

NOTRE
DAME
SCHOOL



WELCOME



PREP SCHOOL HANDBOOK

NOTRE DAME SCHOOL



Welcome

A very warm and special welcome to Notre Dame Prep School.

If you are new to Notre Dame, this marks the beginning of an exciting adventure, and an important step for the whole family. We want to make joining Notre Dame a happy and joyful experience, and I can reassure you that we will do everything we can to help your daughter to settle in quickly.

Notre Dame is part of a world-wide organisation called The Company of Mary Our Lady, which was founded by St Jeanne de Lestonnac more than 400 years ago (you will learn about her story in our school song). St Jeanne always supported and encouraged the development of girls' education, and her enduring commitment to kindness and compassion forms the bedrock of our school ethos. Following in her footsteps, Notre Dame's role is to accompany and support your daughter on her educational journey, so that she can find her own path. We know that every child is unique, with individual talents and interests that should be nurtured and developed as each one grows from a tentative Early Years pupil into a confident Year 6 Prefect.

I am sure your daughter will make the best use of the wonderful opportunities she will find at Notre Dame. We are proud to offer a first-class academic education, supported by a full and progressive curriculum for all our pupils, both in and out of the classroom. Our aim is to develop well-rounded children, fully engaged in an exciting educational experience whilst becoming aware of the world around them. Importantly, through forging a link between home and school, we can all work together to give your child the very best education.

I wish you and your family many years of happy times as part of the Notre Dame community.

Very best wishes,

Mrs Amélie Morgan

HEADMISTRESS



Mrs Amélie Morgan
HEADMISTRESS

4 Helpful Hints for the First Day

■ The school day runs from 8.30am to 3.50pm for Reception, 8.30am to 3.50pm for Years 1 & 2 and 8.30am to 4.00pm for Juniors.

■ If you are starting on the very first day of the Autumn Term please park in Car Park 1 on the first morning, and accompany your daughter into the playground by 8.30am. Please wait with her until her teacher arrives. Class teachers will ask their girls to line up, and will then lead them to their classrooms.

■ If you are not starting on the very first day of the Autumn Term, we will ask you to come to the School Office (the school's main reception area) on your first morning, parking in Car Park 2.

■ Staff will be available at this time to answer any final questions you may have.

■ You will receive your daughter's timetable prior to her start date with information on when to bring sports and swimming kits to school.

■ Please send your daughter into school with two healthy snacks and a water bottle every day. There is a morning break and an afternoon break for snacks.

■ **Please note that we are a strictly NUT-FREE school.**

■ Your daughter will be allowed to drink water throughout the school day and can refill her bottle at the water fountain.

■ Junior girls will also need a pencil case with pen, pencil, rubber, ruler, glue stick and colouring pencils (see page 15 for full list).

■ At the end of the school day please park again in Car Park 1 and wait in the school playground. Your daughter will be brought out to you by her class teacher at 3.50pm (Reception), 3.30pm (Infants) and 4.00pm (Juniors).

■ If your daughter is taking the coach, she will be escorted from the playground to her coach by a member of staff.

■ If your daughter is going home with someone other than you, email the School Office and copy in the class teacher.

■ If in the meantime you have other questions or concerns, please email Mrs Clare Barber: cbarber@notredame.co.uk.



THE SCHOOL OFFICE

■ If you have general questions please feel free to contact the School Office on **01932 869990 / office@notredame.co.uk**, and someone will be pleased to help or to redirect you.

■ If your daughter loses something, she should first have a good look around, asking her class teacher for help if necessary. She should be sure in particular to check all of the pegs outside her classroom, as items can end up on the wrong peg. Lost property is held by the School Office.

■ Form teachers may be contacted directly by email, and they will reply to you within 48 hours. For anything more urgent please contact the office rather than trying to catch the teacher before school, as he/she will have class responsibilities to fulfil.

■ Please email the School Office if your address or contact details change.



COMMUNICATION FROM SCHOOL

■ You will receive communications from school by email; these communications will be sent to you once a day via School Post. This will include notification of upcoming events and activities, messages from the Head, permission forms for trips and activities. You will not get emails every day but please ensure you check your junk folder and right-click on any school email to ensure future emails go into your inbox.

■ For emergency changes to events that may affect you, the school also uses InTouch, which will send you a text with any updated details. This may include changed trip arrival times, sporting fixture changes, event updates, cancelled clubs, etc. If changes occur to the end-of-day pick up due to club cancellation we will inform you, but your daughter will in any case be kept safely in Aftercare until you are able to arrive. It is therefore very important that the school always has your up-to-date mobile number (and other contact details).

■ The school calendar can be viewed on [SOCS](#).

■ Firefly is Notre Dame's information platform, where you can access lots of useful information! New parents will be given their own Firefly log-in details during the first week. Via Firefly, you will be able to see letters from the school, complete forms for things like trips, and view your daughter's timetable, homework, attendance record and school reports.



6 Drop Off, Collection, Aftercare & Absence

DROP OFF & COLLECTION

- Parents are asked to park in Car Park 1 near the Sports Hall and to carefully observe the speed limit. Children must not be left unsupervised in the playground please.
- Please also use Car Park 1 for pick up, and wait in the playground until your daughter is brought over by her teacher. Children must be collected by their parents unless the school has been notified; please email the office on office@notredame.co.uk and copy in the class teacher. This is vital to ensure the safety of your daughter. Children are not allowed to walk to the car park unaccompanied.
- Children who are not collected will be taken to Aftercare where they will be supervised until their parent arrives.
- Your daughter may use the adventure playground before and after school under your supervision and at your risk; please ensure she takes care.
- Big sisters from the Senior School may collect their sibling on your behalf on the way to the Prep School car park.



BREAKFAST CLUB & AFTERCARE

- From 7.30am to 8.20am, your daughter may be dropped in Car Park 4 to use the supervised Breakfast Club in the Dining Room. She is able to purchase breakfast or bring her own.
- Prep School Aftercare is a paid option, with different rates for pick up at 4.30pm and 6.00pm. If your daughter is doing an after-school club, she is able to join Aftercare if you need to collect her later than the club's finishing time. Pick up after 4.30pm is from Car Park 2, via the School Office. A packed tea can be ordered up to 12pm on the day it is required.

SCHOOL HOURS

- Breakfast Club starts at 7.30am
- **School starts at 8.30am**
- Reception 8.30am - 3.50pm
- Infants (Years 1 - 2) 8.30am - 3.30pm
- Juniors (Years 3 - 6) 8.30am - 4.00pm

Please see overleaf for the full timetable.

LATE DROP OFF/ EARLY PICK UP

- If you arrive at school after 8.30am for any reason, or your daughter will miss registration, such as for a music lesson, please bring her into the School Office and sign her in to the pupils' late book so that we know she is on the premises. Please then say goodbye to her at the School Office, and we will make sure she reaches her classroom. If you arrive before 9.00am you can still park in Car Park 1, but

after 9.00am you will need to use Car Park 2. *Please do not park in Car Park 2 before 9.00am as it is used by Nursery parents.*

- 'Forgotten' items should also be delivered to the School Office please, rather than taken to the classroom.
- If you need to collect early, please advise the class teacher and the School Office staff, who will arrange for your daughter to come to the School Office at the appropriate time. Please make sure you sign her out using the register provided. Please do not collect her yourself from the classroom.
- Late arrival and early departure books are kept in reception in order to comply with fire safety - the school must always be aware of who is on site at all times.
- If you need to come into the school during the day please park in Car Park 2 (the main visitors' car park) and come into the School Office (the school's reception area). The security system will be in operation and other external doors to the school will be secured. Please do not park and enter the school by pupil entrances during the day, or use any keypad entrance to access the corridors.
- It is important during the school day that all visitors to the site are badged and accompanied for security reasons (even if you are well known to the school - these are inspected national regulations).

ABSENCE

All absence should be reported to the School Office by phone 01932 869990 or email office@notredame.co.uk by 9.00am on the day of absence.

- Any absence of half a day or less for medical reasons can be approved by the class teacher (please try to arrange appointments outside school hours if possible). For any absence longer than half a day for medical, holiday or any other reason, an absence request form (available on Firefly) should be completed and emailed to skeane@notredame.co.uk, addressed to Mrs Morgan. Such absences require authorisation from the Headmistress.
- We emphasise that time spent in school is so valuable that we cannot condone holidays taken in term time, but in special circumstances authorisation may be given.
- If your daughter is absent through illness or term-time holiday, homework will not be given because the relevant lessons are missed. However, reading and times-tables are always an appropriate activity.
- In the unusual event of the school being temporarily closed, work for the pupils can be found on the Firefly portal, via the school website. Girls for whom this is applicable will know how to access it. If they do not, please ensure they seek assistance from Mrs Plummer, Head of ICT, who can be reached at lplummer@notredame.co.uk.





Infants (Reception, Years 1 & 2)

Breakfast Club* - optional	7.30 - 8.30
Registration	8.30 - 9.00
Lesson 1-3	9.00 - 10.30
Break	10.30 - 10.50
Lesson 4-5	10.50 - 11.50
Lunch	11.50 - 12.40
Lesson 6-8	12.40 - 14.10
Activities Break	14.10 - 14.40
Lesson 9	14.40 - 15.10
PSHEE/Story	15.10
Dismissal - Reception / Years 1 & 2	15.50
Optional paid Aftercare - Reception / Years 1 & 2	until 18.00

**For Reception only, Breakfast Club is paid and includes breakfast. Other Year Groups are able to purchase breakfast or bring food in*

Juniors (Years 3-6)

Breakfast Club* - optional	7.30 - 8.30
Registration	8.30 - 9.00
Lesson 1-3	9.00 - 10.30
Break	10.30 - 10.50
Lesson 4-6	10.50 - 12.20
Lunch	12.20 - 13.10
Lesson 7-8	13.10 - 14.10
Activities Break	14.10 - 14.40
Lesson 9-10	14.40 - 15.45
PSHEE	15.45 - 16.00
Dismissal	16.00
Optional paid Aftercare	until 18.00

**Pupils are able to purchase breakfast or bring food in*

TRAVELLING BY COACH

Many girls from Year 2 upwards come to school or go home by coach. Travelling to school by coach may be a new experience. Naturally, some of you may be concerned about this but girls soon get used to the coach journeys. After settling in, most girls say that travelling on the coach is one of their favourite things about school!

Prep girls are collected from the playground at the end of the day and escorted to the coaches by school staff. A list of girls using the coach is prepared daily.

Coaches are booked using an online portal: notredame.vectare.co.uk, where full details of the coach service can be found.

Girls will not be allowed to travel on the coach unless they have a booking.

In the mornings, it is advisable to arrive at the coach stop five minutes early. The coach will not wait for late pupils as this makes everyone else late.

Remember - and this is very important indeed - that girls *must* wear their seat belt at all times and sit properly throughout the journey. Safety is very important.

Girls must always be polite to the coach driver and never disturb him/her whilst he/she is driving.

Girls must not eat on the coach or shout loudly so that the driver is disturbed.

Drivers will regularly report on behaviour on the bus to the school.

If you do not usually use the coach, but for some reason you cannot drop off or collect (or if your daughter wants to go home with a friend), you can book a single-journey seat using the coach booking portal, subject to the availability of spaces.

Please make a contingency plan in case you are delayed at the pick-up point. Many people make reciprocal arrangements with one another so that no child is left unsupervised at the pickup point. The school should be notified in writing of any changes to daily arrangements.



If you have not had a copy of our School Transport and Travel Guide, you can find it at our coaches portal: notredame.vectare.co.uk



CURRICULUM

■ The timetabled curriculum covers: art, dance, drama, English, humanities, ICT, maths, music, PE, religious education, science, Spanish and swimming.

■ Girls are taught by specialist teachers from Year 1-6 in music, drama, dance, ICT, Spanish, swimming and PE and we have dedicated classrooms and facilities for these subjects. Years 4-6 also enjoy specialist art lessons and Years 5 and 6 enjoy science lessons with a specialist teacher in the Science Lab.

■ Your daughter will have a fixed timetable for the week, so that you know which days to bring in swimming kit, for instance.

CLUBS & ACTIVITIES

■ Lots of clubs and activities are on offer at Notre Dame, so you can be sure your daughter will find something that interests her. She will be encouraged to participate, and it is important that the clubs selected are her own choice.

■ Some are at lunchtime, some are after school, and some take place during the long afternoon break, which we call Activities Break.

■ We will be in touch during the holiday before each term with full details of clubs and booking arrangements. Typically, your daughter is invited to sign up to clubs by completing a form on our information platform, Firefly.

■ Parents also receive a Diary of Key Events that will include sports fixtures, which vary week to week. Please also check SOCS for calendar updates.

■ Most sports fixtures take place on week-night evenings and, apart from major tournaments, rarely at weekends. The exceptions to this include swimming and biathlon, which sometimes have weekend meets. Some fixtures are at Notre Dame ('at home') and some are at other schools ('away'). Details of all fixtures can be found on SOCS – our school calendar.

■ There is always one production or another going on in the Montaigne Theatre and everyone gets a chance to be on the stage.

■ We love music at Notre Dame. It's at the very heart of our school. Girls can join numerous choirs or ensembles, and private lessons are available on 15 different instruments, including voice and music technology (contact the School Office or Mrs Shaw for further information).

EDUCATIONAL OUTINGS

■ During the year, various outings are organised either to support the topic being studied in the classrooms or to deepen an appreciation of the creative arts. Examples include: Orange Tree Theatre; Kew Gardens; Bird World; Ufton Court and Ladyland Farm. All visits are carefully arranged and supervised. Parents who have been DBS checked may assist on these trips.

Residential trips are arranged for girls in Years 3 to 6.

HOW CAN YOU PLAY AN ACTIVE ROLE?

■ Encourage your daughter to listen – a tremendous asset to learning! Parents too should be good listeners – difficult, we know, when life is so busy and hectic.

■ Listening and talking go hand in hand. Encourage your daughter to join in the conversation. Talk about pictures, books, local news or daily experiences.

■ Read to and with your daughter, even after she can read independently. Discuss stories and predict the plots. Literacy skills are essential to good progress at school. Research has shown that children who come from homes where literacy is valued achieve more highly.

■ Play with your daughter and enjoy her company.



■ Limit the amount of time that she watches television and uses mobile devices – or watch with her and discuss the programmes together.

■ Encourage your daughter to do her homework. Provide a special place with good lighting. Ask to see what has been done – not to correct it, but to give support and praise.

■ On a practical level, ask to see your daughter's timetable and check that she has all that she will need for school each day; forgotten kit or homework causes real panic during the day.

■ Encourage your daughter to sleep enough – tired pupils learn very little.

■ Make sure that you arrive promptly at the beginning and end of the day – a few moments to an adult is a long wait to a child.





PROJECT FLORECER

Project Florecer, with the motto 'Love, Learn Flourish', builds and promotes our culture and vision amongst our entire Prep School and Nursery community with one fundamental aim: to ensure that our children at Notre Dame flourish. The principles are:

- To be proud of Notre Dame Prep School and Nursery and to play our part in growing a happy, compassionate community with a great sense of fun and spirit!
- To ensure everyone feels valued and respected
- To be resilient when we do not succeed, to have courage to try again and to nurture this mindset throughout the whole community
- To accept that change may be needed and engage positively
- To embrace a 'mastery' approach to teaching and learning where key skills and concepts are taught and understood thoroughly before moving on, and encourage deep learning and thinking
- To ensure children have regular opportunities to extend themselves using a variety of techniques that encourage high-level reasoning and quick thinking skills
- To create challenging and stimulating teaching and learning environments
- To continue to improve our own articulation and communication; whether this is public speaking or clear, honest and detailed reporting for parents
- To remember we are educating for life – not just our own – with a preference for social justice

HOME LEARNING

In the Prep School we have developed an inspiring alternative to the setting of 'homework for homework's sake'.

Our unique creative-curricular approach ensures that all girls have a useful and positive experience with their home learning. Many activities will involve parents and children working and having fun together: reading, cooking, gardening, board games, visits to art galleries and museums, singing, word games etc. We hope that home learning at Notre Dame is seen not to encroach on precious family time but to be a fundamental part of it.

Girls get to choose the project or activity, which immediately gives them a sense of ownership. They quickly realise that home learning requires critical thinking, perseverance, a degree of responsibility and the value of talk, discussion and good listening. The girls are beginning to lead their own learning.

In fact they often surprise themselves with skills they have perhaps not had an opportunity to explore before and find they are actually rather good at!

No two outcomes are the same, there is often no right or wrong but where the process and end result do rely on right or wrong the girls must be given room to make mistakes. They may get it wrong but what is essential is the support and help to see why and how.

THE NOTRE DAME HOME-LEARNING PORTFOLIO

At the beginning of each half term the girls will be presented with a number of activities and/or projects within a grid structure. The girls are able to self-select which to do, when and how long to spend on each. For each Year Group there will be some 'must dos' to ensure certain skills and knowledge are being explored by all.

For Junior girls, we recommend that for the topic-based home learning, the length of time for each should be around 30-45 minutes although such timings are of course merely a guideline and should not be enforced or followed to the precise letter.



The school reading record diary (Reception-Year 2) and Junior planner is for your daughter to use, to keep together everything that is important to her, and all the reminders she will need to help her to flourish.

DO	DON'T
Find out what they are learning about and listen with genuine interest	Compare how different it was in your day
Listen to them read every day	Multi-task as you listen
Ask them questions – not questions you know the answer to though; show your ignorance and willingness to learn	Show off your knowledge
Give them varied experiences, support them in new things	Make it all about expense
Show them they can achieve – teach by example	Ignore things they can't do



UNIFORM

■ All uniform can be purchased from AlleyCatz in Hersham.

■ A full list of uniform can be found on Firefly (see page 5) or the AlleyCatz website; just click on Notre Dame at www.alley-catz.co.uk

■ You can order online, click and collect or you can visit their shop which is located at:

Claremont House
34 Molesey Road
Hersham KT12 4RQ
Tel: 01932 223075

Internet orders (warehouse):
Tel: 0208 397 0304

Email: info@alleycatz.co.uk

Opening hours: Mon - Sat 9am to 5pm.
Closed Sunday and Bank Holidays.

■ AlleyCatz provides a comprehensive personalisation service which we recommend. It is advisable to make an appointment.

■ Our FoND (Friends of Notre Dame) runs a second-hand uniform shop. Opening times will be advised or can be found on the school website.

■ Your daughter will need PE, dance and swimming kit in school for the correct day, without these it is not always possible to participate in the lesson. Similarly, overalls are required for certain science, art and technology activities so it is a good idea to have these in school each day. Reception to Year 2 require an art smock.

■ Don't worry if you are not sure what your daughter needs to bring in when - your daughter's class teacher will be happy to advise, or don't hesitate to call the School Office.

■ If your daughter is are not able to join in the PE lesson for whatever reason she will still need to wear PE kit and undertake the role of an official or coach.

■ Please ensure that all uniform is clean, including the blazer and shoes.



Remember, girls will always need their blazer for assemblies and special occasions

SUMMER UNIFORM	WINTER UNIFORM
ND Blazer	ND Blazer
ND Blazer Badge	ND Blazer Badge
ND Summer Dress	White Katie Collar Long-Sleeved Blouse
ND Cardigan	ND Pinafore (Years 1 & 2)
White Ankle Socks	ND Junior Skirt (Years 3-6)
Black Shoes	ND Cardigan
	Long Navy Socks or Navy Tights
	Black Shoes

All girls will also need the following, all year round:

ND Back Pack
ND Sports Bag
ND Sports Kit (including Dance Kit)
ND Swimming Costume & Cap

- Long or below-the-collar length hair should be tied back with discreet yellow or navy accessories. Hair should be natural colour.
- No nail varnish or false nails may be worn at school
- One plain stud earring may be worn per lobe. No other jewellery may be worn in school.

Please make sure all your items are clearly labelled with your name.

STATIONERY

- From Nursery to Year 2, all stationery and classroom equipment is supplied.
 - Dry glue stick (Pritt stick or similar)
 - Fountain pen with spare blue cartridges - only required once girls have been awarded their Pen Licence
 - Sharp paper scissors
 - Protractor
 - Pair of compasses
 - Simple school calculator
 - Children from Year 3 onwards will need to bring their own equipment which should include:
 - Pencils
 - Coloured pencils
 - Rubbers
 - Ruler
 - Pencil sharpener
 - Felt-tipped pens
- Gel pens or valuable items are not recommended for use at school. One named pencil case should be sufficient for daily use.

SNACKS & LUNCHES

■ Your daughter should bring in two snacks each day for break times.

■ Please make sure you do not send any nuts or nut-based snacks of any sort into school.

■ All girls have school lunch. We have a fully equipped Dining Room and our own Chef. Food is very delicious! It is freshly prepared each day by our catering company, Holroyd Howe. The menu is displayed on the Public Notice Board each week and can also be found on the school portal - Firefly. There is always a number of choices,

■ When it is their turn to go into lunch, girls queue in the corridor leading to the Dining Room. When they reach the front of the queue, they will pick up a tray and will then be able

to choose from a number of options. There is usually a main dish and a vegetarian dish, as well as a pasta or baked potato option. There is also a salad bar.

■ Girls pick up a pudding and a drink at the same time as their main meal. There will be one main pudding option, as well as jelly, yoghurt or custard pots or fresh fruit.

■ The kitchen staff will know if your daughter has allergies or special dietary requirements and they will look after her with great care. Additionally, girls are asked to pick up a coloured tray as they enter the Dining Room, that indicates to the kitchen staff the nature of their dietary requirements.

All our meals are freshly prepared each day in our own kitchen.



NOTRE DAME 'HOUSE' SYSTEM & HOUSE POINTS

■ Your daughter will belong to one of the four Prep Houses:

Jeanne • Gaston • Richard • Michel

These are all named after people who were important in the life of our foundress, St Jeanne de Lestonnac. Siblings will be in the same House.

■ Your daughter can earn tokens for her house in a variety of ways:

• **Inter-House Events:**

- Sports Day
- Poetry Competitions
- Book Quiz
- Music
- Swimming Galas
- Art Competition
- Drama
- Public Speaking

• **Being the Best She Can Be:**

- Presentation
- Courtesy
- Respect for Others
- Learning from Mistakes
- Being a Good Friend
- Helping Others
- Kindness

• **Achieving Her Targets**

■ The House barometer can be found outside the Prep Headmistress' office. Girls are always excited to see the House points building up over the term!



FRIENDS OF NOTRE DAME (FOND) & CLASS REPS

■ All parents are automatically invited to join **Classlist** - our parent communication app. The school's parent-led fund-raising committee (FoND) runs a variety of events which contribute to the social life of the school and are great fun.

■ Your class has a form representative who will contact you with details about a whole range of items, including social events, fundraising and information meetings.

■ Please support as many as possible - we want you to feel part of the life of the school. It is also a good way to make new friends! FoND communicates with all parents via **Classlist** to post future events and sell tickets for events.





HEALTH & SAFETY

Your daughter's safety is our concern and it is very important to us. The school nurse is on site from 9.30am to 4pm and has an assistant, who is first aid trained and attends to any first aid need until 4pm. The School Nurse provides care / treatment for incidents that occur in school only and should not be consulted in place of a visit to your GP. The School Nurse will provide appropriate care / treatment based upon the information provided on the Pupil Health Record. The Nurse may decide that the pupil is unable to continue the school day, in which case a parent will be telephoned. If parents cannot be contacted, the emergency contact numbers provided will be used.

A team of qualified First Aiders is also available, should the School Nurse be detained elsewhere. When the School Nurse is not in school, no member of staff is permitted to hand out medication other than prescribed medication.

If your daughter feels unsafe, frightened or threatened at any time then she must talk to a teacher. This should be her class teacher in the first instance. Mrs Rebecca Coppins is responsible for pastoral care in the Prep School and she is the Designated Safeguarding Lead (DSL - the person who is responsible for the emotional and physical safety of girls in the Prep School).

PUPIL HEALTH RECORDS

Pupil Health Records provide the information required to ensure the safety and well-being of your daughter in school. She may not start at school until the health and allergy forms have been completed and returned. It is essential that the School Nurse is notified of any medical condition, allergy, intolerance or medication required. She must also be notified when a pupil no longer has the condition and/or when medication is no longer required.

Please be aware that staff are notified of medical conditions specified, unless you request otherwise (information of a sensitive nature will be handled discreetly). This will help to ensure your daughter's safety and appropriate care, both on and off school premises. However, consultations with the School Nurse are confidential.

We have a dedicated ELSA (Emotional Literacy Support Assistant) to support the emotional needs of pupils across the Prep School.

MEDICATION IN SCHOOL

Please leave medication and a **Medication Administration in School** form at the School Office, for the nurse to collect. Medication which is required to go home each day (eg antibiotics) must be collected from the School Office at the end of the school day. Please ensure medication provided is in its original packaging (this is so that drug type, dosage and expiry date may be checked), clearly labelled with your daughter's full name and date of birth.



Girls who require an inhaler / EpiPen must provide two for school - one for the medical room's 'grab bag' and the other as a spare.

Any pupil who requires an EpiPen / inhaler / any other essential medication, will not be permitted on a school outing without it, so as to ensure their safety. It is the responsibility of the parent to ensure that medication carried by a child is not past its use-by date.



Any other medication which your daughter may require (regularly or occasionally) can be kept in the medical room. This must be labelled appropriately and supplied with the **Medication Administration in School** form. This provides the nurse with all information required, and authorises her to administer personal medication when / if required.

Should you need to contact the School Nurse please call via reception 01932 869990 or you can email nurse@notredame.co.uk.

Please note that nuts or products containing nuts must not be brought into school.





MOBILE PHONES

It is not appropriate for pupils to have mobile phones for use during the school day. Apart from the obvious distraction caused by phones, they can be easily lost or damaged, with potential for cyber-bullying and issues surrounding photographing other pupils. However, we appreciate that girls who do not go directly home with their own parent may need their phone for safety reasons.

Accordingly, we ask that girls who need to have a phone before or after school leave it with the School Office on arrival and collect it at the end of the school day. If you need to contact your daughter at any time during the school day, this must be done via the School Office. Phones used during the day will be confiscated and returned at home time.

The school is responsible for the health and welfare of your daughter during school hours and this includes managing and knowing who has contacted her or collected her. It is vital that she is not acting on, or troubled by, information received via mobile phone during the school day. A child waiting for a message cannot fully engage with her school day and should not be worrying about such communications.

For the same reasons, please do not email your daughter at school or act upon an email she may have sent to you; please always check with the School Office. Thank you.

PARENT-TEACHER MEETINGS

These are arranged during the autumn term and spring term for all pupils and a letter will be sent to notify you in advance.

A full school report is issued at the end of the summer term. This contains information about your daughter's progress in each subject. In the Juniors, a grade sheet also goes home before the Spring Parent-Teacher meeting. Should you wish to arrange a meeting with any of your daughter's teachers at other times during the year, please contact the School Office to make an appointment.

ASSEMBLIES & MASSES

An assembly is held weekly for Juniors and Reception & Infants in the Chapel.

Mass is held termly - times/dates are detailed in the Diary of Key Events. We welcome visitors.



JEWELLERY

The wearing of earrings or ear studs is not encouraged but girls with pierced ears may wear small, discreet studs. Girls may wear one jewellery item of a religious significance under their school uniform but all items of jewellery should be removed at home before coming to school on days when they have PE or swimming. The wearing of jewellery, earrings and ear studs is not permitted for safety reasons during PE, swimming and any other sporting activity including after-school clubs and competitive fixtures.

Newly pierced ears can take up to six weeks before 'sleepers' can be removed. Therefore we remind parents that if they are considering this they should have their daughter's ears pierced at the start of the summer holidays to allow sufficient time for earrings to be safely removed. Any girl who is unable to remove earrings will be required to apply tape over them (except for swimming) or she will not be able to participate in physical education for her own and others' safety; in this case, she will undertake the role of official or assistant to the coach or other relevant learning activity.



SCHOOL SONG

We always sing our school song on special occasions. No one has to learn the words as they'll always be given, and everyone soon gets the hang of the tune. Everyone loves the chorus and sings it very loudly!
(St Jeanne is our Foundress - her name is pronounced 'Saint Jan')

HYMN TO ST JEANNE

Verse 1 St Jeanne was our foundress, so many years ago
She started teaching girls in the town of Bordeaux,
Her vision still inspires us as we gather here to pray
A blessing on our school on this very special day.

Chorus St Jeanne, we honour you, today
St Jeanne, we honour you, today
You lead us in our work, in all we do and say
We honour you, today.

Verse 2 The aim of our school is that every child might do
Their best in work and play, and all other actions too.
A greatness of their spirit and a warm and giving heart
At Notre Dame we learn that each child must play their part.

Verse 3 We stretch out a hand as St Jeanne taught us to do
To try and serve the world in a way that is new.
We look towards the future to see what it may bring;
Our hearts are full of joy as of our dear school we sing.



We celebrate our foundress, St Jeanne, at our Feast Day Mass and Barbecue in May each year.



We hope this booklet has been helpful in making you feel prepared for life in Notre Dame Prep School. Keep it to hand and look at it from time to time. If you have any questions or concerns that aren't covered, please don't hesitate to contact:

office@notredame.co.uk
or call the school on **01932 869990**

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SCHOOL



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