

*'Her imagination will be fired by new worlds  
of learning'*



**OXFORD**  
HIGH SCHOOL  
GDST



# Pre-Prep Handbook

2023 - 2024

# Contents

Welcome	3
Personal Attributes	4
Pre-Prep Staff	5
Pre-Prep Uniform List	6
The School Day	7
Structure of the School Day	8
Term Dates	9
Useful Information	10
Links	11



# Welcome to Oxford High Prep and Pre-Prep School

*The ethos of our school is one of intellectual challenge combined with real heart, resulting in an atmosphere of true originality. We create learning opportunities and environments that encourage children to take risks, make connections and develop strength as well as insight. Our children are encouraged to be individuals, but are also part of a closely bonded network of friends, staff and parents.*



*We are thrilled that you have chosen to send your daughter to Oxford High Prep and Pre-Prep School. We are confident that she'll have a wonderful experience during her time with us and know that she'll enjoy exploring the world around her with confidence and curiosity.*

# Personal Attributes

creativity

responsibility

kindness

courage

resilience

respect



# Pre-Prep Staff List

## Class Teachers

Reception Robin	Mrs Kane & Ms Simpson (Wednesdays)
Reception Starling	Miss Murray & Ms Simpson (Tuesdays)
1 Kingfisher	Mrs Walter & Ms Simpson (Fridays)
1 Sparrow	Mrs Finnis & Ms Simpson (Thursdays)
2 Swift	Mrs Walker
2 Wren	Ms Aslam



## Teaching Assistants

Reception Robin & Starling	Mrs Collins & Mrs Dubois
1 Kingfisher & Sparrow	Mrs Asman
2 Swift & Wren	Mrs Sareen

# Pre-Prep Uniform List

All uniform is available from: Stevensons, 245 Banbury Road, Summertown, Oxford. Tel: 01865 554 559

All items are compulsory unless stated otherwise

Please clearly name all items

## **WINTER: Autumn and Spring terms (NB Summer uniform can be worn until the end of Sept)**

- Navy pinafore dress ("Banner")
- Blue/white check blouse ("Trutex")
- Royal blue sweatshirt with school logo
- Navy blue cord trousers (optional)
- Royal blue cardigan (optional)
- Knee length navy blue socks or navy blue tights
- Black shoes - maximum heel of 4 cm. No slip-on shoes
- Navy blue jacket with hood (Waterproof) – retailer of your choice
- Royal blue or navy blue scarf, hat and gloves – no other colours please
- Navy blue thermal headband (optional)

## **SUMMER: Summer term**

- Summer dress
- Shorts to be worn with short sleeved blue/white check blouse (available from John Lewis & optional)
- Short or knee length navy blue socks or navy blue tights
- Black shoes - maximum heel of 4 cm. No slip-on shoes
- Navy blue, lightweight waterproof jacket - retailer of your choice
- Royal blue Flap Happy sun hat or baseball cap - available from School Office

## **ART OVERALL - FOR YEAR ONE & YEAR TWO ONLY**

Royal Blue button-up overall (clearly marked on the back with full name – Sharpie, iron on letters etc)

## **SPORT KIT (NB Sport kit is worn to school on Games/PE days – usually 1-2 days a week)**

- Navy blue cotton sports shorts
- Plain white T-shirt
- Navy blue tracksuit trousers
- Navy blue tracksuit top
- Short white sports socks
- Sports trainers – non-marking sole preferably Velcro fastenings. (No plimsolls)
- Navy blue kit bag (clearly marked on the outside with full name – Sharpie, iron on letters etc)
- Year 2: shin pads and mouth guard

## **SWIMMING KIT (Year 1 and 2 from the start of the Autumn term. Reception in the Summer term)**

- Navy blue one-piece swimming costume
- Swimming goggles (recommended but optional)
- Swimming hat (from Stevensons)
- Swimming bag (available from School Office)

### **Please note**

- Second-hand uniform sales are held regularly
- Rucksack (available from School Office)
- Hair accessories should be predominantly blue and long hair should be tied up
- No jewellery other than a watch and/or medic alert
- Girls with pierced ears may only wear plain gold or plain silver studs. Girls with pierced ears must remove earrings before all games/PE/swimming lessons.



# The School Day

	Drop off	Registration	Pick up
Reception	08:15	08:35	15:05
Year 1	08:15	08:35	15:10
Year 2	08:15	08:35	15:15



## Dropping off

- Families should ensure children are on time for school every day.
- The outer gate at the Pre-Prep will be open between 08:00-08:30 in the morning and from 14:45 in the afternoon. Families must remain with their child until the school door opens in the morning at 08:15.
- Children arriving after 08:30 should enter through the main front door. Pre-Prep children can make their way to their class.
- There is no parking at the Pre-Prep School site. Please use the surrounding roads.
- Please obey parking restrictions and drive slowly to keep children safe.

## Breakfast Club (NB - details about ASC - SuperClubs - are on P11)

- Breakfast Club is available from 07:30 to all the children.
- Fruit, cereal, yoghurt and toast are available and children can arrive whenever is convenient for their families. However, food is only served until 08:00.
- Advanced booking is strongly recommended; a child whose parents do not pre-book are required to pay the marginally more expensive 'walk-up' rate.
- Breakfast Club (Pre-booked): £3.50
- Breakfast Club (Walk-up rate): £5.00
- Bookings should be made through the online booking system [parentpay](#), although we will, of course, accommodate any child who needs to be looked after in the event of unforeseen circumstances.
- At the end of Breakfast Club children in Pre-Prep make their own way to the classroom at 08:15.

# Structure of the School Day

Time	Monday to Friday
08:15 - 08:30	Doors open
08:35 - 08:50	Form Time/Registration
08:50 - 09:10	Phonics/Assembly
09:10 - 09:40	Lesson 2
09:40 - 10:10	Lesson 3
10:10 - 10:30	Break
10:30 - 11:00	Lesson 4
11:00 - 11:30	Lesson 5
11:30 - 12:00	Lesson 6
12:00 - 13:00	Lunch
13:00 - 13:30	Lesson 7
13:30 - 14:00	Lesson 8
14:00 - 14:10	Break
14:10 - 14:40	Lesson 9
14:40 - 15:05	Lesson 10
15:05 - 15:15	Staggered dismissal



# Term Dates 2023-2024

## Autumn Term 2023

Monday 4th September (no pupils) - Staff Study Day  
Tuesday 5th September (no pupils) - Staff Study Day  
Wednesday 6th September (no pupils) - Staff Study Day

Thursday 7th September - term begins

Thursday 19th October to Friday 27th October - half term

Friday 15th December (No ASC & early pick-up)\* - term ends

## Spring Term 2024

Friday 5th January (no pupils) - Staff Study Day

Monday 8th January - term begins

Monday 12th February to Friday 16th February - half term

Thursday 21st March (No ASC & early pick-up)\* - term ends

Friday 22nd March (no pupils) - Staff Study Day

## Summer Term 2024

Monday 15th April - term begins

Monday 6th May - May Bank Holiday

Monday 27th May to Friday 31st May - half term

Friday 12th July (No ASC & early pick-up)\* - term ends

### \*Early Pick-up Times

Reception: 14:05

Year 1: 14:10

Year 2: 14:15

Year 3-6: 14:30

NB: Family holidays are expected to be taken during the school holidays

# Useful Information

## Houses

- All girls belong to one of four houses: Griffin (blue), Unicorn (yellow), Wyvern (green) & Yale (red)
- This system provides opportunities for vertical tutoring and peer mentoring
- Meetings take place every fortnight
- House events & competitions take place throughout the year
- Each house is led by a member of staff, supported by Year 6 House Captains
- Girls can earn house points, which are totaled up, and at the end of each term the winning house receives a special treat



## Parents' Evenings and Reporting Progress

- Parents' Evenings are held in the Autumn and Spring Terms, both virtually and face to face (October and March)
- Parents who require longer meetings should arrange appointments at other times
- A full subject report is published in February and July



## Food

We aim to be a nut, sesame and chickpea free school and enforce a strict policy of no nuts, sesame or chickpeas in school. Please do not bring any food onto the premises that contain these products in any form. This is to protect those students and staff who have a life-threatening allergy to these products.

# Links

<a href="#"><u>Absence</u></a>	<a href="#"><u>Staff List</u></a>
<a href="#"><u>#FutureReady</u></a>	<a href="#"><u>SuperClubs Step-by-Step User Guide</u></a>
<a href="#"><u>Global Studies</u></a>	<a href="#"><u>SuperClubs Terms &amp; Conditions</u></a>
<a href="#"><u>Lunch Menus</u></a>	<a href="#"><u>Transport</u></a>
<a href="#"><u>Safeguarding</u></a>	<a href="#"><u>School Policies</u></a>





OXFORD  
HIGH PREP SCHOOL  

---

G D S T

Oxford High Pre-Prep School,  
Woodstock Road, Oxford. OX2 7ND

01865 558279

[prep@oxf.gdst.net](mailto:prep@oxf.gdst.net)

[www.oxfordhigh.gdst.net](http://www.oxfordhigh.gdst.net)