Ardingly Prep



Parent Handbook 2026 - 2027
Ardingly Prep School

A Guide for Parents of Children in EYFS to Year 6

Parents of Nursery and Reception children should read this handbook alongside the EYFS Parent Handbook

Welcome to Ardingly Prep



Welcome to Ardingly Prep – a school where curiosity is celebrated, individuality is valued, and children are encouraged to take bold steps in their learning.

We're proud to be part of a forward-thinking College with strong traditions. At the Prep School, our aim is simple: we want every child to enjoy school, to thrive in their own way, and to leave us feeling confident, capable, and ready for whatever comes next.

We believe that education is about so much more than just knowledge. It's about learning how to think critically, how to work with others, how to bounce back from setbacks, and how to stay curious – even when things get tough. That's why we encourage children to challenge themselves, to take risks in a safe and supportive environment, and to step outside their comfort zones.

Our *Discovering My World* curriculum brings this philosophy to life. It's the Prep School's way of introducing the College's 'World Ready' vision in a way that's just right for our younger learners – helping them to make sense of themselves, the world around them, and the future they will shape.

This handbook is here to support you with practical information about school life. I hope you'll find it useful alongside the other communications you'll receive throughout the year.

I look forward to meeting you in person; whether at parents' events, on the sports pitch, at a performance, or at drop-off.

With best wishes



Laura Lamont

Head of Prep School

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Essential Information

Farmhouse refers to children in the Nursery, Reception and Years 1, 2 and 3.

The School House refers to children in Years 4-6.

Absence and Lateness

Contact the Prep Office on 01444 893200 no later than 08:20 or email prepoffice@ardingly.com. Unplanned absences must be reported daily. Planned absence requests must be directed to the Head of Prep.

Pick up Arrangements

Please email prepoffice@ardingly.com before 15:00 to notify us of alternative pick up arrangements.

48-Hour rule

Stomach bugs - If your child has an episode of vomiting or diarrhoea, they must remain at home for 48 hours from the last instance of illness.

Medication

Please make sure that any medication is given directly to the Prep Office so that the necessary paperwork can be completed. Please do not send medication in with your child.

Beginning of School Day

School starts at 08:20. Arrivals after this time will be marked on the register as late. Late arrivals can be disruptive to the learning environment and do not give the children the best start to their day.

Discovering My World



The first steps on the journey to becoming 'World Ready'

At Ardingly College Prep, education is seen as a journey of curiosity, growth, and character. Discovering My World maps that journey, nurturing pupils with the academic strength, emotional intelligence and adaptability needed to thrive in a fast-changing world.

Curriculum Foundations

Our three Foundations offer the supportive environment from which pupils can set off with confidence and courage.

- **Belonging:** Emotional safety, wellbeing, and connection
- **Exploration:** Enrichment, curiosity, and expanding horizons
- **Discovery:** Deep thinking, creativity, and reflective learning



Curriculum Schema

Each term is built around a central theme that shapes learning across subjects:

- **Michaelmas – Ourselves:** Identity, culture, and community
- **Lent – Our World:** Global issues, systems, and responsibility
- **Trinity – Our Future:** Innovation, enterprise, and shaping tomorrow

Pupils explore each theme through enquiry questions and core concepts, enabling them to make connections, think critically, and transfer learning across contexts.

The Discovery Passport

A set of 10 key learning behaviours grouped under the Prep school's values:

- **Ingenious** (Thinking): Curiosity, Critical Thinking, Creativity, Reflection
- **Generous** (Relating): Collaboration, Communication, Compassion
- **Adventurous** (Resilience): Adaptability, Resourcefulness, Risk-Taking

This 'passport' grows with each pupil, filled with experiences that shape who they are and who they are becoming.

The Outcome: Becoming World Ready

Pupils leave Ardingly Prep with:

- A strong sense of self
- A global perspective
- Confidence and skills to succeed
- Empathy and leadership to make a difference

At Ardingly, children are not just prepared for the future – they journey through it with purpose, courage, and care.

Key Contacts and Useful Telephone Numbers

Chair of Governors	Jayne Adams	01444 893000
Head of the College	Alastair Tighe	01444 893011
The Chaplain	Andy Nicholson	01444 893066
Prep Admissions	Sarah Moore	01444 893015
Head of Prep School	Laura Lamont	01444 893210
Deputy Head Pastoral	Georgina Sayers	01444 893189
Head of Learning Enhancement	Lucinda Cook	01444 893219
Assistant Head: Academic	Fleur Palmer-Malins	01444 893200
Assistant Head: Enrichment and Operations	Eddie Noel	01444 893200
Assistant Head: EYFS	James Davis	01444 893200
Phase Lead Years 1 to 3	Alicia Carrillo	01444 893200
Phase Lead Years 4-6	William Spence	01444 893200
Prep Office		01444 893200

End of day phone numbers post 16:00:

Farmhouse After School Care	01444 893009
School House Supervised Study Mon-Thurs 16:40 – 17:30	01444 893091
School House Tea Dining Room Mon-Thurs 17:30 – 18:30	01444 893080
School House Waiting Fridays only Drama Studio 16:00 – 18:00	01444 893306

The Form Teacher is your first contact regarding the academic and pastoral welfare of your child and is always happy to discuss any concerns or successes that your child may be experiencing. Should you wish to make an appointment to speak with your child's Form Teacher, please email them directly. Thereafter, please do contact the Nursery Lead or Assistant Head (EYFS), Phase Lead for Years 1 to 3, or Phase Lead for Years 4-6, followed by the Assistant Head (Academic) for academic matters, the Deputy Head for pastoral matters, and then the Head. Sometimes in the day we are very busy, so unless the matter is urgent it is more helpful and productive to make an appointment.

Communication

Teaching staff do not have direct line telephones in their classrooms; therefore, calls should go through the office on 01444 893200. All efforts will be made by members of staff to respond to your communication as soon as possible. E-mailing staff is often the most efficient way to communicate. Staff email addresses follow the format: firstname.lastname@ardingly.com and can be found at the back of the termly Calendar, available on the Parent Portal and website.

The most important email to look out for is Friday's **Prep School Newsletter** as this includes weekly updates on events and essential information and all parents are expected to read this each week. Club lists for the following term are sent out with the Newsletter shortly before the end of each term.

The Parent Portal is a key source of information about your child's day at school and among other things can be used to record absence and to book after school clubs. This can be accessed via the link on the school website.

There is a digital Calendar published each term which lists weekly events, clubs and activities amongst other important information such as staff lists, clubs and activities and useful telephone numbers. This Calendar is available on both the Parent Portal and the school website.

Shape of the Day:

EYFS: Piglets & Reception:

08:20 – 08:40	Form Time	Form Time	Form Time	Form Time	Form Time
08:40 – 09:10	Period 1	Period 1	Period 1	Period 1	Period 1
09:10 – 10:10	Period 2	Period 2	Period 2	Period 2	Period 2
10:10 – 10:30	Play	Forest School	Break	Break	Break
10:30 – 11:00	Story time and Snack		Story time and Snack	Story time and Snack	Story time and Snack
11:00 – 12:00	Period 3		Period 3	Period 3	Period 3
12:00 – 12:30	Lunch	Lunch	Lunch	Lunch	Lunch
12:30 – 13:25	Play	Play	Play	Play	Play
13:25 – 13:30	Registration	Registration	Registration	Registration	Registration
13:30 – 14:30	Period 4	Period 4	Period 4	Period 4	Period 4
14:30 – 15:30	Period 5	Period 5	Period 5	Period 5	Assembly 15:15 – 15:45
15:30	End of the Academic Day	End of the Academic Day	End of the Academic Day	End of the Academic Day	15:45 End of the Academic Day / After School Provision
15:30 – 16:30	Clubs / After School Provision	Clubs / After School Provision	Clubs / After School Provision	Clubs / After School Provision	

Year 1 and Year 2:

08:20 – 08:40	Form Time	Form Time	Form Time	Form Time	Form Time
08:40 – 09:10	Period 1	Period 1	Period 1	Period 1	Period 1
09:10 – 10:10	Period 2	Period 2	Period 2	Period 2	Period 2
10:10 – 10:30	Play	Play	Play	Play	Break
10:30 – 10:50	Story time and Snack	Story time and Snack	Story time and Snack	Story time and Snack	Story time and Snack
10:50 – 11:50	Period 3	Period 3	Period 3	Period 3	Period 3
11:50 – 12:15	Learning Enhancement	Learning Enhancement	Learning Enhancement	Learning Enhancement	Learning Enhancement
12:15 – 12:45	Lunch	Lunch	Lunch	Lunch	Lunch
12:45 – 13:25	Play	Play	Play	Play	Play
13:25 – 13:30	Registration	Forest School / Topic 15:30 End of the Academic Day	Registration	Registration	Registration
13:30 – 14:30	Period 4		Period 4	Period 4	Assembly 15:15 – 15:45 15:45 End of the Academic Day / After School Provision
14:30 – 15:30	Period 5 15:30 End of the Academic Day		Period 5 15:30 End of the Academic Day	Period 5 15:30 End of the Academic Day	
15:30 – 16:30	Clubs	Clubs	Clubs	Clubs	

Year 3:

08:20 – 08:30	Form Time	Form Time	Form Time	Form Time	Form Time
08:30 – 09:10	Period 1	Period 1	Period 1	Period 1	Period 1
09:10 – 10:10	Period 2	Period 2	Period 2	Period 2	Period 2
10:10 – 10:30	Break	Break	Break	Break	Break
10:30 – 11:30	Period 3	Period 3	Period 3	Period 3	Period 3
11:30 – 12:30	Period 4	Period 4	Period 4	Period 4	Period 4
12:30 – 13:25	Lunch	Lunch	Lunch	Lunch	Lunch
13:25 – 13:30	Registration	Registration	Registration	Registration	Registration
13:30 – 14:30	Games	Period 5	Period 5	Games	Games
14:30 – 15:30	Period 6	Period 6	Period 6	Period 6	Assembly 15:15 -15:45
15:30 – 15:40	Break	Break	Break	Break	
15:40 – 16:40	Period 7	Period 7	Period 7	Period 7	Clubs 16:00 – 17:30
16:40 – 17:30	Clubs	Clubs	Clubs	Clubs	

Year 4:

08:20 – 08:30	Form Time	Form Time	Form Time	Form Time	Form Time
08:30 – 09:10	Period 1	Period 1	Period 1	Period 1	Assembly
09:10 – 10:10	Period 2	Period 2	Period 2	Period 2	Period 2
10:10 – 10:30	Break	Break	Break	Break	Break
10:30 – 11:30	Period 3	Period 3	Period 3	Period 3	Period 3
11:30 – 12:30	Period 4	Period 4	Period 4	Period 4	Period 4
12:30 – 13:25	Lunch	Lunch	Lunch	Lunch	Lunch
13:25 – 13:30	Registration	Registration	Registration	Registration	Registration
13:30 – 14:30	Games	Period 5	Period 5	Games	Games
14:30 – 15:30	Period 6	Period 6	Period 6	Period 6	Period 6
15:30 – 15:40	Break	Break	Break	Break	Break
15:40 – 16:40	Period 7	Period 7	Period 7	Period 7	End of Day 16:00
16:40 – 17:30	Clubs	Clubs	Clubs	Clubs	Clubs (16:00 – 17:30)

Year 5 and 6:

08:20 – 08:30	Form Time	Form Time	Form Time	Form Time	Form Time
08:30 – 09:10	Period 1	Period 1	Period 1	Period 1	Assembly
09:10 – 10:10	Period 2	Period 2	Period 2	Period 2	Period 2
10:10 – 10:30	Break	Break	Break	Break	Break
10:30 – 11:30	Period 3	Period 3	Period 3	Period 3	Period 3
11:30 – 12:30	Period 4	Period 4	Period 4	Period 4	Period 4
12:30 – 13:25	Lunch	Lunch	Lunch	Lunch	Lunch
13:25 – 13:30	Registration	Registration	Registration	Registration	Registration
13:30 – 14:30	Games	Period 5	Games Afternoon	Games	Games
14:30 – 15:30	Period 6	Period 6		Period 6	Period 6
15:30 – 15:40	Break	Break		Break	Break
15:40 – 16:40	Period 7	Period 7		Period 7	End of Day 16:00
16:40 – 17:30	Clubs	Clubs	Clubs	Clubs	Clubs (16:00 – 17:30)

Arriving, Collecting and Wrap Around Care



Farmhouse Arrival

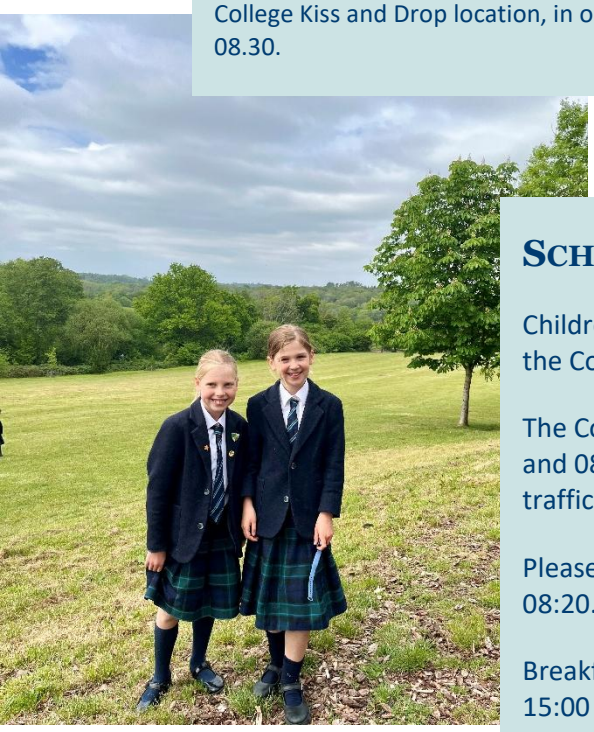
The Farmhouse Nursery, Reception and Years 1 to 3 may arrive from 08:00.

Breakfast Club is available from 07:15 and must be pre-booked via the Parent Portal for termly bookings, or by emailing Breakfast@ardingly.com by 15:00 the day before for children in Reception upwards. Nursery Breakfast Club bookings must be made in termly blocks.

There is parking at the Farmhouse. Please take great care in driving in this area and pay special attention to the safety of the pedestrians.

The College becomes a one-way system between the hours of 07:45 and 08:30 and again from 17:15-17:45 (16:15-16:45 on Fridays), to allow traffic to leave via Woodard Hill near the Farmhouse site.

On Fridays, children in Nursery to Year 3 should be dropped off at the main College Kiss and Drop location, in order to attend assembly in the Chapel at 08.30.



School House Arrival

Children in Years 4-6 are dropped off via our "Kiss and Drop" system on the College main driveway, from 07:45.

The College becomes a one-way system between the hours of 07:45 and 08:30 and between 17:15-17:45 (16:15-16:45 on Fridays), to allow traffic to leave via Woodard Hill near the Farmhouse site.

Please be careful of children in Snow Car Park between 08:00 and 08:20.

Breakfast Club is available from 07:15 and must be pre-booked by 15:00 the day before.

Should a pupil arrive late at either Farmhouse or School House after morning registration is complete, pupils and parents should notify the Prep Office of their arrival before going to join their lesson.

Collection

End of academic day finishing times are as follows, although children in matches on Wednesdays and Thursdays will often finish later if they are playing away from home.

	Monday	Tuesday	Wednesday	Thursday	Friday
Reception	15:30	15:30	15:30	15:30	15:45
Year 1	15:30	15:30	15:30	15:30	15:45
Year 2	15:30	15:30	15:30	15:30	15:45
Year 3	16:40	16:40	16:40	16:40	16:00
Year 4	16:40	16:40	16:40	16:40	16:00
Year 5	16:40	16:40	16:15	16:40	16:00
Year 6	16:40	16:40	16:15	16:40	16:00

Farmhouse Collection

In Reception, Years 1-3, pupils are collected from their classroom door at the end of the school day and from a designated location for each club.

The venue for After School Care is the Atrium and collection is from the Atrium door.

To gain entry to the Farmhouse site, please use the intercom system and code shared at the start of each term. Codes are in operation as follows:

08:00 – 08:25
15:25 – 15:45
16:25 – 16:45
17:45 – 18:00
Outside these times the gate will be locked, and you will need to use the bell button to call.

Nursery collection times are dependent on sessions that have been booked. The nursery closes at 18:00.

School House Collection

In Years 4-6, children are collected from the terrace outside the entrance to Prep at the end of the academic day.

All pupils must sign out with the supervising teacher before going home.

After School Provision

Farmhouse After School Clubs, Night Owls and Tea

Details about our wide ranging after school club programme can be found on the Parent Portal.

Club options are published before the end of the previous term to help pupils and parents make informed choices. Bookings close in the final few days of the preceding term.

Reception to Year 2 clubs begin at 15:45 when both After School Clubs and Night Owls programmes begin (this allows for changing to sports/ club clothes and snack for those staying for clubs) Reception to Year 2 clubs end at 16:30, at which time children are signed out to their parents, unless staying for tea.

Night Owls after-school care is offered from 15:30 – 18:00 Monday to Friday and includes a club (excluding ballet) and tea.

Year 3 clubs begin at 16:40 and finish at 17:30. Children can be collected at 17:30 or they can remain at school for tea until 18:00.

Tea, which takes place in the Atrium, is available from Monday to Friday in the Farmhouse.





School House Clubs, Supervised Study (formerly Waiting) and Tea

Details about our wide-ranging club programme can be found on the Parent Portal.

Club options are published before the beginning of term to help pupils and parents make informed choices.

After school clubs begin at 16:40 and run until 17:30. Children can be signed out to parents on the Bricks from their club leader.

Supervised study (formerly Waiting), from Monday to Thursday, runs from 16:30 to 17:30 in SH6, the classroom nearest to the Prep Office. Children can be collected from Supervised Study by knocking on the window outside the Prep Office, unless staying for tea.

Tea, which takes place in the Dining Hall until 18:30, is available from Monday to Thursday and requires no additional booking.

On a Friday only, children wait for collection in the Prep Drama Studio. Please come to the doorway to collect your child and make sure they sign out with supervising staff.

Signing Out

At the end of the school day or at the end of an after-school club, children are asked to stand with their teacher until they see who is collecting them. Please remind your child to make sure they have 'signed out' with their supervising teacher, a skill they will need throughout the College.

Please email **prepoffice@ardingly.com** before 15:00 to notify us of any alternative pick up arrangements, copying in the Form Teacher.

In the Farmhouse, a password system for collecting children is in practice. In the event of an alternative pick-up arrangement, please ensure the collecting adult is able to give us your issued, family, password.

If you **are** going to be unexpectedly late, please telephone the after-school telephone numbers as follows:

End of day phone numbers post 16:00:

Farmhouse After School Care 15:30 – 18:00	01444 893009
School House Supervised Study Mon-Thurs 16:40 – 17:30	01444 893091
School House Tea Dining Room Mon-Thurs 17:30 – 18:30	01444 893080
School House Waiting Fridays only Drama Studio 16:00 – 18:00	01444 893306

Uncollected Children

If a child is not picked up at the end of the school day, they will be taken to the office of a member of SMT. Every effort will be made to contact parents and emergency contacts. If the school cannot make contact with parents or emergency contacts by 18:30 (Farmhouse) or 19:00 (School House) the school will follow procedures for uncollected children set out in our policy document.

Uniform, Kit and Equipment

All Ardingly uniform is supplied by Monkhouse, an established uniform supplier. Please visit their website and order online at www.monkhouse.com.

Further information can be found on the Uniform Guide, available on the Monkhouse website.

Second hand uniform sales, run by the Ardingly Friends, will take place regularly throughout the year in the Uniform Shop next to the Dance Studio.

We ask that all kit and equipment is named including shoes and trainers.

Children in Reception upwards should wear their House badge.

As the majority of the academic year takes place in the colder months of the year, we ask that all children wear their school coat, or a plain navy or black coat, over their uniform, to and from school every day.

Children in School House should additionally bring:



A pencil case containing handwriting pen from Year 5 (we prefer blue ink or handwriting pen, blue Frixion pen or Stabilo), pencils, ruler, glue stick. A reading book.

Appearance

Pupils should be well presented at all times and show pride in their appearance. Hair should be neat, natural in colour and of an unobtrusive cut. Longer hair should be tied back neatly with a school scrunchie or dark blue hair elastic. Pupils are permitted to wear plain stud earrings, and a small cross or a crucifix on a chain. Other jewellery is not allowed. Watches are recommended and should be clearly named on the back.

Smart watches, mobile phones and all other electrical items such as GPS tags and trackers are not permitted.

Lost Property

Any items of uniform or equipment found on the Farmhouse site will be placed in the lost property box in the Cowshed. Named items are returned to the owners. It is important that all belongings are clearly named so they can be returned swiftly to their owners.

Any items of uniform or equipment found on the School House site will be taken to the school Matron and kept in her office. It is important that all belongings are clearly named so they can be returned swiftly to their owners.

Healthy Eating

The College Catering Department, with our own team of chefs, create freshly prepared, and nutritious and environmentally conscious hot meals for the children each day. The College menus are created on a three-week rotation reflecting pupils' favourite dishes.

Menus can be found on the Parent Portal under School Information. We encourage children to eat a full, balanced meal during lunch and children have a choice of hot meals and access to jacket potatoes, pasta and salads.

Pupils should bring a water bottle to school to drink in lessons and around school.

Additionally, fresh drinking water is available during the day.

Fresh whole fruit, fruit platters and cheese and biscuits are offered as snacks in between meals and at break times.



Children in the Farmhouse who are staying for after school activities may need a small snack to sustain their energy levels, so biscuits and fruit are offered.

Children in School House have a longer day which includes an afternoon break during which snacks are available.

Tea

If attending After School Care in the Farmhouse, a hot tea is served between 16:45 and 17:15 for Nursery to Year 2, and between 17:30 and 18:00 for Year 3. In School House, tea is served between 17:30 and 18:00 and is another hot meal.

Dietary Requirements

Special diets are catered for. Parents are welcome to come and sample the school food by arrangement. The Prep School Food Committee meets every term with our Catering Manager to discuss the menu and related issues.

Owing to the number of meals and snacks available, we ask that children do not bring sweets or crisps to school, and we thank you for your co-operation in this matter.

Pastoral Care

Looking after children's wellbeing rests at the heart of all we do. For the children to thrive both academically and pastorally, their overall development must be nurtured with the greatest care. We have a range of systems, strategies and resources in place to support children's wellbeing should the need arise. Working in partnership with parents is vital.

Every child is encouraged to think of others, to respect and celebrate difference of all kinds and to develop the skills of being a good citizen. In the context of the Christian message, time spent in Chapel and assemblies is crucial in supporting this ethos. Pupils have daily contact with their Form Teacher who plays a pivotal role in communicating information about pupils to staff and parents. A strong, trusting relationship between pupils and their Form Teacher is the ideal, although pupils are encouraged to discuss important issues with any member of staff they choose. In the first instance, parents are invited to express any concerns about their child's progress or happiness to the Form Teacher.

As a school we respond to wellbeing concerns in the following ways, depending on the area of need:

- Discussion with parents
- Liaison with and potential referral to our Mental Health Lead Nurse in the Health & Wellbeing Centre
- Liaison with and potential referral to the Head of Learning Enhancement
- Intervention groups / nurture groups

Every child has the right to feel safe and happy in school and to enjoy learning, which is why we nurture positive behaviour and celebrate individuals' effort and achievement in all areas of school life.

Pupil Wellbeing Journals (Year 2 – 6)

Each child is given a journal at the start of the academic year. They use their journal during Form Time when they are encouraged to reflect on the different aspects of school life ranging from their overall wellbeing, from teambuilding to drama and sports results. Children are reminded about how and where to go to seek support should they need it.

Pupils also use their journal for collecting House Points, Learning Habitude stickers and for recording any targets. They also record important notes such as Music or LAMDA lesson times and other essential information.

Chapel/Assemblies



In Reception to Year 3, children attend a short weekly story-time with the Chaplain. In Years 4-6, pupils take part in a weekly Chapel Service.

Assemblies for children in Reception to Year 6 take place every Friday morning in the Chapel and are led by the Head of Prep and members of the Senior Management Team.

Celebration Assemblies take place approximately four times each term on Friday mornings at 08:30 in the Chapel for children in Reception to Year 6. Parents are warmly invited to attend.

First Holy Communion & Confirmation

Pupils in Years 3 to 6 may prepare for First Holy Communion through a short preparation course held prior to the service. Preparation for Confirmation is available to pupils from Year 7 onwards.

Recognition, Rewards and Behaviour



A Christian environment in which care and respect are shown towards everyone pervades the whole College. Within this atmosphere, exemplary behaviour, positive attitude and genuine effort are reinforced and encouraged by praise and recognition.

Pupils earn House Points for effort and attainment in their work, as well as being awarded certificates and prizes for consistent progress and high levels of achievement. Pupils throughout the school are awarded 'US' awards. These awards are for exceptional work and behaviour which is also recognised for individuals with the opportunities for other prestigious awards such as the Hargreaves Shield, The Cole Cup and The Neal Shield.

Any incidents of poor behaviour or attitude are dealt with in a firm yet caring and consistent manner. Pupils are sanctioned according to the level of seriousness of the behaviour. Significant misdemeanours could result in missed break time, conduct points, detentions, report cards or behaviour contracts drawn up between pupils, their parents and the Head. Pupils who fail to respond to the support offered by the school to modify their behaviour may ultimately be excluded by the Head. Parents are informed of all serious disciplinary matters.

Bullying is not tolerated at Ardingly. Any incidents are dealt with on several levels, with both the bully and the bullied being given relevant support and guidance; we are believers in the restorative justice process.

The Curriculum

Our curriculum follows three thematic schema that shape each term – providing a meaningful and connected journey throughout the school year and across a child's time at the Prep School.

Michaelmas Term: Ourselves

Every journey begins by understanding where we come from. This theme explores identity, culture, and community. Pupils reflect on who they are, how they connect to others, and what it means to belong. Through history and the arts, they develop empathy, cultural understanding, and a strong sense of self.

Lent Term: Our World

As the journey continues, pupils expand their view to the wider world. They engage with global challenges – from climate change to social justice – and explore how systems, communities, and environments are interconnected. This part of the journey builds global awareness and a sense of responsibility.

Trinity Term: Our Future

In the final leg of the academic year, pupils look ahead. They explore the world they will help to shape through enterprise, innovation, and technology. This theme encourages vision, ambition, and purpose – equipping pupils to imagine possibilities and take confident steps towards the future.

Concept-based Enquiry

Each term's schema is explored through key concepts and framed by enquiry questions – the landmarks that help pupils make meaning, connect ideas and transfer their learning across subjects and year groups.

Enquiry questions steer pupils through each unit, prompting them to investigate, reflect, and draw meaning - forming stepping stones across their personal learning journey.



Our curriculum is rich, broad, and thoughtfully designed to connect learning across disciplines and bring it to life in meaningful ways. Pupils enjoy a carefully structured programme in the core subjects of English, mathematics, and science, alongside history, geography, ancient and modern languages, French, music, art, computing, drama, religious education, games, and P.E. In Year 6, pupils are introduced to both Spanish and German to help them make informed language choices as they transition to Year 7.

Wherever possible, learning is interdisciplinary – enabling pupils to explore concepts from multiple angles and apply their knowledge in real-world contexts. For example, a line of enquiry in history may be explored through writing in English, map work in geography, and ethical debate in R.E. This approach not only deepens understanding but helps children see the relevance of what they're learning in the wider world.

We also place strong emphasis on global perspectives, encouraging pupils to understand different cultures, traditions, and viewpoints. Through our *Discovering My World* curriculum, pupils develop the awareness and empathy needed to engage thoughtfully with global issues – from climate action to human rights and innovation.

Our youngest children in EYFS and Key Stage 1 also benefit from regular Forest School sessions during their time in the Farmhouse. These take place weekly or fortnightly depending on age and are held in the stunning natural surroundings of our school grounds – including Cyril's Wood, Standgrove Woods, and Nine Acre. These sessions develop confidence, independence, and a deep connection to the environment – key foundations for future learning.

Curriculum Subjects

All lessons are 55 minutes in duration. Allocations are reviewed annually and may vary to meet the needs of individual cohorts.

Subject Area	Years 1 & 2 (lessons per week)	Years 3 & 4 (lessons per week)	Years 5 & 6 (lessons per week)
English	5	5	5
Phonics	5		
Mathematics	5	5	5
Science	1	2	2
Humanities	1	2	2
Religious Education (RE)	1	1	1
PSHE	1	1	1
Computing	1 (Year 2)	1	1
Technology		1	1
French	1	2	2
Art	1	1	1
Music	1	1	1
Choir		1	1
Drama	1	1	1
Wellbeing		1	1
PE and Games	2	4	6
Swimming	1	1	
Dance	1	1 (Year 3)	
Forest School	1		
Assembly/Form Time	3	3	3
Total Lessons per Week	32	34	34

Some curriculum content is delivered through cross-curricular and concept-based learning opportunities. Consequently, individual subject allocations may not fully reflect the breadth of learning experiences available to pupils throughout the academic year.

Monitoring Progress and Communication

Assessment

Children are assessed across all subject areas through a combination of formal and informal assessment. Standardised assessments take place annually in the Trinity Term from Reception to Year 6.

Reporting

Records of each child's progress are maintained throughout the year and discussed with parents during consultation meetings. Full written reports are issued twice yearly, at the end of the Michaelmas and Trinity Terms, providing information on effort, attainment and targets for further improvement in each subject. The Head also contributes comments to one report each year.

Parents' Evenings and Curriculum Information

Parents are invited to attend consultation meetings throughout the year, including:

- A "settling in" meeting with the Form Teacher during the Michaelmas Term.
- A full parent consultation with teachers during the Lent Term.
- A Curriculum Evening at the start of the academic year, where parents can meet Form and specialist teachers and learn more about the curriculum for the year ahead.

Arc Pathway (EYFS)

Arc Pathway provides parents of Early Years children with a window into their child's school life. It serves as a shared record of achievements both at school and at home. Parents are encouraged to download the app and contribute photographs and observations from home. By working together, Arc Pathway connects all the adults supporting each child's development. Parents requiring assistance with the platform should contact their child's key worker or teacher.

Academic Organisation

Setting

Pupils are set for mathematics from Years 4 to 6. Our small class sizes, specialist teaching and excellent facilities ensure that pupils work at a level appropriate to their ability and are supported in reaching their academic potential.

There is flexibility within the mathematics sets, and any proposed change of set is discussed fully with parents before a move is made. In all other subjects, pupils are taught within mixed-ability class groups.

Learning Enhancement

Our Learning Enhancement provision is personalised, forward-thinking and designed both to support and challenge pupils in their learning.

We offer a range of opportunities, including stretch-and-challenge groups and carefully tailored interventions in literacy and numeracy. All pupils benefit from access to in-class support and small-group provision at different stages of their time at Ardingly.

Our approach is holistic and supports academic, social and emotional development. We have a trained Emotional Literacy Support Assistant (ELSA) who works with children across the school to build resilience, develop social skills and support emotional wellbeing.

The department is led by Lucinda Cook, with Lizzie Malcolm overseeing provision within the Farmhouse. Learning Enhancement Assistants work closely with teachers to provide targeted support and challenge both within lessons and through small-group work. Specialist one-to-one support in literacy, numeracy and speech and language therapy is also available at an additional cost.

Personal Development

Personal, Social, Health and Economic Education (PSHE), including Relationships and Sex Education

As part of the Relationships, Sex and Health Education (RSHE) programme, Year 6 pupils are taught age-appropriate sex education, including how a baby is conceived within the context of a loving relationship.

Parents are informed in advance of these lessons and have the right to withdraw their child following discussion with the school. All teaching is delivered sensitively in a safe and supportive environment.

Educational Visits

Educational visits are an important part of the curriculum and provide valuable opportunities to enrich learning beyond the classroom.

Pupils from Reception onwards participate in visits and experiences throughout the year. These are published in advance through the termly calendar, with further details shared closer to the date of each visit. Parents with any concerns are encouraged to contact the organising teacher.

All new parents are required to complete a Level 1 Trips Parental Consent Form when joining the school. This enables children to participate in day visits and sporting fixtures. Separate information and consent requests are issued for Level 2 visits, including residential trips and outdoor pursuits. Parents are responsible for ensuring that all medical information held by the school remains accurate and up to date.



Homework

Homework is designed to reinforce learning, develop independence and establish strong study habits. As pupils move through the Prep School, expectations increase gradually, preparing them for the demands of Senior School and beyond.

Reception to Year 2

In the early years, we prioritise the foundations of reading and writing.

Homework focuses on:

- Daily reading and sharing books with an adult.
- Learning, practising and consolidating phonics sounds through Read Write Inc.
- Developing fluency, confidence and enjoyment in reading.
- Practising common exception words and spellings as appropriate.
- Building positive habits and routines around learning at home.

At this stage, short, frequent practice is far more effective than longer tasks. The emphasis is on consistency, confidence and developing a love of reading.

Homework is communicated using the Reading Record Book and Tapestry.

Reception & KS1 Homework Expectations (minutes per week)

Subject Area	Reception	Year 1	Year 2
Reading **(daily)**	5	10	10-15
Spelling	5	5-10	15

Years 3 to 6

As pupils become increasingly independent, more formal homework is introduced.

Homework focuses on:

- Daily reading
- Spelling practice
- English grammar and language skills
- Mathematics fluency and problem-solving.

Tasks are designed to consolidate and apply learning from the classroom rather than introduce new content. Homework provides opportunities for retrieval practice, revision and the development of independent study habits.

Expectations increase gradually across Key Stage 2, helping pupils develop the organisation, resilience and responsibility needed for Senior School.

In years 3-6, homework is communicated digitally (in the weekly newsletter) and in the exercise books that come home. It is set on Wednesday and due on the following Monday.

Key Stage 2 Homework Expectations (minutes per week)

Subject Area	Year 3	Year 4	Year 5	Year 6
Reading **(daily)**	15	15	20	20
Spelling	10	15	15	15
English (grammar)	15	20	25	25
Mathematics	15	20	25	30

Instrumental Lessons

In the Prep School, we encourage and celebrate the uptake of learning musical instruments. Our music department is supported by 25 specialist visiting instrumental teachers (VMTs) who deliver individual lessons to our pupils each week. Learning an instrument can develop a child's confidence and lead to the thrill of performing in concerts throughout their whole journey from Reception to Year 6. Each school year there are many exciting musical opportunities for pupils. From informal and family concerts, assemblies, chapel services, termly whole school showcases and special workshops from visiting musicians, there is something for every age and ability to experience.

In Year 3, each child will receive 3 free violin taster lessons in a small group as part of their music lessons curriculum. In Years 4, 5 & 6, free taster lessons are available on a variety of musical instruments to enable children to find the one that sparks their curiosity.

All information regarding enrolment is on the *Request for Music Lessons* form. This is found on the Parent Portal or through this link: https://parents.ardingly.com/forms/193. Fees can be found in the Prep School Fees Document.

Instruments available to learn

Reception, Year 1 & 2: violin and recorder. Instrumental lessons are 15 minutes in length.

Year 3: violin, recorder, piano. Instrumental lessons are 30 minutes in length.

Year 4: Any instrument offered below except singing or percussion (see from the list below on the Request for Music Lessons form). Instrumental lessons are 30 minutes in length.

Years 5&6: Any instrument offered below including voice and drums. Instrumental lessons are 30 minutes in length.

- Strings: harp, violin, viola, cello, double bass, classical/ electric guitar, lute
- Woodwinds: recorder, oboe, flute, clarinet, bassoon
- Brass: trumpet, cornet, trombone, euphonium, tuba
- Percussion: drumkit, tuned percussion (marimba/timpani)
- Singing lessons: for pupils Year 5 and above, subject to teacher availability.
- String, woodwind and brass instruments are highly encouraged as they lead to playing in our many ensembles.

Children may learn up to two musical instruments e.g. piano and violin. To ensure that the child is happily balancing their instrumental learning alongside academics this can be reviewed throughout the year by their Form Teachers and the Music Subject Lead.

Music Ensembles

Instrumental players of all abilities are welcomed into a large ensemble/music activity where they can develop their skills and confidence. Ranging from total beginner to advanced, these groups are led by our expert visiting music teachers.

- Concert Band: all woodwind, brass and percussion players
- Farmhouse Fiddlers: Year 1,2 and 3 violinists
- Mini-Fiddlers: beginner violinists
- Fiddlers: beginner to intermediate violin, viola, cello and double bass players
- Percussion: Year 4-6 pianists, drummers, and music readers
- Classical Guitar ensemble: Year 4 -6 classical guitar players
- Senior School Concert Band: by invitation for pupils Grade 4 and above

Lesson scheduling and communication

Your child's music lesson time will change every week to ensure that they do not miss consecutive subject lessons. VMT's carefully schedule lesson times around assessments, trips, workshops and interventions. If you do discover a clash with another activity, please inform the Music School Office as soon as possible and the time can be rearranged. If your child needs to miss a lesson due to illness or a planned absence, please inform the Music School with 3 working days' notice.

Music lesson times will be emailed to parents on Friday afternoon each week and the times will appear on your child's Calendar on the Parent Portal. Form teachers remind the children of their lesson times each morning and many find a manual watch to be useful for remembering their times.

For all queries regarding instrumental lessons, contact our Music Administrator, Miss Molly Grain at music.school@ardingly.com

Please see the Request for Music Lessons form for all terms and conditions on fees, absences, stopping lessons, grade exams and additional expenses.

Sports Provision

At Ardingly College Prep School, sport plays a vital role in the development of every pupil. We believe that physical activity is not only essential for health and wellbeing but also a powerful tool to build confidence, collaboration, leadership, and resilience. All pupils are encouraged to participate and thrive, with equal opportunities provided across all year groups and ability levels.

Our sports programme is built on two core principles: inclusivity and competitiveness. Every child is given the chance to represent the school through our team system of A, B and Development Teams, ensuring pupils of all abilities can experience competition. Our A teams provide a competitive environment for those at a more advanced level, while our B teams focus on preparing pupils for A team level sport and our development teams focus on improving technical skills through enjoyment without compromising the importance of competition and team spirit. This approach allows us to maintain a strong competitive ethos across all fixtures while remaining true to our inclusive values.



The breadth of our sporting offer is a key strength of the Prep School. Boys participate in football, hockey, and cricket, while girls compete in hockey, netball, cricket, and football. In addition to these major team sports, we also provide year-round swimming and dance lessons as part of the curriculum, giving every child the opportunity to explore and develop their physical talents in multiple disciplines. Our sports programme extends this further with competitive squads in cross country, swimming, athletics, and triathlon, offering pupils additional platforms to challenge themselves.

Our sporting success is underpinned by the expertise of our dedicated sports department, which delivers high-quality coaching tailored to each age group and sport. This specialist team is supported by academic staff and Gap assistants who share a passion for sport and bring additional enthusiasm and commitment to practices and fixtures.

Whether representing the school on the field, in the pool, or on the track, Ardingly pupils are encouraged to strive for their best while demonstrating sportsmanship and respect. We have a culture in which success is celebrated, but participation, progress, and enjoyment are equally valued. Our aim is for every child to leave Prep School with an appreciation for sport, a healthy lifestyle, and the confidence gained through teamwork and personal achievement

Matches in KS2

Ardingly competes in regular athletics, cricket, cross country, football, hockey, netball and swimming matches against other local schools. There is also a chess team and a fencing team. Inter-school fixtures are usually played on Wednesday afternoon (Year 5/6) and Thursday afternoon (Years 3/4). Details of matches can be found in the Calendar and the weekly newsletter. If your child is selected to participate in a match, an email confirming details will be sent to you at least 24 hours prior to the scheduled event.



All pupils are expected to attend the match tea after their match has finished and to get changed before going home.

Parents are encouraged to come and support at both home and away matches (and enjoy Match Tea in the Café!)

Off Games

If your child needs to be off games for medical reasons parents must email offgames@ardingly.com as well as the Form Teacher.

Prolonged absence needs to be discussed with the Form Teacher. Pupils cannot put themselves off games without permission from parents already produced.

Health and Medical Care

Should your child be taken ill at school, they will be cared for by Matron and/or the Medical Centre staff who will make every effort to contact you**. It is therefore very important that the Prep School Office has a list of current contact numbers which must be updated on the Parent Portal.**

Health and Wellbeing Centre

The Medical Centre is on campus and there are always qualified medical staff on duty should pupils be taken seriously ill. Parents are contacted when their child visits the Medical Centre. For further information, please contact Lead Nurse Becky Dobson (tel. 01444 893292).

Medicines

Medicine should be administered at home unless there is a special reason why a pupil needs to take it during the school day. If this is the case the medicine should be given to a member of staff in the Farmhouse or in School House on arrival into school, and the appropriate documentation completed on the Parent Portal. Medicine cannot be given without a completed Medicine Form on the Parent Portal. Matron or another trained member of staff will be responsible for administering it at the appropriate time. **Children should not be in possession of medicine in their school bags.**

Inhalers must be carried by a pupil who is likely to need quick access to one. We ask that you notify us, in writing, if your child needs to carry an inhaler or other medication around with them. Please ensure that we are aware of allergies and any medical conditions relating to your child.

The House System

There are four houses in the school, named after significant Sussex castles: Arundel, Bodiam, Bramber and Pevensey. Pupils from Reception to Year 6 are placed in houses in such a way as to maintain a balance of ability across many different areas – academic, sport, music, drama etc.

Throughout the week, pupils in the school can earn 'house points' which may be awarded for positive behaviour and attitude or academic achievement. House points are collected either as tokens in jars or in a child's Wellbeing Journal depending on age. From Year 3, accumulating house points leads to the award of a series of coloured badges, from yellow to platinum. The weekly totals of house points are collected by the Form Teacher and totalled for each house. These house totals and the names of pupils qualifying for the relevant badge are announced in our Celebration Assembly. A cup is awarded to the winning house at each assembly and at the end of the term, the winning house enjoys a house feast.

Throughout the year, there are other opportunities for friendly competition between the houses, for instance, house music, house song, sports day and drama events.

Security and Safeguarding

Our Supervision Policy gives more detailed information regarding day-to-day supervision of the children and the level of independence required to navigate the campus safely, particularly from Year 4.

Parents are not allowed into the secure areas of the buildings at any time. In School House, only pupils in Years 3 - 6 and members of staff can access the school corridors, changing rooms and classrooms using their fob which is allocated to them when they join. This fob should be always worn and there is a £5.00 charge to replace them, which is added to the school bill.

Play Spaces



The Farmhouse playground is used for break and lunchtimes and in the summer when the weather is good, the Farmhouse Field. Children are supervised throughout their playtimes and support is given to play games successfully with peers.

In School House, pupils have access to an adventure play space and the Prep Playground during break and lunch times when the weather permits. In addition to the play equipment, children also have access to low level tree branches to climb. Tree climbing provides an opportunity to allow children to learn to manage and assess risk. Children are regularly reminded about safe climbing, including being able to identify live and dead branches and the other potential hazards in the play area (nettles and brambles) and are always supervised. Trees are marked to help children understand when they have reached a sensible height to climb to. In the Trinity term, the Headmaster's Field is opened up for play.

Changing Rooms

It is important that only pupils and staff enter changing rooms. Parents and other adults should never enter the changing rooms.

Mobile Phones, iPads & Smart Watches

Mobile phones, tablets, smart watches and electronic tracking devices are not allowed at school. For those children using the school bus, a mobile phone is permitted by prior arrangement with the Deputy Head and is handed in to the Form Teacher on arrival at school.

Further details can be found in the *Acceptable Use of ICT and Other Mobile Devices* policy.

Dogs on site

To allow the children to feel safe whilst in school, we do not permit unauthorised dogs to be brought onto the campus.

All dogs must be kept on a lead outside the school, under the control of an adult, and are only allowed on the public footpath, in the woods or on the fields (but not on the sports pitches). At no stage are any dogs allowed near any of the school buildings or on the playground.

Authorised dogs are those that have written approval from the College management team; have full risk assessments and insurance in place; and can provide evidence that all vaccinations and health checks have been undertaken annually. Authorised dogs may be permitted to access school buildings and the surrounding areas.

Parent Events

Celebration Assembly



We hold regular Celebration Assemblies to recognise and celebrate pupils' achievements as a community. From 2026-27, these take place in the Chapel at 08:30 on selected Fridays for all pupils in Reception upwards.

Parents are warmly invited to attend these assemblies, during which awards and certificates are presented.

Friends of Ardingly Prep School (The Friends)

The Friends of Ardingly Prep School organise social events throughout the school year for parents and staff, as well as fun events for the children, including the Christmas Fair, Family Fun Day and cake sales.



A list of Friends of Ardingly members' contact details will be shared with new parents by email and is available on request from the School Office. If you are new to the school and would like to be added to your year group WhatsApp chat, please contact the relevant Class Rep for your child. Class Rep positions will be held for a maximum of two years. If you would like to find out more about what the role entails, please either speak to your current Class Rep or contact the Friends Co-Chairs at ardinglyfriends@gmail.com. Similarly, if you would like to assist in running events or have any event ideas that you would like the Friends to consider hosting, please email the Co-Chairs at ardinglyfriends@gmail.com.

Additional Expenses

Individual Music Tuition - Payable in advance:

Instrumental Music Tuition: Please refer to fees document

Instrument Hire: Variable dependent on instrument

Learning Enhancement or extra ESL Tuition:

Please contact the Learning Enhancement Department

Other items include specific disbursements made on behalf of a pupil, e.g., taxis and other travelling expenses, costs of external trips / expeditions, theatre tickets, individual sports coaching, fees for external examinations, extra individual tuition, damages, postage, telephone charges, certain clubs and activities etc.

Complaints, Concerns and Suggestions

Ardingly College welcomes suggestions and comments from parents and takes seriously complaints that may arise. We have a comprehensive complaints policy which is available directly from the school or can be accessed from the College website.

Policies

As a school we are continually reviewing our policies and procedures. Key policies are available on our website. All other school policies are available on request from the School Office (prepoffice@ardingly.com).

Term Dates 2026 – 2027

Michaelmas Term 2026

Starts:	Wednesday 2nd September
Half-Term:	Friday 16th October 15:45/16:00, returning Monday 2nd November
Ends:	Friday 11th December 15:45/16:00 – no clubs, ASC only
Nursery Close:	Friday 18th December 12:00

Lent Term 2027

Starts:	Tuesday 5th January
Half-Term:	Thursday 11th February 15:30/16:40, returning Monday 22nd February
INSET:	Friday 12th February, Nursery & Prep Closed
Ends:	Thursday 25th March 15:30/16:40 – no clubs, ASC only

Trinity Term 2027

Starts:	Tuesday 20th April
Bank Holiday	Monday 3rd May – Normal School Day
Half-Term:	Friday 28th May 15:45/16:00 returning Monday 7th June
Ends:	Thursday 1st July 15:30/16:40 – no clubs, ASC only