



Headmistress  
Mrs J Deval-Reed BEd

BROMSGROVE PREPARATORY SCHOOL  
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1<sup>st</sup> September 2017

Dear Parents and Guardians

I would like to offer a very warm welcome to all new families joining our school and welcome back everyone returning this term.

It has been an exciting and extremely busy summer for our builders, Shaylors, and our Estates team, as they continue with the magnificent transformation of the Prep School. The staff have been working all weekend to ensure all is ready for the children tomorrow and we are all thrilled with the wonderful new facilities and Prep building. The project is not due for completion until the end of October but most is already completed. The new theatre is amazing, as are the new changing rooms, locker area and classrooms.

It was a pleasure to announce this year's Heads of School during the final assembly last term. Many congratulations go to Alexander Holroyd - Head Boy, Olivia Whitfield - Head Girl, Elliot Evans - Deputy Head Boy and Hannah Hunt - Deputy Head Girl. I look forward to working with them in the year ahead.

### **Staff News**

We welcome several new members of staff to school this year;

New Staff:

Mrs Laura Singh	LMS	RE – overseeing SMSC
Mrs Emma Land	EJL	Curriculum Support/English
Mme Jessica Burel	JJB	French
Miss Maria Sanchez	MCS	Spanish
Mrs Jo Hill		DT technician

Congratulations also to Miss Evans who was married during the summer break and returns as Mrs Hepburn.

### **Morning Drop Off**

Please note that School does not open until 8.00am. Please do not drop your child off at School before this time, for any reason, as we cannot be responsible for them. In the event of an emergency we would not know who was on site as staff are not on duty until 8.00am.

If you need to drop your child off before this time then please contact Mrs Taylor and she can book your child into breakfast with the boarding community.

### **School Day Arrangements**

The car park will inevitably be busier than usual this week although this will improve as fixtures and After School Activities commence, and fewer children will leave school at the same time. However, I would like to thank all parents for their patience.

Please note the following arrangements for **Wednesday** afternoons:

- Children in Years 3 and 4 should be collected at 3.50pm. Please vacate the car park as quickly as possible.

- Pupils in Years 5 and 6 and not involved in fixtures should also be collected at 3.50pm. Please vacate the car park as quickly as possible.
- **All Year 7 and 8** pupils not involved with fixtures **must** be picked up from the **Senior School South Gate car park** (by the swimming pool). Pupils with younger siblings should collect their brother or sister from the concourse and walk together to the Senior School. Please do not collect Pupils from Years 7 and 8 from the Prep School.

### **School Day**

The school day commences at 8.25am for registration and academic lessons finish at 3.50pm.

Each morning, from 8:30am – 9:00am, will start with an assembly, Chapel or Form Period. Lessons will commence at 9:00am and last for 50 minutes.

Lunch is between 12.50 and 2.00pm, pupils in Years 7 and 8 will go to the Senior School dining room for their lunch as part of the transition process to the Senior School.

### **Weekday Activity Programme**

All academic lessons will finish at 3:50pm, at which time pupils in Years 3 & 4, 5 & 6 may be collected.

The updated Activities list can be found on the website or on notice boards in Cobham Atrium and Maple. This will commence Monday 14th September.

Years 3 and 4:

Monday – Friday	4:00pm – 4:40pm supervised prep
	4:40pm – 5:00pm break and snack
	5:00pm – 5:30pm aftercare activities

Children will be free to be collected at 3:50pm, 4:40pm, 5:00pm and 5:30pm from Maple. Pupils in Years 5 and 6 may go home at this time or may stay for supervised prep and aftercare activities.

Pupils in Year 7 and 8 stay for compulsory activities on Tuesday and Thursdays, which commence at 4.00pm and finish at 5.15pm.

The school buses will depart from the Senior School car park at 5.40pm, allowing the pupils plenty of time to walk across the campus after Activities have finished.

Squads, or Additional Sports Training, for all pupils in Years 5 – 8 will be on Monday evenings from 4.00pm until 5.15pm. We strongly encourage all pupils to attend this additional and valuable Games session.

Choir rehearsals take place on Friday afternoons until 4.30pm. Pupils in Years 7 and 8 may go home at 4.30pm on Fridays or remain in supervised prep.

Any pupils not playing in a match on Wednesdays may be collected at 3:50pm

**School closes at 5.30pm and all pupils must be collected by this time.** Any child not collected by this time, or after a sports fixture, will be taken into Page House and should be collected from there. Please be aware that the boarding community leave Page House at 5.50pm for their evening meal in the Senior School dining room. Parents may collect from the Senior School dining room or wait until their child returns to Page House with the boarders.

Please do not ask Mrs Taylor to look after children if you are running late.

### **Medicine**

Please do not send your child to school with any medication without notifying Mrs Taylor. She will ensure that the prescribed medication is sent to the Health Centre and a school nurse will then

administer it to your child. All medicines must be in their original container showing clearly the prescription and child's name.

Please make sure that if your child requires an inhaler or epipen that they are in date and in school. Any child who requires this type of essential medication and who does not have it in school will not be allowed to participate in trips or fixtures. If you need to update us on any medical conditions your child develops please inform the Health Centre.

### **School Transport**

All transport requests must be directed to Mrs R O'Neill on 01527 579679 ext 256.

There is a bus system which operates between the Preparatory School and Pre-Preparatory School each morning. This is a free service and is ideal for any parent who has children attending both schools. The bus stop is situated outside the Llanwrytd building. If you would like to use this service or require additional information please contact the Transport office on 01527 579679 ext 256 in order to book a place. We are unable to accept any child for this service if they have not been booked in beforehand.

### **Dates for diary**

Copies of our events this term can be found on the school website which is updated regularly.

### **Bant Mill Road & Old Station Road**

The Preparatory School is situated within a residential area; therefore please drive slowly and considerately along Bant Mill Road and Old Station Road. I regularly meet with the local residents during PACT meetings and they do comment about speeding cars, drivers not allowing them to easily back off their drives, cars mounting pavements rather than waiting patiently and a general lack of thought. In order to maintain a positive relationship with our neighbours I do request that all parents drive with due courtesy and consideration. Thank you.

### **Absence**

If your child is absent from school please inform Mrs Taylor by 8.30am at the latest. If a child is absent from school and we have not been informed then Mrs Taylor will contact parents. Mrs Taylor can be contacted on 01527 579679 ext 270.

### **Mobile Phones**

If your child really has to have a mobile 'phone please ensure that it is always signed in with Mrs Taylor on arrival each morning. Most pupils do not need a mobile 'phone in school as they can always contact parents through the school office in cases of emergency and we urge you to keep your child's 'phone at home. The school will not accept any responsibility for mobile 'phones that are not handed in and pupils found with a mobile 'phone during the school day will be sanctioned. Your help with this will be appreciated. **Pupils in Years 3, 4 and 5 are not permitted to bring mobile 'phones to school.** Thank you.

### **Water Bottles**

Every pupil must return to school with a named water bottle please.

### **Hair**

Please can you ensure that girls with long hair have it tied back neatly for school using regulation scrunchies or bands.

Boys' hair should be off the collar, above the ears and eyebrows. Hair that is particularly short at the sides and long on top is not a permitted style in school.

Hair should not be dyed or highlighted and gel/ wax type products should not be used.

This is a school rule across the three sections of Bromsgrove School.

All pupils should be wearing sensible school shoes. Ballet style pumps for girls are not permitted for school; they are not supportive enough for growing feet. Lace ups (preferred option), T bar or Mary Jane style shoes with a strap are the most practical and safe style of shoes for all girls.

### **Uniform**

Please can all items of school uniform and sports kit be clearly labelled. All pupils should return in summer uniform.

The Uniform Exchange is located at the old police station on The Crescent. The shop is open this Saturday 10<sup>th</sup> September 9.30am-12.30pm and also open every Monday 4.00-5.00pm. If you have any uniform you wish to sell please leave it in a bag together with your name, address and telephone number in the Prep office or in the Uniform Exchange. If you have any queries, please contact Kay Wilson 07816 861173.

### **Sport**

This is a busy time for the sports department and Mr Jones and Miss Danks, together with all PE staff, will be working hard to assess new pupils, as well as existing ones, in order to establish team sheets for coming fixtures. This process may take a few weeks; the Sports Department try very hard to provide opportunities for as many pupils as possible.

The School Sports and the School website contain details about all sports fixtures, including relevant maps. Any amendments to fixtures will always be made in my weekly newsletter.

### **New parents:**

We e-mail a newsletter link to you every Friday which will give details of what has been happening in school, reminders to parents, information on school policy and information on forthcoming events. We hope this will be useful to you. Please make sure you inform the office of any changes to your e-mail address.

The staff and I welcome everyone back to school and look forward to meeting you during the coming weeks.

### **Parents' Association**

The friendly and active PA is hosting the first of a regular coffee morning for 'New Parents' on 8th of September 2017. It will be an informal event, with members of the PA in attendance, in Cafe 1883 from 8.30am (next to Senior School car park). The aim of the coffee morning is to welcome any new parents and to get to know each other as well as to help settle parents in to the life of the school.

The PA plan to hold coffee mornings once every two months.

Yours sincerely

Jacqui Deval-Reed  
Headmistress  
Bromsgrove Prep School