



STOVER
SCHOOL

PREPARATORY
SCHOOL
HANDBOOK

2022 - 2023

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WELCOME TO STOVER PREPARATORY SCHOOL

Welcome to Stover Preparatory School. We are a school where academic and personal development go hand-in-hand.

Here, your child will develop in a safe and secure environment, one where our staff really do go above and beyond to get to know each and every pupil. It is this nurturing environment that allows children to not only enjoy school but also to take risks with their learning, without fear of failure. Only by taking such risks, will children be able to fully achieve their potential.

At Stover, we seek to prepare our pupils for the future and do so by offering a broad and balanced curriculum: one where the Arts and Sport are encouraged alongside English, Mathematics, Science and Computing. Furthermore, we place great emphasis on the development of personal skills including communication, problem-solving, risk management, resilience and leadership, whilst also focusing on developing the skills of public speaking; culminating in all children gaining a public speech qualification in Year 5.

We also believe that it is our job to inspire pupils, facilitating a lifelong love of learning. To this end, our teachers plan and teach engaging and stimulating lessons both in and outside of the classroom, and are always seeking to provide those 'WOW' experiences. Children are given the opportunity and time to discover and investigate whilst working with their class teachers, as well as specialists in Music, Drama, Sport and Languages.

We are blessed with having 64 acres of land at Stover and we utilise this to support and enhance learning experiences as often as possible; ranging from poetry in the classroom, outdoor maths and pond dipping in Science, through to story time and the learning of survival skills in our woodland school; all pupils, from Reception to Year 6 have Forest School as part of their curriculum.

Children can take part in a range of after school activities in Reception through to Year 6. These include sports clubs as well as ICT, Quiz club, Sports, Eco Club, Spanish, Myths & Legends, Orchestra, Arts and Crafts, Construction and even Zumba!

We are a friendly, caring and supportive school with an active parent body - the Friends of Stover who meet on a regular basis.

We look forward to meeting you again and for your child to start their educational journey at Stover School.

Mr Ben Noble
Head of Stover Preparatory School



STOVER SCHOOL

MISSION STATEMENT

Stover School provides education which nurtures, celebrates, challenges and inspires each pupil. Our holistic approach combines a progressive research based curriculum, with a resilient moral code based on sound family and Christian principles. We prepare confident and independent young people to adapt and succeed in an ever changing world.

In pursuit of this we aim to:

- Invest in educational excellence enabling the provision of effective, inspiring and stimulating teaching to pupils of wide ranging abilities, encouraging their enthusiasm for learning, enabling each pupil to achieve their potential.
- Maintain an ongoing evaluation of the quality and content of both teaching and learning.
- Provide a broad, forward looking curriculum at all levels with appropriate resources.
- Maintain a supportive and happy environment where the individual and spiritual needs of pupils and staff are recognised and provided for.
- Provide sound moral values through clear expectations of behaviour, emphasising respect and consideration for others.
- Encourage self-confidence, self-motivation and self-discipline within a safe and caring community.
- Engage and maintain effective communication with members of the School and wider community.
- Value the school's special, natural environment and historic estate, and to use them wherever appropriate in the school curriculum.

PREPARATORY SCHOOL DAILY ROUTINE

START AND END OF DAY PROCEDURE

All pupils should be in school by 8.30am. There is wrap around care provision from 8.00am for all of our pupils from Nursery to Year 6 who need to be dropped off at school early. Early Year pupils can pre-book Breakfast Club from 8am. Pupils who arrive before 8:15am should go to the Preparatory School Reception area where they will be supervised. All pupils arriving between 8:15am and 8:30am should proceed directly to the playground (Turkey Hall if it is raining) with their bags. At 8:30am the children proceed to their classrooms.

AFTERNOON PICK-UP

Nursery pupils are collected at 1pm or 4.30pm (end of sessions). Reception pupils are collected from outside their classroom at 3:30pm. Years 1 to 6 are to be collected from the courtyard at 3.45pm. If a child is attending a club, they should be collected at 4.30pm from the side gate. Pupils must be collected in person by an adult. If this is anyone but the parent or official guardian, your child's class teacher or the Preparatory School Office must be notified in advance. Once children are collected by their parents, they are in the parent's care and we ask that they are not allowed to run around in any of the parking areas or near the driveways as these can be very busy with cars turning, reversing and leaving the site.

Pupils departing by school bus will be supervised. Buses depart at 4.45pm. All pupils must adhere to the bus drivers' requests and behave appropriately.

THE SCHOOL DAY

Below is an outline of our school day. At the start of the academic year pupils will receive a copy of their specific class timetable. Please note that timings differ slightly between KS1 and KS2.

8.00am	Wrap Around Care
8.30am	Registration
8.35am	Phonics/reading/Assembly
9.15 to 10.20am	Lessons
10.20 to 10.40am	Break
10.40 to 12.00am	Lessons
12.00 to 1.15pm	Lunch/Break
1.15 to 3.45pm	Lessons
2.30 to 2.50pm	Break
2.50 to 3.45pm	Lessons
3.45pm	Lessons end for Years 1 - 6
3.45 to 4.30pm	After School Clubs
4.45pm	Buses Depart

Day and Flexi Boarding options are available for older pupils in the Prep School.



PREPARATORY SCHOOL

USEFUL INFORMATION

ABSENCE PROCEDURE

If your child is going to be absent from school at any time you must inform the Preparatory School Office (Mrs Martin, Preparatory School Administrator) as soon as possible, preferably before 9.00am. We aim to account for all pupils by 9.30am each morning; parents of children not at registration, who have not informed the school, will then be contacted. A written request to the Head of SPS is required for any planned absence. A Pupil Absence Confirmation Form is available on the Stover School website (www.stover.co.uk) for your convenience. This procedure ensures the safety of your child and fills our legal responsibilities to the DfCS.

If pupils are late for Registration, go out of school or return to school from an appointment during the school day, they must inform the Preparatory School Office.

Pupils are reminded that on all occasions, unless granted permission (such as after a sporting event or club), they must arrive and leave school in school uniform.

Procedure for Pupils Arriving Late or Leaving Early

If a pupil arrives late (after the register has been taken by 8.40am) they, or their parent, must report to the Preparatory School Office to register their arrival.

If a pupil needs to leave school before the end of the school day, where possible, the parent should inform the school beforehand. In these instances the class teacher will send the child to the Preparatory School Office at the appointed time and the pupil will wait to be collected. Pupils will wait, either with the administrator or in the Reception area, depending on their age.

Upon the arrival of the parent or carer, the Preparatory School Administrator will dismiss the child to them.

If the parents do not inform the school of an early departure beforehand, upon their arrival, the administrator will send for the child to come to the Reception area where they will be dismissed.

In the interests of site security parents arriving during the school day must report to Reception. Parents may not go directly to their child's classroom.



AFTER SCHOOL CLUBS - RECEPTION UPWARDS

Activities and homework club take place after school every afternoon from Monday to Friday from 3.45pm until 4.30pm.

The programme is distributed to parents and pupils at the beginning of each term. Under the supervision of their parents, pupils sign up for the clubs they wish to attend and return the form to the Preparatory School Office. Upon joining an activity or club, pupils are asked to commit themselves for the full term. Clubs generally commence on the Monday of the first full week of school. Spaces are offered on a first come first served basis and alternative options are provided if a club is over-subscribed.

Pupils in Reception to Year 6 are encouraged to participate in at least one activity per term. Pupils who wish to represent the school in sports teams are asked to attend the after school activity sessions for these sports. During homework club there is a quiet working atmosphere, conducive to pupils being able to complete their assignments to the best of their ability. Teachers supervising homework club offer assistance to those who need it.

Pupil supervision is offered from 4.30pm – 5.00pm for those parents who require it. Parents are asked to sign up for this at the start of each term. Further information can be obtained from Mrs Martin, Preparatory School Administrator.

Pupils wishing to attend these sessions must complete a registration form at the start of each term. There is no additional charge for this provision.

BUSES

Stover operates a comprehensive bus service. Pupils have the option of taking the bus to and from school from Year 1.

Rules for Bus Riders

- All buses have seat belts and the children are expected to remain seated, wearing their seat belt throughout the journey.
- Pupils are expected to behave themselves sensibly at all times and listen to any instructions given by the driver.
- Once pupils have been escorted to the bus by their teacher, they are not permitted to disembark until their bus stop.
- Pupils who are unable to adhere to the rules, which are in place for their safety, may be required to discontinue using this service.

Changes to Bus Arrangements

If your child will not be taking the bus home it is essential that we are made aware of this well before 3.30pm. There are several ways you can inform us:

- Call or email Mrs Martin, Preparatory School Administrator, before 3.30pm.
Tel: 01626 354505, fmartin@stover.co.uk
- Inform Mrs Martin, Preparatory School Administrator, if you pick up at 3.45pm.

Mrs Martin will then mark your child off the bus list for the appropriate days. Given the young age of our pupils we cannot rely on them telling us they are 'not on the bus.'

Bus Dismissal Procedures

The pupils going home by bus are gathered at the end of clubs at 4.30pm where teachers check their names off against the list before escorting them to the correct bus. Sandwiches are provided for bus pupils at this time.

Stover Bus Routes

There are bus routes from Exeter, Chagford, Kingsbridge, Totnes, Plymouth, Teignmouth and Paignton currently running to and from Stover School on a daily basis. All buses depart from Stover at 4.45pm for the return trips. These routes may be subject to change, but notice will be given.

Please note that the charge reserves a seat for your child, whether she/he uses the bus or not and it is, therefore charged in total on your account. If you require any further information on routes or times please contact the Senior School Secretary 01626 354505.

CARS, CAR PARKS AND PICK-UP PROCEDURES

The car park can be a very busy place at the beginning and end of each day, so there are systems in place to keep all pedestrians and drivers safe.

Drivers

There is a one-way system which operates throughout the school grounds. To reach the Preparatory School car park from the front gates, turn immediately left, at which point parent parking starts. Continue on to further parking and through the stone gate to the drop off zone. Please be aware of pedestrians at all times, especially at pick-up and drop-off times and keep bus access clear so that they may leave on time.

Late Collection

A member of the Preparatory School Team undertakes 'Late Duty' every day. Any pupils not collected by 5.00pm will be left with the senior member of staff who will attempt to contact the pupil's parents or emergency contact. If the parents have been delayed for some time, the pupil may be escorted to Boarding and handed over to the Boarding Staff for supervision. Parents will be contacted so they know where to go to collect their child and the number of Boarding will be passed to parents. Boarding staff will be given the parent's contact number. No pupil will be left unaccompanied at any time.

In the case of all pupils, if the child remains in school and no contacts can be reached, the emergency services will be contacted. A report will be written up as soon as possible after the event and kept on file.

Security Key Pads

All entrances to the Preparatory School have security key pads fitted. Parents will be informed of the necessary codes to unlock these by their child's teacher at the start of the term or if any changes are subsequently made.

COMMUNICATION

The Home and School Partnership

At Stover School, we believe that a strong home and school partnership is essential if children are to achieve their true potential. By working closely with parents and keeping you abreast of your child's development in all areas, pupils in our care are able to make optimal progress. The key to a successful home and school partnership is clear communication. To this end, we provide numerous opportunities for parents to communicate with the teachers on a regular basis and to watch and interact with their child(ren) at school events. School events and news can be found in:

- Stover Life, our electronic newsletter emailed out weekly
- The Headmaster's start of term newsletters.
- Details of specific events will be sent by email.
- The school calendar is available to view on the school website.

Should a parent wish to discuss specific matters concerning their son or daughter, parents should contact the Class Teacher in the first instance.

Class Teachers can be contacted by telephone; 01626 354504 or by email (initial and surname @stover.co.uk).

For pastoral issues Mrs Helen Notman may be contacted by email at hnotman@stover.co.uk

More serious matters will be dealt with by the Head, Mr Ben Noble, who may be contacted by telephone 01626 354505 or email at bnoble@stover.co.uk

In addition, we encourage parents to meet teachers at any time during the school year to discuss progress, questions or concerns. Appointments can be made by telephoning the Preparatory School Office or by contacting the teacher directly.

We recognise that there may be times when parents and teachers need to speak in the morning. However, please be aware that this is a very busy time for teachers who need to take time to greet and supervise their pupils. If there is an issue to discuss that needs more than a couple of minutes to talk through, please make an appointment with the appropriate teacher. In this way the teacher will be able to give you his/her full time and attention.

CONTACTS

All staff at Stover School can be contacted by email. A full staff list is available from the School Office upon request or can be downloaded from the school website.

Head of Stover Preparatory School

Mr Ben Noble
01626 354505
bnoble@stover.co.uk

Preparatory School Administrator

Mrs F Martin
01626 354505
fmartin@stover.co.uk

Bursar

Mr P Jenkins
01626 335240
pjenkins@stover.co.uk

School Uniform Shop

01626 365413
uniform@stover.co.uk

School Office

Stover School, Stover, Newton Abbot, Devon, TQ12 6QG
mail@stover.co.uk
www.stover.co.uk
01626 354505

EXTRA CURRICULAR LESSONS

Pupils at Stover have access to a wide variety of extra-curricular lessons. Each of these is taught by experienced peripatetic teachers. The lessons generally take place during the school day, either during break or lunch times or during timetabled lessons.

Music plays a key role in the life of the school and individual instrumental or voice lessons may be arranged by contacting the Director of Music, Mr Tizzard. Other peripatetic lessons include: ballet, tennis, speech and drama. Parents should contact the Preparatory School Office for more information.

FOOD AND DRINK

Stover School encourages healthy eating and we kindly ask parents to support us by providing pupils with an appropriate snack for first break. Drinking water is available in the Early Years department and pupils in Year 1 to 6 can access fresh drinking water from the water cooler and from personal drinking bottles.

FRIENDS OF STOVER SCHOOL

The Friends of Stover is the parent/teacher association for Stover School. They are always happy for new parents to help with their fund-raising activities. Monies raised are used to support the financing of additional facilities for all the pupils of Stover School. If you would like to be involved please contact fos@stover.co.uk.

THE HOUSE SYSTEM

In Preparatory Schools there are three Houses Mary Templer, Victoria Courtenay and Elizabeth Seymour. On entry, pupils are allocated to a House and support the House through their work and involvement in activities and events. In the Preparatory School each House is led by a house leader who is a member of staff and a House Captain who is a Year 6 pupil.

A range of House sport and performing arts competitions are held over the year, and there is a positive ethos to encourage pupils to do their very best in all activities for the

House. A House cup is awarded termly in the Preparatory School for the House with the highest overall points and cups are also given for the winner of specific events eg: House Netball, Football, Public Speaking, Chess etc..

House Points

House points are given as a positive encouragement to pupils and may be awarded for:

- Consistently good work in class or in homework, in relation to a pupil's ability.
- An outstanding piece of work.
- Good effort.
- Being willing to help staff or other pupils.
- Kindness and consideration to others.

For Pre-Prep pupils house points are given as stars and displayed on a class chart. The stars are counted at the end of term.

Alongside House points, Head's Certificates are awarded each week in assembly.

LEADERSHIP TEAM

The Preparatory School Leadership team comprises:

Mr Ben Noble -Head of Stover Preparatory School

Mr Matt Appleby - Deputy Head of Stover Preparatory School

LOST PROPERTY

In the Preparatory School, lost property is located with Mrs Martin in main reception. Children will be sent to look through these when items of clothing go missing and parents are welcome to look through these at any time. There are occasions when children will accidentally pack each other's belongings away in the wrong PE bags as they get changed. We ask parents and children to check nametags frequently as kit is packed away and as it is washed, to ensure that mistakenly removed kit can be returned to its owner as soon as possible.

MEDIA COVERAGE

During your child's life at Stover, we may wish to take photographs of activities that involve your child. Photographs may be used for displays, publications and on our website, or by newspapers.

Photography or filming will only take place with the permission of parents and in line with child protection guidelines. According to the School Safer User Agreement, images or videos taken by parents must not be shared online.

MEDICAL

School medical forms must be completed by all parents before your child starts attending the school and updated annually. Any changes to your child's medical circumstances should be notified to the school immediately.

All pupils are able to visit the school medical centre whilst in school; it is situated in the Preparatory School block (Clock House). Pupils are encouraged to go to the medical centre during break times and lunchtimes if they are unwell.

The Nurse and health and wellbeing staff are on-call during the working day. They will assess and arrange appropriate treatment. In an emergency where parents cannot be contacted, the school Nurse, appropriate staff will act in "loco parentis". Parents should be aware of the statutory regulations governing medical confidentiality.

Where possible, parents should arrange for dental treatment to take place during holiday periods.

Pupils with medical needs whilst at Stover School

A child who has sickness or diarrhoea should not return to school until 48 hours after the last bout of vomiting or diarrhoea. No child should attend school with a temperature.

Medication at school

All medicines brought in by pupils should be handed to the Nurse on arrival.

Prescribed medication

At Stover, those pupils who are taking long term medication for diabetes, asthma or other conditions may, under the discretion of the Nurse and Houseparent, be allowed to self-medicate. If self-medication is not appropriate, then the medicine will be kept locked in the school surgery. The pupil should then come to the school surgery to collect the medication at the relevant times. This will be documented by the Nurse.

OUTDOOR ACTIVITIES AND TRIPS

All year groups in the Preparatory School generally participate in at least two trips away from school per year. Pupils and staff from Year 2 and above also participate in residential trips where they are led by trained instructors in age-appropriate 'adventure activities'. Further details of all these events will be provided by class teachers close to the time of each trip.

PARENTS' MEETINGS

Parent Consultations are held twice a year, in the Autumn and Spring terms. There are also regular parent workshops and information meetings held throughout the year. Parents also have the opportunity to meet with class teachers, including specialist teachers, to discuss academic and personal progress.

SCHOOL COUNCIL

Stover Preparatory School Council is comprised of two pupils per year group from Reception upwards, plus the Head Girl and Head Boy. They meet regularly each term. Each class meets prior to a council meeting with their teacher and representatives to decide on a topic of interest to them that they would like brought to the Council. When the School Council meets, they debate and vote on these issues and form an action plan to take forward to the Head of the Preparatory School.

SCHOOL OFFICE

The School Office is open from 8.30am to 5.00pm three days a week and until 4.15pm twice a week.

The telephone number is 01626 354505.

Mrs Martin is the Preparatory School Administrator and she will be happy to help you with any messages or enquiries.

SCHOOL STANDARDS

These standards are for the benefit of the school community, to promote good manners and provide a safe and orderly environment, in which learning can take place effectively.

Conduct

- Pupils should be polite and courteous at all times, say please and thank you and hold doors open for others.
- Pupils should show respect for visitors, parents, staff and other people. They should also respect the school's and other people's property.
- Kind behaviour is our rule, pupils should always think before they act. At Stover, we have kind hands and kind hearts and always make sure everyone feels included.
- Pupils should not use inappropriate language at any time.
- Pupils are expected to walk around the school site including when crossing the courtyard, in the corridors and on the stairs etc. Noise should be kept to a minimum.
- Pupils should conduct themselves safely and sensibly where there are vehicles present. They may not run around the car park area but should proceed quietly to their car with their parent/carer once dismissed by the staff member.
- Pupils should inform a member of staff if they do not recognise an unaccompanied visitor/s to the school site.
- On hearing a fire alarm, pupils should walk quickly and quietly to the tennis courts with their teacher.
- Pupils must never go anywhere without informing their teacher and may not leave Clockhouse unless accompanied by a staff member. (The only exception is Year 6 if given specific permission.)

- Pupils should show good table manners. Chewing gum is not allowed in school.
- Pupils should always pick up and not drop litter, anywhere on the site.
- Pupils are expected and encouraged to enter and leave assemblies quietly.
- Mobile phones must be handed in to the Prep School Office at the start of the day and collected at the end of the day. Pupils may not keep them in their classroom, changing room or bags. The school accepts no liability for the loss/damage of any personal equipment while on the school premises.

Appearance

- Pupils should be smartly dressed in the correct uniform according to the uniform list.
- Boys should have all buttons fastened on their shirts, the tie knotted up to the collar with their shirts tucked in.
- Blazers should be worn to and from assembly and when required for formal occasions, teachers will inform pupils when this is required (Reception to Year 6). They should not be taken out onto the playground at break times.
- Shoes should be black leather and of sensible design.
- All pupils require a raincoat, wellington boots and waterproofs in school at all times.
- Hair should be tied back if it is shoulder length or longer, using accessories which are either black, brown or dark green. Extremes of haircuts, colouring and styles are not allowed.
- Jewellery is not allowed. The exceptions are a religious emblem around the neck (boys and girls) and one small stud-type earring in the lobe of each ear (girls only). All jewellery should be removed during PE lessons and given to PE staff for safe keeping.

SPECIAL DIETARY REQUIREMENTS

The school catering service requests information on special dietary requirements and allergies. Please provide details on the medical form.

SPORTS FIXTURES

There is an extensive calendar of sports fixtures for Preparatory School pupils. Teams are chosen by PE staff and pupils will be notified in advance of the match. The team sheet will be displayed on the fixtures notice board, indicating start times, and for an away match, the time they will return to the Preparatory School. Pupils are expected to ensure they have the correct kit in school for these matches, otherwise they will not be able to play. Pupils picked to play in matches will need to show excellent manners and be good ambassadors for the Preparatory School.

Pupils playing in away matches may not always return in time to catch the school bus at 4.45pm. On these occasions parents will be informed in advance.

Parents are encouraged to support Stover teams at matches.

Sport plays a central role in the curriculum at the Preparatory School and it is expected that pupils will participate in all lessons. Parents and pupils are notified of the days on which sport takes place for their class at the start of the Autumn Term when they receive the timetable for the year. Pupils are expected to have the correct kit at school on the appropriate days. This includes gum shields for pupils in the Prep School.

Awarding of Sports Colours

Sports Colours will be awarded to children who, in their respective sports, show the following qualities: a high level of skill, determination, sportsmanship, manners and pride whilst representing the school at sport.

The decision to award colours lies ultimately with the Head of Preparatory School PE and Games, who will assess each child individually.

STATIONERY

Reception, Year 1 and Year 2 – stationery will be provided by school.

Year 3 – Pupils should have a pencil case containing a pencil and a rubber, 15cm ruler, glue stick, coloured pencils and pencil sharpener.

Years 4 to 6 - Pupils should have a pencil case containing the following:

- blue handwriting pen
- 2-3 pencils
- glue stick
- sharpener
- rubber
- 15cm ruler
- coloured pencil/pens
- highlighters (Year 6)
- protractor (Year 5 & 6)

Pupils do not need compasses as these will be provided by school, if required.

Please try to mark all items – a nametag covered by sellotape is helpful for this purpose.

SWIMMING

Swimming instruction is provided as part of the curriculum and, as such, all pupils are expected to participate. All pupils from Reception up go to Newton Abbot Leisure Centre for classes. Lessons take place in a block for each class once per year.

TOYS IN SCHOOL

Pupils in Years 1 to 6 are asked not to bring toys of any kind into school. This includes cards and other small 'collectable items'. Whilst we appreciate that 'swapping' is an age-old activity we do not feel that school is the place for this. By making this rule we avoid common problems such as:

- pupils who may not have such collections feeling 'left out';

- children swapping special items valued by their family; and
- toys becoming lost or broken.

Pupils in the Pre-Prep may bring toys for their Show and Tell sessions. These should be left in their classrooms with their teachers and brought out at the appropriate time.

UNIFORM SHOP

All School Uniform is available from the Uniform Shop which is located between the Preparatory School and the Science Block. Second-Hand Uniform is also available.

The Uniform Shop is open regularly during the week in term time; please see the School website for opening times. Alternatively, an appointment can be made with Mrs Sarah Pearce-Edwards via the Finance Office on 01626 335240, or by email at uniform@stover.co.uk

New pupils requiring uniform may arrange an individual appointment with Mrs Sarah Pearce-Edwards (uniform@stover.co.uk).

UNIFORM LIST

For all pupils (day, weekly and full boarders) please find a uniform list on page 22.

*Can only be purchased from the School Shop

A price list is available on our website www.stover.co.uk

ALL ITEMS OF UNIFORM MUST BE CLEARLY NAMED

VALUABLES

In the Preparatory School, we feel that it is not necessary for children to have a mobile phone during the school day. If parents or children need to contact each other during the school day, they may use the school's landline. Pupils wishing to telephone home must first seek permission from Mrs. Martin. While it is understood that the parents of some children who catch the bus will feel the need for them to have a mobile phone to help with co-ordination of pick-ups, these children must hand their phone into Mrs. Martin at the beginning of the school day and pick it up at the end of the day. The phone and its care and location are the responsibility of the child to whom it belongs. Unless the staff have asked you to do otherwise, please do not send your child to school with either money or sweets. No other electronic devices are permitted in school.

Girls

- *Regulation Blazer (Not required for Nursery)
- *Regulation Tartan pinafore (knee length)
- Regulation Revere Collar White Shirt
- *Regulation Grey Cardigan
- Black Opaque tights
- Black Leather Shoes (flat)
- *Regulation Coat (optional)
- *Regulation Scarf (optional)
- *Regulation Gloves (optional)
- *Regulation winter hat (optional)

Summer Uniform:

- Regulation Revere White Short Sleeve Shirt
- Summer Dress John Lewis 'Gingham' (optional)
- Regulation Plain White Socks
- Regulation Summer Hat

- *Stover School Rucksack
- *Sports Bag

PE/Games Kit:

- *Stover Skort
- *Stover Polo Shirt
- *Stover Socks
- *House Coloured Socks
- *Stover Tracksuit Bottoms
- *Stover Windproof Smock Top
- *Stover Soft Shell Jacket (optional)
- *Stover Fleece (optional)
- Black Base Layer Top/Leggings (optional)
- Trainers
- White Socks
- Hockey Stick
- Hockey boots/football boots (Autumn term)
- Towel
- Gum Shield (from year 3 upwards)
- Shin Guards (from year 3 upwards)
- Plain black swimming costume

Boys

- *Regulation Blazer (Not required for Nursery)
- Regulation Grey Trousers
- Regulation White Shirt (short or long sleeved)
- *Regulation Grey Jumper
- Grey Socks
- *Prep School Tie
- Black Leather Shoes
- *Regulation Coat (optional)
- *Regulation Scarf (optional)
- *Regulation Gloves (optional)
- *Regulation winter hat (optional)

Summer Uniform:

- Regulation White Short Sleeve Shirt
- Summer Hat
- Shorts

- * Stover School Rucksack
- *Sports Bag

PE/Games Kit:

- *Stover Shorts
- *Stover Rugby Shirt
- *Stover Rugby Shorts
- *Stover Polo Shirt
- *House Coloured Socks
- *Stover Socks
- *Stover Tracksuit Bottoms
- *Stover Windproof Smock Top
- *Stover Soft Shell Jacket (optional)
- *Stover Fleece (optional)
- Black Base Layer Top/Leggings (optional)
- *Stover Cricket Shirt
- *Cricket Jumper
- *Cricket Slip over (optional)
- *Cricket Trousers
- *Stover Cricket Hat (optional)
- White Cricket Trainers (white - not fashion)
- Protective Cricket Box
- Trainers
- White Socks
- Rugby/Football Boots
- Towel
- Gum Shield (from year 3 upwards)
- Shin Guards (from year 3 upwards)
- Pair of black swimming shorts



STOVER PREPARATORY SCHOOL

ACADEMIC INFORMATION

CURRICULUM

At Stover Preparatory School we follow the EYFS curriculum followed by the English National Curriculum, adopting this, where necessary, to meet the needs of our pupils.

RESEARCHED BASED LEARNING

Researched Based Learning is a pedagogy that transcends the whole curriculum at Stover School, being employed from the Nursery to the Sixth Form.

It defines an approach in which teachers encourage pupils to be researchers, discoverers and creators of their own and others learning, within a lesson or series of lessons which encapsulate a learning aim or objective. By its nature this philosophy has at its heart, a hands on approach. The focus is therefore, more practical, involving problem solving, discovering, experimentation and research, with pupils being given more responsibility for leading their own learning.

Pupils take ownership for their learning and derive more satisfaction, engagement and enjoyment from the outcomes achieved.

OUTDOOR LEARNING

We have a truly magnificent site here at Stover School and the benefits of our educationally rich and accessible outdoor spaces are significant to the learning of all our pupils. The site facilitates and supports the delivery of the Researched Based Learning curriculum.

FOREST SCHOOL

All year groups from Nursery to Year 6 will take part in a series of Forest School sessions throughout the year. The Forest School Leader at Stover School is Mrs Harrison. All activities are risk assessed.

The purpose of Forest School

We aim to provide a Forest School on site which will provide our children with a truly holistic education. This will encourage and nurture their appreciation of the natural world, whilst instilling a sense of personal responsibility for nature conservation throughout their lives. Forest School works alongside the curriculum to develop practical life skills. Many children will benefit from a more practical element to their learning and these sessions have been particularly successful in developing our younger children's self-esteem and confidence.

Clothing Checklist

- Woolly hat or sun hat (apply sunscreen at home)
- A pair of gloves

- A jacket/coat that is waterproof
- Wellies or boots
- A change of clothes and carrier bag for dirty/wet clothing

ASSESSMENT FOR LEARNING (AfL)

Assessment for Learning plays an important role in curriculum planning and delivery at Stover Preparatory School. AfL is a powerful way of raising pupils' achievement that is central to effective teaching and learning. It is based on the principle that pupils will improve most if they understand the purpose of their learning; know where they are in relation to this purpose and what they need to do in order to achieve this purpose.

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

The Head of English as an Additional Language (EAL), Mrs A. Stone based in the Senior School, is advised of pupils entering the School, including all overseas pupils, whose mother tongue is not English. Arrangements are then made for her to monitor and assess their level of English. Where it is deemed necessary, these pupils will be offered English lessons appropriate to their level. Where required, learners can be offered extra tuition in order to improve their reading, writing and listening skills, and to enable them to participate fully in life and study at Stover.

Parents will be kept informed of pupil's progress on a regular basis, including any supplementary costs, which these lessons may incur.

PUPILS OF MARKEDLY HIGH POTENTIAL AND ABILITY

Stover School aims to provide education which nurtures, celebrates, challenges and inspires each and every pupil according to their needs and abilities.

At any one time our pupils display a wide range of potential and ability, and there will always be those who are capable of performing at a level which well exceeds that expected of children in their age group. This potential may lie in one or more areas, such as: academic ability, art, music, PE/sport, performing arts etc. Our aim is to enable these pupils to achieve the greatest possible progress, and to recognise the importance of identifying and celebrating their achievements and successes.

Terminology and rationale

Generally, in education in the UK, the term 'gifted' is used to denote someone who has, or shows the potential to develop, ability in one or more academic disciplines at a level significantly ahead of their year group. The term 'talented' refers to those who show a similar level of practical skills in areas like sport, music, design or creative and performing arts. In Stover we may use these definitions, but are wary of labelling and classifying individuals too precisely within such confines. Specific abilities and enthusiasms may develop and change over time, and are different for every individual. There is also a danger of excluding some who would benefit from, and enjoy, extra depth and stimulation in extension activities by creating artificial cut-off points for pupils' abilities.

Provision

Provision for pupils of markedly high potential and ability includes providing greater challenges in lessons, additional activities beyond the everyday timetable, and extended opportunities for pupils to develop and demonstrate their abilities. In Stover School this occurs through a combination of overall policy and tailored provision within different subjects.

Aspects of overall policy involve: providing access to a suitably differentiated and challenging curriculum, fostering a culture of achievement by creating a climate of learning and excellence throughout the school and making use of the wider community to enhance learning opportunities.

Aspects of tailored provision by each department involve: high expectations and differentiation through setting, pace, task, extension activities, homework, dialogue, outcome and targeted use of resources.

At Stover School, we believe that all pupils have gifts, talents and personal qualities, which should be developed and nurtured. Whether it be on the sports field, in the arts or in the classroom, each pupil can excel in many areas. All pupils have the right to a broad and balanced curriculum with equal degree of concern for their education and development and equal chance to benefit from resources available.

HOMEWORK

Our aims of providing homework are to:

- Ensure progression towards independence and individual responsibility.
- Ensure the needs of the individual are taken into account.
- Provide opportunities for parents, children and the school to work in partnership.
- Provide opportunities for children and parents to share learning experiences.
- Encourage children to develop long term planning strategies.
- Prepare pupils at the top of the Preparatory School for the next phase of their education.

Children are expected to read every night and practise their spellings and Mathematics facts on a regular basis (eg addition, subtraction, multiplication tables). Assignments will be differentiated, as appropriate, to ensure all learners' needs are met.

As well as these ongoing tasks, children in Year 3 and above will receive weekly tasks for English and Maths. Assignments, projects and tasks in other subjects will be set, as appropriate to consolidate and extend learning. Children will have approximately one week to complete homework tasks, allowing for flexibility around other commitments.

If pupils are not able to complete their homework, parents are asked to notify the teacher via email.

ICT SAFE USER AGREEMENT

The ICT safe user agreement will be sent home at the start of the academic year. Pupils are required to sign the agreement.

Pupils will not be given access to the computer network until the agreement has been signed and are expected to abide by the agreement at all times.

PREPARATION FOR NEXT STAGE OF EDUCATION

It is important that transitions to the next stage of education are as smooth as possible for all pupils. Procedures are in place at each stage to ensure this happens.

Moving from Nursery to Reception

During the Summer Term the Reception teacher visits the Nursery to make informal observations of the children in their own setting. Nursery pupils also have the opportunity to make several visits to the Reception Class. Parents of Nursery pupils are invited to meet the Head of the Preparatory School to discuss transfer to the Pre-Prep. In addition, a presentation, which includes a visit to the Reception class and introduction to Reception, led by the Early Years Foundation Stage Leader, is held for parents during the Summer Term.

Moving from the Preparatory School to the Senior School

During the Autumn Term Year 6 parents will be invited to meet the Head of the Preparatory School and/or the Headmaster and members of the Senior School leadership team to discuss transfer to Senior School. The pupils and parents are invited to Senior School Open Days and Taster Days. On Taster Days, Year 6 pupils spend a day in the senior school where they enjoy a timetable designed to allow them to experience a variety of lessons and activities. This is followed by further visits during the Summer Term.

Induction Day

Towards the end of the Summer Term all pupils will attend an Induction Day with their class, during which they will meet their new teacher for the following year and spend the day participating in introductory activities. Year 6 pupils will spend Induction Day in the Senior School and Nursery pupils will be in the Reception class.

REPORTS

Full written reports are sent to parents twice yearly – in December, at the end of the Autumn Term and in July, at the end of the Summer Term.

EQUAL OPPORTUNITIES

All pupils, parents and carers are valued whatever their race, gender or creed. We enjoy taking part in multi-cultural festivals and have toys and books readily available to promote positive values and behaviour and to discourage sexist and racist attitudes. A full copy of the Equal Opportunities Policy is available on request.

WORKING WITH PARENTS

We recognise that parents are their child's primary educators and therefore stress the importance of shared, open dialogue and record keeping. Parents are also invited to become involved by helping at:

- Regular events including trips.
- Special occasions and celebrations.
- Attending meetings with your child's class teacher to share information and discuss progress.

- Attending social functions, for example; Friends of Stover (FOS) regular events, sports days and fundraising activities.
- Attending open days when there will be opportunities to look around our school.
- Becoming involved with the Friends of Stover, our parent and teacher association. This committee is made up of a body of dedicated and enthusiastic parents.

RECORD KEEPING

Within our Early Years Foundation Stage we use Class Dojo or the schools online media platform to take photos and make observations; capturing children's experiences, as well as monitor development and learning. This is then instantly shared with parents. From such observations we can ascertain what the next steps are for each child and plan to build on these skills. We adhere to GDPR by keeping our pupil records on a password protected online platform.

SPECIAL EDUCATIONAL NEEDS

In the Preparatory School we aim to present a curriculum which encourages the development of self-reliance, self-confidence, self-esteem and motivation to learn. We hope to create a climate of warmth and support in which all our pupils feel valued.

All pupils, including those with special educational needs, will receive programmes of study, which are balanced and relevant. Our purpose is to provide the right types of experience and support in order to help pupils progress to the best of their abilities.

We aim to address the needs of all pupils with Special Educational Needs (SEN) by offering them the greatest possible access to a broad and balanced curriculum, involving parents at all stages. If a teacher identifies a pupil as possibly needing extra help, the teacher will speak to the parents and the SENCO. Assessments will only take place with the consent of the parents. We believe that meeting an individual's special educational needs is a shared responsibility and parents will be fully informed. We feel that provision for pupils with special educational needs should, wherever possible, be in mainstream school in association with the educational arrangements for their peers. Where deemed appropriate, pupils may be offered tuition on a one-to-one basis to address significantly differing needs. This tuition will be with a teacher with experience in SEN and will carry an extra charge.

Parents may contact Mrs Debbie Fallshaw, SENCO or Mrs Sorensen, Head of Learning Support, to discuss any aspect of SEN provision.

PREPARATORY SCHOOL PASTORAL CARE

CHAPLAIN

The School Chaplain, Rev. Fiona Wimsett, organises collective worship, which reflects the Christian ethos of the school. We continue to enhance and develop our strong Christian ethos. She leads special services in the Preparatory School as well as teaching much of the Religious Education curriculum. Assemblies are an educational experience and provide opportunities for the teaching of certain facts, discussions of particular values and the sharing of insights both locally and around the world.

DESIGNATED SAFEGUARDING

Mrs Notman is the School's Designated Safeguarding Lead. The Head of the Preparatory School fulfils this role in her absence. All staff receive training in Child Protection and follow the procedures set out in the Child Protection Policy.

COUNSELLOR

At Stover we have an open and friendly atmosphere and pupils usually rely on their friends and staff to help them out, but, if they have a problem and want to talk to someone else, they may decide to speak to the school counsellor or the Independent Listener.

The school counsellor, Jo Galloway is a member of the British Association for Counselling and Psychotherapy. She can be contacted by pupils, parents and staff: Telephone 07743 988908 or email jgalloway@stover.co.uk. The Independent Listener is Samantha Tully.

PUPIL WELFARE

At Stover we have an open and friendly atmosphere. Pupils will find that their peers and teachers are always ready to help them if they have a question or something that they are unsure about. Pupils are encouraged to talk to their teacher if anything is worrying them. Whilst the class teacher holds prime responsibility for the pastoral care and welfare of the pupils in their class, all members of staff are ready and willing to listen and advise.

STOVER PREPARATORY SCHOOL

NOTES FOR PARENTS

1. Subject to clause 2 of the school's standard terms and conditions, deposits are returned when a pupil leaves the school, less any Extras in the final school term. If a pupil fails to attend the school after payment of a deposit, the deposit is non-refundable.
2. School fees include all academic tuition fees on the timetable and text books up to year 11. Sixth Form textbooks are rechargeable at cost. For boarders, there is an additional charge for laundry, pocket money, and some activities and outings.
3. A term's notice is required in writing to the Headmaster before the first day of term in which the pupil is to leave the school, or a term's fees in lieu of notice will be charged.
4. School fees are due on or before the first day of each term. The school retains the right to levy a 4% surcharge per week on fees and not paid by the due date. Monthly direct debit payments can be arranged under the School Fee Plan (further details from the Bursar).
5. Bursaries are subject to means-testing.
6. One half term's notice in writing is also required to end any of the optional charges.
7. The Governors reserve the right to increase fees giving at least one term's notice of any such increase to Preparatory and Senior School parents and any rise in fees is usually put into effect for the Autumn term. Nursery fees may increase each year and parents will be notified as soon as possible.



CONTACTS

Chair of Governors: Mr Stewart Killick
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Abbot, Devon, TQ12 6QG
Tel: 01626 354505

School switchboard 01626 354505

Preparatory School 01626 354505

Bursar 01626 335240

Fax 01626 361475
E-mail schooloffice@stover.co.uk
Website: www.stover.co.uk

Registered Office
Stover School, Newton Abbot, Devon
TQ12 6QG

FURTHER INFORMATION FOR PROSPECTIVE PARENTS

The following policies and our ISI inspection reports are available on the school website:

Admissions
Behaviour (Senior School & Preparatory School)
Curriculum
Anti-bullying
Health and Safety
Trips
Child Protection
Concerns and Complaints

Please contact the School if you require any further information.

This information is intended as a guide only and is correct at the time of printing. There may be changes to some of the information, please check for specific details.



STOVER
SCHOOL

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