



Aldenham Preparatory School

Information 2009/10



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Key aims of Aldenham Nursery and Aldenham Preparatory School

At Aldenham Nursery and Aldenham Preparatory School we provide a happy, nurturing and warm environment where quality learning takes place and the needs of each individual child are fulfilled. Aldenham Preparatory School (IAPS) provides a small, caring environment for boys and girls from 3-11 to develop and thrive. The Preparatory School forms an integral part of the main school which was established in 1597 and remains on the same glorious site, set in over 110 acres of countryside only 13 miles from the centre of London.

Our key aims are:

- To encourage a love of learning in order to aspire to academic excellence and a broad education for all pupils
- To foster good relationships and partnership between staff, pupils, parents and the wider community
- To ensure that each individual pupil is nurtured and encouraged to make the most of their own special talents
- To emphasise the importance of the social, moral and spiritual dimensions of community life in a modern society
- To provide a well planned, well organised environment giving children rich and stimulating experiences



General Information

Foundation Stage (Nursery & Reception Class) offers full day (Elmers Room) or part time sessions (Wilbur) for children age 3-4 years. Children start the term of their third birthday. At this age the majority of children are no longer in nappies.

Reception Class Age 4-5 offers an excellent start to children as they begin their first year of formal schooling. Continuing to follow the Early Years Foundation Stage Curriculum, the children are offered every opportunity to flourish before moving on to the Pre-Prep.

Open Monday to Friday during term time only.
9.00 - 11.45am – Morning Sessions
12.30 - 3.15pm – Afternoon Sessions
9.00am - 3.15pm – All day (including lunch)

All lunches are freshly cooked by the chef who is on the Nursery site.

Early Birds is available from 8.30am and Tea Time Club runs from 3.15 - 4.00pm. Both are by half termly arrangements.

Occasional additional sessions may be available on request. Please speak to the Nursery Secretary.

Pre-preparatory Department provides a small, caring and nurturing environment for our young children aged 4-7. We are situated in a recently expanded building with a new playground and nature area. We share the main school facilities especially the Sports Hall, Astro-turf, Dining Hall, School Theatre and Chapel as well as the magnificent 110 acre grounds. The children thrive in a happy, structured and well balanced environment which prepares them for the Prep Department.

Our curriculum is broad and encourages the children's academic, physical, social and creative development. We pride ourselves on small classes and specialist teaching in PE, Swimming, Music, Drama and French. The

children also enjoy a wide range of extra curricular activities after school.

Preparatory Department caters for children from the ages of 7-11 and is housed in the recently extended and refurbished Prep building, Woodrow House, where pupils enjoy large well equipped classrooms; a purpose built Art and DT room, a new ICT suite, Library and Music practice rooms as well as comfortable modern changing facilities.

The teaching is class-based with the class teacher keeping a careful eye on the academic and social development of our pupils. There is also specialist teaching and coaching in French, Music, Drama, Games, PE and Swimming. Pupils are taught study skills and strategies, as part of an on going programme and are encouraged to take on some longer project based work. Time spent on homework also increases over the four years in preparation for Senior School. We aim to give the children greater independence and responsibility for their learning in this part of the school.

Throughout their time in Prep the children are helped to become more aware of the school community and the role that they can play within it. There are opportunities for them to be involved in the school council, charity appeals, pupil initiated clubs and monitor positions. Residential trips are specifically organised and designed for each year group; these include an over-night camp, a Geography field trip, an outward bounds leadership course and a visit to France. The House system also provides an ideal framework for promoting inter-personal links across age groups.

School Coach Service

The senior school runs an extensive coach service. It is possible for children in the Prep Department (Years 3-6) to use the coach service. For further information please speak to the Head of the Preparatory School.



Admission and Fees

Aldenham Nursery

i) Children may be registered at any age by completing the Registration Form and paying the £50 registration fee. Please contact the school office on 01923 851666 or prepschool@aldenham.com. Registering does not guarantee a place in the Nursery, it simply places a child on the waiting list. Priority without guarantee, subject to places being available, will be given to siblings provided they are registered at least three months before the anticipated starting date, and whose brother or sister is attending the Nursery or Prep school when he/she starts. This priority only applies to the offer of a place, not to the allocation of morning or afternoon sessions. If parents wish to send siblings to the Nursery we strongly recommend they are registered as early as possible.

ii) An acknowledgement of receipt of the Registration Form will be sent.

iii) Arrangements to visit the Nursery may be made at any time.

iv) Confirmation of a place will be sent six months before the anticipated starting date.

v) Acceptance of this place must be made in writing within one week of the offer being made. Failure to do so will mean the offer of that place will be withdrawn.

vi) Acceptance signifies the parents' commitment

to the place and an agreement to pay the first term's fees, for attendance as agreed, even if subsequently the child for any reason does not attend the Nursery or there is a reduction in the number of sessions. At this time payment of the deposit will be required.

vii) The registration fee is non-returnable in all circumstances.

Although it is expected that pupils will transfer from Nursery into Reception, admission is not guaranteed and is dependent upon a satisfactory internal assessment by the Head of the Foundation Stage.

Preparatory School

The Head of the Preparatory School likes to meet all prospective parents and we encourage you to make an appointment for a tour of the school so that you can see at first hand why Aldenham is so special. Please contact the school office on 01923 851664 or prepschool@aldenham.com

The main entry into the Preparatory School is at 4+. The admissions procedure takes the form of a playgroup activity and interview in the Christmas Term before entry in the following September. Occasional vacancies are available for outside candidates at 7+ and entry at this stage is by examination and interview in the Christmas Term.

Occasionally, places do arise during the school year so please feel free to contact the school at any time.

Current Fees 2009/2010

Registration Fee	£50	
Nursery Deposit	£500	
Reception - Year 6 Deposit	£1,000	
	Termly	Annually
Nursery (Full time)	£2,363	£7,089
Pre-Prep Department	£3,101	£9,303
Prep Department	£3,430	£10,290

Notes

i) The registration fee (non-refundable) is payable at the time a child is registered and before an offer of a place can be made.

ii) During the year in which a child is offered a place to enter the Preparatory School, an acceptance deposit of £1,000 is payable. The sum of £500 will be set against the first term's fees and the balance of £500 will be retained by the school against any disbursements

incurred during the child's final term. (Any child transferring from Nursery to Pre-Prep will have their £500 deposit transferred and will be required to pay an additional £500). The balance will be reimbursed upon leaving school.

iii) Fees are due and should be paid by the first day of each term and will be collected by Direct Debit or Holmwood's Term Time Credit. It is the Board of Governors' intention to hold fees at the level stated for the 2009/2010 year but they reserve the right to change them if circumstances so require. A term's notice must be given if it is necessary for a boy or girl to leave the Preparatory School, otherwise a full term's fees in lieu of notice will be payable, notwithstanding any increase there may have been from the above date.

iv) Fees would bear VAT at the prevailing rate from time to time should it become applicable.



Curriculum

EARLY YEARS FOUNDATION STAGE – NURSERY AND RECEPTION

The Early Years Foundation Stage (EYFS) curriculum introduced in September 2008 provides comprehensive guidance for practitioners to ensure young children learn, develop and achieve in six crucial areas. Equal emphasis is given to the six areas:-

i) Personal, Social and Emotional Development. These areas of development underpin all learning and have a prominent place in the Foundation Stage.

ii) Communication, Language and Literacy. This area of learning encompasses speaking and listening as well as early skills in reading and writing. Language is linked to cognitive development and it is therefore important that children acquire good language skills and structure their thoughts. Consequently their use of language in imaginative play is extended.

iii) Problem Solving, Reasoning and Numeracy. Children need to have lots of hands on experience in practical situations. They need to problem solve, group and compare numbers, experience shape, space and measure, as well as recognise numbers in everyday life both as labels and for counting.

iv) Knowledge and Understanding of the World. This area is full of surprises! It focuses firmly on the children's experiences and their world. It helps them to reflect on their environment and to learn from it. It encompasses six areas of learning; exploration and investigation, designing and making skills, ICT, sense of time, sense of place, cultures and beliefs.

v) Physical Development. This covers the children's gross and fine motor skills, their ability to use tools and an awareness of how to keep healthy. We know how important it is for the children to enjoy space and develop spatial awareness. The children have access to large all weather, safety play areas and the senior school Sports Hall. There is a large range of equipment to encourage and improve their general agility, climbing and balancing skills.

vi) Creative Development. Encompasses a wide range of experiences that need to be provided for young children. These include poetry, dance, music, model making and creative skills. The children will explore a range of media and materials; the focus is for children to experiment for themselves.

PREPARATORY AND PRE-PREP

Your child's entitlement to the National Curriculum is only part of what we aim to achieve at Aldenham. We believe very strongly in offering breadth within our curriculum, so that the all round talents of each individual child may be developed. This involves promoting the academic, creative and sporting facets of school life, as well as fostering children's natural curiosity, in order to empower them with a life long love of learning.

The timetable consists of English, Maths and Science, as well as Music, ICT, Art, DT, French, Geography, History and Personal Social and Health Education. For those children who enjoy higher level thinking we have an enrichment programme which runs alongside our whole school Gifted and Talented agenda. There is also specialist teaching in Music, Drama, French, PE and Games and Swimming. Parents are kept well informed of their children's learning through curriculum and parents' evenings throughout the year, as well as full written reports. Aldenham School has a strong tradition of Sport. Games and Physical Education are a very important part of life at the Preparatory School. Each class has one PE lesson per week with a specialist teacher, as well as a Games afternoon and a weekly swimming lesson. Major sports are Netball, Football, Hockey, Cricket, Athletics and Rounders. The children also have the opportunity to be coached in Tag Rugby, Basketball, Tennis, Badminton and Trampolining. We regularly arrange Sports fixtures with other schools and all the children have the opportunity of playing for a school team.

From Nursery onwards, the children have a specialist music teacher. Our Year 2 all learn the recorder and Year 3 all have the opportunity to learn the violin through our strings programme. All pupils also have the opportunity to learn keyboard, guitar, clarinet, violin, drums, recorder or other instruments on an individual basis with qualified peripatetic staff. They also take part in various productions throughout the school year, including a Christmas Play, a Spring Concert and a Year 5/6 Production. In the Pre-Prep Department, children are required to read every night and are also set small amounts of homework each week in order to get them into the routine of working at home. The Prep children are set homework every day. Primarily, this is in the form of Maths and English, although other subjects and project work are also included.

In the Prep Department, the pupils have a homework diary to help them and this is filled in at school when the homework is given out. Parents are asked to sign the diary to show that they have seen the homework and that it has been done on time. The homework diary is a vital Home-School link and can be used for communication between teachers and parents.

School assemblies are important for the school community and take place every day apart from Friday. This time is used to learn about the various festivals from the major faiths as well as to reflect on the daily life of the school. They include visits from local ministers of various religious backgrounds. The children are encouraged to take an active part in assemblies by presenting work or receiving awards.

Timetable and Extra Curricular

Nursery
8.30 Early Birds*
9.00 Registration
9.10 Nursery activities
11.45 Collection for morning children
11.45 Lunch for children staying all day
–
12.30 Afternoon Session starts
3.15 Nursery finishes
3.15 Late Club* starts (Nursery and Reception)
4.00 Late Club finishes

* By half termly arrangements

Pre-Prep Department
8.45 Drop-off
9.00 Registration for Pre-Prep Department
9.05 Lessons
10.20 Assembly
10.40 Playtime
10.55 Lessons
12.00 Lunch and Playtime
–

1.10 Lessons
2.20 Playtime
2.30 Lessons
3.15 Collection for Reception pupils
3.30 Collection for pupils not involved in Clubs/Activities/Late Club*
3.30 Clubs/Activities and Late Club (not reception) start
4.30 Clubs/Activities finish
5.30 Late Club finishes

* By half termly arrangements

Prep Department
8.00 Early Birds
8.30 Drop-off
8.45 Registration for Prep Department
8.50 Lessons
10.20 Assembly
10.40 Playtime
10.55 Lessons
12.00 Lunch and Playtime
–
1.10 Lessons
2.20 Playtime
2.30 Lessons
3.30 Collection for pupils not involved in Clubs/Activities/Late Club*
3.30 Clubs/Activities and Late Club start
4.30 Clubs/Activities finish
5.30 Late Club finishes

* By half termly arrangements

The School Day Monday to Friday
9.00am - 3.15pm Nursery and Reception
9.00am - 3.30pm Pre-Prep Department (Years 1 and 2)
8.45am - 3.30pm Prep Department (Years 3-6)

FOR FOUNDATION STAGE CHILDREN (NURSERY AND RECEPTION)
EARLY BIRDS 8.30AM - 9.00AM
LATE CLUB 3.15PM - 4.00PM ONLY

After School Activities

The after school activity clubs run from 3.30 - 4.30pm, Monday to Friday for Prep and Pre-Prep children.

Late Club for Years 1-6

Late club runs during the week, 3.30 - 5.30pm every day. The club is very flexible and can be used on regular day/days or simply as a one off option! Each day will be classed as one session at a cost of £10 per full session or £5 per part session.

Educational trips and visits are also important experiences for the children and we take them to various places to enhance our curriculum. We also welcome visiting groups into our school to support learning. An extensive range of extra-curricular opportunities is at the heart of an Aldenham education. Children are encouraged to develop their interests and talents by participating in the Preparatory School Games and Activities Programme.

	Monday	Tuesday	Wednesday	Thursday	Friday
Year 1	Gymnastics Pottery	Art Dance Karate	Sports Tennis	Chess	Late Club
Year 2	Gymnastics Pottery	Art Dance Karate	Sports Tennis	Chess Choir	Late Club
Year 3	Drama French Gymnastics Pottery Trampoline	Art Dance Gardening Karate	Fencing Sports Tennis	Chess Choir	Late Club
Year 4	Drama French Gymnastics Pottery Trampoline	Art Dance Gardening Karate	Cookery Fencing ICT Sports Tennis	Chess Choir	Late Club
Year 5	Drama French Gymnastics Trampoline	Art Dance Gardening Karate	Cookery Fencing ICT Sports Tennis	Library Chess Choir Golf Photography	Late Club
Year 6	Drama French Gymnastics Trampoline	Art Dance Karate	Cookery Fencing ICT Sports Tennis	Library Chess Choir Golf Photography	Late Club

PLEASE NOTE LATE CLUB RUNS EVERY DAY



Staff

Head of Preparatory School
Mr J Whiskerd

Deputy Head of the Preparatory School,
Head of Foundation Stage
Mrs C Watts

Year 6 Class Teacher
Mrs S Hollis

Year 5 Class Teacher and
Key Stage 2 Co-ordinator
Miss A Fry

Year 4 Class Teacher
Miss L Parkin

Year 3 Class Teachers
Mrs S Bond *Part-time*
Mrs K Whiskerd *Part-time*

Year 2 Class Teacher and
Key Stage 1 Co-ordinator
Mrs L Collins

Year 1 Class Teacher
Mrs R Doherty

Year R Class Teachers
Mrs R London *Part-time*
Mrs C Scott *Part-time*

Classroom Assistant
Mrs L Blyth
Mrs W Freeman-King
Mrs A Glaysher
Mrs C Hodsdon
Mrs C Horton
Mrs C Kamruddin
Mrs S Seth

Nursery Room Supervisor
Mrs C Varley
Mrs S Watts

Nursery Assistant
Mrs K Downing
Mrs S Ebrahimi
Mrs Z Neville
Mrs D South

Out of School Care Manager
Mrs S Curr

Early Birds, Late Club Helper
and Midday supervisor
Mrs D Green

Preparatory School Helper
Mrs B Agnew
Mrs J Clarke
Mrs H Kalani
Mrs K Murphy
Mrs G Shah (*and Midday supervisor*)

Preparatory School Secretary
Mrs A Rebak

Preparatory School Administrator
Mrs A Turner

Nursery Secretary
Mrs L Beech

Nursery Chef
Mrs J Hamilton

Music Teacher
Miss L Parkin

Music and PPA Cover Teacher
Mrs C Chalfen

French Teacher
Mme M Streit

PE Teachers
Miss E Burton
Mr J Fleet

Drama Teacher
Mrs J Scott

How to Find Us

BY TRAIN:

a) From London the easiest route is from London St Pancras (First Capital Connect route) to Elstree & Borehamwood, taxi for the 5 minute drive to the School. Trains run every 20 minutes and the journey takes 20-25 minutes.

b) From the North West most InterCity trains stop at Watford Junction on the way into Euston. Aldenham School is a 10 minute taxi ride from Watford. It is important that the driver knows you are going to the School and not the village of Aldenham.

BY TUBE:

Jubilee Line to Stanmore and taxi from the station.

BY ROAD:

a) M25 Junction 19: Follow A41 South towards Watford. Continue following signs for Aldenham Country Park (approx 7 miles). Turn left towards Letchmore Heath and at the end of the road turn left and continue along this road for about 1 mile until you reach the School car park on the right, over the brow of a hill.

b) M25 Junction 23: Follow A1 to Stirling Corner. A411 to Elstree, across the traffic lights, then 1st right into Aldenham Road. Continue along this road for about 2 miles, the car park is on the right, over the brow of a hill.

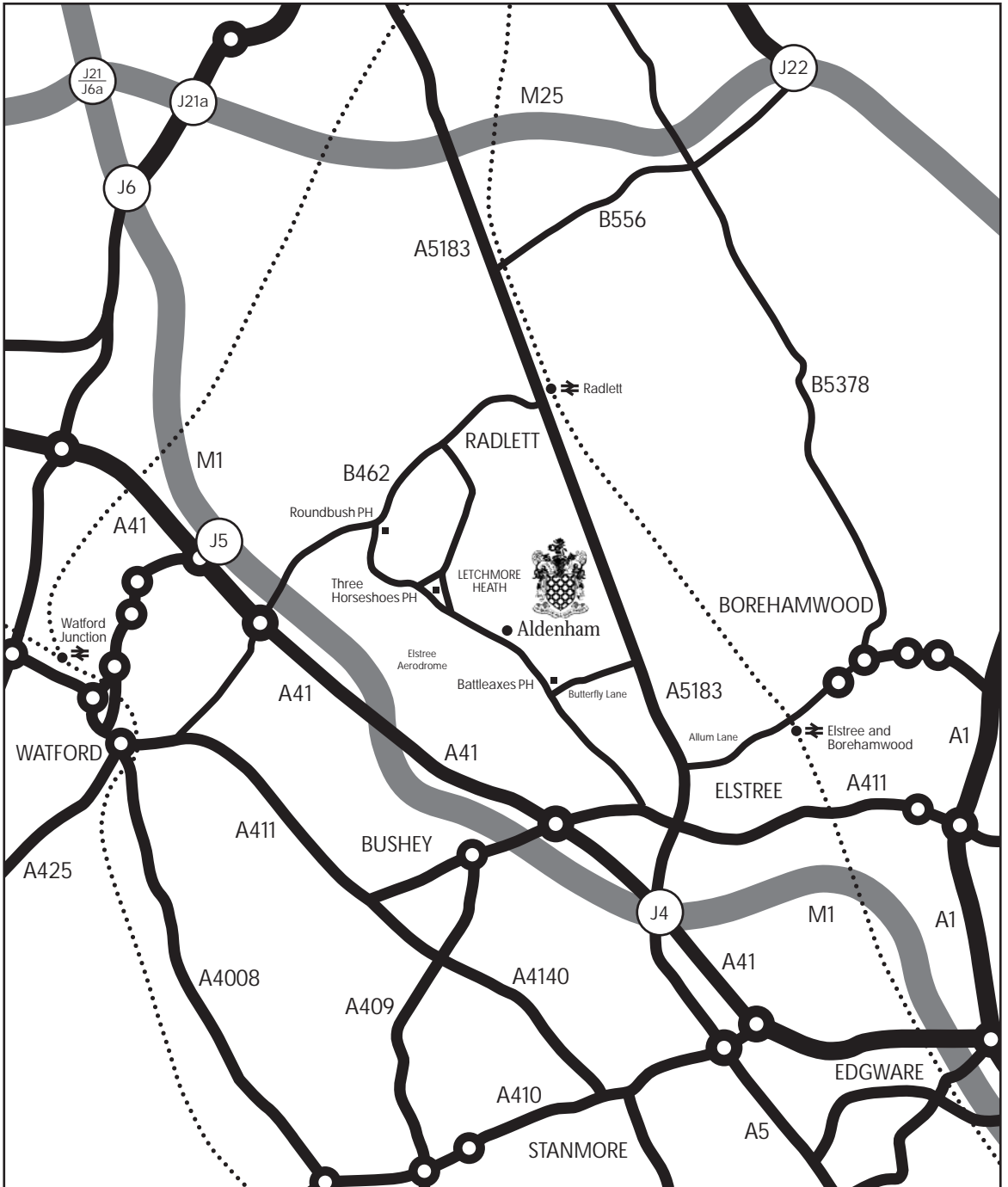
c) From M1 Junction 5: Follow A41 South towards Watford, proceed as in (a) above. **DO NOT TAKE ANY SIGNS TO ALDENHAM VILLAGE.**

d) From London: Take M1 to Junction 5, proceed as in (a) above, OR from Apex Corner take the A41 North to the Elstree roundabout. Turn right up the hill into Elstree and left at the traffic lights. Take the 1st right into Aldenham Road and proceed as in (b) above.

e) From Radlett: Take the A5183 going south towards Edgware. Proceed 1½ miles, turn right into Butterfly Lane, continue until you come to a T-junction, turn right and the School car park is on the right after ½ mile.

f) From Borehamwood: From Allum Lane take the A5183 towards Radlett for 1½ miles, turn left into Butterfly Lane and proceed as in (e) above.

Map



Standard Terms and Conditions

At the time this booklet goes to press, the School's Terms and Conditions are undergoing review. The Terms and Conditions under which an Offer and Acceptance of a place at the school is made will be those which form the basis of your contract with the School.

1 ALDENHAM PREPARATORY SCHOOL

a) The Preparatory School

The Preparatory School is part of Aldenham School. The Nursery is taken to mean ages 3-4 Pre-Prep Department is taken to mean Years R-2 and the Prep Department is taken to mean Years 3-6. Where the Preparatory School is mentioned it is generally taken to mean Year R-6 and the Nursery.

b) The Head of Prep

The Head of Prep is the person appointed by the Governors of Aldenham School to be responsible for the pupils and includes those to whom any of the duties of the Head or Governors have been responsibly delegated.

c) The Parent/s

The Parent/s are those referred to at clause 4c of these terms and conditions individually and jointly. Parents are expected to give their support and encouragement to the aims of the School and to uphold and promote its good name, to continue the pupil's education at home and to ensure that the pupil maintains appropriate standards of punctuality, behaviour and appearance.

d) Changes at the Preparatory School

A successful Preparatory School must initiate and respond to change. The offer of a place and its acceptance are given on the basis that, in the interests of the Preparatory School as a whole, reasonable changes may be made from time to time to these standard terms and conditions, to the size and location of the Prep, to its premises and facilities, to the length of the terms and the day and to any other aspect of the Preparatory School.

e) The Standard Terms and Conditions

We believe that these standard terms and conditions reflect current customs and practice. The rules about change and about notice and fees in lieu of notice and the other rules set out below are provided in good faith. They promote stability, forward planning and the proper resourcing and development of the Preparatory School. They help also to protect parents and members of the Governors from fee increases and liabilities caused by the default of others. Any waiver is effective only if given in writing by the Head personally.

2 CARE AND GOOD DISCIPLINE

a) Parents' Authority

The parents authorise the Head of the Prep while in loco parentis to take and/or authorise in good faith all decisions that safeguard and promote the welfare of the pupil. Parents consent to the provision of comfort to a pupil in distress or to maintain safety and good order. Parents consent also to emergency medical treatment including general anaesthetic and operation under NHS or at a private hospital where certified by a doctor necessary for the welfare of the pupil and if parents cannot be contacted in time.

b) The Pupil's Health

Parents must inform the Head of Prep if the pupil has any known medical conditions, health problem or allergy or has been in contact with infectious diseases. If a pupil is unwell they must not be sent to School for at least 24 hours.

3 ADMISSION AND ENTRY TO THE PREPARATORY SCHOOL

a) Registration

Pupils will be considered for admission and entry to the Preparatory School when the registration form has been completed and returned to us and the non-returnable registration fee paid. The offer of a place is subject to availability and the entry requirements of the school at the time of offer.

b) Offer of a Place and Deposit(s)

If a place is offered, the deposit will be payable when parents accept the offer. Details of deposits are set out in each Fees List. £500 of the deposit will be set against the first term's fees and the balance of £500 less disbursements incurred will be reimbursed without interest on leaving (Any child transferring from Nursery to Pre-Prep will have their £500 deposit transferred and will be required to pay an additional £500). Until reimbursed it will form part of the general funds of the Preparatory School.

4 FEES AND EXTRAS

a) Items covered

Fees cover the normal curriculum. Damage done by a pupil, other than fair wear and tear, may be separately invoiced and must be paid as an extra.

b) Payment of fees and extras

Invoices must be paid before the first day of each term by Direct Debit. Fees will not be refunded or waived for absence through sickness or holidays or any other absence. The Preparatory School is agent only in respect of any goods and services which are supplied by a third party via the School to parents or pupils.

c) Responsibility for payment

Fees are the joint and several responsibility of each person who has signed the Acceptance Form or who has parental responsibility for the pupil or has paid any fees or has knowingly returned the pupil to the Preparatory School or given instructions in relation to the pupil. The Preparatory School may withhold any information while fees are unpaid.

d) Unpaid fees

Simple interest calculated on a daily basis at 1.5% per month and all administration and legal costs will be charged in relation to fees, fees in lieu of notice and extras that are unpaid by the due date. It is agreed that the amount of all late payment charges should reflect the commercial rates that would be applied by a financial institution in a case of unauthorised and unsecured borrowing. Such charges will be recoverable by action if necessary. Cheques delivered at any time after the first day of term will be presented immediately and will not be considered as payment until cleared. The rules in clauses 4 and 5 of these terms and conditions are intended to protect those parents who pay fees on time and to safeguard the Preparatory School and the Board of Governors against consequences of the defaults of others.

5 EVENTS REQUIRING NOTICE IN WRITING

a) Definitions

Notice means (unless the contrary is stated in these terms and conditions or the Fees List) a term's written notice delivered to and actually received by the Head of Prep. No other notice will suffice. Notices must be addressed and hand-delivered to the Head or received by the Head after being sent by recorded or guaranteed delivery post to the Preparatory School address. Term means the period between and including the first and last days of each Preparatory School term. Fees in lieu means fees in full for the term of notice at the rate that would have applied had the pupil attended.

b) Cancelling Acceptance

A term's fee in lieu of notice (less deposit held) will be payable by the parents if, for any reason, they cancel their acceptance of a place or the pupil does not join the Preparatory School. Cases of serious illness or genuine hardship may receive special consideration on written request.

c) Withdrawal from the Preparatory School

A term's notice must be given before the pupil is withdrawn or a term's fees in lieu will be due and payable as a debt at the rate applicable on the date of invoice whether or not the place can be filled. The 'Preparatory School Year' starts on 1st September each year. The main reasons for these rules are to promote the stability of the Preparatory community and to ensure that the Preparatory School has sufficient notice with which to plan resources and curriculum.

6 REMOVAL OF A PUPIL

a) Removal at the request of the Preparatory School
Parents may be required, during or at the end of a term, to remove the pupil, without refund of fees, temporarily or permanently from the Preparatory School if, after consultation with a parent, the Head is of the opinion that the conduct or progress of the pupil has been unsatisfactory or a parent has treated the Preparatory School or members of its staff unreasonably and such removal is warranted in all the circumstances. The deposit would not be refunded in the event of removal from the Preparatory School but fees in lieu of notice may be charged. All outstanding fees would be payable in full.

b) Discretion of the Head

The decision to require removal and the manner and form of any announcement shall be in the sole discretion of the Head. Under no circumstances shall the Preparatory School or its staff be required to divulge to parent/s any confidential information which had led to the requirement to remove which the Head has acquired during an investigation.

c) Review

In the event of a pupil's removal being required, the Head will advise parents of the procedure (of which copies are available on request) under which a written application for a review of the decision may be made.

7 GENERAL CONDITIONS

a) Special precautions

The Head must be notified in writing immediately of any court orders or situations of risk in relation to a pupil for whom any special safety precautions may be needed. A parent may be excluded from Aldenham Preparatory School premises if the Head, acting properly, considers such exclusion to be in the best interests of the pupil or of the School.

b) Absence of Parents

When both parents will be away from their home in the United Kingdom overnight during term time the Head must be informed in writing of the name, address and telephone numbers for contact of a suitable legal guardian or other adult with whom the pupil will reside. These matters are the responsibility of parents.

Standard Terms and Conditions

c) Insurance

The Aldenham Preparatory School undertakes to maintain those insurances which are prescribed by law. All other insurances are the responsibility of parents. The School is not the agent of the parents for any purpose related to insurance.

d) Concerns/complaints

Parents who have cause for serious concern as to a matter of safety, care or quality of education must inform the Head without delay.

e) Special Learning Difficulties

Parents will be notified if it appears that the pupil is experiencing any problems. The Preparatory School will, on request, advise parents as to how they may, at their own expense, obtain specialist advice, (refer to SEN policy).

f) Medical Supervision

Before entering the Aldenham Preparatory School the pupil must be immunised against diphtheria, polio, mumps, tetanus, whooping cough, measles and rubella.

g) Confidentiality

The parents consent to the Aldenham Preparatory School communicating with any other school which the pupils attend or which a parent proposes the pupil should attend about any matter concerning the pupil or about payment of fees, whether or not the information passing is in machine readable form. In all other respects the School will take care to preserve the confidentiality of information concerning the pupil and parents.

h) Reports

Information supplied to parents and others concerning the progress of a pupil and the character, and education of the pupil will be given conscientiously and with all due care and skill but otherwise without liability on the part of the Preparatory School.

i) Prospectus

The prospectus and information booklet describe the broad principles on which Aldenham Preparatory School is presently run and gives an indication of our history and ethos. Although believed correct at the time of printing, the prospectus is not part of any agreement between the parents and the School. Parents wishing to place specific reliance on a matter given in the prospectus should seek written confirmation of that matter before entering this agreement.

j) Liability

Aldenham Preparatory School is unable to accept responsibility for accidental injury or loss of property unless caused by its negligence.

k) Consumer Protection

Care has been taken to use plain language in these terms and conditions and to explain the reasons for any of the terms that may appear one-sided. If any word/s, alone or in combination, infringe the Unfair terms in Consumer Contracts Regulations 1994 or any other provision of law, they shall be treated as severable and shall be replaced with words which give, as near as may be fair, the original meaning.

l) Interpretation

These terms and conditions supersede those in the prospectus and elsewhere and will be construed as a whole. Headings are for ease of reading only and are not otherwise part of the terms and conditions.

m) Jurisdiction

This contract was made at the Aldenham Preparatory School and is governed exclusively by English Law.

The Aldenham School Company is a company limited by guarantee registered in England and Wales Number 1847134 and a Registered Charity Number 298140. Registered Office: Brewers' Hall, Aldermanbury Square, London EC2V 7HR Telephone 020 7606 1301.



Whilst the contents of this information booklet are considered correct at the date of publication and every effort has been taken to ensure the accuracy of the information the School cannot and does not accept any liability for this information. It is the responsibility of readers to check the accuracy of relevant facts and opinions given in this information booklet before entering into any commitment based upon them. The School reserves the right to make alterations in its curriculum, activities and organisation at any time. The School's regulations and conditions of entry are subject to revision from time to time and a copy of the current conditions is available on request from the Bursar's office at the School.

©Aldenham School 2009





**Aldenham
Preparatory School**

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