



Lingfield  
COLLEGE  
PREP



RECEPTION

# Parent Handbook 2024



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# A Warm Welcome

**It is my absolute pleasure to welcome your child to Lingfield College Prep. We are delighted that you have joined our school community and that you have chosen us to share in this exciting journey of education.**

Lingfield Prep is a happy, caring, family school where every child feels valued as an individual and encouraged to flourish and fulfil their potential. I consider myself fortunate to be able to witness first-hand these unique and curious learners grow and develop as they move on up through the School. Each day brings with it an opportunity to learn, a new experience, an exciting discovery, a moment of revelation and a reason to laugh and smile.

I hope you find this parent handbook a useful tool to help you navigate through the first few months here. We do always welcome communications from parents if you feel you need further information or would like a helping hand. Our door is always open.

The staff team and I look forward to getting to know you and your child in the coming years and helping them thrive throughout their time here.

*Jacky Shackel*

Jacky Shackel,  
Head of Prep School  
[shackelj@lingfieldcollege.co.uk](mailto:shackelj@lingfieldcollege.co.uk)





# Inspiring Exciting Futures

At Lingfield College, we believe the definitive measure of a school is in preparing pupils to take a positive and contributing role in society. We believe every child can be inspired and empowered to be the best and happiest they can be. As a School we are ambitious for and with every pupil, devoting our resources to provide an outstanding education that opens doors, inspires a love of learning and develops the skills and characteristics needed to become future leaders.

Pupils who leave Lingfield at the end of their school career are academically ambitious, well-rounded individuals with the strength of character, humility and social mindset to make their mark in the world.

## Our Purpose

We are guided by a simple philosophy that:

**"Together we can inspire and enable every pupil to truly flourish socially, academically and creatively to fulfil their aspirations and lead exciting, meaningful lives."**



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## Our School Aims

- To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.
- To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.
- To instil and nurture a strong sense of social responsibility, moral justice and environmental awareness so our pupils can positively contribute to a sustainable and just society.
- To guide each child in the discovery, delight and development of their unique gifts, talents and character.
- To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.
- To prioritise physical and emotional wellbeing across every facet of our school community.

## Prep School Motto



**"I CAN...I KNOW I CAN."**

It promotes confidence, resilience and self-belief that guides every member of our school family as we learn and achieve together in a happy, supportive environment.

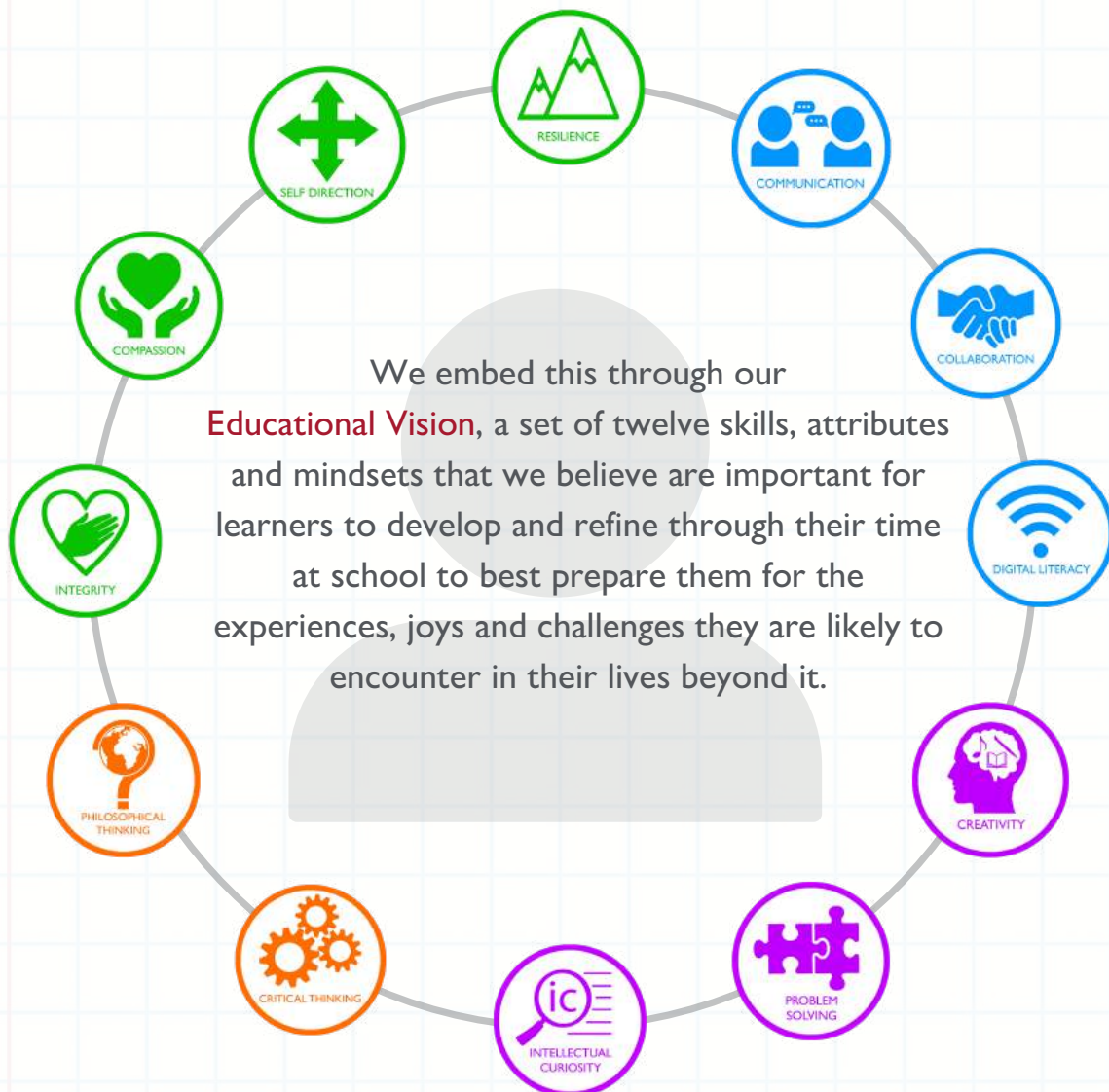


# Learning for Life

A great education is so much more than a set of impressive academic grades. At Lingfield Prep, we believe that a child's character and mindset profoundly affect their academic and social success. Those who show determination and resilience in their learning and who have high standards in what they do are better equipped for the challenges and opportunities that come their way. Academic learning and cultivating character go hand-in-hand in building confident and robust children



## Our Educational Vision





## A Character Education

We begin embedding our Educational Vision at Nursery and Reception. Alongside the Early Years Foundation Stage curriculum, we focus on six Character Education traits distilled from the twelve skills of our Educational Vision. These traits are courage, gratitude, honesty, perseverance, self-control and empathy.

Two traits become the focus in each term:

- Autumn Term – Courage & Self Control
- Spring Term – Perseverance & Honesty
- Summer Term – Gratitude & Empathy



# The School Day

## Arrival & Registrations

- Reception classrooms open at 8.30 am, registration is 8.45 am, and lessons begin at 8.50 am.
- Your child enters the reception classrooms through the Foundation Stage playground doors from 8.30 am; they will hang up their blazer, put their snacks, bookbags and water bottles in the designated area and self-register on the interactive whiteboard.
- The classroom doors close promptly at 8.45 am.
- If your child arrives after 8.45 am, they should report to the Prep School office.

## Collection

- At home time, your child should be collected at 3.30 pm from their classrooms. A staff member will confirm the parent/carer, and they will sign your child out.
- If you are delayed in picking up your child after school, or there are any changes to your collection arrangements, please get in touch with the School so that their teacher can be informed.
- All children must have a password on record which will be requested when the child is collected by anyone other than the parent or regular carer.
- Children attending after-school clubs or TeaRex will be escorted to their respective locations.

## Late Room

A late room is available until 3.40 pm for parents with older children in the Prep School who finish at a later time of 3.45 pm.

## Drop Off & Pick Up

We operate designated year-group parking zones in Prep School to ease traffic flow. Reception parents' parking zones are located in front of the foundation building. Disabled parking is available in front of the Drama Studio, and badges must be displayed. We ask all parents to park considerately:

- To park strictly within bays and not on yellow lines.
- To observe the speed limit of 5mph.
- To turn off engines when parked.
- To ensure children are supervised at all times.

## Bus Transport

We operate four bus routes (Route 4,5,7,9) directly from Prep School for children in Year 5 and above. Routes and booking information are available under [Parent Information](#) on the School website. School rules apply when travelling on the buses, and we expect all pupils to maintain the highest standards of behaviour while travelling to and from school.

## Bikes & Scooters

We encourage children and parents, where possible, to walk, scoot or cycle to school but realise this is not always practical. There are secure bike and scooter racks located at the front of the assembly hall. We recommend they are clearly named and identifiable.

## School Meals

We have recently been awarded the **GOLD HEALTHY SCHOOLS AWARD** because we really believe that healthy bodies lead to healthy, active minds. Our in-house catering team from Holroyd Howe freshly prepares our school meals daily.

Our priority is to ensure that the children are offered nutritious and balanced meals that they will eat and enjoy to sustain them throughout the school day.

The School regularly reviews menus in collaboration with our caterers, and the pupils have regular input into menus via the School Council. Each term has a new seasonal and locally sourced menu with a 4-weekly menu rotation. They can be viewed on our website under [Parent Information](#) or outside the School office. New parents to the School will be asked to complete forms highlighting any allergies, intolerances or special dietary requirements.

Children should bring a water bottle which they keep in their classroom. No other drinks are permitted.

## Snacks

The children enjoy a daily morning snack. We ask that children bring bite-sized fresh fruit, vegetables, or hard cheese. Cereal bars, crackers, biscuits, fruit flakes, yoghurts, and kiwi fruit, are not allowed. Parents should prepare fruit to avoid any choking hazards especially grapes which should be cut lengthways. Containers should be small enough so that they can be stored appropriately in your child's tray. Prep School has a strictly no-nuts policy.

## PE / Sports

They will participate in many different activities and sports such as dance, gymnastics, fun fitness, ball skills and games, striking and fielding games, mini athletics, and tennis.

When your child has their games' lesson, they should wear their PE kit to school. Which includes:





- Sky blue polo shirt
- Black PE shorts/jogging bottoms
- Lingfield navy sweatshirt
- White sports socks
- Lingfield sun cap - during hot weather
- Lingfield shoe bag
- Velcro trainers

## Music Tuition

We have a number of fully qualified visiting music teachers and can offer tuition for most instruments and singing. Most of our pupils begin tuition in Years 2 or 3, following a series of taster lessons in Year 2 as part of the school music curriculum. However, bright and motivated children from Reception upwards may begin lessons on piano, cello and violin after consultation and with parental support.

Lessons are 30 minutes long and organised on a rota so that the same classroom lesson is not missed each week.

Please get in touch with our Head of Music, Miss Naomi Aves, if you would like further information or to enquire about availability for your child prep via our music administrator, [cottrelln@lingfieldcollege.co.uk](mailto:cottrelln@lingfieldcollege.co.uk), or you can visit the [Music Tuition page](#) on our website.

## Wrap-Around Care

Breakfast club is available from 7.30 am Monday - Friday in the Dining Hall and under full supervision. Hot Breakfast is served from 7.45 a.m.; items include bacon, sausages, eggs, pastries and toast. We also serve a selection of fruit, yoghurt, and cereals. Breakfast club is chargeable and can be booked by emailing the Prep School Office.

Parents are invited to join us for breakfast on the last Friday of the month.

TeaRex After School Club operates daily throughout the term from the end of the timetabled school day until 5.30 pm/6.15 pm in Orchard Lodge. It includes supper and is run by our own staff, who organise various fun and engaging activities. TeaRex booking information will be sent out to parents via SchoolPost at the start of every term.

Updated prices for the breakfast club and TeaRex are located on our website in the [Parent information](#).

## Holiday Clubs

During the School holidays, Fun Days Holiday Club is available for children in Reception to Year 6. Additionally there are a number of external providers. Bookings are via our ['Holiday Clubs' website page](#).

## Extra-Curricular Clubs

Club timetables and booking information are sent to parents via SchoolPost at end of the previous term. Our [Prep Co-curricular and enrichment brochure](#) on the website should give you an idea of all the clubs we run throughout the year.

## Sporting Fixtures

For children in Reception & KS1, sports is about physical activity, having fun, learning new skills and laying the groundwork for good sporting behaviours.

Starting in Year 3, your child will play competitive fixtures against other schools. All scheduled fixtures are published on the School Sports Website SOCS [lingfieldprepsports.co.uk](http://lingfieldprepsports.co.uk). This is also accessible from the homepage of our school website; a shortcut can be made to your phone and fixtures are also displayed on the information board in the Sports Hall Corridor. At the end of each week, we will upload team sheets, venue information, match start times, and collection times for the upcoming week's fixtures.





# School Life

## Pastoral Care

The wellbeing of all our pupils is at the heart of our nurturing and family ethos. We champion the importance of emotional wellbeing, kindness, friendship and respect for others at every stage of school life.

Our pupils have a keen awareness of the needs of others as well as an acceptance of diversity and difference, which is demonstrated in how they care for those within the school and the wider community beyond.

We believe every child is unique, and our role is to guide them to reach their potential and be the very best they can be.

Class teachers and teaching assistants play a huge role in ensuring the wellbeing, happiness and academic welfare of each pupil in their class. The staff build strong relationships with the children and their families and watch their progress with interest and pride as they move through the Prep School and onto Senior School. Our open-door policy and clear communication channels mean they can act quickly and offer support when needed.

## Wellbeing

We prioritise physical and emotional well-being for our entire school community, including educating our pupils about positive mental health. We are proud to have received the Silver Mental Health Award in 2022. We promote mental health through wellbeing activities, such as yoga and mindfulness, "Wellbeing Wednesdays," Mental Health Awareness Week, and themed assemblies and talks throughout the year. By offering these programs, we aim to teach our pupils the tools they need to maintain good mental health and well-being.

## School Houses

We have a thriving House System at Prep School. Our four houses provide a sense of belonging, promote teamwork and friendship, encourage healthy competition and normalise learning to fail.

Your child will be allocated to a house when they start Prep School. They know them by both colours and by their names:

- St Andrew
- St George
- St David
- St Patrick

We run House events each term, such as talent shows, quizzes and sports days. Achievement is recognised by awarding stars and the year culminates in a prize-giving ceremony.

## Assemblies

The School enjoys regular assemblies for specific year groups and the whole school. We encourage active participation, which is seen as important collective and collaborative events. We also welcome visitors to talk about interesting subjects and different perspectives.

## Buddy Classes

Each class is paired with another class in a different year group, and every term, they have playtime together and work on activities, such as crafting or reading. This builds strong, supportive and nurturing relationships among the pupils and builds our connected community.

## Rewards & Awards

We believe in rewarding pupils for their good behaviour and academic effort. We do this through our house points system, where pupils are awarded points for demonstrating positive attitudes towards learning and school life, and the Housepoints Cup is presented termly.

We have a Star of the Week assembly where pupils are presented with badges and certificates by the Head of Prep School for their efforts. This may include awards for being an academic 'Star' in your class, recognised for showing one of the characteristics of our Educational Vision, and also praiseworthy standards and efforts across the curriculum.

The Head of Prep School gives pupils who have been observed being helpful or kind around the school special stickers. Finally, we celebrate all the individual achievements of our pupils at our annual prizegiving event, Celebration Day. These programs serve to motivate and inspire our pupils to be the best they can be in all aspects of their school life.

## Anti-Bullying & Discipline

We are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a secure atmosphere. Our class teachers discuss school rules regularly with the children, and every year the pupils establish their own 'Classroom Code', setting clear behaviour standards. If a child misbehaves, the teacher reprimands them, and in the case of anti-social behaviour, the whole class discusses the incident during circle time. Sanctions are age-appropriate, from missing 'Curious Learning Time' in Foundation Stage to detentions in Key Stage 2.

Bullying of any kind is unacceptable at our school, and we take it very seriously, regularly reminding pupils of its importance in assemblies, class talks and displays. All pupils have a responsibility and a right to consult in confidence with any member of staff or the Head of Prep School if they suspect that bullying or intimidation is occurring.



In 2022-2023 we raised £8730 for our Prep School Charity!

Our robust Anti-Bullying policy can be found on the School website. We welcome feedback from all members of the school community on the efficacy of our anti-bully measures.

If parents have any questions, you can contact your child's class teacher (in the first instance), Key Stage Leader and then the Head of Prep School.

## PSHE

We recognise that pupils' moral, social and cultural development plays a significant role in their ability to learn and achieve. As part of a whole-school approach, we focus on the qualities and attributes children need to thrive as individuals, family members and global citizens.

We provide children with ongoing opportunities to explore and develop their values and beliefs and to maintain their high standards of personal behaviour. We place great emphasis on cultivating positive and caring attitudes towards other people and the importance of understanding and accepting social and cultural traditions that are different to their own.

## Pupil Voice

We believe every child's voice should be heard both by their peers and by the adults in the School community. We offer several formal opportunities to ensure this happens throughout the school year.

- Class roles and responsibilities
- School Council
- Year 6 leadership roles and Head Team
- Year 6 Captains for Drama, Sports, Music, Languages and Art who work closely with our specialist teaching staff
- Pupil focus groups to discuss ideas and school matters with Mrs Shackel
- Eco-Council
- Marketing Ambassadors
- Anti Bullying Ambassadors
- Year 6 Digital Leaders

## Child Protection & Safeguarding

We take our responsibility for safeguarding and promoting the welfare of all the pupils in our care very seriously.

Please read our [Child Protection & Safeguarding Policy](#), available on our website, which sets out the policies and procedures we have in place. We will take appropriate action if we have concerns about a child's physical, emotional or social well-being.

Our website also lists the members of our Safeguarding Team, offers families further information, and signposts several key organisations to get advice.

## Charity & Community

At the Prep School, we encourage the children and their families to have a positive impact on the wider community. This might be bringing food for a local food bank, singing in the local care home, raising money for local or national charities or working closely with other local schools.

Our pupils very much lead our charity work. Each year we nominate a charity and do fundraising throughout the year. Working with charities and making links with the local community allows our pupils to become respectful global citizens.





# Academic Matters

## Seven Areas of Learning

We follow the Early Years Foundation Stage (EYFS) curriculum in Reception. EYFS incorporates seven areas of learning, and emphasis is placed on our children being secure in the three Prime areas of learning before they embrace the four Specific areas. These are all interconnected with the Characteristics of Effective Learning; Playing, Exploring, Active Learning, Creating and Thinking Critically.

### Prime Areas

- Personal, Social & Emotional Development - Developing self-confidence and independence while also learning how to be in a group.
- Communication & Language - Listening and focusing as well as speaking and understanding what is being said.
- Physical Development - Learning to move and handle equipment, developing control and coordination of their bodies, understanding the ways in which we can keep healthy.

### Specific Areas

- Literacy - Development of reading and writing skills.
- Mathematics - Numbers, shapes, measuring, counting and quantity.
- Understanding the World - Exploring the world and community in which we live.
- Expressive Arts & Design - Being creative, exploring and using different materials, using imagination.

## Specialist Teaching

Our Reception curriculum is delivered by a team of experienced, passionate class teachers who are responsible for most curriculum areas.

However, your child will also receive specialist teaching for Music, Drama, PE and French. These sessions will be timetabled on specific days, which you can see on your child's timetable that will be sent to you via SchoolPost at the start of the term.

We pride ourselves on providing a high ratio of teaching staff to children. Teaching assistants support in every class up till Year 4. In Years 5-6, the children work more independently, so this provision is reduced to one teaching assistant per morning per year group. Our teaching assistants are a valuable asset, many with individual talents and skills which they share with the children. Several are even qualified teachers themselves.

## Reading

We hear the children read in groups and individually weekly. We use 'Little Wandle' phonics and reading scheme, including fiction, non-fiction and poetry books. Teachers support children with their fluency and also focus on comprehension and prosody so that they can deepen their understanding of the material.



**As a family-focused school, we believe family time is precious and should be cherished, so we set aside one week per term for our special "Family Focus Time." During this week, we only assign spelling and reading homework, allowing families to enjoy quality time together and enjoy the valuable learning opportunities that it presents.**

## Home Reading

All Reception children will choose a book from the Prep School library to share with you each week. We strongly encourage parents to read daily with their children to extend their learning. Your child will bring a reading book and reading record diary home with them. Please complete and sign this by adding any comments for your child to be issued a new reading book.

## Creative Curriculum

Class teachers bring the curriculum to life with various engaging and purposeful topics, themed activities and projects across all year groups. These cross-curricular topics help pupils to discover and appreciate the connection between subjects, giving them a real opportunity to gain a greater depth of knowledge and to inspire their interest in the world around them.

## Chatterboxes

Chatterboxes are specially decorated boxes containing various personal items, such as photos, crafts, toys, and other special trinkets, individually curated by each child. By sharing these boxes with teachers and friends, children are encouraged to develop communication and confidence skills, reinforce their learning, and foster self-awareness and self-esteem. We will periodically request that the boxes be updated throughout the year to reflect your child's evolving interests.

## Trips & Outings

School trips are an integral part of the curriculum at Lingfield Prep, and every outing is seen as an opportunity to enrich the children's experiences.



You will be informed about these in advance, and when there is sufficient notice, costs will be added to your school fees account. Parents sign an 'Activity Consent Form' when starting Prep School. This permission for all activities arranged by the school will remain valid during the course of their time at the School. You may withdraw this consent in writing at any time. Thorough risk assessments are undertaken before taking any children on a trip. Ordinarily, pupils will wear their school uniform or PE tracksuit when attending a trip.

### Forest School

Reception children visit our Forest School weekly. It has been professionally designed to provide exciting and practical experiences that enable children to better understand the world around them. The woodland setting promotes a sense of freedom, and pupils become more relaxed in the open. We take great delight in watching them have fun and become more confident.

### Stretch & Challenge

Some abilities and talents may be identified when children perform above expectations for their age or if they demonstrate particular strengths or talents. Pupils identified as 'very able' will be offered differentiated learning through extension activities within the classroom and specialist projects. Outside the classroom, various Extension and Enrichment clubs are on offer designed to develop the application and thinking of specific skills and concepts to support pupils' interests and aptitudes in these areas.

### Learning Support

Learning Support helps our pupils to maximise their potential and to achieve their learning goals.

The school's ethos promotes individualised approaches to learning and positive emotional well-being. We recognise that children learn at different rates and have individual needs and learning preferences. We aim to empower all pupils to fulfil their personal, academic and creative goals. At the Prep School, we have the services of a Special Educational Needs Coordinator, Mrs Dickinson, who can be contacted directly by [email at dickinsonp@lingfieldcollege.co.uk](mailto:dickinsonp@lingfieldcollege.co.uk)

### Tracking Progress

Assessing children in school involves acknowledging the power of providing positive and constructive feedback to promote a healthy self-image and foster a desire for ongoing learning. Informal testing of the children's learning continuously takes place in Prep School, with formal Maths and English assessments occurring twice a year.

Children's attainment levels are tracked and monitored closely to ensure progress is being made.

### Moving Up

We aim to foster a strong sense of community, promote inclusivity and discourage exclusive groups by shuffling pupil classes yearly.

During the summer term, our teachers thoughtfully place pupils into their new classes based on their individual needs and strengths. All children will have a 'moving up day' where they see their new classroom and meet their classmates and new teacher.

We also host annual Transition Information Evenings for parents, which provide important information about the upcoming year.





# Academic Matters cont.

## Keeping Parents Informed

### Parent to Teacher

Teaching staff are always open to having in-person conversations with parents, although it's important to note that the start of the day may not be the most convenient time as they are preparing lessons. However, they may be available for short discussions during pick-up times. If you require more time with your child's class teacher, you can arrange a specific appointment by emailing the School Office.

Additionally, parents can also email teachers via the Prep School Office, but it's worth bearing in mind that there may be a delay in response time, as staff are not expected to reply outside of regular working hours (evenings and weekends).

### Family

Family is the Prep Schools Secure App used for the recording and planning of your child's educational development. It allows children, parents and teachers to work closely together, celebrating your child's individual achievements and personal development journey until the end of Reception. We also encourage every parent to submit observations, videos and photographs that you make of your child, thus enhancing our holistic and collaborative approach to learning.

### Termly Letters

At the beginning of the year, parents receive a curriculum letter outlining the activities and learning the children are scheduled to engage in, as well as other useful information.

### Written Reports

In Reception, we provide parents with weekly written observations throughout the year and upload them to the Family app. At the end of the Summer term, you will receive an 'End of Year' report outlining your child's development and achievements in all seven areas of learning, including information on the next steps.

If a pupil is not meeting expectations, our staff will make every effort to communicate this to the parents at the earliest opportunity. Additionally, the class teachers will closely monitor the pupil's progress, and appropriate interventions will be put in place to help the pupil meet the expected academic standards. Pupils who demonstrate they are exceeding expectations will be recognised through our reward system.

### Parents' Evening

Twice yearly, in the Autumn and Spring Terms, we hold Parents' Evenings which provide a valuable opportunity to discuss your child's progress and address any queries you may have. To offer greater flexibility to our parents, we have implemented a hybrid parent consultation model, enabling both in-person and virtual meetings on separate dates.

For class teachers, we offer 10-minute appointments, while subject specialists in Maths, English, Languages, PE, Music and Drama are also available for additional appointments, depending on the year group.

Our Parent Evening appointments are booked in advance through the 'School Cloud' system, with the School Office emailing parents about the booking process, including when the bookings will be available. You can access the booking link on our Digital Learning Platform, Firefly.

### Curriculum Information Events

We hold a curriculum information morning/afternoon for parents on topics such as maths, reading, writing and motor skills.





# Ready for Reception

## Getting Ready

We aim to settle your child into school life happily and confidently. Some children settle very quickly, and others may take time. Here are some ways in which you can help us:

- One of the most beneficial ways of preparing your child for school is by promoting good listening skills. Singing nursery rhymes, talking, listening to stories and playing games encourages active listening.
- At lunchtime, the children will eat in the Dining Hall, and it is beneficial if the children can use their knife and fork correctly and carry a tray.
- Your child could practise getting dressed and undressed so that they are as independent as possible. Similarly, practice with putting on shoes and wellington boots, zipping coats and putting on gloves is beneficial.

## Settling In

Children joining Reception usually start at the beginning of the Autumn Term in September. During the summer term before the start of school, a staff member will visit the child and their key worker at their Nursery setting.

Before the start of the term, we will also run 3 'Ready for Reception' sessions during the summer. The first is a parent and child 'Stay and Play' session, with a further two sessions for the children to familiarise themselves with the environment, get to know new friends and create some fun artwork to put up in the classroom for their first day in September.

## First Day

For new starters, we allow parents/carers to escort their child into the Reception classrooms for registration.

After the October half-term, staff will greet the children at the classroom doors and encourage them to enter independently.

## School Uniform Shop

The Lingfield College uniform provider is Monkhouse. They are based in Tunbridge Wells. School uniform is also available to purchase from the Monkhouse website: [www.monkhouse.com](http://www.monkhouse.com). You will also find videos and garment information.

## Preloved Uniform

Our preloved uniform shop operates from the conservatory at Batnors House at the Prep School. It is open to Nursery, Prep and Senior School parents on Tuesday afternoons between 3.15 pm and 4.15 pm. For our pay-and-drop system, please email [shop@lingfieldcollege.co.uk](mailto:shop@lingfieldcollege.co.uk) to request the required items and their size/ages. A team member will source the uniform, send you a payment link and deliver your order to the Prep or Senior School office to be collected for a specific date.

## Forest School Clothing

Reception children visit our Forest School weekly. For these sessions, please ensure your child has:

- long-sleeved t-shirt
- jogging bottoms/leggings
- jumper/fleece
- spare socks
- waterproof coat & trousers
- wellington boots

These items will remain in School.

## Wet Play Clothing

All pupils should have wellies and waterproof trousers available for wet play times.

These items will remain in School.



## WHAT ELSE TO BRING?



### WATER BOTTLE

This should be named, clear and ideally with a straw to reduce spillage.



### SNACK CONTAINER

This should be named. Small enough to fit in the child's tray.



### BOOK BAG

School branded velcro version.



### OUTDOOR WEAR

Suitable for the weather. School branded black waterproof coat, black waterproof trousers, wellington boots, fleece hat, scarf and gloves.



### PE KIT

Wear PE kit to School on the days they have Games' morning.



### FOR SUNNY DAYS

Branded sun hat and sun cream.



### BIG SMILES

# ✦✦ Appearance

Pupils are expected to take pride in their appearance, and we appreciate your support in ensuring that your child looks smart.

- Winter Uniform is usually worn from after October Half term until the School breaks for Easter.
- Summer Uniform is usually worn from the beginning of the Summer term until the half-term holiday in October.



## Our uniform should be worn as follows:

- **Blazers:** Blazers must be worn to and from school and for assembly.
- **Ties:** Ties are compulsory if wearing a blue shirt. They must be worn neatly. Shirts must be tucked in with top buttons done up.
- **Skirts:** Skirts must be no shorter than two inches above the knee.
- **Shoes:** No boots or open-toed shoes are permitted. Shoes should be flat.
- **Socks:** White ankle socks should be worn with the summer dress, and plain navy tights should be worn with the kilt. Grey socks should be worn with the trousers/shorts uniform.
- **Hair:** Hair should be worn in a neat and manageable style. No hair dye is permitted, and hair gel is permitted only to keep hair tidy, not for elaborate hairstyles. Shoulder-length or longer hair must be tied back, and short hair must not touch the collar or fall below the eyebrows. No extreme hairstyles or tramlines are permitted.
- **Make-up and Jewellery:** A named wristwatch may be worn from Year 3 upwards. Those with pierced ears may wear studs or sleepers only. These must be removed during PE. This is required for health and safety reasons. Nail varnish and makeup are not permitted.







# School Structure

Lingfield College comprises of two school sites, Lingfield Prep School and Lingfield Senior School, which are situated adjacent to each other. Despite being separate sites, we operate as a single school with a shared purpose, aims, and principles.

To maintain a cohesive approach across all areas of the school, our management is divided into three areas: Prep School, Senior School, and Sixth Form. The leadership teams of these departments hold regular meetings to ensure that our whole school approach is consistently applied both operationally and academically.

## Prep Leadership Team

Headmaster - Mr Richard Bool  
Head of Prep School - Mrs Jacky Shackel  
Director of Studies - Mrs Christina Hubbard

## Key Stage Leaders

Nursery Manager - Mrs Tiffany Vickery  
Head of Early Years (Academic) - Mrs Jen Bowler  
Year 1 & 2 - Mrs Kirsty Lester  
Year 3 & 4 - Mrs Tracey Barrie  
Year 5 & 6 - Mrs Helen Roe

## Teaching Staff & TAs

We have a wide number of class teachers, specialists, and teaching assistants. To read more about our wonderful teaching staff, [please visit our website.](#)

## Support Staff

Head of Prep School PA - Mrs Kate Rider  
Prep School Office Manager - Mrs Vicki Herriott  
Prep School Administrators - Mrs Heloise Dennehy / Mrs Liz Chatfield  
Early Years Administrators - Mrs Clare Wilson / Mrs Kate Ratsma  
Music Administrator - Mrs Nikki Cottrell  
TeaRex Manager & Librarian - Mrs Laura Canova  
Breakfast Club Manager - Mrs Kate Eakins  
Senco - Mrs Paula Dickinson

## Prep School Safeguarding Team

Safeguarding Governor - Mrs Amira Cooper  
Designated Safeguarding Leader - Mrs Jacky Shackel  
Deputy DSL - Mrs Christina Hubbard  
Deputy DSL - Mrs Helen Roe  
EYFS Deputy DSL - Mrs Tiffany Vickery  
EYFS Deputy DSL - Mrs Karen Ovington





# Communication

We recognise that parent engagement is key to learning success, and there are a number of ways we keep you informed, involved and updated.

## Parent to Teacher

Teaching staff are open to having in-person conversations with parents, during pick-up times. If you require more time with your child's class teacher, you can arrange a specific appointment by emailing the School Office. Additionally, parents can also email teachers via the Prep School Office, but it's worth bearing in mind that there may be a delay in response time, as staff are not expected to reply outside of regular working hours (evenings and weekends).

## Website

Visit the [Parent Information](#) section of our website to access term dates, school policies, fees, uniforms and transport information. You can also keep up to date by visiting our [news section](#).

## Famly App \*Reception only

Our GDPR-compliant digital platform can be downloaded via Android and Apple devices. It allows us to communicate with Foundation Stage parents daily, logging learning, eating, playing and sharing photos for parents to see their children. Parents can stay in touch with the teachers.

## FireFly

FireFly is our school's Digital learning platform. Here you can view academic timetables, see what the pupils have been learning, check homework, parents' evening bookings and find contact details of class teachers.

## SchoolPost

SchoolPost is the system we use to send whole school or year group emails and text messages.

## School Calendar

The School calendar can be viewed via the calendar icon on the [landing page of the website](#). Here you can see many activities and events at Prep School.

## Socs Sports App

SOCS App provides information on fixtures, team sheets, directions to opposition venues and results. These can be accessed from the home page of the School website. To do this, log on via website [www.lingfieldprepsports.co.uk](http://www.lingfieldprepsports.co.uk)

## Newsletters

A weekly Lingfield Link newsletter is sent out each Friday. This summarises everything for the week ahead, key dates, what has been happening at the School, success stories and news from the School community.

Every term, parents of children in Years 1 - 6 are sent our curriculum newsletter.

## Class Reps

Each year group has between 2 - 4 volunteer parents, whose role is to act as a regular contact between the class teachers and the parents. There is an opportunity to meet with the Key Stage Leader once a term to discuss any questions raised. They will also organise social gatherings, coordinate volunteers for LCPA events and share date information.



## School Office:

[prepoffice@lingfieldcollege.co.uk](mailto:prepoffice@lingfieldcollege.co.uk)  
01342 832407

## Parent Engagement Group

Headmaster, Mr Bool and Head of Prep, Mrs Shackel meet with parents (by year group) several times yearly. The group is a platform for idea sharing and providing feedback and information on School life from the perspective of the pupils and their families.

## Classlist

Our new community app Classlist helps parents communicate with one another. You will receive an invite to join via email.

## Social Media Platforms

Our Social Media Platforms - Instagram, Facebook, Twitter and LinkedIn are a great way to keep up to date with what is happening in the School and our pupils' achievements. We would love you to share our news and engage with our stories.

## Parents' Association

Our active parent community (LCPA) is a valued part of the School, and everyone is welcomed as a member of the association. They organise various fundraising events throughout the year, such as the Christmas fair, Summer Fun Day, and discos. Information about this is available on the school website.

## Volunteering Opportunities

Prep School has always valued the time and talent so generously shared by our families. We welcome your help with various activities and events such as reading with pupils, talks, sporting fixtures, clubs, educational visits and art days. If you are willing and able to help in any way, please email the Prep School office





# Useful Contacts



**Headmaster**

**MR RICHARD BOOL**

If you require a meeting with the Headmaster, you can do this by contacting the Headmaster's Executive Assistant.



**Head of Prep School & DSL**

**MRS JACKY SHACKEL**

If you require a meeting with the Head of Prep, you can do this by contacting the Head of Prep School's PA.



**Executive Assistant to the Headmaster**

**MRS TARA UNWIN**

01342 838166

[headspa@lingfieldcollege.co.uk](mailto:headspa@lingfieldcollege.co.uk)



**Personal Assistant to the Head of Prep**

**MRS KATE RIDER**

01342 778775

[riderk@lingfieldcollege.co.uk](mailto:riderk@lingfieldcollege.co.uk)



**Director of Studies**

**MRS CHRISTINA HUBBARD**

For academic concerns or advice, parents may contact the Director of Studies via the Prep School Office



**Head of Finance & Resources**

**MRS ANGELA BRASSETT**

01342 838155

[brassetta@lingfieldcollege.co.uk](mailto:brassetta@lingfieldcollege.co.uk)



**School Office Manager**

**MRS VICTORIA HERRIOTT**

01342 832407

[prepoffice@lingfieldcollege.co.uk](mailto:prepoffice@lingfieldcollege.co.uk)



**TeaRex After School Club Manager**

**MRS LAURA CANOVA**

01342 778768

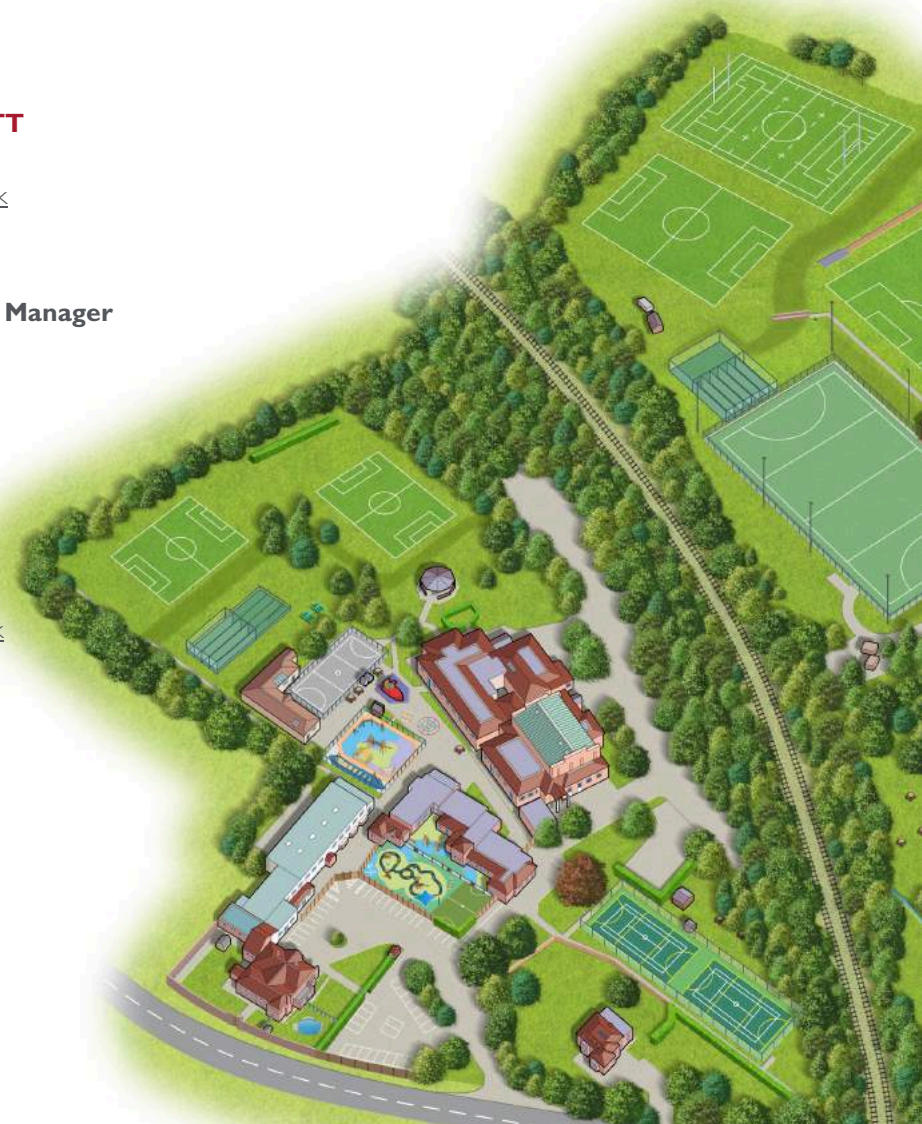
[tearex@lingfieldcollege.co.uk](mailto:tearex@lingfieldcollege.co.uk)



**Breakfast Club Manager**

**MRS KATE EAKINS**

[prepoffice@lingfieldcollege.co.uk](mailto:prepoffice@lingfieldcollege.co.uk)





# What to do if...

## **...You Have Concerns About Your Child.**

If you have any worries, contact your child's class teacher in the first instance. They are best placed in understanding your child's needs and requirements regarding their general wellbeing and academic progress.

## **...Your Child is Going to be Late for School.**

If your child arrives after 8.45am, they should report to the Prep School office to sign in. Parents must not enter the School premises during the day without signing in first.

## **...Your Child is Unwell.**

Please do not send your child to school if they are unwell. Please email or telephone the school by 10 am. Ring 01342 832407 ext. 2 and leave a message on their absence line or email [prepoffice@lingfieldcollege.co.uk](mailto:prepoffice@lingfieldcollege.co.uk) Please contact us every day of your child's absence.

Any child with vomiting or diarrhoea should not return for a minimum of 48 hours from the last episode. If your child is absent for more than 5 school days, parents must obtain a medical note from their GP. If your child is absent for a significant length of time, an email to the headmaster explaining the circumstances is required.

Should your child be taken ill at school, they will be cared for by our staff, who will make every effort to contact you. It is, therefore, vital that the Prep School office has a list of current contact numbers.

## **...You Might be Delayed in Collecting Your Child or There Have Been Changes to Arrangements.**

If you are delayed in picking up your child after school, or there are any changes to your collection arrangements, such as them not attending a club, please contact the Prep School Office so that their teacher can be informed.

## **...There is Heavy Snowfall or Extreme Weather Conditions.**

In the event of adverse weather, the Headmaster may take the decision to close the school. We will endeavour to communicate this decision by 6.45 am on the morning of the closure. The information will be on our website, and parents will be informed by email. Teaching staff will ensure work is available for pupils via FireFly or Family App.

In the event of bad weather during the course of the school day, we will email parents and pupils will remain supervised until they can be collected.

## **...You are Planning a Holiday.**

We believe that consistent attendance is vital for your child's education. We kindly ask that you schedule any holidays during the designated Lingfield College holiday dates, which are posted on our school website well in advance. Parents who are considering taking their children on holiday outside of term time should note that additional work will not be provided, and any missed tests may not be rescheduled.

If your child must miss school due to exceptional circumstances, we request that you submit an 'Application for Absence' form to the School Office at least 14 days before the absence dates. We understand that sometimes things come up unexpectedly, but please remember that unauthorised holidays will result in a penalty charge from the school. We appreciate your cooperation in helping us to provide the best possible education for your child.

## **...Your Child Requires Medication.**

We encourage medicine to be administered at home unless there is a special reason why a pupil needs to take it during the school day. Medication brought into school must be handed directly into the Prep School Office, parents must complete a Consent to Administer Form, which can be emailed in advance.

Medicine for potentially life-threatening conditions will be administered by staff such as inhalers for asthma, auto-injectors for anaphylactic shock and diabetic treatments. If a child does not have their inhaler or EpiPen in school, they may not be allowed to participate in physical activities, a sporting fixture or a trip. The Prep School holds an emergency supply of paracetamol, which parents are requested to give consent for prior to administering.





# Further Information

## Lost Property & Personal Possessions

Please ensure that all uniform and property is clearly named to be returned quickly to their owners. Lost items will be placed in coloured bins at the end of the Oakleigh building for parents to check through. Named items will be returned to the owners. Unnamed items will be collected at the end of term and taken to the Uniform Shop.

Pupils must not bring valuable items, electrical items or money into school. The School cannot be held responsible for any lost or damaged items. Parents should note that the School does not carry insurance for pupils' possessions, including clothing or glasses.

## Mobile Phones

Pupils are not allowed mobile phones or Smart Watches at School. Permission may be granted in exceptional circumstances by the Head of Prep School. In such circumstances phones should be handed directly in to the School Office at the beginning of the day and collected before the journey home. Urgent messages to pupils may come via the School Office. The school can accept no liability for a phone, that is lost, tampered with or stolen.

If you are visiting the school site in whatever capacity (Including visitors, parents, governors, volunteers and senior school students), please be aware that:

- Personal mobile phones, cameras and recording equipment cannot be used in the presence of children on the prep school site.
- In Foundation Stage (Nursery & Reception), all mobile phones are strictly prohibited and must be stored securely (locked away) out of reach within the setting until such time as the individual leaves the building

## Photography at School Events

Images/videos taken by parents of their own children at School events, such as award ceremonies, sporting events, concerts and productions, are reminded that such images should be used for personal use only.

A parent/carer publicly sharing images of other pupils with no controls on privacy may be in breach of data protection rules. Parents are therefore asked that images that may, expressly or not, identify other pupils should not be made accessible to others via online or social media channels without the prior agreement of that pupils' parents or shared/published in any other way.

Parents are asked expressly not to interfere with the smooth running of the event or compromise health and safety to take images.

The School reserves the right to refuse or withdraw permission to film or take photographs from any parent who does not follow these guidelines or is otherwise reasonably felt to be taking inappropriate images.

## Complaints

Lingfield College is a busy place with lots of pupils taking part in a great many activities taking place in any given week, over a given term. While we pride ourselves on maintaining a positive and cooperative community, we understand that occasional conflicts of interest, misunderstandings, and disagreements can arise between pupils, parents, and teachers, although these instances are infrequent. We are committed to addressing any issues that arise promptly and fairly.

If parents have a complaint, they can expect us to handle it in accordance with our complaints procedure, which is readily available on our website. The Headmaster's decision will be final in interpreting all school rules.

## First-Aid

Our fully equipped medical room is located next to the School Office. First aid boxes are situated in key areas of the school, and we always take first-aid kits with us on trips or excursions or when participating in sporting events.

Most members of our teaching staff are trained to provide basic first aid. We record all accidents and injuries, make parents aware and have a procedure in place to review this to minimise the likelihood of reoccurrence.

We will always contact parents if a child needs anything more than basic first aid, if they become unwell, or if we have any worries or concerns about their health. It is therefore important we have your current contact details.

## Safety in the Sun

From the end of Spring term, throughout Summer term and at the beginning of Autumn term, we advise pupils to wear sunhats during break times, when appropriate. Parents should apply high factor long-lasting sunscreen before school, as staff are not allowed to administer this.

## Serious Incidents

If a major crisis occurs at the School, such as severe weather, power outages, serious accidents, or major incidents in the local or wider community, our priority will always be the safety and wellbeing of our pupils. We will make every effort to communicate with parents as fully and comprehensively as possible, although if we don't have all the details, we will inform you of that.



# Digital Learning Platforms



## Family App (Reception only)

Family is the Foundation Stage Secure App used for the recording and planning of your child's educational development. It allows children, parents and teachers to work closely together, celebrating your child's individual achievements and personal development journey until the end of Reception. We also encourage every parent to submit observations, videos and photographs that you make of your child, thus enhancing our holistic and collaborative approach to learning.

### Create Your Account

As part of your sign-up, you will complete forms to give us permission to set up an online profile and initiate your child's account. Once we have received this, you should receive an email with unique login details to the portal on the App or via desktop.

### Features of Family

- Communication - Send instant messages, get daily updates and automatic reminders
- Personalised Journey - Parents and teachers can share any child information, observations, videos, and mealtimes.

NB. Reception Parents will require access to FireFly for parents' evening bookings.



## Firefly (Years 1 - 6)

Firefly is our secure, collaborative learning platform that allows teachers to set work, track progress, communicate with parents and share learning resources.

### Create Your Parent Account

- Go to the Firefly page on our website and click 'Prep School Portal.'
- Click on the blue box that says 'Logging in for the first time? Activate your account.'
- Enter your email address, which must be the same as registering with the School. If both parents have an email address, you may have a separate login.
- Activate your account via a link sent to your email address.
- Create a new password.

### Accessing Your Child's Account

- If you are helping your child log in. Please click the Office 365 button on the Firefly Portal.
- Use your child's school email address. This is their cohort number, the first four letters of their surname and the first letter of their first name. Followed by @lingfieldcollege.co.uk
- Enter their password. For the children, this is the 4-digit numerical password and the same one they use to log on to School computers.

### Features of Firefly

- See Timetables
- Access Homework & Home link letters
- Parents Evening Booking Portal
- View School Reports
- Contacts for teachers
- Showcasing our lessons & pupils' work

### Children Will be Able to Access

- Relevant Digital Resources
- Year group pages
- Support videos for homework



# Policies

Our policies are all listed on the [Policies & Safeguarding page](#) of our website. We ask all parents to read these policies before their child starts at the school.

- Admissions Policy
- After School Club & Breakfast Club
- Anti-bullying & Cyberbullying
- Attendance
- Behaviour Management
- Complaints Policy
- Curriculum
- Educational Visits
- Failure to Collect
- Foundation Stage
- Health & Safety
- Holiday Club
- Homework
- Inclusion & SEND
- Medical Conditions
- Missing Child
- PSHE
- Relationships & Sex Education
- Safeguarding & Child Protection
- School Closure (Nursery)
- Use of Cameras & Mobile Phones (EYFS)
- Use of Digital Images



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