



STOVER
SCHOOL

Preparatory School Handbook



PREPARING. NURTURING.
INSPIRING.

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Welcome

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 truly become the best that they can be.

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 sitting a New Era English Speaking Board examination in Year 5.

We use the International Primary Curriculum throughout the Preparatory School which is designed to foster academic, personal and international development by providing the children with knowledge, skills and understanding with a global perspective.

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 and a safe space for children to ask questions and extend their learning. 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, home economics, singing and languages

Pupils' study skills in the Prep school are excellent, as they engage in thinking of a high order, enabled by the open-ended research and presentation tasks given to them. ISI Inspection

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 Forest 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 Orchestra, Arts and Crafts, Philosophy, Eco Club, Mindfulness, Writers, Construction and even Zumba!

We are a friendly, caring and supportive school with an active parent body – the 'Stover Family' 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



Mission Statement

Stover School provides education which nurtures, celebrates, challenges and inspires each pupil. Our holistic approach combines a progressive enquiries 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.





Daily Routine

Start and end of day procedure

All pupils should be in school by 8.30am when registration occurs. 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. Nursery pupils can pre-book Breakfast Club from 8am. Pupils in Reception to Year 6 who arrive at School before 8:15am should go to Turkey Hall where they will be supervised. All pupils arriving between 8:15am and 8:30am should leave their bags in Turkey Hall and then proceed directly to the playground (or remain in Turkey Hall if it is raining). At 8:30am the children proceed to their classrooms to be registered.

Afternoon Pick-up

Nursery pupils are collected at 1pm, 4pm or 4.30pm (end of sessions). Reception pupils are collected from the side gate at 3:30pm. Years 1 to 6 collected from the courtyard at 3.45pm. If a child is attending a club, they should be collected at 4.30pm from the courtyard. Pupils must be collected in person by an adult. If this is anyone other than 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 their parents' 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.

8.00am	Wrap around care
8.30am	Registration
8.40am	Assemblies, form time, pre-teaching/interventions/phonics
9am	Period 1
10.20am	Period 2
10.40am	Break
11.20am	Period 3
11.20 to 12pm	Period 4
11.30	EYFS lunch/break
11.45 to 1pm	Year 1 & 2 lunch/break
12 to 1.15pm	Year 3 lunch/break
12.05pm to 1.15pm	Year 4 lunch/break
12.10 to 1.15pm	Year 5&6 lunch/break
1pm	Pre-Prep registration, reading and/or lessons
1.15pm	Prep registration, accelerated reader and/or lessons
1.45 pm	Period 5
2.25pm	Period 6 (afternoon break 2.20 to 2.40pm if required)
3.05pm	Period 7
3.30pm	Reception dismissal
3.30pm to 4.30pm	EYFS after school care
3.45pm	Year 1 to 6 dismissal
3.45 to 4.30pm	After School Club for Reception to Year 6
4.30pm	Collection of After School Club children
4.30 to 4.45pm	Bus register (for pupils catching the bus)
4.45pm	Buses depart
4.30 to 5pm	Prep pupil supervision
5 to 6.30pm	Extended care for pupils aged 6+ available upon request.



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 Prep is required for any planned absence. If pupils are late for Registration, leave school or return to school from an appointment during the school day, they must inform the Preparatory School Office.

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

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. There is no additional charge for this provision.

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 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. 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.

Holiday Club

Child care is available for children from 5 - 12 years during state school holidays. This is run by an external company, High 5 Sports and Activity Camps.

Buses

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

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, before 3.30pm. Tel: 01626 354505, fmartin@stover.co.uk

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.

Stover bus routes

There are bus routes from across South Devon 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 Office on 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, and continue on to the parking area 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 the senior school and looked after by the senior member of staff on duty. Parents will be contacted so they know where to go to collect their child. 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.

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 Head'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 and Parent Portal.

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 safeguarding issues Mr Ben Noble may be contacted by email at bnoble@stover.co.uk

In addition, we encourage parents to meet teachers at any time during the school year to discuss progress, or raise 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.

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, Emma Hudson on ehudson@stover.co.uk. 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.

The Stover Family

The Stover Family 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 the School Office.

The House System

In the Preparatory School 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 their 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, 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 and 'shout-outs' are awarded each week in assembly.

The Stover Hero Award

Pupils can become a 'Stover Hero' when they exhibit one, or more, of our core values of being caring, thoughtful, brave, kind, honest, respectful, inclusive and supportive. If they are awarded this they receive a special certificate during assembly in front of the whole Prep school. Their name is then added to the Stover Hero display.



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 next to the PE office. 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 name tags 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 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 Matron, and 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 Medical Centre 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 School Matron, be allowed to self-medicate. If self-medication is not appropriate, then the medicine will be kept locked in the Medical Centre. The pupil should then come to the Medical Centre to collect the medication at the relevant times. This will be documented by the School Matron.

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 8am to 5pm Monday to Friday.

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. 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.

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

*Branded school uniform should be purchased from the School Blazer Company, www.schoolblazer.com. PE Kit can be purchased from VX-3.com.

School Uniform is available to try on in the Uniform Shop which is located between the Preparatory School and the Science Block. Some pre-loved 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 via the Finance Office on 01626 335240, or by email at uniform@stover.co.uk

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.

Uniform List

All items of uniform must be clearly named.

Girls

Stover blazer (not required for Nursery)
*Stover tartan pinafore (knee length)
White revere collar blouse (long or short sleeve)
Stover grey cardigan
Grey tights
White socks
Black leather shoes (flat)
* Stover school coat
Stover scarf (optional)
Stover winter hat (optional)

Summer Uniform:

Revere white short sleeve shirt
Stover Tartan pinafore (knee length) or
Summer dress John Lewis 'gingham' (optional Plain white socks).
*Stover School rucksack
*Sports bag
PE/Games Kit:
*Stover skort
*Stover polo shirt
*Stover socks
*House coloured socks
White sports socks
*Stover track trousers
*Stover windproof smock top
*Stover track top
*Stover gym shorts - from year 3 onwards
Black base layer top/leggings (optional)
Trainers
Hockey stick
Studs (from year 3 onwards)
Gum shield (from year 3 onwards)
Shin guards (from year 3 onwards)
Plain black swimming costume

Boys

*Stover blazer (not required for Nursery)

Grey trousers

White shirt (short or long sleeved)

*Stover grey jumper

Grey socks

* Stover Prep School tie

Black leather shoes

* Stover school coat

Stover scarf (optional)

Stover winter hat (optional)

Summer Uniform:

White short sleeve shirt

Grey shorts

* Stover School rucksack

*Sports bag

PE/Games Kit:

*Stover polo shirt

*Stover gym shorts

*Stover sport socks

White sports sock

*House coloured socks

*Stover track trousers

*Stover windproof smock top

*Stover track top

*Stover rugby shirt (from year 3 onwards)

*Stover rugby shorts (from year 3 onwards)

Black base layer top/leggings (optional)

Trainers

Rugby/football boots

Gum shield (from year 3 upwards)

Shin guards (from year 3 upwards)

Pair of black swimming shorts

Stover School cricket uniform will be required for pupils on the cricket team and for those attending fixtures (from Year 3 upwards):

*Stover cricket polo shirt

*Cricket trousers

*Cricket jumper or slipover

*Stover cap (optional)

Protective cricket box

Academic Information

Curriculum

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

Enquiry Based Learning

Enquiry 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 Enquiry 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. All activities are risk assessed.

The Purpose of Forest School

We provide a Forest School on site to provide our children with a truly holistic education. This encourages and nurtures 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 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

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.

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 stretch and challenge 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 maths 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.

Preparation for the 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

Throughout the year 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 next stage of the EYFS. 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

The vast majority of pupils from Stover Preparatory School transfer automatically to the Senior School. Many of the subject specialists that teach in the Prep school (from Reception class up) come from the Senior School which enables the Prep School pupils to have already built strong relationships with those teachers prior to transitioning into the Senior School.

In Year 6, pupils begin to visit the Senior School and experience lessons in various departments. These continue throughout Year 6 and there are also two full taster days, culminating in an Induction Day which takes place in June. Parents of pupils in Year 5 and 6 are invited to an individual meeting with the Head of the Preparatory School, Mr Noble, to discuss Senior School and will also often meet the Head, Mrs Caroline Ward. The Senior School offers parental presentations, tours and individual meetings throughout the year.

Before the start of the academic year in September, the Year 6 staff hold a transfer meeting, with all Year 7 staff to share detailed information on all aspects of each individual pupil's development.

Academic, Sport, Music, Drama and Art Scholarships are offered for entry to the Senior School. Many of our Preparatory School pupils sit these examinations and assessments in January.

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 – at the end of the Autumn Term and 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 attending/helping at:

- Regular events including trips.
- Special occasions and celebrations.
- Social functions, for example; Stover Family, regular events, sports days and fundraising activities.
- Meetings with your child's class teacher to share information and discuss progress.
- Open days when there will be opportunities to look around our school.
- Stover Family meetings; our parent and teacher association. This committee is made up of a body of dedicated and enthusiastic parents.

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 SEN is a shared responsibility and parents will be fully informed. We feel that provision for pupils with SEN 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 Sharron Humphries, Prep SENCo or Mrs Sorensen, Head of Learning Support, to discuss any aspect of SEN provision.

Pastoral Care

Designated Safeguarding Lead

Mr Noble is the School's Designated Safeguarding Lead. All staff receive training in Child Protection and follow the procedures set out in the Child Protection Policy.

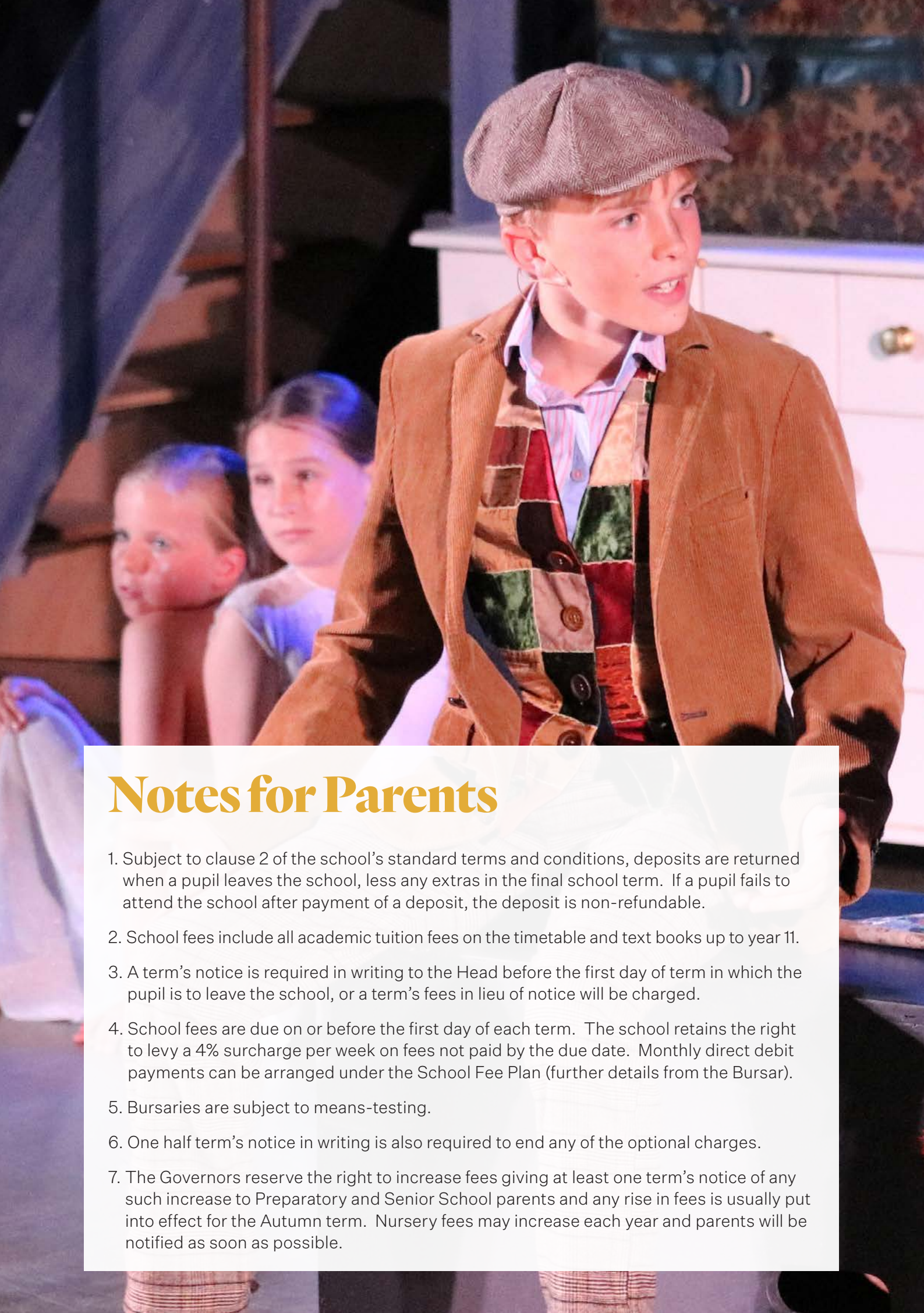
Counsellor

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.

Please contact a member of the Pastoral Team for more information.

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.



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.
3. A term's notice is required in writing to the Head 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 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 Ben Key, c/o Clerk to Governors, Stover School, Newton Abbot, Devon, TQ12 6QG

School switchboard
01626 354505

Preparatory School
01626 354505

Bursar
01626 335240

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, 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.



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