



Stratford Preparatory School
Information Booklet 2011/12

Staff Responsibilities List

Principal

Mrs C Quinn MBA (Warwick), B.Ed (Hons) Dip.RE

Headmaster

Mr N Musk M.A. B.A. (Jt.Hons) PGCE

Management Team

Mrs C Quinn MBA (Warwick), B.Ed (Hons) Dip.RE Principal, Monitoring of Teaching and Learning

Mr N Musk M.A. B.A. (Jt.Hons) PGCE Headmaster

Mrs J Savage B.A. (Hons), QTS Director of Studies

Mrs S Hill Mont. Dip (Dist) NVQ Level 3 Early Childhood Studies Department Head - Nursery, EYFS Coordinator

Mr J Quinn LLB (solicitor) Bursar and Business Manager

Main School

Mr N Musk M.A., B.A. (Jt.Hons) PGCE Headmaster, Junior 4 Form Teacher, English, Japanese, Monitoring of Teaching & Learning, Child Protection, First Aid

Mrs J Savage B.A. (Hons) QTS, NRA for T & C Director of Studies, Junior 3 Form Teacher, Maths, 11+ Tutor, Sailing, Assessment, Drama, First Aid

Mrs I Meikle B.Sc. (Hons) PGCE Science, First Aid

Ms L Thomas B.Ed Junior 2 Form Teacher, ICT Coordinator, Junior French, Spanish, First Aid

Mrs S Baker BA (Hons) PGCE Infant 3 Form Teacher, First Aid, History Coordinator

Mrs M Price B.Ed. (Hons) Junior 1 Form Teacher, R.E., Geography, Church Service Coordinator, Choir, Swimming, First Aid

Mrs L Wright BA, PGCE (Masters) Infant 2 Form Teacher, First Aid

Mrs D Dodd BA (Hons) PGCE Early Years, Reception Form Teacher, Infant French, German, First Aid

Mrs A Singleton Cert. Ed Infant/Junior Teacher, Girls Games

Nursery

Mrs S Hill Mont. Dip. NVQ Level 3 in Early Childhood Studies Head of Nursery, First Aid, Child Protection, Early Years Coordinator, Blue Room Leader

Mrs L Dagnall Mont. Dip. Deputy Head of Nursery, Yellow Room Leader, SENCO for EYFS, First Aid

Mrs S Bray NVQ Level 3 Nursery Assistant, First Aid

Ms C Digweed NVQ Level 3 Nursery Assistant, First Aid

Miss A Vasey NVQ Level 2 Nursery Assistant, First Aid

Learning Support

Mrs L Payne B.A. Special Educational Needs

Art

Mrs Wyldbore-Smith B.A. (Hons) Art, Design and Artist Appreciation

Design Technology

Mrs Wyldbore-Smith B.A. (Hons) Design Technology

Staff Responsibilities List

Languages

Ms L Thomas B.Ed	Junior French, Spanish
Mrs D Dodd BA (Hons) PGCE	Infant French, German
Mr N Musk M.A. B.A. (Jt.Hons) PGCE	Latin, Japanese

ICT

Ms L Thomas B.Ed	ICT
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Music

Mrs M Price B.Ed (Hons)	Head of Music, Choir
Mrs K Bigland LTCL, Advanced Certificate	Orchestra, Recorder
Mr P Sudlow	Violin
Mrs Jessica Matthews	Woodwind
Mrs E Edwards	Singing
Mr D Jones	Piano, Clarinet, Flute, Guitar

Sport

Mr B Proctor B.Ed (Hons)	Games, PE and Athletics
Mrs A Singleton Cert.Ed	Games and PE
Mrs M Price B.Ed (Hons)	Swimming
Mrs J Savage B.A. (Hons), QTS, NRA for T&C	Cross Country
Miss B Stephen	Ballet
Mr S Moss	Judo

Classroom Assistants

Mrs J Burton NVQ Level 3 EYCE	Senior Classroom Assistant, First Aid
Mrs J McCall Teaching Certificate	Classroom Assistant, First Aid
Mrs L Maher NVQ Level 3	Classroom Assistant, First Aid
Miss C Skerrett	Classroom Assistant, First Aid

School Secretary

Mrs J Horton B.S.Ed	
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Admissions

Mr N Musk M.A. B.A. (Jt.Hons) PGCE	Main School
Mrs S Hill Mont. Dip (Dist) NVQ Level 3 Early Childhood Studies	EYFS
Mrs J Horton B.S.Ed	Secretary

Catering Staff

Mrs S Garrett, Food Hygiene	Chef
Ms J Williams, Food Hygiene	Kitchen Assistant

Household Staff

Mr C Lyth	Maintenance
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Public Examination Results 2011

Another year of record examination results

We are delighted to announce the following results for our children

Camelia Assadian	The Kingsley School for Girls - Music Scholarship King's High School for Girls – Music Award- Violin Stratford Grammar School for Girls
William Buckley	Warwick School Princethorpe College
Harry Carter	Stratford High School
Elinor Copeland	Stratford High School
Georgina Hill	The Kingsley School for Girls
Benjamin Hohorst	Sibford School
Louis Jackson	Warwick School – Academic Scholarship King Edward VI Grammar School
Georgia Lloyd	The Kingsley School for Girls – Art Scholarship Alcester Grammar School
James Lockwood	Warwick School Princethorpe College - Academic Scholarship Alcester Grammar School
Joseph Mills	Arnold Lodge Stratford High School
Thomas Murray	Chipping Campden School
Jessica Newsome	The Kingsley School for Girls
Sophie Pearson	The Kingsley School for Girls – Academic Scholarship King's High School for Girls Henley High School
Mia Perry	Stratford High School
Oliver Ritchie	Warwick School
Chad Walker	Shipston High School
Charlie Waters	King Edward VI Grammar School
Ajay Witherford	Sibford School



All pupils in year published

*Well done children,
we are very proud of you*

Academic Year 2011 - 2012

	Start	End
Michaelmas	7th September 2011	14th December 2011
Lent	4th January 2012	30th March 2012
Summer	24th April 2012	12th July 2012

Half Term

Michaelmas	17th October 2011	28th October 2011
Lent	13th February 2012	17th February 2012
Summer	4th June 2012	8th June 2012

Other Holiday

Bank Holiday Monday	7th May 2012
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School Times - Nursery

Morning Session	8.30 am	12.30 pm
Afternoon Session	12.45 pm	3.15 pm
Breakfast Club (3+ years old)	8.00 am	8.30 am
After School Care (3+ years old)	3.15 pm	5.30 pm

School Times - Main School

Main School Infants	8.45 am	3.30 pm
Juniors	8.45 am	3.40 pm
Breakfast Club	8.00 am	8.30 am
After School Care	3.35 pm	5.30 pm

The School Calendar is published each term and distributed to pupils. Copies are available from the school office.

Breakfast Club / After School Care

Breakfast Club is available from 8 am each morning for children aged three years and older and is supervised by our own staff. A light breakfast is served (optional).

After School Care is available to children aged three years and older from 3.15 pm to 5:30 pm for Nursery and 3:30 pm until 5:30 pm for Main School each day. Supervision takes the form of structured free play. Children aged 7 – 11 attend a separate prep. session from 3:40 pm to 4:30 pm before joining the other children in After School Care.

Children should be picked-up from the After School Care entrance to the school in Bull Street. All children must be collected by 5:30 pm. There is a penalty for late collection. The After School Care mobile telephone number is (07905) 489469.

Open Days

11th October 2011
12th January 2012
26th April 2012



School Uniform

Pupils are expected to wear full school uniform and behave in an acceptable manner whilst so attired.

Girls

Navy tunic / Summer dress
 White shirt
 Tie – School colours (winter)
 Cardigan - School colours
 Navy socks / tights
 White socks (summer)
 Navy wool coat
 Navy blazer with badge
 Navy hat / boater with band (please varnish)
 Navy or black shoes
 Navy gloves
 Scarf - School colours
 White sunhat when appropriate
 Painting overall
 School book bag and rucksack (Reception – book bag only)
 School water bottle
 School tuck box

PE

Navy shorts
 Navy socks
 School blue polo shirt
 Two navy pump bags
 Elasticated pumps
 Plain white trainers (for field) - Juniors only
 School tracksuit
 School waterproof jacket - to be worn for trips and in the playground at breaktimes only (not to and from school)
 Navy school swimsuit
 School swimming cap
 Pink school ballet costume (Infants) – socks not tights
 Navy hair band or tie

Boys

Navy trousers
 White shirt
 Tie – School colours
 Navy jumper - School colours
 Navy socks
 Navy wool coat
 Navy blazer with badge
 Navy cap / boater with band (please varnish)
 Navy or black shoes
 Navy gloves
 Scarf - School colours
 White sunhat when appropriate
 Painting overall
 School book bag and rucksack (Reception – book bag only)
 School water bottle
 School tuck box

PE

Navy shorts
 Navy socks
 School blue polo shirt
 Two navy pump bags
 Elasticated pumps
 Plain white trainers (for field) - Juniors only
 School tracksuit
 School waterproof jacket - to be worn for trips and in the playground at breaktimes only (not to and from school)
 Navy school swimming shorts
 School swimming cap
 Football boots - Juniors only
 Navy Football socks - Juniors only



Nursery Department

White shirt
Tie - School colours
Navy trousers / tunic
Navy hat / boater with band
Navy Trutex Nursery coat
Navy jumper / cardigan - School colours
Navy or black plain shoes
PE Kit - School blue top, navy shorts, elasticated pumps
Pump bag
Painting overall
School tracksuit
Pink ballet costume for girls – socks not tights
White sunhat when appropriate
School book bag



General uniform information

The school uniform must be strictly adhered to at all times, substitutions are not acceptable.

Hats / caps must always be worn when the coat / blazer is worn. House Badges and honorary badges, such as the prefect badge, are the only badges permitted. Please note that the School waterproof is not a substitute for the School coat. It should only be worn with the School track suit. All clothing, including footwear, and possessions must be clearly labelled with names and initials. No make-up is permitted. This includes wearing nail varnish on fingers and toes. Girls - long hair must be tied back. Boys - hair must be short and tidy.

Hair accessories should be navy blue. Plain or tortoise shell slides are permitted. Watches and plain stud earrings are the only jewellery permitted. Details of our school uniform supplier are available from the School office. Nearly new uniform sales are held by the Parents Association each term, dates are published in the School calendar.



Termly Fees

Academic Year 2011 / 2012

Please note that Stratford Preparatory makes every effort to keep the fees payable by parents as low as possible.

Nursery (2 – 4 Years)

		Fees per Term
Morning Session	each half day morning session per week	£260
Afternoon Session	each half day afternoon session per week	£235
Full time	ten sessions per week (including lunc-time care	£2450
Nursery Snacks		£12

Main School

	Fees per Term
Infant forms (4 – 7 Years)	£2675
Junior forms (7 – 11 Years)	£2875

Fee Discounts for siblings

Second Child	5%
Third Child	10%

Other Fees

Additional Individual Tuition	By arrangement
Before and After School Care	£3.00 per hour
Personal Accident Insurance	£3.75 per term
Lunch	£125 per term
Instalment Payments Administration Fee	£10 per term

Additional individual lessons for all musical instruments, singing, dance, judo etc. are by arrangement with the school office.

The cost of school trips are charged in arrears.

The cost of stationary and text-books is included in the school fees.



Deposits

A deposit of £250 is payable on acceptance of a place in our Nursery department which will be deducted from the FIRST term's fees. This deposit is non-refundable if an accepted place is not taken up by the child.

A deposit of £250 is payable on the acceptance of a place in the main school (except Reception which requires £500 to secure a place) which will be deducted from the FIRST term's fees. This deposit is non-refundable if an accepted place is not taken up by the child. If one term's notice is not received, a full term's fees will be due.

A copy of the school's current standard terms and conditions is available from the school office.

Contact Details & How to Find us

School Office

Stratford Preparatory School
Church House
Old Town
Stratford upon Avon
CV37 6BG

Telephone Number: 01789 297993
Facsimile Number: 01789 263993

Email: secretary@stratfordprep.co.uk
Website: www.stratfordprep.co.uk

The School Office is open from 8.30 am until 1.00 pm and 1.30 pm until 4.30 pm during term time.

Driving Directions

From M40

If you are approaching Stratford from the M40 (north-bound or south-bound) leave the motorway at Junction 15. At the motorway exit roundabout take the A46 exit signposted Stratford and continue for two miles. At the next roundabout take the first exit onto the A439 signposted Stratford and continue for four miles. When approaching Stratford you will be forced onto a gyratory system. Bear left and then immediately take the right-hand lane. After a few hundred meters bear right, then immediately bear left onto High Street and towards the centre of Stratford. At the roundabout in the centre of Stratford take the first exit onto Chapel Street. Continue straight on onto Church Street. Stratford Preparatory School is located at the end of Church Street.

From Alcester

From the High Street in Alcester take the Stratford Road and continue for six miles until you reach a roundabout. At the roundabout take the second exit onto the Alcester Road (A422) for 1/5 mile. Turn right onto Arden Street and continue for 1/5 mile, then turn left onto Chestnut Walk. At the end of Chestnut Walk is Old Town. Stratford Preparatory is on your right hand side.



Admission Procedure

Visiting the School

- Parents should visit our school before registering their child.
- Parents should telephone the school office to book an appointment to be shown around the school. All Parents are shown around by the Principal or a senior member of staff. We also have several Open Days each year (the dates of which appear in the local press and on our website).

Registration

- Parents who wish to apply for a place for their child should complete an Application for Registration form and return it, along with the £50 registration fee, to the school office. The Registration Fee is non-refundable.
- Applications for Registration should be submitted as early as possible to avoid disappointment.
- The Application for Registration will be considered by the Principal after meeting with the Parents and assessing the pupil. If the application is successful the school office will send the parents an offer of a place.
- Parents should accept this offer by signing the Acceptance Form and returning it to the school office along with a Deposit of £250 (£500 in the case of Reception). This Deposit will be deducted from the FIRST TERM'S fees but is otherwise non-refundable.

After Registration

- After an offered place has been accepted the Parents will be provided with a password to access the parents' area of our website, which contains information for new parents, and (if the child is starting at the beginning of a Michaelmas term) an invitation to new children's morning when the prospective pupil will meet his/her new teacher and his/her fellow pupils.

Admissions Policy

- We consider all applications for a child to join our school equally and fairly, although applications from children with siblings at the school may be given priority.
- We are a co-educational, multi-racial school and candidates from all ethnic minority groups are welcomed.
- All applications will be treated in a sensitive manner and are confidential.

Entrance Criteria

- We aim to be an inclusive school that welcomes children from all backgrounds and abilities.
- Applicants with special needs are given special consideration at all times. Wherever feasible, the school seeks to offer access to pupils with disabilities.

Time and Age of Entry

- There are no hard and fast rules concerning the age of a child on admission. Children will be admitted to our School at any time subject to the availability of a place and the child meeting the admission requirements at the relevant time.
- Children typically enter our Montessori Nursery department when they become two years old.

Class Sizes

- Each main school class generally has a maximum of 20 pupils.

Appeals

- Any child that is refused admission will be reconsidered on written request to the Principal. The Principal will consult the Headmaster and the senior management team when reconsidering an application.

Further Information

- If you have any further questions or would like to discuss the admission of your child more generally then please do not hesitate to contact the school office. In addition, the Principal is always available to speak to parents and prospective parents.
- Details of our provision for the education and welfare of children with special needs, pupils with English as a second language, welfare health and safety, academic performance, curriculum, complaints, discipline and exclusion are available to parents on our website and to prospective parents on request.

Application for Registration

Please return this application with the registration fee to the school office

Please consider my child for registration into: Nursery or Reception or Main School (Infant 2 to Junior 4)

Proposed Date of Entry Michaelmas / Lent / Summer Term 20__

Surname of Child _____

Forenames in Full _____

Date of Birth _____

Address

(including post code) _____

Sex M F

Ethnicity _____

Home Tel. No. _____

Nationality _____

Religion _____

Surname of Father
(or Guardian) _____

Forenames _____

Work Tel. No. _____

Mobile Tel. No. _____

E-mail Address _____

Surname of Mother
(or Guardian) _____

Forenames _____

Work Tel. No. _____

Mobile Tel. No. _____

E-mail Address _____

Address of Second Parent (or Guardian)

(if different from above) _____

Present School/Nursery (if any)

(please give full name, address and dates of attendance) _____

Please state how you first heard of Stratford Preparatory School (please provide as much detail as possible): _____

Please mention here the names of other family members attending the school or registered for entry; or any other connection with the school: _____

Please provide details below if your child has any medical conditions (including allergies), learning difficulties or disabilities or behavioural difficulties of which we should be made aware: _____

Name and telephone number of child's doctor _____

Application for Registration

Please note that an offer of a place is subject to availability and the admission policy of the school at the time an offer is made. A copy of the current standard terms and conditions is supplied when an offer is made and on request.

Declaration

- We request that our above-named child be registered as a prospective pupil at Stratford Preparatory School.
- A cheque for the non-refundable registration fee of £50 is enclosed, payable to Stratford Preparatory School.
- We understand that the standard terms and conditions of the school will undergo reasonable changes from time to time as circumstances require and will apply to all our dealings with the school.
- We understand also that the school (through the Principal as the person responsible) may obtain, process and hold information about our child, including sensitive information such as medical details, and we consent to this for the purposes of any assessment and, if a place is later offered, in order to safeguard and promote the welfare of our child.

Father's (or Guardian's) Signature _____

Date _____

Mother's (or Guardian's) Signature _____

Date _____

This form and the registration fee should be returned either by hand or by post to the school office Stratford Preparatory School, Church House, Old Town, Stratford-upon-Avon CV37 6BG.

A copy of this Application with larger text is available on our website.

