



WOODFORD GREEN PREPARATORY SCHOOL



Nurture

Curiosity

Creativity

Excellence

7+ Information for Parents

“The quality of pupils’ achievement and learning is excellent.” ISI Report November 2014

Our Motto

“Let Each Flame Burn Brighter”

Our Statement

To be known as a school where every pupil is nurtured, encouraged to be curious and achieves their very best.

Our Aims

Fostering the full development of each member of our school.

Seeking excellence and inspiring a love for teaching and learning.

Encouraging individual learning and thinking, to value ourselves and to have a commitment to the care and well-being of others within our school.

Maintaining and enhancing a safe and healthy environment that promotes a sense of belonging, pride and achievement.

Key Words: There are 4 key words that characterise everything we do at Woodford Green Prep School:

Nurture

We pride ourselves on providing your child with the support they need, in order to get the very best from them. A happy child feels secure, cared for and, in turn, enthused to go on their journey of learning.

Curiosity

A great education is where children are given the skills and knowledge to see how things connect.

Creativity

Whatever your child's interest, we are committed to ensuring that they take advantage of every opportunity on offer; whether it be in the classroom, in orchestra, choir, sports teams, school play or discovering their own artistic talents. We blend traditional and modern approaches to celebrate your child's learning.

Excellence

We want the very best for your child and we have high expectations for them. At the end of Year 6, most of our pupils go on to selective independent senior schools and state grammar schools; several will receive multiple scholarship offers. Our excellent ISI report is available via the home page on our website.

School Entry

Choosing the right school for your child is clearly a very important decision, with many factors to take into consideration. We offer you a range of information here and on our website which we hope will help you in your decision making process.

Pupils usually join WGPS at 3+ and 7+. Occasionally, we admit pupils at other ages if spaces are available.

Here is our basic step by step guide to applying for a place at Woodford Green Preparatory School:

Complete the online registration form (a £75 registration fee is required). This may be submitted at any time once the estimated date of birth is known. (NB: completion of a registration form does not guarantee a place).

If your child is joining us in Year 3 they will be required to sit our 7+ assessment.

If a place is offered, you are asked to pay an acceptance deposit, or decline the offer by the deadline date.

7+ Assessment

Woodford Green Preparatory School 7+ Assessments are open to children born between 1st September 2011 and 31st August 2012. Successful applicants will join one of our two Year 3 classes at the start of term in September 2019.

In order for your child to sit the formal assessment you will need to complete the 7+ Entry Assessment Registration Form. This should be submitted along with a copy of your child's birth certificate and non-returnable registration fee of £50.

Your child will then be invited to sit the formal assessments in mathematics, English and reading, to ensure that entrants will be able to benefit from our academic programme. The assessments are based on the National Curriculum requirements for Year 2.

On accepting a place at Woodford Green Preparatory School you will be asked to pay a deposit of £500 which is refundable against your child's final term fees.

Assisted Places

The Governors of Woodford Green Preparatory School are committed to broadening access to the School by offering to eligible parents/guardians means-tested financial support with the payment of school fees. Such support is known as an Assisted Place and these may be awarded in the form of a discount of up to 100% on tuition fees, depending on the financial, compassionate or other pertinent circumstances of applicants.

Assisted Places are subject to repeat testing of parental means each year and may be varied upwards or downwards, depending on parental circumstances.

Requests for financial support usually fall into two categories:

- New applicants to the school, where a place will be offered but parents/guardians are unable to fund the tuition fees.
- Existing pupils where a change in personal/financial circumstances have resulted in difficulty in meeting tuition fees and may otherwise result in the child being withdrawn part way through a stage of education.

If you are applying for an Assisted Place, the Application form should be returned by the second Friday in December with required documents. This form can be found on the school website, under the Admissions/ Assisted Places tab. Please send the form and supporting documents to the Bursar in a sealed envelope marked Strictly Private and Confidential.

School Fees

WGPS' fees are **highly competitive** compared to other independent schools in our catchment area.

Fees are due by the first day of each term but, for the first term only, we require the fees to be paid prior to the end of the Summer term. The due date will be printed on your invoice. From the second term onwards, there is the facility to pay fees monthly by direct debit.

Please refer to the school website for details of the current years fees.

Termly fees are payable in advance and include all tuition, stationery, textbooks, teaching materials, games, lunches and all activities. In addition, all trips, music tuition and some extra-curricular sports lessons will be charged on the termly bill.

Following the first term's advance payment, the School operates an optional Direct Debit Instalment Scheme which enables parents to spread the cost of each term's fees over four payments. You can find the form and bank mandate on our website under the Admissions/School Fees tab.

Health and Wellbeing

We promote the safety and protection of each child in accordance with the procedures that are regulatory in all schools. Your child's welfare is of paramount importance to us.

Medical Information

It is the School's policy to encourage and promote good health and hygiene for all of the children in our care. We ask all parents for detailed information regarding allergies, health and emergency care. This information will be kept by the school nurse, and all other staff will be made aware of it.

Lunch

Holroyd Howe Independent Caterers provide a wide choice of hot and cold lunches which cater for all children's dietary requirements. There is a cafeteria style system in the lunch hall and the weekly menu can be viewed on our website. Our food and drink policy is available on our website www.wgprep.co.uk

The timetable starts at 8.40am and finishes at 3.30pm for Years 3 and above. The School is however able to offer Wrap Around Care as follows:

Breakfast Club

A Breakfast Club is available to all pupils from 7.40am each school morning. As well as enjoying a healthy breakfast children are able to watch television or join with others in playing a selection of games under the supervision of one of our teachers. Charges apply see our website under Extra Curricular/Extended School Care tab.

Early Supervision Club

We also offer an 'early supervision' facility, where pupils may be dropped off anytime from 8.10am each morning. The charge for early supervision can be found on the school website under the Extended School

Teatime Club

At the end of the formal school day, pupils may attend Teatime Club where a snack will be provided. Whilst some children might take this opportunity to complete homework others might choose to relax and watch a DVD or play games. Parents can pick their children up from Teatime Club any time up to 5.30pm. Teatime Club is open to all pupils.

The club is divided into two sessions:

Session 1 - 3.30pm - 4.30pm

Session 2 - 4.30pm - 5.30pm

See our website for the current cost per session.

Sibling Club

For younger children (Foundation One to Year 2) who have older siblings (Year 3 and above) within the school there is an optional Siblings Club each day between 3.00pm and 3.30pm to enable parents to collect their children at the same time. Due to pupil ratio rules, parents are required to book a place for their child to attend the EYFS Sibling Club.

Extra Curricular Activities

We offer a wide range of extra curricular clubs the majority of which are free and run by WGPS. Further information can be found on our website under the Curriculum/Extra Curricular Activities tab.

Partnership with Parents

We pride ourselves on the strong relationships we have with our parent body. We recognise that you are the first and most important educators of your child. We see ourselves as partners with you in providing high quality care and education.

Helping at School

There are many ways in which you can become involved with the School, such as:

- Volunteering to help in a class
- Giving a talk about cultural celebrations, special activities, particular professions
- Helping to make resources or costumes for productions
- Volunteering to help on School trips
- Joining our PTA to help raise funds for large projects

All parents who wish to participate in sessions on a regular basis will be asked to first obtain clearance from the Disclosure and Barring Service (DBS) and to follow our volunteer guidelines. Please note that parents are not allowed to volunteer in their own child's class or year group.

Policies, Staff and Governors

The major school policies are available to view on the School's website and all policies are available on request.

A full list of our staff and governors is available on the website.

www.wgprep.co.uk

Destinations

Like many other independent schools, we do not participate in national end of Key Stage 2 SATs and subsequently do not appear in national league tables which are based purely on this data. Instead we value, with pride, the offers that our pupils gain through their 11+ assessments. These represent the high level of academic achievement which our pupils reach. Our high level of success at 11+ is reflected in "Our Results" section of our website - www.wgprep.co.uk/results

www.wgprep.co.uk

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