



PRESTFELDE



Welcome from the Head

A very warm welcome to Prestfelde; I am thrilled that you have chosen our school and look forward to you and your family becoming part of the Prestfelde community and to getting to know you all.

Here at Prestfelde, we strive to cherish and protect the precious childhood years of all our pupils whilst instilling a lifelong passion for learning and academic inspiration. Our job is to prepare our pupils for a rapidly changing world by equipping them with critical thinking skills, global perspective, and respect for core values of honesty, loyalty, and compassion.

This is all provided by passionate and enthusiastic staff who pride themselves on Prestfelde's family-orientated ethos; where each child is known, loved and nurtured, and where their individual talents and gifts are cherished. I believe that by working together we can ensure all our children have a happy, enjoyable and rewarding educational experience.

As a Woodard school, Prestfelde has a chapel and a chaplain on the staff, and as an Anglican congregation, we promote a fully inclusive ethos that respects and values the beliefs and faiths of all.

Over the following pages you will find lots of information to aid your family's introduction to the school. This handbook and more detailed information about Prestfelde can be found on the school website: www.prestfelde.co.uk

If you have any questions, please feel free to speak to your child's form teacher or contact the school office. I'm sure this will be particularly useful in the first few weeks as you become more familiar with the school routine; we are all here to help.

I wish you and your family a very happy and successful time at Prestfelde.

Fiona A. Orchard.

Fiona Orchard
Head of Prestfelde

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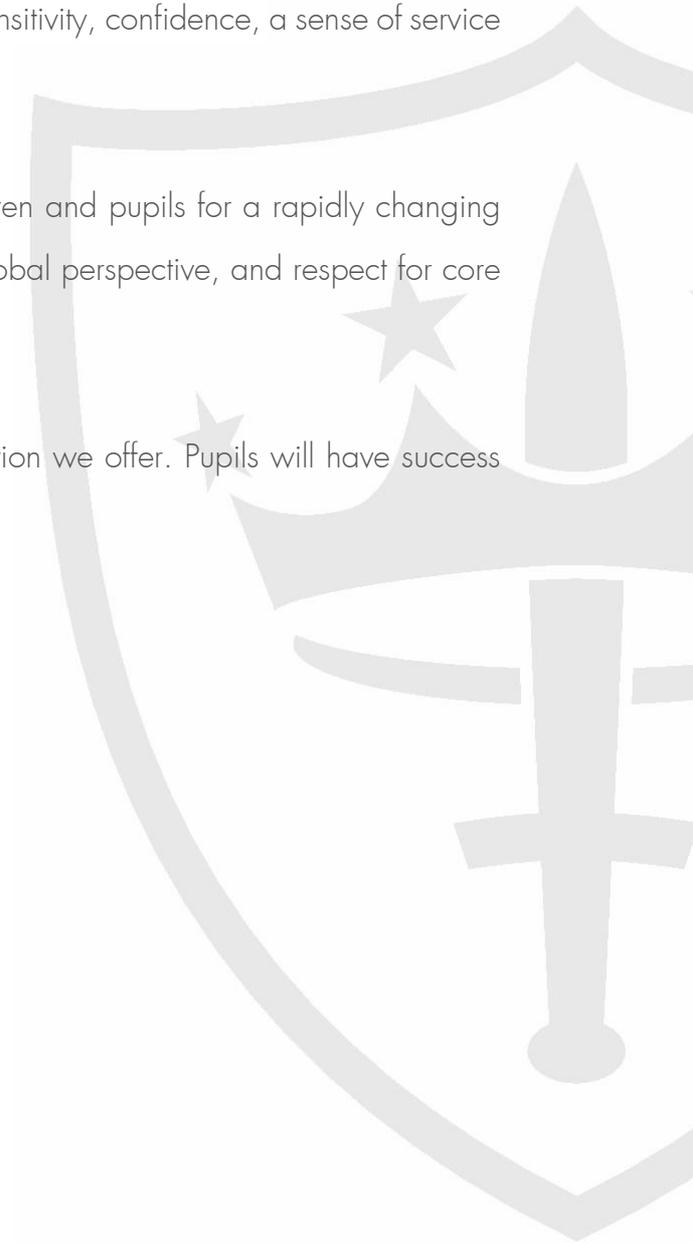
MISSION STATEMENT

Prestfelde promotes a love of learning for all girls and boys.

We enable all children to maximise their academic potential and to develop their individual talents in a caring, Christian community which fosters sensitivity, confidence, a sense of service and enthusiasm for life.

We are a forward-thinking school preparing our children and pupils for a rapidly changing world by equipping them with critical thinking skills, global perspective, and respect for core values of honesty, loyalty, and compassion.

Developing these skills is the cornerstone of the education we offer. Pupils will have success for today and be prepared for tomorrow.



HOUSE SYSTEM

We have four family 'Houses' at Prestfelde:

- Celts – Green
- Vikings – Yellow
- Normans – Red
- Saxons - Blue

All children are allocated a House when they join the School. A photograph showing children in each house is displayed in the Little Prestfelde foyer and Middle School noticeboard. Siblings will be placed in the same House unless specifically requested otherwise. There are numerous competitions and events across the school where children have the opportunity to work in different family groupings. These consolidate friendships across our school community. Cups are awarded to the highest achieving House - academic, sport, music, drama and citizenship.

DRAGON TEARS (Awarded in Little P)

Dragon tears are a special / magical bead which children are awarded when they have shown amazing values such as kindness, co-operation or humility or when they have shown excellent learning behaviours e.g. have been like tough tortoise developing their 'I can do it' muscles.

Each dragon tear is placed into a coloured bowl which denotes their house that they are in e.g. Saxons, Normans, Vikings and Celts. When one of the bowls becomes full, the children who are in that house decide upon a lovely activity that they want to do, which rewards them all and develops their sense of community.

At the end of each half term, the dragon tears are counted and these totals are included in the E-Praise system, therefore contributing to the school as a whole.

E-PRAISE (Awarded in Middle & Senior Schools)

E-Praise is our school's rewards and recognition system, which is designed to motivate our pupils by recognising the great things they do well. Pupils receive 'points' for application, achievement and attainment in all areas of the curriculum. Every child accumulates their own total on a weekly basis, and this, as they mount up, is recognised by the award of badges and recognition in 'Celebration Chapel'.

They are collated on the E-Praise system electronically creating more ownership and easy access for pupils, teachers and parents. Each coloured badge represents a particular

threshold, with the ultimate achievement being a gold star. Awards are agreed with the pupils in order to maximise motivation.

The certificates and badges are presented during our Celebration Chapels. The highest accolade will be the Head's Commendation Award, which will be presented to children for outstanding pieces of work.

The table below sets out the benefits of our E-Praise system for our pupils and parents:

Pupils	Parents
Be awarded points for working hard at school	See your child(ren)'s progress
Receive badges for completing tasks set by your teachers	Receive notifications when milestones are reached
Compare your achievements against your peers	Check what achievements & accolades have been awarded
Receive certificates & reports showing your achievements	Find out what rewards are on offer at the school
Spend your points in the online shop (Y8)	See overviews of achievements of the whole school

CELEBRATION CHAPELS

Celebrating success is a vital ingredient to the confidence-building of each individual at Prestfelde. We enjoy using every opportunity to enjoy sharing this with our parents and family.

Little Prestfelde Celebration Chapels

Our Little Prestfelde children's achievements are celebrated at our Celebration Chapels which are held on Fridays at 08:40.

All Little Prestfelde parents are welcome to attend. Please come and take your seats after you have taken your child to their classroom; we will join you as soon as all the children have been registered.

Special Mention Certificates are presented to children who have shown good citizenship or our core values e.g. honesty, respect, kindness etc. Certificates that children may have been awarded for activities outside school are also presented.

Following the presentation parents are warmly invited to join the Head and Mrs. Thelwell for tea and coffee in the dining room.

A song is sung to these children as they stand at the front in Chapel:

*Well done, you did your best
Well done, we're so impressed
Well done, congratulations
You deserve our praises.*

Middle School Celebration Chapels

Middle School children's achievements are celebrated at their chapel service on Thursday mornings 08:30 to 09:00. Special Mention certificates are celebrated and each week there is a different focus linked to the children's learning.

Middle School parents are welcome to attend; please take your seats after dropping off your child and we will join you as soon as the pupils have been registered.

Senior (and Middle) School Celebration Chapels

Celebration Chapel for Years 3 to 8 are also held every Friday at 09:50 where we celebrate all-round achievements at the end of each week.

Parents are very welcome to attend.

DAILY ROUTINE / TIMETABLE

Pupils and parents will be given a specific timetable at the start of each term. Below is an overview of the whole school's schedule:

	Morning Arrival	Morning Registration	Afternoon Registration	Lessons End	Optional Clubs	Den
Nursery	08:20 to 08:40	08:50	13:15	15:30	15:45 to 16:30	15:45 to 18:00
Reception	08:20	08:30	13:15	15:30	15:45 to 16:30	15:45 to 18:00
Y1 & Y2	08:20	08:30	13:15	15:30	15:45 to 16:30	15:45 to 18:00
	Morning Arrival	Morning Registration	Afternoon Registration	Lessons End	Optional Clubs	Waiting Prep
Middle School (Year 3-5)	08:15	08:20	13:50	16:00	16:10 to 16:50	17:00 to 18:00
Senior School (Year 6-8)	08:15	08:20	13:50	16:00	16:15 to 16:55	17:00 to 18:00

ATTENDANCE

DAILY

Pupils should arrive at school at the relevant time (see page 11) and report to their form tutor for registration. Any pupil arriving after registration should sign in at the school office before going to their classroom. If your child is unwell or not attending school please contact the school office before 9:30. For safeguarding purposes a daily 'List of Absentees' is produced at 9:30 for staff awareness.

Afternoon registration is taken at the end of afternoon break.

APPOINTMENTS

Pupils needing to be collected during the school day for appointments should 'sign-out' in the school office before leaving and report back to the office on their return.

HOLIDAYS

Parents are requested not to make holiday bookings that coincide with term dates, which are available at least a year in advance. Parents should not expect the school to organise work for pupils who miss school through holiday absences.

HOLIDAY CLUB

This is currently organised for five weeks for Little P and two weeks for Middle and Senior School throughout the year. It is hoped that we will be able to further extend this provision to support our pupils with quality out of school care.

BEFORE & AFTER SCHOOL PROVISION

Little Prestfelde (Nursery to Y2)

Early Morning Club: Parents may drop off Little P children between 08:00 - 08:10 at the Early Morning Den (in Little P foyer). Later arrivals must wait until 8:20 when the Little P doors will open. This facility is offered free of charge to help working parents.

Late Stayers Den: The 'Den' is a Club providing a care service for all Little P children staying on after classes end 15:30; there is no charge until 16:00.

Between 16:00 and 17:00 there is a small daily charge of £2.50 (unless an older sibling in Middle or Senior School is required to stay until 17:00).

Between 17:00 and 18:00 there is a further daily charge of £3.50.

After 18:00 late stayers may join the boarders for supper and be collected at 18:30. The charge for supper or any stay between 18:00 and 18:30 is £3.85. Please book any before or after-school provisions through the Head of Little P.

If at any time you are unable to collect your child at the agreed time, please let us know. Any Little P pupils who remain uncollected at 15:45 will join the after school care in the 'Den'.

Middle School & Senior School (Years 3 to 8)

Early Morning Club: Children in Years 3 to 8 may be dropped off from 08:00. They should go into the dining room (Lambert Hall) until 08:15. Parents requiring an earlier drop off can arrange this with the Boarding staff on an individual basis. All pupils must be booked in via the school office to ensure safeguarding policies are adhered to.

Late Stayers: An enrichment service is provided until 18:00 as part of Prestfelde Plus (after-school clubs to develop children's interests), or Prep for independent study for those requiring a later pick up. See updated activity list on Firefly.

Boarders: We encourage pupils from Year 3 upwards to board on a weekly or flexible basis to help develop independence and self-confidence within the Prestfelde community. They follow an evening programme of enrichment activities and stay in a 'home from home' environment supervised by Mr. Haswell (Deputy Head) and his family.



SAFEGUARDING

DROPPING OFF

Little Prestfelde: 08:30 - parents should drop off children with their form tutor for registration and should inform teachers of the *going home time* (if after 15:30)

Middle and Senior School: At 08:15 - pupils in Years 3 to 8 should go to their form rooms for registration with their form tutor.

PICKING UP

It is vitally important that we safeguard all children in our care and that parents communicate with their child and form tutors regarding the arrangements for collection. We will not release pupils to any person who is not on that individual child's collection list. If collection arrangements need to change for any reason, please inform the school office so this information can be communicated to form tutors.

Refreshments are available each day in the dining room from 15:30 to 16:00 whilst parents of Little P children are waiting for older siblings in Middle or Senior School.

The code of conduct expected of the pupils during the school day also applies after school in the adventure playground and we ask parents to take responsibility for their children and supervise them at all times.

The main access gate remains open until 18:00 by which time it is expected that all children will have been collected. If parents are delayed beyond this time (or children are staying for supper) access should be gained by calling our Boarding Matron on 07486 979224.

POLICIES AND PROCEDURES

For further information relating to our policies and procedures, please visit our website:
<https://www.prestfelde.co.uk/policies/>

UNIFORM

Pupils should arrive promptly, correctly dressed in school uniform and in possession of completed prep, sports kit and any other equipment required for the day.

All clothing, kit and equipment should be clearly labelled with the pupil's name.

Details of the uniform requirements can be found on our website:
<https://www.prestfelde.co.uk/wp-content/uploads/2017/05/Uniform-Booklet.pdf>

Alternatively, a printed uniform booklet may be collected from the school office.

Any personal property brought in to school should be carefully named. The school cannot accept responsibility for these items and as such we recommend that you arrange appropriate insurance cover. Lost items should be reported to the form tutor.

FOOD AT PRESTFELDE

Chef Spiros and his team provide a wholesome and balanced diet taking account, where reasonable, of children's preferences. Lunch is provided for all pupils (included in the fees).

The school provides a choice of the following options:

- A hot meal choice; a meat or vegetarian option
- Home-made soup and freshly baked bread
- Salad bar;
- A choice of hot & cold desserts

Daily menus are displayed in the dining room, outside the school office and on our website. Pupils with pre-notified special dietary requirements, allergies, or strong dislikes will be offered alternatives or be excused from eating the food stated.

Day pupils may have breakfast and dinner at school, chargeable as an extra:

Breakfast	£3.00
Dinner	£3.85

MEDICAL

MATRONS

- Sara Muir
- Lisa Eyre
- Sue Southall

Health Centre staff are located on the first floor of Prestfelde House during the school day (08:30 to 16:30). At other times a Boarding Matron will be on duty.

Parents should provide written authorisation if they wish the school to administer medication to their child (copies are available from the Medical Centre). A form detailing medicines used by Medical Centre staff for minor accidents/ailments occurring during the school day is available at the school office. Parents are requested to complete the form giving permission for use of these medicines.

Pupils should be immunised against diphtheria, tetanus & poliomyelitis before admission.

ILLNESS

Parents should contact the school office by 09:30 if their child is not attending school due to illness. Parents should give the school office at least 24 hours' notice of any pre-arrangement that requires a pupil to miss the whole or part of a school day. If a pupil is likely to be absent for some time through illness, if appropriate, the school can, through the form tutor, arrange for work to be set and collected.

Our Matrons will be able to advise on exclusion periods for contagious diseases; there is a standard 48 hour exclusion for children who have been sick.

If a pupil becomes unwell during the school day they will be taken to Matron's office in the Medical Centre. Parents will be notified, and the poorly child will be taken care of in the sick-bay until collected and taken home.

If a pupil is to be excused from an activity, a signed letter from parents must be brought into school and taken to the Medical Centre. The letter must specify the reason for being excused and for how long. It should also specify what, if any, activities can be undertaken. An excused activity slip will be given to the pupil to take to the member of staff in charge of activities.

SUPPORT FOR LEARNING

At some point in many children's school career there may come a time when they need additional support with aspects of their learning or well-being. Our well qualified Support for Learning Team, consisting of Specialist Teachers and Assessors, can provide advice, diagnostic assessments and individual Personal Learning Programmes tailored to each pupil's needs.

Based in Beckbury House, the multi-disciplinary team provides small-group, one-to-one and in-class support across the whole age range from Nursery to Year 8. A pupil's needs may be identified by the school or requested by a parent. Either way, the team will offer advice, recommendations and support wherever possible.

TRANSPORT

The school assumes that all pupils are brought to and collected from school by their parent/other authorised person. If a Senior School pupil is to be allowed to travel unaccompanied between home and school, parents should complete an appropriate parental permission form (available at the school office).

At the end of the school day such pupils should sign out at the school office before leaving school premises. Bicycles are not to be ridden on the premises. Any pupil using a bicycle to travel to and from school should have a cycling proficiency certificate and always wear a helmet.

BUS ROUTES

The school operates minibuses on several routes around the local area to pick up pupils in the morning from designated collection points. These routes may be amended from year to year as pupils' requirements change. A minimum of five pupils are required to make any route viable. (There is currently a morning only service).

Bookings for minibuses should be made prior to the start of any term via the school office. Costs vary depending on the route; the charge is currently £138 per term (Bands 1 and 2, distant) and £80 per term (Bands 3 and 4, local). Occasional day tickets may be booked through the school office (£4.25 per day).

CAR DROP OFF & PICK UP

Access to the school is restricted by electric gates at both openings on London Road. For the safeguarding of our pupils, these are kept locked during the school day. They are timed to open at key times each morning and afternoon, to allow access for drop off and pick up. At all other times, visitors to the school should park in the front carpark and report to the school office.

Traffic flow through the school is one-way; exit is via the motion-sensor gate further along London Rd or by Highfield House (at the top of the grounds) onto Preston St.

ENRICHMENT & EXTRA-CURRICULAR at PRESTFELDE

We believe this is very important to the development of a child's learning. It improves a child's thinking and memory. It helps a child develop positive study skills and habits that will serve them well throughout life.

Prep encourages a child to use time wisely and to work independently, taking some responsibility for their work. It allows pupils to review and practice what has been covered in class. It encourages pupils to explore subjects more fully than classroom time permits and allows for extend learning by applying skills to new situations.

Prep helps parents learn more about what their child is learning in school. It allows parents to communicate about what their child is learning; pupils benefit from the additional support.

Years 3, 4 & 5

Continuing on from Little Prestfelde, pupils in Years 3, 4 and 5 will be given a small amount of work to complete after school over the week. Activities, when set, should take no more than 15 to 20 minutes and will consist of some spelling and reading practice and some maths and/or English activities. It is important that pupils are encouraged to develop a good work habit and the best help that you can give them is to ensure that they have a quiet environment in which to work

As pupils move through Middle School they will be given prep on a more flexible basis, set by their particular tutors and which best reflects their learning needs over the course of the term. From Year 3 pupils will be given a Record Book in which their homework is recorded. Parents are asked to check and sign this as appropriate.

Years 6, 7 & 8

All pupils are set prep. All prep and waiting prep sessions are supervised by staff. All pupils should have preps recorded in their Record Books and ensure they have the correct equipment for prep.

During Year 8, their final Common Entrance/Scholarship year, pupils are expected to do additional work and/or revision in their own time.

Monday	Tuesday	Wednesday	Thursday	Friday
Prep	Clubs/ Waiting prep	Waiting prep	Co-curricular/ interventions	Clubs/ Waiting prep

PRESTFELDE CO-CURRICULAR

We believe that extra-curricular and co-curricular activities perform an important role in pupils' wider development by introducing a wide variety of skills and challenges, offering opportunities to discover talents and to develop them.

The Co-curricular Programme is a curriculum course taught to all pupils in Year 3 to 8: it is not optional. This course is primarily aimed at developing a rounded pupil, with skills and attributes based on the multi intelligences work of Howard Gardner: Eight Intelligences or Aptitudes

Prestfelde aims to nurture and develop eight aptitudes that lie within each student.

The eight aptitudes are:

- Linguistic & Logical
- Social & Personal
- Cultural & Physical
- Moral & Spiritual

Schools have traditionally concentrated on, and rewarded, a narrow range of aptitudes, such as the linguistic and logical, as well as downplaying the other areas in which skill and expertise can be demonstrated. We have designed our curriculum to ensure that students are able to achieve across a broad spectrum of aptitudes and explore their experiences.

Visits and outings: There are occasional visits/theatre outings; normally, there will not be more than two in any one term, but pupils in their last year, after Common Entrance and scholarship examinations, may be involved in more such activities.

Additional fees: All activities that are class based and within school are included in the termly fee. There is an additional charge for individual music lessons, individual support for learning lessons and for some activities that use a professional teacher not on the staff.

Those receiving music or support for learning lessons are required to give half a term's notice of their intention to cease these lessons.

Any visits and outings incurring extra charges will be made clear before the event.

PRESTFELDE PLUS

The extra-curricular programme is optional. The programme is arranged after school during the week (16:10 to 17:00) and on Saturday mornings (09:30 to 12noon). We offer a wide range of extra-curricular activities for the children.

The philosophy of the extra-curricular 'clubs' pertains to the aims and philosophy of Prestfelde.

In particular, we are seeking to:

- develop a child's full potential
- increase social awareness, social skills, group responsibility and empathy
- foster individual talents and interests

Clubs and societies: Prestfelde offers a wide range of clubs and societies including archery, drama, computing, woodwork, art, swimming, chess, soccer, cricket, rugby and dancing, sub aqua, netball, textiles amongst others. These activities take place after school in the evening.

The three areas of the school, Little Prestfelde, Middle School and Senior School offer a varied selection organised within their part of school.

Mr Harvey, the school's extra-curricular coordinator, organises the overview with the separate Heads of School. Pupils/parents are invited to sign up for these clubs at the start of each term.

Most teachers offer their specialisms and run clubs at no additional cost to fees. However, where a specialist teacher/coach is employed there will be an additional charge; e.g. for Ballet and Dance lessons (currently offered after school for children in Little Prestfelde) and tennis lessons with Shrewsbury Club coaches (available to pupils in Reception, Years 1 & 2 during lunch periods).

BOARDING AT PRESTFELDE

The whole Prestfelde experience is enriched by a healthy boarding programme, Whether a pupil is a full boarder or a flexi or occasional boarder, there are many benefits to boarding. Pupils learn to be more independent and more able to organise themselves, their work and their friendships with their peers.

Our boarding arrangements are flexible to meet the differing boarding needs of our pupils and parents. Regardless of the number of nights a pupil stays, the boarding week is a full and enjoyable one; parents can be reassured that children are kept busy and fulfilled.

We ask that flexi-boarders stay for minimum of two nights per week; day pupils are welcome to board on an occasional basis, either because parents may have work commitments or be away, or to experience boarding with a view to transferring to flexi/full boarding at a later stage.

PRESTFELDE EXTREME

Prestfelde staff offer a wide range of Extra-curricular activities, ranging from a full Lecture programme to residential trips and experiences to enhance and extend the children's knowledge, linked to their current learning, each year.

We believe all learning needs to be contextual, first-hand and immersive to truly consolidate understanding. With the expertise of our staff and the excellent facilities available, pupils' interests and talents are spotted, ignited and developed to help them be the best they can be. A full range of activities are offered appropriate to the age and stage of the child.

These adventures include:

Day visits, overnight trips, outdoor adventure centres, fieldwork and expeditions across to France.

Activity Week 2017 (during Summer Term) included:

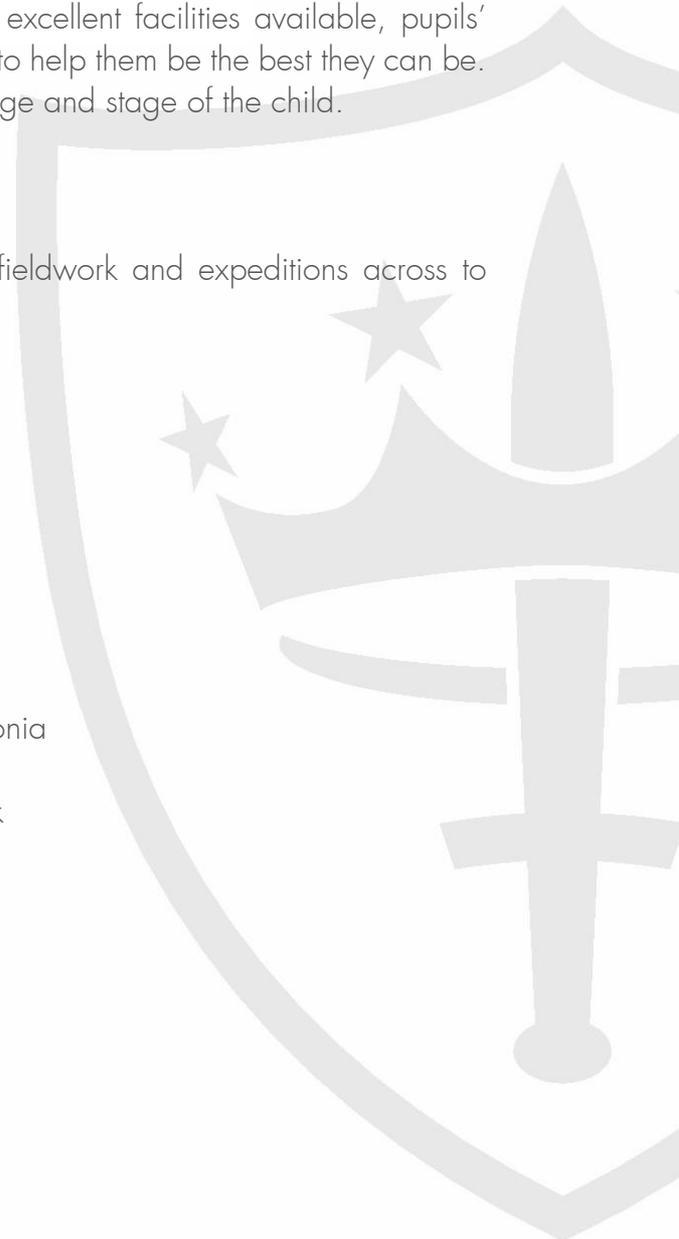
Y4 visiting the Pioneer Centre, Cleobury

Y5 visiting Great Escape, Clun

Y6 travelling to Normandy for a week

Y7 completing fieldwork in Church Stretton and Snowdonia

Y8 travelling to France for an Ardeche Expedition Week



COMMUNICATION WITH PARENTS

CONTACT DETAILS

Form tutors can be contacted via their school email address (all staff email addresses are available on the school website and at the back of this booklet); they should be your first point of contact regarding information, progress or concerns in school.

School website: www.prestfelde.co.uk

General school office email: office@prestfelde.co.uk

School office number: 01743 245 400

Regular emails are sent out to parents updating information from staff regarding detail of school events or specifics regarding your child.

The Parent Portal on the school website carries updated current information on the calendar, events and news in the school as well as links to portals where you can monitor curriculum and progress. Sporting events, matches and timings and any changes to routines are displayed and readily available for parents to access.

FIREFLY

The Firefly Virtual Learning Platform - accessed through the school website icon, gives clear and detailed information on child's learning programmes throughout the school. Up to date club lists and daily routine Chapel services etc. Senior pupils are encouraged to independently access this site for timetable, curriculum information, revision materials and prep in many subject areas using their own tablet or iPad in school.

ISAMS PARENT PORTAL

To see how your child is progressing, parents can view their timetables, teaching groups, attendance, and what groups or events they are involved in. You can read your child's reports and fill in and return permission forms electronically.

SPORTS FIXTURES

The sports website accessed through school website gives up to date information on teams and fixtures.

MOBILE PHONES/TELEPHONE USE

Pupils should not bring mobile phones into school unless specifically authorised. Any mobile phone brought into school for boarding or away matches must be handed to Matron on arrival at school and collected at the appropriate time. Any mobile taken for an away sports fixture, must be handed to the member of staff in charge until it is needed.

There is a telephone in the school office, which pupils may use during the day in an emergency.

For pupils who are boarding Prestfelde House has a telephone on the middle floor and calls home are allowed in the evening.

RECORD BOOKS

All pupils are issued with a record book and are responsible for: filling in details of daily prep; checking that they have completed all work; noting the time taken to complete the work.

Parents are encouraged to comment in the record book, if they feel it is appropriate. Parents and form tutors are asked to check the record book at the end of each week.

ASSESSMENT AND REPORTING

Pupil progress reports for parents are available each term and can be viewed through the Parent login portal on the school website. Our MIS system is currently Schoolbase (this may change) and we are also able to post relevant documents specific for your child's learning on this portal e.g. revision maps, curriculum overviews for the term etc. Each parent has a confidential password for this site which is circulated when a child joins the school.

PRESTFELDE SCHOOL FEES PAYMENT

Termly fees are payable in advance and should be paid no later than the first day of each term. Payment can be made via the BACS system and the details will be shown on your invoice, or by cheque payable to 'Prestfelde School'.

We also offer the facility of paying school fees on a monthly basis by Direct Debit. We believe that the scheme adopted - School Fee Plan's (SFP) FeeMaster4 - is highly beneficial to parents and helps reduce some of our administrative costs. This arrangement has been in place since 2012 and is now the principal way in which our parents pay their school fees to us.

This service is completely free to you; there is absolutely no additional cost to parents. Payments under the new scheme normally begin on 15 August and are divided into ten monthly instalments spread over the academic year with the last payment on 15 May. If you apply later than 15 August, your first payment could be taken at the end of August or may be doubled up with the second payment date of 15 September.

If you receive contributions from outside sources to the overall school fees, provided the person paying the fees holds a UK bank account, it will be possible for them to participate in the scheme. If you do not hold a UK bank account, wish to pay in advance, or do not otherwise wish to pay by direct debit please contact me to discuss other options.

Under the Scheme, you will receive termly bills from the School but these will be for information purposes only as the monthly instalments will be taken from your bank account in accordance with an authorised Direct Debit mandate. SFP will notify you direct of the monthly amount to be taken from your account and will also inform you of any changes resulting from any extras which may have been incurred during a school term which will be paid through the subsequent Direct Debit payments.

For example, extras included in the December invoice, will be spread out over the January, February, and March direct debit payments. This will have the advantage of allowing you to pay monthly for these items at no extra cost. Extras for the Summer Term that are not identified in time for the 15 May final payment will be added to the Autumn term bill or, for those who are leaving, billed separately.

The application process is now available exclusively online at:
<https://www.myschoolfeeplan.com/PrestfeldeSchool-SY2>

The application to spread fee payments only needs to be completed by you once as you register for the scheme for the first time; in subsequent years payments will be automatically renewed until your child leaves the School, unless you choose to change the way you pay. Further details can be found on the SFP website - www.myschoolfeeplan.com

If you have any questions or require further clarification on any points, please do not hesitate to contact our Accounts Manager, Mr Andy Knowles (aknowles@prestfelde.co.uk) or the Bursar, Mr Simon Worthy (sworthy@prestfelde.co.uk)

SPORT

Sporting fixtures are included in the calendar for the term and on the school website. Pupils should know of selection for a school team at least 24 hours in advance of a fixture; details are displayed on the notice boards in the entrance to the Senior School classroom block and in the school office on the day of the fixture. Parents, relations and friends are welcome at matches and match teas after all home fixtures. All fixtures start at 1430 unless stated otherwise in the calendar.

The Sports website which is accessed through school website gives up to date information on teams and fixtures.

MUSIC

Musical promise or interest will be readily encouraged by our strong music department, supported by well-qualified peripatetic teachers, in the purpose-built Music School. Around 70% of our pupils learn an instrument and we aim to develop musical talent as far as possible, whether instrumental or choral. We have an orchestra with approx. 30 members and a choir of a similar size. If your child is interested in music, there are opportunities to introduce them to music lessons during term time and these take place at any time during the school day.

Music Timetable

Our Music timetables are updated weekly and can be found on our website

Practice Facilities

We actively encourage our children to practice their musical instruments and we have 7 practice rooms available to use.

Communication With Music Teachers

If parents want to contact any of our Peripatetic Music Teachers, we would suggest that initial contact is made through the Director of Music, Mr Jeremy Lund - jlund@prestfelde.co.uk.

Opportunities For Musicians

There are a large number of music groups that encourage the skills of teamwork and participation in music – check on Firefly – extra-curricular music programme for times.

Orchestra	Monday	4 – 5 pm	Instrumentalists
Training Band	Friday	1.30pm	Beginner Instrumentalists
String Group	Tuesday	1.30pm	String players
Brass Group	Tuesdays	1.30pm	Brass players
Chamber Choir and Junior Choir			

STAFF LIST & CONTACT DETAILS

Telephone: 01743 245400

Head of Prestfelde	Mrs Fiona Orchard	forchard@prestfelde.co.uk
Deputy Head (Pastoral)	Mr Mike Haswell	mhaswell@prestfelde.co.uk
Deputy Head (Academic)	Mrs Emma Thelwell	ethelwell@prestfelde.co.uk
Bursar	Mr Simon Worthy	sworthy@prestfelde.co.uk
Registrar	Mr Rob Corcoran	rcorcoran@prestfelde.co.uk

LITTLE PRESTFELDE		
Mrs Emma Thelwell	Head of Little Prestfelde	ethelwell@prestfelde.co.uk
FOUNDATION STAGE 1 (NURSERY)		
Mrs Paula Ratcliffe	FS1 Teacher	pratcliffe@prestfelde.co.uk
Mrs Jane Richards	FS1 Teaching Asst/Forest School Leader	jrichards@prestfelde.co.uk
Mrs Julia Houston	FS1 Teaching Assistant	jhouston@prestfelde.co.uk
FOUNDATION STAGE 2 (RECEPTION)		
Miss Katie Warner	FS2 Teacher	kwarner@prestfelde.co.uk
Mrs Rachel Moore	FS2 Teacher	rmoore@prestfelde.co.uk
Mrs Debbie Gee	FS2 Teaching Assistant	dgee@prestfelde.co.uk
YEAR 1 TEAM		
Mrs Jo Morgan	Year 1 Teacher	jomorgan@prestfelde.co.uk
Miss Rebecca Attwell	Year 1 Teacher	rattwell@prestfelde.co.uk
Mrs Katie Price	Year 1 Teaching Assistant	kprice@prestfelde.co.uk
YEAR 2 TEAM		
Mrs Emma Thelwell	Year 2 Teacher	ethelwell@prestfelde.co.uk
Miss Sophie Richards	Year 2 Teacher	srichards@prestfelde.co.uk
Mrs Carol Cowen	Year 2 Teaching Assistant	ccowen@prestfelde.co.uk
Mrs Hannah Ector	Year 2 Teaching Assistant	hector@prestfelde.co.uk
THE DEN TEAM		
Miss Georgina Senatore	Den Leader/Nursery Teaching Assistant	gsenatore@prestfelde.co.uk
Mrs Sarah Jones	Nursery Teaching Assistant	sjones@prestfelde.co.uk

MIDDLE SCHOOL		
Mrs Cath Morgan	Head of Middle School	cmorgan@prestfelde.co.uk
YEAR 3 TEAM		
Mr Michael Allen	Year 3 Teacher	mallen@prestfelde.co.uk
Mrs Anna Price	Year 3 Teacher	aprice@prestfelde.co.uk
YEAR 4 TEAM		
Mrs Sarah Wynne	Year 4 Teacher	swynne@prestfelde.co.uk
Mrs Sarah Davis	Year 4 Teacher	sdavis@prestfelde.co.uk
YEAR 5 TEAM		
Mrs Cath Morgan	Year 5 Teacher	cmorgan@prestfelde.co.uk
Mrs Helen Brittleton	Year 5 Teacher	hbrittleton@prestfelde.co.uk
MIDDLE SCHOOL SUPPORT STAFF		
Miss Lucy Griffiths	Teaching Assistant	lgriffiths@prestfelde.co.uk
Mrs Gail Murray	Teaching Assistant	gmurray@prestfelde.co.uk
Mrs Janet Senatore-Thorp	Teaching Assistant	jsenatore@prestfelde.co.uk
Miss Kate Wilde	Teaching Assistant	kwilde@prestfelde.co.uk

SENIOR SCHOOL		
Mrs Mike Haswell	Head of Senior School	mhaswell@prestfelde.co.uk
SENIOR SCHOOL TEACHERS		
Mrs Annabel Scott	English, Drama; Saxons Head of House	ascott@prestfelde.co.uk
Mr Anthony Anstey	Mathematics Teacher, Science Teacher	tanstey@prestfelde.co.uk
Mr David Harvey	Head of Extra Curricular, Form Tutor, Games teacher, Head of Geography	dharvey@prestfelde.co.uk
Mrs Frederique Harvey	Head of French	fharvey@prestfelde.co.uk
Mrs Helen Allen	Head of Art	hallen@prestfelde.co.uk
Mr James Peakman	Head of Science	jpeakman@prestfelde.co.uk
Mr Jeremy Lund	Teacher - Director of Music and Performing Arts; Celts Head of House	jlund@prestfelde.co.uk

Mrs Jill Bedson	Part-time French Teacher	jbedson@prestfelde.co.uk
Mrs Holly Keogh-Jones	Head of English	hjones@prestfelde.co.uk
Miss Heather Phillips	English Teacher	hphillips@prestfelde.co.uk
Ms Charlotte Taylor	Head of Mathematics	ctaylor@prestfelde.co.uk
Mr Robert Newey	Director of Sport, Science teacher Vikings Head of House	robnewey@prestfelde.co.uk
Mr Simon Sowden	Head of IT, (Computing, Games & Geography Teacher)	ssowden@prestfelde.co.uk
Mrs Tina Owen	Girls Games	towen@prestfelde.co.uk
Mr Vaughan Paterson	Head of Latin, Head of CDT Normans Head of House	vpaterson@prestfelde.co.uk
Mr Allan Scott	History and Games Teacher Boarding master	alscott@prestfelde.co.uk

SUPPORT FOR LEARNING STAFF		
Mrs Suzanne Evans	Head of Support for Learning Specialist Teacher	sevans@prestfelde.co.uk
Mrs Joy Armstrong	Head of Support for Learning Specialist Teacher & Assessor	jarmstrong@prestfelde.co.uk
Mrs Charlotte Kaye	Specialist Teacher	ckaye@prestfelde.co.uk

SUPPORT STAFF		
Mrs Jayne Simmons	Head's PA	jsimmons@prestfelde.co.uk
Mr Andy Knowles	Accounts Manager	aknowles@prestfelde.co.uk
Mrs Charlotte Davies	Senior Leadership Team Assistant	cdavies@prestfelde.co.uk
Ms Hannah Taylor	Receptionist	htaylor@prestfelde.co.uk
Miss Sian Ferris	Receptionist	sferris@prestfelde.co.uk



