



SEVENOAKS
PREPARATORY SCHOOL

Further Information 2009-2010

Discover



Develop



Nurture



Entry

Nursery and Kindergarten

There are two intakes into Nursery, one in September the other in January. Children must be over 2 ½ years old to join us, and usually attend for mornings only. The number of mornings that pupils attend is entirely up to the individual; afternoon sessions become a further option in the Summer Term. The Nursery class feeds into Kindergarten where mornings and afternoon sessions are available year round. Attendance in both classes can be reviewed throughout the year and changed termly.

Reception

Full time education begins in the Reception classes and children entering the school from this point upwards are assessed for entry.

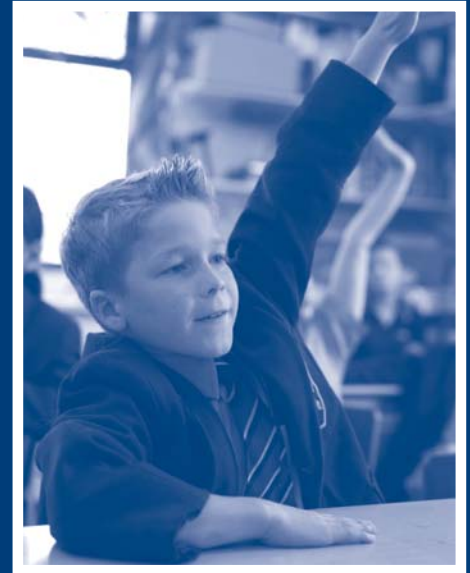
Entry Procedure

We admit children with varying ranges of ability and assessment is necessary to ensure that children are able to cope with the academic curriculum and life at the school. Assessment is carried out during an informal taster day incorporating short standardised tests dependent on level of entry and observations by the appropriate Form Teacher during a typical school day.

Registration & Admissions Procedure

If you wish to place your child on the entry list for admission please complete the form at the back of this booklet and return it to the Registrar together with a non refundable registration fee of £50. Cheques should be made payable to Sevenoaks Preparatory School.

In all cases early registration is recommended.



School Day

Pre-Prep

Nursery	8.45am - 11.45am
Kindergarten	8.45am - 3.00pm (optional)
Reception	8.45am - 3.00pm
Forms 1 and 2	8.45am - 3.15pm

After school provision

Late Stay*	3.15pm - 4.00pm
Various clubs**	3.15pm - 4.15pm
Little Oaks***	3.00pm - 6.00pm

*Late Stay - is a facility whereby children in Reception, Forms 1 and 2, who have older siblings in years 3-8, may be collected at 4.00pm. There is no charge for this provision.

**The Pre-Prep also offers a wide range of after school clubs which run to 4.00pm or 4.15pm - these vary by term.

***Where pick up at 3.00pm or 3.15pm is not possible children in the Pre-Prep are welcome to join "Little Oaks". This club meets each weekday during term time only. There are two sessions running from 3.00pm to 4.30pm and 4.30pm to 6.00pm. Tea is served at 4.00pm. Activities include model making, dough clay, painting, stories, music, role-play and games. Outside play and exploration are popular (weather permitting).

The emphasis is on having fun whilst learning through play. Parents may collect their children at any convenient time. There is a charge for the club, dependent upon the time for which the child attends (see Fees).

Prep School

Forms 3 - 8	8.40am - 4.00pm
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Form 8 children also have Saturday school from 8.45am to 11.15am until the Summer Half Term.

After school provision

Tea (optional) in the Prep School is available at 4.00pm and is followed by extra curricular activities from 4.15pm to 6.00pm. These vary from term to term but have included judo, fencing, dance, rugby, football, netball, cricket, athletics, tennis, drama, chess, mind games, creative writing, debating, War Hammer, art and IT. These activities are always well attended.

Supervised 'prep' runs from 4.00pm - 5.00pm where children can do their homework.

A supervised Late Room is available from 5.15pm - 6.00pm.

During the school day, orchestra and choir practices take place and rehearsals for the school drama and music productions are scheduled as necessary.

Fees & Charges

Effective from September 2008

Admission Charges

Registration Fee	£50.00 (Non refundable)
Deposit	£500.00 (Due for payment on request from Admissions Office, usually 12 months in advance of entry date and applied against first terms fees)

Termly Payments

Nursery	£250.00 per session (A 'session' is attendance for one morning or afternoon, each week, during the term)
Kindergarten	£250.00 per session (If a child in kindergarten attends for 10 sessions each week, the charge for the term is £2230.00)
Reception	£2,410.00 per term
Forms 1 and 2	£2,805.00 per term
Forms 3 to 8	£3,410.00 per term

After school provision

Late Stay Until 4.00pm	No Charge (For Pre-Prep children with older siblings in Prep School only)
Little Oaks	(After school club for Pre-Prep children)
3.00pm to 4.30pm	£4.75 (Includes tea)
4.30pm to 6.00pm	£4.75
Prep School Teas	£2.50 per day
Supervised Prep, activities 4.00pm - 6.00pm	- No Charge
Late Room 5.15pm - 6.00pm	- No Charge

Activities that incur an extra fee

Judo	£60.00 per term
Fencing	£80.00 per term
Dancing	£50.00 per term
Music	The individual music teachers set their own charges for instruction in a wide range of musical instruments.

Please note that fees include lunch and compulsory insurance. There are occasional extra activities, stationery or publications which incur costs but we do try to keep extras to a minimum.



A Way of Life

The Pre-Prep and Prep School enjoy the same spacious site and share a common ethos, yet each has its own distinctive character. In the Pre-Prep the children are encouraged to work and play according to their Golden Rules and the Prep School children have their Way of Life.

Pre-Prep Golden Rules

- 1 Do be gentle
- 2 Do be kind and helpful
- 3 Do work hard
- 4 Do look after property
- 5 Do listen to people
- 6 Do be honest

A Way of Life

- 1 I ought to think at all times how my every action will affect others in my life - parents, friends, relations, teachers and everyone younger than myself.
- 2 I ought to treat all others as I would want to be treated myself.
- 3 I ought not to touch anything that is not mine, unless with permission or unless I am being helpful.
- 4 I ought to take a personal interest in how other people feel.
- 5 I ought to be polite to everybody at all times and be positive in my actions.
- 6 I ought to take responsibility for my maturity by ensuring I assist in the smooth running of the school and my home.
- 7 I ought to obey in the right spirit the instructions of my teachers and parents.
- 8 I ought to report immediately any damage or unfortunate behaviour to my teachers and/or my parents.
- 9 I ought to remember that in life my aim should be to solve problems not cause them, to build bridges rather than knock them down, to trust others and to be trusted, to put the need of others first and mine last, to improve and make better whatever or whomever I am involved with.
- 10 I ought, at all times, to be totally honest to myself and to others.

Arranging a visit

We prefer not to hold open mornings; instead we like to plan a personal visit around your schedules and requirements. In this way we have the opportunity to meet each family personally and you have the chance to see the children at work and play at the school. Please call Linda Underwood, our Registrar, on 01732 762336 or email her at registrar@sevenoaksprep.kent.sch.uk for more information.

How to find us

Should you wish to use internet route planning software or a personal satellite navigation device the postcode for the school is TN15 0JU.

Sevenoaks Prep has 19 acres of grounds within easy reach of London on the outskirts of Sevenoaks in the quiet hamlet of Godden Green.

Godden Green is situated just off the A21 / M25. At the M25 Junction 5 take the right hand lane and continue onto the M26, immediately taking the first exit (signposted A21 Sevenoaks, Hastings). On the A21 take the third exit signposted B245 North Tonbridge. Take the first exit at the roundabout and proceed up River Hill towards Sevenoaks on the A225. At the top of the hill take a very sharp right turn into St Julian Rd. Proceed along this road for about 1.5 miles and take the first left and then left again. The school can be found on the left after 500 metres.

The school is also easily accessed from the Medway towns, Maidstone and West Malling via the M20 or A20 and A25. Exit the M20 at Junction 3 onto the M26, almost immediately leaving the M26 at Junction 2a. At the roundabout take the 1st exit onto the A20 and at the traffic lights turn right onto the A25 Maidstone Road towards Sevenoaks. Carry on this road through Borough Green. At the roundabout go straight over continuing on the A25 for approximately 3 miles. As you drop down into the village of Seal, you will see a Chinese restaurant on your right; go a further 20m and take a sharp turn left into Park Lane. Stay on this road for a mile, past the Buck's Head pub on right. The school can be found on the right after 300m.

Sevenoaks Preparatory School, Godden Green, Sevenoaks, Kent TN15 0JU

Tel. 01732 762336 **Fax.** 01732 764279 **Email.** registrar@sevenoaksprep.kent.sch.uk **www.sevenoaksprep.kent.sch.uk**



Application for Admission

Pupil information

Surname of Child Forenames
Date of Birth / / Sex Nationality First Language
Proposed Term and Year of entry

Parental or Guardian's Information

Father's title Full name
Address
..... Post code
Home Telephone Daytime Telephone
Mobile Telephone Email
Occupation

Mother's title Full name
Address (if different from above)
..... Post code
Home Telephone Daytime Telephone
Mobile Telephone Email
Occupation

Please mention here the names of any other members of the family attending the school or registered for entry.

Child 1

Child 2

Child 3

Child 4

Is there any other connection with the school that you would like us to know about?

If applicable please state the name and address of present school and name of the Head.

Name of School Name of Head

Please outline any of your child's artistic, dramatic, sporting, musical and other skills or experience.

Please outline any of your child's other hobbies or interests.

Please tick as appropriate and if 'yes' provide more information on another sheet of paper if necessary.

Does your child have any medical conditions including allergies? Yes No

Does your child have any physical disabilities? Yes No

Does your child have any learning difficulties? Yes No

Please say how you first heard of the school.

Have you registered your child at any other schools? Yes No

If Yes, please name school/s

Notes

Early registration is recommended. Registrations will be considered in the order they are received. Offers of places are subject to availability and the admission requirements of the school at the time offers are made.

Declaration

We request that the name of our above named child be registered as a prospective pupil. A cheque for the non-returnable registration of £50 is enclosed. We understand also that the school may obtain, process and hold personal information about our child, including sensitive information such as medical details, and we consent to this for purposes of assessment and, if a place is offered, in order to safeguard and promote the safety of the child.

First Signature Second Signature

Name in Full Name in Full

Relationship to Child Relationship to Child

Date / / Date / /

Please return this form to: The Registrar, Sevenoaks Preparatory School, Godden Green, Sevenoaks, Kent TN15 0JU **Tel.** 01732 762336 **Fax.** 01732 764279 **Email.** registrar@sevenoaksprep.kent.sch.uk **www.sevenoaksprep.kent.sch.uk**