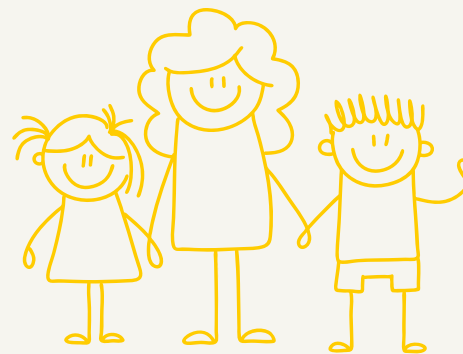
Threatening behaviour, such as verbally intimidating staff, or using bad language.

The school takes safeguarding responsibilities seriously and will deal with any reported incidents appropriately.

RAISING CONCERNS

If you are concerned about inappropriate comments on a class WhatsApp group, in confidence, please contact our Deputy Head, Mr Fleet, jfleet@kebleprep.co.uk.

If the school suspects, or becomes aware, that a parent has breached the code of conduct detailed above, the school will gather information from those involved and speak to the parent about the incident.



KEBLE PARENTS ASSOCIATION (KPSA)

WELCOME TO THE KPSA

About us

The KPSA was founded in the 1980's with a mission to enhance the learning and community experience of Keble Prep. To meet this mission, the KPSA committee is responsible for organising activities and events throughout the year, which either raise necessary funds for the school and student body or bring the parent community together for social occasions.

Our work

In recent years, the KPSA committee has been responsible for upgrading the playground apparatus to allow the students a fun and vibrant space to spend their breaktimes, purchasing new games equipment, including the much-loved table tennis equipment, and upgrading library areas in the junior and senior school.

The KPSA committee has also taken a lead on bringing the school together to celebrate key events and enrich the school's commitment to the local community. This includes our Christmas and summer fetes, Mothers' and Fathers' day breakfasts and 'bringing the outside in' where we invite local community leaders, or key professions into the school to speak with the boys and help them get a better understanding of the world around them.

Your involvement

Any parent is welcome to join the KPSA committee which meets once a month at the school to plan forthcoming activities and review progress against fundraising goals. The KPSA committee is formed of parent and staff volunteers, most of whom work full-time and so are empathetic to the time constraints of parents and guardians.

Outside of the committee, it is expected that parents and guardians will help and promote the work of the KPSA by supporting the activities in the calendar, either through donating time or goods to help run the calendar of activities. All parents are expected to attend our main fundraising milestones - the Christmas and summer fete - to show the school at its very best to visitors as well as give the school the best chance of meeting its fundraising goals.

A thank you from us

The success of the KPSA over the last 40 years has been due to the ongoing support and collegiate nature of the parent body and so we look forward to continuing this progress over the years to come to support the students' learning and pastoral journey and enhancing the reputation of Keble Prep within the community.

If you're interested in joining the KPSA, please contact:
Kate Harrison - kmogson@googlemail.com or
Louisa Miltiadous - lmiltiadous@kebleprep.co.uk

THE HOUSE SYSTEM

We have four House Teams at Keble: Red House (Bedivere), Green House (Geriant), and Blue House (Gareth). From Reception Class, each child will become part of a House Team and will proudly wear their house badge. Being part of a House Team encourages children to develop an understanding of teamwork and collaboration to be the best they can be, following the Keble values. Children can earn House points on a daily basis by following the Keble values. The children take part in house activities throughout the year to support their understanding of teamwork and effort for a shared goal. A House Point display helps the children to visually understand which House is in lead and adds an air of excitement as the children enter the Pre-Prep building.

SCHOOL COUNCIL

Children in the Pre-Prep have the opportunity to join the School Council from when they start in Year 1 from the spring term. The School Council provides a meaningful way in which children can voice their opinions and have their views taken into account in decisions that impact upon them within our school. The Keble School Council is a group of children that represents the views of all our pupils. It gives our children the opportunity to have their voices heard and be part of the whole school community. They help to make decisions about school life and organise projects that support learning and development, such as organising charity events, theme days or representing the school at outside events.

RAY, OUR SCHOOL WELLBEING DOG

Keble has a school wellbeing Dog called Ray and he belongs to Mr Gill, the Headmaster. Ray stays with Mr Gill in the Headmasters office and often comes along to school assemblies and visits classes. Ray is a Cavapoo and so, he is hypoallergenic. As a school that promotes wellbeing, we recognise the many benefits of having a school dog. School dogs have been proven to help develop students' reading skills, improve behaviour, attendance and academic confidence, as well as increasing student understanding of responsibility, developing empathy and nurturing skills whilst encouraging greater willingness to learn. Ray is on hand to add therapeutic value to the children's school day.

As part of Ray being in our school community, we have a robust Risk Assessment.



USEFUL CONTACTS:

| | |
|--|--|
| Headmaster of Keble Prep Mr Perran Gill | pgill@kebleprep.co.uk |
| Deputy Headteacher Mr James Fleet | jfleet@kebleprep.co.uk |
| Head of Pre-Prep Miss Katie Callaghan | kcallaghan@kebleprep.co.uk |
| SENCO and Head of Inclusion and MAT Mrs M Wright | mwright@kebleprep.co.uk |
| Query Contact Details | |
| Main Office for general enquiries | Office@kebleprep.co.uk Telephone: 020 8360 3359 Fax: 020 8360 4000 |
| Head's PA: lmiltiadous@kebleprep.co.uk | Telephone: 020 8360 3359 |
| Admissions: Admissions@kebleprep.co.uk | Telephone: 020 8360 3359 |
| Fees & Finance Mrs Jocelyn Miles | jmiles@kebleprep.co.uk |
| Report an absence via the school office: | Office@kebleprep.co.uk Telephone: 020 8360 3359 |
| For breakfast club queries: | mhalley@kebleprep.co.uk |
| Changes to your contact details: | Office@kebleprep.co.uk Telephone: 020 8360 3359 |
| The Chair of Governors: | Mr Elliot Lipton, BSc (Hons), MBA, FRSA, FRICS c/o Maisie Bassingthwaite, Mill Hill School, The Ridgeway, Mill Hill London, NW7 1QS |

POLICIES

The school policies are available to view on the school website or in the school office on request including the ISI Inspection reports.

ACADEMIC TERM DATES 2024/25

AUTUMN TERM 2024

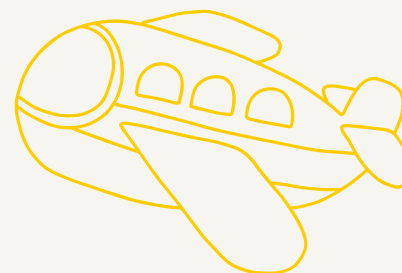
| | |
|--------------------------------|---|
| New Staff Induction day | Friday 30th August |
| Staff Inset | Monday 2nd and Tuesday 3rd September |
| Term starts | Wednesday 4th September |
| Half term | Monday 21st October – Friday 1st November |
| Term ends | Friday 13th December - Full day |

SPRING TERM 2025

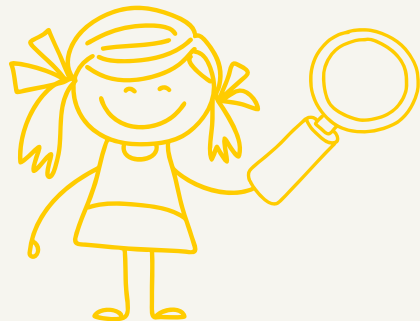
| | |
|--------------------|------------------------------------|
| Staff Inset | Monday 3rd January |
| Term starts | Tuesday 6th January |
| Half term | Monday 17th – Friday 21st February |
| Term ends | Friday 28th March - Full day |

SUMMER TERM 2025

| | |
|---------------------|-------------------------------|
| Term starts | Tuesday 22nd April |
| Bank holiday | Monday 5th May |
| Half term | Monday 26th – Friday 30th May |
| Prize Giving | Saturday 5th July - Half day |
| Term ends | Wednesday 9th July - Half day |



MAP





‘We offer a happy space, a growing space and a learning space.’

Keble Prep

Wades Hill,
Winchmore Hill,
London N21 1BG

Tel: 020 8360 3359

Email: admissions@kebleprep.co.uk

Keble Preparatory School is accredited by the Independent School Council (ISC).
The Head is a member of the Incorporated Association of Preparatory Schools (IAPS).
Keble Preparatory School (1968) Ltd. Registered office at the school.

Follow us @**KeblePrepSchool**

