



RYDES HILL

PREPARATORY SCHOOL & NURSERY

PARENT HANDBOOK 2023-2024

Last updated: April 2024

WELCOME

The background of the entire page is a photograph of several children walking up a wide wooden staircase. The image is covered with a semi-transparent red filter. The children are seen from behind, moving away from the camera towards the top of the stairs. The wooden balustrade of the staircase is visible on both sides.

Welcome to our interactive Parents e-Handbook. This Handbook is designed to provide you with all the information you need when it comes to navigating life at Rydes Hill.

The easiest way to use the Handbook is to refer to the contents page for the subject you are interested in. There is no need to scroll through the document (although it may be useful to familiarise yourself with the information), just click on the desired subject name and you will be routed directly to the relevant page. Alternatively, press 'control + f' on your keyboard to enable the search function.

We have endeavoured to make all information as easy to access as possible. Any word, or phrase that is underlined is hyperlinked, and double clicking on it will open a new window and route you to the extra information.

This handbook will be updated termly and republished on the Parent Page of our website at the start of each term.

If you have any feedback on the Parent Handbook or feel that something is missing, please do not hesitate to contact the Marketing Department - marketing@rydeshill.com.

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TERM DATES

2023 - 2024

Term	Item	Main School
Spring 2024	Staff INSET day	N/A
	First day of term	4th January
	Half term	12th - 16th February
	Last day of term	22nd March
Summer 2024	Staff INSET day	15th April 24th May
	First day of term	16th April
	Half term	27th - 31st May
	Last day of term (Pre-Prep)	4th July
	Last day of term (Prep) No morning School. 2pm Prize Giving	5th July
Autumn 2024	Staff INSET day	2nd - 3rd September
	First day of term	4th September
	Half term	21st October - 1st November
	Last day of term	13th December
Spring 2025	Staff INSET day	6th January
	First day of term	7th January
	Half term	17th - 21st February
	Last day of term	28th March
Summer 2025	First day of term	22nd April
	Staff INSET day	23rd May
	Half term	27th - 30th May
	Last day of term (Pre-Prep)	3rd July
	Last day of term (Prep) Prize Giving - 2pm - No morning School.	4th July
Autumn 2025	Staff INSET day	1nd - 2nd September
	First day of term	3rd September
	Half term	20th - 31st October
	Last day of term	12th December

THE SCHOOL DAY

THE SCHOOL DAY AND COLLECTION

Pre-Preparatory Department - (Kindergarten, Lower Transition and Upper Transition)

08:00 – Complimentary drop-off in the tennis courts

08.20 – Registration

15.15 – School day ends, collection from Kindergarten outside area, parents to wait on the other side of white picket fence

Preparatory Department - (Lower, Middle & Higher Preparatory and Form One)

08:00 – Complimentary drop-off in the tennis courts

08.20 – Registration

15.35 – School day ends, collection from designated area or proceed to after school club ([see pages 5-6](#))

NB: To make things as easy for you as possible, if you have a child in Nursery in addition to a child/children in the Main School you are welcome to make use of our complimentary Nursery drop off from 8am.

ARRIVAL

All pupils should arrive before the beginning of the School day, dressed in full uniform. Classrooms are open to pupils at 08:20. We operate a 'drop-off' zone from 08:00 to 08.30 in the car park, but pupils must be in by 08:20 as lessons start promptly at 08:30. This ensures the safe and smooth flow of traffic and, more importantly, serves to promote independence in the older pupils, who can make their own way to the Tennis Courts or The Friends' Hall in inclement weather. Please see below for late arrival.

END OF THE SCHOOL DAY

At the end of the School day all pupils should leave Rydes Hill wearing full School uniform. Kindergarten pupils are dismissed from their classroom onto their play area, Lower Transition at the 'Goodbye Door', Upper Transition and Lower Preparatory at the Side Door, Middle Preparatory and Form One at the 'Middle Preparatory Door' and Higher Preparatory from the Science Block, usually by the class teacher. Pupils must not leave the courtyard unaccompanied by an adult and are not permitted to walk alone to cars parked in the car park. Please refer to the [School Map](#) for the precise pupil dismissal locations.

Pupils leaving after Prep (Homework Club), or from an after school club should be met by a parent or nominated adult by the white picket fence by the Kindergarten playground (or under the awning in the Kindergarten playground if it is raining). Children who have attended Stay & Play on Monday to Thursday should be collected from the Dining Hall before 16:15 or from the Nursery if collection is later than 16:15. On a Friday, children should be collected from Stay & Play at the Nursery from 15:30. Any children not collected at the designated pick-up time will be taken to Stay & Play and a charge may be incurred.

Parents who choose to take their child/children to the Adventure Playground after School do so at their own risk; please refer to the [Adventure Playground Rules](#) for more information. Children using the equipment must be always supervised by an adult. This play equipment must be vacated by 15:45 if required for the Stay & Play Club. If you are supervising your child in the grounds and they need to go into the School building, it is imperative that they are accompanied by an adult to ensure their safety.

COLLECTION BY “UNKNOWN ADULT”

In the interest of your child's safety, please inform the School of the identity of the person who will be collecting your child in the event of you being unable to. Children will not be released to any adult other than a parent without prior notification, even if that adult is another Rydes Hill Parent.

Throughout the School, we operate a password system. If the person collecting your child is not known to the School, parents will be asked to provide the person collecting their child with a password (for example 'Apple Pie') and to inform the School that this will be the password used on this occasion. When given the correct password, the child will be released into their care. Different passwords must be used on each occasion.

SPEED LIMIT AND PARKING

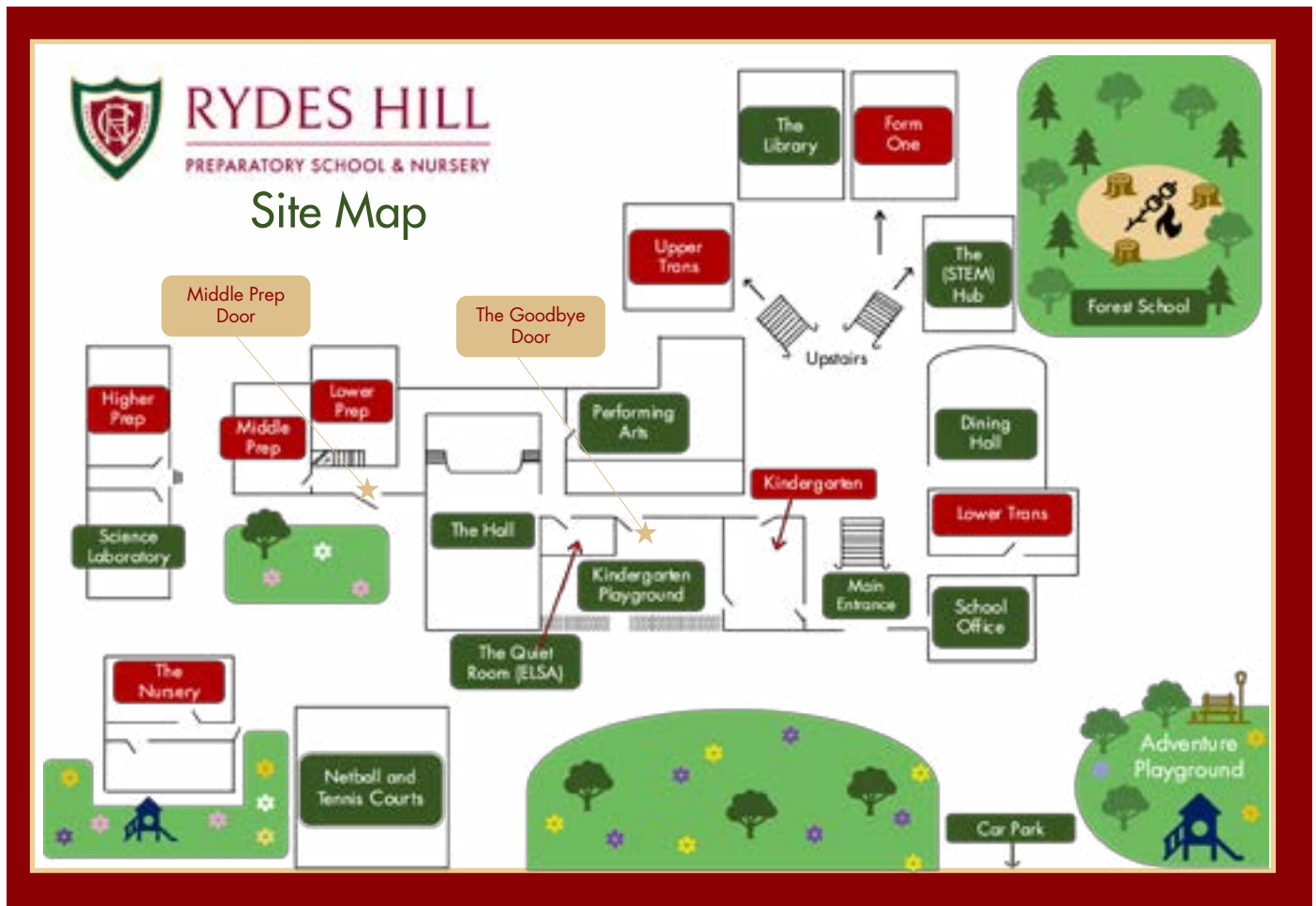
To ensure the safety of our children, please always adhere to the 5mph speed limit (walking pace) on the School grounds, even if you are running late. When walking, please ensure you always use the pedestrian routes in School and do not walk up or down the driveway.

Please do not leave your car on any yellow lines or unattended anywhere other than a marked parking bay, including the turning circle in front of the School. Please reverse into a marked parking bay. Remember we operate a one-way system through the School and there is a no right turn on exiting St Mary's Church car park onto the Aldershot Road.

Please be considerate and courteous to our neighbours by not parking on the grass verges outside of the School grounds.

THE SCHOOL GROUNDS

MAP



[Click here](#) to download a PDF of the Site Map

ADVENTURE PLAYGROUND

We are delighted to be able to offer a pupils an array of adventure play equipment. Please familiarise your child with the Adventure Playground Rules which can be accessed [here](#).

SECURITY

The safety and security of our children is paramount. We have CCTV cameras installed at various points around our site. The electronic gates at our entrance and exit are on timers to be open at drop-off and pick-up times, but managed by the School Office and other members of staff during the School day. When parents or visitors use any of our intercom links, we ask them to identify themselves. To say "I am here to collect from Stay & Play" is not enough. You will be asked to state who you are, unless you can be seen via a camera, and the staff member recognises you. There are certain doors, the tennis courts, vehicle entrance and exit gates, pedestrian entrance and exit gates which are opened using a keycode. The keycodes are changed each term. If there is an unidentified person on our site, particularly during the day, a member of staff will approach them and ask them to identify themselves.

or Safeguarding reasons, we do not allow visitors or parents, to wander around our site unaccompanied. All adults on site are required to wear a lanyard and the children are taught to raise the alarm with a member of staff if there is an unknown adult on site.

FIRE ALARM

We have regular Fire Drills to practice in case our Fire Alarm is activated. Everyone on site has to make their way calmly and in an orderly fashion to our tennis courts. Children line up in their classes on reaching the tennis courts and are counted by the teacher who has been teaching them at the time of the alarm, to ensure every child is accounted for. Visitors and visiting peripatetic teachers sign in on arrival and are also checked to see they are on the tennis courts.

We also have a protocol for if the School is required to go into lock down. This is practiced once a year.

DOGS

Please note, we do not permit dogs on Rydes Hill grounds unless it is a certified guide dog or with prior written authorisation from Mrs Norville.

WRAP AROUND CARE

BREAKFAST CLUB AND STAY & PLAY

We offer care facilities before and after School but these need to be booked in advance. There is an optional paid Breakfast Club from 07:30 or early drop off with no breakfast from 07:45. The complimentary Early Bird Club operates from 08:00 on the Tennis Courts (or the Friend's Hall in inclement weather). At 08:20 children from Kindergarten to Form One line up on the Tennis Courts and are escorted to their classes by class teachers.

The Stay & Play Club operates daily as after School care during term time from 15:30 to 18:00. Drinks and biscuits are provided at 15:45. A light supper is provided for all children with drinks at 16:45, provided they have been booked in no later than 14:00 on the day. The cost of wrap around care is billed at the end of each term and added to the

next term's invoice. A register is kept to log attendance. Please refer to our [Fee Sheets](#) for a breakdown of costs. Booking forms for both Breakfast Club and Stay & Play are distributed by the School Office at the start of each term and available via the ParentMail App. Stay & Play bookings can also be made via stayandplay@rydeshill.com. If you wish to book your child onto Stay & Play for the same day, please contact the School Office directly (office@rydeshill.com).

PREP CLUB (HOMEWORK CLUB)

Prep Club is available for pupils from Lower Preparatory to Form One and runs from Monday to Thursday. The Club is usually held in the Form One Classroom and is supervised by a Class Teacher. Lower Preparatory can book from 3:45 to 4:15 (30 minutes) and Middle Preparatory to Form One from 3:45 to 4:45 (one hour). Pupils should be encouraged to attend some of these classes as they foster good homework practice which can then be replicated at home.

Collection is from by the white picket fence by the Kindergarten playground and if a child is not collected, they will be taken to Stay & Play in the Nursery. The children are dismissed at either 4:15 or 4:45 to avoid study being disrupted. If, for any reason, there is a need to collect your child earlier than these times, please let us know via the School Office (office@rydeshill.com) in advance.

Bookings for Prep Club can be made via the School Office with the Prep Club booking form which can be found on the ParentMail app. Prep Club for Lower Preparatory is £4 per day and for Middle Preparatory to Form One is £8 per day. Fees for Prep Club are added to your next term's invoice.

LATENESS AND ABSENCE

LATENESS

If you are running late for either drop-off or pick-up please telephone the School Office (01483 563160 - option 1). If your child is late for School, they must be dropped off at the School Office so our School Secretaries can ensure that their attendance is registered. Please do not drop them off directly to their classroom as there is a chance their attendance may be overlooked, and our Safeguarding Policy prevents us from allowing parents to walk around the School unattended by a member of staff.

ABSENCE

If your child is unwell and unable to attend School, please telephone the School before 08:45 on the first day of an absence, or report the absence via ParentMail. If your child is expected to be in School and we have not heard from you, one of our Office Secretaries will telephone you to enable them to log the reason for your child's absence. Once your child returns to School, he/she should bring a letter to his/her teacher to explain the absence.

Even if you have been in contact with the School during the absence, a letter to the School is required so we have a written record of the reason for the absence. **This is a legal requirement for our register.** After five days, if your child is still unable to return to School, a doctor's note is required.

ADVANCE NOTICE OF ABSENCE

If you know your child is going to be absent from School for a dental or medical appointment, or for any other reason, please email the School Office (office@rydeshill.com) as well as your child's Class Teacher. The same applies if you need to collect your child from School during the School Day to attend an appointment.

HOLIDAYS DURING TERM-TIME

It is expected for parents to arrange holidays outside term time. We understand cheaper flights are attractive outside School holidays, however, term dates are published a long time in advance to allow parents to plan family holidays, term dates can be accessed [here](#)). When a child is absent during term time, this not only disrupts their learning, but the learning of their peers as the teacher must catch the missing child up when they return to School, thus depriving other children in the class of time with the teacher. We also plan some of our major productions to coincide with the end of term so if you withdraw your child early, you are depriving him/her of a worthwhile character-building activity.

It is not School policy to offer written work to pupils who miss class work for family holidays in term time.

Written permission for leave of absence in term time is required for all pupils over the age of five. This is a statutory obligation to which all schools must comply. If you have a special reason for taking an extra holiday, please complete a Holiday Request Form to obtain authorisation from the Headmistress.

KEY STAFF

THE SENIOR LEADERSHIP TEAM (SLT)



MRS SARAH NORVILLE
HEADMISTRESS



MRS CATE ROWSON
DEPUTY HEAD - ACADEMIC
AND SENCO



MRS VANESSA WOOD
DEPUTY HEAD - PASTORAL



MRS FAYE MESSINGER
HEAD OF EARLY YEARS



MR MARTIN HALSALL
BURSAR

[Click here](#) to visit our staff page on the Rydes Hill website.

ADMISSIONS



MS JACQUI O'NEILL
REGISTRAR AND PA TO
HEADMISTRESS

PASTORAL AND SEND



MRS CATE ROWSON
SENCO



MRS VANESSA WOOD
DEPUTY HEAD - PASTORAL



MRS JO WEST
ELSA (EMOTIONAL LITERACY
SUPPORT ASSISTANT)

COMMUNICATION

PARENTMAIL

We utilise the IRIS ParentMail communication tool for our day-to-day communication with parents. As ParentMail is used for sending messages, sharing newsletters, sporting fixtures, booking parents consultation evenings, accessing, and completing forms and making payments it is essential that you use this tool. We do not send any paper-based letters or notifications out to parents. ParentMail can be used either in your internet browser or you can download the free of charge app via your usual app store.

When your child starts at Rydes Hill our School Office will send an activation email to the email address you supplied on your child's registration forms so you can set up ParentMail to be used in the way that suits you best. If you have any queries on ParentMail please contact the School Office (office@rydeshill.com)

WEEKLY NEWSLETTER

At the end of each week during term time, Mrs Norville sends a newsletter to all parents and guardians via ParentMail. The newsletter covers all the highlights from the week and includes photos from key events, sporting event fixtures and results, notices on upcoming events and any other relevant information. Reading the newsletter is a great and quick way of keeping up to date with life at Rydes Hill. Our newsletters can also be accessed on our [website](#).

WHATSAPP

We are in the process of setting up WhatsApp broadcast lists for each class. Please contact the office (office@rydeshill.com) for more information.

WEBSITE

We have a dedicated 'Parents Page' on our website that contains a notice board for the current and following week, a link to the Parent Handbook and links to other pages and information that may be useful. [Click here](#) to visit the Parents Page on our website.

EMAIL

All staff have an email address and can be emailed if you wish to communicate with them directly. They will endeavour to reply between the hours of 8am-5pm on their working days during Term Time (this is with the exception of the All-Year-Round Nursery Staff, Finance Team and Registrar who are available at times during the holidays).

NOTIFICATION OF CHANGES

Please note, it is your responsibility to inform the School (via the School Office - office@rydeshill.com) should any of your contact details change (for example, change of address or mobile telephone number). You should also keep us up-to-date with any changes to your child's medical status, by completing and returning a new Medical Form which can be requested from and returned to the School Office.

MEALTIMES

BREAKFAST CLUB

Breakfast Club starts from 7:30 and serves an optional breakfast that consists of hot and cold food, fresh fruit, cereals, toast and juices.

BREAK

All pupils should bring a piece of fresh fruit, vegetable or plain crackers or breadsticks for morning break. No food should be taken onto the tennis courts. Fruit should be cut up, if required, and placed in a named bag or container. Sweets, biscuits, crisps, and dips are not allowed. Please be mindful of waste and, where possible, send in whole fruit or use re-useable named tubs.

Several of our pupils are known to present allergic reactions to certain foods – nuts in particular. We aim to be a NUT-FREE School, so please do not allow your child to bring in any food containing nuts. We also ask all our pupils not to share their break food. This policy may seem a bit harsh but it is in the best interests of all of our pupils.

LUNCH

Lunch break runs from 12:00 - 1:25 for Kindergarten to Lower Transition and 12:15 - 1:25 for Upper Transition to Form One. All pupils are served a hot lunch in our dining hall during the allocated time for their class. We offer our pupils a choice between a main course, a vegetarian main course or a baked potato with vegetable-based side dishes and a salad bar along with healthy dessert options.

Pupils are allowed to request seconds of their main course and vegetable side dishes but not for dessert.

Termly menus can be accessed [here](#).

STAY & PLAY

Drinks and biscuits are provided at 15:45. A light supper is provided for all children with drinks at 16:45 (provided they have been booked in no later than 14:00 on the day).

WATER

Pupils should bring a re-useable water bottle each day. This can be refilled during the day and is kept in the classroom and taken to the playground at break time.

MILK

Milk is offered to children in Kindergarten and Lower Transition during morning break. It is taken into the Kindergarten play area by a member of our kitchen team on a trolley in jugs and served in plastic cups by appointed Form One girls. If there is excess milk, this is available for children in Upper Transition.

HOLROYD HOWE

All catering is provided by Holroyd Howe, our acclaimed independent caterers. We work closely with them to provide our pupils with healthy, balanced, and delicious meals. Holroyd Howe pride themselves on producing meals using a variety of ingredients, cuisines and culinary styles and frequently offer themed lunches and 'tasting tables' to encourage pupils to try new things.

ALLERGIES

We have a policy and procedures to support pupils who are prone to severe allergies. All members of staff undergo annual training to support these pupils. We aim to operate a NUT-FREE School. When a pupil joins us, as part of the Admissions process, parents are asked to complete a medical and food allergy form to give details of any allergies. If a child has a food allergy they are given a colour-coded lanyard to wear when they enter our Dining Hall for lunch to enable our kitchen team to easily identify them. Their details are also included on a "Think of Me" board which includes their photo and details of their allergy.

Parents are requested to submit an emergency procedures plan for us to follow in the event a pupil suffers an allergic reaction. This plan is kept in the Class First Aid Bag which is taken with the Class when leaving the Classroom for other lessons ie, PE in the Hall, Music in the Performing Arts Studio etc.

All relevant staff are informed of a pupils allergy ie any teacher that takes them for a lesson, School Office Secretaries, kitchen staff, staff on break duties. The School Office regularly check the Class First Aid bags to ensure any medication, such as Epi-pens, are in date.

SCHOOL UNIFORM

We are proud of our traditional and distinctive School Uniform that is worn by all pupils from Nursery to Form One. We have a Winter Uniform that runs from 1st October until 20th April and a Summer Uniform that runs from 1st May to 30th September.

NEW UNIFORM

Brand new School Uniform can be purchased from our official school uniform supplier, Valentino Schoolwear in Knaphill. For your convenience, Valentino Schoolwear provides a free delivery service direct to our School Office every Friday during term time. In addition to their High Street premises and free delivery to the School Office, you may also view and purchase items of School Uniform online from the Valentino website.

Valentino Schoolwear

23-29 Broadway, Knaphill, Surrey, GU21 2DR

Tel: 01483 475051/473357

Email: info@valentionschoolwear.com

www.valentinoschoolwear.com

Open Monday – Saturday 9am to 5.30pm. There is plenty of free parking nearby.

SECOND HAND UNIFORM

The Friends of Rydes Hill (FRHPS) kindly run a well-stocked second hand School Uniform Shop to provide a sustainable and cost-effective method for families to purchase certain items of pre-loved school uniform. Proceeds from the Uniform Shop are a key part of the fundraising activities of the FRHPS, which benefits the School Community as a whole.

The Uniform Shop is run by representatives of The Friends. If you'd like to make a purchase, please contact the School Office (office@rydeshill.com) who will put you in touch with the most relevant person.

FRHPS also run pop-up shops once or twice a term. Notice of pop-up shops will be given via ParentMail or the School Newsletter.

The Uniform Shop is staffed by parent volunteers who kindly give up their time to provide this service to the School Community. Please ensure the guidelines in relation to donations and purchases are always followed.

[Click here](#) to see the full terms and conditions for our second hand uniform shop and [click here](#) to access the price list.

SCHOOL UNIFORM: PRE-PREPARATORY GIRLS

(KINDERGARTEN, LOWER TRANSITION & UPPER TRANSITION)

WINTER UNIFORM - MANDATORY ITEMS

- Tartan blouse (Product Code: 29684695)
- Navy pinafore* (Product Code: 29684614)
- Bottle green cardigan with School logo (Product Code: 29684624)
- Red blazer with School logo (Product Code: 29684673)
- Red Rydes Hill coat (Product Code: 40958850)
- Junior navy backpack (Product Code: 29684804)
- Navy tights* or long colour trimmed socks (Product Code: 29684780)
- Navy or black shoes (no patent shoes please)



WINTER UNIFORM - OPTIONAL ITEMS

Navy waterproof jacket with School logo (Product Code: 29684765), bottle green knitted scarf* (Product Code: 30109106), navy knitted scarf* (Product Code: 30109102), navy gloves* (Product Code: 30109147), navy blue Rydes Hill beanie (Product Code: 29684775), Navy beret with School crested badge (Product Code: 29684635 & Product Code: 29684751), Royal blue nylon art apron with Velcro fastening (Product Code: 30109097)

* Items labelled with an asterisk may be purchased from alternative retailers providing they are very closely matched to our official uniform.

SUMMER UNIFORM - MANDATORY ITEMS

- Tartan summer dress (Product Code: 29684809)
- Bottle green cardigan with School logo (Product Code: 29684624)
- Red blazer with School logo (Product Code: 29684673)
- Boater with School crested badge (Product Code: 29684721 & Product Code: 29684751)
- Junior navy backpack (Product Code: 29684804)
- White socks*
- Navy or black shoes (no patent shoes please)



PE KIT - MANDATORY ITEMS

- Maroon polo shirt with School logo (Product Code: 29684647)
- Navy skort (Product Code: 29684664)
- Navy sweatshirt with School logo (Product Code: 29694361)
- Navy jogging bottoms* (Product Code: 30332053)
- Navy nylon PE bag with School logo (Product Code: 29684802)
- White ankle games socks*
- Maroon cap with School logo (Product Code: 29684752)
- Non marking trainers (of any colour apart from sparkly, neon or black)
- School swimsuit (Product Code: 29684714)
- White swim cap with School logo (Product Code: 29684750)
- Maroon nylon swim bag with School logo (Product Code: 29684805)
- House flash (available from the School Office)



PE KIT - OPTIONAL ITEMS

Moulded stud Velcro football boots (for football club), shin guards with ankle protection (for football club), tea bag T Shirt (for swimming) (Product Code: 29684731).

* Items labelled with an asterisk may be purchased from alternative retailers providing they are very closely matched to our official uniform.

SCHOOL UNIFORM: PRE-PREPARATORY BOYS

(KINDERGARTEN, LOWER TRANSITION & UPPER TRANSITION)

WINTER UNIFORM - MANDATORY ITEMS

- Tartan shirt (Product Code: 29684744)
- Navy tailored trousers* (Product Code: 30690614 or 39940726)
- Bottle green sweatshirt with School logo (Product Code: 29684686)
- Red blazer with School logo (Product Code: 29684673)
- Red Rydes Hill coat (Product Code: 40958850)
- Junior navy backpack (Product Code: 29684804)
- Navy long colour trimmed socks (Product Code: 29684780)
- Navy or black shoes



WINTER UNIFORM - OPTIONAL ITEMS

Navy waterproof jacket with School logo (Product Code: 29684765), bottle green knitted scarf* (Product Code: 30109106), navy knitted scarf* (Product Code: 30109102), navy gloves* (Product Code: 30109147), navy blue Rydes Hill beanie (Product Code: 29684775), Royal blue nylon art apron with Velcro fastening (Product Code: 30109097).

* Items labelled with an asterisk may be purchased from alternative retailers providing they are very closely matched to our official uniform.

SUMMER UNIFORM - MANDATORY ITEMS

- White polo shirt with School logo
(Product Code: 29684728)
- Bottle green sweatshirt with School logo
(Product Code: 29684686)
- Navy tailored shorts* (Product Code: 30676829)
- Red blazer with School logo (Product Code: 29684673)
- Junior navy backpack (Product Code: 29684804)
- Navy long colour trimmed socks (Product Code: 29684780)
- Navy or black shoes (no patent shoes please)



PE KIT - MANDATORY ITEMS

- Maroon polo shirt with School logo (Product Code: 29684647)
- Navy shorts* (Product Code: 30660183)
- Navy sweatshirt with School logo (Product Code: 29694361)
- Navy jogging bottoms* (Product Code: 30332053)
- Navy nylon PE bag with School logo (Product Code: 29684802)
- White ankle games socks*
- Maroon cap with School logo (Product Code: 29684752)
- Non marking trainers (of any colour apart from sparkly, neon or black)
- Navy swim trunks* (Product Code: 30096121)
- White swim cap with School logo (Product Code: 29684750)
- Maroon nylon swim bag with School logo (Product Code: 29684805)
- House flash (available from the School Office)



PE KIT - OPTIONAL ITEMS

Moulded stud Velcro football boots (for football club), shin guards with ankle protection (for football club), tea bag T Shirt (for swimming) (Product Code: 29684731).

* Items labelled with an asterisk may be purchased from alternative retailers providing they are very closely matched to our official uniform.

SCHOOL UNIFORM: PREPARATORY GIRLS

(LOWER PREPARATORY, MIDDLE PREPARATORY, HIGHER PREPARATORY, FORM ONE)

WINTER UNIFORM - MANDATORY ITEMS

- Tartan blouse (Product Code: 29684695)
- Navy kilt* (Product Code: 29684807)
- Bottle green cardigan with School logo (Product Code: 29684624)
- Red blazer with School logo (Product Code: 2968467)
- Red Rydes Hill coat (Product Code: 40958850)
- Navy rucksack with maroon trim (Product Code: 29684803)
- Navy tights or long colour trimmed socks (Product Code: 29684780)
- Navy or black shoes (no patent shoes please)
- White gloves (for prize giving) (Product Code: 30020398)



WINTER UNIFORM - OPTIONAL ITEMS

Navy waterproof jacket with School logo (Product Code: 29684765), bottle green knitted scarf* (Product Code: 30109106), navy knitted scarf* (Product Code: 30109102), navy gloves* (Product Code: 30109147), navy blue Rydes Hill beanie (Product Code: 29684775), Navy wrap apron (Product Code: 30109070), Navy beret with School crested badge (Product Code: 29684635 & Product Code: 29684751).

* Items labelled with an asterisk may be purchased from alternative retailers providing they are very closely matched to our official uniform.

SCHOOL UNIFORM: PREPARATORY GIRLS

(LOWER PREPARATORY, MIDDLE PREPARATORY, HIGHER PREPARATORY, HIGHER PREPARATORY, FORM ONE)

SUMMER UNIFORM - MANDATORY ITEMS

- Tartan summer dress (Product Code: 29684809)
- Bottle green cardigan with School logo (Product Code: 29684624)
- Red blazer with School logo (Product Code: 29684673)
- Boater with School crested badge (Product Code: 29684721 & Product Code: 29684751)
- Navy rucksack with maroon trim (Product Code: 29684803)
- White socks
- Navy or black shoes (no patent shoes please)



PE KIT - MANDATORY ITEMS

- Fitted games top (Product Code: 29684776)
- Navy skirt (Product Code: 29684664)
- Navy skin top (Product Code: 29684651)
- Navy technical leggings (Product Code: 30676741)
- Navy track top with School logo (Product Code: 29684761)
- White ankle games socks*
- Maroon cap with School logo (Product Code: 29684752)
- Navy and maroon holdall with School logo (Product Code: 29684806)
- Maroon games socks* (for hockey) (Product Code: 29684682)
- Mouth guard for hockey
- Shin guards with ankle protection for hockey
- Non marking trainers (of any colour apart from sparkly, neon or black)
- School swimsuit (Product Code: 29684714)
- White swim cap with School logo (Product Code: 29684750)
- Maroon nylon swim bag with School logo (Product Code: 29684805)
- House flash (available from the School Office)



PE KIT - OPTIONAL ITEMS

Gym leotard* (Product Code: 29684792), navy track bottoms* (Product Code: 29684754), tea bag T Shirt (for swimming) (Product Code: 29684731), swim goggles.

* Items labelled with an asterisk may be purchased from alternative retailers providing they are very closely matched to our official uniform.

HOUSE FLASHES FOR PE UNIFORM

You will be given 2 PE flashes to put on your child's PE kit to be able to easily identify which House they are in ([click here](#) to see more information about the Rydes Hill Houses) If you require further flashes, you may purchase them direct from the School Office. House flashes must be sewn under the logo on the skort, just above the hem on the boys shorts and under the pocket/on the thigh of navy joggers.

Please refer to the below images for the locations of where the House flashes should be affixed to your child's uniform.



YOUR CHILD'S SAFETY DURING PE

In the interest of health and safety we do not permit jewellery of any kind being worn during PE lessons and ask that watches are removed. Pupils are required to wear shin pads and moulded mouth guards for hockey, these can be purchased for a very reasonable price from Decathlon.

HAIR

We expect pupils to attend School with clean hair that is neatly tied back if long. Only hair accessories in the School colours are permitted (burgundy, navy or bottle green).

LABELLING UNIFORM

All items of School uniform must be labelled with your child's full name. Please affix labels to the inside of the clothing on the centre of the waistband or collar/neck. It is essential that all parents follow this guidance so we can reunite lost items with pupils quickly.

LOST PROPERTY

If an item is found in or around the School site it is checked for a name label. If a label is found, we aim to return it to the owner as soon as possible. If an item cannot be identified, it is usually taken to the School Office who in turn put it in the Lost Property Box or put directly into the Box. Lost Property is regularly displayed so parents can check if any items belong to their child. If, after a certain period of time an item is not found, it is given to a charity. We are very aware some of our uniform is expensive and therefore expensive to replace.

We cannot stress enough how important it is to label your child's uniform and belongings. When purchasing uniform from the second-hand shop, it is important to remove the name label of the previous owner. We often come across uniform with a previous pupil's name label in that hasn't been replaced with it's new owners name.

NON-ACADEMIC TUITION

INSTRUMENTAL TUITION

We are very fortunate to have a team of enthusiastic and experienced peripatetic music teachers at Rydes Hill. Between them, they offer tuition in piano, singing, violin, cello, flute, recorder, clarinet, saxophone, cornet, trumpet and guitar. Most children begin lessons when they enter Lower Preparatory, however, if there is space on the timetable, it is often possible to arrange individual lessons for pupils in Upper Transition. Children in Upper Transition will learn the violin as part of their music curriculum via the 'Viva Violins' scheme, and the girls in Lower Preparatory will be able to take advantage of the Wind and Brass scheme. Recorder lessons form part of the curriculum for Lower Transition pupils and optional group lessons for Lower Preparatory, Middle Preparatory and Higher Preparatory are available.

Whichever instrument you choose for your child, it is essential that he/she has access to a suitable instrument on which they can practice between lessons. The relevant music teacher or our Head of Music, Mrs Flude can offer further advice on this if necessary. Learning a musical instrument requires commitment from both pupils and parents, it is therefore paramount that parents ensure that sufficient time would be available for regular practice between lessons.

Due to the large number of pupils participating in individual music lessons, most of the peripatetic teachers operate a rota system. This is the system which is adopted in most schools, where lesson times rotate over lunchtime and class lesson time as it is the fairest way to ensure that minimum class time is lost for each pupil. Wherever possible, girls in Form One have a set break or lunchtime lesson during the Autumn Term.

The cost of instrumental tuition is £220 a term. Your child will receive 30 lessons each academic year, approximately 10 per term. Please note: A full term's notice in writing is required if a pupil wishes to discontinue lessons. For those pupils who have been part of the Viva Violin and Wind and Brass schemes and wish to continue with their instrument of choice, peripatetic teachers are prepared to accommodate shared lessons (2 pupils per lesson), which would result in the tuition fees being halved. This, in consultation with parents, would be reviewed at a later stage if teachers felt that the pupil would benefit from individual lessons.

If you would like your child to begin individual music lessons, please contact our Head of Music, Mrs Flude - linda.flude@rydeshill.com for further information.

SPEECH & DRAMA TUITION (LOWER TRANSITION TO FORM ONE)

Drama is part of the School curriculum for the Pre-Preparatory Department and we are proud of the confidence it gives all our children here at Rydes Hill. To work alongside and take our children up to Form One we offer extra Speech & Drama tuition for all children from Lower Transition upwards. Children who choose to take these lessons will look closely at poetry, prose and drama and develop an appreciation and understanding of the spoken word and love of literature. Grouping is usually kept within the school years which allows the children to work freely with their peers but also allowing a fuller exploration of the many aspects of Speech & Drama which will be covered.

In Lower Transition the children begin with learning poetry and being able to express themselves freely. As each year progresses the children are given many opportunities to perform in concerts, festivals, and examinations. Our main aim is to see our children gain in confidence and believe in their own ability.

Festivals are a big part of our annual overview with children being able to compete against other schools and learn from a highly experienced adjudicator. Examinations are also offered annually for the children with Victoria College. This board of exams enable the children to perform all disciplines of Drama and poetry alongside public speaking and communicating - skills that will stay with them forever.

Although not compulsory we highly recommend the children get to perform in some capacity during the year.

Lessons cost £88 per term and your child will receive approximately 30 lessons each academic year. Please note: A full term's notice in writing is required if a pupil wishes to discontinue lessons.

For further information and booking, please contact Miss Quinn - tina.quinn@rydeshill.com.

BALLET LESSONS

Ballet lessons follow the Royal Academy of Dance format and are provided by a professional and fully qualified ballet teacher, Miss Anna Holford from Arden Holford School of Ballet. Our pupils have been accepted to the English Youth Ballet, Surrey Youth Ballet and the London Junior Ballet Associates.

From Kindergarten to Upper Transition, ballet is an optional part of the curriculum and takes place during the School day. From Lower Preparatory onwards ballet pupils prepare for the Royal Academy Dance (RAD) examinations and lessons take place either during lunch break (Grades Pre-Primary to Grade One) or after School (Grade Two and above), the time of lesson depends on the grade being taken. If your child passes a Grade during

the middle of term, please note that their lesson time will change, as they will immediately progress up to the next Grade.

Examinations take place at the end of every term in March, June and November. As pupils naturally progress at different rates their readiness to take exams will differ. Miss Anna assesses each pupil termly to determine if they have reached the level necessary to pass the relevant examination and will notify parents in writing during the term before the exam is due to take place. Parents are informed of examination details (dates, times and uniform) in writing a few weeks prior to the examination date once Miss Anna has received confirmation from the RAD.

Please note that ballet examinations are not compulsory. If your child would prefer not to take the examination, they are still able to progress to the next grade once Miss Anna feels they have sufficiently learnt the current grade.

Please contact Miss Anna - ardenholfordballet@gmail.com if you wish to discuss any aspect of ballet lessons for your child. It would also be helpful to contact Miss Anna prior to purchasing any ballet uniform as she can confirm exactly what uniform is required for each Grade. Ballet uniform is available to purchase direct from Miss Anna and she can fit ballet shoes for your child at the beginning of a class, provided you have given her written consent via email to do so.

Lessons cost £76 per term. Please note: A full term's notice in writing is required if a pupil wishes to discontinue lessons.

SWIMMING

Swimming for Rydes Hill pupils takes place off site at Surrey Sports Park and lessons are taught by the Guildford City Swimming Coaches. Swimming takes place on Thursday afternoons from 2pm - 2:30pm for children in Kindergarten, Lower Transition and Upper Transition. (NB: Kindergarten swim in the Spring and Summer Terms but not the Autumn Term). Children in Lower Preparatory, Middle Preparatory, Higher Preparatory and Form One go swimming on Friday afternoons. Upper Transition and Lower Preparatory swim between 2:30pm–3pm and Middle Preparatory, Higher Preparatory and Form One swim between 3pm–3:30pm. (NB: Higher Preparatory and Form One do not swim in the summer term).

Swimming forms an essential part of the curriculum and as such, all children are expected to attend every week. If your child is not well enough to attend swimming, they are not well enough to attend School and should be kept at home.

All children are divided into groups depending on ability. They are assessed at the end of each term with an emphasis on technique in all four competitive strokes, not just distance. Our School swimming costume/shorts and bags for your child are available to buy direct from [Valentino Schoolwear](#). Swimming hats (please label on the outside) are available

from the School Office. Your child will need a towel clearly labelled with their name. Goggles are optional, again please label accordingly.

Pupils will be transported to Surrey Sports Park in the School minibuses or on coaches and returned to Rydes Hill for the end of the School Day. Children in Kindergarten and Lower Transition are returned in time for a normal end of School Day dismissal. Children in Upper Transition or Lower Preparatory should be returned to School by 3:35pm and children in Middle Preparatory, Higher Preparatory and Form One should be returned between 4pm–4:15pm. There is no Prep Club (Homework Club) on Fridays, but parents can still book their children into Stay & Play.

You can opt to collect your child directly from Surrey Sports Park, however, this needs to be a consistent termly arrangement rather than weekly.

Please note that if your child has had any incidence of vomiting or diarrhoea you must allow 48 hours after recovery before swimming.

If you have any questions or queries about swimming lessons at Rydes Hill, please contact Mrs Morris - di.morris@rydeshill.com.

EXTRA CURRICULAR

We recognise that extra curricular activities play an important role in a pupil's life and provide many benefits that enhance their overall development and well being. We are therefore pleased to offer a wide range of extra curricular activities that our pupils are encouraged to participate in.

Our extra curricular programme is designed to appeal to a variety of interests, skills and talents as well as encourage personal development and growth.

Our children have the option of learning a range of musical instruments and have access to specialist one-to-one tuition. Our group sporting, musical and extra curricular activities include; art club, athletics, ballet, chaplaincy club, cross country and fitness, digital skills club, eco team, entrepreneur club, fencing, golf, gymnastics, junior choir, non-verbal reasoning, orchestra, senior choir, sewing club, speech and drama, tennis and yoga.

Our extra curricular programme is shared at the start of every term by the School Office via ParentMail. ection points.

LIFE AT RYDES HILL

OUR CATHOLIC ETHOS

Although we welcome families of all faiths and none, we do, as a Catholic School encourage all pupils, families and staff to respect and embrace the Christian values of love and justice, faith and courage and hope and perseverance.

CLASS ASSEMBLIES

Although we welcome families of all faiths and none, we do, as a Catholic School Throughout the year we hold Assemblies that are led by a Class, such as Mothers' Day; Remembrance Day. Parents of the pupils in the Class leading the Assembly are invited into School to watch and be part of the Assembly.

COLLECTIVE WORSHIP

All children take part in Collective Worship every day (this is a requirement of all schools). On Monday, this is a whole school assembly, led by Mrs Norville. On Tuesday, Wednesday and Thursday the children will have Collective Worship in class. This may be in partnership with another class, or it may focus on singing. It is usually led by the teacher but may be led by pupils. On Friday, there is a celebration assembly where we award 'girdles' for good work and good conduct ([click here](#) to find out more about the Rydes Hill girdles).

HOUSES

When a child joins our School, they are allocated a House to be in. Houses represent all age groups which are as equally represented as possible. Each House is captained by a nominated Form One pupil. We encourage friendly competition between our Houses, pupils are awarded House Points for good work, good behaviour, and good conduct. The House Captains in Form One collect the number of house points given each week and announce the winning House during Assembly on a Friday. Our Houses are:

Patricia - green
Gerald - blue
Campion - red
Peter - yellow

You will be given 2 PE flashes to put on your child's PE kit to be able to easily identify which House they are in. If you require further flashes, you may purchase them directly from the School Office. [Click here](#) to see images of where to locate the flashes on your child's PE kit.

FOREST SCHOOL

Forest School is an educational approach that emphasises learning and personal development in natural outdoor areas, typically woodland areas and forests. Research tells us that there is a positive correlation between access and exposure to fresh air and positive learning outcomes. As a result, every child at Rydes Hill has the opportunity to learn in our dedicated woodland Forest School. Please see the below table to frequency of Forest School for each year group.

Class	Forest School Sessions
Kindergarten	1 session per week
Lower Transition	1 session every other week
Upper Transition	1 session every other week
Lower Preparatory	1 session per week
Middle Preparatory	1 session per week for one term
Higher Preparatory	1 session per week for one term
Form One	1 session per week for one term

As Forest School takes place outside, pupils need to be prepared for a variety of weather and conditions. Wellies should be provided for your child and kept at School.

GIRDLES

The Rydes Hill girdles look like sashes and are awarded to children on a weekly basis during Friday's Assembly. A red girdle is for good work and a green girdle is for good conduct, however, they can also be awarded for other areas such as Science, Music, PE, etc. The most important girdle awarded every week is the Kindness Girdle. This looks different from the others and is a very special award. The children wear their girdles throughout the following week and return them on a Thursday to be washed ahead of the Assembly on Friday.

LIBRARY

Pupils may borrow two books at a time from the School Library. We request that parents ensure that books are returned on time. All pupils have a designated library period each week. In the event of your child losing a book, you will be asked either to pay for it or replace it.

MASS

As a Catholic School we endeavour to have one or two Masses per term at St Mary's Church which are attended by the whole of the Main School (however, Kindergarten do not attend until the Spring term). Children in Lower Preparatory, Middle Preparatory,

Higher Preparatory and Form One have a Mass in their classroom once a year. Parents are warmly invited to attend all Masses regardless of their own religion which is followed by refreshments served in our Dining Hall.

All children should wear their School Blazer and girls white ribbon in their hair when attending Mass. If your child/children are coming to School in their PE kit, their School Blazer should be worn over their PE kit.

All pupils are expected to attend Mass. If your own religion prevents you from attending, please speak to Mrs Norville.

MOBILE PHONES

Pupils are permitted to bring a mobile phone to School if they are travelling to or from School alone, or if parents are separated and they are going from one house to another. Phones must be turned off and left at the School Office when they arrive and collected as they leave for the day.

MUFTI DAYS (OWN CLOTHES DAY)

We have mufti days so pupils have the opportunity to wear home clothes into School. This is usually in exchange for something such as a certain amount of money for a named Charity, or it can be for children to bring in chocolate or a bottle of drink for the Christmas Fair.

POSITIONS OF RESPONSIBILITY

All Form One girls are awarded a Position of Responsibility when they are finishing Higher Preparatory: Head Girl; Deputy Head Girl; House Captain (one for each of our Houses); Sports Captain; Deputy Sports Captain; Performing Arts Prefect; Music Prefect; Computing Prefect.

The positions are awarded via a voting system for pupils and staff with the girls presenting a speech on which position they would like and why.

PUPIL MEDICATION

Where possible, the need for prescribed medicines to be administered at School should be avoided. Parents are therefore requested to try and arrange the timing of doses accordingly.

If it is impossible to avoid the administration of medication at School we will make every effort to assist pupils with their medication providing a signed permission form or letter has been supplied by a parent/guardian for every course of prescribed medication. All medicines must be clearly labelled with the child's name and the School Secretary must be advised by the pupil's parent/guardian if the medication requires refrigeration. All medicines should be handed in and collected from the School Office each day. No medicines should be kept with pupils or in school bags.

Please note, staff are not permitted to administer non-prescription medicine such as paracetamol, this is a DofE regulation.

More details on pupil medication and the pupil medication request form can be found [here](#).

YOUR CHILD'S PROGRESS

REPORTS

All children receive an annual written report. This is sent home in the Summer for all children. Our Main School pupils also have a termly grade card that is sent out at Christmas and Easter. This gives a summary of the assessments carried out that term, as well as an indication of the effort the child is putting in.

PARENT CONSULTATION EVENINGS

Parent consultations take place in the Autumn and Spring terms. Invitations to book a slot are sent out via ParentMail. All appointments are for 10 minutes and will focus on the targets being worked on at that time which will be sent to you prior to the consultation meeting. There is also a chance to see your child's books.

Parents are urged not to wait for a Parent Consultation meeting if there is something worrying them. Teachers will make appointments to speak to parents at a mutually convenient time at any point throughout the year.

RAISING CONCERNS ON THE PROGRESS OF YOUR CHILD

If you have any concerns about the progress (or welfare) of your child, please speak to your child's teacher in the first instance. We recommend doing this as soon as you're worried about something so we can act quickly. It is recommended that you start by emailing your child's teacher as pick up times can be very busy. Alternatively, Mrs Norville is at the gate each morning from 8am-8.20am and she is always happy to talk to you about any concerns you may have.

SUPPORTING YOUR CHILD AT HOME

A successful school life is determined by a strong partnership between parents and teachers and supporting your child at home goes a long way in enhancing their academic performance. Below are some recommendations of how to best support your child's educational life outside of School.

- The secret to unlocking your child's potential lies in encouraging him/her to think independently. Children need to take risks, challenge ideas and reflect on tasks. Parents can support the School in training their child to think critically and creatively.
- If helping with homework, try to avoid the temptation to jump in and give the answer so that the work gets done, as this does not encourage the development of independent thinking. Ask your child what they think might be the next step or solution to the problem and give hints or clues if they are struggling rather than an outright answer, so that they learn to reason and rely on themselves. In so doing you will also gain an insight into their current level of knowledge and understanding and find out where the gaps lie.
- Encourage your child to listen – it is a tremendous asset to learning. Listening and speaking go hand in hand. Encourage your child to join in conversations, using full sentences. Talk about pictures, books, current affairs, general knowledge, and daily activities.
- Many children enjoy reading and require little or no encouragement to spend part of their leisure time engrossed in a book. Read to and with your child, even after he/she can read independently. Discuss stories and predict plots. Research shows that children who come from homes where literacy is valued achieve higher academic standards. We recommend that you set aside some quality time so that you and your child can share literature together.
- Limit the amount of time that your child watches television or uses electronic devices – or watch with him/her and discuss the programmes together. Why not take out an atlas now and again to locate areas of the world that dominate the news?

- Raise awareness of mathematical problem solving in your daily lives by adopting some or all of the following strategies: telling the time, using the TV guide to work out the duration of programmes, counting change from a purse, adding up a shopping list, weighing items and reading scales during cooking, working out days and dates on the calendar (such as how long it is until a birthday or family holiday), filling up the car with petrol, dividing up an apple in halves and quarters, etc.
- Encourage your child to do his/her homework. Provide a special place. Ask to see what has been achieved – not to correct it, but to give support and praise.
- At the upper end of the School, pupils will be encouraged to undertake projects, perhaps in History or Geography. Support your child by encouraging them to research information from books or the internet. Help your child to plan a schedule to meet deadlines and if possible, visit relevant local sites such as Hampton Court.
- Monitor your child's use of the internet (see "Keep your Child Safe: Top Ten Safety Tips and Internet Security").
- Pupils from Upper Transition upwards are taught touch-typing skills. Please encourage your child to use both hands when using the computer keyboard at home.
- On a practical level, help your child to be organised by checking in advance what he/she will require for the next day.
- Encourage your child to drink lots of water.
- Ensure your child gets enough sleep – tired pupils learn very little.

ADDITIONAL SUPPORT

We offer free of charge Emotional Literacy Support to children who are experiencing temporary or long term additional emotional needs, please see below for more information.

If your child has additional needs in supporting their academic progress, we can offer individual or group teaching assistant support for an extra fee (please see the [fee schedule](#) for details on costs).

If we suspect that your child would benefit from extra support or has additional needs, we will speak to you at the earliest opportunity to discuss options. If you have concerns about your child, please speak to their class teacher in the first instance. If required, your child's class teacher will arrange a conversation with Mrs Rowson our SENCO, Mrs Wood our Deputy Head Pastoral or Mrs West our ELSA.

EMOTIONAL LITERACY SUPPORT ASSISTANT SESSIONS (ELSA)

The Emotional Literacy Support Assistant (ELSA) programme is a national Educational Psychologist led initiative that supports children to develop their skills in recognising, understanding, and expressing their emotions. The initiative acknowledges that when a child's emotional needs are met, they are generally happier and more resilient, enabling them to learn more effectively.

Rydes Hill offers ELSA sessions with Mrs West who is specially trained and qualified to deliver a programme of ELSA support to pupils with additional emotional needs.

[Click here](#) to access more information on ELSA at Rydes Hill. For more general information about ELSA please visit the following website www.elsanetwork.org.

SAFEGUARDING

Rydes Hill is committed to providing an environment in which all pupils feel secure, valued, and respected. We actively promote a climate in which pupils feel safe, confident, and supported in sharing any concerns which they may have about their own safety or the well-being of others. [Click here](#) to view our Safeguarding Policy.

DESIGNATED SAFEGUARDING LEADS (DSLs)

If you have any safeguarding concerns or queries, please contact a member of our Safeguarding Team.



MRS SARAH NORVILLE
DESIGNATED SAFEGUARDING
LEAD (DSL)

SARAH.NORVILLE@RYDESHILL.COM



MRS VANESSA WOOD
DEPUTY DESIGNATED
SAFEGUARDING LEAD

VANESSA.WOOD@RYDESHILL.COM



MISS AIMEE CHAVE
DESIGNATED SAFEGUARDING
LEAD - EARLY YEARS

AIMEE.CHAVE@RYDESHILL.COM



MRS HANNAH MANSI
DEPUTY DESIGNATED
SAFEGUARDING LEAD - EARLY
YEARS

HANNAH.MANSI@RYDESHILL.COM

SCHOOL TRIPS

Pupils are offered the opportunity to participate in Field Trips to places of educational interest as we firmly believe that there is no substitute for hands-on experience. Whether exploring a site of historical interest, experiencing aspects of life in Victorian times, fostering teamwork by raft-building at an activity holiday centre, or visiting the theatre, pupils are encouraged to explore and experience the rich and exciting world that lies beyond our School. A varied programme of trips runs throughout the year, each one carefully geared to the age group of the pupils concerned.

All classes will either have a class trip or an 'experience' each term. There are three residential trips – Middle Prep go to Bath for one night to support their topics on the Romans and North America, Higher Prep go to Hooke Court, a Tudor manor house in Dorset, where they live as Tudors for two days and Form One go to PGL at Marchants Hill for two nights for outward bound and team building activities. Our planned trips are communicated via the curriculum letters that are distributed each term, along with approximate costs.

At Rydes Hill, we take our responsibilities 'in loco parentis' very seriously, and safety issues are always paramount whenever pupils make excursions from the School. Meticulous planning and rigorous risk assessments are carried out, checked, and approved prior to each trip. Mrs Vanessa Wood is our Educational Visits Co-ordinator.

Permission is given and payment made for individual trips via ParentMail. Payment for any trip must be made in full prior to the date of the trip otherwise your child will not be able to attend.

Packed lunches, if needed, are provided by the School catering team with any dietary requirements being adhered to.

If the children are going to be late returning from their trip than previously arranged, the text message/ParentMail system will be operated, notifying parents of any delay and the expected time of arrival by a text message to your mobile phone. Parents are advised when their children are on trips to keep their mobile telephone switched on in case we need to send a message. Please advise the School Office of any changes to your mobile telephone numbers to ensure the School is able to contact you.

EVENTS

We offer our School community a varied and dynamic programme of events and traditions throughout the year. Our Calendar of Events can be accessed [here](#).

BAKE SALES

Bake or lollipop sales take place for each class once per term and are organised by the FRHPS via Class Representatives. Proceeds for each sale are added to the class budget which is used to purchase items chosen by the class.

CHRISTMAS CONCERTS AND NATIVITIES

Christmas is a wonderful time of celebration at Rydes Hill. All classes will have an opportunity to perform a Christmas celebration for their parents in the weeks leading up to Christmas. Kindergarten join the Oaks class in Nursery for a Nativity Play, children in Lower Transition to Form One stage an impressive Christmas Performance and Middle Preparatory to Form One host a moving and reflective Carol Concert.

CHRISTMAS FAIR

The Christmas Fair is an annual event which is organised by the Friends of Rydes Hill Preparatory School (FRHPS or The Friends). The Christmas Fair takes place on a weekend during the Autumn Term and is a fun day for Rydes Hill families to get together and enjoy a host of festive activities.

[Click here](#) for more information on the work of the FRHPS.

CROWNING OF OUR LADY

May is the month of Mary and as part of our Catholic tradition we celebrate this each year with a 'Crowning' ceremony. Children are invited to bring small posies of flowers or bedding plants that are used to decorate the School grounds. Girls who have made their First Holy Communion wear white dresses and present flowers at the statue of Our Lady. There is a short service that the whole School attend and parents are warmly invited.

FOUNDER'S DAY

Our School was founded in 1945. The founding Sister, Sister Patricia, celebrated her feast day on 17th March (St Patrick's Day), and this was adopted as our Founder's Day. Each year the day starts with a Mass which is followed by a range of activities throughout the day. In keeping with the traditions of the nuns, there are usually sweet treats such as iced buns for tea. We also enjoy a fantastic Founder's Day Concert, showcasing talents of our older girls.

OPEN CLASSROOMS

In the half term where there is not a Parents' Consultation Evening, we hold open classrooms. These are an opportunity for you to come into School at the end of the day, with your child, and see both their classroom and their books. Please note, although the Class Teacher may be in the class room, the open class room is not an appropriate time to discuss your child's progress.

OPEN MORNING

We usually hold one Open Morning a year, in the Autumn term. This is for both prospective and existing parents and gives you a chance to enjoy a fun, family activity day at School. You have the chance to see your own child's classroom as well as visit the classes they will move up to in the future.

Form One pupils are all given a position of responsibility and as part of their role they are expected to attend Open Morning (in uniform) and will be given duties on the day.

PRIZE GIVING

All children take part in Prize Giving at the end of each academic year. This is a wonderful opportunity to celebrate the successes of each child.

In Pre-Preparatory (Kindergarten, Lower Transition and Upper Transition) this is a relaxed ceremony where each child receives a certificate and a book. There is a short paragraph read out about each child and their achievements that year and some cups are awarded for outstanding efforts and achievements.

For our Preparatory School (Lower Preparatory, Middle Preparatory, Higher Preparatory and Form One), this is more formal occasion where the girls wear white gloves and white ribbons in their hair. There is a procession, the School Songs are sung, and a guest speaker is invited each year to address the children. Each child receives a certificate outlining one of their achievements that year and cups are awarded for a range of achievements.

At our Prize Giving ceremonies, a cup is given to one child in each class for the Spirit of Rydes Hill. This celebrates Kindness and is the most prestigious award that is given out each year.

SPORTS DAY

Every child in the School takes part in Sports Day which takes place in the Summer term. Children compete in their Houses and a cup is awarded to the winning House once all children have competed ([click here](#) to see more information on the Rydes Hill Houses). Parents are invited to attend and encouraged to participate in the 'Parents' Race'. A range of refreshments are served throughout Sports Day.

As British weather cannot always be relied on, we schedule reserve dates for Sports Day which we revert to in the case of inclement weather.

SPORTING EVENTS

In addition to Sports Day, we host an Invitational U10 Netball Tournament in the Spring Term. Several local independent and state schools are invited to participate in this event which normally takes place on a Saturday. Parents of all players are encouraged to attend.

SUMMER CONCERTS

Mrs Flude, our Director of Music, organises a Summer Music Concert so pupils throughout the School have the opportunity to come together and demonstrate and celebrate their talents. The concert has a mix of solo musicians as well as our Orchestra, Junior and Senior Choirs. Our Peripatetic Music Teachers also showcase their pupils progress to their parents with their own Concerts at the end of the Summer Term.

In Upper Transition where the pupils are given and learn the violin for the year, Concerts are held each term for their parents to demonstrate their progress in playing the violin as a group and reading music.

SUMMER FAIR

The Summer Fair is an annual event which is organised by the Friends of Rydes Hill Preparatory School (FRHPS or The Friends). The Summer Fair takes place on a weekend during the Summer Term and is a fun day for Rydes Hill families to get together and enjoy a host of activities.

[Click here](#) for more information on the work of the FRHPS.

SUMMER PRODUCTION

Our annual production takes place at the end of the Summer Term each year and involves every girl in Middle Preparatory, Higher Preparatory and Form One. These are spectacular performances and families with younger children are encouraged to bring them along to see what they can aspire to as they move through the School. Some of our past productions have been: Alice in Wonderland, Joseph and his Amazing Technicolour Dreamcoat and Cats.

PARENTAL INVOLVEMENT

FRHPS

The Friends of Rydes Hill Preparatory School (FRHPS) is a parent led committee and is an integral part of your child's school community. They organise social events to strengthen the bonds between families and the School and fundraise to provide the 'nice to haves' we all enjoy. Most, but not all, communication from FRHPS for events such as bake sales, coffee mornings, parent dinners and major fundraising events, comes from the FRHPS Class Representative via email and messages. There are usually two Representatives per class that sit on the Committee.

[Click here](#) to find out more about The Friends of Rydes Hill and the work they do.

CLASS REPRESENTATIVES

Each class at Rydes Hill usually has two Class Representatives who normally serve a two-year term. Class Representatives play a crucial role in representing parents as a collective to the Staff and Governors at Rydes Hill. If you'd like to become a Class Representative or find out more about their work, please speak to your current Class Representative.

COFFEE MORNINGS

We host a Welcome Back Coffee Morning on the first day of each term to which all parents are invited. This is a great opportunity for new parents to meet existing parents and for current parents to welcome new parents.

We also have regular Parent Coffee Mornings on a Friday throughout the year to give parents the opportunity to socialise and meet informally with Mrs Norville.

All Coffee Mornings are held from 8:00 - 9:00 unless otherwise notified.

PARENTS' FORUM

The Parents' Forum takes place termly and is an opportunity for Mrs Norville to meet with parents and discuss different aspects of Rydes Hill. She will share ideas/proposals for developments that are being planned to allow parents to offer their views. During the Forum, she also has an 'Open Forum' where parents may ask questions.

MOVING WITHIN AND ON FROM RYDES HILL

KINDERGARTEN TRANSITION EVENING

In June, we hold an Information/Transition Evening for those parents whose children are joining our Kindergarten Class in the upcoming September. The Kindergarten teachers give parents a Welcome Booklet containing important information such as how to prepare your child for starting School; what happens on the first day of School etc. Our Headmistress and members of our Senior Leadership Team attend this meeting, together with our Registrar to be on hand to answer any questions and to offer support.

Even if pupils who are joining Kindergarten currently attend our Nursery, or have older siblings who have started in Kindergarten, this meeting is very relevant. Often things change in the workings of a School so what happened when joining Kindergarten two years ago, could be very different to joining current Kindergarten. This meeting is also an opportunity to meet and get to know the parents of the children who are going to be in your child's class, as well as the class teachers.

MOVING ON AFTERNOON

Usually held on the afternoon of the last Monday of the Summer Term, Moving On is when all the children in School "move up" and spend the afternoon in the classroom and with the class teacher they are going to be with from September. We also invite any new pupils who are going to join us from September. There is no need to attend this afternoon if you are a current parent, but new parents are invited to bring their children into School and have refreshments in the Dining Hall rather than leaving our site for a short time before having to return to collect their children again.

This is an opportunity for new parents to meet each other and we also invite members of our FRHPS Committee to join us, if they are able to spare the time. The children will be given a Welcome Booklet relevant to their class, to bring home and share with parents. Welcome Booklets contain relevant information about what equipment is needed such as what to wear on each School day etc.

PARENT WELCOME EVENING

At the start of the autumn term we hold a Parent Welcome Evening to celebrate the start of the new academic year. Parents are invited to go to their child's classroom and meet the teacher. They will be given an overview of the curriculum and have a chance to ask questions. A creche will be provided to supervise the children. After the meetings with the teachers, all parents, together with their children, are invited to join us and to bring a plate of food (enough for around 6 people) to share.

APPLYING FOR SENIOR SCHOOLS

Parents of girls in Higher Preparatory are invited individually to meet with Mrs Norville, Mrs Rowson and Mrs Wood to discuss senior schools for their daughter. A record is kept on what is discussed ie which school/s we think would be a good fit and what parents feel would be a good fit. Often choices are matched. We start to prepare girls for their 11+ entrance examinations throughout their time at Rydes Hill but particularly in Higher Preparatory. Girls are given lots of practice papers to complete as well as interview practice.

Senior Schools have individual dates for holding entrance exams and taster days and we detail these in a booklet given to Higher Preparatory Parents in the Autumn Term during an evening meeting with Miss Boyle, Higher Preparatory Class Teacher, Mrs Rowson and Mrs Wood. Mrs Norville also usually attends this meeting.

NEXT STEPS FOR BOYS

Boys leave Rydes Hill at the end of Upper Transition (Year 2). We have great relationships with the next step schools that our boys go onto and have a superb track record of getting boys into these schools. We will work with parents to help find the school that is right for each boy.

FEES & FUNDING

FEES

School fees are invoiced and paid in advance on a termly basis. Should you have any questions or queries about your child's fees or billing, please contact our Bursar - bursar@rydeshill.com.

We offer the option of spreading the cost of termly school fees by paying monthly Direct Debit via School Fee Plan. Please visit www.sfpschoolfees.co.uk for more information.

Our Main School Fee Sheet can be accessed [here](#).

EARLY YEARS FUNDING

Early years funding is still available for children in Kindergarten up until the term during which they turn five years old. The Declaration Form is distributed by the School on behalf of Surrey County Council each term. To enable us to claim your entitlement and deduct the amount from your termly invoice, this form must be completed and returned to Finance - finance@rydeshill.com as soon as it is issued. All children are entitled to receive up to 15 hours of funding from the beginning of the term after they turn three years old, up until the term they turn five years old. If your child is eligible for the additional 15 funded hours you will need to obtain a 30-hour eligibility code via the Surrey County Council's website www.surreycc.gov.uk

FINANCIAL DIFFICULTY

As a small school, we have a limited budget for bursaries or fee assistance. In the event of financial difficulty, please speak to Mrs Norville or Mr Halsall, our Bursar.

Our policy on Bursaries can be found [here](#).

POLICIES & PROCEDURES

COMPLAINTS

We take any complaint that we receive extremely seriously and have a full policy in place to ensure that complaints are dealt with in a timely and consistent manner. Please refer to our [complaints procedure](#) for more information.

POLICIES AND PROCEDURES

We have several policies and procedures that clearly outline our preferred approach of dealing with a variety of scenarios. Our policies are designed to remove ambiguity in regard to the roles and responsibilities of the School and parents in any given scenario. Please click on the relevant policy or procedure below and you will be routed to the appropriate page on our website where this information is kept up to date. The Terms & Conditions you agreed to when enrolling your child with us is linked directly below for your information.

TERMS & CONDITIONS

Click on any of the below policies and procedures to access further information.

[ADMISSIONS POLICY](#)

[AIMS & ETHOS](#)

[ANTI BULLYING POLICY](#)

[BEHAVIOUR, REWARDS, SANCTIONS AND](#)

[USE OF REASONABLE FORCE POLICY](#)

[BURSARY, SIBLING AND STAFF DISCOUNT POLICY](#)

[CATERING AND FOOD HYGIENE POLICY](#)

[CCTV POLICY](#)

[COLLECTIVE WORSHIP POLICY](#)

[COMPLAINTS POLICY](#)

[COMPUTING AND ELECTRONIC DEVICES POLICY](#)

[CURRICULUM POLICY](#)

[DATA BREACH POLICY](#)

[DATA RETENTION POLICY](#)

[EARLY YEARS POLICY AND HANDBOOK](#)

[EDUCATIONAL VISITS POLICY](#)

[EPILEPSY POLICY](#)

[EQUALITY AND DIVERISTY POLICY](#)

[EXCLUSIONS POLICY](#)

[FOREST SCHOOL HANDBOOK](#)

[FIRE SAFETY POLICY](#)

[FIRST AID POLICY](#)

[FULL CONTACT DETAILS](#)

[HEALTH & SAFETY POLICY](#)

[INFECTION CONTROL POLICY](#)

[MISSING CHILD POLICY](#)

[ONLINE SAFETY POLICY](#)

[PUPIL SUPERVISION POLICY](#)

[PRIVACY NOTICE, JOB APPLICANTS,](#)

[STAFF, GOVERNORS & VOLUNTEERS](#)

[PRIVACY POLICY](#)

[PSHCE POLICY](#)

[RE CURRICULUM POLICY](#)

[REASONABLE ADJUSTMENTS POLICY](#)

[RISK ASSESSMENT COVID-19](#)

[RISK ASSESSMENT POLICY](#)

[REMOTE LEARNING POLICY](#)

[SAFEGUARDING POLICY](#)

[SAFER RECRUITMENT POLICY](#)

[SEND POLICY](#)

[SNOW POLICY](#)

[SOCIAL MEDIA POLICY](#)

[TAKING, STORING & USING IMAGES OF PUPILS & STAFF](#)

[LETTINGS POLICY](#)

[VISITING SPEAKER POLICY](#)