



Chafyn Grove School

**Pre-Prep Parents' Survival Guide
September 2023**

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'Do as you would be done by'

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SCHOOL CONTACT DETAILS

Address Chafyn Grove School
Bourne Avenue
Salisbury
Wiltshire
SP1 1LR

School Office 01722 333423
Nursery 01722 420891
Head of Pre-Prep 01722 420880

Email Addresses:

School Office office@chafyngrove.co.uk
Head of Pre-Prep gfield@chafyngrove.co.uk
Early Years Coordinator hmorgan@chafyngrove.co.uk
Headmaster headmaster@chafyngrove.co.uk
Bursar/Fees bursar@chafyngrove.co.uk
Health Centre healthteam@chafyngrove.co.uk
Uniform Shop schoolshop@chafyngrove.co.uk
Music Dept rarch@chafyngrove.co.uk
The Link (Learning Support) hrogers@chafyngrove.co.uk

Staff can be contacted via email using: initialsurname@chafyngrove.co.uk
e.g: jbloggs@chafyngrove.co.uk

NURSERY

Arrivals and departures

Nursery session times:

7:30am	Breakfast Club (extra charge and must be booked in advance through the school office)
8:00am	Early care
8:25am	Registration
8:30am	Lessons and activities (including snack and short break)
10:50am	Playtime
11:15am	Lessons and activities
12pm	Lunch
12:30pm	Playtime
1:20pm	Lessons and activities (including snack and short break)
3pm	Assembly
3.15pm	End of day / story time
3:30pm	After school club
4:40pm	Later stay club (extra charge)
5.30 – 6pm	Supper (extra charge)

About nursery

Children can join the Nursery from the age of 3 years. We run on a session basis, enabling you to choose as many or as few sessions each week, to suit your child's needs and lifestyle as the space allows.

This is a flexible arrangement and the bookings are updated each term, to ensure that we are getting the balance right for you and your child. Some children attend full time as soon as they join us and others choose to start with only a few sessions a week and build up to full time as children grow older.

The school accepts childcare nursery vouchers and these can be used against the balance of school fees up to and including the term that your child is 5 years of age. Please see the school website for further information.

After School Club, Later Stay Club and Supper is a separate club run by Pre-Prep school staff and a charge is made for this from 4.40-5.30 and 5.30-6pm.

PRE-PREP

Arrivals and departures

Pre-Prep School times for Reception/Yr 1 & Yr 2:

7:30 – 8:00	Breakfast Club (extra charge and must be booked in advance through the school office)
8:00 – 8:25	Early care / classrooms open
8:25	Registration
8:30 – 3:30	School day
3:30 – 4:40pm	After School Club / After School Activities (some activities include extra charge)
4:40 – 5:30pm	Later Stay Club (extra charge and must be booked in during drop off)
5.30 – 6.00pm	Supper (extra charge and must be booked in during drop off)

About Reception

When children enter the Reception year they are beginning full time school. Although much of the curriculum is delivered through play, and some children have been used to full time care, this can still be a shock to the system and some children may find it quite a tiring time. Some children may bound into the classroom with confidence and enthusiasm and be eager to explore while others may be more reticent, preferring to observe activities rather than participate. We respect that each child is different and during the settling in period, we take the lead from the individual to ensure that transition to school is a happy and positive experience. If you feel your child is finding full time education too tiring please discuss options with the class teacher.

For these reasons we would ask parents to discuss their child's specific needs with us. We hope that you will talk to your child about what they do at school however, we post all planning and timetables in the notice board outside the Reception classes so that you always know what we have been up to.

Over the course of the year we will also be sending some activities home for children to share with you. Your child will have a reading book and some key words to enjoy with you and towards the end of the year, may bring home some handwriting. An accompanying letter will explain the specifics of homework nearer the time and a reading record book will be in your child's book bag for teachers and parents to share comments about progress. This is a fun way for children to share their learning and their achievements with you. We do appreciate however, that children have full and active days at school so don't worry if they are sometimes too tired to tackle homework tasks.

About Years One and Two

The school day begins at 8.25am; please try to ensure that children arrive in good time. Classrooms are open from 8.00am, when teachers will be there to welcome the children. There are always activities for the children to do before school starts and arriving in plenty of time ensures that children have a calm and happy start to the day.

The school day finishes at 3.30pm and parents are asked to wait outside in the playground for their children. Teachers will only release children to parents or known carers; please ensure that you inform the class teacher if someone else will be collecting your child.

After School Club

This is available until 6.00pm. It is supervised by Pre-Prep staff to ensure that appropriate adult/child ratios are met. Children are given a light tea of sandwiches, fruit and a drink, and are then able to take part in a variety of play activities. Where possible, children will spend at least some of the time playing outside. Parents must sign up at the beginning of each day if they wish to use this service; signing up sheets are located in the Pre-Prep library and in the entrance to the Nursery/Reception classrooms. If you forget to sign your child in, please contact the School Office. Please ensure that you speak to a member of staff when you collect your child – they may need to pass on information from the class teacher. The adult collecting the child must be seen by member of staff before signing a child out – this ensures that we have a precise record of the whereabouts of your child.

After School Club is not charged from 3.30 to 4.40pm but charges apply from 4.40pm until 5.30pm with an additional charge for supper from 5.30-6pm. There is no supervision available past 6pm. The charges are calculated at the end of each term and added in arrears to the next invoice.

PRE-PREP EQUIPMENT

What to bring on the first day of term

-

Please name all items. Some of the items remain in school and others are required daily.

Please find details below.

- Coat – bring daily.
- Water bottle – bring daily.
- Wellies - stay in school.
- Rain suit - all in one style puddle suit to stay in school.
- Hat – seasonal sun or winter option, please bring daily.
- Book bag - bring daily with reading books and reading record book.
- Art apron - stay in school.
- Spare set of clothes (Nursery & Reception)

PE Kit

Class teachers will contact parents prior to term starting to confirm the PE & swimming days for each class . PE Kit is only needed on PE days, however if you wish to send it at the start of the week there is plenty of space for the children to store it at school.

Swimming Kit

Swimming kit is only needed on the day of the swimming lesson. Please pack a towel, costume/trunks, goggles, swim hat, sliders/flip flops for walking down to the pool. Swimming will take place in the school outside pool until October half term. In the winter months the children continue to swim at an indoor pool.

Children in Pre-Prep do not need a pencil case ; all stationary is provided for them. When they start reading they will get a Reading Record Book which will come home with them along with their reading book.

Home Learning

Children in Pre-Prep will be given age appropriate home learning tasks each week. This will build as they move through the Pre-Prep years and specific information on how this is managed in each class will be sent directly from the teacher. It is important to remember that home learning is always a consolidation of class work, it is not new learning, it should be fun and delivered in short sessions. For example, Nursery and Reception class might be given phonics to learn at home or asked to find something related to their topic to bring in and share in class. We ask that children are supported to read at home and begin to get into a routine of sharing a book with an adult. Reading at home is an expectation for all Pre-Prep classes, this could range from listening to a story for our younger pupils or reading a few pages of their own book for our older pupils. The children will have the opportunity to visit the library each week and these books can be used to support love of reading in addition to individual reading books. In addition to reading Year 1 are set a topic task each week and Year 2 are set a spelling and maths task each week. The children are given plenty of time to complete these tasks before they have to be returned to school. Children will also have the opportunity for 'show and tell' during the week, this activity supports speaking and listening skills for our children.

ABSENCES

General

- The School Office must be told each day when a pupil is absent from school.
- Should there be a fire or any other emergency requiring evacuation, all pupils must be accounted for.
- It is a requirement, by law, that the school accounts for all pupils who are absent and there must be a written record for each occasion a pupil is away from school.

Holidays

If you are planning for your child to be away from school during school time:

- Email the Headmaster, requesting time off, noting the dates your child will be absent, together with the reason for this.
- Relevant staff will be informed.

Appointments

If you are collecting your child for a dental or doctor's appointment you should:

- Inform the School Office with dates and times of the appointment.
- Inform your child's form teacher in advance, by email.
- Collect your child from the classroom and notify the School Office (in person) when you and/or your child leaves and returns, if applicable.

Illness

- Telephone or email the School Office (cward@chafyngrove.co.uk) on the day that your child is unwell, before 10:00 hrs, or leave a message on the answer phone.
- Staff will be informed immediately.

Late Registration

- Go to the School Office and register their arrival, preferably before 09:00 hrs.

BIRTHDAYS

- Children are allowed to wear their own clothes on their birthday. If a birthday falls at the weekend or in a holiday, then children are welcome to wear their own clothes on the nearest school day.
- Cakes can be ordered from the kitchen via the School Office and parents are welcome to send cake in with their child. Please remember though we are a nut free school.

NEW PUPILS

- All parents receive joining information prior to their child's first term.
- If you have any queries, please contact the School Office.
- Your year group rep will make every effort to contact you prior to the start of term.

PARENTAL INVOLVEMENT

- Chafyn Grove School parents are encouraged to be actively involved with their child's school life.
- There are a number of events (such as nativity plays and concerts) going on throughout the term which parents are invited to attend.
- Once a term each year group invites parents to their 'Look What We Have Been Doing!' assembly.
- Parents are often called upon to provide costumes for plays, etc. – let your child's form teacher know if you are interested in helping.
- Weekly newsletters give information on day-to-day matters and notify parents of forthcoming events.

UNIFORM

Children are asked to wear school uniform (see lists) which is neat and tidy. If hair is below shoulder length it should be tied up and any hair accessories need to be school colours (navy and red) and simple.

A full list of required and optional school uniform and sports equipment is available from the School Office.

All school uniform is available from Monkhouse:

<https://www.monkhouse.com/school/chafyn-grove-school-urn-126517-id-372005>

SECOND HAND UNIFORM SHOP

- The second-hand uniform shop, which is run by volunteer parents, sells preloved, good condition school uniform.
- Parents can leave second-hand items in the school office or at the shop. All proceeds from the sale of second-hand items are donated to the FCGS.
- All profits from the uniform shop go towards purchasing goods for pupils to use.
- The shop opens at the following times during term times:
Wednesday morning 8:20am until 9.30am

PARKING

- All parents are asked to use the school car park and observe the one-way system.
- Enter Bourne Avenue from the St Mark's roundabout.
- Leave by driving down Bourne Avenue, returning to St Mark's roundabout via Wain-a-Long Road
- On street parking is allowed for two hours only. Parents are asked to be considerate of the neighbours when parking on the road and avoid blocking their driveways. If possible, please avoid parking in front of the nursing home as they like to keep their space free for ambulances, doctors and visiting elderly relatives.

EXEATS

- During a term there may be a 'long exeat' which means pupils either finish at 3:30pm on the Thursday evening or are not in school the following Monday. Please check the school calendar carefully - <https://schoolcalendar.chafyngrove.co.uk/>
- During the first half of the summer term the school is closed for the May Day Bank Holiday.

- After School Club will close in line with the Prep School finishing time (4.40pm). Please ensure you collect your Pre-Prep child before waiting for Prep school children to finish.

FRIENDS AND YEAR GROUP REPS

Chafyn Grove School actively encourages parental involvement in the school which helps maintain and explain the excellent relationship that exists between pupil, staff and parents.

Each year group has year group representatives, the Friends and Parent Reps of Chafyn Grove School

- The role of the Parents Rep is to:
 - Welcome new parents and pupils into their year group
 - Help communicate parents' views, queries and comments on day to day matters to the most appropriate person within the school
 - Represent parents compliments and concerns at regular meetings – minutes of which are distributed to all.
 - Manage Parent Contact Lists and WhatsApp chat.
- Ad hoc socials are organised by the Parent Reps by year group

Coffee mornings are also organised by the Friends and Parent Reps and are usually held once a term in the rec room, in the main school building

Friends and Parent Reps support other events over the school year, such as bake sales and charity events. The FCGS committee is always open to suggestions and offers of help from parents ensures its success.

MEDICAL INFORMATION

- Good communication is very important with all medical matters.
- Please inform the school by phone or email (the School Office, the Health Team, or form teacher) if you have any concerns about your child's health or there is any change which we need to know about to enable us to care for your child.
- Things such as new glasses, hospital out-patient appointments and changes in regular medication and immunisations are all very important as the school can update your child's medical questionnaire, which you filled in when your child entered school, to prevent it becoming out of date.

Hearing

- Pupils joining in Early Years are given a hearing test.
- If the hearing test is not normal, you will be notified.

Weighing and Measuring

- Every pupil is weighed and measured twice a year.
- This is recorded and you will be informed if the school thinks that there is a problem.
- The record of this is given to you when your child leaves the school.

Signs of Illness at Home

- Pupils should not be sent to school if they are too unwell to attend lessons, have a temperature or have had any diarrhoea or vomiting during the previous 48 hours.
- If a decision is made to give some medication and then to send the child to school, please ensure that this is communicated with the form teacher / School Office; we can then give the appropriate care to your child.
- If your child is well enough to come to school, but requires some medicine to be administered during the school day, please ensure that the medicine is taken to the School Office, clearly labelled with the pupil's name and when it is to be taken.

Signs of Illness at School

- If a pupil feels unwell during school he/she will be sent to the medical matron.

- The medical matron will either let the pupil lie down under observation or, if appropriate, administer medication.
- If medication is administered to a pupil during the day, a note will be sent home with them to inform the parents.
- If a pupil is deemed not to be well enough to continue with lessons, every effort will be made to contact the parent or guardian so that the pupil can be taken home.
- If we are unable to make contact, the pupil will be taken care of until the end of the school day.

Injury at School

- Minor cuts and scratches will be dealt with by the medical matron.
- For head injuries, the pupil will wear a wristband and be sent home with a note.
- In the event of an injury requiring a visit to the A & E department, every attempt will be made to contact the parent or guardian but the school will take responsibility for the child until the parent can arrive to take over.

Head Lice

- It is expected that parents of day-pupils do regular checks for head lice and treat as necessary.

EIGHTS

Eights is the 'house' system, which runs throughout the school including the Pre-Prep. They are called Eights because when the school was founded there were 32 pupils split into four groups. They are named after Aristophanes plays of about 400 BC.

- On entering the school all pupils and members of staff are allocated to an Eight
- Each pupil remains in the same Eight throughout the school
- Pupils within families all have the same Eight
- Children will need the appropriate Eight coloured t-shirt for PE lessons.

	Eights			
	BIRDS	FROGS	KNIGHTS	WASPS
Colour	Blue	Green	Red	Yellow

MEALS

- All children are given a drink of either milk or water, and a variety of snacks (fruit, biscuit etc) midway through the morning and towards the end of the school day. If children book into After School Club then they will also have a slightly more substantial snack (sausage roll, sandwich etc).
- All children have a cooked lunch which is eaten in the school dining room. The food is freshly prepared to a high standard and carefully designed to provide a balanced diet. Copies of the menu are posted on the notice board outside the Reception classrooms, library and on our website and are changed on rotation every three weeks.
- The Nursery children sit at a table with their class teacher who can carefully monitor what each child has eaten. Reception to Year Two children sit on mixed aged tables supervised and served by teachers. Children are encouraged to eat a little of everything on offer and are asked how much of each item they would like. Children may choose the daily dessert or yoghurt to complete their meal.
- Good table manners are modelled by teachers and the older children and we encourage children to foster these manners when eating. From the earliest age we aim to help children to become independent by feeding themselves with a spoon, and then with a knife and fork.
- Chafyn Grove is a **nut-free** school. Please let us know if your child has an allergy to a particular food, is vegetarian or requires a special diet; all of these can be catered for.

SCHOOL EVENTS

- All events are posted on the school calendar: <https://schoolcalendar.chafyngrove.co.uk/>
- This includes all, assemblies, concerts, nativity plays, sports days, exeats, school trips, parents' events, , etc.
- Full details on most events are circulated to parents or pupils nearer the time, via the newsletter and form teachers.

SCHOOL ASSEMBLIES

Our daily assembly is an important part of Pre-Prep life. It is a time for us to be together and helps to generate a feeling of belonging. It provides the opportunity for children to consider spiritual and moral issues, and to explore their own beliefs. In the Pre-Prep, our assemblies are of a broadly Christian character; they reflect the traditions of Christian belief but are non-denominational. From time to time, we may also explore other religious traditions that are represented in our school or in the wider community. A varied schedule allows us to respond to the needs and interests of the children of different ages within the department.

- Monday: Theme (current or religious) birthdays and merits.
- Thursday: Golden Assembly, in which discuss the Golden Rules and celebrate the children's personal qualities.
- Friday: 'Look What We've Been Doing!' Assembly where children share their work from the classroom with Pre-Prep. Parents are invited once a term.

PROMOTING POSITIVE BEHAVIOUR

We believe that children are most likely to form good relationships with others when they themselves are taken seriously and treated with respect, and where social interaction is based on genuine warmth and affection. We ensure that adults act as positive role-models, demonstrating warm, caring and courteous behaviour, and that they help to develop the children's understanding of what is right and wrong by giving clear explanations. Children are shown how to share, take turns and play and work collaboratively, and positive behaviour is encouraged and praised.

In the Pre-Prep we hold a clear vision for our school and for every child nurtured within it. This vision is enshrined in our Golden Rules; children are made aware of these from their earliest days at school, and teachers help them relate them to their own school experience.

Golden Rules

We take turns
We share with other people
We listen carefully
We always say please and thank you
We help each other and our teachers
We always try our best
We take care of the things around us
We only say and do kind things to people

GOLDEN LEAVES

Each week the children will attend a Celebration Assembly, which is a time to reflect on the achievements that have happened that week. Children are invited to receive certificates for achievements both inside and outside of school. During this time we think about the Golden Rules and recognise seeing these in action during the week. Sometimes the assembly is linked to a golden rule or it may be following another pastoral theme and on occasions this may be shared with parents in the weekly newsletter. Children seen to follow the Golden Rules (or at times a particular golden rule for that week), will be awarded a golden leaf, a golden sticker and a golden certificate. The golden leaves are placed on the golden tree in the Pre-Prep hall and are returned to the children at the end of the term. The child keeps the certificate and sticker to bring home.

GOLDEN TIME

Children are encouraged to be self-regulating in their behaviour and to take responsibility for their own actions. Golden time is used in Years One and Two as a vehicle to support children to make choices about their own behaviour, and to encourage them to take responsibility for it. Golden time is a twenty-minute session of self-chosen activities that takes place on Friday afternoon. Activities are chosen at the beginning of the week by the children and they have ownership on how they spend their golden time. It is an opportunity for split classes to come together and explore learning in a different space and with different friends and adults.

Consequences

. We approach behaviour management using positive reinforcement of our golden rules and whole school expectations, which is highly effective. On occasions there will need to be a consequence for inappropriate behaviour. For example, children may be offered to take some time out from a task, spend time with another member of staff to support regulation or have a conversation with the Head of Pre-Prep. If we notice repeated patterns of behaviour we will always talk to parents. We take great care to ensure that any consequences given are appropriate to each individual situation, and that children have a clear understanding of why they have been applied. For some pupils it is not possible to regulate without support and in these cases individual strategies and plans will be implemented to suit the needs of individual pupils. Head of Pre-Prep is fully involved in monitoring children's behaviour.

CHAFYN MINI CHALLENGES

Children are encouraged to become fully involved in the Chafyn Mini Challenges in the Pre-Prep, this is also good preparation for their involvement in the Prep School Chafyn Challenges. Children have a Chafyn Mini Challenge sheet which follows them through Pre-Prep. They then complete the bronze challenges (EYS), silver challenges (Year 1) and the gold challenges (Year 2). Parents are encouraged to help their child develop the skills to complete a challenge (and on occasions take photographs!) and of course to encourage them to participate and complete as many challenges as possible. However we must express how important it is for the child to tell or show the teacher their success with the challenge in order for it to be signed off. This is to ensure the child can explain to the teacher why it was a challenge and how they felt completing it.

WORKING WITH PARENTS

We try to build a supportive dialogue between teachers and parents on all issues relating to their child. We will always inform parents where a child's behaviour gives cause for concern, and endeavour to work collaboratively with them to ensure that children receive consistent messages about how to behave at home and in school.

LEARNING SUPPORT (THE LINK)

The aim of the school is to provide each pupil with every opportunity to develop his or her potential, taking into account his or her abilities and interests. In some cases, to achieve this aim, additional support is required outside normal class work.

- Chafyn Grove School aims to identify these needs as soon as possible and to meet them on an individual basis in the context of a 'whole school' policy. Form and subject teachers share concerns with the SENCO, who will then contact parents to discuss possible action.
- All pupils are tested at various times throughout the school, which provides regular opportunities to pick up concerns.
- Pupils with special educational needs or an identified disability may have individual tuition, small group tuition, 'in-class' support, or a combination of these.
- Wheel chair access is in place in the newer parts of, but not be automatically available throughout the campus.
- The Chafyn Grove School Policy for Learning Support is available from the School Office.

MUSIC

The Music department is managed by the Director of Music who works with a number of peripatetic music teachers to deliver various musical groups on offer at Chafyn Grove School. The main music block is in the same block as the Performance Hall and creative arts centre. In Year 2 children learn the recorder and violin as part of their regular music lessons.

Individual Instrumental Lessons

- From Year 2 individual instrumental tuition is available from peripatetic teachers who visit the school each week.
- A wide range of instruments is taught as well as singing and theory lessons.

Starting an Instrument

- If your child wishes to start learning at any other time during the school year then the Director of Music will be happy to talk with you.

Contacting Staff

- The Director of Music may be contacted via their pigeon hole in the School Office or by emailing rarch@chafyngrove.co.uk.

Fees for Music Lessons

- The fees for private instrumental or singing lessons and for music theory sessions are published annually by the school and sent out with the beginning of school year paperwork.
- Fees are payable one term in arrears.
- The standard provision is for a total of 30 lessons per academic year, 10 lessons per term.
- Most lessons last for 30 minutes.
- Each teacher keeps a register of lessons given to individual pupils and a public register is displayed in the music room next to the performance hall.

Timetable

- The Director of Music is responsible for the weekly music lesson timetable.
- You will be made aware of the day of your child's lesson.
- Peripatetic Teachers will collect all Pre-Prep children and return them to class.
- The music department will endeavour to make up any legitimately missed lessons, although this cannot always be guaranteed.

Practice

Please guide your child when choosing instrumental lessons; they often don't anticipate the degree of practice required, thinking they will be concert standard from the outset!

- A regular practice regime is vital for each individual if effective progress is to be made when learning an instrument.
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Progress Reports

- Music staff are happy to discuss your child's progress with you at any convenient time.
- In the summer term there will be an opportunity to meet with most of the teachers at the instrument teachers' morning.

Hire, Insurance and Purchase of Instruments

- The school has a selection of instruments for hire although most pupils who continue learning will acquire their own instruments.
- It is usually worth discussing buying a new instrument with your child's teacher before you purchase as they will be able to suggest the best type and often the cheapest supplier.
- If your child uses a school instrument it is only insured whilst on school premises so you should arrange for insurance cover when the instrument is at home.

- It is expected that school instruments are treated with respect.
- Pupils in Year 2 are taught to play the recorder as part of their music curriculum; if your child does not have a recorder then the department can provide one for purchase and charge it to your end of term bill.

Notice to Stop Learning an Instrument

Half a term's notice in writing to the Director of Music is required if a pupil wishes to discontinue lessons.

SPORTS AND EXTRA-CURRICULAR ACTIVITIES

Swimming

All Pre-Prep children swim in the heated outdoor pool for the first half of the autumn term and throughout the summer term. Year One and Two children will swim the rest of the school year in Godolphin pool.

Ballet

- There is an option to join ballet lessons in Nursery to Year Two. Boys and girls can either wear their PE kit or wear ballet clothes and shoes of their choice.
- There is an extra charge for this activity.

Squash/Tennis

- Individual or group sessions are available for boys and girls, Year 1 upwards.
- Sessions are fitted into individual pupil's timetable.
- Sessions are available year-round.
- There is an extra charge for this activity.

Various other After School Activities are offered to Year One and Two pupils throughout the school year, ranging from multi-sports to art. The options available are posted on the activities board in the Pre-Prep library at the beginning of each term. Parents should sign the appropriate list if they wish their child to take part in an activity. Please note there are maximum numbers for some activities and children will be fairly allocated a place. Most of the activities are offered at no charge, but some are charged; this is clearly indicated on the sign-up sheet.

HOLIDAY CLUBS

Listed below are the holiday workshops usually offered. However, these are subject to change at any time. Details of all upcoming clubs can be found on the website.

School's Out -Minis

- This is offered for children aged 3 to 7 years old and usually runs for three weeks over the summer holidays (2 weeks at the start, one week at the end); shorter provision is made for Christmas and Easter Holidays.
- Activities vary from theme days with lots of art, dressing-up, cooking, swimming and outside play.
- Children can attend for sessions or a full day.
- Details are sent to parents before the end of each term.
- Spaces must be booked in advance.

External Clubs

Barracudas operate holiday club/Activity groups at Chafyn for 2 weeks at Easter and 4 weeks over the summer holiday period. Chafyn parents receive a discount for bookings made in advance. (Please see <https://www.barracudas.co.uk/> for further details).

SCHOOL TRIPS

Day Trips

Throughout the year regular school 'day-trips', linked to the curriculum, are taken usually at no extra cost to parents.

FEE INFORMATION

- If you have any enquiries about the fees, extra charges or insurance, please contact the Bursary Office (01722 420877/ bursar@chafyngrove.co.uk).
- Current fee rates are published on the School website.
- If you have any query about your account, please contact the Bursary department as soon as possible before making payment.

Termly Bills

- Fee bills are due on, or before the first day of term.
- Overdue accounts will be charged interest at 1.5% per day.
- Extra-curricular activities and instrumental tuition will be charged for in arrears.
- The majority of parents pay by bank transfer. A few parents pay part of their accounts with Child Care Vouchers (CCVs).
- Card and cash payments are not accepted.
- If paying by cheque write on the reverse the name of the pupil(s) concerned and attach the cheque to the detachable remittance slip at the foot of the term's bill.
- When making a bank transfer, use the pupil's name or code as the reference and inform the school that you have made the payment.
- When paying with CCVs, make sure the payment is eligible (please refer to the School website for further details) and inform the school that you have made the payment.
- If you require a receipt, please contact the Bursary office.
- If you have any problems with paying the bill please inform the Bursary at the earliest possible opportunity.

REMOVAL OF A PUPIL FROM THE SCHOOL

- One clear term's notice is required for removal of a pupil from the school.
- In default of such a notice the full term's fee is payable.
- Details are set out in the School's Terms and Conditions available on the School website.

INSURANCE

- Please make adequate insurance arrangements for your child's personal property and effects.
- Chafyn Grove School is unable to offer compensation for loss or damage to personal property.