



Stratford Preparatory School  
Information Booklet 2009/10

# Staff Responsibilities List

## Principal

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

## Management Team

Mrs C Quinn MBA, B.Ed. (Hons)	Principal
Mr N Musk, M.A., B.A. (Hons) PGCE	Deputy Principal
Mrs J Savage B.A. (Hons), QTS	Director of Studies
Mrs J Finch B.A. (Hons) PGCE	Department Head - Infants
Mrs S Hill Mont. Dip.	Department Head - Nursery
Mr J Quinn LLB (solicitor)	Bursar and Business Manager

## Main School

Mr N Musk M.A., B.A. (Hons) PGCE	Deputy Principal, Junior 4 Form Teacher, English, Monitoring of Teaching & Learning
Mrs J Savage B.A.(Hons) QTS, NRA for T & C	Director of Studies, Junior 3 Form Teacher, Maths, 11+ tutor, Sailing, First Aid
Mrs I Meikle B.Sc. (Hons) PGCE	Junior 2 Form Teacher, Science, ICT Coordinator
Mrs L Wilson B.A. (Hons)	English, Latin, Drama
Mrs M Price B.Ed. (Hons)	Junior 1 Form Teacher, R.E., Geography, Church Service Coordinator, Choir, Swimming, First Aid
Mrs J Finch B.A. (Hons) PGCE	Department Head - Infants, Infant 3 Form Teacher, First Aid
Mrs L Wright B.A. PGCE (Masters)	Infant 2 Form Teacher
Miss D Dodd B.A. (Hons) PGCE	Early Years, Reception Form Teacher, French, First Aid

## Nursery

Mrs S Hill Mont. Dip.	Head of Nursery, First Aid, Child Protection
Mrs L Dagnall Mont. Dip.	Montessori Directress, Yellow Room Leader, SEN, Transition Class
Mrs S Bray NVQ level 3 – in training	Nursery Assistant
Ms C Digweed NVQ level 2	Nursery Assistant, First Aid
Miss A Vasey NVQ level 2, First Aid	Foundation Degree in Play Therapy, Blue Room Leader

## Learning Support

Mrs L Payne B.A.	Special Educational Needs
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## Art

Mrs Wildbore-Smith B.A. (Hons)	Art, Design and Artist Appreciation
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## Design Technology

Mrs B Jolly B.A. (Hons) PGCE	Design Technology
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# Staff Responsibilities List

## Languages

Mrs D Dodd B.A. (Hons) PGCE	French
Mrs L Wilson B.A. (Hons)	Latin
Mrs Grace	Spanish

## ICT

Mrs I Meikle B.Sc. (Hons) PGCE	ICT
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## Music

Mrs K Bigland LTCL, Advanced Certificate	Head of Music, Orchestra, Recorder
Mrs M Price B.Ed. (Hons)	Choir
Ms C Stevens	Violin
P Andrews	Clarinet, Flute, Saxophone
Mrs P Calvert FLCM, LLCM, ALCM, CTAB RSM	Singing
Mr D Jones	Piano, Clarinet, Flute, Guitar

## Sport

Mr B Proctor B.Ed. (Hons)	Games, PE and Athletics
Mrs J McCall Teach. Cert.	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
Miss D Moore	Jazz Dance
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
Mrs L Maher NVQ level 3	Classroom Assistant
Ms C Davis	Classroom Assistant

## Catering Staff

Mrs S Garrett, Food Hygiene	Chef
Mrs J May, Food Hygiene	Kitchen Assistant

## Administrative Staff

Mrs J A Dyos	Secretary and PA to Mrs Quinn, First Aid
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## Household Staff

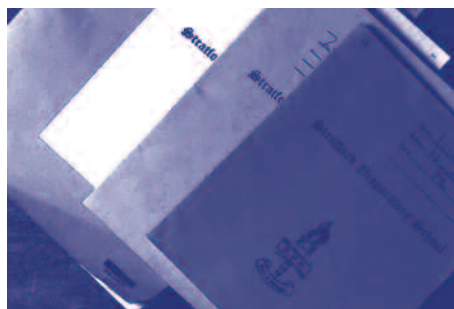
Goldhill Cleaning Services	Caretaker
Mr C Lyth	Maintenance

# Public Examination Results 2009

Another year of record examination results

We are delighted to announce the following results for our children

Cameron Assadian	King Edward VI Grammar School Warwick School
Jonathan Borland	Warwick School Princethorpe College, Academic Scholarship
Alexander Bray	Warwick School, Academic Scholarship
Victoria Burman	King's High School for Girls The Kingsley School
Jonathan Crook	Alcester Grammar School Warwick School Sibford School
Ben Darnbrough	Bowbrook House School
Liberty Gerard-Pickering	The Kingsley School
Lucinda Granger	Alcester High School
Annabel Hill	King's High School for Girls Princethorpe College, Academic Scholarship The Kingsley School
Emily Hill	Stratford upon Avon Grammar School for Girls King's High School for Girls
George Lindsay	Sibford School
Daniel Morris	Warwick School Sibford School
Emma Natin	King's High School for Girls The Kingsley School
Hyunwoo Oh	Alcester Grammar School Warwick School
Daniel Perry	King Edward VI Grammar School Warwick School
Jake Reynolds	King Edward VI Grammar School Warwick School
Megan Shemmell	The Kingsley School Sibford School
Toby Shields	King Edward VI Grammar School Warwick School Bromsgrove School Sibford School
Isabella Worrall	Stratford upon Avon Grammar School for Girls King's High School for Girls The Kingsley School, Maths Exhibition



All pupils in year published

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

## Academic Year 2009 - 2010

	Start	End
Michaelmas	9th September 2009	10th December 2009
Lent	6th January 2010	25th March 2010
Summer	20th April 2010	8th July 2010

## Half Term

Michaelmas	23rd October 2009	30th October 2009
Lent	15th February 2010	19th February 2010
Summer	31st May 2010	4th June 2010

## Other Holiday

Bank Holiday Monday	3rd May 2010
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## School Times - Nursery

Morning Session	9.00 am	11.45 am
Lunch	11.45 am	12.30 am
Afternoon Session	12.45 pm	3.15 pm
Before School Care (3+ years old)	8.30 am	9.00 am
After School Care (3+ years old)	3.15 pm	5.30 pm

## School Times - Main School

Main School	8.45 am	3.35 pm
Before School Care	8.30 am	8.45 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.

## After School Care

After school care is available to children aged three years and older from 3:35 pm until 5:30 pm each day. Supervision takes the form of structured free play. Children aged 7 – 11 attend a separate prep. session from 3:35 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 (07972) 178974. Nursery children may also attend out of hours care from 8:30 am to 9:15 am and 3:15 pm to 3:35 pm each day. Nursery children over three years old may move to After School Care at 3:35 pm.

## Open Days

15th October 2009  
14th January 2010  
28th April 2010



# 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  
 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 (available from school office)  
 School water bottle

## PE

Navy skorts  
 White skirt (J4 Summer)  
 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 only  
 Navy swimsuit  
 Plain swimming cap  
 Arm bands (where appropriate)  
 Pink ballet costume (Infants)  
 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 (available from school office)  
 School water bottle

## PE

Navy shorts  
 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 only  
 Navy swimming shorts  
 Armbands (where appropriate)  
 White cricket jumper & trousers - Junior 4 only  
 White pumps (summer) - Junior 4  
 Football boots - Juniors only



## Nursery Department

White shirt  
Tie - School colours  
Navy trousers / tunic  
Navy hat / boater with band  
Navy wool coat  
Navy jumper / cardigan - School colours  
Navy or black shoes  
PE Kit - School blue top, navy shorts, elasticated pumps  
Pump bag  
Painting overall  
School tracksuit  
School waterproof coat – to be worn for trips only  
Pink ballet costume for girls  
White sunhat when appropriate



## 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 2008 / 2009

Please note that Stratford Preparatory makes every effort to keep its fees as low as possible.

### Nursery (2 – 4 Years)

		Fees per Term
Morning Session	each half day morning session	£208
Afternoon Session	each half day afternoon session	£200
Full time	ten sessions (including lunch-time care)	£2000
Lunch-time Care (11:45 am to 12:30 pm)	each day	£25
Mid-session drink of milk and snack	-	£10

The school requires children to attend for a minimum of three sessions in the Lower Nursery Class and five sessions in the Foundation Nursery Class

### Main School

	Fees per Term
Infant forms (4 – 7 Years)	£2200
Junior forms (7 – 11 Years)	£2400

#### Fee Discounts for siblings

Second Child	5%
Third Child	10%

### Other Fees

Individual Tuition	£30 per hour
Before and After School Care	£3.00 per hour
Personal Accident Insurance	£3.70 per term
Lunch	£125 per term

Instalment Payments Administration Fee	£10 per term
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Individual lessons for all musical instruments, singing, dance, judo etc. are by arrangement with the school office.

The cost of school trips and before/after care 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.

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.

These deposits are non-refundable if an accepted place is not taken up by the child. In addition, please note that a full term's fees in lieu of notice will be due if an accepted place is not taken up by a child without a term's notice having been given in accordance with the school's standard terms and conditions.

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](mailto:secretary@stratfordprep.co.uk)  
Website: [www.stratfordprep.co.uk](http://www.stratfordprep.co.uk)

The School Office is open from 8.30 am until 12.30 pm and 1.00 pm until 4.30 pm during term time.

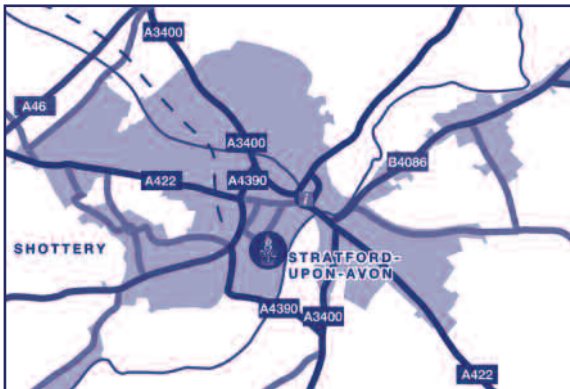
## Driving Directions

### 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 TERMS 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 Deputy Principal 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 200 \_\_

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.

