

History, Aims & Ethos

History

Salterford House School was established in 1981 as a fee paying independent prep school for 3- 11 year olds by Mrs Marlene Venables who had a vision for education which focused on the individual. It was based on creating a caring and nurturing environment where children are provided with all the tools to perform at the very best of their ability.

The school started with 8 pupils and now has 100 children who are taught in small classes of around 10-12 by dedicated and well-qualified professionals supported by enthusiastic and talented teaching assistants.

The school is a family business, still owned and run by Mrs Venables and supported by her daughter as deputy head teacher.

One of the unique aspects of the school, as well as the family feeling you get as soon as you arrive at reception, is the quite stunning 4 acre site set in the heart of rural North Nottinghamshire. The woodland area is perfect for playtime fun but also afford the pupils ample opportunity to investigate nature as well as participate in organised outside activities. Salterford House has always been a school where creative minds are encouraged to be inquisitive and excited by learning.

Aims

At Salterford House School we aim :

- To ensure that all pupils receive their full entitlement to the whole curriculum
- To provide a relevant challenging curriculum in which pupils will be encouraged to reach their maximum potential.
- To provide a curriculum that will not only motivate children but also encourage them to understand the purpose and enjoyment of learning.
- To provide an environment where children apply their knowledge, skills and understanding with confidence whilst developing their ability to investigate and problem solve through discussion, prediction and evaluation.
- To provide a stimulating and vibrant environment in order to support positive attitudes to learning.
- To encourage children to respect and value other cultures and beliefs, to uphold British values and ultimately to become caring, confident and educated members of a multi-faith, multi-cultural society.
- To develop positive attitudes and an awareness of the needs, strengths and qualities of others in order to work, share and grow socially and emotionally, spiritually and morally, physically and intellectually
- To equip children with the resilience and perseverance to become creative and independent thinkers and to become learners for life within an ever-changing world.

Ethos

At Salterford House we:

- Encourage all children to 'be the best that they can be'
- Value each individual regardless of race, gender, faith or ability
- Provide a secure and caring environment
- Encourage positive relationships between all members of the school community
- Develop a sense of ownership, pride and respect



Salterford House
Preparatory School

Welcome to Salterford House School

It is hoped that the following information will help you during the first few weeks at the school.

The classes are arranged as follows:

Kindergarten	Mrs C Collison and Miss C Leverton
Pre Prep	Miss S Williams
Year 1	Mr M Britten
Year 2	Ms J Bradley
Year 3	Mrs K Stopher
Year 4	Mr D Martindale
Year 5	Miss K Baguley
Year 6/Deputy Head	Miss K Venables

Classroom Support

Mrs Booth
Mrs Holmes

Visiting Staff

Speech and Drama	Mrs J Glover
Piano and Wind	Mrs S Leigh
Ballet	Miss L Parker
Jazz/Street dance	Mrs B Bathgate
Music/Piano/Singing	Mrs C Loizias
Tennis	Mr S McBride
Spanish	Mrs C Castanon

EYFS

The School Day

The school day has been carefully planned to make sure that each child has the opportunity to develop in all the areas that have been outlined by the government in the Foundation Stage document (Early Learning Goals) which cover the 7 areas of learning.

- * Mathematics
- * Literacy
- * Communication and Language
- * Expressive Arts and Design
- * Physical development
- * Personal, Social and Emotional Development
- * Understanding of the World.

We feel as a school it is important that the home and the school work together to achieve these aims.

The school is inspected on a regular basis to make sure that we are fulfilling the requirements and this enables you to take advantage of the Nursery Funding Scheme when your child becomes eligible. Your child is entitled to 15 free hours a week from the age of 3.

Staff are on the premises from 8.00 in the morning but we hope the following times will give you a guide as to how your child's day will run. There is also a timetable on the wall in each room if you wish to know in more detail.

Parents are welcome to see their children's development profiles and learning journeys. Please ask your child's key worker.

Kindergarten

- 8.00 All staff present in their classrooms
- 12.30 LUNCHTIME
- 1.40 Afternoon school begins
- 3.30 Afternoon school ends
- 6pm Children are supervised from the end of the school day until 6pm

Pre Prep

- 8.30 All staff present in classrooms
- 8.50 Registration and Assembly. It is very helpful if Pre Prep children can be in school by 8.50 as this ensures a prompt start to the day.
- 9.00 School begins
- 12.30 LUNCHTIME
- 1.40 Afternoon school starts
- 3.30 Afternoon school ends
- 6pm Children are supervised from the end of the school day until 6pm. This is free of charge for children until they reach compulsory school age.

Bringing Your Child to School

It is hoped that you and your child will visit the school together to allow your child to meet their teacher before they start. This can be arranged at your convenience and we hope it will give you time to discuss with the Kindergarten staff, any concerns you have regarding your child's initial settling in period. It would be very helpful to the staff if you would make sure that when your child starts that you will

- Complete and return the medical form.
- Keep staff up to date with any changes of address and telephone numbers.
 - Inform the staff if you are away, even for a day, and someone else has taken responsibility for your child. Please make sure you leave their name and details. We operate a password system for collection of children by someone other than a known adult.
- If there are any changes that might affect your child please inform either the Head or your child's teacher.

Our aim is to support and care for your child in the best way possible, and having these details to hand are essential to your child's welfare.



When you bring your child to school it is better for both your child and the member of staff concerned if you leave quickly. It allows the teacher to settle the child. Please be assured that if your child is really distressed you will be contacted.

How Can You Help Your Child Settle into School?

We feel that it is important that our children are given the opportunity to develop into confident and independent individuals.

You as parents can help and support your children through the following steps.

- Encourage your child to dress themselves and try to do up their own buttons.
- Give your child the opportunity to paint, trace and colour. These activities play an important part in the development of reading and writing.
- Look at books together and discuss the pictures. Keep the stories simple.
- Encourage your child to hold the pencil correctly.
- Look at how we form the letters so you can help your child write the letters correctly.
- Teach your child the sounds of the letters not the names.
- Do not teach your child capital letters. These will be introduced much later on.

School Uniform and Equipment

Any grey coat is acceptable in Kindergarten, but once the children have entered Pre Prep they will be expected to wear full school uniform. Please help the staff by labelling every article clearly with your child's name, including shoes, gloves, scarves and hats. A uniform list is included in this booklet.

All children from Pre Prep onwards will require their own pencils (a minimum of four is suggested); pencil crayons, a rubber, a ruler and a small zip pencil case.

Lunchtimes

If the children are staying all day they will require a packed lunch, which should be brought to school in a clearly named lunchbox. Staff are always there to help and they will make sure that the children have had enough to eat and drink.

Kindergarten and Transition have a drink of orange or milk and a snack at mid morning break. Pre Prep children may order milk or orange juice at the school office if required. Pre Prep children in receipt of nursery funding are eligible for free milk. If your child suffers from an allergy or food intolerance please speak to your child's key worker and they will discuss the allergy in detail with you.



After School Care

The staff are available to look after the children until 6 p.m. If you are going to be later than that please inform the staff in the morning when you leave your child, or contact the school office. After 4.15p.m. the children will be supervised in an after school class. They will be provided with a drink and a small snack. There are no charges for the Kindergarten children.

If someone other than yourself is going to collect your child please let the staff know. It is important that we are informed so that we can ensure your child's safety.

Payment of Fees

Fees can be paid directly into the schools bank account.

Otherwise all fees must be sent to the school office by hand. The school office is open during school hours only.

Members of staff are not allowed to accept fees.

Increased School Time

What Do You Do if You wish to Increase Your Childs Time at School?

If you wish to increase the time your child attends school, ask a member of staff for a form. Complete it and return it to the school office.

If there is an emergency and you need your child to attend an extra session at short notice, contact the school offices and we will endeavour to help if we can. It is important that we know in advance, if possible, to make sure we have adequate staff available.

Holidays

Once your child has reached the age of 5 years of age they are expected to attend school full time. This is statutory requirement and therefore a holiday form, which can be obtained from the plus4schools site, should be completed. It is not compulsory to complete a form if your child is in the Kindergarten but it is helpful for us to know. It is advisable once your child is in Pre Prep to arrange your holidays during the time the school is closed. Time lost at school cannot be fully recovered and we wish them to make the most of their time with us. A list of holidays is included.

Illness and Infectious disease

If your child is ill or you have any queries or information you wished passed on to the class teacher, please contact the main office on 0115 9652127. There is a secretary who will deal with all your queries and will make sure they are passed onto the correct person. It is important to contact school on the morning of your child's absence so that it can be recorded in the register.

If your child is ill at school you will be contacted if it is thought necessary.

If your child is unwell and is infectious, they should not be sent to school but should be kept at home until they are better. If your child has diarrhoea or sickness please ensure they remain at home until 48 hours after the illness. If you are unsure about whether your child is fit to attend school, please contact your doctor.

Car Parking

Please park thoughtfully and with consideration for other parents who may be picking their children up later. If you wish to remain in the play area with your child after school, please park on the road outside the school gate until 4pm

Ballet

If you would like to enrol your child for ballet, put your request in writing and send it to the school office.

Bad Weather

It is our policy to remain open in bad weather. If you cannot get to school, do not feel it necessary to inform us. Children may be collected early if the weather conditions deteriorate during the day.

Supervision

Ensure that your child is fully supervised in the playground at all times before and after school. Staff cannot be held responsible for any accidents on the school premises once a parent or carer has accepted responsibility for them.

It would be appreciated if the child did not play on the equipment at the back of the school at the end of the day.



Security

The school gates will be closed at 8.50 am and re-opened at 3.20 pm. If you need to come into school during the day please use the small gate at the bottom of the drive and walk up to the Main Building or ring the bell at the gate. Please report to the School Office on arrival in order that classes are not disturbed.

Child Protection

Every school is required to refer their concerns to the Children's Social Care Department. While we will seek, in general, to discuss these concerns with the family and where possible seek agreement to making the referral, this will only be done where such discussion and agreement seeking will not place a child at increased risk of significant harm. This procedure is intended to protect children from abuse. When we refer a concern about a pupil to the Children's Social Care Department we are not accusing the parents/carers of abuse, but requesting that further enquiries take place and that any necessary help and support is provided.

Main School

The School Day

7.45 School is open

8.50 Children should be in classrooms for registration and assembly.

12.30 Morning school ends

1.35 Afternoon school begins

Afternoon lessons end at the following times:

3.30 Year 1

3.35 Year 2

3.40 Year 3

3.45 Year 4

3.50 Year 5

3.55 Year 6



Children should be at school by 8.45 as this ensures a prompt start and allows them time to organise themselves before the day starts.

Timetable

In order to assist your child through the first few weeks a timetable will be available, to indicate when games and swimming equipment is required. If you are unsure about the timetable or wish to check on the equipment required for the lesson, either speak to the class teacher or ring the secretary who will be pleased to answer any queries you may have.

Class Teachers

Class teachers are always available for discussion. If you would like to speak to one of them it is very helpful if you contact the secretary to make a mutually convenient appointment. There are many activities that continue after school and details can be obtained from the office. If you have a particular problem that you wish to discuss directly with Mrs Venables then please do not hesitate to make an appointment. It is important that parents and staff work together to provide the best education for your child.

School Uniform

Children are expected to wear school uniform at all times and may be excluded from activities if they continually fail to have the correct swimming or games kit in school. If a child is taking part in an activity outside school where they will be representing the school they will be expected to wear school uniform. A uniform list is included in this booklet.

Equipment

All children from Year 1 upwards will require their own pencils (a minimum of four is suggested), pencil crayons, a ruler, a rubber and scissors. (Please note that scissors will be required to cut various materials during D.T. lessons). These should be kept in a small zip pencil case.

From Year 3 upwards they will require a cartridge pen containing blue ink and spare cartridges. A simple geometry kit is required from Year 4. Please make sure all equipment is clearly labelled.

Security

The school gates will be closed at 8.50 am and re-opened at 3.20 pm. If you need to come into school during the day please use the small gate at the bottom of the drive and walk up to the Main Building or ring the bell at the gate. Please report to the School Office on arrival in order that classes are not disturbed.

After School Service

Children are supervised by a member of staff until 4.15 p.m. After 4.15 pm children will be supervised in an after school class. The charges are £5.00 until 5pm and £6.00 until 6pm.

Lunchtime

Children will require a packed lunch, which should be brought to school in a clearly named lunchbox. On games days all lunches for Years 3, 4, 5 and 6 must be brought to school in a clearly named plastic bag, as lunch boxes cannot be taken to the games field.

Morning snacks

Children should bring snacks to school for morning break i.e. cheese or fruit (no sweets or biscuits please). Drinks of juice or milk are available from school, paid for on a termly basis. All children are required to bring a water bottle with them to school. They can refill the bottles from the water coolers in school. Water is always available.



Behaviour

All schools are required to have a policy which explains how and when physical intervention may be used. Our policy is ONLY to use physical restraint as a last resort when all other techniques have failed. If staff become aware of, or have a need to become involved in, situations where a child may be at risk of hurting themselves or others, or if the behaviour of a child seriously disrupts good order in the school or causes damage to property, staff may need to take steps to intervene physically. In such circumstances staff will follow the school's policy for dealing with such situations. Any parent wishing to view this policy may do so on request. It is also on our school website and on our parent information site- Plus4schools.

Payment of Fees

School fees are due in advance. Members of staff are not allowed to accept school fees. They should either be posted or taken to the office at Main School during or before the first full week of term.

Extra Activities

If you wish to enrol your child for an extra activity such as ballet, tennis, music or speech and drama lessons, please put your request in writing and submit it to the school office. You will be notified when these lessons commence.

Once a child has started an extra lesson a terms notice is required before lessons cease, otherwise the full fee is payable for the term. If a child joins a group activity after school Mrs Venables should be consulted before discontinuing the activity.

Car Parking

When collecting your child at the end of the day please avoid arriving too early as this causes unnecessary congestion in the playground, and park thoughtfully. The parking spaces by the tennis court should be used if available. Do not stop at the top of the drive as this causes a complete stoppage of cars. Please do not park in the spaces reserved for the minibuses i.e. the large barn. If the playground is full, drive out of the playground via the side road and back onto the lane, thereby keeping the traffic moving in a one-way system. Please make sure your child is fully supervised in the car park, as staff cannot accept any responsibility after children have been collected.



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Illness

If your child is ill, or you have any queries or information you wish passed on to the class teacher, please ring the school office on 0115 9652127. The secretary will be only too pleased to help you.

If your child is ill at school you will be contacted if it is thought necessary. Please make sure you have completed the Medical Form and that you do keep us informed of any change of telephone number or address.

If your child is unwell and is infectious, they should not be sent to school but should be kept at home until they are better. If your child has diarrhoea or sickness please ensure they remain at home until 48 hours after the illness. If you are unsure about whether your child is fit to attend school, please contact your doctor.



Bad Weather

The school will remain open in bad weather unless it is dangerous to do so. It is not necessary to inform us if your child is unable to attend school due to poor weather conditions. Please use your own judgement in this situation as it will depend on your car, your own driving confidence and your home location. Children may also be collected early in adverse weather conditions without prior warning as long as they are signed out of school via the office.

Child Protection

Every school is required to refer their concerns to the Children's Social Care. While we will seek, in general, to discuss these concerns with the family and where possible seek agreement to making the referral, this will only be done where such discussion and agreement seeking will not place a child at increased risk of significant harm. This procedure is intended to protect children from abuse. When we refer a concern about a pupil to the Children's Social Care Services Department we are not accusing the parents/carers of abuse, but requesting that further enquiries take place and that any necessary help and support is provided.

Data Protection

Salterford House School is registered as a data controller under the Data Protection Act as we collect and process information about our pupils, their parents and carers, our visitors and our staff. We hold and process this information in order to provide an effective service to our stakeholders. Information may be collected in many different ways such as on paper, by telephone, electronically, by CCTV or by a member of staff in person.

Why do we collect this information?

The school holds a wide variety of information about our pupils, their parents and carers, our visitors and our staff in order to:

- Support a pupil's teaching and learning
- Monitor and report on progress
- Provide appropriate pastoral care
- Ensure the safety of our pupils
- Assess the performance of the school

How we use your information

We will use your information in a manner that conforms to the Data Protection Act; we will endeavour to keep the information we use up to date and will not keep it longer than necessary. In some instances the law sets the length of time information has to be kept. We will not pass any personal data on to third parties, other than those who either process information on our behalf, or because it is a legal requirement. We will only do so, where possible, after we have ensured that sufficient steps have been taken to protect the personal data by the recipient.

We will not disclose any information that you provide 'in confidence' to us, to anyone else without your permission, except in the few situations where disclosure is required by law, or where we have good reason to believe that failing to share the information would put someone else at risk.

Information Sharing

We may need to pass your information to other people and organisations that provide a service on our behalf. These providers are obliged to keep the information securely, and only use it for the purpose we have commissioned them for.

We may disclose information to other partners where it is necessary, either to comply with a legal obligation, or where permitted under the Data Protection Act, e.g. where the disclosure is necessary for the purposes of the prevention and/or detection of crime.

Where we need to disclose sensitive or confidential information such as medical details to other partners, we will do so only with your prior explicit consent or where we are legally required to. We may disclose information when necessary to prevent risk of harm to an individual. At no time will your information be passed to organisations external to the school for marketing or sales purposes or for any commercial use without your prior express consent.

Your rights

You are legally entitled to request access to any information about you that we hold, and a copy. We try to ensure that any information we hold about you is correct. There may be situations where you find the information we hold is no longer accurate and you have the right to have this corrected. For this reason we send home the data collection sheet annually and ask that you return it with any details updated and signed and dated at the bottom.

Further Information

If you would like to know more about how we use the information we collect and process, please contact us.

Term Fees from September 2018

Years 3, 4, 5 and 6 : £2630

Pre-prep, Years 1 and 2 : £2600

Swimming : £60 per term

Music : £14 per lesson

Ballet: £60 per term

One full term's notice in writing is required if an extra subject is to be discontinued.

£30 per term will be deducted for a second child, and subsequent children, who are attending full time from Pre-prep to Year 6

Kindergarten

Morning : £24

Full day : £42

Nursery funding available 09:30 - 12:30 each morning.

Uniform

Girls' Uniform- Winter

Grey pleated pinafore/Grey pleated skirt (Years 5 & 6 only)
Red and white striped blouse
Red cardigan with Salterford House Logo
Grey smock - available from school
Red or grey socks or tights
Black, brown or red shoes
Grey blazer with red trim
Grey woollen coat
Grey felt hat with red band
Red woollen ski hat (for games and in very cold weather)
Red kagoul school design to fit over blazer or fleece
Girls are only allowed to wear red, white or grey hair accessories

Girls' Uniform- Summer

Red and white striped dress
Cream straw panama with red band
White socks
Red black or brown sandals
Open toed sandals are not allowed
Red apron - available from school

Games and PE Wear

Red polo shirt
Reversible school hockey top Year 3-6
Black gym lycra shorts
White shorts
Red jogging suit Kindergarten to Year 2
Red and grey tracksuit Year 3 to Year 6
Red fleece
Grey pleated netball skirt Yrs 3,4,5 & 6 only
White or black plimsolls
Coloured trainers are not allowed (including all black)
White socks

Red swimsuit with Salterford Logo

Ballet

Royal blue leotard
Pink ballet shoes and Pink ballet tights or socks

Boys' Uniform: Winter

Grey long trousers
Grey long sleeved shirt
Red tie
Grey V necked pullover with red trim
Grey socks
Black or grey shoes
Grey apron (available from school)
Duffle coat
Grey blazer with red trim
Grey cap with red trim
Red woollen ski hat (for games and cold weather)
Red kagoul to fit over blazer or fleece

Summer Uniform:

Bermuda length grey shorts
White short sleeved cotton shirt
Short grey socks
Open toed sandals are not allowed
Grey apron - available from school

Games and P.E. Wear

White shorts (cotton)-summer/black shorts-winter
Red logo polo shirt
Red jogging suit Kindergarten & Transition
Red and grey tracksuit Reception to Year 6
White socks
White or black plimsolls
Coloured trainers are not allowed (including all black)

Reversible school rugby shirt (Years 3 - 6)
Red football socks
Football boots (Years 3 - 6) Shin pads (the correct size)
Red swimming trunks and one towel

Bags

Please note that only bags supplied by the school outfitters are allowed.

1. Red Salterford House Bag (Kindergarten to Year 2)
2. Black Salterford House Bag (Years 3-6)
3. Red drawstring swimming bag
4. Large red games bag (Years 3-6 or as required)

All school uniform must be clearly labelled

Uniforms are available from the schools' outfitters:

Big Fish who will take orders and deliver to school

Second Hand Uniform

We have a range of sizes in blazers, coats and almost all other items of uniform in the second hand uniform store.

We do hold Second Hand Uniform sales throughout the year on specific days - details are posted on plus4schools and in the school windows.

However, if you would like to look through the stock at any other time, please come to the office and ask Mrs Seabrooke.



Access Arrangements

Please inform the office immediately if there is anything we can do to improve access to our information. We endeavour to ensure that all our information is accessible to all our parents.

Contact Information

It is possible to e-mail the School on: office@salterfordhouseschool.co.uk

Website: <http://www.salterfordhouseschool.co.uk>

Headmistress: Mrs M Venables
Salterford House School
Salterford Lane, Calverton,
Nottingham NG14 6NZ

Telephone 0115 9652127

Independent Schools Association

The Headmistress is a member of Independent Schools Association. The Independent Schools Inspectorate inspects the school regularly. The school is accredited by The Independent Schools Council and full information is available from the Independent Schools Information Service (ISCis) Internet

It is possible to e-mail the School on: office@salterfordhouseschool.co.uk

