

supportive learning maturity
stimulate thrilling rewarding
caring further goals embrace
cultural drive creative energy
ambitions talents information
enriching balanced nurtured
success adventure happiness



IPSWICH PREPARATORY SCHOOL

Co-Educational Day School

From the Head

This booklet is designed to complement the prospectus by providing you with detailed and annually updated information about Ipswich Preparatory School. I hope that in reading this you will feel that we have much to offer your son or daughter.

The Preparatory School was established in 1883 with the aim of preparing children aged 7-11 for entry into the Senior School. In September 1996 the Nursery - Year 2 building was opened and the new building for Years 3 - 6 was completed in 2006.

At Ipswich Preparatory School we offer pupils a supportive environment that encourages the girls and boys to enjoy learning, grow in self-confidence and acquire a wide range of worthwhile interests. We believe that school should be a happy place where pupils receive a broad education that fires their imagination and develops their personality. At Ipswich Prep, high academic expectations are complemented by the development of values and skills that give the children firm foundations for adult life.

Whilst providing an excellent education for rising 3-11 year olds in our outstanding purpose built facilities, we also enjoy close proximity to Ipswich School and all the Senior School has to offer, including the use of the extensive sporting facilities and drama venues.

Our curriculum is broad and balanced. It provides a learning environment across the age range where pupils develop their skills and personal qualities so that the children can move onto the Senior School as confident individuals. We aim to foster a love of learning that will last a life time.

The school has a great deal to offer pupils in art, music, drama and sport. The enthusiasm for these is evident. Our co-curricular activities encourage the children to experience something new and widen their horizons.

From Nursery through to Year 6, you will find a caring atmosphere where the children are valued for who they are. Everyone's happiness is considered essential in order for the children to make the most of the high quality education and opportunities on offer. Life at Ipswich Preparatory School is challenging and fun.

If you feel that your daughter or son would benefit from what we have to offer then please get in touch with us. There is no substitute for coming and finding out for yourself. Please make an appointment with our Registrar Mrs Liz Hallworth by telephoning her on 01473 281302. I would be delighted to meet you so that you can find out more about us.

A Childs

Amanda Childs
Head, Ipswich Preparatory School, September 2013



Curriculum

Children follow a broad and balanced curriculum which is based upon, but not restricted by, the National Curriculum. In addition to English, Maths and Science, the curriculum includes History, Geography, Music, Religious Education, Drama, PE (including swimming and outdoor games), Art, Design Technology, Information and Communications Technology, Languages and PSHE (Personal, Social and Health Education).

Pupils are encouraged to develop skills in reading, writing and speaking so that they can express themselves well. The aim in Mathematics is to provide pupils with a richly enjoyable experience, developing appropriate knowledge, skills and concepts so they can use these in their lives. Provision is available for girls and boys who require learning support in English or Maths. Science lessons stimulate curiosity, enquiry and understanding of the natural and man-made world.

All children are encouraged to experience the enjoyment of music through performing, composing and listening and all pupils take part in two major concerts held during the year. A wide range of musical activities are offered to pupils, generally at lunchtime. These include singing in one of the school choirs (for example Junior, Senior or Chamber Choir), playing in one of the recorder ensembles, the string ensemble, or the school Orchestra. Some pupils also sing with the Senior School Chapel Choir or play in the Senior School Intermediate Orchestra. All pupils in Year 3 experience an opportunity to play a stringed instrument - violin, viola, cello or double bass. The school has an excellent reputation for the quality and extent of its music-making. Prep pupils join Senior School pupils for Ipswich School concerts held at Snape Maltings and Ipswich Corn Exchange, offering them unforgettable experiences.

Drama features each week as a discrete lesson or through other subjects in the curriculum. As with

Music, Drama plays an important role in the development of children's confidence. The Lower Prep perform wonderful Christmas Plays each year and Year 6 mount a major production each year in the excellent performing arts centre that is shared with the Senior School. Other year group productions are also held in the more familiar surroundings of the Prep School hall.

In History, pupils study a wide variety of historical periods, events and themes, encouraging them to develop a sense of chronology and a questioning approach. There is considerable opportunity to develop thinking skills. In Geography, children learn about, and make sense of, their immediate surroundings, and develop an understanding of other contrasting places and environments. All children explore a wide range of experiences in Art, studying drawing, printing, sculpture, painting, collage and textiles. In Design Technology they have opportunities within food technology, graphics and construction, to identify needs, to generate ideas, carry out practical tasks and evaluate their work in excellent purpose built facilities. Languages are taught in a very practical way to encourage the children to develop a love of languages to enthuse them to learn more later in their learning journey. French is taught in the Lower Prep with a year each of German, Russian, Spanish and French in the Upper Prep.

All classes have one swimming lesson a week in the school's indoor pool and one PE lesson up until Year 5 when the year's programme is split between PE and swimming. We believe it is extremely important for the children to be healthy and active. Children are encouraged to participate with confidence and enjoyment in team games and to compete in the wider community against teams from other schools. Pupils experience a wide range of sports, including athletics, rugby, touch rugby, netball, hockey, cricket and rounders. In Years 3 - 6 all children have two longer sessions of Games, delivered by very well

qualified coaches. Ipswich Prep is known for the many opportunities its children enjoy in order to develop their sporting skills. We use the services of many of the Senior School games staff to add consistency to games coaching in both schools. We feel this approach has been instrumental in the success of the Prep and this has, in turn, also benefited the Senior School. Girls' and boys' teams are regularly successful at local and national levels in hockey, swimming, rounders and tennis.

The school's aim in Religious Education is to help children explore what it means to have a faith. Children are introduced to a number of world faiths as well as exploring world issues.

Information and Communications Technology helps children to develop skills which serve their needs in all subjects. They have opportunities to handle text, images, numbers, graphs, instructions, sound and music and they achieve very high standards.

Homework

All children follow a homework timetable and are encouraged to read regularly at home. Parents are encouraged to take an active interest in their child's learning.

Behaviour, Discipline and Personal Development

Courtesy, good manners, respect and consideration for others, together with self-discipline are all important aspects of a child's education. The school encourages children to treat others as they would wish to be treated themselves and supports them in this by providing a friendly environment in which they are valued and trusted and where they are encouraged to develop high self-esteem. The school has a set of guidelines which make clear the expected level of behaviour and the sanctions which will be applied to those who break the code of conduct. Staff

actively seek opportunities to praise and reward children for good work and behaviour. Personal development is fostered both in school and through a programme of visits, one of the highlights being the residential courses for Years 4 and 5, learning survival techniques.

Instrumental Music Tuition

Tuition is offered in a wide variety of instruments and in singing at an additional cost. A large number of pupils from Year 2 upwards take advantage of this opportunity. These lessons are taught by visiting staff on a weekly basis in regular lesson time or in breaks, following a rota system.

Activities and Clubs

Pupils in Years 3 - 6 are offered a variety of stimulating activities which are incorporated into a timetabled slot each week. In addition, children from Reception upwards can participate in a wide range of clubs such as 'fun with food', sewing, percussion and drama clubs, plus different sports clubs are held after school, including karate, yoga and sailing. These clubs generally vary from term to term, although some clubs run throughout the year. Children are also able to receive out-of-school tuition in Speech and Drama.

Some clubs incur an additional cost but many are provided as part of our educational provision incorporated into the fees.

The Nursery

Our aim is to provide a nursery class in which children can enjoy learning in a happy, caring and positive environment. The Nursery Class is housed in friendly, welcoming accommodation and is equipped to a high standard; it accommodates a maximum of 24 girls and boys between the ages of rising 3 and 4+. The children are given opportunities for structured and unstructured play and they learn through a range of first-hand experiences. In addition, they also have opportunities to develop learning skills which help to ease their transition into the Reception Class.

There is a dedicated area for art, water and sand, and a secure area for outdoor play. Role play equipment is available and also an area for looking at books and following quiet pursuits. The Early Years Foundation Stage Curriculum is followed and this is organised into seven areas of learning:

- Communication and language
- Physical development
- Personal, social and emotional development
- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design.

The Nursery teacher and staff are well-qualified and experienced and the teacher:pupil ratio is very generous, enabling us to offer teaching, supervision and care of the highest quality. The Nursery staff work closely with staff in Reception and Years 1 and 2 and from time to time Nursery children join in activities, assemblies and concerts with the older children.

Staff welcome contact with parents and actively encourage close co-operation between home and the Nursery. Children's progress is observed carefully and parents receive written reports at the end of the Michaelmas and Summer terms. Parent Consultation Evenings are also held.

There is a simple uniform in the Nursery Class. Children wear clothes which are comfortable and practical for an active school day.

Entry Requirements and Nursery Sessions

Children who join the Nursery must be 3 years of age during the term in which they start. It is expected that all children entering Nursery are fully toilet trained and out of nappies, unless there is a medical reason why this is not possible.

We encourage all pupils registered for the Nursery to attend a minimum of three terms in the year preceding the start of the Reception year. The maximum number of sessions a child may attend per week is ten.

For a child who is expecting to attend the maximum six terms in the Nursery, there is a minimum requirement of three sessions a week in the first three terms. All children attending the Nursery in the three terms prior to Reception are expected to attend a minimum of six sessions per week.

Full morning session 8.30am - 12.30pm

(including staying for lunch)

Full afternoon session 11.45am - 3.30pm

(including arriving in time for lunch)

Full day 8.30 am - 3.30pm

The Nursery sessions, both morning and afternoon, include the option for a child to have lunch in school. The cost of a lunch for a Nursery child is £3.05.

Children who do not have lunch in school are collected at 11.45am if they attend the morning session. The afternoon session, without lunch, starts at 12.30pm. Childcare vouchers can be used as part payment for Nursery fees.

Late Stay for Nursery

Children in Nursery may stay after 3.30pm until 5.30pm at an additional cost of £6.11 (3.30pm - 5.00pm) or £8.06 (3.30pm - 5.30pm). Childcare vouchers can be used as part payment for Late Stay fees. Any Nursery child attending at least three full days per week may use Late Stay at no extra charge on the days they attend full time.

Reception, Year 1 and Year 2

Most of the children who join the Reception Class move into it from our nursery, but children are also welcomed from elsewhere from the September following their fourth birthday. Attendance from this age is on a full-time basis. In the Reception Class, the children continue the Early Years Foundation Stage Curriculum begun in the Nursery and outlined in that section of this booklet. All girls and boys wear school uniform.

The staff aim to give every girl and boy a first-class start to their education through the opportunity to learn in a happy, relaxed atmosphere which encourages the development of confidence in all aspects of school life. We nurture the awareness of others' needs and encourage a growing understanding of what is acceptable and unacceptable behaviour. Outside the classroom, there are opportunities to take part in visits and after school clubs.

The children are taught by well-qualified staff who care for them as individuals and aim to meet their needs so they can develop their full potential. Emphasis is placed on the acquisition of the basic skills of numeracy and literacy in the context of a broad curriculum which encourages creativity and personal development. There are extensive opportunities for practical learning experiences. The children are taught on the whole by their form teacher but there is some specialist teaching in Music, French, ICT, PE and Swimming.

There are two parallel classes in each year group throughout the Prep School and girls and boys benefit from being in small classes. Contact with parents is actively sought so an effective partnership between home and the school is established. Parents receive written reports and Parents' Evenings are held at various times during the academic year.

At the end of Year 2, the children move across to the upper part of the Prep which is situated on the opposite side of the playground.

The School Day: Reception - Year 2

School starts at 8.35am and finishes at 3.30pm for this part of the school. The school is open from 8.30am and children may arrive from this time. All children may have a school lunch or bring a packed lunch.

The cost of a lunch for a child in Reception, Year 1 or Year 2 is £3.05.

Morning break 10.15am - 10.30am

Lunchtime break 12.00 noon - 1.15pm

Late Stay: Reception - Year 2

Children in Reception, Year 1 and Year 2 may stay after 3.30pm until 5.30pm at an additional cost of £6.11 (3.30pm - 5.00pm) or £8.06 (3.30pm - 5.30pm). Childcare vouchers can be used as part payment for Late Stay fees. A mini-late stay is provided free of charge for children with siblings further up the school.

Entry Procedure: Reception - Year 2

For entry to Reception, preference is given to pupils in the Nursery. Other places are offered to external applicants on the basis of an age and stage appropriate assessment, based on potential in Literacy and Numeracy and appropriate behaviour.

Ages for entry to the school are taken from 1 September, so children join the Reception class in the September following their fourth birthday. Preference is given to September entry and entry at other points in the year cannot be guaranteed. Similarly, children will be 5 years old by 1 September for entry to Year 1 and age 6 for entry to Year 2.

Years 3 to 6

The upper part of the Prep School, which is for children aged 7 - 11, enjoys an excellent, recently completed, unique building with specialist teaching rooms as well as spacious, well equipped form rooms.

As in the early years of their education, pupils in Years 3 and 4 are taught by form teachers in their classrooms for most of the curriculum. Music continues to be taught by specialist musicians and the children are taught by a specialist Science teacher in the science room. In Year 5, pupils are introduced more to the idea of moving from room to room to work with specialist teachers for more of their subjects, thus preparing them for the pattern of study they will experience in the Senior School.

Form teachers have responsibility for the welfare of each girl and boy. This is immensely important as academic success is strengthened by careful nurturing which embraces the personal development and well-being of an individual child.

The School Day: Years 3 - 6

School starts at 8.35am and finishes at 3.50pm

Morning break 10.30am - 10.45am

Lunchtime break 12.15pm - 1.15pm

Afternoon break 2.50pm - 3.00pm

All children may have a school lunch or bring a packed lunch. The cost of a lunch for a child in Years 3 to 6 is £3.45.

Four times a week the school day begins with assembly. All assemblies may include a simple form of Christian worship. On Tuesday mornings, an assembly is conducted by the Chaplain in the school Chapel.

Late Stay: Years 3 - 6

Children in Years 3 to 6 may be booked into Late Stay, which runs from 3.50pm to 5.30pm at the end of each school day. The cost of each session is £6.72 for the full session or £4.11 for a session before or after a club. This includes refreshments.

Entry Procedure: Years 3 - 6

There are four year groups in the upper part of the Preparatory School: 7+, 8+, 9+ and 10+. Ages are taken from 1 September. This means that a child entering the Prep School into Year 3 should have had his or her seventh birthday by 1 September in the proposed year of entry. Likewise, children should be eight by the 1 September for entry into Year 4, nine for entry into Year 5 and ten for entry into Year 6.

Children are usually tested for entry in the January preceding the proposed September entry date. Occasionally children are admitted to the school in the Lent and Summer terms. The entrance test consists of assessments including Mathematics, English and Reading. The Preparatory School will ask for a confidential report on a candidate from his or her present school.

Additional Information

School Fees 2013-2014 Academic year

The Nursery

£24.86 per session Lunch £3.05 per day

Ipswich Preparatory School currently participates in Suffolk's Early Years Funding Scheme. Please contact the Registrar for further information about session availability.

Reception, Years 1 and 2

£3018 per term Lunch £3.05 per day

Years 3 to 6

£3323 per term Lunch £3.45 per day

Term Dates

Michaelmas Term 2013

4 September - 19 December inclusive

Half term 21 October - 1 November inclusive

Lent Term 2014

6 January - 4 April inclusive

Half term 14 - 21 February inclusive

Summer Term 2014

28 April - 4 July inclusive

Half term 26 May - 30 May inclusive

Each year we calculate what the fees need to be to cover all anticipated expenditure for the following year. This includes an amount towards capital improvements. The confirmation of the following year's fees is usually made by the middle of May and published on the School's website.

Registration Procedure

All parents wishing to register their children for the Preparatory School (including the Nursery) use the same standard form. A non-refundable registration fee of £50 is payable (or £25 where there is a sister or brother already in the school).

Once a child is offered a place in the Prep Nursery, parents will be asked to complete a Form of Acceptance of a Place and pay an Acceptance Fee of £100. Upon payment of this fee, the place is formally reserved. The Acceptance Fee is refunded at the end of the last term a pupil is in the Nursery.

When a place is offered in the Prep (Reception - Year 6), parents will be asked to complete a Form of Acceptance of a Place and pay an Acceptance Fee of £200. Upon payment of this fee, the place is formally reserved. The Acceptance Fee is payable only once and is refunded at the end of the last term a pupil is at Ipswich School.

Before accepting a place for their child, parents are asked to read the Parent Contract and accept the rules and regulations governing their child's conduct and their own relationship with the school in such matters as payment of fees and requests for absence.

School Policies

Further information on Ipswich Preparatory School's policies can be found on our website:

www.ipswich.suffolk.sch.uk

Alternatively copies can be obtained from the Head's PA.

The following policies are available:

- Admissions Policy
- Anti-Bullying Policy
- Behaviour Policy
- Complaints Procedure (Foundation Stage)
- Complaints Procedure (Preparatory School)
- Curriculum Policy
- Discipline and Exclusion Policy
- Early Years Admissions Policy
- Equal Opportunities Policy
- First Aid Policy
- Health and Safety At Work Policy
- Health and Safety Welfare Policy
- Homework Policy
- IT Acceptable Use Policy For Pupils
- Safe To Learn: Embedding Anti-bullying Work In Schools
- Safeguarding children policy

Governors and Staff

Ipswich School is a Registered Charity and therefore a non profit-making organisation. The Governing Body consists of unpaid trustees whose responsibility it is to ensure that the school operates in accordance with its Scheme as laid down by the Charity Commission. Any correspondence to the Chairman of Governors should be sent via the Clerk to the Governing Body at Ipswich School.

K Daniels ACII FPMI Chairman
N C Farthing LLB Vice-Chairman
D E Barker MBE
D E Bertram-Ralph
C D Brown MA
J A Caudle LLB
D A Chivers BA DipPM
Revd Dr G M W Cook MSc PhD FIBiol FRSC
Prof L A Dobrée MSc RN RM Cert Ed
Mrs E Garner Med BA PGCE
Dr O A Goble MBBS DRCOG DFFP JCPTGP
Mrs R E Gravell BMedSci BSc
J W Poulter MA
A C Seagers BA
N H H Smith MA FCA
Dr A M Spencer BA MPHIL PHD
H E Staunton BA FCA
Rt Revd W N Stock (Bishop of St Edmundsbury and Ipswich ex officio)
Prof C M Temple BSc MA DPhil CPsychol ASFBPS
Dr R A Watts MA DM FRCP
R P E Wilson MA ARCM

The Staff

Head

Mrs Amanda Childs BA (QTS) PGCPSE DipEd MA

Bursar and Clerk to the Governing Body

Mr P V Boughton

Deputy Head

Mrs Annika Wieckowska BA PGCE

Director of Studies

Mrs Lucy Southgate BSc

Foundation Stage Leader

Miss Annabelle Ryan BA PGCE

Key Stage 1 Phase Leader

Mrs Alison Williams BEd

Key Stage 2 Phase Leader

Mrs Rachel Bryanton BEd

Learning Support

Mrs Claire Girling BEd PGDipSpLD

Chaplain

Revd Andy Winter BSc BD

Matron

Miss R Halford-Thompson DipHE RN(Child)

Preparatory School Registrar

Mrs Liz Hallworth

Head's PA

Mrs Debbie Scarlett

Directions

Ipswich Preparatory School

Visitors travelling to the school by car may park in the school car park which is accessed via Anglesea Road. If using SatNav, please use the postcode **IP1 3PT**.

Access to the building for the youngest pupils (Nursery - Year 2) is via the entrance in Anglesea Road.

The main entrance for visitors to the building for older Prep pupils (Years 3 - 6) is in Ivry Street. Visitors using the car park will meet the Registrar in the building for the younger children, which faces Anglesea Road.

Ipswich School

Visitors travelling to the school by car may park in the school car park which is accessed via Ivry Street. If using SatNav, please use the postcode **IP1 3SG**.

Directions to Notcutt's Sports Field

From the traffic lights at the junction of Henley Road and Valley Road, take Henley Road out of town towards the village of Henley. After about 1/3 mile take a right turn into The Grove (just past Ipswich Sports Club). Drive past Vere Gardens on the right and, at the end of the cul de sac you will see an unmade road to the right leading to the playing field. Please show consideration to the residents of The Grove by turning into the field to park your car.

Directions to Westwood House (the boarding house)

From the traffic lights at the junction of Henley Road and Valley Road, take Henley Road towards the town centre. Turn first right onto Constitution Hill. Westwood House is on Constitution Hill more or less opposite the turning to Warrington Road which is the second turning on the left. There is a brass name plate on the gate pillar.

