



Chafyn Grove School

Pre-Prep Parents' Survival Guide

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'Do as you would be done by'

ADDRESS DETAILS

Address Chafyn Grove School
 Bourne Avenue
 Salisbury
 Wiltshire
 SP1 1LR

School Office 01722 333423
 Nursery 01722 420897
 Reception Classes 01722 420894

Fax 01722 323114

Email office@chafyngrove.co.uk
 headmaster@chafyngrove.co.uk
 bursar@chafyngrove.co.uk

Staff can be contacted via email using:
 initialsurname@chafyngrove.co.uk
 e.g. jbloggs@chafyngrove.co.uk

ORGANISATION

The classes in the Pre-Prep Department are:

Nursery
 Reception
 Year One
 Year Two: 2CJ and 2SJ

We use the terminology of the National Curriculum to identify the stage a child has reached in his/her education. Thus, children in the nursery and reception classes are currently in the *Early Years Foundation Stage*; whilst children in Years One and Two are in *Key Stage One*. Children move into *Key Stage Two* when they enter Year Three.

STAFFING

Mrs Cathy Jones leads the Pre-Prep Department; she has overall responsibility for the care and well-being of all children in the Pre-Prep and ensures the smooth running of the department. There are six

teachers and four teaching assistants (TA) working closely with the teachers.

Current Staff (2019-2020):

Mrs C Jones – 2CJ

Mrs S Jenkins – 2SJ

Mrs M Dyson – 1MD

Mrs H Morgan – Reception

Mrs S Head – Nursery

Mrs A Burt – Reception TA

Mrs A Wells – Reception TA

Miss J Tyrer – Year 1 TA

Mrs R Blackwell – Year 2/Nursery TA

MEDICAL INFORMATION

- Good communication is very important with all medical matters
- Please inform the school (the School Office, matrons dept, or form teacher) if you have any concerns about your child's health or there is any change which we need to know about to enable us to care for your child
- Things such as new glasses, hospital out-patient appointments and changes in regular medication and immunisations are all very important as the school can update your child's medical questionnaire, which you filled in when your child entered school, to prevent it becoming out of date

HEARING

- Pupils joining in Early Years are given a hearing test
- If the hearing test is not normal, you will be notified

WEIGHING AND MEASURING

- Every pupil is weighed and measured twice a year
- This is recorded and you will be informed if the school thinks that there is a problem
- The record of this is given to you when your child leaves the school

SIGNS OF ILLNESS AT HOME

- Pupils should not be sent to school if they are too unwell to attend lessons, have a temperature or have had any diarrhoea or vomiting during the previous 48 hours
- If a decision is made to give some medication and then to send the child to school, please ensure that a note is sent in with the child; we can then give the appropriate care to your child
- If your child is well enough to come to school, but requires some medicine to be administered during the school day, please ensure that the medicine is taken to the matrons' department, clearly labelled with the pupil's name and when it is to be taken

SIGNS OF ILLNESS AT SCHOOL

- If a day-pupil feels unwell during school he/she will be sent to Matron
- Matron will either let the pupil lie down under observation or, if appropriate, administer medication
- If medication is administered to a pupil during the day a note will be sent home with them to inform the parents
- If a pupil is deemed not to be well enough to continue with lessons, every effort will be made to contact the parent or guardian so that the pupil can be taken home
- If we are unable to make contact the pupil will be taken care of until the end of the school day

INJURY AT SCHOOL

- Minor cuts and scratches will be dealt with by the Matron
- A note will be sent home with any pupil who attends the department with a head injury
- In the event of an injury requiring a visit to the A & E department, every attempt will be made to contact the parent or guardian but the school will take responsibility for the child until the parent can arrive to take over

HEAD LICE

- Regular checks are made for head lice in pupils who are boarding, but it is expected that parents of day-pupils do this on a regular basis and treat as necessary

NEW PUPILS

- All parents receive joining information prior to their child's first term

- If you have any queries, please contact the School Office
- Your year group rep will make every effort to contact you prior to the start of term

NEW PARENTS

- Each year group has two year group representatives
- Year group reps help and advise new parents, liaise between parents and staff as necessary, taking forward concerns, ideas, etc. to be discussed
- Ad hoc coffee mornings and evenings out are organised by the year group reps by year group; your child will normally bring home an invitation in their school bags
- Coffee mornings are also organised by Mrs Jones and are usually held once a term in the rec room

PARENTAL INVOLVEMENT

- Chafyn Grove School parents are encouraged to be actively involved with their child's school life
- There are a number of concerts, plays, sporting events, etc. going on throughout the term which parents are invited to attend
- Once a term each year group invites parents to their 'Look What We Have Been Doing!' assembly.
- Parents are often called upon to provide costumes for plays, etc. – let your child's form teacher know if you are interested in helping
- At other school events there is often a parent rota to help out on the ice cream or Pimms stalls!
- Weekly newsletters give information on day-to-day matters and notify parents of forthcoming events. This is sent by email and can be downloaded from the website. Parents can request a hard-copy

UNIFORM

All school uniform is available from the school shop; opening times are listed below and also posted on the school website. Please arrange a time to come in and have your child measured for their new uniform at the shop.

Nursery, Reception, Years 1 & 2:

Girls		Boys	
Summer	Winter	Summer	Winter
Short sleeved dress Blue cardigan	School shirt Pinafore dress/kilt Blue cardigan/ jumper	Grey shorts School shirt Blue jumper	Grey shorts School shirt Blue jumper
Short white socks Black school shoes	Navy tights/socks Black school shoes	Short Navy Socks Black school shoes	Long Navy Socks Black school shoes
White sun hat	Navy waterproofs School coat	White sun hat	Navy waterproofs School coat
Book bag	Wellies Book bag	Book bag	Wellies Book bag

PE kit

1 Eights PE T-shirt

1 pair black PE shorts

Black slip on plimsolls (Nursery/Reception only)

White Trainers (Yr 1 and 2 only)

1 red Chafyn sweatshirt

1 pair black tracksuit bottoms

Swimming trunks/suit - black or red (Rec/Yr 1/Yr 2)

Swimming trunks/suit – (any colour for Nursery)

Swimming hat

Large towel

Swimming bag

Birthdays

Children are allowed to wear their own clothes on their birthday. If a birthday falls at the weekend or in a holiday then children are welcome to wear their own clothes on the nearest school day.

Cakes can be ordered from the kitchen via the front office and parents are welcome to send cake in with their child. Please remember though we are a nut free school.

UNIFORM SHOP

- The uniform shop, which is run by a member of staff and volunteer parents, sells all items of new school uniform
- All items of sports kit are only available from the school shop
- A full list of required and optional school uniform and sports equipment is available to view and download on the school's website
- The school shop also allows parents to sell second-hand items of school uniform and sports kit
- The shop also supplies the all-important name tapes and shoe name labels
- All profits from the uniform shop go towards purchasing goods for pupils to use

SELLING ITEMS

- All clothes and equipment offered for sale must be clean and in very good condition
- No underwear is accepted
- You should staple or pin a label (available in the shop) to each item you want to sell, giving your child's name, the size and nature of the item and the date you gave it to the shop.
- The shop will deduct 30% from the purchase price and forward the remainder to you at the end of each term
- You may wish to donate the proceeds of the sale to the Headmaster's current charity or to the uniform shop funds (please indicate if donation)
- The shop reserves the right to dispose of any item not sold within 2 years or not of saleable quality
- You can leave items for sale in the School Office or outside the shop
- Some items of sports equipment like cricket bats and helmets, tennis racquets and hockey sticks, can be provided by the school
- If your child wishes to bring their own sports equipment they are welcome to do so, but each item must be clearly and permanently named

PURCHASING ITEMS

- The shop opens at the following times during term times:

Tuesday 08:00 – 9:30 hrs

Wednesday 13:00 – 16:00 hrs

Thursday 15:15 – 18:15 hrs
 Saturday Every first Saturday by appointment

- During the holidays it is open at times by appointment

YEAR GROUP REPS

- Year group reps exist to create a focused point of contact within each year group
- There are two reps per year from Nursery to Year 8 and two reps for boarders
- Each rep represents a year group in which they have a child
- The term of office is two years; however only one new rep per year group is elected to maintain continuity
- The role of the rep is to:
 - ❖ Welcome new parents and pupils into their year group
 - ❖ Help communicate parents' views, queries and comments on day to day matters to the most appropriate person within the school
 - ❖ Allow parents to put forward thoughts to the school's management through a general forum – all subjects parents wish to air should be handed to your form rep in writing who will include it on the next rep meeting agenda
- Minutes of meetings are emailed to parents and are on the website
- The year group reps also arrange the occasional coffee morning or evening out for parents to get together

ABSENCES

General

- The school secretary must be told each day when a pupil is absent from school
- Should there be a fire or any other emergency requiring evacuation, all pupils must be accounted for
- It is a requirement, by law, that the school accounts for all pupils who are absent and there must be a written record for each occasion a pupil is away from school

Holidays

If you are planning for your child to be away from school during school time:

- Write to the Headmaster, requesting time off, noting the dates your child will be absent, together with the reason for this

- Relevant staff will be informed

Appointments

If you are collecting your child for a dental or doctor's appointment you should:

- Inform the school secretary with dates and times of the appointment
- Inform your child's form teacher in advance, in writing
- Collect your child from the classroom and notify the School Office (in person) when you and/or your child leaves and when returns

Illness

- Telephone or email the school secretary (cward@chafyngrove.co.uk) on the day that your child is unwell, before 10:00 hrs, or leave a message on the answer phone
- Staff will be informed immediately
- Follow up your telephone call with a letter to the Headmaster briefly noting the dates and reasons for your child's absence
- This letter can be dropped in at the School Office once your child has returned to school

Late Registration

- Take your child to their classroom
- Go to the School Office and register their arrival, preferably before 09:00 hrs

ARRIVALS AND DEPARTURES

Nursery

Children can join the Nursery from the age of 3 years. We run on a session basis, enabling you to choose as many or as few sessions each week, to suit your child's needs and lifestyle as the space allows.

This is a flexible arrangement and the bookings are updated each term, to ensure that we are getting the balance right for you and your child. Some children attend full time as soon as they join us and others choose to start with only a few sessions a week and build up to full time as children grow older.

The school accepts nursery vouchers and these can be used against the balance of school fees up to and including the term that your child is 5 years of age.

Nursery session times:

7:30 – 8:00	Breakfast Club (extra charge and must be booked in advance through the front office)
8:00 – 8:45	Early care (drop off for working parents)
8:45 – 11:30	Morning session
11:30 – 12:35	Lunch
12:30 – 3:15	Afternoon session
3.15/3:30-5.30	After School Club (extra charge)
5.30 – 6.00	Supper (extra charge)

After School Club is a separate club run by Pre-Prep school staff and a charge is made for this.

Reception

When children enter the Reception year they are beginning full time school. Although much of the curriculum is delivered through play, and some children have been used to full time care, this can still be a shock to the system and some children may find it quite a tiring time. Some children may bound into the classroom with confidence and enthusiasm and be eager to explore while others may be more reticent, preferring to observe activities rather than participate. We respect that each child is different and during the settling in period we take the lead from the individual to ensure that transition to school is a happy and positive experience. If you feel your child is finding full time education too tiring please discuss options with the class teacher.

For these reasons we would ask parents to discuss their child's specific needs with us.

School times for Reception/Yr 1/Yr 2:

7:30 – 8:00	Breakfast Club (extra charge and must be booked in advance through the front office)
8:00 – 8:25	Classrooms open
8:25	Registration
8:30 – 3:30	School day
3:30 – 5.30	After School Club – extra charge After School Activities – some at extra charge
5.30 – 6.00	Supper (extra charge and must be booked in during drop off)

We hope that you will talk to your child about what they do at school however, we post all planning and timetables in the notice board outside the Reception classes so that you always know what we have been up to.

Over the course of the year we will also be sending some activities home for children to share with you. Your child will have a reading book and some key words to enjoy with you and towards the end of the year may bring home some handwriting. An accompanying letter will explain the specifics of homework nearer the time and a reading record book will be in your child's book bag for teachers and parents to share comments about progress. This is a fun way for children to share their learning and their achievements with you. We do appreciate however, that children have full and active days at school so don't worry if they are sometimes too tired to tackle homework tasks.

Years One and Two

The school day begins at 8.25am; please try to ensure that children arrive in good time. Classrooms are open from 8.00am, when teachers will be there to welcome the children. There are always activities for the children to do before school starts and arriving in plenty of time ensures that children have a calm and happy start to the day.

The school day finishes at 3.30pm and parents are asked to wait outside in the playground for their children. Teachers will only release children to parents or known carers; please ensure that you inform teachers if someone else will be collecting your child.

After School Club

This is available until 6.00pm. It is supervised by Pre-Prep staff to ensure that appropriate adult/child ratios are met. Children are given a light tea of sandwiches, fruit and a drink, and are then able to take part in a variety of play activities. Where possible, children will spend at least some of the time playing outside. Parents must sign up at the beginning of each day if they wish to use this service; signing up sheets are located in the Pre-Prep library and in the entrance to the Nursery/Reception classrooms. If you forget to sign your child in, please contact the School Office. Please ensure that you speak to a member of staff when you collect your child – they may need to pass on information from the class teacher. The adult collecting the child will also be asked to sign the child out – this ensures that we have a precise record of the whereabouts of your child.

After School Club is charged per session (3.40-4.40 and 4.40-5.30), with an additional charge for supper (5.30-6.00). The charges are calculated at the end of each term and added in arrears to the next invoice.

EXEATS

- During each term there is a 'long exeat' which means pupils either finish at 3:30pm on the Thursday evening or are not in school the following Monday. Please check calendars carefully.
- During the first half of the summer term the school is closed for the May Day bank holiday.
- After school Club will close in line with the Prep School finishing time (4.40pm). Please ensure you collect your Pre-Prep child before waiting for Prep school children to finish.

EIGHTS

Eights is the 'house' system, which runs throughout the school including the Pre-Prep. They are called Eights because when the school was founded there were 32 pupils split into four groups. They are named after Aristophanes plays of about 400 BC.

- On entering the school all pupils and members of staff are allocated to an Eight
- Each pupil remains in the same Eight throughout the school
- Pupils within families all have the same Eight
- Children will need the appropriate Eight coloured t-shirt for PE lessons.

	Eights			
	BIRDS	FROGS	KNIGHTS	WASPS
Colour	Blue	Green	Red	Yellow

MEALS

All children are given a drink of either milk or water, and a variety of snacks (fruit, biscuit etc) midway through the morning and towards the end of the school day. If children book into After School Club then they will also have a slightly more substantial snack (sausage roll, sandwich etc).

All children have a cooked lunch which is eaten in the school dining room. The food is freshly prepared to a high standard and carefully designed to provide a balanced diet. Copies of the menu are posted on the notice board outside the Reception classrooms, library and on our website.

The Nursery children sit at a table with their class teacher who can carefully monitor what each child has eaten. Reception to Year Two children sit on mixed aged tables supervised and served by teachers. Children are encouraged to eat a little of everything on offer and are asked how much of each item they would like. Children may choose the daily dessert or yoghurt to complete their meal.

Good table manners are modelled by teachers and the older children and we encourage children to foster these manners when eating. From the earliest age we aim to help children to become independent by feeding themselves with a spoon, and then with a knife and fork.

Chafyn Grove is a **nut-free** school. Please let us know if your child has an allergy to a particular food, is vegetarian or requires a special diet; all of these can be catered for.

Food from Home

Many children like to bring in cakes to share on birthdays and other special occasions. We are happy for them to do this but must remind parents that we are a **nut-free** school. Please ensure that bought cakes

do not contain nuts or nut traces, and please remember to check all ingredients when baking cakes at home.

SCHOOL EVENTS

- A calendar is circulated each term listing all events taking place during the coming term. It can also be accessed via the website
- This includes all matches, concerts, plays, sports days, exeats, school trips, parents' events, uniform shop opening times, etc
- Full details on most events are circulated to parents or pupils nearer the time, via the newsletter and form teachers

SCHOOL ASSEMBLIES

Our daily assembly is an important part of Pre-Prep life. It is a time for us to be together and helps to generate a feeling of belonging. It provides the opportunity for children to consider spiritual and moral issues, and to explore their own beliefs. In the Pre-Prep, our assemblies are of a broadly Christian character; they reflect the traditions of Christian belief but are non-denominational. From time to time, we may also explore other religious traditions that are represented in our school or in the wider community. A varied schedule allows us to respond to the needs and interests of the children of different ages within the department.

- Monday: Hymn practice
- Wednesday: Bible story or multicultural faith stories/Topical theme
- Thursday: Golden Assembly, in which discuss the Golden Rules and celebrate the children's personal qualities. We celebrate birthdays and inform the children about the total of merits for the previous week
- Friday: 'Look What We've Been Doing!' Assembly where children share their work from the classroom with the rest of the school. Parents are invited once a term

PROMOTING POSITIVE BEHAVIOUR

We believe that children are most likely to form good relationships with others when they themselves are taken seriously and treated with respect, and where social interaction is based on genuine warmth and affection. We ensure that adults act as positive role-models, demonstrating warm, caring and courteous behaviour, and that they help to develop the children's understanding of what is right and wrong by giving clear explanations. Children are shown how to share, take turns and play and work collaboratively, and positive behaviour is encouraged and praised.

In the Pre-Prep we hold a clear vision for our school and for every child nurtured within it. This vision is enshrined in our golden rules; children are made aware of these from their earliest days at school, and teachers help them relate them to their own school experience.

Golden Rules

We take turns

We share with other people

We listen carefully

We always say please and thank you

We help each other and our teachers

We always try our best

We take care of the things around us

We only say and do kind things to people

GOLDEN LEAVES

Each week the children will attend a golden assembly, which is a time to look at and think about the golden rules. Sometimes the assembly is linked to a golden rule or it may be following another pastoral theme and on occasions this may be shared with parents in the weekly newsletter. Children seen to follow the golden rules (or at times a particular golden rule for that week), will be awarded a golden leaf, a golden sticker and a golden certificate. The golden leaves are placed on the golden tree in the Pre-Prep hall and are returned to the children at the end of the term. The child keeps the certificate and sticker to bring home.

GOLDEN TIME

Children are encouraged to be self-regulating in their behaviour and to take responsibility for their own actions. Golden time is used in Years One and Two as a vehicle to support children to make choices about their own behaviour, and to encourage them to take responsibility for it. Golden time is a twenty-minute session of self-chosen activities that takes place on Friday afternoon. Activities are chosen at the beginning of the week, but children may forfeit a minute of golden time if they behave badly at any time during that week. Children will be given a warning before the sanction is applied – this is crucial, as it places responsibility squarely on the shoulders of the child; they know that keeping golden minutes depends on their doing the right thing!

SANCTIONS

We have found golden time to be a highly effective way of promoting positive behaviour, but there are some occasions where other sanctions may be used. These may include missing a playtime or writing a letter of apology. We take great care to ensure that sanctions are employed appropriately to each individual situation, and that children have a clear understanding of why they have been applied. Head of Pre-Prep is fully involved in monitoring children's behaviour.

CHAFYN MNI CHALLENGES

Children are encouraged to become fully involved in the Chafyn Mini Challenges in the Pre-Prep, this is also good preparation for their involvement in the Prep School Chafyn Challenges. Children have a Chafyn Mini Challenge sheet which follows them through Pre-Prep. They then complete the bronze challenges (EYS), silver challenges (Year 1) and the gold challenges (Year 2). Parents are encouraged to help their child develop the skills to complete a challenge (and on occasions take photographs!) and of course to encourage them to participate and complete as many challenges as possible. However we must express how important it is for the child to tell or show the teacher their success with the challenge in order for it to be signed off. This is to ensure the child can explain to the teacher why it was a challenge and how they felt completing it.

WORKING WITH PARENTS

We try to build a supportive dialogue between teachers and parents on all issues relating to their child. We will always inform parents where a child's behaviour gives cause for concern, and endeavour to work collaboratively with them to ensure that children receive consistent messages about how to behave at home and in school.

LEARNING SUPPORT

The aim of the school is to provide each pupil with every opportunity to develop his or her potential, taking into account his or her abilities and interests. In some cases, to achieve this aim, additional support is required outside normal class work.

- Chafyn Grove School aims to identify these needs as soon as possible and to meet them on an individual basis in the context of a 'whole school' policy. Form and subject teachers share concerns with the SENCO, who will then contact parents to discuss possible action
- All pupils are tested at various times throughout the school, which provides regular opportunities to pick up concerns
- Pupils with special educational needs or an identified disability may have individual tuition, small group tuition, 'in-class' support, or a combination of these
- Wheel chair access is in place in the newer parts of, but not be automatically available throughout the campus
- The Chafyn Grove School Policy for Learning Support is available from the School Office

MUSIC

The Music department is run by the Director of Music and the Assistant Director of Music. Both teach music throughout the school and, together with a number of peripatetic teachers, run the various musical groups on offer at Chafyn Grove School. The main music block is in the same block as the Performance Hall.

INDIVIDUAL INSTRUMENTAL LESSONS

- From Year 1 individual instrumental tuition is available from either full-time music staff or peripatetic teachers who visit the school each week
- A wide range of instruments is taught as well as singing and theory lessons

STARTING AN INSTRUMENT

- If your child wishes to start learning at any other time during the school year then the Director of Music will be happy to talk with you

CONTACTING STAFF

- The Director of Music and Assistant Director of Music may be contacted via their pigeon holes in the School Office or by telephoning or visiting the music office (off the main music room) or by emailing ekillick@chafyngrove.co.uk

FEES FOR MUSIC LESSONS

- The fees for private instrumental or singing lessons and for music theory sessions are published annually by the school and sent out with the beginning of school year paperwork
- Fees are payable one term in arrears
- The standard provision is for a total of 30 lessons per academic year
- Most lessons last for 30 minutes
- Each teacher keeps a register of lessons given to individual pupils and a public register is displayed in the music room next to the performance hall

TIMETABLE

- The Director of Music is responsible for the weekly music lesson timetable
- Timetables are posted in classrooms, throughout the music department, in the Grovely corridor and the website and are emailed to parents
- Teachers will collect all Pre-Prep children and return them to class
- The music department will endeavour to make up any legitimately - missed lessons

PRACTICE

Please guide your child when choosing instrumental lessons; they often don't anticipate the degree of practice required, thinking they will be concert standard from the outset!

- A regular practice regime is vital for each individual if effective progress is to be made when learning an instrument
- Pupils will be expected to practise for approx. 20 – 30 minutes per day per instrument

PROGRESS REPORTS

- Music staff are happy to discuss your child's progress with you at any convenient time
- In the summer term there will be an opportunity to meet with most of the teachers at the instrument teachers' morning

HIRE, INSURANCE AND PURCHASE OF INSTRUMENTS

- The school has a selection of instruments for hire although most pupils who continue learning will acquire their own instruments
- It is usually worth discussing buying a new instrument with your child's teacher before you purchase as they will be able to suggest the best type and often the cheapest supplier
- If your child uses a school instrument it is only insured whilst on school premises so you should arrange for insurance cover when the instrument is at home
- It is expected that school instruments are treated with respect
- Pupils in Year 2 are taught to play the recorder as part of their music curriculum; if you child does not have a recorder then the department can provide one for purchase and charge it to your end of term bill

NOTICE TO STOP LEARNING AN INSTRUMENT

Half a term's notice in writing is required if a pupil wishes to discontinue lessons

SPORTS AND EXTRA-CURRICULAR ACTIVITIES

Swimming

All Pre-Prep children swim in the heated outdoor pool for the first half of the autumn term and throughout the summer term. Year One and Two children will swim the rest of the school year in Godolphin pool

Ballet

- There is an option to join ballet lessons in Reception to Year Two. Boys and girls can either wear their PE kit or wear ballet clothes and shoes of their choice
- There is a charge for this activity

Squash/Tennis

- Individual or group sessions are available for boys and girls, Year 1 upwards
- Sessions are fitted into individual pupil's timetable
- Sessions are available year-round
- There is a charge for this activity

Various other After School Activities are offered to Year One and Two pupils throughout the school year, ranging from multisports to art. The options available are posted on the activities board in the Pre-Prep library at the beginning of each term. Parents should sign the appropriate list if they wish their child to take part in an activity. Please note there are maximum numbers for some activities and children will be fairly allocated a place. Most of the activities are offered at no charge, but some are charged; this is clearly indicated on the sign-up sheet.

HOLIDAY CLUBS/WORKSHOPS

Listed below are the holiday workshops usually offered. However, these are subject to change at any time.

Details of all upcoming clubs can be found on the parents' area of the Chafyn website.

Little Stars

- This is offered from 3 to 7 years and usually starts the first week of the summer holidays and may run for up to 3 weeks; shorter provision is made for Christmas and Easter Holidays.
- Activities vary from theme days with lots of art, dressing-up, cooking, swimming and outside play
- Children can attend for sessions or a full day
- Details are sent to parents before the end of each term

Sports

- Every Easter/summer holiday a sport workshop is offered
- 3-day course, either full or half-day, depending on pupil's age or ability
- Course arranged and run by external teaching staff

SCHOOL TRIPS

DAY TRIPS

- Throughout the year regular school 'day-trips' are taken usually at no extra cost to parents
- The subject of the trips normally relates to a subject or topic the pupils are working on for that term
- Information and asking for permission is usually sent by email

FCGS – FRIENDS OF CHAFYN GROVE SCHOOL

Chafyn Grove School actively encourages parental involvement in the school which helps maintain and explain the excellent relationship that exists between pupil, staff and parents.

- The Friends of Chafyn Grove School is a committee comprising parents and teachers. Its aim is to act as a social catalyst within the school and also combine that with raising funds for 'extras'
- Not everything organised by the Friends aims to raise money; in addition, it tries to provide fun, social events for both the pupils and parents. Recently we organised a competition for the children to design a mug celebrating the Diamond Jubilee and the Olympic Games. Each child received a mug illustrated with the winning design. FCGS also organise the refreshments at the Cross Country Event and at Speech Day
- Events such as The Hatstand Opera, an Abba night, an 80's evening and a quiz have covered a wide range of tastes and interests amongst the parents and staff
- One of the main fund-raisers involving the whole school is the Chafyn Fayre held in the Autumn term, an event dependent upon the excellent support it receives from parents, friends and pupils alike
- Larger items that FCGS have recently helped provide include a sound deck for the Performance Hall, lighting for the rec room, hurdles for the sports department and books for the library.
- Smaller requests such as floor cushions for the younger children in classrooms, sewing machines for activities, electric pencil sharpeners for classrooms ensure we try and balance out across the spectrum how any funds are divided that will enhance the pupils' learning environment
- The FCGS committee is always open to suggestions and offers of help from parents ensures its success

FEE INFORMATION

- If you have any enquiries about the fees, extra charges or insurance, please contact the Bursar's Office (01722 321902)
- Current fee rates are published on the School website
- If you have any query about your account, please contact the Bursar as soon as possible before making payment

FEES

- Fee bills are due on, or before the first day of term
- Overdue accounts will be charged interest at 1.5% per month
- Extra-curricular activities and instrumental tuition will be charged for in arrears
- The majority of parents pay by a single termly cheque. Some pay by bank transfer. A few parents pay part of their accounts with Child Care Vouchers (CCVs)
- There is an option to pay by direct debit, information can be obtained from the Bursar.
- We do not accept card payments
- Arrangement for termly payments by post-dated cheques can be made
- When paying by cheque write on the reverse the name of the pupil(s) concerned and attach the cheque to the detachable remittance slip at the foot of the term's bill
- When making a bank transfer, use the pupil's name or code as the reference and inform the school that you have made the payment
- When paying with CCVs, make sure the payment is eligible (the rules are on the School website) and inform the school that you have made the payment
- If you require a receipt, please return the whole bill with your payment but retain the supporting vouchers
- If you have any problems with paying the bill please inform the Bursar at the earliest possible opportunity

REMOVAL OF A PUPIL FROM THE SCHOOL

- One clear term's notice is required for removal of a pupil from the school
- In default of such a notice the full term's fee is payable
- Details are set out in the School's Terms and Conditions

INSURANCE

- Particulars of the fee protection scheme is available on request
- Please make adequate insurance arrangements for your child's personal property and effects
- Chafyn Grove School is unable to offer compensation for loss or damage to personal property

SCHOLARSHIPS AND BURSARIES

- If you are interested in further details about scholarships and bursaries offered by Chafyn Grove School please contact the Bursar
- Information about fee remissions can be downloaded from the school website