



Prep Information Booklet

September 2025



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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

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ENS@johnlyon.org

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Mrs Jodie Gillard

Head of Learning Support

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Phase Lead for Years 1 & 2

NNT@johnlyon.org

Mr André Antoine

Phase Lead for Years 5 & 6

ALA@johnlyon.org

Miss Kashya Dernoga

Phase Lead for Years 3 & 4

KJD@johnlyon.org

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



The School Day

Timings

Children may arrive from 8.00am onwards, when a member of staff is on duty in the playground. The children go to their tutor groups for registration at 8.20am and have to be registered by 8.40am. Pupils will be registered as late if they arrive after 8.25am. Children can enter the school using either the main school blue gate on Hindes Road or the Radnor Road entrance.

Year 1 & 2

Morning break is between 10.00am and 10.30am and lunch-time is from 12.00pm-1.00pm.

School ends for Years 1 and 2 at 3.45pm. The children should be collected from the main school blue gate. If children have a sibling in Nursery or Reception, both children can be collected from the Radnor Road exit. If children have a sibling in Years 3-6, they can be collected at 4.00pm.

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

Year 3 to Year 6

The Prep school day for Years 3 to 6 ends at 4pm when children are collected from the main school blue gate on Hindes Road.

A normal day is as follows:

Registration	8.25am - 8.40am
Assembly	8.40am - 9.00am
Lesson 1	9.00am - 9.45am
Lesson 2	9.45am - 10.30am
BREAK	10.30am - 10.55am
Lesson 3	11.00am - 11.45am
Lesson 4	11.45am - 12.30pm
LUNCH	12.30 - 1.30pm
Lesson 5	1.45pm - 2.30pm
Lesson 6	2.30pm - 3.15pm
Lesson 7	3.15pm - 4.00pm

Details of your child's daily timetable will be provided via their homework diary/planner and will be available via the Parent Portal.

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 Hindes 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.

Travelling to School by the School Coach Service

Children from Years 3-6 can use the coach service.

All bookings for the School Coach Service can be made via a bespoke website: [Vectare website](#)

All enquiries relating to the service should be submitted directly to Vectare.

Structure of the School

Children in Years 1 to 3 are taught in their form groups by their form teacher with specialist teachers for PE/Games, Swimming, French, Computing, Art, Drama, Music and DT.

In Years 4 to 6, lessons are subject-based with specialist teaching across all subjects. The children are put into teaching groups in Maths and English from Year 4. Extra help in English and Maths is available for those pupils who the school believes would benefit from additional support. Enrichment sessions are also offered for those children who require extra challenges.

Assemblies

For Years 1 to 6, a Head of Prep's Assembly, a themed assembly (often organised by Form Tutors and their classes) and a Singing Assembly all take place most weeks. House Assemblies also run every half-term.

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, Hallidays, 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/>

Lunch for Years 1 & 2 takes place between 12.00pm and 1.00pm and for Years 3 to 6, lunch is between 12.30pm and 1.30pm, with timings on a rota basis, depending on club and duty commitments.

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 in the Dining Hall. Children 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 year groups 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.

For children in Years 1 & 2, this takes place in the Little Lyons Nursery.

For children in Years 3 to 6, the after-school club operates from 4.00pm - 5.00pm in the dining hall.

Any child collected after 4.15pm will have a charge levied and added to their termly bill.

Between 5.00pm - 6.00pm, children in Years 3 to 6 who are not collected, will be supervised in the Nursery alongside the younger children. After 5.00pm, children need to be collected from the Nursery door on Radnor Road.

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 to ensure we are complying with regulatory ratios.

Please note there is an additional charge if parents are late collecting their children from after-school care.

Extra-Curricular Activities

There are a variety of clubs offered to Prep pupils which take place during lunch time or after school.

Children are also able to participate in instrumental and LAMDA lessons during the school day.

All pupils in the Prep school are expected to participate in at least one weekly activity per term, though many will take advantage of several of these each week.

Most activities are voluntary, though the auditioned Orchestra and Chamber Choir are compulsory if a pupil is selected.

The range of activities is designed to offer every child an experience that they would enjoy. They include Tennis, Football, Arabic, Art, Netball, Taekwondo, Cricket, Chess and many more.

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. They are offered on a first come first served basis, allowing all the pupils to have an opportunity to enjoy the extra-curricular activities offered by the school.

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 first point of contact for parents is their child's Form Tutor; any matter which requires further attention can be referred to members of the Senior Staff team or, in the last instance, to the Head of Prep. The School Office can also be contacted via email or phone.

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.

Parents' Evenings, during which your child's progress can be formally discussed, take place twice 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.

Mobile Phones, Electronic Items and Smart Watches

Electrical items such as phones, iPads and Smart Watches should not be brought to school. This is to ensure the safety of both staff and students. A smart watch is any watch which can connect to the internet or take photos (even if these features are turned off).

Effective communication between home and school exists in a variety of ways and messages can be delivered to pupils efficiently. If you feel it necessary for your child to have a mobile phone or smart watch for their journey into school, it must be marked with the child's name and handed into the School Office on arrival each day and then collected each day on departure.

Any phone or other electronic device found during the school day will be given to the Office for safe keeping until the end of the day.

Birthdays

We know that birthdays are often very special for 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 or the library 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. If children do bring in anything edible for their birthdays, they will have to give these out outside of school at the end of the day. We will not be able to allow children to give anything out within school.

Academic and Curriculum

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

Homework

In Years 1 & 2, pupils are set weekly tasks for homework by their class teacher. For Years 3 to 6, homework is set according to a published timetable. A copy is available on the Parent Portal. The time spent on homework will increase from an average of 15 minutes per item set to 30 minutes in Year 6. Details of the homework are available online using Microsoft Teams. Parents are to register using the login details provided by the school.

All pupils are expected to read for a minimum of 20 minutes per night.

If a piece of homework cannot be completed by the deadline set and there is a valid reason, it is expected that the pupil will bring a note of explanation from home (or an email will be sent to the relevant teacher). If there is no note or explanation, then appropriate sanctions will be applied.

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 an additional language and our curriculum reflects all the cultures and religions of our community.

Learning Support

We recognise the importance of equal opportunity and we operate a SEND Policy. 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 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.

The aim of our learning support programme is to allow pupils to access the curriculum without further specialist support and for each individual to achieve their full potential. In the rare case where a pupil's needs cannot be met by our curriculum and learning support provision, another type of educational provision may be recommended to parents by the Head of Prep and the aim would then be to help parents to locate another school that would better suit the needs of their child.

Assessment and Reporting

The academic progress of pupils is assessed continuously via the work done in lessons, marking by teachers and other formal and informal assessment procedures which assess and track the progress and attainment of pupils. For Years 3 to 6, school examinations are held in November and May; the results of these examinations give the school a clear indication of pupils' progress and of their strengths and areas for improvement. Data cards are issued at the end of the Autumn Term and Spring Term, and full academic reports are issued at the end of the Summer Term.

In each year from Reception to Year 6, annual standardised tests in Maths and English are carried out in the Summer Term, alongside standardised cognitive testing in verbal, non-verbal, spatial and reasoning skills for Year 3 and 5 in the Autumn Term. The data generated from these tests is recorded and tracked to build up a record of progress being made and value-added over the time the pupils are in school.

Co-Curricular Activities

Throughout the school, pupils enjoy the benefits of subject-specialist teaching in a variety of subjects.

PE / Games / Swimming

Years 1 to 6 have weekly PE, Games and Swimming sessions using our facilities across the Prep and Senior sites, including Sudbury Fields and the Senior School Swimming Pool.

Years 3 and 4 have Games together, as do Years 5 and 6. Fixtures are regularly organised for Years 3 to 6.

Art, DT and Robotics

From Year 1, children have a weekly art lesson in our purpose built Art Room.

From Year 3, pupils are also exposed to Design Technology and Robotics on a weekly basis. In addition to this, there are art clubs which are run throughout the week. The children also enter school wide, as well as national art competitions.

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.

The Chamber Choir is open to all children from Year 3 upwards, and entry is by audition. Practices take place weekly in school time, and several performances are scheduled each term.

The school Fun Choir is open to all pupils from Year 3 to Year 6 regardless of singing ability; enthusiasm is the only qualification, and this choir practice also takes place weekly.

The school also has an orchestra, for which entry is by ability, and weekly practices take place. It is expected that all pupils playing in the Chamber Choir and the Orchestra commit themselves to attending all practices.

Private Instrumental Lessons

Your child will have the benefit of being taught by our visiting music teachers, with experience and understanding of your child's individual needs, whether starting as a beginner or an advanced musician. As well as being outstanding 1:1 teachers, the majority also have a professional career with up-to-date knowledge of the arts.

Further information about instrumental tuition can be found [here](#), which includes short biographies for our visiting music teachers, and the request for instrumental lessons form.

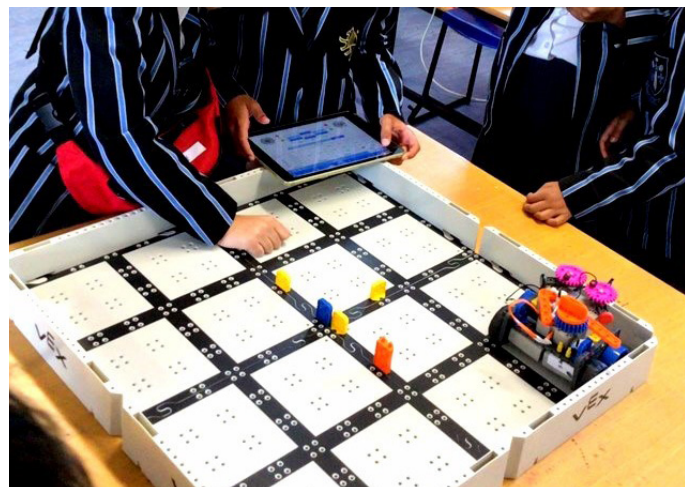
Whole School Events

There are lots of opportunities for 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 calendar on the Parent Portal.

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. The school runs overnight trips for children in the Prep School.



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.

Year 1 & 2 - All items are provided by the school.

Year 3 & 4 - All items listed below are required:

- Pencils
- Coloured pencils
- Pencil sharpener (with container)
- Rubber
- 30cm ruler
- Pencil case (clearly named)
- Glue stick
- Purple pen/pencil (to self-correct work)

Year 5 & 6 - All items listed below are required:

- Blue ink pen
- Pencils
- Coloured pencils
- Pencil sharpener (with container)
- Rubber
- 30cm ruler
- Protractor
- Pencil case (clearly named)
- Glue stick
- Purple pen/pencil (to self-correct work)



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