

Avondale Preparatory School



2024-25

An Overview for Parents

AVONDALE PREPARATORY SCHOOL STAFF

Co-Headteachers

Mrs Georgina Barrington-Tolan and Mrs Celina Rae

Mrs Debbie Lister	Office Manager
Miss Vicky Scadden	Head of Early Years/ Nursery Leader
Miss Shannon Pavey	Tots Leader
Mrs Charlotte Hibbs	Reception Teacher
Mrs Caroline Nash	Reception & Year 3 Teacher
Mrs Emma Adair	Year 1 Teacher
Mrs Amy Worley	Year 2 Teacher
Mrs Robina Upton	Year 3 Teacher
Mrs Nicola Curry	Year 4 Teacher
Mr Peter Meaden	Year 5/6 Teacher
Mrs Beth Henley	Art Teacher
Mrs Mónica Sevila	Spanish Teacher
Mrs Carmel Everett Collins	Teaching Assistant
Mrs Rebecca Hodgeson	Teaching Assistant
Mrs Sheryl Davis	Teaching Assistant
Mrs Louise Wright	Teaching Assistant
Mrs Tracey Hall	Teaching Assistant
Mrs Laura Coleman	Teaching Assistant
Mrs Kellie Sturgess	1:1
Mrs Cathy Nufer	1:1
Mrs Antonina Heath	ASCC Lead
Mrs Elaine Reed	Director of Music/ Peripatetic Teacher
Mr Jordan Hunt	Peripatetic Teacher
Mr Ewan Walker	Peripatetic Teacher
Mrs Suzanne Wilson	Peripatetic Teacher
Mrs Allison White	Catering Manager
Mrs Ann-Marie Gibson	Catering Assistant
Mrs Vikki Taylor	Catering Assistant
Mrs Mandy Thomas	Cleaner
Mrs Zoe Bailey	Cleaner
Mr Dave Brogan	Maintenance Manager

Welcome

Welcome to Avondale School. We hope that you will have a long and prosperous association with us. The following information has been correlated to ensure that your child's start at Avondale is as smooth as possible and that communication between us remains efficient. Please do retain this information as it may be useful for reference. (Please be aware that minor changes may take place during your child's time at Avondale). If you do have any further questions, please do not hesitate to contact us.

Open Door Policy

The School starts as an extension of the home and it is only by fostering and maintaining close links between School and the home that it is possible to develop the full potential of your child. Therefore, we like parents to be involved fully in what is going on, but also to feel able to turn to the Class Teacher, or to the Co-Headteachers, if you feel that anything is not right. The 'open door' principle is fundamental to what we do.



Office

The Office is situated off the Hallway inside the front door, with Mrs Barrington-Tolan and Mrs Rae's Office adjacent. The School telephone numbers are **01980 632387** or **07354451603**. These numbers bring you directly to Mrs Barrington-Tolan, Mrs Rae or Mrs Lister (remotely).

Information and Events

Information about school events is issued on regular occasions, before the start of each Term and regularly as each Term progresses. This information can be in the form of letters or newsletters sent home with the children (please remember to check bags regularly!) More so, we use e-mail for communication. There is also a notice board in the hallway which may have items of interest to you. One of these is for sports team information.

Payments

All BACS details can be found on your invoice. Any cash payments should be placed in a labelled envelope and given to your child's class teacher. Cheques should be made payable to Avondale Preparatory School Limited.



Reporting Your Child's Progress

Parents of children in Reception-Year 6 will have the opportunity to see your child's work, and discuss progress at the Parents' Evenings which are held in the Autumn and Spring Terms. Additionally, there is a written report that goes home prior to Parents' Evening providing the focus for discussion at respective meetings. There is a comprehensive, end of year report that goes home at the end of the Summer Term.

Nursery/ Tots and Reception children receive a report at the end of the year. Between times there may, of course, be things you need to tell the class teacher – please be aware that the mornings are very busy and if it requires more than a quick message, please arrange an appropriate time to meet together. There are formal Parents Evenings throughout the year.

Registration / Absence

As you may know, it is a legal requirement that we complete a register twice a day for each class. **Pupils should be in their classrooms by 8.30am** as Registration takes place shortly afterwards. Technically, arrival after this time constitutes a 'Late' which counts as an unauthorised absence. If your child is ill, please telephone or email the School to notify us as soon as possible, and then confirm this in writing once your child returns to School so that it can be entered correctly in the register. Any other reasons for absence need to be notified in advance, in writing, to the Co-Headteachers so that this too can be noted in the Register.

We do not encourage holidays within Term time.



Illness

If your child is unwell at home, **PLEASE DO NOT** send them to school, for their own sake and the sake of other children and staff. Please follow the procedure outlined above to notify us that they will be absent.

Any child taken ill during the day will be cared for and, if appropriate, parents will be contacted to collect him / her. **Children who have been sick should not return to school for a period of 24 hours following the illness.**

Timings of the School Day

Prep (Years 3-6) Timetable

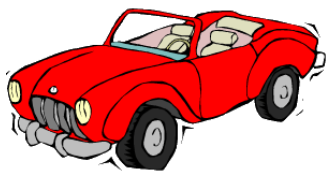
8:30	Children permitted into classrooms
8:30	Registration
8:35	Assembly
9:00	Phonics Focus
9:20	Lesson One
9:50	Lesson Two
10:20	Lesson Three
10:50	Break
11:20	Lesson Four
11:55	Lesson Five
12:30	Lunch and Break
1:35	Lesson Six
2:10	Lesson Seven
2:45	Lesson Eight
3:20	Home

EYFS and Pre- Prep (Years 1/2) Timetable

8:30	Children permitted into classrooms
8:30	Registration
8:35	Assembly
9:00	Phonics Focus
9:20	Lesson One
9:50	Lesson Two
10:20	Break
10:45	Lesson Three
11:20	Lesson Four
11:55	Lunch and Break
1:00	Lesson Five
1:35	Lesson Six
2:10	Lesson Seven
2:45	Lesson Eight
3:20	Home (3pm for FEF children)

Sports Fixtures

Fixtures against other schools are arranged for the Prep Department each Term and details are published in the school calendar. You are welcome to come and support the teams when they play. If fixtures are played away, transport to the fixture will be arranged for team members.



Parking

Parking for parents around the school has to be carefully managed to ensure the safety of your children and other road users. Therefore, Avondale Preparatory School pays the Working Men's Club, which is adjacent to the school, a fixed rate each Term so that **all** parents can use their car park at agreed times.

The club requests that when using their car park, we follow the guidelines below:

- *The agreed times for drop off / pick up are from 8:00 – 8:40am, 11:55am – 1:15pm and 3:00-5:30pm only
- *All cars park at the **far** end of the car park, behind the yellow line, to keep the entrance and exit free for maneuvering.
- *All cars use the permitted parking bays.
- * No vehicle is blocked in at any time of the day.
- *Cars **DO NOT** park next to the double delivery doors or near the Club entrance as large delivery vehicles need access to the Club building at irregular times.

In addition, to ensure safety on and off the main road:

PLEASE DO NOT park in Camilla Close or on the main road in front of the School.

We are aware that parking in the Working Men's Club car park may add a minute or two to your journey but please remember the safety of all the children and allow extra time for this. We have to be extremely sensitive in our use of the surrounding area when the Avondale rush hour occurs – please help us to nurture this most important relationship with Avondale's neighbours and ensure the continued safety of your children by adhering to these rules.

Arrival on the First Day

If your child attended the Taster Day last Term, or is confident in going to class on the first morning, please bring them into school via the pedestrian gate onto the playground. Do then feel free to take them to their classrooms at 8.30am to be greeted by their teacher. If you feel your child on their first day would rather 'miss the crowds' please bring them to the front door at 8.40am by which time the other children will be in their classrooms and you can go with your child to settle them in. You will know which option is likely to work better for your child. Please note Nursery children start on the first day of their chosen sessions, not necessarily the first day of Term.



Arrival at School

In order to ensure a crisp start to the day, we ask you to deliver your children in time for them to arrive in their classrooms **by 8.30am**.

The school building is open from 8.00am (including Tots and Nursery) and children may be dropped from this time. They will be supervised outside, until going to their classrooms at 8.30am. In wet conditions, they should report straight to their classroom. Obviously, the Tots, Nursery and Reception children may need you to see them to their rooms but we are confident that Years 1 to 6 can settle themselves in the morning, and it helps the teachers to start the day well if parents can please say a suitably swift good bye in the morning. Your co-operation in this matter is appreciated.

We run an Early Drop Off (breakfast club) from 7.30am to 8.00am. This service comes at an additional cost of £3.50 per child, which will be applied if your child is dropped off at any time during this period.

Although pre-booking is recommended, it is not a necessity. Please drop off at the main blue door. Invoices will be sent out at the end of each month.

Dismissal from School

Nursery to Year 6- Each class will be brought down to the playground by their teacher at 3.20pm. Please wait at the south end of the school by the blue gates until your child's teacher dismisses them. Before leaving, each child says 'good afternoon' to their teacher. Once your child comes through the gate they become your responsibility once again – please ensure that they do not climb on the gates or wall, or wander onto the road.

If you are not personally collecting your child, please notify your child's teacher in advance. It is also helpful if you can introduce relatives or childminders to your child's teacher – it is always safer if we recognise people at the gate.

Any child left after 3.30pm (3:05pm for FEF children) will automatically be sent to the After School Care Club until they are collected – normal charges apply (see below).

After School Care Club (ASCC)

We have an established After School Care Club which aims to relieve the problem of childcare for working parents after school hours. The facility runs from Monday to Friday **until 5:30pm**. The children have a light tea at 4.30pm and can enjoy games and activities either indoors or out, until you are able to collect them. This is a chargeable extra set at £3.50 per half hour or part there of, with siblings' families receiving a 5% discount for two children and a 10% discount for 3 children. There is a minimum charge of one hour (from 3:30pm- 4:30pm). Bills are prepared every month, depending on the hours attended. If you wish to book your child into ASCC, please email the Office. There are also a number of clubs that operate after school. These are communicated in the school calendar each term and attract the same fee. Sports clubs and choir are free of charge. (*See below.*)



After School Activity Clubs

These are different to the After School Care Club – they are extra-curricular clubs charged at the same rate as ASCC. As a school, we wish to develop further our sporting teams- subsequently, sports clubs and choir are free of charge. The clubs available, the age group involved, and the days the clubs take place are dependent on staffing – details of these will be sent out each term in our calendar.

Please be aware that sports activities are weather dependent and may need to be cancelled in the event of bad weather –we shall do our best to communicate with you via email in the event of cancellations.



Trips

During their time at Avondale, your child will have opportunities to take part in school trips to appropriate events or venues. Prior to the planned visit, a letter will be sent home via email with a link to a permission slip. Please complete this as requested. Occasionally classes will visit our local area on foot. A Local Visit Consent Form is sent out each year requesting your permission for such outings.

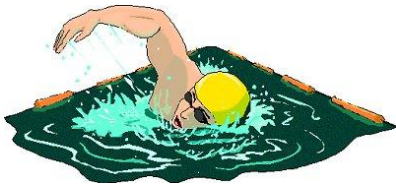
Special Needs Provision

Any concerns about difficulties your child is having should be discussed with their teacher to allow the best provision to be made for them. Much of the support they receive will be within class. We do have a SENDCo who will co-ordinate and oversee any extra support your child needs. We believe parents should always be actively involved in this process.



Music tuition

All children have a weekly music lesson from Tots upwards. In addition, we have peripatetic music teachers who offer music tuition as an optional activity. Lessons are available for your child once they are mature enough (usually from Year 1 upwards). Lessons take place during the school day. The cost for this service is £18 per half hour session, paid to Avondale Preparatory School Ltd. (In addition, the school requires a term's written notice in the event of a child wishing to cease lessons). Please notify the Office if you are interested.



Swimming

Swimming is an important part of our Physical Education curriculum. Lessons take place on Monday afternoons for Year 1 & 2 throughout the year. Year 3 children have the option of continuing swimming tuition, or joining the Games programme at school on

Mondays. A charge for swimming is made on the termly account to cover instructors' fees and transport to the pool. We currently take the children to Durrington Swimming Pool.

Parents' Teacher Association

There is an active Parents' Teachers Association which gives the most wonderful support to the school. Each year group has a PTA representative who will seek you out soon after your child arrives so that there will be at least one familiar face in the crowd. Meetings are held each month (dates advised in the school calendar) and everyone is welcome. The PTA is an important part of our school community and is involved in many activities. If you wish to be involved or support our PTA, please email PTA@avondaleschool.org.



Water bottles

As you know, it is recommended that we all drink plenty of water every day, though in reality most of us do not drink enough. You may also have heard that there is a growing body of opinion that a steady input of water throughout the day helps with brain function. Accordingly, many schools are now increasing the access children have to water. At Avondale, the children all have a drink at breaktime, water with lunch and there is the water fountain available during break times when the weather is all but frosty. However, the

theory suggests that the children need to be able to sip water throughout the day.

To this end, all children are encouraged to bring a **named sports-type sipper bottle** (not too large) containing **only water** to school each day. This will be kept in their classroom and will be available to sip when required. We would like all children to participate, but need your co-operation as parents to make it work successfully. If the children do not bring their own, named bottle there will not be an alternative offered by the school and children will be expected to remember to take their bottle home for washing and refilling.

Uniform

Avondale Preparatory School has a good reputation for the good manners and appearance of its pupils both in school and outside. This tradition can only be maintained with the cooperation of all parents in ensuring that our guidelines are adhered to, and we thank you in advance for this support. The school uniform has been carefully devised to ensure value for money, availability, serviceability and smartness. The result is a uniform which your child can wear with pride at Avondale School.

If you need to purchase new uniform items, please use the following link to our online provider, Oz School Wear: <https://ozschoolwear.co.uk/avondale-preparatory-school>.

To foster a more supportive, community-oriented environment, our thrift shop sales Avondale uniform at a fraction of the cost. We encourage you to donate any old Avondale branded uniforms that are still in good condition. All proceeds from the thrift shop will support improvements to our school facilities through the PTA.

Please remember that only official Avondale uniform items are permitted at school. All uniform, including thrift shop items, must be clearly marked with your child's name. Any unmarked uniform will be placed in lost property, located outside the blue gate each morning.

The uniform shop will be open every Friday between 8:30 and 9:00 am during term time. If you cannot attend the Friday morning opening and need any uniform, please email Mrs. Lister at office@avondaleschool.org to arrange for it to be set aside.

Blazers and hats should be worn to and from school every day for children in Reception to Year 6. Raincoats/ fleeces should be worn over the blazer in wet weather or as a wind barrier as the weather gets cooler.

Gloves

As the colder weather approaches, you may wish to send in gloves for your children. Please ensure that these are **navy** in colour.

Fleece hats and sunhats

Due to the vagaries of the British climate, we have fleece hats for the winter, and sunhats for the summer to wear on the playground or in the garden **only**. These do not replace the cap or girls' hats for travel to and from school. **Please do not use your own alternative as these are very reasonably priced and available from the school shop.**

Girls are to wear **long grey socks or grey tights** in the winter – no white socks please.

Jewellery

Jewellery is not permitted to be worn in school. We discourage pierced ears, but where girls' ears have already been pierced, small studs may be worn. Watches may be worn, and should be of traditional appearance and colouring; these must be handed in to the teacher during PE lessons. Please ensure they are named.

Hair accessories

These should be as plain as possible. Hair which reaches the shoulder should be tied back for appearance and safety.

PE kit

All children in Years 3-6 have PE on Mondays and Wednesdays. Due to the nature of Games, kit should be washed when required. Prep-Prep should leave their PE kit at school throughout the week and have it washed at weekends. Please provide a named PE bag for your child's kit and a boot bag for trainers or football boots. PE bags and boot bags are available through the School Shop. All PE uniform requirements are listed on the school's website. Please ensure all items are named.

Shoes

Children must wear shoes which are suitable for school use and these should be black in colour. Open toed shoes or sandals are not acceptable for safety reasons. **Flashing lights on shoes are not permitted at school. Please look carefully into this when purchasing footwear for your child.**

Trainers

Trainers should be worn for outdoor PE. They should be non-psychedelic in colouring, of sensible proportions, and capable of being firmly laced. Football boots are required for Years 3-6 boys in the Autumn and Spring Terms and for Years 1/2 involved in afterschool clubs.

Swimming costumes/trunks

Please ensure that these are of a suitable/ sensible style for swimming lessons. Bermuda shorts and bikinis are not permitted.

Satchels/briefcases

Nursery and Pre- Prep use a school book bag available from the school shop.

Prep children require a school bag. These should be navy blue or black, and large enough to take an A4 file but no bigger. (Moderation in size assists in the safety of our corridors/cloakrooms and classrooms.)

‘Off Games’

If a child is absent from school or is ‘off Games’, for safety reasons it is essential that parents send a note, telephone or email the Office. In case of absence, a note should be sent on return to the child’s Class Teacher. ‘Off Games’ notes are considered valid for one week only and should be taken to the Co-Headteachers at the start of the day.

Appointments

The best time to see any member of staff is immediately before or after school. Your child’s teacher can usually deal with most day-to-day issues. If you would like to see the Co-Headteachers, it would be helpful to make an appointment by telephoning or emailing the Office. Mrs Georgina Barrington-Tolan and Mrs Celina Rae are happy to see parents whenever possible and appreciate immediate contact over problems. Letters to the Co-Headteachers should never supersede face to face discussion. There are formal occasions when parents are invited to the school to discuss their child/children’s progress, but parents are also encouraged to contact a member of staff at any time if they have any concerns about their child’s progress and development.

Assemblies

Assembly takes place on Monday and Friday. Parents are very welcome to attend their son/daughter’s Class Assembly, details of which can be found in the Termly calendar. Children share in the successes of others and are encouraged to bring in certificates/medals/trophies gained from out-of-school activities; these should be brought to Mrs Georgina Barrington-Tolan or Mrs Celina Rae for presentation at one of the assemblies.

Break times

Children are not allowed to bring sweets to school - this includes school trips. All children have a drink and biscuits, with the option of a piece of fruit, at morning break. A fully cooked lunch is provided at lunchtimes. No food should be brought in from home.

Bullying

We are a family run school and teach family values; our children are aware of what bullying is and are taught to inform a member of staff if they see it happening. We highlight the point to make you aware of our stance on it as a school. Hand on heart; we can say that our children look after one another.



What is bullying?

Bullying is a long-standing victimisation and not a one-off occurrence. It can occur through several types of anti-social behaviour:

- a) **PHYSICAL:** A child can be physically punched, kicked, hit, spat at etc.
- b) **VERBAL:** Verbal abuse can take the form of name calling. It may be directed towards gender, ethnic origin, physical/social disability, or personality etc.
- c) **EXCLUSION:** A child can be bullied simply by being excluded from discussions/activities, with those they believe to be their friends.
- d) **DAMAGE TO PROPERTY OR THEFT:** Pupils may have their property damaged or stolen. Physical threats may be used by the bully in order that the pupil handover property to them.

As a parent:

- a) Look for unusual behaviour in your children. For example, they may suddenly not wish to attend school, feel ill regularly, or not complete work to their normal standard.
- b) Always take an active role in your child's education. Enquire how their day has gone, who they have spent their time with, how lunch time was spent etc.
- c) If you feel your child may be a victim of bullying behaviour, inform the School **IMMEDIATELY**. Your complaint will be taken seriously and appropriate action will follow.
- d) It is important that you advise your child not to fight back. It can make matters worse!
- e) Tell your own son or daughter there is nothing wrong with him or her. It is not his or her fault that they are being bullied.
- f) Make sure your child is fully aware of the School policy concerning bullying, and that they will not be afraid to ask for help.

A full copy of our Anti- Bullying Policy is available from the Office.



Calendar

All parents are issued with an Avondale Preparatory School calendar at the start of every term; additional copies are available from the Office. Sports matches take place throughout the year, generally on Wednesdays and, if selected for a team, ***pupils are expected to represent their school.***

Medical Information

It is **essential** that we have up-to-date medical information on all pupils, and parents are asked to complete and return the school medical form, **before** their child joins. Please remember to notify the office of any changes.



Home Learning

Home Learning is set on a daily basis from Monday to Friday. The amount of time spent on doing homework is bound to vary, according to the individual, but work is set which should take approximately the following times:



- Year 3 – 25 minutes
- Year 4 – 30 minutes
- Year 5 – 35 minutes
- Year 6 – 40 minutes

Children in the Pre- Prep (Year 2 and below) are expected to read daily, as well as practise their times tables. They will have supporting home learning activities of varying lengths throughout the week.

If your son or daughter experiences any problems with homework, please send a note of explanation to their Class Teacher. We do not expect children to struggle for hours on end trying to complete an assignment that they are finding very difficult. Equally we see no benefit in looking at a piece of work that has more parental than child input!

Should your child be unable to finish home learning for any reason, a note should be sent to your child's Class Teacher explaining the circumstances. Home learning, on a regular basis, may be done at school, in which case, work is begun at 3.30pm under the supervision of a duty member of staff.

All our pupils are required to do at least 15 minutes **home reading** and parents can play a very important role by listening to their children read aloud on a regular basis. A **Reading Record** must be completed on a daily basis and signed by parents at least once a week.

Thank you for reading our overview. We trust it has been informative. Should you have any questions, please do not hesitate to contact the office via email.