



## Reception Handbook

2019-20

# Contents

---

<b>3</b>	<b>Welcome</b>	<b>16</b>	<b>Staff List</b>
<b>4</b>	<b>About Edenhurst</b>	<b>18</b>	<b>Term Dates</b>
<b>4</b>	<b>Preparing Your Child for School</b>	<b>19</b>	<b>Lunch Menu</b>
<b>6</b>	<b>School Induction Process</b>	<b>20</b>	<b>Uniform</b>
<b>8</b>	<b>Early Years Foundation Stage at Edenhurst</b>	<b>23</b>	<b>School Travel Service</b>
<b>10</b>	<b>Daily Routine</b>	<b>24</b>	<b>Childcare Vouchers</b>
<b>11</b>	<b>Before and After School Activities</b>	<b>25</b>	<b>Health and Safety</b>
<b>13</b>	<b>Pastoral Care</b>	<b>26</b>	<b>Policies</b>
<b>14</b>	<b>Home/School Links</b>	<b>27</b>	<b>And Finally</b>

# Welcome

---

Dear Parents

Welcome to Edenhurst Prep School.

We are very excited to be welcoming you and your child to our Reception Class.

Moving from Nursery to School is a major transition in the lives of young children. We are all well aware of this and staff aim to work together with parents as a team to ensure the transition is as smooth as possible. Staff are always very willing to discuss any concerns you may have.

Your child has a great many new things to learn as they start at Edenhurst Prep School. They will be given opportunities beforehand to familiarise themselves.

Of course, if they have attended our Nursery they will already know many people and the routine. Even so, do not be surprised if your child is very tired to begin with, even if they have been attending Nursery for a full day. Fortunately, we find that children settle quickly and easily into their new class.

We have an outstanding teaching team, excellent resources and we make extensive use of the facilities around the school including our state-of-the-art ICT Suite, Sports areas, Art Room, Music Room, Science Block and Library to support our broad and creative curriculum.

During their time at Edenhurst Prep School the children will experience a wide range of subjects, sports, activities, hobbies, field trips, productions and fund-raising events.

I am certain that your child will have an enjoyable and fulfilling first year with us and we look forward to welcoming all our new pupils and their parents in September.

Best wishes

**Michael Hibbert**  
Headteacher

**Nurture. Inspire. Achieve.**





# About Edenhurst

Edenhurst Prep School is a co-educational independent day school for pupils aged 3 months to 11 years.

Here at Edenhurst:

We **NURTURE** our pupils: in small class groups to develop their individual talents and gifts; to look after their personal needs; and to care for their welfare.

We **INSPIRE** our pupils: with innovative delivery of lessons by enthusiastic teachers with specialist knowledge across a broad curriculum.

Thus allowing our pupils to **ACHIEVE**: excellent results in the classroom, on the sports field, in music, drama, dance and a wide range of extra-curricular activities.

The school values highly its commitment to educating the 'whole child'. A strong pastoral care system, underpinned by Christian principles, incorporates a structured Personal, Social and Health Education programme including the School's Values of **Courtesy, Honesty, Respect and Endeavour**.

## Preparing Your Child for School

Edenhurst provides a caring, happy and friendly environment in which all children flourish. Enjoyment and achievement during school years are greatly affected by a child's ability to learn. Evidence suggests that the ability to learn is more dependent upon personal than intellectual qualities. A child's chances of having a good start to school are most affected by the following key personal qualities:

### Self-Confidence

The more confident a child is in his/her own abilities, the better s/he is able to tackle all the challenges found in school life.

### Listening

The ability to understand and act upon verbal instructions is extremely important when you are part of a class.

### Curiosity

A child who asks questions will gain knowledge and understanding quickly.

### Co-operation

A class of children functions more effectively and happily when children co-operate and show concern for one another.

### Sociability

A child who is friendly towards peers and adults will settle more quickly.

### Positive Attitudes

A child who is enthusiastic about learning and taking part in activities will enjoy school more.

### Independence

A child who can do things for themselves will feel happier and settle at school more quickly.

As parents there are a number of things you can do to help your child develop the qualities listed above:

- Ensure that you are always positive when talking about school. If you are enthusiastic and confident that all will be well, then your child will feel the same way too
- Avoid negative associations with the school, e.g. "You'll get into trouble at school if you behave like that."
- Boost your child's confidence by praising the things they do well and encouraging them to keep trying at the things they find difficult
- Avoid putting pressure on your child with unrealistic targets, e.g. a child is not expected to be able to write his/her own name when they start school

There are many useful skills you can practise to help your child become independent and confident:

- Putting on his/her coat unaided, including fastening and hanging it on a peg
- Being fully toilet trained during the day, including wiping his/her own bottom
- Taking turns in games
- Listening to other children who speak to him/her
- Answering a question put to him/her by adults
- Separating from you and other carers without tears
- Eating a small snack including opening all boxes and packages (note: please only provide healthy, non-messy food for snack times)

- Eating a cooked meal using a knife, fork and spoon appropriately
- Controlling temper when frustrated
- Telling his/her name to another child or adult
- Sharing his/her toys with another child
- Taking shoes and plimsolls on and off, and fastening them unaided
- Changing into and out of school uniform and PE kit unaided

Learning to be independent is very important and will help your child to feel secure and confident.

To read our Top 10 Tips for Preparing Your Child for School article, visit the Parent Resources section of our website at [www.edenhurst.co.uk/parents](http://www.edenhurst.co.uk/parents)

Please log-in using the details below:

Username: parent

Password: pencilcase



# School Induction Process

During the year previous to your child entering Reception there will be a number of mini induction sessions, and events, that involve both Early Learners and Reception. Then, in the second half of the summer term before your child is due to join us, you will be invited to an Induction Afternoon which will provide a fantastic opportunity for you to talk to their teacher and other specialist teachers ahead of when they join us. At this event, parents will be given an opportunity to get to know other parents and familiarise themselves with their child's new classroom.

## The First Day

It is helpful to talk your child through what will happen and get everything ready the night before, to avoid any last minute panics. Remember that all the staff at the school are used to reassuring children who feel unsettled about starting school. The usual policy is to distract children with a no-nonsense, no-fuss approach. Please

feel confident about leaving your child with the school staff and most children will settle quickly, especially once Mum or Dad have moved out of sight. However, should you leave your child crying or unhappy then please see one of the ladies in the School Office on your way home and they will happily come into the classroom to check your child, so that you can go home reassured that all is well.

## The First Term

It is important to understand that your child is absorbing a huge amount of information in these early weeks of school. They are coping with long days away from home, learning new routines in a new environment, making friends, learning names, doing things for themselves, and that's before we even start on the curriculum! Larger quantities of food and earlier bedtimes can make all the difference in these early weeks.



## Buddies

Each child in Reception will be paired with a "Buddy" in Prep 6 at the start of the year, helping them to settle into school life and allowing them to maintain a relationship with an older pupil, building their confidence and sense of security. It is reassuring for our younger pupils to see an older, friendly face around the school on a regular basis, throughout the year.

## Edenhurst Parent Teacher Association

The Edenhurst Parent Teacher Association (EPTA) is an organisation specifically for parents of the School and Nursery. The EPTA aims to combine fund-raising activities with the opportunity for current parents to meet in a social atmosphere. All funds raised are spent on behalf of the children to enhance their school life.

Fresh faces are always welcome and the EPTA look forward to meeting volunteers from both the School and Nursery who would like to seek election on to the committee, or just lend a helping hand

generally. The EPTA provides an important supportive role in the life of Edenhurst Prep School and they would like to take this opportunity to invite you to attend as many functions as possible, enjoy yourself, and help to raise some money for the extra facilities for the children.

Contact information for the EPTA can be found on our website ([www.edenhurst.co.uk](http://www.edenhurst.co.uk)) in the Parents' Area.





# Early Years Foundation Stage at Edenhurst

Class sizes are small, averaging around 16 children. The person responsible for the day-to-day care of the Reception children is the class teacher, Mrs Elizabeth Hodgkinson. Mrs Hodgkinson is assisted by the Reception Teaching Assistant, which allows for a very advantageous pupil:adult ratio. This ensures that your child's talents and interests are recognised and encouraged.

During their year in Reception, children will move through seven areas of learning and begin work from the Pre-Prep syllabus.

Each child is encouraged to progress through the following seven learning areas:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Expressive Arts and Design
- Understanding of the World Development
- Mathematics
- Literacy, including Reading and Writing

## Specialist Subjects

Reception children will study the following specialist subjects this year:

Music	Mrs Sandra Jones
PE & Swimming	Mr Adam Beasley
French	Madame Clare Priest
ICT	Mrs Babitah Hibbert

## Extra-Curricular Activities

In addition to academic excellence, children's strengths in Drama, Music and Sport are nurtured and developed.

### Performing Arts

During the year, all Reception children are involved in preparing for and rehearsing a musical play which they perform to parents in the School Hall. Reception also take part in the whole school Spring Concert as well as the Christmas Carol Service.

### Music Lessons

Individual music lessons are available for a wide variety of instruments. Lessons with visiting music teachers (VMT) are timetabled during lesson times on a rota. Interested parents should complete the Instrument Tuition Form if you would like your child to take lessons. The VMT will then contact you with further details.

### Special Activities

During morning break time, lunch time and after school, Reception children have the opportunity to take part in the following special activities:

- Football
- Ballet
- Little People's Choir
- Ukulele Band
- Judo
- Colouring Club
- Tennis
- Drama Club
- Basketball
- Problem Solving/Crafts
- Gardening

- Lego
- Puzzles/Board Games;
- Running Club.

The Climbing Wall is available for all children in Pre-Prep to use during lunchtimes (supervised).

### Forest Fridays

Forest Fridays has been a successful programme which was introduced in the Reception Class, where learning is taken outdoors on a Friday afternoon and children throw themselves wholeheartedly into the experiments and activities which have been carefully planned to cover Reception's seven areas of learning. Activities have included making bird feeders from plastic bottles, collecting and planting acorns, and creating a hedgehog nest which the children checked daily to see if anything had moved in. The range of activities develop the children's learning, provide variety and a stimulating learning experience and are a fun way to round off the week.

### Eco-Schools

In the summer of 2018, we were delighted to be awarded the Eco-Schools Green Flag award. The Reception class are involved in many Eco-activities where they are able to work towards eco-certificates to reward their hard work.

### Educational Visits/Outings

Excursions to the local area are designed to help the children acquire a basic understanding of our traditions, the natural world and the importance of other cultures. Your child's termly calendar will list major visits scheduled to take place over the coming term. Organised trips include visits to local places of interest such as Emma Bridgewater, Trentham Gardens and the Peak Wildlife Park, as well as an Eco-Day and a trip to the theatre as part of the children's literacy area of learning.

A signed Consent Form will be required at the beginning of the school year, after which you will be contacted regarding details of each outing.



# Daily Routine

## School Hours:

Early Birds Club	7:30am - 8:00am
Breakfast Club	8:00am - 8:30am
Pre-Prep	8:30am - 3:30pm
Prep Forms	8:30am - 4:00pm
Homework Club	4:00pm - 4:45pm

## School Starts

Registration is from 8:45am. Children are encouraged to arrive at least 15 minutes before 8:45am to allow them to settle into the day. Between 8:30am - 8:45am children can take part in activities in their classroom.

Children who arrive after 9:00am should report to the Office before joining the class so they may be registered.

## Morning Break

Morning Break time is at 10:30am. Milk is provided for all children daily at Morning Break. This is invoiced termly. If you do not wish your child to have milk, please inform the School Office and water will be provided.

Children may bring one fruit snack into school each day for morning break and all children will be supplied with a branded drinking water bottle on their first day. Should you need a replacement water bottle due to loss or damage, the cost is £3.50, replacement lids at a cost of 50p, and these are available from the School Office.

## Lunch

Lunch is from 12:15 - 1:15pm. Children enjoy healthy and varied school lunches cooked on the premises by our in-house catering team. Reception children have the opportunity to take part in special activities during lunch time.

## Special Diets

Parents of children who have allergies to any food product, or who have special dietary requirements, should notify the school of this on the Medical Form so that the kitchen can endeavour to provide suitable meals. You should also inform the school if your child subsequently develops any intolerance to any food.

## School Finishes

School finishes at 3:30pm, however children can be cared for in our Stay & Play Club up until 6:00 pm at no extra charge (please see Before and After School Activities). Children collected at 3:30pm should be collected from their classroom.

Children will only be released to persons for whom written or verbal permission has been given and there is an uncollected child policy which would be applied for children not collected by 6:00pm.



# Before and After School Activities

## Before School

### Early Birds Club

School is open from 7:30am and children may be taken to the Dining Room to attend Breakfast Club from that time, when they will be registered and are encouraged to bring a reading book with them so they may read at this time and we also have a number of fun activities they can take part in to keep them happy and occupied before school starts.

### Breakfast Club

This is open between 8:00 and 8:30am, where children are able to enjoy a healthy breakfast at a cost of £1 per day. There is always cereal, toast, yoghurt, fruit and fruit juice available with daily 'specials' also on offer including toasted bagels, toasted pancakes and cheese oatcakes. Please be aware that if your child requires breakfast, they must be registered in the Dining Room before 8:20 to allow them time to order and eat their breakfast without rushing.

## After School

### Waiting Club

Edenhurst offers a Waiting Club from 3:30pm - 4:00pm. If you would like your child to attend Waiting Club, please contact the School Office, or the Form Teacher, in advance, so that your child can be registered. Those attending Waiting Club should be collected from the Dining Room.

Your child may bring a healthy snack to eat at Waiting Club.

### Stay & Play After School Club

For those who cannot collect their children

until later than 4:00pm, the Stay & Play Club provides a happy, fun and safe environment for children until they are collected. The Club is included in the school fees and is open Monday to Friday from 4:00 - 6:00pm and children may attend on any day for as long as parents wish. Please contact The Stay & Play Club on 07547 221 043 if your child will be attending. Text messages may be sent to this number during the day if you need to leave a message regarding After School Care. Text messages will not receive a reply but will be checked at 3:25pm and 4:00pm. Telephone calls to this number will be answered during Stay & Play Club hours only.

## 'Edventures' Holiday Club

The Holiday Club, 'Edventures' provides excellent play care throughout the school holidays for pupils both inside and outside of Edenhurst Prep School. A wide variety of exciting activities are planned and children can enjoy taking part in many creative, sport and fun events.

Opening Hours are: 8:00am to 6:00pm daily.

Children are required to bring their own packed lunch. Morning and afternoon snacks and drinks will be provided.

Day rate: £28 per day

Annual payment: £700 (Edenhurst pupils only)

Booking for the Holiday Club can be done online via our website

[www.edenhurst.co.uk/edventures](http://www.edenhurst.co.uk/edventures)





## Pastoral Care

The school highly values its commitment to the 'whole child'. A strong pastoral care system, underpinned by Christian principles, incorporates a structured Personal, Social and Health Education programme including the School's Values of Courtesy, Honesty, Respect and Endeavour.

The school has high expectations of the children and constantly challenges them to aim high in all they do.

### Behaviour

We pride ourselves on the high standards of behaviour from our pupils. They take pride in the school, their uniform and their work. The pupils' code of conduct is encapsulated in the following values:

- Honesty
- Endeavour
- Respect
- Courtesy

Bullying is not tolerated at Edenhurst in any form as outlined in our Anti-Bullying Policy which can be found on our website. Pupils are counselled that any action designed to hurt or intimidate is considered bullying and will be dealt with swiftly.

### Houses

For the purposes of sports and other competitions, the school is divided into three houses: Bridgewater, Moorcroft and Wedgwood. There is a Merit Cup competed for each term. Children can gain Merit Points for their house by demonstrating positive behaviour such as courtesy, helpfulness, endeavour, consistently good work, etc.

Children are awarded certificates for accumulating merit points: 100 points = Gold Certificate; 150 points = Diamond Certificate; 200 points = Platinum Certificate. Merit Points are recorded in the child's Homework Diary at the end of each fortnight.

Reception children will join their house after their first term.

### Safety

The safety of the children is paramount. School policy is that children do not go anywhere, in or out of the grounds, except under close supervision by staff. Please help us by also ensuring that children in your care are supervised on school premises. For health reasons, dogs are not allowed on the school's premises. The school and grounds are 'No Smoking' zones.

The school's Safeguarding Children (Child Protection) Policies, including its policy for the Safer Recruitment of Staff are available for parents to view on our website.

### Pick up and Drop offs

Cars should be parked in the main school car park and not on Westlands Avenue.

If adults, other than parents are to collect the children, please let the school know in advance.

# Home/School Links

The key to a happy relationship between home and school is effective communication. Every effort is made to keep you informed of your child's development and activities. At the beginning of the year your child will be given a Homework Diary which allows for two-way communication between school and home. End of term reports, Parents' Evenings and your child's EYFS Profile also help to strengthen communication between home and school.

## Homework

We anticipate that the total amount of homework should take no longer than 10 minutes each evening. Maths homework is set on a weekly basis. Children will be expected to complete ½ hour of Maths-Whizz computer work each week. Spelling homework is also given to each child beginning in the Trinity (Summer) Term. Daily reading and phonic work are essential both at home and school, and the Homework Diary informs parents of the pages to be read and sounds to learn. Parents are encouraged to support children with their homework and to sign the Homework Diary each evening. Children are encouraged to bring in materials from home to support topics.

## Maths-Whizz

To support the maths curriculum, Edenhurst subscribes to Maths-Whizz ([www.whizz.com](http://www.whizz.com)), a personal on-line Maths tutor which adapts to your child's unique needs. Children have access to this at home and are encouraged to spend 30 minutes per week in tutor mode as part of their homework routine.

## Handwriting

In Reception, children are taught to write in the following style:

*Stage 1 is taught in Nursery and Reception.*

*Lower case letters all start from the line*  
*a b c d e f g h i j k l m n o p q r s t u v w x y z*

*Capital Letters*  
*A B C D E F G H I J K L M N O P Q R S T U V W X Y Z*

When they write at home we ask that you encourage them to use the same style.

## Weekly Diary Sheet

Each Friday, all parents are emailed the Edenhurst Weekly. This will contain information for the forthcoming week and important diary dates for forthcoming events. Any letters, forms and further information can be accessed via the links in the email or via our website.

## Newsletter

An electronic Newsletter is produced fortnightly and contains information on recent events, visits and activities enjoyed by the children. You will be able to see children's work, photographs and film clips of what your child is doing.

## Termly Reports

Observation reports are sent to parents by email each term to inform you of your child's progress.

## Twice Yearly Parents' Evenings

Parents' Evenings are held in Autumn and Spring when you will have the opportunity to speak to both the Form Teacher and Subject Teachers and view your child's work.

After your child has been in the Reception Class for approximately three weeks, you will be invited to speak to the Class Teacher to talk about how your child is settling in. In addition to this, the Class Teacher and Teaching Assistant are available each morning and evening if you wish to speak to them informally.

## EYFS Profile

Throughout the year, your child's Early Years Foundation Stage Profile is completed by the Class Teacher. Parents are invited to discuss these with the Class Teacher at the end of the school year.



## Social Media

The school uses social media to share valuable updates and provide insight to life at Edenhurst. These channels are monitored continually and the Reception Twitter is closed to parents only.

Please keep in touch by following us at:

Twitter (School) @EdenhurstSchool  
Twitter (Reception) @EPSReception

## Parents' Area

Parents can access a secure area of our website which contains the latest school communications and a range of helpful parent resources. Please log-in using the details below:

<https://www.edenhurst.co.uk/parents>  
Username: parent  
Password: pencilcase



# Staff List

## HEADTEACHER

\*Mr M.G. Hibbert, B.Ed. (University of North West, SA)

## DEPUTY HEAD

\*Mr R.C.A. Barnes, B.Sc. (Hons), PGCE (Newcastle)

## SENIOR TEACHERS

\*Mrs E.A. Hodgkinson, Teacher's Cert. (St. John's College, York)

\*Mr D. Barber, B.A. (Hons) (MMU), Teaching Cert. (Derby)

\*Miss E. Whitmore, BA (Hons), BTEC Nat. Dip (Childhood Studies)

## TEACHING STAFF

Mr A. Beasley, F.A. Coaching Cert.

Mrs A.K.S. Smith, B.A. (Hons) (Manchester), PGCE (Keele)

Mrs J. Nash, B.Sc., M.Sc., (Surrey), PGCE (Keele)

\*Mrs J. Heyhoe-Kirkbride, B.Sc. (Hons) (MMU), PGCE

Mrs H.L. Twigge, B.A. (Hons) (Loughborough), PGCE, (Staffs), MA (Staffs)

Mrs C.A. Bartholomew, B.A. (Hons) (Cardiff), PGCE (Cambs)

Mrs S. Jones, B.A. (Hons) (Huddersfield), PGDPS, LTCL

Miss H. Knight, B.A. (Hons) (Chester), PGCE (Chester)

Mrs S. Bennett, B.A. (Hons) (Keele), PGCE (Beds)

Mrs B. Hibbert, B. Ed., (University of North West, SA)

Madame C. Priest, BA (Keele), PGCE (Keele)

## TEACHING ASSISTANTS

Mrs J.R. Lawton, NNEB

Mrs A. Braxton, PVTC, NVQ (Early Years Ed.)

Mrs K. Weetman, NNEB

Mrs P.B. Whitmore, B.Sc. (MMU)

Miss S. Riley, Foundation Degree (Early Childhood)

Mrs A.M. Staton

Prep 6

Reception

Prep 5

Nursery  
Manager

PE, ICT

Spanish

Science

Form 2

Art & Design  
Technology

Form 1

Music

Prep 4

Prep 3

PE

French

Reception

Form 1

Prep 3

Prep 4

Form 2

First Aid,  
Lab Technician

## SCHOOL SECRETARY/ADMISSIONS

Mrs C.M. Wardle

## RECEPTIONIST

Mrs L. Tootell

## FINANCE ADMINISTRATOR

Mrs U.J.Z. Bridgett

## VISITING TEACHERS

Mr R. Barraclough, BJA Senior Coach

Miss R. Jones

Mrs S. Jones, B.A. (Hons) (Huddersfield), PGDPS, LTCL

Mr J.M. Clowes

Mrs J. Perkin, B.Mus. (Hons) (Surrey)

Mr A.J. Thorley, LTCL, BA (Keele), PGCE, LRSM, MCertNMSM, FNCM,

Mrs A. Hollinshead-Bland, Dip.Mus (OU)

Mrs S.L. Bailey, BA (Sheffield)

Judo

Dance

Clarinet,  
Saxophone,  
Piano, Brass

Drums,  
Percussion

Violin, Singing

Piano

Guitar

Piano, Singing

*\* Members of Senior Leadership Team*

# Term Dates

Academic Year 2019 - 2020

MICHAELMAS TERM 2019	
Term starts	Wednesday 4th September
Term ends	Wednesday 18th December
Half-Term	Thursday 24th October - Friday 1st November (inclusive)

HILARY TERM 2020	
Term starts	Wednesday 8th January
Term ends	Friday 3rd April
Half-Term	Monday 17th - Friday 21st February (inclusive)

TRINITY TERM 2020	
Term starts	Tuesday 21st April
Term ends	Friday 10th July
Half-Term	Monday 25th - Friday 29th May (inclusive)

## Holidays in Term Time

Parents who are considering taking their children on holiday during term time, should apply for permission to do so from the Headteacher. This should be done in writing either by letter to the School Office or email to [office@edenhurst.co.uk](mailto:office@edenhurst.co.uk)

# Lunch Menu

Lunches are provided on a healthy eating plan and there is a vegetarian option daily. The menu for the coming week is published each Friday in the Edenhurst Weekly.

## Sample Menu

	MON	TUE	WED	THU	FRI
Main Menu	Chicken Supreme (made with sweetcorn and a hint of tarragon) (milk, wheat - made in a factory using soya, celery, mustard) White n' Brown Rice	Lasagne (milk, wheat, gluten [Bechamel made in factory using egg, soya, celery, mustard]) Sliced Garlic Bread (wheat, gluten, milk) Side Salad	Cod Fillet Fish Fingers, Parsley Sauce (fish, wheat, gluten, milk) New Potatoes Garden Peas	Chicken Pie, Gravy (egg, wheat gluten, soya, milk) Sliced Carrots, Cauliflower Florets	Pizza Margherita (milk [cheese], wheat, gluten) Baked Beans
Vegetarian	Vegetarian Supreme (milk, wheat - made in a factory using soya, celery, mustard) Boiled White Rice	Vegetarian Lasagne (milk, soya, egg, barley gluten) Sliced Garlic Bread (wheat, gluten, milk) Side Salad	Vegetarian Sausage (soya) New Potatoes Garden Peas	Quorn Mince Pie, Gravy (soya, egg, milk, wheat, gluten, barley gluten) Sliced Carrots, Cauliflower Florets	Pizza Margherita (milk [cheese], wheat, gluten) Baked Beans
Alternative	Sliced Gammon Ham Grated Cheddar Cheese (milk) Baked Potato Mixed Salad	Cheesy Pitta Pocket (wheat, gluten, milk) Sliced Roast Beef Choice of Breads (wheat, gluten, milk) Mixed Salad	Sliced Turkey Breast Grated Cheddar Cheese (milk) Boiled Potatoes Variety of salad vegetables	Cooked Meats Grated Cheddar Cheese (milk) Choice of Breads (wheat, gluten, milk) Mixed Salad	Tuna Sweetcorn Mayonnaise (fish, egg) Sliced Gammon Ham Choice of Breads (wheat, gluten, milk) Mixed Salad Vegetables
Dessert	Ice Cream Roll with Toffee Sauce (milk, wheat, gluten, soya) Yoghurt (milk) Fresh Fruit	Double Chocolate Muffin (wheat, gluten, milk, soya) Yoghurt (milk) Fresh Fruit	Peaches, Greek Yoghurt (sweetened with honey, vanilla) (milk) Yoghurt (milk) Fresh Fruit	Yoghurt (milk) Fresh Fruit	Apple Crumble with Crème Anglaise (wheat, gluten, milk) Yoghurt (milk) Fresh Fruit

AVAILABLE DAILY: Baked Potatoes, Salad, Wholemeal Sliced Bread, Yoghurt and Fresh Fruit.



# Uniform

Edenhurst pupils take pride in their uniform and we are grateful to parents for ensuring that high standards are maintained. Please ensure that all items are named.

## Uniform List

### GIRLS

*School blazer	White leggings may be worn under the summer dress
*School tie	
*Grey pleated skirt	*Black rain mac with fleece lining
Grey culottes	*School scarf (optional)
*Purple jumper	*School black fleece hat, with crest
Plain White long sleeved blouse	Black or Grey gloves
*Three-quarter length socks (School colours)	*Purple Art overall (name tape on outside & a loop to hang it up)
Grey tights (optional)	*School bag for books (small)
*School dress	*School purple sun hat, with crest
White ankle or knee-length socks or white tights (Summer wear)	

### P.E.

\*Shirt: Black/purple/white polo shirt, with crest  
 \*Skort: black, with crest  
 \*Socks: white ankle socks  
 Hooded Sweatshirt: purple with crest  
 Jogging bottoms: Black  
 \*School purple gym sack, with crest

### FOOTWEAR

*Winter:* Black low heeled shoes (not boots)  
*Summer:* Black low heeled shoes or brown or blue sandals.  
*All Year:* Wellington boots which are named and kept in school at all times  
*PE:* White trainers or pumps (no laces)  
 (Please note that high heeled shoes and high heeled, open toed or strappy sandals are not suitable for school wear because of the danger of injury)

### SWIMMING

One-piece swimsuit  
 Swim Cap  
 Towel  
 \*Swimming Bag: purple gym sack, with crest

### ECO SCHOOLS

\*Black waterproof overtrousers and hooded waterproof cagoule  
 \*School black gym sack, with crest

Headbands and ribbons for girls must be in the school colours (available from the uniform shop). Long hair must always be worn tied back for safety reasons.

### BOYS

*School blazer	*Black rainmac with fleece lining
*School tie	*School scarf with crest
*Grey jumper with purple trim	*School black fleece hat, with crest
<i>Winter:</i> White long sleeved shirt	Black or Grey gloves
<i>Summer:</i> White short sleeved shirt	* School purple bag for books
<i>Summer:</i> Grey shorts (no patch pockets)	* School sun hat
Grey trousers	*Purple Art overall (name tape on outside & a loop to hang it up)
*Ankle length school grey socks, with a purple band	

### P.E.

\*Shirt: Black/purple/white polo shirt, with crest  
 Shorts: Black with crest  
 Socks: White ankle sports socks  
 Hooded Sweatshirt: purple with crest  
 Jogging bottoms: Black  
 \*School purple gym sack, with crest

### FOOTWEAR

*Winter:* Black shoes (not boots)  
*Summer:* Black shoes or brown or blue sandals  
*All Year:* Wellington boots which are named and kept in school at all times  
*PE:* White trainers or pumps (no laces)

### SWIMMING

Swimming trunks  
 Swim Cap  
 Towel  
 \*Swimming bag: purple gym sack, with crest

### ECO SCHOOLS

\*Black waterproof overtrousers and hooded waterproof cagoule  
 \*School black gym sack, with crest

All items marked \* are regulation uniform and are only available from:

**Monkhouse School Outfitters,  
 The Shopping Centre,  
 Cheadle Hulme,  
 SK8 5BE  
 Tel: 0161 488 3410  
[www.monkhouse.com](http://www.monkhouse.com)**

Monkhouse visit the school just before the start of each term. Visit dates are shown on the School Calendar.

Non-specific items of uniform may be obtained from Smart School Uniform:

Barracks Square (opposite the Bus Station),  
 Newcastle-under-Lyme,  
 Staffordshire,  
 ST5 1LG  
 Telephone: **0800 068 1782**  
[sales@smartuniform.co.uk](mailto:sales@smartuniform.co.uk)  
[www.smartuniform.co.uk](http://www.smartuniform.co.uk)

EPTA Uniform Shop

The EPTA run the Uniform Shop selling good quality pre-used uniform.  
This is open daily for parents to browse stock, passing all payments to the School Office.

Naming and Labelling of Clothes and Equipment

All items should be clearly named. The school cannot accept responsibility for the loss or damage to personal items belonging to pupils or parents. Parents should ensure that their personal home and contents insurance cover these items.

Some suggested methods for naming an article can be found at [www.nametag-it.co.uk](http://www.nametag-it.co.uk), [www.jjcash.co.uk](http://www.jjcash.co.uk) or [www.easy2name.com](http://www.easy2name.com), or stick-on labels from [www.ebay.co.uk/bhp/made-by-labels](http://www.ebay.co.uk/bhp/made-by-labels).

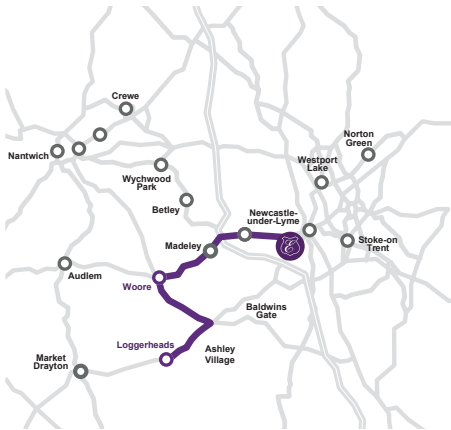
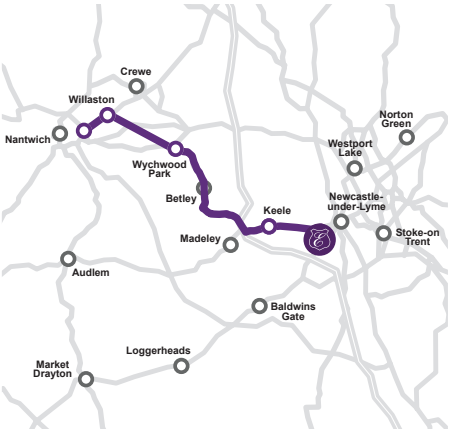
Children are requested to take all their belongings home with them at the end of the day on Fridays so that you can check that your children have all the correct kit, wash it if necessary and perhaps return any items belonging to other children which may have inadvertently slipped into the wrong bag, for example while the children were changing from P.E.

Jewellery should not be worn. Earrings, including sleepers, present particular problems of safety and security and so may prevent children from taking part in P.E. and other physical activities, including break time on the playground. We would ask that if your child's ears are to be pierced that this is done in the summer holidays so that the earrings or sleepers need not be worn in school. If they are left in and your child comes to school they should be covered with tape for safety reasons.



School Travel Service

Edenhurst operates two bus services, both of which offer morning and afternoon pick ups and are offered free of charge. Details of both routes can be found on the school's website under Parent Area.



Route 1 morning bus pick up time
7:35 - Pear Tree Estate
7:45 - Willaston
7:55 - Wychwood Park Lodge
8:05 - Betley Lodge
8:15 - Keele Village
8:20 - Keele Uni Campus
8:35 - Bus Arrives at School

Route 2 morning bus pick up time
7:50 - Loggerheads
8:00 - Woore
8:35 - Bus Arrives at School

Route 1 afternoon bus drop off time
16:45 - Bus leaves School
16:55 - Keele Uni Campus
17:00 - Keele Village
17:10 - Wychwood Park
17:20 - Willaston
17:30 - Pear Tree Estate

Route 2 afternoon bus drop off time
16:45 - Bus leaves School
17:00 - Loggerheads
17:15 - Woore



# Financial Support Schemes

## Financial Support Schemes

At the moment parents at Edenhurst have the option to pay for the childcare element of school costs using Childcare Vouchers.

The Childcare Vouchers scheme closed to new applicants in October 2018, although those who are already part of a scheme may continue using vouchers towards their childcare costs.

## Childcare Vouchers

Allows parents to salary sacrifice part of their salary on which they pay no tax or national insurance. The scheme makes the allowances below:

- Basic-rate (20%) taxpayer: £55/week voucher, max annual tax/NI saving £930.

- Higher-rate (40%) taxpayer: £28/week voucher, max annual tax/NI saving £630.
- Top-rate (45%) taxpayer: £25/week voucher, max annual tax/NI saving £590.

The amounts listed above are regardless of the number of children a parent has. The scheme is not accessible to the self-employed.

For any queries about paying our school fees, contact our Finance team on **01782 619348**, or via email at **finance@edenhurst.co.uk**



# Health and Safety

The school has a fully equipped First Aid Room where staff can treat minor cuts and bruises. Members of staff are qualified to administer First Aid at school. All staff dealing with First Aid for EYFS children hold a Paediatric First Aid Certificate.

If a child has medical needs, a Care Plan will be drawn up, which parents, the Class Teacher and Key Person will sign and regularly monitor.

If medication of any sort needs to be taken by a pupil during school hours, a Medical Information Form should be completed by parents giving instructions and permission. The form is available from the School Office. Parents should also sign this form at the end of the day. Parents should also sign this form at the end of the day **and return it to school the following day to be copied.**

If your child has received First Aid treatment during the day you will be asked to sign a Medical Form.

If more extensive treatment is required, the school will try to contact the parents. If this proves unsuccessful, a member of staff will telephone for an ambulance.

The school has an Asthma Policy and parents are requested to complete an Asthma Card when their child enters the school.

All parents of Reception pupils are required to complete a consent form for their child to have plasters administered.



## Illness

It may be necessary to keep a child away from school if they have a bad cough or severe cold. When a pupil is absent from school due to illness, the school should be informed either by e-mail, telephone or letter. Similarly, absence from games, P.E., or playtime due to illness or injury should also be accompanied by a letter from home.

If a child is to be absent for another reason, permission should be obtained in writing to the Headteacher.

The school is able to contact the School Nurse if you have any specific medical concerns relating to your child. Referral criteria concerns: behavioural; emotional, continence issues; hearing; growth; developmental; supporting pupils and their families with any newly diagnosed medical conditions; poor attendance related to enduring illness.

We would be grateful if parents followed these guidelines for the benefit of their children and to protect others:

- **Antibiotics** – Pupils should not be at school during the first 48 hours of a course of antibiotics
- **Chicken pox** – until at least six days from the appearance of the rash
- **Measles** – until at least one week from the appearance of the rash
- **Mumps** – until the subsidence of swelling of the last affected gland
- **German Measles** – four days from the onset of the rash
- **Sickness and Diarrhoea** – at least 48 hours at home after last symptoms
- **Conjunctivitis** - until redness and discharge has gone

A list of Notifiable Diseases to OFSTED is on the Parents' Notice Board in the Reception classroom.

#### Sun Protection

During the summer months we encourage parents to apply a long-lasting high-factor sun screen before school. They may also send sun screen in with their child which the child can then apply themselves. Children are also expected to wear a school sun hat when outside in sunny weather.

#### Insurance

The school subscribes to a scheme recommended by the Independent Schools Joint Council and which is offered at low cost in comparison with other insurances of the kind. The premium is £6.20 per term, per pupil, the maximum benefit for which is £1 million. The cover is for the whole year, including holiday periods and for all activities, whether organised by the school or not. The premium will be included on the termly invoices, **UNLESS YOU INFORM US TO THE CONTRARY**. Please visit the Parent Section of our website for more information.

#### Policies

The following policies can be viewed on the school's website:

- Anti-Bullying Policy
- Behaviour Discipline and Exclusions Policy
- Child Protection (Safeguarding) Policy
- Complaints Procedure Policy
- Curriculum Policy
- Educational Visits Policy
- Equal Opportunities Policy
- First Aid Policy
- Health and Safety Policy
- SEND Policy and Plan



## And Finally

Starting school is a big step and we hope that this handbook will provide a useful guide to life at Edenhurst for you and your child in Reception. We look forward to welcoming your child in September. If you have any questions, please contact Mrs Hodgkinson either by telephoning the school or by e-mail ([liz.hodgkinson@edenhurst.co.uk](mailto:liz.hodgkinson@edenhurst.co.uk)).

For general enquiries, please contact the School Office and a member of the team will be happy to assist you.





Nurture. Inspire. Achieve.

# Reception Handbook

For further information, please contact Edenhurst Prep School on  
**01782 619 348** or email **[office@edenhurst.co.uk](mailto:office@edenhurst.co.uk)**

Edenhurst Preparatory School, Westlands Avenue,  
Newcastle-Under-Lyme, Staffordshire, ST5 2PU

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