

**Rydes Hill Preparatory School
Academic Year 2009/10**

Dear Prospective and Current Parents

Information Letter

We want to give you all the information you would like about our school. Please do not hesitate to ask for any information if you have any questions before or after your tour or after you have joined the school.

Parent Handbook, School Policies and where to read them.

There are many policies at Rydes Hill and a full list of these policies is attached to this letter. The Secretary Mrs Carol Smith will give you copies of any you would like to read; they are also available in her office. All new parents receive a copy of the Parent Handbook and this is also available to prospective parents on request from Mrs Carol Smith by phone on 01483563160 or by email enquiries@rydeshill.com or available to read in the School Office.

Our 24 page Child Protection Policy is also on our website and our Parent Complaints Policy is in the Parent Handbook as appendix 3 and also available to all parents on request from Mrs Carol Smith in the School Office.

Our Parent Complaints Policy and our Anti- Bullying Policy and our child's Anti- Bullying booklet are also enclosed with copies of our prospectus.

Academic results

Academic performance of the preceding year, results of public examinations, SATs results in Years 2 and years 6 are also available from Mrs Carol Smith on request.

Number of complaints

The number of complaints registered under the formal procedure during the preceding school year 2008/9: none.

Staff list with qualifications

The staff list with qualifications is also attached to this letter and contained in the Parent Handbook and available in the school office.

This letter is sent to parents at the start of the new academic year, posted on our website and is on the Parent Notice Board.

We hope this is helpful.

Yours sincerely

Mrs Stephanie Bell, M.A. (Oxon)
Headmistress

Attached:

**List of all policies which are all available for parents to read
Staff list with qualifications**