



CHIGWELL SCHOOL
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INFORMATION & REGISTRATION FORM FOR ENTRY AT 4+ AND 7+ IN SEPTEMBER 2019

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CONTACT DETAILS

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FURTHER INFORMATION

This booklet should be read in conjunction with the School prospectus and website: www.chigwell-school.org The School's policies and procedures have been published on the School website and are also available from the School on written request. The

range of policies include: Admissions; Anti-bullying; Safeguarding; Complaints Procedure; Curriculum; Equal Opportunities; Health and Safety and many others. Although believed to be correct at the time of publication, the booklet, prospectus and website are

not part of any agreement between the School and the Parents. Parents wishing to place specific reliance on a matter contained in this booklet, prospectus and/or website, should seek written confirmation before entering into an agreement.

PRE PREP

Children may join the Pre Prep at 4+ and then transfer to the Junior School at 7+, for the start of Year 3. Other children are also admitted at this stage.

We embody the traditional family values associated with Chigwell School and pupils are guided and supported to develop self-confidence, good manners, respect for themselves and others and empathy and kindness. Classes are small and highly personable. This ensures that the health, safety, happiness and achievement of every pupil in the school can be fully met as well as nurturing a sense of belonging and emotional safety. We pride ourselves on our positive learning environment; pupils can expect to play and work in a calm and orderly school that allows them to focus fully on their academic learning and emotional development.

DEVELOPING A LOVE OF LEARNING

Our teachers are highly skilled, inspirational and passionate about teaching young children. They provide Pre Prep pupils with a developmentally appropriate and rich learning environment, using both progressive and more traditional teaching methods.

The School delivers a rich curriculum which incorporates all the requirements of the new National Curriculum in Year One and Two and the Early Years Foundation Stage in Reception supported by an extensive range of academic enrichment opportunities. The School places great emphasis on academic achievement whilst at the same time ensuring that pupils are well-rounded and prepared for the opportunities, responsibilities and experiences of later life. Teachers create learning tasks that are interactive, appropriately challenging, purposeful and connected to pupils' interest. We recognise that each pupil is unique with different talents and skills and our teaching and the curriculum is carefully planned to meet these differing needs. We aim to give individual and equal help and support to pupils of

exceptional ability, who may need stretching, and to those who find some areas of the work more difficult. Above all, we want to ensure that, whatever their abilities and talents, our pupils meet their full potential and develop attitudes to learning which will last them a lifetime.

The School also places great emphasis on learning outside the classroom so that pupils are provided with challenging, exciting, rewarding and varied cross-curricular experiences. We provide rich and varied contexts for pupils to acquire, develop and apply a broad range of knowledge, understanding and skills. Pupils can expect to take part in many external educational opportunities including visits to museums, theatres and workshops as well as benefiting from enrichment activities in school, such as themed days, visits by speakers, musical workshops and other performances.

Pre Prep pupils attend chapel on a termly basis to celebrate special occasions and religious festivals.

In addition, all pupils are provided with an inspirational programme of outdoor learning opportunities which take place in the School's extensive grounds including in our own richly resourced woodland classroom. These grounds provide an extension of the classroom experience and are used throughout the day by our children, their learning being delivered and enhanced by a qualified and experienced 'forest school' teacher. Regular visits to this woodland classroom give children the opportunity to learn new skills, take part in problem-solving activities and team building challenges and to work independently or as part of a small group or larger team.

THE SCHOOL DAY

Pre Prep pupils are busy individuals and their school day is designed to give them a mix of academic, creative and physical experiences. The School is committed to providing all pupils with an exciting and enjoyable extracurricular programme. A

comprehensive range of after-school clubs across a broad spectrum of interests are on offer for all year groups, reflecting the expertise of the staff and the interests and enthusiasm of pupils.

The School operates an extended day for parents who may want to leave their children before and after school. In our breakfast and after-school clubs children are cared for by members of our support staff and spend their time playing and taking part in a variety of activities.

PARENTS

Pre Prep parents are informed, engaged and supportive. We believe that a healthy partnership between home and school is vital in ensuring children reach their potential. Opportunities to participate in school life are many and varied. Parents enjoy highly effective and positive relationships with all members of staff and can expect regular feedback on their child's progress and level of attainment.

We have high expectations of our parents and every new parent is warmly welcomed into the Chigwell community.

HAPPY CHILDREN

The School works hard to ensure the health, safety, happiness and achievement of every child.

The Pre Prep operates an 'Open Door' policy for parents and encourages daily communication.

“Children's happiness and well-being are held in highest priority and central to all EYFS practice within a vibrant, welcoming environment.”

Independent Schools
Inspectorate

JUNIOR SCHOOL

When Pre Prep pupils reach the end of Year 2 there is a smooth well-planned transition process to help them join Year 3 which is the start of the Junior School. Meanwhile, other children are welcomed into Chigwell for the start of Year 3, following the 7+ admissions process.

In the Junior School class teachers look after the wellbeing and overall development of the pupils in their form group and are the first point of contact for parents. In Years 3 to 6, pupils are taught by their class teacher for most subjects but also benefit from specialist teaching in subjects such as art, music, French, PE and games.

The Head of Junior School has overall responsibility for pupils in Years 3 to 8.

“The relationship between staff and pupils, and among the pupils themselves strongly contribute to a supportive culture throughout the School within which pastoral structures and guidance are highly effective.”

Independent Schools
Inspectorate

HOUSES, ACTIVITIES & A STRONG ETHOS

All the Pre Prep and Junior School pupils are placed in one of four Houses and there are a variety of house competitions throughout the year.

Junior School pupils are well supported academically and, as in the Pre Prep, have the opportunity to participate in a wide range of activities designed to promote the intellectual, personal, social, physical, spiritual and moral development of our pupils.

CURRICULUM

The curriculum offers breadth and balance, with the goal of every pupil fulfilling his or her academic potential in public examinations.

We have high academic expectations of all pupils and the pace of work is sustained and challenging. We expect pupils to work hard and to take their studies seriously. We aim to give individual help and support to all pupils where necessary.

We offer a core of subjects with an element of increased choice for pupils as they progress through the School. There is increased subject choice appropriate to the needs of each individual.

YEARS 3 TO 11

There is a core of English, mathematics, science, a modern foreign language, games and PE.

Science is taught up to the end of Year 7. Biology, chemistry and physics are then taught separately up to the end of Year 11.

French is taught from Year 3 to Year 8 and then becomes an optional subject. A second modern foreign language is introduced in Year 7. All pupils must study at least one modern foreign language to the end of Year 11 at Chigwell.

History, geography, religious studies, art, design & technology, drama and music are compulsory subjects up to the end of Year 9.

PSHE is taught up to the end of Year 11.

ICT is taught from Year 3 to Year 8 and is integrated into other subject areas thereafter.

Latin is taught from Year 7.

PARENTAL INVOLVEMENT

We believe in a strong partnership with parents and work closely with them throughout the year reviewing reports and hosting curriculum evenings and parents' evenings. There are regular parents' evenings during which the curriculum is explained and discussed so that parents can offer support throughout the learning process.

Communication between the School and parents is paramount and parents are kept well informed about what goes on at the School through a weekly newsletter and the *Chigwell Post*.

Parents are welcome and encouraged to attend concerts, plays, Chapel services and sports fixtures and a whole host of other events during the academic year.

In the same spirit, the School's parents' association, the Friends of Chigwell, is a flourishing network of parents providing support to the School through fundraising and social events.

THE SCHOOL DAY

In the Junior and Senior Schools, pupils arrive by 8.15am for morning registration although many arrive earlier and breakfast is available from 7.30am. There are breaks between lessons throughout the day during which pupils spend time outside unless the weather is bad.

Pupils in Year 3 and 4 finish their school day at 3.10pm (3.30pm on Mondays and Fridays). All older children finish at 4.00pm. A range of co-curricular activities takes place during the school day and after school. These clubs can finish at varied times between 4.00pm and 6.00pm. There is supervision each night available until 6.00pm in the Junior School library.

SPIRITUAL, MORAL EDUCATION & CHAPEL

At Chigwell School the development of the moral, social and cultural values of pupils is a key part of the education provided to pupils of all ages. According to the Chigwell Charter, members of the School are expected to show respect for others, respect for themselves and respect for the school environment. Chigwell pupils learn a clear sense of right and wrong, and values through which members of the School and other communities exist together in harmony.

Chigwell School was founded in 1629 by Archbishop Harsnett, the Archbishop of York, who had previously been vicar of Chigwell. The School is therefore an Anglican foundation. Today the Chapel acts as a focus of thought and inspiration for a diverse community representing all the major faiths of the world and those who have no faith. The Chapel provides a quiet place of refuge for thought, challenge, peace and tranquillity where individuals can reflect and make sense of the world.

All pupils attend Chapel once a week in the Junior School and twice a week in the Senior School. On top of this there are special services to mark the beginning and end of each term. These are held in St Mary's Parish Church.

“Pupils display excellent spiritual awareness. They are tolerant, respectful, appreciate non-material aspects of life and value different religious beliefs.”

Independent Schools Inspectorate

Many Old Chigwellians return to the Chapel for weddings and the baptism of their children.

TRIPS, ACTIVITIES & CLUBS

The School arranges educational visits linked to the curriculum across the whole school. There are well established and regular exchanges and home stays with schools in Germany, Spain and southern France.

“An excellent range of extra-curricular activities contributes significantly to the educational, intellectual and personal development of pupils.”

Independent Schools Inspectorate

Our thriving Scout Troop meets regularly and is involved in a variety of activities.

In addition there is a wide range of regular talks and lectures at the School. An impressive array of clubs and extracurricular activities are on offer for all year groups, reflecting the expertise of the staff and enthusiasm of the pupils.

ADMISSIONS PROCESS & REGISTRATION

Parents are encouraged to visit the School before registering their children. We offer a range of opportunities for parents and prospective pupils to learn more about what Chigwell School has to offer, including open days and tours conducted, during the working day, by the Headmaster, the Heads or Deputy Heads of the different parts of the School. Most parents and prospective pupils visit the School at least once before the final stages of the admissions process.

To be included in the assessment process for each age group, prospective pupils must have registered as an applicant. A registration form should be completed and, together with the non-refundable registration fee of £75, posted to the Admissions Registrar. On receipt of the registration form and payment, we place the candidate's name on our entry list.

A £400 admission fee is payable on acceptance of a place, £150 of which will be deducted from the final account. The admission fee is not refundable should parents decide not to accept the place at a later date.

ENTRY AT 4+

Entry for the year 2019/20 is open to those children who were born between the first of September 2014 and 31st August 2015. Children must be aged 4 by 31st August 2019. The closing date for applicants is noon on Thursday 11th October.

Admission to the Pre Prep is based on the outcome of an assessment which consists of pupil participation in a range of activities centred on the Early Years Foundation Stage curriculum. Briefly, these activities include number and literacy games, physical games, playing with other children, listening and responding to a story and joining in with singing/rhymes.

The assessment takes approximately 1½ hours, is undertaken in the Pre Prep and is carefully designed to ensure children feel happy and settled.

The assessment sessions take place in the three week period beginning on Monday 5th November. Children and their parents will be allocated a time slot according to their date of birth during one of the weeks. Children attend and participate in the assessment as part of a group. Whilst parents are invited to wait for their child they will not be able to accompany their child during the assessment process.

The Head of the Pre Prep will informally meet with parents during the session.

The results of the assessment will be posted to parents on Monday 10th December. Acceptances must be received by 2.00pm on Friday 11th January 2019.

The School does not provide verbal or written feedback to parents of unsuccessful children. However, if your child is not successful and if, in future years, you feel his/her abilities have developed, we are always happy for them to sit an entrance examination again at 7+ or at 11+.

ENTRY AT 7+

Entry for the academic year 2019/20 is open to children born between 1st September 2011 and 31st August 2012.

Admission into the Junior School at 7+ is based upon the outcome of a group classroom activity, an interview, a reference from the headteacher of the applicant's current school and performance in the entrance tests (maths, English and non-verbal reasoning).

The 7+ interviews will take place either in the week beginning Monday 15th October 2018 or Monday 19th November 2018. Parents will be informed in writing of the date and time of their son/daughter's interview. The interview will be conducted by

the Head of the Junior School or a senior member of staff and will last approximately 30 minutes.

The interview takes place in two stages. Parents will be seen first by the interviewer for an informal chat about their son/daughter, who will then informally have an interview on his/her own. It is suggested that children should bring along 'an icebreaker' to discuss.

All interviews take place in the Junior School, which is accessed via the entrance, almost opposite Vicarage Lane.

7+ candidates will be invited to a group session on either Saturday 17th November 2018 or Saturday 1st December 2018 where children will participate in classroom activities. All equipment will be provided. The classroom session will be taken by Year 3 class teachers. The session provides a more informal opportunity for us to assess children and for them to become familiar with the School.

Details of the entrance examination day (Saturday 19th January 2019) and specimen English and maths papers are posted to all registered candidates at the beginning of November. These specimen papers are designed to give parents an idea of the content and standard of the examination. We do not send out any further past papers. Candidates take a non-verbal reasoning test for which no specimen papers are provided.

We will send you a confidential report form to pass to your child's headteacher. This report forms an important part of the decision process.

All results will be posted on Thursday 21st February.

If your child is offered a place the last date for acceptance will be 2.00pm on Thursday 7th March 2019. A deposit of £400 is payable when accepting the offer of a place. For more details about the deposit and how it will be credited please refer to section (13) of the Terms and Conditions which can be viewed in the School's website www.chigwell-school.org. This admission fee is non-

refundable in the event of your child not taking up the place and a term's fees in lieu of notice will be charged.

If your child is not successful in the examination and if, in future years, you feel his/her abilities have developed, we are always happy for them to sit an entrance examination again at 11+.

FEES & FINANCIAL INFORMATION

The financial information provided below is for general guidance only as the School reserves the right to alter the fees and charges at any time.

On offer of a place, parents will be sent an acceptance form which contains full details of the School's Terms and Conditions. By formally accepting a place at Chigwell School, parents agree to the Terms and Conditions stipulated by the School.

Reception, Years 1 & 2: £3,995 per term
Years 3 and 4: £4,495 per term
Years 5 and 6: £4,995 per term
Years 7 and above: £5,995 per term
Sixth Form Boarding: £10,295 per term

The fees are inclusive of all tuition, meals (lunch and afternoon tea), text books*, games, societies, and most clubs.

*Text books are included in the basic school fees but a charge will be made if they are damaged or for any reason not returned.

PUBLIC EXAMINATIONS FEES

The cost of entry for public examinations is charged in addition to the basic school fees.

INDIVIDUAL MUSIC LESSONS

Individual music lessons are available on a wide variety of instruments. The cost of lessons is £180 per term for 30-minute lessons and £238 per term for 40-minute lessons. These are charged in addition to the basic

tuition fees and are billed termly and are determined by the number of days each term. Applications for individual music lessons should be made in writing to the Director of Music.

PAYMENT OF FEES

Monthly Fees in Advance by Standing Order – The full annual fee can be paid by standing order in twelve equal monthly instalments starting from 1st June prior to school entry in September. Details are available on our website.

INCREASES

Every effort will be made to give a term's notice of fee increases; however, the School reserves the right to alter the fees and charges at any time. Fees are usually adjusted once a year in September.

NOTICE OF REMOVAL/ WITHDRAWALS

A full term's notice in writing must be given to and received by the Headmaster, before a pupil leaves the School, gives up an extra subject or changes from boarding to day. Otherwise a term's fees will be charged in lieu.

Parents are also reminded that they must give a full term's notice in writing before ending any special tuition given by visiting teachers.

WIDER COMMUNITY

The School is strongly supported through its governing body, consisting of people who combine their professional expertise and interest in education to provide practical guidance, and to contribute to the broader strategic framework within which the School operates.

On leaving School, pupils automatically become life members of The Old Chigwellians' Association and are able to enjoy all the benefits of belonging to a close knitted professional community. The Association has approximately 4,000 members worldwide and there is a programme

of regular communication including a hard copy annual magazine, frequent e-newsletters and regular reunion events. The Association works closely with the School Development Office and provides networking opportunities to our alumni.

CATERING

Good healthy food is an important part of school life and our in-house catering company, Chartwells, can cater for a wide range of tastes, preferences and dietary requirements due to a diagnosed medical condition.

Our younger pupils in Reception, Year 1 and Year 2 are served lunch in their own dining hall within the Pre Prep. Pupils in Year 3 and above eat lunch in the main dining hall. The Pre Prep's Breakfast Club provides children with a healthy breakfast and a light tea is served to pupils attending the After School Club and for those pupils remaining after school for

extracurricular clubs. Tea is available for all pupils in Year 3 and above, at the end of their school day. Junior and Senior pupils may also purchase breakfast from 7.30am.

Drinking water is always available. A food committee involving staff and pupils meets regularly to discuss provision.

MEDICAL

The on-site medical centre is staffed by qualified nurses and is also the base for the school counsellor.

UNIFORM

Pupils wear the school uniform for lessons and official school outings and the school sports kit is worn for games.

Sixth Formers do not wear uniform, but boys are required to wear smart suits and girls wear smart jackets and skirts or suits, including trouser suits.

WHAT TO DO NEXT

Please refer to our website and visit the School on one of our Open Days and talk to the pupils about the School as they take you on a tour. Should you not be able to attend one of the Open Days, please contact the Admissions Registrar for an appointment and individual tour of the School.

If you think Chigwell might be the right school for your son or daughter, please look at the full Admissions Policy on our website www.chigwell-school.org and then register using the Registration Form online or in this booklet.

OPEN DAYS 2018

4+ Entry

Saturday 15th September Open Morning from 10.00am to 12.30pm

Saturday 29th September Open Day 10.00am to 3.00pm

7+ Entry

Saturday 15th September Open Morning from 10.00am to 12.30pm

Saturday 29th September Open Day 10.00am to 4.00pm

11+ Entry

Saturday 29th September Open Day 10.00am to 3.00pm

Saturday 10th November Open Morning 10.30am to 12.30pm

16+ Entry

Saturday 29th September Open Day 10.00am to 4.00pm

Thursday 18th October Open Evening 7.30-9.30pm



CHIGWELL SCHOOL
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FIND A WAY OR MAKE A WAY

High Road | Chigwell | Essex | IG7 6QF
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Chigwell School is an Incorporated Charity No. 1115098