



**BROMSGROVE SCHOOL**  
**WINTERFOLD**  
PREP • PRE-PREP • NURSERY

# PARENTS' HANDBOOK

**Prep • Pre-Prep • Early Years**

## STATEMENT OF ETHOS AND AIMS

At the heart of Winterfold's ethos lies a very genuine concern for the happiness and success of every child entrusted into our care. We pride ourselves that whilst being large enough to be able to offer excellent and constantly improving facilities, we are small enough to ensure that we know each of our pupils individually and this produces the secure and trusting environment which is vital for a child's development.

At Winterfold we believe in the importance of the individual, and aim to develop the whole child. Every pupil who enters our community is valued regardless of academic ability. We aim to provide a broad and balanced education which enables each individual to fulfil their academic potential, through high expectations, good teaching and encouragement. We place great emphasis upon discovering and nurturing the special talents of each pupil. Thus we provide a comprehensive range of opportunities in the areas of Art, Drama, Music, Sport, and Technology which allows every boy and girl to find some area in which he or she will shine. Success in any endeavour raises confidence and self-esteem and this in turn leads to success in other areas, not least academic.

Underpinning all that we do is the Catholic ethos of the school which emphasises the value and sanctity of the individual and the importance of the community above self. This ensures that we produce young people who have a strong sense of right and wrong and the courage to follow their convictions. We encourage pupils to develop the social and emotional skills needed to believe in themselves, show consideration for others and value diversity. In all school activities we will aim to promote, by teaching and example, respect for learning, consideration for others, and self-esteem.

### **MISSION STATEMENT**

To provide a happy, secure and supportive environment for children and their families, founded on the Gospel values. Children are encouraged through mutual respect, compassion and the promotion of peace and justice, to fulfil their true potential in all areas of life, keeping Christ at the centre of all they do.

## STAFF LIST 2022-23

HEADMISTRESS	Mrs D Toms
DEPUTY HEAD (Academic)	Mr R Cotterill
DEPUTY HEAD (Pastoral)	Mr R Mitchell
	Mr J Brinkley
	Mrs C Bolton
	Mrs V Bullock
	Mr S Dieppe
	Mrs A Eddy
	Mme C Farrell
	Miss K Howarth
	Mrs J Humfress
	Mr D Loughton
	Mr F McCracken
	Mrs S Miles
	Mr J Price
	Mrs J Richardson
	Miss R Roberts
	Mr I Shaw
	Mrs K Stark
	Miss C Whitcombe
	Mrs T Wilson
HEAD OF KEY STAGE 1	Miss K Jones
HEAD OF EARLY YEARS	Mrs B Miles
	Miss N Bartlett
	Mrs J Chattin
	Mrs S Denbury
	Mrs C Good
	Mrs A Guida-Jones
	Mrs T Hooper
	Miss M Kavanagh
	Mrs H McNaughton
	Mrs R Gilmartin
	Miss R Powell
	Miss V Richardson
	Mrs J Russell
	Miss L Shuter
	Miss R Truswell
	Mrs F Williams
	Mrs Woodward
LEARNING SUPPORT & SENCO	Mr M Jackson
	Mrs K Langston
	Mr S Bates
	Mrs Thackery

#### VISITING SPORTS COACHES

JUDO	Miss D Cox	FOOTBALL	Kidderminster Harriers
FENCING	Mr S Aldis	TENNIS	Mr R Lawton
GOLF	Mr J Thorpe	CRICKET	Mr G Haynes
BALLET	Mrs S Mead	GYMNASTICS	Mrs S Perks
SPEECH/DRAMA	Mrs L Rose	NETBALL	Mrs C Szybel

#### ADMINISTRATION

BURSAR	Mrs L Brookes
OPERATIONS MANAGER	Mrs B Needham
ADMISSIONS MANAGER	Mrs C Evans
HEADMISTRESS' PA	Mrs J Brick
SCHOOL SECRETARY & MATRON	Mrs R James
FINANCE MANAGER	Mrs C Dieppe
FINANCE	Mrs C Clark
MARKETING MANAGER	Mrs S Bussey
CATERING MANAGER	Mr J Turner
CHAPLAIN	Father D Lamb
DEACON	Deacon S Loone
SITE SUPERVISOR	Mr L Gilder
SITE SUPERVISOR	Mr S Bailey
GROUNDS	Mr M Stoneystreet/Mr S Deveraux
	Mr A Cook

#### HOUSEHOLD

Mr J Turner  
Mrs K Constable  
Mrs T Garbett  
Mrs M Graham  
Mrs J Loveridge  
Mrs M Soares  
Mrs T Stubbins  
Mrs T Taylor  
Mrs S Walton

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## CONTACT INFORMATION

### Contacting the School

School Address: Winterfold House School  
Chaddesley Corbett  
Worcestershire  
DY10 4PW

Telephone: 01562 777234

Email: Headmistress: [dtoms@winterfoldhouse.co.uk](mailto:dtoms@winterfoldhouse.co.uk)  
Bursar: [jbrookes@winterfoldhouse.co.uk](mailto:jbrookes@winterfoldhouse.co.uk)  
Admissions: [admissions@winterfoldhouse.co.uk](mailto:admissions@winterfoldhouse.co.uk)

Website: [www.winterfoldhouse.co.uk](http://www.winterfoldhouse.co.uk)

The Headmistress and the Chairman of Governors, Mr Michael Luckman, can be contacted in writing via the School Office at the school's address above.

Winterfold is an 'open' school which very much welcomes contact with parents. Staff are available for brief chats either in the morning or after school. For longer or more confidential meetings please make an appointment. The Headmistress is usually in the Main Entrance from 8.00 - 8.30 every morning for a quick word. If you want a longer or more personal discussion please make an appointment via her secretary.

**Policies** - The following policies and information are available on the school website:

- Anti-bullying Policy
- Admissions Policy
- Behaviour Policy
- Child Protection Policy
- Pupil Code of Conduct
- Complaints Policy
- Curriculum Policy – on request
- Disability Policy – on request
- EAL Policy – on request
- Educational Visits Policy – on request
- Inspection Report
- SEN Policy – on request
- RSE Policy

**Fixture List** A School Calendar with all the major events of the term, along with dates of future terms and holidays, is published on the website every term. We are sure that parents will understand that events often change at short notice and we therefore advise you of changes via the weekly Week Ahead (see below) or notice boards in the Main Entrance.

**Newsletter and Week Ahead** Every Friday in term time there is a Newsletter and Week Ahead. Please make sure you read these since they contain important news about the school and a calendar of the following week's events. The Newsletter and Week Ahead are posted on the school's website on Friday afternoons – [www.winterfoldhouse.co.uk](http://www.winterfoldhouse.co.uk). You may also subscribe online so that the Newsletter and Week Ahead are emailed to you each week.

## WINTERFOLD IS A CHARITABLE TRUST AND THEREFORE OUR POLICY FOR SUPPORTING CHARITIES IS:

1. Pupils will be taught about the reasons underpinning our efforts in charity fundraising throughout the year. They will learn that in order to follow the Gospel teachings on which our school is based; Jesus told us to *'love your neighbour as yourself'* (Matthew 22:39) and then, in the parable of the Good Samaritan made clear that everyone is our 'neighbour'. We emphasise to pupils that all people are brothers and sisters in the family of God. We remind them of Jesus' teachings when he said *'I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me'* (Matthew 25:40).
2. Pupils will also learn about the work of volunteers and that showing charity is not only about giving money. The 'giving' of time is just as valuable; for example giving up their time to sing in choirs at charity events or to visit the local nursing home.
3. A meeting will be held annually between the Charity Coordinator and the Pastoral Deputy Head. The purpose of this meeting will be to draw up a list of charities which will be supported during the coming academic year across the whole school.
4. In preparation for this meeting, these two members of staff will consult with colleagues at a staff meeting and also with the Prep School Council about any particular charities or events which they would like to suggest. Parents are also welcome to make suggestions. We believe that it is of great value to support charities whose activities have touched the lives of our pupils, eg. the Air Ambulance, following a car accident involving a pupil who required airlifting to hospital.
5. These designated members of staff will also meet to arrange a response to any sudden need for which fundraising is appropriate.
6. We will aim to keep a balance between some charities which receive regular support and others which change annually. An example is the ongoing relationship with Ncemaneni Primary School in South Africa visited by pupils on the biennial cultural and sports tour.
7. There should be a good balance between different types of charity, e.g. local, national and international; welfare and medical charities; those supporting the homeless, elderly and needy; those for children and others concerned with animal welfare and the environment. Support will also be given annually to at least two Christian charities, usually one working in the local area and one involved in overseas aid projects.
8. Whenever possible, children should be involved in planning and carrying out fundraising and charity work as part of their Personal, Social, Health, Economic Education. This may also be done effectively through the School Council.
9. A variety of activities will be arranged in order to inspire and motivate children and their families which also cause as little inconvenience as possible to busy parents.
10. Charity fundraising will take place mainly in the first half of the year with Harvest, Christmas and Lent lending a Christian focus. During the Summer term other charities will be the focus e.g. a collection of food for an animal shelter. We also aim to emphasise pupils giving time rather than money, for example Year 8 visits a local nursing home.

## SECTION 1 - PREP SCHOOL - YEARS 3 TO 8

### ROUTINE

**School Day** Children can be dropped off at 8.00am (there is no one on duty before then, so please do not drop children off before 8.00am) and may remain in school until 6.00pm every day. The school day starts with Registration at 8.30am. The format of the school day does vary slightly for different years (as detailed in the timetable on Page 3), but as a rough guide lessons run from 8.30am until 4.00pm with breaks (called Collation at Winterfold) in the morning and afternoon. There is also a break at lunchtime. On Tuesdays and Thursdays we have Activities (clubs) from 4.20-4.55pm. Every day there is prep from 5.00-6.00pm (it is optional for the children to attend). On Monday, Wednesday and Friday, those not involved in matches may be picked up at 4.00pm. Those involved in school matches may be collected after the match. Parents are warmly invited to spectate at both home and away fixtures and to join us for tea afterwards.

**Collection** Pick up times do vary a little throughout the school as detailed below. If anyone not known to the school (eg a neighbour) is picking up your children please let us know in advance. **If you are going to be late collecting your child please telephone the School Office 01562 777234 before 5.45pm** so that the necessary arrangements can be made. Parents are welcome to take their own children home from matches but they can only take other peoples' children with them when the school has written permission to do so. The very last collection time for children is 6pm; please ensure your child is collected on time.

	Monday	Tuesday/Thursday	Wednesday	Friday
Year 3	From 4.00pm	5.00pm	4.00pm	4.00pm
Year 4	From 4.00pm	5.00pm	4.00pm	4.00pm
Years 5,6,7 & 8	From 4.00pm	5.00pm	4.00pm or after matches	4.00pm

**Absence/Attendance** We are required by law to record all authorised and unauthorised absence. If your child is ill or will be away from school please telephone the School Office **before 8.30am** on each day that they are absent.

If you wish to take your child out of school for any time (e.g. a holiday) this must, by law, be sanctioned by the Headmistress in advance.

If your child is late they must be dropped off at Reception and they should sign in there. If you need to take your child home early please phone in advance and go to the Reception to sign your child out.

There are two registrations every day – one in the morning and another after lunch. Absences and 'lates' are recorded.

All children must be signed out by their teacher or their parent (if collecting at a different time of day) before leaving school at the end of the day.



## TIMETABLE

Years 5,6,7 and 8

	Monday	Tuesday	Wednesday	Thursday	Friday
08:30	Registration	Registration	Registration	Registration	Registration
08:35	Assembly	Form Assembly	Assembly	Assembly	Assembly
08:50	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
09:50	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10:50	Morning Break	Morning Break	Morning Break	Morning Break	Morning Break
11:10	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
12:10	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Pupil Voice
12:40	Junior Lunch	Junior Lunch	Junior Lunch	Junior Lunch	Pack Lunch
13:10	Senior Lunch	Senior Lunch	Senior Lunch	Senior Lunch	Pack Lunch
13:40	Registration PSHE / RSE	<i>Hymn Practice</i>	Registration Form	Registration PSHE / RSE	Registration PSHE / RSE
14:00	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5
14:30	Lesson 6	Lesson 6	Lesson 6	Lesson 6	Lesson 6
15:00	Lesson 7	Lesson 7	Lesson 7	Lesson 7	Lesson 7
15:30	Lesson 8	Lesson 8	Lesson 8	Lesson 8	Celebration Assembly
16:00	Collation	Collation	Collation	Collation	Collation
16:20	Prep	Y3 Prep/ Ys 4-8 Activities	Prep	Y3 Prep/ Ys 4-8 Sports Activities	Prep
17:00		Prep		Prep	
<b>School ends at 18:00 and children should be collected promptly please</b>					

**Meals** At morning and afternoon Collation, the children are encouraged to have a drink and snack, which might be something like a flapjack, croissant or fruit. At lunchtime there is a wide choice of meals available. Every day the children can choose from pasta, two hot dishes and an impressive range of fresh salads, with soup and fresh bread. For dessert there is a choice of fresh fruit, a cold dessert such as yoghurt and a hot pudding such as apple crumble. All these meals are included in the fees. Children staying for late activities such as judo may bring their own tea. Winterfold is a 'nut free' school and, in order to keep all of our children safe, parents should bear this in mind when preparing packed teas for aftercare.

**Safeguarding** – Access restrictions For safeguarding reasons parents are not permitted access to the following areas of the school:-

- Changing rooms
- Pupil toilet/washrooms\*

\*There are adult toilet/washrooms on site. These are located in the main building to the left at the bottom of the stairs.

**Activities** On Tuesdays and Thursdays between 4.20 - 4.50pm Years 4 and above have Activities. These are a range of clubs run by staff and which are free except for sometimes a small charge for materials.

**Religion** Winterfold is a Roman Catholic school with an ecumenical tradition. Children of all faiths are warmly welcomed and are made to feel valued members of the community. We believe firmly that all children have something to offer Winterfold and that the school has something to offer in return. We place great emphasis upon kindness and care towards others and teach the children to put the community before themselves. We prepare Catholic children for First Holy Communion and Confirmation. We have had a long and continuing relationship with St. Mary's at Harvington and St Ambrose in Kidderminster.

**Mass** Every week we have a Catholic Mass, usually on Thursdays at 8.50am. Approximately 4 times a term this is a whole school Mass, and on other occasions it is a Year group or class Mass. All children, regardless of denomination, are expected to attend Mass. Parents are very welcome to attend Mass, and are warmly encouraged to do so.

**Sport** Our main sports are hockey, netball and cricket for girls and rugby, football and cricket for boys. In addition there are opportunities for golf, cross-country, athletics, tennis and swimming. All children take part in Games, unless temporarily 'off Games'. Children are expected to shower after games (in individual shower cubicles) and should have a named towel, complete with hanging loop, in their games kit.

**Matches** We play a wide range of matches and try to ensure that everyone has the opportunity to represent the school, but our policy is to pick a team which the coach considers most suitable for that particular fixture. Matches usually start at 2.30pm and parents are actively encouraged to come and support both home and away fixtures. Finishing times vary and will be advertised in the Week Ahead. If you are attending a home match please park in the main car park and not in other areas of school.

**Matches - Code of Conduct for Parents** As a school we actively encourage parents to support their children and the numerous school teams in a sporting and appropriate manner. As a result, all parents/spectators are asked to consider and remember that their expectations and attitudes have a significant bearing of a child's attitude towards:

- Other players
- Officials
- Managers
- Spectators

Therefore, parents/spectators are required to abide by the Winterfold House School Code of Conduct set out as follows:

- Parents are not permitted to enter the courts or playing areas unless requested to do so by the teacher or official in charge.
- Parents/spectators are asked to:
  - Applaud the other players/opposition during training and matches
  - Avoid coaching their children
  - Not to shout
  - Respect the decisions of School staff and match officials at all times.
  - Give encouragement to everyone to participate in all activities and support the Code of Conduct for players.

#### HELPFUL TIPS FOR PARENTS

- Try to encourage your child to have an active and healthy lifestyle including a balanced diet and lots of exercise
- Be supportive of your child's sport at school
- Encourage them to join a Sports Club
- Try to set a good example for them to follow – be a positive role model
- Encourage them to watch new and different sports
- Try to give them positive encouragement when they perform

**School Events** Parents are very much encouraged to attend all school events such as plays, concerts, matches etc. Such events are detailed in the School Calendar and in the Week Ahead.

**Coffee Mornings** There are weekly Coffee Mornings held on a Friday in the Drawing Room in the main house. All parents are warmly invited to come along.

**Gap Teachers** Each year we employ 4 or 5 school leavers (usually from Australia) as general assistants around the school

**Parking** The front drive is two-way traffic, although the Entrance and Exit are separated. There is a back drive but our neighbours and the Highway Authorities do not want this used – the turn onto the main road is very dangerous. Please observe all the speed limits (watch out for the humps and zebra crossings) and be on the lookout for children suddenly appearing in front of your car as they go in pursuit of balls etc. The car park has two sections – a set down/pick up area and longer term parking bays. The former area (immediately adjacent to the Sports Hall) should only be used for drop off and pick up. If you are parking at other times or for longer than a few minutes please use the gravelled parking bays. Please park carefully and considerately. On no account should you park or set down/pick up by the changing rooms or in other areas of the school.

**School Office** This is located in the main reception and is open from 8.00am to 6.00pm during term time.

**Computers and the Internet** All children in the School have access to the Internet which is a valuable teaching and learning tool. However, their access to both is strictly controlled in a number of ways:

- They can only use it when a member of staff is present
- Our ISP operates a 'net nanny' and a 'firewall', both of which screen out unsuitable sites
- Children are limited in the amount of time which they can spend online
- If a child tries to access or download unsuitable material, appropriate action will be taken

**Extras** Winterfold organises a wide range of 'extras' such as netball, judo, fencing, golf, tennis, cricket coaching, horse riding, etc. for which there is an additional charge. The cost and days/times of these are sent out towards the end of each term and they are booked online – details from the School Office.

**Friends of Winterfold** FOW is a parents' organisation, chaired by a member of staff, which exists to foster links between school and parents. There is a small annual charge for membership which is automatically added to your account and goes towards future projects. FOW organise a range of fun events, some of which are purely social e.g. coffee mornings and quiz nights and some of which are for fund raising. There is an annual Christmas Fair and a bi-annual Summer Ball or Dinner dance. All funds raised are used to benefit children at Winterfold. All parents are warmly encouraged to attend all FOW meetings and events.

## **UNIFORM AND EQUIPMENT**

A comprehensive uniform guide, kit list and equipment guide can be found at the end of the Prep school pages in this handbook.

**Second Hand Uniform Shop** This is run by Friends of Winterfold and is located at the bottom of the stairs going up to the Dining Rooms. The shop is open every morning from about 8.30 - 9.00am. As well as second hand uniform in good condition, donated by parents, the shop also stocks new items such as hats, scarves, umbrellas, summer caps etc. as well as the regulation Pre-Prep Winterfold book and sports bags. Clothing labels can also be ordered via the shop.

**Stationery** Children are provided with textbooks and exercise books/files. However they are expected to supply their own pens, pencils, and geometry set etc. We do **not** allow pupils to use **biro**, and prefer 'Pentel' style handwriting pens, although older children may be able to cope with fountain pens. Children should have their own dictionary – the Pocket Oxford is preferred. Pupils in Years 5 & 6 require a basic calculator; those in Years 7 & 8 need a scientific calculator. **Textbooks** are 'loaned' and a charge will be made if they are lost or damaged.

**Toys and Games** Children should not bring these into school and the school can take no responsibility for any items lost or damaged. In particular we do not allow knives of any type, BB guns or laser pens. Mobile phones and apple watches (or similar) are not allowed in school – phone calls can be made to and from the School Office. The School has two IT suites and banks of iPads, therefore children do not need to bring in their own devices. **Any item brought into school must be covered on your home insurance.**

**Lost Property** Inevitably during a child's time at school items go missing. They invariably turn up and if they are clearly labelled we can reunite them with their owner very quickly. Sadly, at the end of term we are often left with a collection of items which are not labelled. If your child loses anything please contact the School Office.

**Games Kit** Games kit is kept in individual lockers in the changing room. Shin pads are required for both football and hockey but could also be worn for rugby. A gum shield is mandatory for rugby and hockey. Helmets are provided for cricket but children may wear their own. All children will need white sports socks for PE lessons and long maroon socks for games. All games clothing must be clearly named on the inside, in a named school sports bag. Labels are available to order from the Second-Hand Uniform Shop and from Schoolblazer.com

**Shoes** Sensible (not fashion) black shoes must be worn. They should be polished daily.

**Hair** Hair should be conventionally cut – neither too long nor too short and should not be dyed, highlighted or gelled. Boys' hair should be off the collar. Girls' hair should be **neatly tied back at all times**. All hair accessories should be in school colours. Hair which is not tied back must be off the collar. Hair falling below the collar must be tied back.

**Jewellery** Although children may wear watches, no other jewellery (e.g. bracelets, rings, etc.) is allowed. Girls may wear small stud earrings (plain gold or silver) but will have to remove these for Games.

## **FEES and INSURANCES**

**School Fees** Our policy on fees is very similar to that of most, if not all, independent schools. Fees are payable in advance on or before the first day of term. The school reserves the right to charge interest on overdue accounts during the period in which the fees are outstanding. One term's notice **in writing** or one term's fees in lieu of notice is required before a pupil leaves Winterfold. For Year 8 pupils, where they are not continuing to Bromsgrove School, notice is also required. Fees may be paid monthly by direct debit; details are available from the Bursar.

**Insurances** The school offers two insurance schemes. Personal Accident provides cover in the event of an accident causing permanent, partial or total disablement to your child. School Fees Protection provides cover for the school fees in the event of a pupil missing school through illness. Full details of both schemes are available from the Bursar.

The school has insurance cover for Public Liability.

We strongly recommend that you ensure that your child's belongings at school are covered by your own home contents insurance – the school insurance does not cover personal possessions.

It is our policy that children going on school trips abroad should have holiday insurance and the cost of this will be included in the cost of the trip.

## **ACADEMIC MATTERS**

Any queries about academic matters should be discussed with your child's Form Teacher in the first instance, or Mr Cotterill, Academic Deputy.

**Assessment** As well as continued assessment via preps and exams which is used to measure children's progress objectively and to highlight any problems early, we also carry out Cognitive Abilities Tests. These tests measure verbal, quantitative and non-verbal reasoning. We also carry out Progress Tests. Results of these tests are not normally divulged to parents, and are never revealed to pupils.

**Curriculum** There are curriculum guides for the various Key Stages which you will be given at the start of the academic year.

**Outings and Visits** We believe very much in educating the whole child and consequently a number of trips are arranged for each form every year. Sometimes these are linked very closely to the syllabus and sometimes they are educational in the broadest sense. It is expected that all children will attend outings and these will be billed as an Extra.

**Setting/Streaming** Throughout the school, classes are mixed ability, although there is setting by ability for both Maths and English which allows children to move on at a pace most suited to their aptitude.

**Learning Support** We have an excellent and highly regarded Learning Support Unit which is equipped to help children with a range of needs, including dyslexia and dyspraxia. If a problem is found, parents are consulted and a clear pathway formulated. We follow Government guidelines in withdrawing children from English and Maths (where practicable) for their extra lessons. We introduce 'waves' of intervention early on so that they can learn the strategies needed to overcome their problems. These will be discussed with you by either your child's Form Tutor or a member of the Learning Support Department.

## **PREP**

All year groups are expected to have a reading book and read regularly.

Years 3 – 6 have weekly spellings to learn and times-tables to practice.

Years 5 – 8 have French vocabulary to learn.

Years 6 – 8 have Spanish and may also have Latin vocabulary to learn.

Written preps should take no more than 30 minutes each.

Years 3 & 4 have 3 written preps each week (English, Maths and Topic).

Year 5 have 6 written preps each week (2 x Maths, 2 x English, Science and Humanities).

Year 6 have 7 written preps each week (2 x Maths, 2 x English, Science, History or Geography, RE or French).

Years 7 and 8 have 10 written preps each week (2 x Maths, 2 x English, Science, History, Geography, RE, French, Latin).

There is the option of supervised Prep for Years 3 - 8 every day.

**Parents' Evenings** Each year group has two parents' evening per year. Parents are encouraged to attend in order to discuss their child's progress with the teachers. Staff are also available to discuss your child's progress at any other time.

**Exams** There are formal exams in the Summer for the Prep school. Year 8 also sit a formal exam in the Autumn Term. As a child goes through the school these exams become longer and more demanding as we prepare them for their entrance exams to senior school. Results are made known to parents as soon as possible. We do not publish results for all to see, since we place our emphasis on praise and celebrating achievement. Even the bottom placed child will have made progress over the year and that is what we stress. In addition to these exams children can expect a number of 'end of unit' tests towards the end of each term.

**Attainment Levels** Years 3 to 8 are awarded a number from 1-9 on a Progress Ladder to measure their attainment.

**Reports** Full written reports are published at the end of the Christmas and Summer Terms.

**Interim Reports** Approximately every half term, we publish interim grades for effort and share achievements in pluses and minuses. This provides an indication of how a pupil has performed for that period and it is not unusual for grades to vary from period to period. There are also brief comments from the Form Tutor and Headmistress. If a pupil gets a 'bad' Interim Report they may be given a daily report card which allows a daily monitoring of effort and behaviour. The emphasis, as always, is on helping a pupil to give and achieve their best.

**Music** Every child in the Prep school has one lesson of music per week. In addition, we have an orchestra, choirs and various instrument groups which practice weekly. We put on a number of musical events every year which parents are most welcome to attend. We offer a comprehensive range of extra music lessons and tuition

is available in piano, violin, cello, trumpet, trombone, clarinet, flute, saxophone, drums, keyboard, recorder, guitar and singing. Children usually have one 30 minute lesson a week during the working day. Whilst we try to minimise disruption, inevitably this will mean that children taking music as extra may miss some lesson time. We require a full term's notice if your child intends to cease taking an instrument. We can advise on the hire/purchase of instruments.

**Senior Schools** An offer of a secured place in the Senior School at Bromsgrove School is made to children in Year 5 who show the potential to attend the School, subject to continued hard work, good behaviour and assessments. Places can be gained at Bromsgrove by all children who meet their entry criteria, even if they are not offered a secured place at this stage.

Many children achieve awards to senior schools for Academic, Music, Sport, Art, Drama and All-rounder scholarships. The Headmistress will be delighted to advise you on the 'next steps' of your child's education – a process which should begin about two years before he/she is due to leave Winterfold.

**Travel** All our minibus drivers have passed the Local Authority minibus driving test and hold licences issued by the Local Authority.

## **MEDICAL MATTERS**

**Health** At Winterfold we promote practices for good health. Each pupil has a responsibility to her/himself (appropriate to age and ability) to keep healthy. This involves:

- Being organised and completing work at the right times
- Getting enough sleep
- Eating sensibly. Please make sure your child has a good breakfast.
- Actively taking part in games and physical exercise

All of our teaching staff are First Aid trained, but Matron deals with most injuries and illnesses. Please let her know if your child is on medication or has any special dietary requirements.

**Medical Form** Parents of new children are required to complete a comprehensive medical form provided by the school before the pupil enters Winterfold. Any particular problems should be discussed with Matron in advance e.g. nut allergies or diabetes etc.

**Medicines** If your child brings medicine into school you will need to fill out a consent form stating the type of medicine to be administered and how much should be given and when. All medicines **must** be handed in to Matron who will administer them at the appropriate time. No medicines can be given without authorisation by a parent.

**Off Games** If your child is 'off games', please phone or send a note to the School Office so that Matron and the staff know. 'Off games' children (where appropriate) are encouraged to take some fresh air and watch or help with the games so should be sent in with a coat, otherwise they will be supervised in a classroom by a member of staff.

**Diseases** Please let us know before they return to school if your child has been in contact with any of the following diseases during a holiday period: Measles, Mumps, German Measles (Rubella), Scarlet Fever, Chicken Pox, Meningitis, Whooping Cough, Impetigo, Covid-19 or any other infectious disease.

**Illness** If a pupil feels ill during the day they should go to Matron who will look after them until they can be picked up. Please do not send sick children into school – it is not fair on either the school or the child. If your child has a sickness bug the school follows the health authority guidelines that you must keep them at home for 48 hours after all symptoms have ceased.

**Accidents** All our staff are 'First Aid trained' and up to date procedures are followed for:-

- Head injuries
- Minor injuries
- Major injuries which may require a trip to hospital

## **DISCIPLINE and PASTORAL**

Any concerns relating to pastoral issues should, in the first instance, be discussed with your child's Form Teacher or Mr Mitchell, Pastoral Deputy Head.

**Discipline** Winterfold places great emphasis on good behaviour and we encourage this by setting a good example, demanding high standards and praising good behaviour. Occasionally it is necessary to punish bad behaviour and a range of sanctions are used as appropriate. For the most serious breaches of discipline (or repeated bad behaviour) sanctions can include suspension and ultimately expulsion. Although the Headmistress can be involved at an early stage and at a low level it is normal for her only to be involved with serious offences. A copy of our Behaviour Policy is available on request in the School Office.

**Pluses and Minuses** These are awarded for good work, behaviour and citizenship. Minuses are much rarer than pluses but can be given for poor work etc. Children collect pluses in their planner, which go towards their individual achievement, with Bronze, Silver, and Gold Awards, and contribute towards their Pack total.

**Packs** Winterfold has four Packs (Houses), Hawks, Eagles, Kites and Swifts, which are arranged vertically (across the year groups). As well as forming the basis of our Pack Competition, they are another layer in our pastoral care and help to foster community spirit. Senior children are appointed as Pack Leaders (this develops their leadership skills) and they act as role models for the younger children. Points are available for everything at Winterfold – academic work, Games, Drama, Music etc. and so all can contribute to their Pack's total. The winning Pack at the end of the year goes on an outing.

**Prefects** There are Year 8 Prefects who have a range of supervisory duties to perform, such as managing the queue at lunchtime and acting as extra eyes and ears in the playground. They cannot punish other children but can report them to a teacher for bad behaviour. The additional responsibilities of a Prefect help prepare them for their future school.

**Detention** This is chiefly used for poor work and children must redo below standard or incomplete work in their free time. Depending upon the seriousness of the offence, bad or unkind behaviour is usually dealt with initially by a teacher or tutor talking to a child. If this does not work or if an offence is serious a child may be made to do a Detention which forces them to examine their behaviour and to realise why it was unacceptable.

**Form Tutor** The Form Tutor has a vital role to play in the education and development of your child. They act as both academic and pastoral mentor and will be the first point of contact for you and your child. In the lower years the Form Tutor will teach your child for much of the timetable. Form Tutors are usually available either in their classroom or in the Staffroom at the start and end of day.

**School Rules** Our aim at Winterfold is to educate responsible citizens for the future. To this end we place great emphasis upon good manners and morals, and in particular we expect high standards: honesty; respect & consideration for others; kindness; courtesy and politeness.

It follows that any behaviour which is in any way inconsistent with any of the above qualities is regarded at Winterfold as a disciplinary offence. Some specific examples of unacceptable behaviour include: Stealing; lying; cheating; bullying (including teasing); and disrespect for people or property.

A full copy of the school rules is on display in every classroom and at the back of this Handbook, but all of our school rules are encompassed within the two 'BIG' Winterfold rules:

1. Be nice to everyone all of the time.
2. Try your hardest in all things all of the time.

Children are not permitted to bring certain items in to school. The following list includes banned items but is not limited to them:-

- Screwdrivers, knives etc.
- Mobile phones (including 'apple' watches or similar)
- ipads, laptops etc.
- Computer games and gadgets
- Toys
- Sweets
- Food and drink
- BB guns etc.
- Tobacco, alcohol, drugs

**Bullying** Although Winterfold is an exceptionally happy school, there are occasions when children say or do something which upsets others. It is our aim to maintain an environment which is free from bullying and this can only be achieved when parents, teachers and pupils work together. A copy of our Anti-Bullying Policy is available on our website.

### **Worry Procedure for Children**

In accordance with the requirements of The Children Act 1989, Winterfold operates a worry procedure which is printed below.

### **What to do if you are worried or want to talk to someone**

You have many good friends who may be able to help, including your Pack Leader. Your Form Tutor, other teachers, Matron, Father Lamb and of course the Headmistress are always ready to listen to you.

### **What to do if you are worried or unhappy about something**

The first thing to do is to speak to a teacher who you trust. You can take a friend with you if you wish to help explain the problem. If you are still worried after you have spoken to a teacher you should go and see Mr Mitchell, the Deputy Head Pastoral, or the Headmistress. Or you can write a letter to either of them. Mr Mitchell or the Headmistress. Mr Mitchell or the Headmistress will then see you to talk about your worry, and you can take someone with you such as a friend, your Form Tutor, another teacher or Matron. If you are still worried after seeing them, talk to your parents when you are at home.

Things which might be worrying you:

- You find it difficult to make friends
- You are being bullied
- You feel that no one understands the difficulty you are having with your work
- Someone has hurt you and you need to tell a teacher
- Someone has taken something that is yours
- Someone is making fun of you
- You feel that you have been treated unfairly e.g. by a prefect
- You seem to be getting into trouble a lot

If you wish to talk to someone outside of school you may also ring the school Chaplain, Father Douglas Lamb (01562 822839) or the Child Helpline 0800 1111

Remember that all of the teachers at Winterfold are here to help you.

### **Complaints Procedure for Parents**

Inevitably in an organisation as complex as a school there are bound to be occasions when something has, or seems to have, gone wrong. The school welcomes communication with parents in these circumstances and is committed to resolving problems to everyone's satisfaction. Winterfold is not too proud to make an apology when one is due. Successful education relies on positive and co-operative relations between home and school



and the manner in which problems are tackled makes all the difference. The following guidelines are aimed at helping to ensure that problems are properly investigated and suitably resolved while retaining a sense of perspective on both sides.

It helps if complaints or worries are expressed in a constructive way, leaving open the possibility that the version which you as a parent have received is not necessarily the only or, indeed, the correct version. The school will wish to investigate the matter thoroughly and you must allow us time to do this. You should also trust that we will do our utmost to examine all aspects and return with an honest and fair response.

It is not always advisable to go straight to the top. Whilst the Headmistress is, of course, always very happy to talk to parents at any time, your first point of call should be the Form Teacher, or Miss Jones for Key Stage 1 (Years 1 & 2) or Mrs Miles for Early Years (KG & Reception). The Deputy Heads are also available for discussion of any issues that have arisen.

We encourage you to contact school at a very early stage if you are uneasy or dissatisfied about something. For serious complaints the school has a Complaints Policy which is available upon request from the School Office.

## **THE CURRICULUM IN THE PREP SCHOOL**

The Curriculum includes the full range of Arts, Humanities, Sciences, Mathematics and Sport and all children experience a broad range of activities. We are guided by the National Curriculum, but due to our independent status not bound by it. This enables us to provide more than a national curriculum demands for instance we offer Latin and Classical Civilisation, and introduce Modern Languages early. Departments adapt and enhance their programmes of study to ensure that every pupil is motivated, inspired and challenged.

Classes are small and children are set in Mathematics and English. In this way a very individual approach can be offered to every child so that the learning style and pace is appropriate. At every level, we strive to make our pupils independent learners, well-prepared for the next stage in their development. By Years 7 and 8 the curriculum is planned in accordance with Scholarship and Common Entrance and pupils are fully prepared for their entry into senior school.

All children in Years 3-8 are given a School Planner at the start of the academic year. Pupils write the instructions for their prep in their Planner so that they have a reminder of what to do at the end of the day and also to show their parents what they are to do on a daily basis. Parents are encouraged to monitor their child's Planner. Children are also given their timetable of lessons at the start of the year and a copy of this is written in the Planner.

Parents are sent a report on their child's progress at the end of each term.

Towards the end of the Autumn Term Year 8 will sit exams in all academic subjects. In Years 3-7 pupils will have ongoing end of unit tests set at appropriate points during the term. In the second part of the Summer Term all pupils will sit exams in every academic subject. Year 8 children are also fully prepared for their entrance to senior school.

Our approach is designed to help pupils:

- Enjoy a happy and secure learning environment where they are valued
- Develop lively, enquiring minds where they question rather than merely accept
- Acquire knowledge and understanding which will equip them for future challenges
- Obtain skills that they can transfer to other subjects or situations

### **English**

English is at the heart of the curriculum. The ability to communicate effectively, infer accurately and respond with sensitivity is vital to a child's development and subsequent contribution to society. We aim to excite and enthuse children about language and literature. Much emphasis is placed on discussion and the formation of individual opinions and a balance is sought between linguistic and literary, oral and written, creative and mechanical skills.

### **Mathematics**

In Mathematics we aim to develop the children's skills through practical, written and investigational work. We want all children to acquire the appropriate and necessary mathematical skills, including the use of ICT, and apply them confidently and accurately. We feel that enjoyment of the subject and a positive attitude all help. They develop their thinking skills and logically apply their knowledge to solve problems. They are encouraged to use mathematical vocabulary appropriately and implement their skills as part of their everyday life.

### **Science**

A practical approach is taken to all learning – the pupils are the scientists and learn that science is not a final qualification, but a way of thinking and a gathering and creation of thoughts and theories. Practical experimental work is at the heart of this gathering process. Concepts are, therefore, introduced and revisited as children develop, adding greater layers of conceptual difficulty and factual knowledge. Pupils start to appreciate Chemistry, Biology and Physics as separate disciplines from Year 7 as well as recognising how these are interlinked. In Science we ensure understanding and enable children to leave prep school with confidence, an enthusiasm for learning and lots of questions to ask.

### **French and Spanish**

In French and Spanish, we teach the four skills of listening, speaking, reading and writing. French is introduced in Year 2 through games, songs and rhymes. Spanish is introduced in Year 3. From a very young age the children are used to hearing a foreign language and understand that English is not the only means of communication. In

## **History**

The History syllabus aims to teach children about past events in a factual way, but also to develop vital intellectual skills which can be applied in a wider context. Source analysis and essay writing allow the children to develop analytical and literacy skills which will be useful throughout their lives. We see the study of history as a means of understanding the world in which we live by learning about how and why it has come about. Topics studied include: 'The Romans' in Year 3; 'The Ancient Egyptians and Greeks', in Year 4; 'The Victorians' and 'World War Two' in Year 5; 'Medieval Times' in Year 6; and 'The Tudors and Stuarts' in Years 7 and 8.

## **Geography**

In Geography we aim to develop the children's knowledge, understanding and skills so that they will be better informed about the world in which they live. We want to stimulate their interest in the sense of wonder and beauty of the earth and by doing so increase their sense of responsibility for places and the environment. In doing this, we are able to explore values and issues, challenge stereotypes whilst still encouraging the children to think for themselves.

## **Latin and Classical Civilisation**

All children in Year 5 study an introductory Classical Civilisation course which includes some Latin words and phrases. Children in Years 6, 7 and 8 then study either Latin or Classical Civilisation. Learning Latin provides a priceless insight into the mechanics of language, such as parts of speech, syntax and clause analysis. In Classical Civilisation we study topics such as 'Pompeii', 'Myths and legends', 'Greek and Roman architecture' and 'The Odyssey'.

## **Religious Education**

Religious Education is taught formally in the classroom but finds a wider expression within the life of the school and more particularly in the celebration of Mass and the sacraments. The children from Year 3 to Year 8 follow a religious studies programme entitled 'The Way, The Truth and The Life' ensuring continuity and development of faith and knowledge throughout the school. This programme is creative and imaginative and explores the teachings of the Roman Catholic Church through a variety of stimulating tasks, and it sees it in relation to other Christian denominations as well as World Faiths. The syllabus is inclusive, ensuring that your child feels valued and respected and is able to ask those questions which are fundamental to the meaning of life. We feel it is important to learn from religion not just what it is about and explore its relevance in the modern world.

## **Art**

The Art department is a lively, exciting and invigorating place where pupils experience a wide range of artwork and materials through a curriculum that is fresh and stimulating. Our syllabus is rich and varied with the main focus on observation, drawing, colour theory, three-dimensional drawing and perspective, printing and painting techniques and sculpture. We aim to achieve this through projects that provide a contextual framework, relating to artist's work, both past and present as well as diverse cultural links.

## **Drama**

Drama is taught in Years 3 to 8. The emphasis is on learning basic performance skills and developing the children's self-confidence through mime, improvisation, games, devised sketches and scripted performances. All children have the opportunity to perform on stage in their annual play, with Year 7 and 8 putting on a Senior Play performance during the Lent term.

## **Music**

The aim of the Music Department is to fire the enthusiasm of the musically talented and offer opportunities for all through music. We help every child to achieve their musical potential and there are a number of performance opportunities at every level. We provide an enjoyable and engaging musical experience for everyone through a broad curriculum, instrumental lessons, ensembles programme and extra-curricular activities. This in turn helps to develop self-confidence across other school activities. Performance is at the heart of the music programme where all the children are offered opportunities both in and out of the classroom to give a variety of performances from instrumental and choral to compositions and arrangements.

### **Design and Technology**

The Design and Technology department is extremely well equipped with a broad selection of tools and machinery enabling pupils to work with a range of materials, such as plastic, wood and electronics. Through learning about the design process, the properties of materials and the skills needed to create their designs, the children make a variety of things for different purposes.

### **ICT**

All children in Years 3 to 8 have one dedicated ICT lesson a week, although IT is woven into all areas of the curriculum. Children develop the necessary skills in touch typing, database use and creation, graphic design, understanding simulations, programming and coding. In Year 8 the children have the opportunity to explore film making and editing. We believe that our scheme of work gives the students the opportunity to display a creative flair along with establishing the key skills to prepare them for their future learning and use of technology.

### **Physical Education**

Our high-quality Physical Education curriculum aims to inspire all pupils to succeed and excel in competitive sport and other physically demanding activities. It provides opportunities for all children to become physically confident in a way that supports their health and fitness. Our timetable allows opportunities for all children to take part and compete in sport and other activities which help to build character and embed values such as leadership, fairness and respect. Every child receives at least three and a half hours of timetabled Physical Education and Games per week and this is extended significantly through our vast range of extra-curricular sports and activities.

### **Learning Support**

We support children across the full range of abilities, in all areas, but particularly in English and Maths. They may have a degree of dyslexia, dyspraxia or dyscalculia; they may have difficulty organising themselves or work; they may just need some study skills to help with memory or with a particular subject. Perhaps early problems with hearing or sight have meant that the basics are not solid. All our children are individuals and we aim to support them wherever they need help with one to one additional tuition.

More detailed information on every subject can be found in the Curriculum Handbook issued to all parents at the start of the academic year.

**Uniform** The School uniform list is available from the School Office or from our suppliers (see below). Children are expected to wear uniform unless otherwise informed. Children are required to wear their blazers to school every day although years 3-7 do not have to wear them during the day. They are worn for matches, whole school assembly and Mass, and on trips out. Children are expected to have a regulation school tracksuit and fleece. All clothing should be clearly labelled with your child's name on the inside of their clothing.

### Uniform Guide by year group Prep school – Boys

Regulation school uniform is available from the online shop, Schoolblazer [www.schoolblazer.com](http://www.schoolblazer.com)

Sports kit and other equipment is available from Bromsgrove School Shop, Old Station Road, Bromsgrove, B60 2AA. Tel 01527 579679 ext. 220.

\*denotes non-standard issue

#denotes items which are available from the second hand uniform shop in school

Year group	Boys Winter	Boys Summer
<b>3 - 7</b>	Grey long-sleeved shirt Navy crested V-neck jumper Navy trousers Grey socks (short) School coat School tie Maroon School blazer Lab coat	Short sleeve grey shirt Navy shorts (year 7 boys may wear navy trousers) Grey socks (long) School tie Maroon School blazer Lab coat
<b>8</b>	Grey long-sleeved shirt Maroon V neck jersey with crest Navy trousers Grey socks (short) School coat School tie Maroon School blazer Lab coat	Short sleeve grey shirt Navy trousers Grey socks School tie Maroon School blazer
<p><b>Shoes</b> – Sensible (not fashion) <b>black</b> shoes must be worn. They should be polished daily. <b>All children should wear their blazer to school every day; however, years 3-7 do not have to wear it whilst in school.</b></p>		

**Games kit by year group  
Prep School - Boys**

Year group	Boys Winter	Boys Summer
<b>Basic for all years</b>	Navy/Maroon Reversible Rugby top Professional PE shorts PE shorts Navy tracksuit bottoms Navy/Maroon School games fleece Full zip rain jacket School polo shirt Navy thermal long sleeved top Navy thermal long bottoms Maroon games socks Rugby/football boots (BSI safety studs) Astroturf trainers (recommended) Boot bag Trainers White ankle socks PE towel Sports Holdall	Cricket jumper Cricket top, short sleeved Cricket trousers (non-regulation) Cricket boots (for teams) White sun hat Maroon cap# Navy PE shorts Navy tracksuit bottoms School polo shirt Trainers White ankle games socks
<b>Years 4-8</b>	Gum shield	

## Uniform Guide by year group Prep school – Girls

Regulation school uniform is available from the online shop, Schoolblazer [www.schoolblazer.com](http://www.schoolblazer.com)

Sports kit and other equipment is available from Bromsgrove School Shop, Old Station Road, Bromsgrove, B60 2AA. Tel 01527 579679 ext 220.

\*denotes non-standard issue

#denotes items which are available from the second-hand uniform shop in school

Year Group	Girls Winter	Girls Summer
<b>3 - 6</b>	White Blouse with maroon piping to collar  Navy crested V neck jumper  Navy 'Liza' style skirt  Maroon tights or navy knee length socks  School coat  School blazer  Lab coat	Gingham summer dress (must be regulation with a white collar)  White ankle socks  School blazer
<b>7 &amp; 8</b>	White blouse with maroon piping to collar  Navy crested V neck jumper (Year 7)  Maroon crested V neck jumper (Year 8)  Navy 'Liza' style skirt  Maroon tights or navy knee-length socks  School coat  School blazer  Lab coat	Gingham summer dress (must be regulation with a white collar)  White ankle socks  School blazer  Pupils in Years 7 & 8 may feel more comfortable continuing to wear their Winter uniform, with a short-sleeved white blouse with maroon piping to collar
<p><b>Shoes</b> – Sensible (not fashion) <b>black</b> shoes must be worn. They should be polished daily.  <b>All children should wear their blazer to school every day; however, years 3-7 do not have to wear it whilst in school.</b></p>		

**Games kit by year group  
Prep School - Girls**

Year group	Girls Winter	Girls Summer
<b>Basic for all years</b>	Navy games skort Navy/Maroon School games fleece Navy tracksuit bottoms Full zip rain jacket School polo shirt Navy thermal long sleeved top Navy thermal long bottoms Maroon Games socks Astroturf trainers Boot bag Trainers White ankle socks P E Towel Sports Holdall Gum shield	Navy games skort Cricket top, short sleeved Cricket jumper School polo shirt Trainers White ankle games socks Maroon cap#



## Additional required items Prep

<b>All years</b>	Winterfold water bottle#  School rucksack  Pencil case containing:- Pentel style handwriting pen (no biros) Pencils Handwriting pencil Colouring crayons Pencil sharpener Glue stick Eraser 30cm ruler Pocket Oxford dictionary Geometry set
<b>Years 5 &amp; 6</b>	Basic calculator
<b>Years 7 &amp; 8</b>	Scientific calculator Fountain pen

## School shop opening times

### **Bromsgrove School Shop:-**

#### Term time

Monday, Tuesday, Wednesday 8.30am – 5.30pm (closed 12.30pm – 1.00pm)

Thursday 8.30am – 6.00pm (closed 12.30 – 1.00pm)

Friday 8.30am – 5.00pm (closed 12.30 – 1.00pm)

Saturday 8.30am – 12.30pm

#### School Holidays

Monday to Friday 9.00am to 4.00pm (closed 12.30pm -1.00pm)

Closed Saturday and Sunday

Parents are encouraged to purchase their uniform in the first few weeks of the summer holidays. Please call 01527 579679 ext. 220 to make an appointment. The final week of the holidays at Bromsgrove School Shop is very busy with pre-booked appointments for boarders' induction, so please avoid this time.

### **Friends of Winterfold second hand uniform shop**

The Friends of Winterfold operate a second hand uniform shop in school for new and nearly new items on most mornings in term time from 8.30am to 9.00am. Winter hats, scarves, summer caps, hair ties and some items of stationery are all available from the second hand school shop.

# Winterfold

Year 3 - Year 8



## SECTION 2 - PRE-PREP – RECEPTION, YEAR 1 & YEAR 2

### ROUTINE

**School Day** In Pre-Prep the school day runs from 8.40am –3.30pm. In Kindergarten there are two available sessions: 8.40am-1.15pm (includes lunch) or all day (8.40am-3.15pm). Before school care is available from 8.00am-8.40am and after school care runs from 3.20pm-6.00pm. There is an hourly charge for both pre and after school care.

**Collection** Children should be collected from their classrooms at 3.30pm. Children in Aftercare should be collected from the Main Entrance. The teacher will hand each child over to his/her parent. If someone is collecting your child for you, please inform the class teacher in advance and a password will be given to check identification. In an emergency, if you are unable to collect your child, the school should be contacted and a name and description of the person collecting given, together with a password. If someone else other than an authorised carer attempts to collect the child, it is our duty to keep the child on the premises until contact has been made with parents. A copy of our Collection Policy is available on request from the School Office.

**Absence** We are required by law to record all authorised and unauthorised absence.

If your child is ill or will be away from school please telephone the School Office before 8.30am on each day that they are absent.

If you wish to take your child out of school for any time (e.g. a holiday) this must, by law, be sanctioned by the Headmistress in advance.

If your child is late you should go to the School Office and sign them in there.

If you need to take your child home early please go to the School Office to sign your child out.

There are two registrations every day – one in the morning and another after lunch. Absences and ‘lates’ are recorded and are noted on your child’s report at the end of term.

Activities are available after school - details are displayed on the notice board in the Main Entrance at the beginning of each term.

**Meals** Water, biscuits and fruit are available at morning break, as well as more substantial snacks. At lunchtime there is a wide choice of meals available. Menus are published every Friday on the website and also on the school notice boards. Typically the children can choose from pasta, two hot dishes and an impressive range of fresh salads, soup and fresh bread roll. For dessert there is a choice of fresh fruit, yoghurt and a hot pudding such as treacle sponge. All these meals are included in the fees. The choice for Kindergarten children is deliberately less comprehensive.

**Religion** Winterfold is a Roman Catholic school with an ecumenical tradition. Children of all faiths are warmly welcomed and are made to feel valued members of the community. We believe firmly that all children have something to offer Winterfold and that the school has something to offer in return. We place great emphasis upon kindness and care towards others and teach the children to put the community before themselves. We have had a long and continuing relationship with St. Mary’s at Harvington and St Ambrose in Kidderminster. All Pre-Prep children attend a Celebration Assembly on Friday afternoons and class masses at certain points in the year.

**Sport** Children in Years 1 & 2 have weekly Games lessons with specialist sports teachers. They also have the option to take part in sports ‘extras’ such as football, judo and tennis (see Extras).

**School Events** Parents are very much encouraged to attend all school events such as plays, concerts, matches etc. Such events are detailed in the School Calendar and in the Week Ahead.

**Gappies (GAP students)** Each year we employ 4 or 5 school leavers (usually from Australia) as general assistants around the school. They are always keen to earn some extra money and so will be delighted to babysit for you in the evenings.

**Parking** The front drive is two-way traffic, although the Entrance and Exit are separated. There is a back drive but our neighbours do not want this used – the turn on to the main road is very dangerous. Please observe all the speed limits (watch out for the humps and zebra crossings) and be on the lookout for children and dogs suddenly appearing in front of your car as they go in pursuit of balls etc. The car park has two sections – a set down/pick up area and longer term parking bays. The former area (immediately adjacent to the Sports Hall) should only be used for drop off and pick up. If you are parking at other times or for longer than a few minutes please use the gravelled parking bays. Please park carefully and considerately. On no account should you park or set down/pick up by the changing rooms or in other areas of the school.

**School Office** This is located in the Main Entrance and is open from 8.00am to 6.00pm during term time. During the holidays the office is normally open for the main part of each day.

**Extras** Winterfold organises a wide range of ‘extras’ such as riding, ballet, judo, fencing, football, gymnastics, tennis etc. for which there is an additional charge. The cost and days/times of these are sent out towards the end of each term and they are booked online – details from the School Office.

**Friends of Winterfold** FOW is a parents’ organisation, chaired by a member of staff, which exists to foster links between school and parents. There is a small annual charge for membership which is automatically added to your account and goes towards future projects. FOW organise a range of fun events, some of which are purely social e.g. coffee mornings and quiz nights and some of which are fund raising such as race nights. There is an annual Christmas Fair and a biannual Summer Ball. All funds raised are used to benefit children at Winterfold. All parents are warmly encouraged to attend all FOW meetings and events.

## **UNIFORM and EQUIPMENT**

A comprehensive uniform guide can be found at the end of the Pre-Prep section of this handbook.

**Second Hand Uniform Shop** This is run by Friends of Winterfold and is located at the bottom of the stairs near to the Dining Rooms. The shop is open every morning from about 8.30 to 9.00am. As well as second hand uniform in good condition the shop also stocks new items such as hats, scarves, umbrellas, summer caps etc. as well as the regulation Winterfold Pre-Prep book bags. Clothing labels can also be ordered via the shop.

**Lost Property** Inevitably during a child’s time at school items go missing. They invariably turn up and if they are clearly labelled we can reunite them with their owner very quickly. Sadly, at the end of term we are often left with a collection of items which are not labelled. If your child loses anything please inform your child’s teacher and/or the School Office.

**Shoes** Sensible (not fashion) black shoes are worn. Girls’ shoes should hold their foot in position with a strap across the top or laces. They should be polished daily.

**Jewellery** Although children may wear watches, no other jewellery (e.g. bracelets, rings, etc.) is allowed. Girls may wear small stud earrings (plain gold or silver) but will have to remove these for Games and PE.

**Hair** Hair should be conventionally cut – neither too long nor too short and should not be dyed, highlighted or gelled. Boys’ hair should be off the collar. Girls’ hair should be neatly tied back at all times. All hair accessories should be in school colours.

**Stationery** Children are provided with textbooks, exercise books and writing implements.

**Toys and Games** Children should not bring these into school and the school can take no responsibility for any items lost or damaged.

## **FEES and INSURANCES**

**School Fees** Our policy on fees is very similar to that of most, if not all, independent schools. Fees are payable in advance on or before the first day of term. The school reserves the right to charge interest on overdue accounts during the period in which the fees are outstanding. One term's notice **in writing** or one term's fees in lieu of notice is required before a pupil leaves Winterfold. For year 8 pupils, where they are not continuing to Bromsgrove School, notice is also required. Fees may be paid monthly by direct debit; details are available from the Bursar.

**Insurances** The school offers two insurance schemes. Personal Accident provides cover in the event of an accident causing permanent, partial or total disablement to your child. School Fees Protection provides cover for the school fees in the event of a pupil missing school through illness. Full details of both schemes are available from the Bursar.

The school has insurance cover for Public Liability.

We strongly recommend that you ensure that your child's belongings at school are covered by your own home contents insurance – the school insurance does not cover personal possessions.

## **ACADEMIC MATTERS**

**Assessment** Children are continually assessed in the Pre Prep from initial entry to the end of KS1. We also use the Foundation Stage Profile and verbal and non-verbal IQ tests. These baseline tests are used by the Headmistress to measure children's progress objectively and to highlight any problems early so that the appropriate action can be taken where necessary. Results of these tests are not normally divulged to parents, and are never revealed to pupils.

**Outings and Visits** We believe very much in educating the whole child and consequently a number of trips out are arranged for each form every year. Sometimes these are linked very closely to the syllabus and sometimes they are educational in the broadest sense. It is expected that all children will attend outings and these will be billed as an Extra.

**Learning Support** If it is felt necessary, and after consultation with parents, we may arrange for a child to be assessed by the Learning Support Staff. If a problem such as dyslexia is identified we can provide Learning Support.

**Key Stage 1 Curriculum** A curriculum guide will be given to you at the start of the academic term.

## **Prep (Homework)**

The amount of prep varies from one year group to another and is as follows:-

### **Year 2**

#### **English**

Children read to their teacher using the school reading scheme. This book will be sent home nightly with their reading record for parents to comment in. Follow-up written comprehensions will be sent home on a Friday and are taken in the following Monday to be marked. Spellings (for weekly tests) and follow-up work will be sent home every Wednesday. Homework will be marked and graded using the same format as in the Prep School. Phonics homework is also sent out every Tuesday.

#### **Maths**

One piece of homework is sent home on a Friday and is differentiated to both reinforce themes and extend the more able. From the second half of the Christmas term children will be encouraged to learn the times tables on a weekly basis.

### **Year 1**

Homework is sent home on Fridays and usually consists of spelling lists to practice and learn in preparation for the spelling test on the following Thursday. As the children work their way through the reading scheme they will bring home comprehensions, book reviews or handwriting sheets which accompany their reading book. All this is kept in a homework folder and they have until the following Thursday to complete this; however, they can hand it in earlier if they wish.

Homework Club is available to Year 2 children. Please sign up for this at the beginning of each term.

**Parents' Evenings** Each year group has one parents' evening in the Christmas and Spring term, followed by an Induction Evening in the Summer Term. Parents are encouraged to attend in order to discuss their child's progress with the teachers.

**Reports** Reports are sent home at the end of the Christmas and Summer term.

**Music** We offer a comprehensive range of extra music lessons. Children usually have one 30 minute lesson a week during the working day. Whilst we try to minimise disruption, inevitably this will mean that children taking music on as extra may miss some lesson time. We require a full term's notice if your child intends to cease taking an instrument.

**Entrance to Prep School** It is assumed that Pre-Prep children will automatically move up to the Prep school at the end of Year 2. An induction day is held for the pupils towards the end of the Summer Term. The Headmistress is always delighted to meet any Pre-Prep parents who wish to discuss any aspect of this move.

## **MEDICAL MATTERS**

**Health** At Winterfold we promote practices for good health. Each pupil has a responsibility to her/himself (appropriate to age and ability) to keep healthy. This involves:

- Being organised and completing work at the right times
- Getting enough sleep
- Eating sensibly. Please make sure your child has a good breakfast.
- Actively taking part in games and physical exercise

**Illness** All of our teaching staff are First Aid trained, but Matron deals with most injuries and illnesses. Please let Matron know if your child is on medication or has any special dietary requirements.

**Medical Form** Parents of new children are required to complete a comprehensive medical form provided by the school before the pupil enters Winterfold. Any particular problems should be discussed with Matron in advance e.g. nut allergies or diabetes etc.

**Medicines** If your child brings medicine into school you will need to fill out a consent form stating the type of medicine to be administered and how much should be given and when. All medicines **must** be handed in to Matron who will administer them at the appropriate time. No medicines can be given without authorisation by a parent.

**Off Games** If your child is 'off games' please send a note to the School Office, or your child's teacher, so that Matron and the staff know. 'Off games' children (where appropriate) are encouraged to take some fresh air and watch the games so should be sent in with a school coat, otherwise they will be supervised in a classroom by a member of staff.

**Diseases** Please let us know before they return to school if your child has been in contact with any of the following diseases during a holiday period:  
Measles, Mumps, German Measles (Rubella), Scarlet Fever, Chicken Pox, Meningitis, Whooping Cough, Impetigo, or any other infectious disease.

**Illness** If a pupil feels ill during the day their teacher will take them to Matron who will look after them until they can be picked up. Please do not send sick children into school – it is not fair on either the school or the child. If your child has a sickness bug it is school policy that you must keep them at home for **48 hours** after all symptoms have ceased.

## **DISCIPLINE and PASTORAL**

**Discipline** Winterfold places great emphasis on good behaviour and we encourage this by setting a good example, demanding high standards and praising good behaviour. Occasionally it is necessary to punish bad behaviour and a range of sanctions are used as appropriate. For the most serious breaches of discipline (or repeated bad behaviour) sanctions can include suspension and ultimately expulsion. Although the Headmistress can be involved at an early stage and at a low level it is normal for her only to be involved with serious offences.

**Form Tutor** The Form Tutor has a vital role to play in the education and development of your child. They act as both academic and pastoral mentor and will be you and your child's first point of contact. Form Tutors are usually available in their classroom from 8.30–8.40am.

**School Rules** Our aim at Winterfold is to educate responsible citizens for the future. To this end we place great emphasis upon good manners and morals, and in particular we expect high standards:  
Honesty; respect & consideration for others; kindness; courtesy and politeness.  
It follows that any behaviour which is in any way inconsistent with any of the above qualities is regarded at Winterfold as a disciplinary offence. Some specific examples of unacceptable behaviour include: Stealing; lying; cheating; bullying (including teasing); disrespect for people or property.

All of our school rules are encompassed within our Mission Statement motto:

**'Work hard, play hard and always think of others'**

**Bullying** Although Winterfold is an exceptionally happy school, there are occasions when children say or do something which upsets others. It is our aim to maintain an environment which is free from bullying and this can only be achieved when parents, teachers and pupils work together. A copy of our Anti-Bullying Policy is available on the school website.

**Worry Procedure for Children** In accordance with the requirements of The Children Act 1989, Winterfold operates a worry procedure which is printed below.

### **What to do if you are worried or want to talk to someone**

You have many good friends who may be able to help. Your Class Teacher, other teachers and of course the Headmistress are always ready to listen to you.



### **What to do if you are worried or unhappy about something**

The first thing to do is to speak to a teacher who you trust. You can take a friend with you if you wish to help explain the problem. If you are still worried after you have spoken to a teacher you should go and see the Headmistress. If the Headmistress is not in her study then her secretary will tell you how to find her. Or you can write a letter to her. The Headmistress will then see you to talk about your worry and you can take someone with you such as a friend, your Class Teacher, another teacher or Matron.

If you are still worried after seeing the Headmistress talk to your parents when you are at home.

Things which might be worrying you

- You find it difficult to make friends
- You are being bullied
- You feel that no one understands the difficulty you are having with your work
- Someone has hurt you and you need to tell a teacher
- Someone has taken something that is yours
- Someone is making fun of you
- You feel that you have been treated unfairly
- You seem to be getting into trouble a lot

If you wish to talk to someone outside of school you may also ring the school Chaplain, Father Douglas Lamb (01562 822839) or the Child Helpline (0800 1111)

Remember that all of the staff at Winterfold are here to help you.

### **Complaints Procedure for Parents**

Inevitably in an organisation as complex as a school there are bound to be occasions when something has, or seems to have, gone wrong. The school welcomes communication with parents in these circumstances and is committed to resolving problems to everyone's satisfaction. Winterfold is not too proud to make an apology when one is due. Successful education relies on positive and co-operative relations between home and school and the manner in which problems are tackled makes all the difference. The following guidelines are aimed at helping to ensure that problems are properly investigated and suitably resolved while retaining a sense of perspective on both sides.

It helps if complaints or worries are expressed in a constructive way, leaving open the possibility that the version which you as a parent have received is not necessarily the only version or, indeed, the correct version. The school will wish to investigate the matter thoroughly and you must allow us time to do this. You should also trust that we will do our utmost to examine all aspects and return with an honest and fair response.

It is not always advisable to go straight to the top. Whilst the Headmistress is of course always very happy to talk to parents at any time, your first point of call should be the Form Tutor, or Miss Jones for Key Stage 1 (Years 1 & 2), or Mrs Miles for Early Years (KG & Reception)

We encourage you to contact school at a very early stage if you are uneasy or dissatisfied about something.

For serious complaints the school has a Complaints Policy which is available on the school website.

## **SECTION 3 - PRE-PREP - EARLY YEARS**

Starting a new setting can affect a child in many ways and we would like this important transition in their life to be as smooth as possible. Children are often moving from a home or nursery environment to school and this can be a very difficult step for them to take. Parents can prepare their child by talking to them about school before they begin.

We value the importance of working with parents and sharing information. We ask for your support in this to enable us to gain an overview of your child's learning and development before they begin. This will give us a benchmark against which to monitor progress.

### **Partnership with Parents**

Early Years staff will work in partnership with parents to settle a child into their new environment. A visit to the school will be arranged before your child is due to start so that s/he may become familiar with the staff and surroundings.

Children normally settle quickly, however if children are finding it difficult, we encourage parents to come into class for a short time to reassure their child. Ultimately, however, we want to encourage independence and it will be much easier for both parent and child if they are left as soon as possible.

All staff are qualified professionals and they create a safe, caring and stimulating environment in which your child will feel happy and secure.

We will provide a well-resourced setting where your child can best develop physically, intellectually, emotionally and socially. We will encourage each child to become more confident and gain more independence by the time they reach school age.

A positive relationship with parents and carers is valued, and we will welcome your commitment and support whilst your child is with us.

### **Curriculum**

Kindergarten is open every day during term time from 8.40am to 3.30pm and children may start at the beginning of the academic year in which they become three years old. Kindergarten children may start with a minimum of five sessions per week and add extra sessions as and when required.

Children follow the Foundation Stage Curriculum, which is carefully structured to encompass 7 areas of learning:

- Personal, Social and Emotional Development
- Communication and Language
- Literacy
- Mathematics
- Physical Development
- Understanding of the World
- Expressive Art and Design

Each area is equally important and all areas interlink.

The majority of children's learning in Kindergarten 1 will be through planned, purposeful play. Attention will be given to developing children's physical, intellectual, emotional and social skills through a range of activities. These activities will lay a sound foundation for future, more structured learning.

In Kindergarten 2 children begin to follow more structured, practical focus activities through letters and sounds, an introduction to the reading scheme and numeracy and scientific investigation in preparation for Reception where the Foundation Stage Curriculum continues more formally.

During their Early Years at Winterfold, the children will be involved in activities that will lead to a broad and balanced curriculum to prepare them for school. The children have access to indoor and outdoor learning experiences within a structured routine.

### **Break Times**

At morning break children are offered a drink and a snack. At lunchtime, children have hot lunches, which are prepared daily in the school kitchen. Lunch is a social occasion with staff sitting with the children in the Dining Hall. Lunch is taken down to children in Kindergarten 1 in preparation for them going to the Dining Hall when they move into Kindergarten 2.

It is important that the school is informed of any specific dietary requirements or allergies to ensure that children's needs are met.

### **Comments and Complaints**

Winterfold welcomes the views of parents and carers about the services that the Early Years department provides. Comments and complaints help to ensure that these views or requests can be taken into account in the development of the school and, where appropriate, acted upon.

For serious complaints the school has a Complaints Policy which is available on the School website.

### **Uniform**

Kindergarten children wear the same uniform as the rest of the Pre-Prep. There is a second hand uniform shop on site.

In addition to uniform, children will need the following items at certain times of the year:

#### Autumn/Winter

- Warm coat
- Hat
- Scarf
- Wellies

#### Spring/Summer

- Sun hat ( available in School office )
- Sun cream (Recommended applied at home)
- PE Kit (Kindergarten 2 and Reception only)  
Trainers, plain white t-shirt, blue shorts – in P.E. Bag

#### Sundries

- Painting apron (optional)
- Spare clothing (to include underwear)
- Baby wipes
- Water Bottle (Labelled)
- Ballet Uniform (Optional if children wish to do ballet)

Please ensure that all clothing/personal belongings are clearly marked with your child's name (including shoes).

## **Discipline**

Early Years staff recognise the need for rules within class and the necessity for procedures to manage difficult behaviour. This will foster a consistent, caring atmosphere within the group and teaching staff and assistants adhere to this policy.

The type of behaviour we want to encourage is as follows: -

1. Consideration and respect for each other
2. Helping to respect and take care of the school environment
3. Respecting the authority of the adults in charge
4. Being willing to share and take turns

Rules are minimal and are designed to ensure the safety of the children within a caring and protective environment. If a child is behaving in a disruptive manner where they are likely to put themselves or other children at risk, the staff will assist the child in negotiating a satisfactory outcome. Any consistently inappropriate behaviour which staff are concerned about, will be brought to the attention of the parent or carer so that strategies may be used to help the child.

## **Children's Learning Journeys**

Children are observed on a regular basis and individual progress is recorded in children's Learning Journeys. Every child is unique and their learning journey will show a collection of photos, observations and interesting contributions from the child. It creates a picture of what the child is able to do and ensures that we can move children forward to the next stage of their development at the appropriate time.

Each half term we have a topic and learning is based around that topic. Whilst we would discourage children from bringing in toys, we would encourage them to bring in anything that is connected with the topic, which will enhance their learning.

Parents have open access to look at their children's records on a regular basis and contribute to them if they wish.

## **SESSION TIMES**

Kindergarten

There is a choice of 2 session times, and attendance is subject to a minimum of 5 sessions:

- 8.40am – 1.15pm (Includes lunch and play)
- 8.40am – 3.15pm

Morning Bell goes at 8.40am

### **Pre-School Care**

Pre School Care is available every morning from 8.00am until 8.40am.

### **After Care**

After Care is available every afternoon from 3.30pm and until 6.00pm.

### **Holiday Clubs**

Fun Clubs are held during most weeks of the Autumn, Spring and Summer holidays for children in Kindergarten to Year 2.

## **Early Years Curriculum**

### **Learning & Development**

The majority of children's learning in the Early Years begins with planned purposeful play and continues to incorporate practical focus activities and structured learning. We work within the guidelines of The Foundation Stage Curriculum, which is carefully structured to encompass 7 areas of learning. Each area is equally important and all interlink. Children are observed on a regular basis and individual progress is tracked to ensure that we can move children forward to the next stage of development at the appropriate time

### **Topics**

To ensure that the children are exposed to a broad and balanced curriculum we deliver our teaching through topics. There is a new topic each half term and learning is focused around that topic. The topic web and key objectives are displayed for parents to see on the Notice Board at the start of each new term. This also allows you the opportunity to discuss related themes with your child and bring in any related resources. Whilst we would discourage children from bringing in precious toys, we would encourage them to bring in anything connected to our Focus Topic or Letter of the Week

### **The Early Years Foundation Stage**

The seven areas of Learning and Development are as follows:

- Personal, Social and Emotional Development
- Physical Development
- Communication & Language
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

### **Prime Areas of Learning**

There are 3 Prime areas of Learning and these begin to develop quickly in response to the relationships and experiences that children have in the Early Years. These areas are fundamental and support development in all other areas.

In Kindergarten 1, much of the focus is on these areas. They are:

- Personal, Social & Emotional Development
- Communication and Language
- Physical Development

Personal, Social and Emotional Development includes:

Developing confidence and independence  
Playing with friends  
Behaviour and self-control  
Taking turns and sharing  
Developing a positive disposition to learn

Communication & Language includes:

Listening skills and using language confidently  
Understanding and following instructions  
Speaking to others in conversation

Giving their attention to what others say

Physical Development includes:

Moving with confidence and imagination  
Developing fine motor control and good co-ordination  
Using tools and materials safely  
Recognising the importance of staying healthy

### **Specific Areas of Learning**

The Specific areas of Learning include essential skills and knowledge, which children need, to be able to participate successfully in society. They include:

Literacy  
Mathematics  
Understanding the World  
Expressive Arts and Design

#### **Literacy**

Children develop an understanding of the correspondence between written and spoken sounds. They learn how to link letters to sounds and use this knowledge to segment and blend words together.

We follow the principles and practice of teaching high quality phonics by using a combination of Letters and Sounds and Jolly Phonics.

Pre-Reading skills are taught using the discussion books of Oxford Reading Tree and children are gradually introduced to books with words. Children continue to develop their reading skills throughout the Early Years and each child works at their own pace. Children read every day and are listened to by their Class Teacher or Classroom Assistant.

Writing skills are taught using the Nelson handwriting scheme.

#### **Mathematics**

This area of learning includes counting, calculating, sorting, matching, looking for patterns and working with number, shape, space and measure.

Much of children's mathematical understanding is developed through practical maths activities and daily routines.

#### **Understanding the World**

In this area of learning, children are developing curiosity about their surroundings and the world around them. They investigate and explore using a variety of media. Activities are based on first hand experiences that encourage exploration, observation, problem solving and discussion. Children are given opportunities to use a range of tools and techniques to assemble materials creatively and safely. They find out about their past and about other cultures through the use of books and topic work.

They explore the natural environment and Forest School, using the outdoors to expand and enhance their learning. This forms the foundation for later work in science, history, geography, design and technology and ICT. They also take part in computer based activities and building and constructing tasks.

## **Expressive Arts & Design**

This area of development allows children to share their thoughts, feelings and ideas by playing imaginatively to enable connections to be made between one area of learning to another. We provide them with opportunities which allow them to share their thoughts, feelings and ideas by exploring art and craft media and materials and by taking part in musical activities and role play.

## **P.E.**

Children in Early Years participate in P.E. sessions twice a week. All children have P.E. sessions in the Sports Hall and in the summer months, children use the running track outdoors. Children develop confidence and control by using and handling tools and equipment which offer appropriate physical challenges and support their independence.

## **Outdoor Learning**

We like to take the children out of the classroom as much as possible in order to enrich and enhance all areas of learning. They go out in all weathers which allows them the opportunity to explore and grow in confidence, becoming more independent and thereby raising attainment and self-esteem.

**Uniform** Children are expected to wear uniform unless otherwise informed. All clothing (including games kit) should be clearly labelled with your child's name. Labels are available to order from the school uniform shop in school.

## Uniform Guide - Pre-Prep

Regulation school uniform is available from the online shop, Schoolblazer [www.schoolblazer.com](http://www.schoolblazer.com)

Sports kit (Years 1 and 2) is available from Bromsgrove School Shop, Old Station Road, Bromsgrove, B60 2AA. Tel 01527 579679 ext 220.

\*denotes non-standard issue

#denotes items which are available from the second hand uniform shop in school

Year	Boys Winter	Boys Summer	Girls Winter	Girls Summer
All	Grey long-sleeved shirt Navy crested crew neck jumper Navy trousers Grey socks (short) Black shoes School coat	Grey short-sleeved shirt Navy shorts Grey socks (long) Black shoes	White blouse with maroon piping to collar Navy 'Ellie' style pinafore Blue Gingham smock Navy crested V neck cardigan Maroon tights or navy knee length socks Black shoes School coat	Gingham dress White ankle socks Black shoes

## Games Kit by year group Pre-Prep

Year	Boys whole school year	Girls whole school year
KG1	Children in Kindergarten 1 do not need a P E kit	
KG2	White t-shirt* Navy elasticated shorts* Trainers* PE bag#	White t-shirt* Navy elasticated shorts* Trainers* PE bag#



Rec	White T shirt* Navy elasticated* shorts Trainers* PE bag#	White T shirt* Navy elasticated* shorts Trainers* PE bag#
Yrs 1&2	School polo shirt PE shorts Trainers PE bag# Swimming costume and swimming hat* Towel* School tracksuit bottoms Full zip rain jacket Navy/Maroon School games fleece	School polo shirt PE shorts Trainers PE bag# Swimming costume and swimming hat* Towel* School tracksuit bottoms Full zip rain jacket Navy/Maroon School games fleece

**Additional required items  
Pre-prep**

<p>Book bag# Named water bottle* Wellingtons*</p>
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PTO for School shop opening times

## School shop opening times

### **Bromsgrove School Shop:-**

#### Term time

Monday, Tuesday, Wednesday 8.30am – 5.30pm (closed 12.30pm – 1.00pm)

Thursday 8.30am – 6.00pm (closed 12.30 – 1.00pm)

Friday 8.30am – 5.00pm (closed 12.30 – 1.00pm)

Saturday 8.30am – 12.30pm

#### School Holidays

Monday to Friday 9.00am to 4.00pm (closed 12.30pm-1.00pm)

Closed Saturday and Sunday

Parents are encouraged to purchase their new sports kit from Bromsgrove School Shop in the first few weeks of the summer holidays. Please call 01527 579 679 ext 220 to make an appointment.

The final week is very busy with pre-booked appointments for boarders' induction, so please avoid this time.

### **Friends of Winterfold second hand uniform shop**

The Friends of Winterfold operate a second hand uniform shop in school for new and nearly new items on most mornings in term time from 8.30am to 9.00am Pre-Prep P.E. and school bags, winter hats, scarves, summer caps, hair ties and some items of stationery are all available from the second hand school shop.

# Winterfold

Kindergarten - Year 2

# schoolblazer

