



**LITTLE LYON'S  
INFORMATION BOOKLET**  
September 2026

# OUR VALUES



AMBITION



HERITAGE



EXCELLENCE



COMMUNITY



INNOVATION



ENQUIRY



RESOLVE



CREATIVITY

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# SCHOOL LIFE

## 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.

The school day ends for all Nursery children 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.

The school day 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.

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## 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.

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## 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 in the Little Lyons Nursery for children in the Little Lyons and Year 1 and 2. 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 the Reception pupils from the Spring term which 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 the school holidays, Crazy Camps, an external provider, host camps for Prep pupils.

## 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 are encouraged to use a knife and fork correctly.

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.**

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## 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.

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## 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.

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## 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 PSCHE topic. There is also a Singing Assembly held once a week.

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## 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

QUAINTON

BYRON

BOLEYN

# SCHOOL CURRICULUM

## Academics

- **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 also given new reading books throughout the week, and we expect children to read every day.

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

## 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.

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## 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 (from Reception), Forest School (from Reception), Computing (from Year 1) and Art (from Year 1).

- **PE/Games/Swimming**

All children in the Little Lyons have a weekly PE session.

Reception children also have a weekly swimming lesson.

- **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**

Children in Reception visit Forest School at Sudbury Fields from the Spring term onwards. 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.

# 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.

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## 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.

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## 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.

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## 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, 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.

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## 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.

# 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.

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## 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](mailto: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.

- **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.

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## 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/>

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## 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.

# 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.

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## 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](mailto: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.

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## 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.

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## 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

# TERM DATES 2026/27

## AUTUMN TERM 2026

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

## SPRING TERM 2027

|                                 |                                         |
|---------------------------------|-----------------------------------------|
| <b>First Day of Spring Term</b> | Thursday 7 January                      |
| <b>Half Term</b>                | Monday 15 February - Friday 19 February |
| <b>End of Autumn Term</b>       | Thursday 25 March                       |

## SUMMER TERM 2027

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

# SCHOOL UNIFORM & EQUIPMENT

**All clothing, kit and personal equipment must be labelled.**

## Nursery Uniform (including 2+)

- John Lyon Prep Polo Shirt (sky blue)
- John Lyon Prep Sweatshirt
- Navy jogging bottoms or navy sports shorts
- School bookbag
- Grey/black/white plain socks
- Waterproof coat
- School shoes (plain black; velcro or buckles)
- School P.E. bag (black - for spare clothes)
- School scarf (optional)
- School beanie hat (optional)
- School baseball hat (optional)

Children will require at least one full set of additional uniform to be kept in school in case children need to be changed during the school day. This includes additional underwear. We recommend this is brought to school in a named John Lyon Prep black drawstring bag. The children can then use this bag for their P.E. kit once they enter Reception.

## Reception Uniform

### 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)

## Reception Uniform

### 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)

## Reception Sports Kit

### 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

### Swimming

- Navy school swimming bag
- Plain black swimming costume/swimming trunks
- School swimming hat - [order here](#)
- Swimming towel
- Goggles

## Forest School Kit

The children will require uniform for Forest School. Further details will be sent out to you regarding what your child needs to wear and additional recommendations.

## Uniform4Kids

John Lyon Prep 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

Second-hand uniform is also available to purchase from Uniformerly:

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

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## 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.

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## 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.

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## 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.



020 8515 9443  
[admissions@johnlyon.org](mailto:admissions@johnlyon.org)

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