

**Somerhill Pre-Preparatory School**  
**The Schools at Somerhill**  
**Somerhill**  
**Tonbridge**  
**Kent**  
**TN11 ONJ**  
**01732 352124**  
**Email: [rsorensen@somerhill.org](mailto:rsorensen@somerhill.org)**  
**[office@somerhill.org](mailto:office@somerhill.org)**  
**[www.schoolsatsomerhill.com](http://www.schoolsatsomerhill.com)**

Head Teacher: Mrs. J. Ruth Sorensen  
B.Ed(Hons.) Cert. Ed. Loughborough

## **INTRODUCTION**

Somerhill Pre-Prep is a secure and happy environment for boys and girls aged -3 to 7+ years. It is one of three schools at Somerhill, the others being Yardley Court Preparatory School for boys and Derwent Lodge School for girls. Set in 150 acres of beautiful parkland our schools provide quality education for all our children.

## **AIMS**

Somerhill Pre-Prep aims for high standards in all areas of a pupil's school life, whilst acknowledging that each child is an individual whose learning experiences should always be positive and successful. All pupils will be encouraged to fulfil their true potential whether it be academic, musical, artistic or physical. Great importance is placed on the children's social development. An emphasis on the positive understanding of rules for good behaviour builds a strong sense of personal self-esteem. This is

fostered in a caring environment where the qualities of courtesy, self-respect and consideration for others are highly valued.

## **CHILD PROTECTION**

Safeguarding of the children in our care is paramount to us. To that end all staff have been trained in child protection. If you wish to see a copy of our Child Protection Policy please visit our website.

Warm and open relationships with parents are vital if a child is to realise the importance we all place on a successful learning experience.

To this end we would ask that if a parent has any concerns at all they should contact their child's class teacher in the first instance so that an appointment can quickly be made to resolve any difficulties. We, in turn, will contact you if we have any particular concerns about your child so that you are aware and can be in a position to support your child positively. If concerns still remain then please feel free to contact the Head Teacher.

We only allow a child to go home with another parent if we have received your advance permission (preferably) in writing that he or she may be collected by a different adult.

## **ENTRY TO THE SCHOOL**

Please note that an academic year starts on September 1<sup>st</sup> and ends on the following August 31<sup>st</sup>.

Although we aim to be flexible in meeting parents' needs, we believe that for the benefit of the child's educational and social development the following attendance in Nursery and Kindergarten should be regarded as a minimum.

In the term preceding your child's entry to Nursery you will be invited to an Induction evening where you will have the opportunity to meet the staff and other parents. There will be a presentation on the routines of the Nursery.

After this we will invite you to spend part of a morning in the Nursery with your child so you have the opportunity to see first-hand how the nursery operates.

Finally we will invite you and your child to come in for part of an afternoon. This is the time for your child to be independent in the Nursery and you will be served tea in our Hall.

All Nursery and Kindergarten pupils will be allotted a key person with whom the parents should initially contact to share any information about their child.

### **Nursery Class.**

Children start Nursery in the academic year that they are 3 years old. As a rule older children in the academic year start in September. The younger children start in January.

September entrants would be expected to attend 3 morning sessions per week (Mon. Wed. Fri.) January entrants will attend 2 morning sessions (Tues. and Thurs). There is a Lunch and Play option available every day. Your child would then be collected at 1.15 pm. It is possible to increase sessions by staying in the afternoons.

All morning sessions commence at 8.30am and end at 12.00pm. The afternoon sessions will commence at 12.30pm and end at 3.15pm. Each session is partly funded through the Government's EYFS Funding Scheme which the school will claim through Kent County Council. It is the school's policy to offer all parents the option of attending the Nursery any afternoon in addition to the morning sessions.

It will be possible for your child to stay for full days if you wish. If the Nursery numbers are small in the afternoon, Nursery children with their teachers combine with the Kindergarten children.

## **Kindergarten Class**

Children attend Kindergarten in the academic year that they are 4 years old.

We expect children to attend 5 mornings per week from the beginning of the Michaelmas Term. Afternoon sessions, and indeed Late Supervision will also be available from this time. Kindergarten staff will consult with parents concerning individual requirements but children should be attending 3 – 4 afternoon sessions as a minimum in the Summer term in readiness for Reception in September.

School Day for Nursery and Kindergarten;

A.M. Session: 8.30 a.m. - 12 a.m.

P.M. Session: 12.30 p.m. - 3.30 p.m.\*

\*These are the designated hours for KCC, however, we urge parents to collect at 3.15pm.

## **Reception Classes.**

Children will attend Reception Class in the academic year they become 5 years old. They will be expected to attend 5 full days per week.

School Day: 8.30 a.m. – 3.20 p.m.\*

## **Year 1 Classes.**

Children will attend Year One in the academic year that they are 6 years old.

School Day: 8.30 a.m. – 3.25 p.m.\*

## **Year 2 Classes.**

Children will attend Year Two in the academic year that they are 7 years old.

School Day: 8.30 a.m. – 3.30 p.m.\*

\*Denotes that all Pre-Prep children finish on Wednesdays at 3.00 p.m. Although Late Supervision operates, no Clubs taken by SPP class teachers will be held on that afternoon.

## **PREPARING YOUR CHILD FOR SCHOOL**

Most children settle into school life quickly and there is much you can do to help them:

- Encourage your child to look forward to school.
- If your child is not already attending a nursery or playgroup perhaps you could arrange time away from you with family or friends. This will help to prepare your child for the transition from home to school.
- Help your child to share. Learning to give and take is not easy but practice at home will help.
- Show your child how to use the toilet independently and wash hands efficiently.
- Help your child gain confidence in dressing and undressing.
- Encourage your child to be polite, e.g. to say “Excuse me”, “Please” and “Thank you”.
- Introduce your child to using a knife and fork.

Don't worry if your child has not mastered everything by the time they start at Somerhill Pre-Prep. We will help at school to reinforce the important work you do at home.

## **STARTING SCHOOL**

Children sometimes feel unhappy when leaving their parents. Our experience has shown that if you leave quickly and calmly your child will soon be playing happily. If your child is upset when you go please be assured that a cuddle from us goes a long way towards making your child feel comfortable.

Your child will have a very busy time at school and will look forward to seeing you at the end of the session. Please collect your child on time, thus avoiding any feelings of uncertainty or insecurity if you are late. Sometimes delay is unavoidable, so please contact the school if you know you are going to be late and we can reassure your child.

Young children give their all in school time. If they seem reluctant to talk about their days' activities please try not to force the issue – they're probably worn out! All Nursery and Kindergarten children are issued with a Home/School Link Book which the teacher will check each day for any information which you may wish to pass on.

## **The Nursery Day**

### **Morning Session**

- 8.30- 9.00 a.m. Arrival time  
Staff will be in the Nursery to receive your child.
- 9.00 Whole class carpet time  
Teaching session

- 10.00 Teaching session
- 11.00 Playtime.
- 12.00 Home. Parents collect their children from the classroom
- 12.00 Lunch for those staying all day.  
Play in the grounds (weather permitting)
- 13.15 Collection time for children taking the “Lunch and Play” option

**Afternoon Session**

- 13.30 Teaching session
- 14.45 Refreshment and Story time.
- 15.15 Home. Collect children from the Nursery.
- 15.00 Home (Wednesdays only)

**The Kindergarten Day**

- 8.00 Kindergarten children with older siblings in school may be left in the Courtyard from this time under adult supervision or have free play in the Kindergarten if the weather is inclement.
- 8.30 –9.00 Free choice time.
- 9.00 Whole class carpet time  
Teaching session
- 10.00 Playtime

- 10.30 Refreshments  
Teaching session
- 11.50 Home collection. Lunch for those staying all day.  
Playtime in the grounds (weather permitting)
- 13.30 Teaching session
- 14.30 Playtime
- 14.45 Refreshment and Story time.
- 15.15 Home. Collect children from their classroom  
(15.00 hrs on Wednesdays)

### **The Reception Day**

- 8.00 Early supervision starts and children can be left  
with us.
- 8.25 School starts
- 8.30 –10.00 First session
- 10-00-10.30 Break
- 10.30-11.45 Second session
- 11.45-1.20 Lunch and Play
- 1.20-2.35 Third session
- 2.35-2.55 Play
- 2.55-3.20 Fourth session

## **The Year One Day**

- 8.00 Early supervision starts and children can be left in the care of Teaching Assistants, in the courtyard.
- 8.25 School starts
- 8.30 –10.00 First session
- 10-00-10.30 Break
- 10.30-11.50 Second session
- 11.50-1.20 Lunch and Play
- 1.20-2.35 Third session
- 2.35-2.45 Play
- 2.45-3.25 Fourth session

## **The Year Two Day**

- 8.00 Early supervision starts and children can be left with us.
- 8.25 School starts
- 8.30 –10.00 First session
- 10-00-10.30 Break
- 10.30-11.55 Second session

11.55-1.20 Lunch and Play

1.20-3.30 Third session

**Parents should note that:**

School starts promptly at 8.30 am

Assemblies are held at 8.35 on Mondays, Tuesdays and Thursdays.

**OUT OF SCHOOL HOURS SUPERVISION.**

Children attending Kindergarten and above may be left from 8.00a.m. and will be supervised until the school day officially begins. If the weather is clement the children will be supervised in the courtyard, if not they will be supervised in the Hall apart from Kindergarten children who will be supervised in their own classroom. If you have children in Year Two please make sure that in bad weather they go straight to the Hall or ensure they leave their book bags and coats in the correct place and then return them to the Hall to be supervised.

**SNACKS**

During the morning your child will be given milk or water and a piece of fruit. At the end of the school day children are given squash or water and a biscuit before clubs and late class. Water is always available for the children to drink.

**LUNCHES**

Pupils staying all day, or for the lunch and play option in the Nursery, are served with a hot lunch together with their teachers. After lunch they will be supervised at play until the start of the afternoon session. If your child is in the Kindergarten or Nursery please provide them with a tabard to wear. These may be

purchased from the school uniform shop. The menu is posted on our website so you can see what your child will be eating each day. There is a vegetarian meal available. Please write to me if you would like your child to take this option. Please let the school know if your child has any special dietary requirements. Nursery children eat their lunch in their own room. Kindergarten also eat lunch in their own room in the Michaelmas and Lent Terms but join the main school in the Dining Hall in the Summer Term in readiness for Reception.

**CLUBS AND LATE SUPERVISION.**

After school activities or ‘Clubs’ are available to Year One and Year Two pupils from the beginning of the academic year. Ballet is the exception to this. Children can start this club from the beginning of the Kindergarten year. The cost of these clubs is minimal, i.e. a charge is made only to cover the cost of materials, and the clubs may differ from term to term. The exceptions are Ballet, Modern Dance, Tennis, Golf and Tae Kwon-do where expert tuition is necessary and an extra charge will be levied. The adult to pupil ratio is limited to 1:8.

The range of ‘Clubs’ currently includes:

Art & Craft	Science
Needlework	Maths Puzzles
Jigsaw	Ballet
Beginner recorder	Cookery
Chess	Sports
Choir	Drama
Construction	Group Violin

One other club “Gym for Learning” also operates but it is by invitation only.

Parents should note that a club does not run if the teacher responsible has a Parents’ Evening on that day.

There is a supervised late class for Kindergarten children and above for which a charge is levied if they stay longer than the school day finishing time of an elder sibling in Yardley Court or Derwent Lodge.

If there are no elder siblings a charge will be made from the end of school or the end of a club. Kindergarten and Reception children are looked after in the Nursery until 4.30. Year One and Year Two children are looked after in the Hall if there is no activity there. If there is an activity directions will be given to the new collection point. After 4.30 all children are looked after in the Hall. The latest time for collection is 5.45. Children are welcome to bring their own tea if they are staying after 4.30 or the school can provide one for a small charge. Please ensure you order a tea in advance when you book your child in for Late Class. There is a form sent to each parent at the end of the previous term which should be filled in if you wish your child to stay for late supervision.

### **The Curriculum for the Foundation Stage**

In all areas of the curriculum we will provide experiences, activities and opportunities for the children to work towards achieving the Early Learning Goals.

#### **Personal, Social and Emotional**

We believe that the ethos of the school should be built on a foundation of core values such as honesty, respect, co-operation, happiness, responsibility, tolerance, application, understanding and peace. These themes will permeate the whole curriculum and will at times be addressed directly through topics, discussion or activities. In whatever way these themes are addressed, the core values provide a basis for the intellectual, emotional, spiritual and moral development of the whole child. We see this as a stepping stone to learning about emotional wellbeing, knowing who you are and where you fit in and feeling good about yourself. It is also

about developing independence, respect for others, social competence and a positive disposition to learn.

### **Communication, Language and Literacy**

This area of learning depends on children developing a range of skills as well as having the confidence, opportunity, encouragement, support and disposition to use them. The development of communication and language is at the heart of young children's learning. Learning to speak and to listen emerges out of non-verbal communication. These skills develop as children express their feelings and needs, interact with others and establish their own identity.

### **Problem Solving, Reasoning and Number**

Mathematical development depends on becoming confident and competent in learning and using key skills. This area of learning includes counting, sorting, matching, seeking patterns, making connections, recognising relationships and working with numbers, shapes, space and measures.

### **Knowledge and Understanding of the World**

In this area of learning children are developing the crucial knowledge, skills and understanding that help them make sense of the world, incorporating the necessary skills of Design Technology and Information and Communication Technology.

### **Physical Development**

Physical development is about improving skills of co-ordination, control, manipulation and movement with regard to both gross and fine motor skills. Physical development helps children gain confidence in what they can do and enables them to feel the positive benefits of being healthy and active.

## **Creative Development**

Being creative enables children to make connections between all areas of learning and covers art, music and drama.

A weekly schedule for each Foundation Stage year can be found on the website.

## **The teaching of Literacy and Numeracy.**

### **Literacy**

These areas have been highlighted as they are always of paramount importance to parents. We feel it is valuable to briefly detail our approach.

We start with a structured learning of phonics stressing the correct way of pronouncing the sounds e.g. “t” not “tuh”. The enclosed phonic sheet will help you to say each sound correctly. The children quickly learn to blend, to spell and to read. We use some flashcards to help with “tricky” words. We use a variety of spelling rules to help children work out words logically.

We will give your child a reading experience each day. Your child will have his/her reading record checked on a daily basis and the book changed if necessary but as your child becomes more fluent we do not guarantee an individual reading session every day. Research has shown that children should read in a variety of ways to develop their sense of punctuation, fluency and delivery. To this end on some days we will have a class reading session where all children have a copy of the same text and they take it in turns to read a section aloud. On other occasions we may hold a group reading session where children of similar abilities will read and discuss text together with an adult.

We are using a fully cursive writing style as this has shown to help children with correct letter formation and to keep their pencil on the paper to develop speed and accuracy. In Kindergarten and Reception we learn our letters like this. Please see the handwriting sheet at the back of the booklet. Our handwriting and spelling programme is closely linked for a cohesive approach.

## **Numeracy**

Children are involved in much practical activity and recording is the last phase of understanding mathematical concepts. We teach maths as a class activity and also place emphasis on regular and appropriate mental mathematical exercises.

All our teaching strategies are based on the recent Government literacy and numeracy objectives.

## **Religious Education.**

Our teaching is based around the culture of Christianity and other world religions. Emphasis is placed upon making the teaching of Jesus and other important leaders relevant to the way we lead our lives and treat others.

## **Assemblies**

Assemblies are held on Mondays and Tuesdays for Year One and Year Two. Reception join in on Tuesdays. They are basically Christian but are designed to be respectful of other faiths. They are an excellent public setting to award pupils.

Class assemblies take place on Thursdays and are noted in the calendar as parents are invited to watch.

## **Swimming**

Each Reception, Year 1 and Year 2 class have a weekly swimming lesson. They will need a towel and a school swimming costume and hat. The hat should be marked with the child's name in indelible pen. This also helps with identification! Please encourage your child not to bring in goggles as they are unnecessary at this stage.

## **CURRICULUM AIMS FOR EARLY YEARS FOUNDATION STAGE, YEAR ONE AND YEAR TWO.**

In the Early Years children learn through play, structured activities and outdoor activities. The children are observed closely and their learning is recorded in The Somerhill Story scapbooks. These are shared with the children on a regular basis as they are added to. Parents have the opportunity to see these at consultation evenings. In Reception the children work towards the EYFS pupil profile, which is completed at the beginning of Year One and then children move to working towards national curriculum targets.

Maths and English are core subjects and taught separately but the rest of the subjects are planned around a topic. The teachers plan their activities in their year groups to ensure that the children of each class receive the same input. The topics are planned in rotation across the year groups to ensure that each child has received the correct curriculum entitlement at the end of Key Stage One.

## **ASSESSMENT**

Your child will be routinely assessed by the teacher as a part of regular good educational practice but certain summative assessments are in place to ensure your child is making satisfactory progress.

Reception children work towards the Early Learning Goals and the children are assessed against the Foundation Stage Profile.

Year One and Two children will take appropriate National Curriculum Level assessment papers in Maths and English, in the Michaelmas Term. Parents will discuss these results with their teachers at the first consultation.

## **REPORTING PROCEDURES**

Each term parents of all children will be invited to a Consultation Evening where they will have a ten minute interview to discuss their child's progress.

In the Nursery this will be for January entrants only.

At the end of the Summer term all parents will receive a written report on their child's progress. Parents will also receive an invitation to attend a Consultation evening where their child's teacher will take the opportunity to discuss the contents of the end of year report.

If any particular issue arises during a consultation appointment we would ask that parents arrange to make a separate appointment with the teacher. This helps us to run to time on these evenings.

Separate appointments can obviously be made with the teachers at any other time throughout the year to discuss your child's progress.

## **FORMAT OF WRITTEN REPORTS**

The reporting format for Nursery, Kindergarten and Reception is called 'My Somerhill Story'. Teachers, parents and the children all contribute to a very personal assessment on a termly basis. This informative and colourful document is shared with all parties.

Year One and Year Two reports are based on National Curriculum Guidelines with a focus on the three core skills of Maths, English, and ICT. All remaining subjects are taught in a topic-based approach and the report will reflect this.

Each report will contain bullet points which will detail the work your child has carried out during the year. There will then be a comment on the standard your child has achieved thus far and what he or she needs to focus upon next.

The Reports for Years One and Two are available online at the end of the Summer Term.

## **INDUCTION EVENINGS**

These are held in the Summer term, in the Michaelmas term for January entrants. Parents are invited in to meet their child's teacher for the forthcoming academic year.

## **DATES**

Actual term dates are always issued at least a year in advance. Important dates e.g. Christmas Plays, Sports Days and Parent Consultation Evenings are published well in advance and each parent receives a termly calendar detailing these.

## **NEWSLETTER**

The school publishes a newsletter every fortnight and it is available to read on the Schools' website.

Parents are automatically registered for Parentmail upon entry to the school. However, we would also recommend that you register

for the parents' area on our website as we send many communications out electronically.

## **CAR PARKING**

Parents of Pre-Prep children should park in the lower car park. Please accompany your children up the steps and into the Pre-Prep courtyard. We would ask that you leave promptly to avoid congestion.

## **DOGS**

In order to be fair to all the children in our care and to comply with Health and Safety requirements please note that dogs are not permitted in the Pre-Prep courtyard nor are they allowed to be left unattended on school property.

## **ATTENDANCE**

If your child arrives at school late or has to leave early it is the parents' responsibility to sign in/out at Reception so that the register can be adjusted.

In Nursery and Kindergarten the file will be kept in the classroom to be signed.

## **UNIFORM**

You will find enclosed a uniform sheet. You will be informed of opening times for Simmonds the school outfitters which has a shop on site, and the Schools' second hand shop via your copy of the end of term letter. There is also an on-line facility. Please also note that your child will need a Somerhill Pre-Prep. book bag, a swimming bag and a summer hat, all of which can be purchased from the school shop. Girls are required to wear regulation hair bands and ties which are also sold in the shop.

It would be helpful if Nursery children could bring in spare pants, socks and trousers and that younger children wear shoes with velcro fastenings to encourage independence. Hair should always be tied back but should be made especially secure for P.E. and swimming. PLEASE NAME ABSOLUTELY EVERYTHING! Coats should be named at the neck please so that they are easily identifiable. Only navy blue hats, scarves and gloves should be worn in school and the school hat in the summer.

We strongly advise that jewellery and watches are not worn in school.

## **TOYS**

If your child needs a special toy or comforter, this may be brought to school, but please name it. We would hope they could be ‘weaned’ off this in a relatively short period of time.

We discourage children from bringing in other toys as they tend to get lost or broken. Your child’s teacher may organise a ‘showing session’ on a regular basis when children will have the opportunity to share a special toy with their class. Younger classes also have a weekly “letter sound” table and they may bring in an appropriate toy for that. These toys, however, should be brought to school in a bag so they can be used and stored appropriately.

## **LINKS WITH THE COMMUNITY**

From time to time visitors will be invited into school to talk to the children. If the visit is related to the curriculum there will be no cost. At the end of the Michaelmas and Summer terms dance/drama companies come into school to entertain the children. The cost of these will be added to the end of term bill.

## **EDUCATIONAL VISITS**

Outings are organised to enhance the curriculum and give the children practical experience of topic work covered by the school

and to develop their social skills. You will be advised of these outings by letter and asked to sign a permission slip allowing us to take your child off the school premises. You will also be asked to supply up to date information on medication, emergency phone numbers etc. There will be a charge covering the cost of transport and entrance fees which will be put on the end of term bill.

## **ILLNESS**

If your child is unable to attend school due to illness please telephone us early in the morning. We will also need a written note (a comment in the Home School book will suffice) detailing the reason for absence when your child returns to school.

After sickness or diarrhoea your child should stay at home for 24-48 hours after the symptoms have passed and until his/her appetite has returned to normal. This will ensure that illness is not spread around the class and that your child enjoys being back to school.

If your child becomes unwell at school we will always make every effort to contact you. In the Starting Details you will be asked to fill in a medical form and contact sheet. Do please ensure that these are kept up to date. If you know you are not going to be at home you are welcome to leave a temporary phone number with the teachers.

Head lice, I am afraid can be a recurring problem in schools. If we find evidence of these on your child you will be asked to collect them immediately and treat them before they return to school. We endeavour to advise all parents when an infestation has been found in their child's class.

## **Administering Medication**

We are happy to give out:

- Antibiotics when the course needs finishing and the child is feeling much better
- Cough medicine for those long-lasting coughs
- Asthma relief e.g. Ventolin/Salbutamol

We do not give out Calpol if it is needed to reduce temperatures. Home is the best place for a child until the temperature returns to normal.

Please see your teacher at the beginning of the day who will ask you to fill in a brief medical form indicating the type of medicine, the dosage, and the time it has to be dispensed. We would also ask that you take responsibility for collecting the medicine to take home at the end of the day.

### **HOLIDAY ABSENCES**

We urge all parents to take their children on holiday during our designated holidays. Government guidelines are quite clear on parents' holiday entitlement.

- Any request for holiday absence should be put in writing to the Head Teacher in plenty of time.
- The maximum leave for any academic year is 10 school days.
- We are obliged to inform the DSCF if any child exceeds this limit as he/she is not attending school for the required statutory period.

### **MUSIC**

All children have class music where they are taught by a specialist. Individual musical instruments are taught to the pupils by visiting music staff. If you are interested in your child learning to play a musical instrument from Year One onwards, please collect a form

from the Reception office requesting this service. In Year One the children are offered piano, cello or guitar lessons, a greater range of instruments becomes available from Year Two onwards. There will be a termly charge for individual tuition and instrument hire.

## **HOMEWORK**

### **Reading**

When we feel your child has developed the necessary early reading skills they will be sent home with a reading book, words to practise and a reading record or home/school link book. The reading record not only notes which book and page your child is on but also provides the teacher and parent with the opportunity to communicate about the child's progress. This should also be used to pass on any relevant information to the teacher.

### **Spelling**

From Year One children will be sent home with a weekly spelling list. You will see that the spellings are all based around a particular "rule". It is important to emphasise this rule as it will help with learning that particular sense of words. The key to good spelling practice is:

1. "Look"  
then
2. "Say"  
then
3. "Cover"  
then
4. "Write"  
then
5. "Check".

## **Numeracy**

From time to time children will be sent home with a maths task which will be based upon a practical activity for them to carry out at home.

In Year Two children will begin to bring home Maths sheets which are based around activities carried out in the classroom. When the teacher feels your child understands the concept of multiplication they will be sent home with times tables to learn.

## **Topic**

The Early Years Team keep parents informed about curriculum matters through weekly bulletins on the school website. Years One and Two publish termly curriculum plans giving a broad outline of intended areas of study. This offers parents the opportunity to reinforce or supplement work carried out in school.

You are always welcome to send in appropriate books and artefacts that will support the work we do in school. It encourages the children to value their learning and makes them feel so important! In a similar vein, if you have any particular skill or interest which may be relevant please consult the teacher if you feel brave enough to come into school to talk to the children. This can range from baby-bathing to bee-keeping! Year Two children are asked to work with their parents over the half-terms to design and make an article which is relevant to the topic.

## **DISCIPLINARY PROCEDURE**

Our approach to discipline is always positive. We spend much time explaining to the children the reasons for good behaviour and why certain rules are important. We make it clear that it is inappropriate behaviour that is unacceptable rather than the child. Any form of bullying, either physical or verbal, is treated most

seriously by the school. Both staff and children are familiar with a clear set of agreed guidelines which deal with these issues firmly but fairly and parents are involved at all relevant stages.

Above all, however, we look to foster a trusting and open relationship between children, teachers and parents. Early and positive intervention will resolve most concerns. We wish your child a happy and successful time with us at Somerhill Pre-Prep.

### **COMPLAINTS PROCEDURE**

We hope that you will not feel the need to complain and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However the Schools do have a formal complaints procedure which is available from the school on request.

### **SCHOOLS AT SOMERHILL PARENTS' ASSOCIATION**

This main aim of this association is to make all parents feel welcome and develop friendships amongst staff, parents and children at the schools.

Social events held at school are always popular and we warmly encourage all parents to become involved in this important aspect of school life. All parents are members of the Parents' Association but for those who wish to play a particularly active role there is the opportunity to join the P.A. committee.

The funds raised by the various functions are much appreciated as they provide us with valuable "extras" which enrich the education of the children.