



Nursery & Reception Information Booklet

September 2025



Contents

- 4** Our Values
- 5** Welcome from the Head
- 5** Staff List
- 6** The School Day
 - Timings
 - Arrival and Departure from School
 - Assemblies
 - The House System
 - Lunch and Snacks
 - Wrap-Around Care
- 8** Communication with the school
 - Emergency Contact Details
- 8** Attendance
 - Term Dates
 - Pupil Absence
- 10** Pastoral
 - Medical
 - Safeguarding and Pastoral Support
 - Behaviour and Conduct
 - Birthdays
- 11** Academic and Curriculum
 - Phonics
 - Homework
 - Learning Support
 - English as an Additional Language
 - Assessment and Reporting
 - Co-curricular Activities
 - Whole school Events
 - Educational Visits
- 13** Parent Bodies'
- 13** School Uniform and Equipment

Our Values



AMBITION



HERITAGE



EXCELLENCE



COMMUNITY



INNOVATION



ENQUIRY



RESOLVE



CREATIVITY

Welcome from the Head

Dear Parents,

It is my great pleasure to warmly welcome you to John Lyon Prep. We are delighted to have you as part of our school community. This Parents' Information Booklet is designed to provide you with essential information to help you and your child navigate school life with confidence and ease.

We also encourage you to visit our school website, where you will find additional details and updates about our vibrant community.

While this booklet serves as a helpful resource, we understand that questions may arise. At John Lyon Prep, we pride ourselves on being a happy, hardworking, and inclusive school. We value your positive partnership in your child's education and in supporting the achievement of our shared goals.

If you have any questions or require clarification on any aspect of school life, please do not hesitate to contact us. The booklet is not a replacement for the close, open communication we strive to maintain between home and school. Both the School Office and your child's Class Teacher are here to assist with any queries or concerns you may have.

We look forward to a collaborative and rewarding journey together.



Mrs Sonal Chatrath
Head of Prep

Staff

Mrs Sonal Chatrath

Head of Prep

headofprep@johnlyon.org

Miss Emily Sherr

Deputy Head (Pastoral)

ENS@johnlyon.org

Mrs Jodie Gillard

Head of Learning Support

JAG@johnlyon.org

Mrs Sheetal Shah

Head of Early Years

SBS@johnlyon.org

Miss Hannah Thamia

Deputy Head (Academic)

HMT@johnlyon.org

The current list of Staff can be found here: <https://www.johnlyon.org/school-life/school-staff/>

The School Day

Timings

Nursery (including 2+)

Children arrive at 8.30am at the Nursery entrance (8-10 Radnor Road).

Lunch-time for all Nursery children is between 11.30am and 12.30pm.

School ends for all Nursery at 3.45pm. The children should be collected from the Nursery entrance on Radnor Road.

Your child's timetable will be emailed to you separately, which will include their daily lessons and any specialist teachers they are taught by.



Reception

Children may arrive from 8.15am onwards, when a member of Little Lyons staff will be on duty. Children enter from the side door of the Little Lyons Building at 8-10 Radnor Road. We expect all children to be in school by 8.25am at the latest.

Morning break is between 10.00am and 10.30am.

Lunch-time starts at 11.40am for the Reception children.

School ends for Reception at 3.45pm. The children should be collected from the side door of the Little Lyons Building on Radnor Road.

Your child's timetable will be emailed to you separately, which will include their daily lessons and the teachers they are taught by.

Arrival and Departure from School

The school aims to educate pupils and encourage parents to seek alternative means of travelling to school than by car. A cycle and scooter park is available at school and we encourage pupils, wherever possible, to walk, even part of the way to school, and for families to share lifts.

Arrival: Parking is permitted single yellow lines until 8.30am.

Departure: Parking on the single yellow lines on Hinder Road is **NOT** permitted at collection time. Parking is permitted in Resident Bays for 10 minutes between 3.45pm - 4.15pm.

Parents should not drive into the car park to pick up or drop off children as it creates a hazard to other children.

Usual parking restrictions apply. Please do not park against dropped curbs or block driveways. Please do not park on the yellow zigzag lines outside of school. Parking wardens do operate locally and more importantly; these rules are designed to protect our school community.

Assemblies

The Little Lyons children attend an assembly once a week to celebrate birthdays, share their learning and award each class's Star of the Week. Each assembly focuses on an event, celebration or a PSHE topic. There is also a Singing Assembly held once a week.

The House System

On entering the school, children will be allocated a House. All pupils in Year 1 to 6 can earn House Points for themselves and for their house. There are also opportunities during the school year for pupils to participate in friendly competitive inter-house events including music, quizzes and sport.

The House System sits at the heart of John Lyon Prep School and becomes a very important element of school life in terms of community and identity.

The houses are all named after significant past masters and mistresses who taught at the Prep School: **Combers, Hallliday, Frasers, or Ghalebs.**

Lunch and Snacks

Packed lunches are not allowed, except for documented medical reasons, and we expect every child to eat the hot lunch or salad option provided at school.

Lunch and the rotating menus are the responsibility of Thomas Frank, our catering company. The lunch menu is available on the school website - <https://www.johnlyon.org/school-life/food-and-lunch-menus/>

Pupils select lunch, using a self-service system, from a wide variety of menu items. Staff encourage pupils to have a well-balanced meal. The food offered is attractive and well prepared, using locally sourced ingredients. Vegetarian, vegan and other special dietary needs are well catered for.

Children are encouraged to use a knife and fork correctly.

We encourage all pupils to be sufficiently hydrated during the day and there are drinking fountains available. Pupils also require a named water bottle. During morning break, pupils will be provided with a healthy snack from school. **Please note that we are a nut free school.**

Wrap-around Care

Breakfast Club

The school runs a Breakfast Club from 7.30am - 8.20am. Little Lyons children can be booked into the club. They will receive a simple, nutritious breakfast of cereal or toast with a choice of spreads and water, orange juice or milk. The club is supervised, and children re-join their respective classes at 8.20am. Children can attend every morning or on an occasional basis. Numbers are limited according to regulatory adult to pupil ratios.

After School Club

An after-school care club runs from 4.00pm - 6.00pm every afternoon in the Little Lyons Nursery for Little Lyons and Year 1 and 2 children. Parents need to provide an additional snack for after-school club. We recommend that after-school club is booked as early as possible with the School Office in order to ensure we are complying with regulatory ratios. Please note there is an additional charge if parents are late collecting their children.

Extra-Curricular Activities

There are a variety of clubs offered to the Reception pupils from the Spring term, they take place after school. Children are also able to participate in instrumental and LAMDA lessons during the school day. The School Office will send an email before each term so that you are able to sign your child up to your club of choice.

Holiday Camps

During school holidays, Crazy Camps, an external provider, host camps for children at the Prep School.

For more information about wrap around care, please see here - <https://www.johnlyon.org/school-life/beyond-the-classroom/beyond-the-classroom-prep/>

Communication with the School

Contact details for the school appear on the front of this information booklet and on our school website. The Class Teacher is the first point of contact, either via the Reading Diary, email or face-to-face interactions. The School Office can also be contacted via email or phone. Any unresolved issues can also be dealt with by the Deputy Heads or the Head of Prep.

Appointments to meet any member of staff can be made via a written request and staff will find a suitable time which does not interrupt the busy teaching day. You are always welcome to visit the School.

Parents' Evenings, during which your child's progress can be formally discussed, take place during the year and details of these evenings appear in the school calendar, the weekly newsletter (The Herald) and by formal letter of invitation in advance of the date.

Emergency Contact Details

To allow easy and effective contact with parents, we ask that you keep the school supplied with your most up to date details, including address, phone numbers and email addresses. Should parents be unavailable, we also require third party contact details e.g. another family member. Should any of these details ever change, then you need to inform the school.

Attendance

Term Dates

School Term Dates for the coming academic year can be found at:

<https://www.johnlyon.org/information/term-dates/>

Pupil Absence

Every school, by law, has to register pupils twice a day; at the start of the school day, and again at the start of the afternoon session. If a pupil fails to attend or arrives late, they will be marked as absent for that session.

If a pupil of compulsory school age is absent, the register must show whether the absence was authorised (acceptable) or unauthorised (where no acceptable reason is given for the absence). Only the school can approve the reason for absence.

Significant research highlights the importance of high attendance for children's academic success as well as their mental wellbeing and social skills. Children are therefore expected to maintain an attendance rate of 97% or above

Authorised Absence

If your child is unwell, and unable to attend school, please register the absence on the Parent Portal or send an email to **absence@johnlyon.org** by 8.30am. A child will be deemed to be fit to return to school when they can not only attend school but also take part in all activities including swimming and games, unless there is a specific reason for precluding them. The school must be informed if your child is suffering from or has been in contact with a notifiable illness, such as chicken pox or measles. The school has a legal duty to inform the Local Authority if a child has been absent due to sickness for 15 days during the school year, whether consecutive or not.

Religious Festivals

We respect major religious festivals which occur during term-time and ask parents to inform us in advance via the Parent Portal. Leave for a religious festival will be authorised.

Term-time Holidays

Holidays taken during term time will not be authorised. Please inform the school in advance via the Parent Portal. You will be expected to provide travel details.

Lateness

A child is deemed to be late if not present at the start of registration in the morning and afternoon. Children who arrive after 8.30am must report to the School Office to be entered as late/present. If, by 9.30am, no communication regarding pupil absence has been received, the School Office will ring parents to ascertain any reason for absence.

Unauthorised Absence

If attendance falls below the expected rate of 97%, we start to follow our attendance protocols which involves monitoring attendance and contacting parents. If the Prep Senior Management Team and the Prep Safeguarding Lead become concerned about a child's attendance, more formalised support will be put in place. The school has a legal duty to report significant unauthorised absences and any unexplained absences to the Local Authority.

Pastoral

Medical

The school has a Welfare Officer who is based in the school's medical room and many members of staff also have up-to-date first aid training qualifications. The school has a First Aid Policy which is available from the School Office. Should it be necessary for your child to receive first aid treatment, this will be given as soon as practicable.

The school is able to administer prescribed medicines if:

- Parental written permission has been provided by completing the school's medication consent form. The consent form can be completed by the parent when delivering the medication to the school's Welfare Officer.
- The medicine is in its original container with the prescription label clearly stating the name of the child, instructions for administration, dosage and storage.

If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effects as well as to give time for the medication to take effect.

No pupil is allowed to carry any medication around the school unless formally agreed with the Welfare Officer. Only life-saving medication should be carried by the pupil e.g. adrenaline auto-injectors, reliever asthma inhalers.

It is very important that you inform the school of any new or changing medical conditions affecting your child so that we can provide adequate care, inform staff as appropriate and keep our records up to date.

If a child has had sickness and/or diarrhoea, they must be kept at home for at least 48 hours after the sickness and/or diarrhoea has stopped in order not to pass it on to any other children or staff. Similarly, if they have had a fever, then they must be kept at home until their temperature has returned to normal for 24 hours.

It is likely that at some time, your child may experience headlice and there should be no stigma attached to this, as it is well known that they prefer clean hair. Please check your child's hair regularly and let the school know. There are many effective treatments available and the school advises following this link:

<https://www.nhs.uk/conditions/head-lice-and-nits/>

Safeguarding and Pastoral Support

Alongside all members of the staff community who have all had specific safeguarding and pastoral training, we have a dedicated Safeguarding Team committed to ensuring the safety and wellbeing of the children in school. Details of the team can be found here: <https://www.johnlyon.org/information/safeguarding/>

At the Prep School, we have a school counsellor who provides 1:1 sessions for children who require additional support. We are also a Rainbows School and we have specific support for children who have experienced loss through bereavement, separation or illness.

We have an anonymous reporting tool called Whisper where parents and children can report any issues via an online form or a text number.

Behaviour and Conduct

John Lyon Prep seeks to provide a rounded education in a nurturing environment, in which each child is personally valued and challenged to pursue the highest standards in spiritual, moral, cultural, intellectual and physical development. The school has a moral duty to all pupils, parents and staff to maintain an environment where everyone can work in physical and emotional security, free from the negative effects of unacceptable or anti-social behaviour. We have a Behaviour Policy and a Code of Conduct which all children, parents and staff work together to follow.

A range of strategies, both informal and formal, exist to provide positive recognition and reward for good behaviour and work. The relationship between any teacher and pupil is fundamental and provides opportunities for praise, both verbally and in comments when marking work. Assemblies also provide opportunities for the achievements and efforts of pupils to be recognised, shared and celebrated. Sanctions are also in place and can be used as appropriate to the age of the child and the severity of the misdemeanour. Details of the Behaviour, Sanctions and Rewards Policy can be obtained from the School Office.

Anti-Bullying

No form of bullying, physical, mental or verbal, is tolerated. Should any form of bullying be brought to the attention of the Head of Prep, they will take the necessary action and parents will be contacted. A summary of the school's Anti-Bullying Policy can be found on the website. No school can ever claim that it is free from the potential for bullying behaviour but a culture of openness, where pupils and parents can report matters promptly, assists us to resolve any difficulties effectively.

Birthdays

We know that birthdays are often very special for young children and we are keen to mark and celebrate this important day with children in school. Due to various allergies and dietary restrictions, we do not allow children to bring in sweets/chocolates/cakes etc for their birthdays. Instead, we ask that you donate a book to the class which we will read and kept in school. Please write your child's name and the birthday they are celebrating inside the book so we can remember this special day.

Academic and Curriculum

The school has a Curriculum Policy, available on request from the School Office.

Phonics

At John Lyon Prep, we follow the Little Wandle Phonics programme from Nursery to Year 2 (and into the Prep School when specific children require continued intervention). This is based on Letters and Sounds and follows the fundamental principles attached to reading and writing.

Homework

In Nursery, no formal homework is sent out although parents are encouraged to read with their child and suggestions are provided throughout the year for activities to do with the children at home.

In Reception, a homework matrix is sent out every Friday. Children are expected to complete one piece of homework and return it by the subsequent Friday.

In Reception, children are given new reading books throughout the week, and we expect children to read every day.

Learning Support

We recognise the importance of equal opportunity . In all cases, it is our aim that any identified problems can be supported in order that children can fully access the curriculum. Our learning support teachers maintain a register of pupils identified as having learning needs, as per our SEND policy, and offer support to pupils in a variety of ways; in class, one to one and in small groups. Parents are kept fully informed of progress made and targets set.

English as an Additional Language

A range of approaches are used to support children with English as an Additional Language (EAL) at school, including differentiated work, word banks, word mats, visuals and bilingual resources. Within the classroom, teachers and teaching assistants give support to individual pupils or groups of pupils with EAL. We aim to meet the needs of all our children for whom English may be their second language and our curriculum reflects all the cultures and religions of our community

Assessment and Reporting

The academic progress of pupils is assessed continuously via observations, teacher judgements and in Reception through the work done in lessons and marked by teachers. Written reports are issued at the end of the Autumn and Summer Terms.

At the end of Reception, all children are assessed in line with the Early Years Foundation Stage Profile. Assessments are based on teacher's knowledge of the child and their learning. This data is shared with parents and sent to the Local Authority.

Co-Curricular Activities

Throughout the School, pupils enjoy the benefits of subject-specialist teaching in the following subjects: PE/Games, Music, French, Drama, Yoga, Swimming (starts from Reception), Forest School (starts from Reception), Computing (starts from Year 1) and Art (starts from Year 1).

PE / Games / Swimming

Children in the Little Lyons have a weekly PE session.

Music and Drama

Music and Drama form part of our school curriculum. All pupils are given the opportunity to have tuition in a musical instrument of their choice during school time; there is a large group of experienced, enthusiastic, peripatetic music teachers offering lessons in a wide variety of instruments. Several pupils take Associated Board Exams each term and some win music scholarships to Senior Schools. There are concerts held during each term giving pupils opportunities to perform in public and gain confidence in their ability to perform.

Forest School

The children in Reception visit Forest School at Sudbury Fields throughout the year. This is a highly valued part of our curriculum and has wide ranging benefits for the children. The 3+ Nursery children will visit Forest School in the Summer Term. Further information about Forest School will be provided, including a uniform list.



Whole School Events

There is an opportunity for lots of parental involvement in the school through our whole school events. Parents will be invited to teas, productions, assemblies, sports day, prize giving and many more events. Details of each event are sent out in advance. Dates also appear in the parent calendar.

Educational Visits

We aim to provide a balanced and interesting programme of educational visits, both locally and further afield. Our pupils benefit in many ways from educational visits, both academically and socially. The school has a comprehensive Educational Visits Policy to ensure the well-being and safety of all pupils, overseen by a trained educational visits co-ordinator. All activities, both on and off the school site, are risk assessed.

Parent Bodies

Parents' Forum

Parents are elected at the beginning of the school year to represent their child's class. The Forum meets with the Head of Prep once every term to discuss school matters raised by the parent body.

The Friends of the Lyonian Association - Prep Parents

The Friends is the school PTA and all parents are automatically members. Together with staff, they plan social and fundraising events during the school year. Funds are raised for a range of projects which benefit the pupils in school. There is a working committee, made up of parents and staff and all parents are welcome to attend meetings, become committee members and to support specific events during the year.

School Uniform and Equipment

All clothing must be clearly labelled.

Uniform

John Lyon Prep pupils are proud to wear their uniform which is available to purchase from Pullens in Northwood.

Website: <https://www.uniform4kids.com/>

Address: 50 High Street, Northwood, HA6 1BL

Telephone: 01923 840 050

Second hand uniform is also available from Uniformerly - <https://uniformerly.co.uk/search-listings/?q=&c=30173>

Hair Styles

Long hair is to be tied back if it sits on the shoulder or is longer. Hair fasteners and hair bands must be plain black, brown or navy blue.

Accessories

Jewellery is not permitted unless for religious reasons. This includes rings, necklaces, wristbands, bracelets, ear studs and earrings. All jewellery needs to be removed for Swimming.

Nail varnish of any colour should not be worn.

Religious headwear such as a turban or hijab needs to be white, navy blue or black.

Equipment

Personal items are not insured under the School's Insurance Policy. We strongly recommend that any valuable items brought into school are insured privately.

Please ensure that all items of personal equipment, clothing and kit are clearly labelled – this includes footwear.



020 8515 9443
admissions@johnlyon.org

John Lyon Prep Campus
Hindes Road, Harrow
London, HA1 1RX