



BILTON GRANGE

PREPARATORY
SCHOOL



YEAR 1 PARENTS'
HANDBOOK 2024 - 2025



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WELCOME TO YEAR 1!

It is always worthwhile at the start of any academic year reminding parents of our mission statement and aims at Bilton Grange. These aims underpin our curriculum design and decision making.

Our Mission

To provide a safe, stimulating and nurturing environment in which children can discover their talents, develop their potential, contribute to the community and lead happy, fulfilled lives.

Our Aims

- To ensure children feel happy, safe and confident and see every school day as an adventure
- To provide a truly outstanding educational experience for all pupils that fosters excellence, breadth, a love of learning and a sense of fun
- To develop children with strong moral and intellectual character which is informed by spirituality, shaped by practice and celebrated by community
- To be a community which promotes equity, diversity and inclusion in a culture of respect and acknowledgement where each child is valued for what he or she can offer
- To encourage minds that are global in their outlook, resilient, reflective and willing to contribute to the world around them

Starting a new academic year (and maybe even a new school) can be an exciting but sometimes daunting time for parents and pupils alike. We have created this booklet to help answer some of your questions and we hope that the information will make for a smooth transition, whilst not overloading you with facts.

If there is anything else you need to know or there is something you wish to discuss, please contact the Pre-Prep secretary; we will always do our best to help.

Mrs Katie Gedye
Assistant Head Pre-Prep

USEFUL CONTACT DETAILS

The Headmaster is Mr Gareth Jones (hmpa@biltongrange.co.uk)
The Assistant Head Pre-Prep is Mrs Katie Gedye (kg@biltongrange.co.uk)

School Address: Bilton Grange Preparatory School, Dunchurch, Rugby, CV22 6QU

Useful Contact Details		
Pre-Prep Secretary (Pauline Timms)	01788 810 287	pti@biltongrange.co.uk
Main Reception	01788 810 217	bgsec@biltongrange.co.uk
Bursary	01788 818 244	billing@biltongrange.co.uk
Headmaster's PA (Julie Campbell)	01788 818 208	hmpa@biltongrange.co.uk
School Nurse (Cathy Gunn)	01788 818 226	cjg@biltongrange.co.uk
Boarding (Assistant Head Boarding, Mark Tovey)	01788 818 235	mgt@biltongrange.co.uk

YEAR GROUP STRUCTURE

Year 1 is split into 2 classes, each led by a form teacher:

Class Names	Form Teacher	Contact Details
Willow	Mrs Wallace	klw@biltongrange.co.uk
Thames	Mrs Lane	lh1@biltongrange.co.uk

Mrs Fry is currently the Year 1 Teaching Assistant, supporting both classes. Mrs England is also part of the team, and is a 1:1 TA.

The Pre-Prep includes Nest (Pre-School) to Year 3. Once children leave the Pre-Prep, they move over to Prep transitioning through the following year groups: Juniors (Year 4), Thirds (Year 5), Fourths (Year 6), Fifths (Year 7) and the Sixth Form (Year 8).

TERM TERMINOLOGY!

Term	Time of year
Advent Term	September to December
Lent Term	January to March
Trinity Term	April to June/July

All term dates can be found in the termly calendar, and for the year ahead, on the School website.

MEET THE TEAM – LEADERSHIP, TEACHING AND SUPPORT STAFF



Katie Gedye
Assistant Head Pre-Prep



Gareth Jones
Headmaster



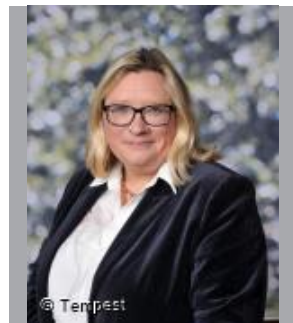
Pauline Timms
Pre-Prep Secretary



Cathy Gunn
School Nurse



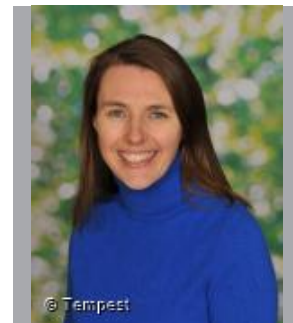
Thomas Hudson Law
Head of Learning
Development



Mireille Everton
Assistant Head Pastoral



Nicola Sodhi
Assistant Head Teaching
and Learning



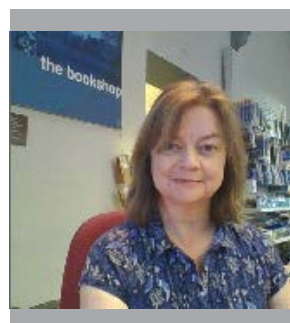
Lucy Lane
Year 1 Form Teacher



Kirsty Wallace
Year 1 Form Teacher



Emma Fry
Teaching Assistant



Karen Brown
Den Coordinator
(After School Care)



Michelle Neale
Den Assistant
(After School Care)

SPECIALIST SUBJECT TEACHERS



Kirsten Gray
Head of Pre-Prep Music



Alex Carlile
Art



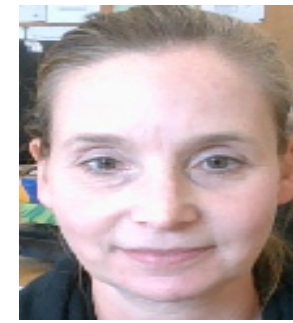
Jonny Allen
PE



Michelle Murray
Swimming/PE



Kirsty Smith
Swimming



Sian Burdett
Swimming



Shirley McLean
Librarian



Danielle Barnes
French



STRUCTURE OF THE DAY (MONDAY TO FRIDAY)

7.30 am – 8.00 am	Breakfast Club (chargeable)
8.00 am – 8.20 am	Early Birds Club
8.20 am – 8.45 am	Form period
8.45 am	Latest arrival and registration
9.00 am – 3.40 pm	Daily timetable of lessons and breaks
3.40 pm	Collection for Year 1 children not staying for Den
4.00 pm – 5.00 pm	Den – after school session 1 (chargeable from 4.00 pm)
5.00 pm – 6.00 pm	Den – after School session 2 – (chargeable, including Supper).

DROP OFFS AND PICK UPS

Drop off (except for the first day each term) is done at the main front door of the Pre-Prep. All Year 1 children are expected to say goodbye to parents at the door and carry their own belongings to the Year One area. If you have a message for the Form Teacher, please pass this on via email, or via Pauline Timms. If you are late for drop off, please ring the bell and Pauline will sign your child in and escort them to class.

At pick up time, Parents are welcome to come into the building to collect their child from the classroom door. This should enable daily informal communication points between parents and teachers, but please do always ask if you would like more time, as a meeting can easily be arranged.

The morning Form period is an important time, where pupils and staff can work together prior to the start of formal lessons, and where a number of our intervention groups take place, and so we do encourage our pupils to arrive for this, if it is possible.

WRAP AROUND CARE

Breakfast Club (7.30 am – 8.00 am)

Breakfast is eaten in the Pre-Prep, usually consisting of toast, cereal and yogurt. This is bookable in advance via Pauline Timms and a charge will apply. Please give a minimum of 24 hours' notice for booking or cancellation.

Early Birds (8.00 am – 8.20 am)

All children have the option of arriving from 8.00am, where they are supervised, either outside or in The Den. There is no charge for this service and you do not need to book in.

After School Activities

There are a number of after school activities available to Year 1; we currently offer football, Music Carousel and ballet. Timings and any other relevant charging information is shared with Parents prior to the start of each term. Most Year 1 activities are finished by 4pm. You are able to sign up for activities on a termly basis.

The Den – After School Care (3.30 pm – 6.00 pm)

After school/Year 1 activities, children can transfer to the 'Den' where care is offered, with additional charges starting from 4.00 pm, until 6.00 pm. The Den is a supervised play session outside, if the weather allows, and if we are inside, various activities are provided, such as arts and crafts, lego and small world. All children staying from 5.00 pm will be given a two-course hot cooked tea, the menu for which is displayed on the board in the foyer. If you wish, your child may be brought over to the Main School Reception at 6.00 p.m. so that you can collect at the same time, and location, as an older sibling. After School care should be booked in advance with the Pre-Prep Secretary, or by signing up on the lists held in the Foyer. If you require last minute after school care, please speak directly with Pauline Timms.

EXEATS

During each term, you will find two Exeat weekends. These are periods where the whole school closes on Friday lunchtime, usually returning on Monday morning. They are designed into the calendar of busy boarding schools to give opportunities for breaks in the term for boarders and boarding staff. The dates are published in advance in our school calendar. Childcare is available, after lunch, for those who require it, but this must be booked in advance with the Pre-Prep Secretary. There are no Pre-Prep lessons or after school care (post 4pm) on the Friday afternoon of an Exeat weekend.

ATTENDANCE

For routine appointments etc, please notify the School of the absence, as soon as you are able, via your child's Form Teacher and/or Pauline Timms.

All pre-planned absence requests should be made, in writing, to the Assistant Head Pre-Prep or directly to the Headmaster. In order to help you plan, term dates are published well in advance on the calendar. We request that children are **not taken out during the school term for holidays**. Absences on the day, due to illness, should be notified to the Pre-Prep Secretary. If you think you may be late collecting your child, please contact school so that supervision arrangements can be made and so that we can reassure your child, who will understandably be worried if you are not there on time.

FRIENDS AT BILTON GRANGE (FAB) PARENTS ASSOCIATION

FAB is an informal and voluntary committee of parents from all year groups across the school. All parents can be part of FAB and we hope that everyone feels welcome to participate in any way – from helping out at book fairs, digging in the Organic Garden, creating flyers for events or just socialising at FAB events.

Fab Committee members act as a point of contact for the other parents in their year groups. In particular, they provide a warm welcome to parents who are new to the school. Committee members also liaise with staff, present and past pupils and local residents and businesses. They play an important role within the life of the school and within the local community. The FAB committee can be contacted on FAB@biltongrange.co.uk.

A MAP OF KEY LOCATIONS ON SITE



PASTORAL CARE

Ensuring that our children are secure and happy each day is our primary concern. When children are happy, they are more successful learners. Fundamentally, our pastoral care system revolves around our knowledge of your child. If your child is ever worried or unhappy about any aspect of school life, please liaise with the class teacher, or Mrs Gedye, and express your concerns. In this way we can reassure him or her, offer help, and ensure that all children have a positive experience at school. Please tell us also, if something has happened in your child's life at home, as this will help us to provide appropriate support.

Pre-Prep Behaviour, Rewards and Sanctions

We have three rules in the Pre-Prep which we ask all of our children to know and abide by. These are:

- **Be Safe** – I will look after myself and others, following appropriate instructions from adults.
- **Be Kind** – I will use kind words and kind hands to those around me, listen and talk politely to adults, respecting our school and other people's possessions.
- **Be Ready to Learn** – I will help myself and others by looking smart, being in the right place, with the right equipment and ready to listen and complete my work.

These rules help to create a safe and happy environment, where exemplary behaviour enables all children to feel secure and respected and therefore able to learn effectively.

There are a number of ways that we recognise good behaviour and effort. In Year 1, these mechanisms include:

- Verbal and written praise, recognition and stickers
- 'The Super Skills' Cup – awarded to one child each week for displaying a particular Super Skill. The child gets to keep the cup for a week and a certificate and handwritten note goes home. Musician of the Week and Swim Star awards are also presented during this weekly assembly.
- The Section Challenge – Children can earn tokens for their section which go in a jar outside Mrs Gedye's office. The winning section each half term, has the Section Cup awarded in assembly and displayed with their coloured ribbons.
- The Golden Ticket - For Over and Above behaviour, a golden ticket could be presented by anyone in the staff community for outstanding behaviour. The recipient of the ticket gets to ring the 'Golden Bell' outside Mrs Gedye's office! Golden tickets are super special!

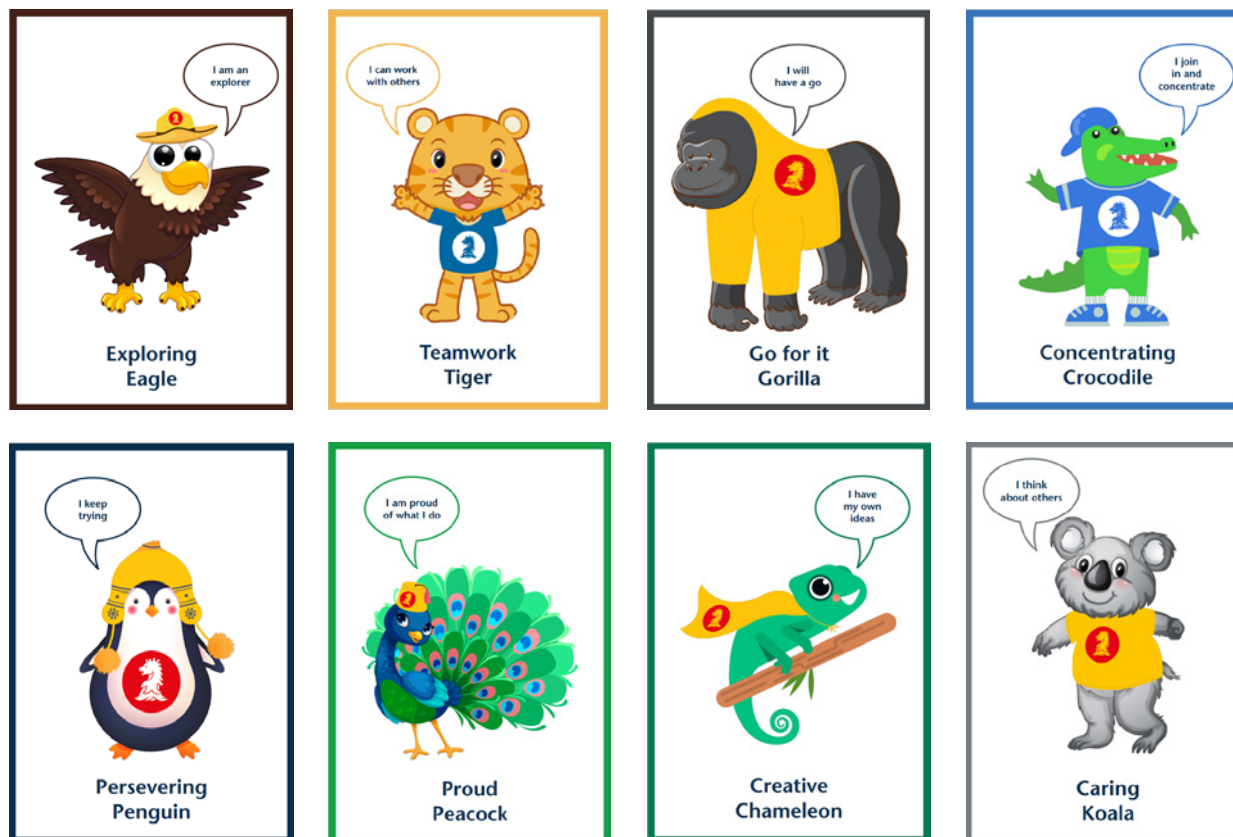
Children do not always get it right, and when this happens, we ensure they are treated calmly and fairly with consistent approaches and language used by all adults. The response and possible consequences will be appropriate to the behaviour and where necessary will be shared with the Head of Pre-Prep and parents. Sanctions might include missed 'Golden Time', some missed playtime, or a community payback, such as tidying a cloakroom area, but could be more serious, should the behaviour warrant it.



THE PRE-PREP 'SUPER SKILLS'

Our Super Skills system is the mechanism by which we develop and encourage key learning and behaviour dispositions in our pupils. By relating each disposition to a character, they become more real and relatable for the children. The names and characteristics of our Super Skills Squad are very much part of our everyday praise vocabulary, used by staff and used by the children with their peers. The 'Super Skills' system in the Pre-Prep links and feeds into the Bilton Grange Learner Profile in the Prep.

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SECTIONS

All children from Year 1 upwards are organised into Sections: Oak (Green), Sycamore (Red), Cedar (Blue) and Poplar (Yellow). The children meet in their sections regularly and two Section Captains are appointed each year, from Year 3.

There is a Section competition each term, with the Outdoor Challenge Morning in Advent, the Section Singing Competition (where children come dressed in the colours of their Section!) and the Swimming Gala in Lent and Sports Day in Trinity term.



HOW TO PREPARE YOUR CHILD FOR YEAR 1



UNIFORM AND APPEARANCE

School uniform may be purchased from the suppliers' website: www.schoolblazer.com.

There is a flexible approach to our uniform, meaning that parents and children can choose appropriate items depending on the weather rather than having strict seasonal codes. For example on any given day, girls may choose navy ankle socks, knee highs or tights. The same uniform is worn year round, adjusted according to the weather.

All items of school uniform, including footwear, should be clearly named. Separate hanging loops for overalls, coats and tracksuits are essential if they are to remain on the pegs.

In order to help the children look neat and tidy, polo shirts should be tucked in and socks pulled up. Long hair must be tied back as it looks smarter, is safer and helps to prevent the transmission of head lice. Short hair should be off the ears, eyes and collar. Hair bands and scrunchies should be red or navy.

Pencil cases are not required or encouraged in the Pre-Prep as all equipment is provided and they tend to take up lots of space!

Please use the timetable sent out at the start of the year to determine what needs to be brought in on which day. Swimming kit should be brought in on the right day and taken home that night to be washed. Coats, jogging bottoms, Outdoor Learning kit and wellies should be in school every day.

Jewellery

As a general rule, jewellery should not be worn in school. If your child has pierced ears, small studs should be worn. They may be asked to tape these over in sports lessons. Should your child wear a bracelet or necklace as a medical, religious or cultural symbol, please let us know.

Pre-Loved Uniform Shop

FAB (Friends at Bilton Parents' Association) run a second-hand uniform shop from the Conservatory (near the Bursary building). It should be noted that it will take some time to build stock, due to our recent transition to a new uniform supplier.

Lost Property

Named items nearly always find their way back to their owners, but un-named items can be more difficult to return! Please name **all** items and check these regularly, because 'pen' or sticky labels can come off. Please speak to your child's Form Teacher or Pauline Timms regarding missing items.



YEAR 1 UNIFORM LIST

Item	Description	Compulsory items?	Notes
School Coat	Navy Stormproof coat, crested	Y	Must be in school every day
Blazer	Navy Polywool, crested	Y	
Polo shirt	Sky cotton pique, short sleeved, crested	Y	
Shorts / Culottes	Mid grey	Y	No 'cargo style' pockets *Mid grey, box pleat, knee length skirts may also be worn
Socks	Grey socks with navy turnover (Boys) or *Navy socks (Girls)	Y	Navy socks may be ankle, knee length or tights
Jumper / Cardigan / Slipover	Navy, red trim with crest	Y	
*School Shoes	Black, smart	Y	Velcro please
Painting Smock	Navy	Y	
*Waterproof All-in-One suit (or jacket and trousers)	Waterproof	Y	For Outdoor Learning
*Wellington Boots		Y	
Book Bag	Navy, crested	Y	
Scarf	Navy with red stripe		
Beanie Hat	Fleece, crested		
*Water Bottle			Named, must be in school every day
Sweatshirt	Navy, crested	Y	
*Jogging Bottoms	Navy	Y	For playtimes and PE
*White polo shirt		Y	
Junior PE Shorts	Navy	Y	
*White ankle socks		Y	
Baseball cap	Navy with BG logo	Y	Compulsory for April to September
*Drawstring Linen Bag	Navy	Y	For PE kit
*Drawstring Swim Bag	Navy	Y	
*Swim suit / jammers	Navy	Y	
*Towel	Microfibre, any colour	Y	
Swimming hat	White, crested		Compulsory for long hair
*Trainers - two pairs		Y	Children need two pairs of trainers in school every day - incl. a clean pair for indoor PE

*these items may be purchased from alternative suppliers

HEALTH AND SAFETY

Accidents

Most of the staff in the Pre-Prep are first aid trained, with many having the full Paediatric First Aid qualification. Our on-site Nurse is on hand to advise on anything more serious. All accidents are recorded on a 'red form' and if possible, you will be asked to sign this at the end of the day. All parents will be told of the accident and any injury, either verbally or by email. Please ensure your contact details are always kept up to date.

Health

Parents are asked to keep their children at home if they are unwell and to inform the school as to the nature of the illness. Children should be kept away from school for 48 hours if they have suffered sickness or diarrhoea, and they are not able to be in school if they have a temperature (generally over 37.5).

Every parent will have completed a health form prior to their child starting school. Please let us know immediately if something changes with regards to your child's health needs.

Our children's mental health is important too, and we work regularly with the children on understanding and supporting their personal and emotional health. If you ever have a worry or concern about your child's mental health, do let us know as there are support mechanisms, that could help.

Medicines in School

If your child needs to take medicine during the school day, you should take the medicine to the Pre-Prep Secretary. Please **do not hand any medicines to the class teacher**.

1. All medicines should be brought to school by the parent or person bringing the child to school (not the child).
2. All medicines **must** be in their original containers.
3. The person bringing in the medicine will be asked to complete and sign a form with the relevant information pertaining to that medicine.
4. No 'over-the-counter' medicines can be administered in school without consent from the Parents and in agreement with the School Nurse.
5. All medicines will be administered by the Pre-Prep Secretary.
6. Should paracetamol be required during the school day, parental permission will be sought.

Food

The children are given milk or water, and a snack at morning break time, a snack in the afternoon and a home-cooked lunch prepared on site by our chef. All children are required to bring a named water bottle to school, so that drinking water can be available at all times.

Special diets are catered for, if a request is made on the Health Form, or in writing at a later date. Children are encouraged to try a variety of foods and we encourage appropriate table manners, and the use of a knife and fork. Children are not allowed to bring packed lunches or any food into school.

We are a nut-free school. Please be aware that in order to protect children who may have severe allergies, we are unable to serve any cakes etc. that have not been made/purchased by the school catering team. You are welcome to provide birthday cakes/treats but these will be bagged up and sent home to be consumed. Ideally, these would be 'shop bought' and in their original packaging.

Menus are sent out to parents at the start of each term.

ACADEMIC MATTERS – YEAR 1 CURRICULUM

At the beginning of the academic year (and if and when there are changes), a detailed timetable is sent home, so that parents can see the breakdown of the week. We take great care to ensure that academic rigour in the core subjects is balanced with exciting and innovative breadth, giving the children a wide range of experiences every week.

In all aspects of the curriculum, children are encouraged to achieve the highest standard of which they are capable, working at a rate and in a manner best suited to their individual capacities. Much of the teaching in the Pre-Prep is done on an individual or small-group basis, to accommodate the differing abilities and stages of development of the children within a class.

This information is accompanied by a 'Year 1 Curriculum Handbook' which gives a detailed breakdown of the learning objectives in each subject and the age related expectations in English and Mathematics.

Quality First Teaching

We base our teaching at Bilton Grange on a methodology known as Quality First Teaching. This is a high quality, inclusive practice for all pupils, including the following main elements:

1. A sharp focus on the learning objective – the teacher and pupils have a very clear understanding of what we want to achieve in that lesson.
2. Having high expectations of pupil engagement and involvement
3. Lessons which involve high levels of interaction for all pupils
4. Appropriate questioning, modelling and explaining
5. Learning through dialogue and opportunities to talk, individually and in groups
6. Encouraging pupils to accept responsibility for their own learning
7. Encouragement and use of authentic praise to motivate pupils

Through this model we hope to ensure that every pupil's needs are met and that they are supported and challenged to make the most of every learning opportunity.



Assemblies

The 'Gather' slot each day is used for assemblies. These are usually as follows:

Monday: Mrs Gedye/Form Teacher Led Assembly

Tuesday: Form Time in class

Wednesday: Hymn Practice with Mrs Gray

Thursday: Form Time in class

Friday: Super Skills Assembly led by Mr Jones

Trips and Workshops

The taught curriculum within school is supported by a range of trips and experiences, often related to our topic or science curriculum. These can change from year to year and are published in advance in the termly calendar. Notification of details and costs are sent to parents prior to each trip and charges are added to the end of term bill.

Prep (Homework)

Homework, more formally, begins in Year 2, however, in Year 1, there will be times when activities and support materials are sent home and your support with helping your child to access these would be appreciated. Reading at home on a regular, and if possible nightly basis, is vital, allowing each child the opportunity to read aloud and discuss what they have read.



ASSESSMENT, RECORDING AND REPORTING

Effective assessment provides information to improve teaching and learning. The use of data from assessment allows teachers to take account of the individual needs of the pupils in their planning. Pupils need detailed and constructive feedback in order to understand how they can improve their work. Parents are given regular reports on their child's progress so that teachers, pupils and parents are all working together to raise standards and ensure that each pupil achieves his or her potential.

Aims and objectives

The aims and objectives of assessment in the school are:

- to allow teachers to plan work that accurately reflects the needs of each pupil
- to enable pupils to demonstrate what they know, understand and can do in their work
- to help pupils understand what they need to do next to improve their work
- to provide regular information for parents that enables them to support their child's learning

Teacher Assessments

Regular formative and summative assessments and observations form the 'bigger picture' of a child's progress, which informs planning and ensures every child has a curriculum through which they can reach their potential. Teacher assessments form the most useful evidence of a child's progress.

Standardised Testing

We have many tools at our disposal which provide 'snapshots' of information which, when used in the right context, can be helpful indicators of progress and attainment.

Standardised testing occurs each year from Year One in English and Maths. Standardised tests for Reading and spelling begin in Year 2 and CAT tests (Cognitive Ability Tests) are added in Year 3. Data from these tests is recorded on the school's database and are attached to an individual pupil's record. This data is monitored by the Head of Pre-Prep to track both individual progress and cohort data patterns.

Parents will always be involved, where we feel there may be concerns, flagged by any of our assessment tools.

Reports and Parents Evenings

The reporting schedule for Year 1 is as follows:

	Advent	Lent	Summer
1st half	Approach report A Form Teacher report focussing on personal, social and emotional skills (settling in), engagement, focus, and how pupils are meeting the initial expectations of their new year group.	Book Look Coffee Mornings A chance to have a look at books and catch up informally with the Form Teacher	Specialist Subject feedback (provided to Form Teachers) Parents' Evening Progress following written report
2nd half	Specialist Subject feedback (provided to Form Teachers) Parents' Evening Progress and attainment focussed including target setting for the term ahead. Feedback can be passed on from specialist teachers	Full Written report All subject teachers. Attainment and progress reports including target setting	Exit Report Form Teacher Individual music, EAL and LDD lessons Head comments

Learning Development Department (LDD)

Education at Bilton Grange is provided with regard to the Special Educational Needs Code of Practice. The school has a named SENCo (Head of LDD, Thomas Hudson Law), and Nicola Sodhi is the named EHCP coordinator. Mrs Sodhi can be contacted on nso@biltongrange.co.uk and Mr Hudson Law on twhl@biltongrange.co.uk.

Our provision for all children, including those who require extra support and those who are very able, is managed through a wave system.

Wave 1: The majority of our children's needs are met through Quality First Teaching (a style of teaching that emphasises high quality, inclusive teaching for all pupils in a class)

Wave 2: This would encompass the interventions that are in place to support children, usually for handwriting, maths or a phonics group. It might also be a stretch and challenge group for our most able pupils. These are planned with the needs of the cohort and the individual pupils in mind and will change from term to term. Interventions are often short term.

Wave 3: Pupils that require specialist external provision are considered under wave 3.

Wave 4: Those with an Education, Health Care Plan.

Wave 3: Parents and the Head of Learning Development Department discuss more specific assessments, specialist support and longer-term interventions. The child would have an Individual Education Plan (IEP, called Pupil Portraits at BG) and be closely monitored by the Head of Learning Development

Wave 4: Highly personalised specialised provision, usually involving support from external services and monitored via the provision of an Education Health Care Plan (EHCP).

English as an Additional Language (EAL)

We welcome children from all backgrounds and cultures and appreciate the diversity and wealth of unique experiences that this brings to our community. We recognise that we may have children who are learning English as a second language and sufficient support is offered to ensure they learn and reach a good standard of English language. It may be that additional EAL lessons will be of benefit in which case our Head of EAL, Danielle Barnes (dlb@biltongrange.co.uk) will be in touch.



EXTRA-CURRICULAR OPPORTUNITIES

Year 1 are able to select from a number of activities through the week which usually run from 3.15pm – 4.00pm. Other co-curricular opportunities begin in Year 2.

Speech and Drama

Speech and Drama lessons are an optional extra, run by specialist teachers. Children can start in Year 2 and work towards grades in LAMDA examinations. Through Speech and Drama children learn to perform confidently on a stage, learning presentation, communication and performance skills. For more information please contact Performing Arts (performingarts@biltongrange.co.uk) or our Head of Performing Arts, Kim Thompson (kct@biltongrange.co.uk).

Instrumental lessons

From Year 2, children are able to take up individual lessons in a number of instruments, including piano, violin, cello, brass, recorder and guitar. Individual music lessons are an optional chargeable extra. For more information, please speak to our Head of Pre-Prep Music, Kirsten Gray (klgr@biltongrange.co.uk) or Performing Arts (performingarts@biltongrange.co.uk).



