

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



**OXFORD**  
HIGH SCHOOL  
GDST



# Prep Handbook

2023 - 2024

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# 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



# Prep Staff List

## Class Teachers

3A	Mrs Armstrong
3CW	Ms Cariad & Mrs Warren
4JR	Mrs Jennings & Mrs Rendell
4M	Miss McGarrity
4P	Mrs Prior
5E	Miss Reed
5W	Mrs Jennings & Miss Eves
6K	Mrs Kennedy-Wood
6P	Miss Price
6S	Mrs Sweeney



## Teaching Assistants

Dr Chai	Mrs Wong
Mrs Eyre	Mrs Kelsey

# 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") – YEARS 3 & 4

Navy blue kilt – YEARS 5 & 6 ONLY

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

Navy Blue wrap-around art overall (clearly marked on the back with full name – Sharpie, iron on letters etc)

Black Stage Shoes –the class teacher will inform you when these are required

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

Skort or PE shorts

Polo shirt

Midlayer fleece

Tracksuit bottoms

Hockey socks (for hockey only)

Short white sports socks (for other PE / sports)

Waterproof (Storm) jacket (optional)

Baselayer top (optional)

Baselayer leggings (optional)

Sports Trainers – non-marking sole

Navy blue kit bag (clearly marked on the outside with full name – Sharpie, iron on letters etc)

Shin pads and mouth guard

Hockey stick (optional)

Tennis racquet (optional)

## **SWIMMING KIT**

Navy blue one-piece swimming costume

Swimming goggles (recommended but optional)

Swimming hat (from Stevensons)

Swimming bag (available from School Office)

Swim Squad t-shirt (compulsory for all pupils selected for swim squad)

## **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
Year 3-6	08:15	08:35	15:30



## Dropping off

- Families should ensure children are on time for school every day.
- A child arriving at the Prep site between 08:00-08:15 may wait in the playground where a member of staff is on duty. They should not be left unattended before the gate opens at 08:00. They will be able to enter the school at 08:15.
- Children arriving after 08:30 should enter through the main front door at each site. Prep children should sign in at the office.
- Parking on the Prep School site is limited to staff only.
- 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 and runs on both sites.
- 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 at the Prep will be escorted to the playground at 08:00 until the doors into school open at 08:15.

# Structure of the School Day

Time	Monday to Friday
08:15 - 08:30	Doors open
08:35 - 08:45	Form Time/Registration
08:45 - 09:15	Lesson 1
09:15 - 09:45	Lesson 2
09:45 - 10:15	Lesson 3
10:15 - 10:35	Break
10:35 - 11:05	Lesson 4
11:05 - 11:35	Lesson 5
11:35 - 12:05	Lesson 6
12:05 - 13:05	Lunch
13:05 - 13:35	Lesson 7
13:35 - 14:05	Lesson 8
14:05 - 14:15	Break
14:15 - 14:45	Lesson 9
14:45 - 15:15	Lesson 10
15:15 - 15:30	Form Time & 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  

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G D S T

Oxford High Prep School, Bardwell  
Road, Oxford. OX2 6SU

01865 515647

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

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