



PREP SCHOOL
INFORMATION BOOKLET
September 2026

OUR VALUES



AMBITION



HERITAGE



EXCELLENCE



COMMUNITY



INNOVATION



ENQUIRY



RESOLVE



CREATIVITY

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SCHOOL LIFE

Timings

All pupils are required to be in their class for registration at **8.20am** and have to be registered by **8.40am**. If pupils arrive after **8.35am** they will be registered as late.

Pupils may arrive from **8.00am** onwards, when a member of staff is on duty in the playground. Pupils can enter the school using either the main school blue gate on Hindes Road or the Radnor Road entrance.

- **Year 1 and 2**

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

The school day for Year 1 and 2 ends at **3.45pm**. The children should be collected from the main school blue gate on Hindes Road.

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.

- **Years 3 to 6**

The school day for Years 3 to 6 end at **4.00pm**. The children should be collected from the main school blue gate on Hindes Road.

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

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.

Structure of the School

Children are taught in their classes by their class teachers with specialist teachers for PE/Games, Swimming, French, Drama, Music and DT.

In Years 4 to 6, children are put into teaching groups in Maths and English.

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.

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 on single yellow lines until 8.30am.

Departure: Parking on the single yellow lines on Hindes Road is **NOT** permitted at collection time.

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

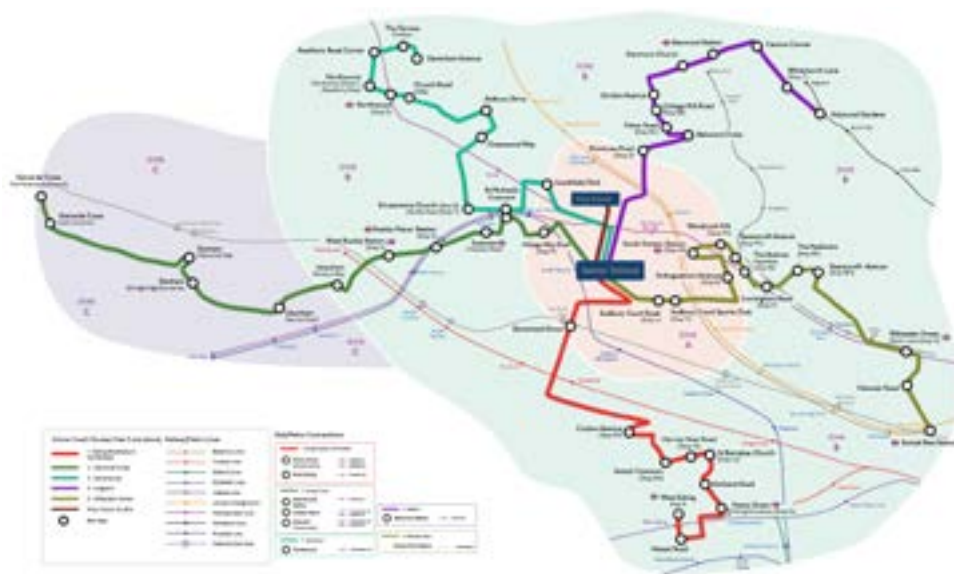
Usual parking restrictions apply. Please do not park against dropped curbs or block driveways. Please do not park on the yellow zigzag lines outside of school. Parking wardens do operate locally and more importantly; these rules are designed to protect our school community.

Travelling via the School Coach Service

Pupils from Year 3 to 6 can use our School 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.



Wrap-around Care

• Breakfast Club

The school runs a Breakfast Club from 7.30am - 8.20am in the Dining Hall. 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.

For pupils in Year 1 and 2, this takes place in the Little Lyons Nursery.

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

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.

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

All pupils 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, including: Tennis, Football, Art, Netball, 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](#) and [Mother Nature Science](#), two external providers, host camps at the Prep School, for pupils aged 5 and above.

SCHOOL LIFE

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 Franks, our catering company.

Thomas Franks' Kitchen Portal gives parents and guardians access to daily videos of food, the most up to date menus and a link to give immediate feedback:

[John Lyon | Thomas Franks Kitchen Portal](#)

Username: johnlyonprep

Password: Food@JLPrep!

The food offered is attractive and well prepared, using locally sourced ingredients. Vegetarian, vegan and other special dietary needs are well catered for. During morning break, pupils will be provided with a healthy snack from school. Pupils select lunch, served by a member of the catering team, from a wide variety of menu items. Staff encourage pupils to have a well-balanced meal.

Children also need a labelled water bottle. There are drinking fountains available at all times for children to use.

Please note that we are a nut free school.

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 also runs overnight trips for older pupils.

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 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.

HALLIDAY

QUANTON

BYRON

BOLEYN

TERM DATES 2026/27

AUTUMN TERM 2026

New Pupil Induction Day	Wednesday 2 September
First Day of Autumn Term	Thursday 3 September
Half Term	Monday 19 October - Friday 30 October
End of Autumn Term	Friday 11 December

SPRING TERM 2027

First Day of Spring Term	Thursday 7 January
Half Term	Monday 15 February - Friday 19 February
End of Autumn Term	Thursday 25 March

SUMMER TERM 2027

First Day of Summer Term	Friday 16 April
Half Term	Monday 31 May (Bank Holiday) - Friday 4 June
End of Summer Term	Friday 9 July

SCHOOL CURRICULUM

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

Homework

In Years 1 and 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.

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.

From Reception to Year 6, each year group takes annual standardised tests in Maths and English, alongside standardised cognitive testing in verbal, non-verbal, spatial and reasoning skills. 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 Programme

John Lyon's Co-Curricular Programme truly stands out, giving every pupil the chance to shine and grow as an individual. We believe that what happens beyond the classroom is just as important as what happens within it.

Prep 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 & 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.

There are also art clubs which run throughout the week, giving pupils the opportunity to express their creativity in school-wide and national art competitions.

MUSIC & 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.

SCHOOL UNIFORM & EQUIPMENT

All clothing, kit and personal equipment must be labelled.

Uniform4Kids

John Lyon pupils are proud to wear their uniform which is available to purchase from Pullens, either online or in Stanmore.

Website: <https://www.uniform4kids.com/collections/john-lyon-school>

Address: Pullens, 48-50 Church Road, Stanmore, HA7 4AH

Telephone: 020 8954 3850

Book an in-store appointment: <https://www.uniform4kids.com/pages/book-an-appointment>

Uniformerly

Uniformerly is an award-winning online school uniform marketplace, where parents & PTAs can Buy, Sell, Give Away & Recycle outgrown school uniform. Second-hand uniform is available to purchase:

<https://uniformerly.co.uk/search-listings/?q=&c=30173>

Year 1 and 2

Girls (Autumn and Spring)

- School blazer
- School blouse
- School grey pinafore
- Grey cardigan
- School bookbag
- Grey tights
- Waterproof coat (plain navy blue or black)
- School shoes (plain black; Velcro or buckles)
- School scarf (optional - no other scarf allowed)
- School beanie hat (optional - no other beanie hat allowed)

Girls (Autumn and Spring)

- School Summer dress
- White socks or tights
- School baseball hat (compulsory in the Summer Term - no other baseball hat allowed)

P.E.

- School P.E. bag (black)
- Navy John Lyon Prep polo (with the John Lyon emblem)
- Gym shorts (navy elasticated shorts) or jogging bottoms (navy)
- Velcro trainers (any colour)
- White P.E. socks

Boys

- School blazer
- School tie (elastic)
- White shirt (long or short-sleeved in the Autumn and Spring Term; short-sleeved in the Summer Term)
- Grey trousers/shorts (trousers or shorts in the Autumn and Spring Term; shorts in the Summer Term)
- Grey V-neck jumper
- School bookbag
- School long grey socks with stripe
- Waterproof coat (plain navy blue or black)
- School shoes (plain black; Velcro or buckles)
- School scarf (optional - no other scarf allowed)
- School beanie hat (optional - no other beanie hat allowed)
- School baseball hat (compulsory in the Summer Term - no other baseball hat allowed)

Year 3 to 6

Girls (Autumn and Spring)

- School blazer
- School blouse
- School pleated skirt
- Grey cardigan
- Grey tights/plain grey knee-length socks
- School small rucksack (clear named)
- Waterproof coat (plain navy blue or black)
- School shoes (plain black)
- School scarf (optional - no other scarf allowed)
- School beanie hat (optional - no other beanie hat allowed)

Girls (Summer)

- School Summer dress
- White socks, leggings or tights (no pattern)
- School baseball hat (compulsory in the Summer Term - no other baseball hat allowed)

P.E.

- John Lyon games shirt
- John Lyon polo shirt
- John Lyon shorts or skort
- John Lyon tracksuit bottoms
- John Lyon quarter-zip fleece
- John Lyon games socks
- Trainers (needed for every lesson in addition to any other required footwear)
- Shin pads (Autumn and Spring Term)
- Football boots and boot bag (Autumn Term for boys; Spring Term for girls)
- Gum shield (for Hockey – Spring Term)

Cricket Team (Summer Term) - Please **do not** purchase any cricket kit, unless authorised by your child's Games Teacher.

Boys

- School blazer
- School tie
- White shirt (long or short-sleeved in the Autumn and Spring Term; short-sleeved in the Summer Term)
- Grey trousers/shorts (trousers or shorts in the Autumn and Spring Term; shorts in the Summer Term)
- Grey V-neck jumper
- Short grey socks
- School small rucksack (clear named)
- Waterproof coat (plain navy blue or black)
- School shoes (plain black)
- School scarf (optional - no other scarf allowed)
- School beanie hat (optional - no other beanie hat allowed)
- School baseball hat (compulsory in the Summer Term - no other baseball hat allowed)

Swimming Kit

- Navy school swimming bag
- Plain black swimming costume/swimming trunks
- School swimming hat - [order here](#)
- Swimming towel
- Goggles (Any brand of goggles will be suitable, but those parents wishing to support a former student at the school who has recently set up his own goggle business can purchase a pair from here: Vasquez.co.uk)

Please note: the school has no involvement in the running of this company and whilst we are not endorsing the product as mandatory, we are happy to support his entrepreneurship for affordable swim goggles.

SCHOOL UNIFORM & EQUIPMENT

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.

Accessorise

Jewellery is not permitted unless for religious reasons (all jewellery needs to be removed for Swimming). This includes rings, necklaces, wristbands, bracelets, and earrings (studs are acceptable).

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 and 2

All items are provided by the school.

Year 3 and 4

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

Year 5 and 6

- 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)
- Reading book

PASTORAL CARE

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. 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, verbal or online, is tolerated. Should any form of bullying be brought to the attention of the Deputy Head, 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.

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.

PARENT INFORMATION

Communication with the School

The first point of contact for parents is their class teacher, either via the Reading Diary, email or face-to-face interactions. Any matter which requires further attention can be referred to members of the Senior Staff team or, in the last instance, to the Deputy Head. 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 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.

Absence

Every school, by law, has to register pupils twice a day; at the start of the school day, and again at the start or end 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 reasons 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.

- **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.

- **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 **8.35am** 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.

- **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.

Medical

The school has a dedicated Nurse who is based in the medical room, as well as many other members of staff who 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:

- Written parental 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 Nurse.
- The medicine is in its original container with the prescription label clearly stating the name of the child, instructions for administration, dosage and storage.

No pupil is allowed to carry any medication around the school unless formally agreed with the Nurse. 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 important to note that a single episode of vomiting can sometimes be due to non-infectious causes. If a child experiences one isolated episode of vomiting in school but is otherwise well and shows no additional symptoms, the school nurse will assess the case on an individual basis in determining whether isolation is necessary. However, if the vomiting is followed by diarrhoea, any other symptoms, or if there are family members at home with similar symptoms, the child will be asked to follow the 48-hour isolation period to ensure the health and safety of everyone.

It is likely that at some time, your child may experience headlice and there should be no stigma attached to this. Please check your child's hair regularly and let the school know if there are any signs of headlice.

There are many effective treatments available and the school advises following this link:

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

The Wellbeing Hub

At John Lyon supporting the mental health and wellbeing of our students is one of our top priorities.

To strengthen this commitment, we have invested in **The Wellbeing Hub** - a trusted resource created by experts in child and adolescent mental health and wellbeing.

We are delighted to offer all parents and carers free access to this valuable platform: **The Wellbeing Hub**

As a member of The Wellbeing Hub, you will have access to:

- Expert advice on supporting your child's wellbeing including parenting courses
- Articles, videos, and practical tools to help you navigate everyday challenges
- Guidance on topics such as friendships, online safety, resilience, and more
- Monthly webinars with experts in their field to help you support your child

PARENT INFORMATION

Parent Portal

Our **Parent Portal** is a secure website which provides you with access to information relevant to your child. It has been designed to work via smart phones and tablets as well as a desktop computer and has been structured so it is easy to access the information you require.

The “My Children” tab in the Parent Portal would be the most beneficial to you. It allows you to see your child’s attendance, timetable and their merits and demerits.

You will also find sections that allow you to inform the School of your child’s absence due to illness as well as requesting leave in advance. We require these notifications in writing and therefore using the Absence and Leave of Absence Forms is the most efficient way of you communicating this to us.

In addition, you will find the latest Co-Curricular Activities programme, the School Diary as well as photo galleries and the results of the latest sports fixtures.

The portal also allows you to read your child’s latest reports, once they have been uploaded at the end of each assessment period, as well as previous grade cards and reports (where applicable). There is also the facility to print these reports yourself. Please be advised we do not issue hard copies.

In July you will receive your School fee invoice with a letter. The letter will contain brief instructions on how to set up your portal account. Once you have set up your account you will be able to access your first fee invoice.

ParentPay

At the start of term, the first parental contact will receive an email with instructions on how to activate your ParentPay account. If you would like the second parental contact added, please email the Central Administration Team at office@johnlyon.org. Once activated, you can start making online payments immediately.

As we are a cashless school, you will need to use ParentPay to top up money to the deli-card. ParentPay is a widely used and trusted online payment platform, offering a simple and secure way to manage your child’s school expenses. ParentPay can also be used to:

- Purchase of educational resources or equipment (e.g. calculators, textbooks, or subscriptions)
- Pay for educational visit
- Contribute to fundraising and charity events.

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 keep 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.

LEARNING SUPPORT

At John Lyon Prep School, we are committed to supporting pupils with a wide range of learning needs so that every child can develop confidence, independence, and a positive attitude towards learning. We aim to create an inclusive learning environment where all children feel valued, supported, and able to participate fully in school life. The Learning Support Department works closely with pupils, parents, teachers, and pastoral staff to ensure that appropriate strategies and support are in place to help every pupil thrive both academically and personally. We recognise that children develop at different rates and that early identification and support can make a significant difference to a child's progress and wellbeing.

Sharing Existing SEND Information

Parents are asked to share any relevant information about previous support their child has received, at nursery or in previous schools. Sharing this information helps us to build a clear picture of each child's strengths and areas of need so that we can provide the most effective support from the outset.

The Learning Support Register

We recognise the importance of early identification and intervention. Where concerns arise, we work closely with teachers and parents to monitor progress and implement appropriate support strategies at an early stage. In consultation with parents, a decision may be made about whether a pupil would benefit from being placed on the Learning Support Register. The register is reviewed regularly to ensure that support remains appropriate and responsive to each child's development.

Learning Support Pupil Profile

Pupils on the Learning Support Register have a Learning Support Pupil Profile. This document outlines:

- The pupil's strengths and interests
- Areas where support may be helpful
- Practical strategies to support learning in the classroom
- Any recommended adjustments or interventions

The profile is shared with subject teachers, Form Tutors, and the Head of Year to ensure that appropriate strategies are implemented across the curriculum.

Parent Communication

We value strong partnerships between home and school and believe that regular communication is essential in supporting each child's learning and wellbeing. The Learning Support Department works closely with parents to share updates, discuss progress, and ensure that support strategies are effective both in school and at home. Parents are always welcome to contact the department with any questions or concerns.

Targeted Support and Mentoring

Pupils' progress and wellbeing is monitored regularly, and support strategies are reviewed as needed. Where appropriate, pupils may receive short-term targeted interventions, either individually or in small groups. These may include support with:

- Literacy skills, including reading, spelling, and comprehension
- Numeracy skills
- Organisation and study habits
- Social confidence and independence

Additional support may also be available during lunchtime where required.

The aim of our learning support programme is to allow pupils to access the curriculum without further specialist support and for everyone 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 and the aim would then be to help parents to locate another school that would better suit the needs of their child.

LYONIAN ASSOCIATION

John Lyon Community - Parent Group

Our parent community plays a vital role in the life of John Lyon, bringing together families across both the Prep and Senior Schools. Through the John Lyon Community (JLC), parents form a welcoming and active network that strengthens connections across the whole school.

Parents contribute in three key ways:

- Fundraising to support projects and resources beyond the school budget
- Building a strong sense of community among families
- Organising inclusive events that bring people together.

From social gatherings to community initiatives, their efforts enrich school life, create memorable experiences for pupils and foster lasting connections across the John Lyon community.

We warmly encourage all parents to get involved. Whether you can offer time, ideas or support at events, your contribution plays a vital role in shaping a vibrant, connected school community and enhancing the experience for every pupil.

The Lyonian Association - A Lifelong Connection

When you join John Lyon, you become part of a lifelong community that extends far beyond your school years. The Lyonian Association (LA) connects current pupils, alumni, families, staff and friends through social events, networking opportunities and shared experiences.

Our alumni, known as Old Lyonians (OLs), including former Prep pupils (Old Quantonians) play a central role in school life and are a cornerstone of our Careers Programme. Their involvement is invaluable. By sharing real-world experience, professional insight and honest advice, OLs help pupils better understand the pathways available to them and the skills required to succeed.

Heritage

John Lyon has a rich heritage connected to its history and former pupils, forming a living record of shared memories across generations of students, alumni, and staff. This heritage is reflected in the school's traditions, achievements, and the lasting impact of those who have been part of its community.

Today, the School's heritage is also being actively preserved and enhanced through a phased programme of transition from physical archives to digital formats. This ongoing work is making historical materials more accessible, ensuring that photographs, magazines, drama and musical programmes are carefully digitised and safeguarded for future generations.

The Lyonian Association is an integral part of the School tapestry and thrives on the enthusiasm, shared experience, pride, purpose and support of its members. a connection that grows stronger with each passing year, creating a lasting bond that continues to enrich the John Lyon community.

Join, engage and be part of the School Community - for more information, please visit:

<https://www.johnlyon.org/lyonian-association/>



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