



PARK HILL PREPARATORY SCHOOL & NURSERY

For boys and girls aged 2 years and above

GENERAL INFORMATION

The School Day

NURSERY

Mornings only	*8.15 - 12 noon
Afternoons only (inc. lunch)	11.30 - 3.30 pm
Full day	*8.15 - 3.30 pm

MAIN SCHOOL (RECEPTION - Year 6) *8.15 - 3.30 pm

* 8.00 a.m. drop off by arrangement (Term time arrangement only)

Lunch

A well-balanced and nutritious lunch is served daily from fresh ingredients by our own in-house chef.

Holidays and absences

Holiday dates are sent out well in advance and parents are asked to keep to them. Absence due to sickness must be covered by a telephone call or email to the school office in the first instance and a written note when your child returns to school. An infectious child must be kept at home. Absence for any other reason requires prior permission from the Head. Please refer to the School's policy.

Uniform

Full school uniform is worn by our pupils and is available from AlleyCatz in Hersham. We expect children to take pride in wearing the uniform and respect our school values. No jewellery, other than a watch, is allowed. Hair is worn off the shoulders with black, grey, maroon or pink and white hair accessories.

Admission procedure

All applicants must first register by completing the attached form, which should be returned with the registration fee of £100 to the Admissions Secretary. The offer of a place is made in writing. Acceptance must also be in writing and accompanied by a deposit of £950 which is held by the school and repaid when the child leaves Park Hill and any outstanding accounts have been settled.

We are flexible as to when each child joins Park Hill and we are happy to discuss with parents the start date. Children can join us as young as 2 years old following a successful visit to the school and a meeting with the Head of Nursery. Our Nursery is divided into 2 year groups, 1st Steps (for children aged 2-3 years old) and 2nd Steps (for children aged 3-4 years old). To ensure they receive the very best education and start to their school life at Park Hill, children in 1st Steps are expected to attend a minimum of 5 sessions per week, these can be a mixture of morning and afternoons. Children in 2nd Steps are expected to attend a minimum of 5 mornings per week with the option to extend into a full day. Whilst most Park Hill children start in the Nursery and continue throughout the school, we do often have places available at other times.

Park Hill is non-selective and the children are not subjected to an assessment. However, we do ask parents to inform us of any reason or issue, which may affect their child's school performance. For children joining us over the age of 5, where applicable, we will ask for sight of a report from his or her previous school.

Nursery session amendments

A full term's notice must be given if you wish to reduce your nursery sessions. Notice must be given in writing by the first day of the previous term and is at the discretion of the Headmaster. If you wish to extend your sessions please contact the school office and we will do our best to accommodate you. Session amendments are not applicable to holiday leave during term time.

We expect all parents interested in their child joining Park Hill to come and visit us, meet the staff and pupils and see the school in action.

For more information

Please visit our website www.parkhillschool.com for further details and up-to-date information about Park Hill.