

KING HENRY VIII PREPARATORY SCHOOL



**INFORMATION BOOKLET AND
REGISTRATION FORM
2011-2012**



KING HENRY VIII PREPARATORY SCHOOL

ADMISSIONS PROCEDURE

<p>Nursery from age 3 – Reception ‘Swallows’ Campus Kenilworth Road Coventry CV3 6PT 024 7627 1307</p>	<p>The school is not academically selective for children joining in these years.</p> <p>Children can be registered from birth onwards by completing a Registration Form and forwarding it along with the registration fee of £250 to the ‘Swallows’ Campus.</p>
<p>Pre-Prep Years 1 and 2 ‘Swallows’ Campus Kenilworth Road Coventry CV3 6PT 024 7627 1307</p>	<p>Children joining the school in Years 1 and 2 will be assessed as to the suitability of King Henry VIII Preparatory School for them during individual ‘taster days’.</p> <p>The completed Registration Form and registration fee of £30 should be forwarded to the ‘Swallows’ Campus. The school will contact you to arrange a suitable day.</p>
<p>Pre-Prep Year 3 – Prep Year 6 ‘Swallows’ Campus ‘Hales’ Campus Kenilworth Road Warwick Road Coventry Coventry CV3 6PT CV3 6AQ 024 7627 1307 024 7627 1160</p>	<p>Children joining the school from Year 3 onwards are required to be assessed more formally by way of an Entrance Assessment. This will take place on Saturday 4th February 2012 for entry in September 2012 and applications should be received by the end of January 2012. Sample questions are sent on receipt of a completed registration form and fee.</p> <p>The completed Registration Form and registration fee of £30 should be forwarded to the ‘Swallows’ Campus for Years 3 to 6 entries.</p>

ENTRANCE ASSESSMENT INFORMATION

Assessment Details

The 7+ Assessment is for children whose dates of birth are between	1.9.04 – 31.8.05
The 8+ Assessment is for children whose dates of birth are between	1.9.03 – 31.8.04
The 9+ Assessment is for children whose dates of birth are between	1.9.02 – 31.8.03
The 10+ Assessment is for children whose dates of birth are between	1.9.01 – 31.8.02

The tests will be English, Mathematics and Verbal Reasoning using both standardized tests and tests set by the school. Although most of the work in the tests will be written, some questions may be asked orally by the invigilator. All children are expected to be literate, numerate and to be able to read well; to have a reasonable knowledge of mathematical language and be familiar with some tables.

In the English test children have to answer a comprehension in which questions are asked about a story that has been read to them. The paper also tests spelling, general English skills and simple grammar. They are asked to write a short piece of original work. A reading test is also given.

The Assessment day will start at 9.00am and children will be ready to be collected by 12.30pm. The children will be supervised by members of staff at all times and have a break in the middle of the morning and receive a drink and a snack. Both the Assessment and the interviews are designed to identify those whose potential exceeds current ability. Similarly, care is taken to identify those who perform adequately in the assessment but who may experience difficulties later.

The selection process aims to be sensitive and caring towards every applicant.

Assessment results will be sent out by post a week after the Assessment Day. It is School Policy not to give out results over the telephone.

If it is not possible for your child to attend the Assessment Day and you would like to consider entry for September 2012, you should contact the Headmaster directly, as places from thereon will be subject to availability



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FEES INFORMATION

The following fees information is given as a guide.

	Age	Fee
Registration deposit	3+	£250 (deducted from first term's fees)
Registration	4+ - 10+	£30
Deposit to confirm acceptance of a place offered	4+ - 10+	£150 (deducted from first term's fees)
SWALLOWS		
Nursery - children must attend one session each day of the week and a minimum of 20.5 hours per week e.g. 3 morning sessions and 2 morning and lunch sessions		
Nursery (Morning 8.30am-12.00noon)	3+	£22.00 per session
Nursery (Morning & Lunch 8.30am-1.30pm)	3+	£30.65 per session
Nursery (Full Day 8.30am-3.30pm)	3+	£37.75 per session
Pre-Prep Reception	4+	£2,414 per term (including lunch)
Pre-Prep Year 1	5+	£2,414 per term (including lunch)
Pre-Prep Year 2	6+	£2,414 per term (including lunch)
Pre-Prep Year 3	7+	£2,467 per term (including lunch)
Fees at Swallows are inclusive of classroom textbooks, exercise books and meals		
HALES		
Prep Year 4	8+	£2,313 per term
Prep Year 5	9+	£2,313 per term
Prep Year 6	10+	£2,313 per term
Lunches		£2 per day (approximately)

BEFORE AND AFTER SCHOOL CARE

	Fee
NURSERY - YEAR 1	
Beforecare from 8.15am on the playground	Free of charge
Breakfast from 7.45am until 8.30am	Approximately £1.50-£2.50 daily
Aftercare until 4.30pm For every additional half hour (or part thereof)	£1.50 per session or part of Add £1.30
YEAR 2 - YEAR 6	
Beforecare from 8.00am on the playground	Free of charge
Breakfast from 7.45am until 8.30am	Approximately £1.50-£2.50 daily
Aftercare until 5.00pm 5.00pm-5.30pm 5.30pm-6.00pm	Free of charge £3.10 £3.10 NB A charge of £5.15 is made for every 5 minutes beyond 6.00pm

All fees are to be paid by the first day of each term. A surcharge of £50 is added to all individual fee accounts not settled within 7 days of the start of term. After 20 days from the start of each term, the School has a right to insist on the removal of a child from the School and to initiate legal action for recovery of outstanding fees. Alternative methods of payment such as FeeMaster enabling payment by 10 monthly instalments by Direct Debit are available. Details can be obtained on request.

FEES REMISSION

There are School Fees Remission schemes available which enable parents to recover fees if a pupil is absent from school through illness. Further details are available from the Foundation Office. No remission of fees is granted by the school on account of absence.

FEES REVIEW

Coventry School Foundation reviews fees annually.



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OPTIONAL EXTRAS

Private instrumental lessons are available and the fees for these are by arrangement with and payable directly to the individual music teacher. Clubs, where outside professional help is used are also chargeable by arrangement (e.g. Judo, Ballet, Speech and Drama).

SCHOLARSHIPS

A number of Scholarships are awarded based on formal and informal assessments at the end of Year 3 and will be in the form of a discount of fees.

BURSARIES

A limited amount of Bursaries are awarded on the basis of financial need – please talk to the Headmaster directly.

NOTICE OF WITHDRAWAL

A full term's notice must be given in writing to the Headmaster before the withdrawal of a pupil from the School. In default of such notice a full term's fees must be paid to Coventry School Foundation.

ADMISSIONS

Parents may register children for the School at any time prior to the year of entry, using the enclosed registration form. Children registered to begin in the School's Nursery or Reception classes (aged 3-5) may join without taking academic assessments. However, all children must show a good level of competency for their age in spoken English and have sufficient independence to meet their personal needs during the school day.

Children whose parents wish them to join the School after reaching the age of 5, will need to take and pass academic assessments. For those joining Years 1 and 2, entrance may be gained following 'taster' days held at the School.

Entrance to the School for children aged 7 upwards will be by selective academic examinations in English, Mathematics and Reasoning.

Further details of entrance examinations and admission to the School can be gained from:

The Headmaster's PA on 024 7627 1190 or headmasterpa@khps.co.uk

Swallows Campus
Kenilworth Road
Coventry
CV3 6PT
024 7627 1307
swallows@khps.co.uk

SCHOOL MANAGEMENT

Headmaster: Mr N M Lovell BA, PGCE
Deputy Head (Swallows): Miss C. Soan GMus, PGCE
Deputy Head (Hales): Mrs H Higginson BSc, MA
Director of Studies: Mr S Dhaliwal BEd, MSc

School Administrator: Mr A Shaw

Headmaster's PA: Mrs L Batson

Head of Pastoral Care: Mrs K Wormald BEd (Swallows)

Head of Pastoral Care: Mr P Savage BA, PGCE (Hales)

Head of Early Years: Mrs L McKenzie BEd

Head of Year 1: Mrs K Wormald BEd

Head of Year 2: Mrs J Lovell BEd

Head of Year 3: Mrs C Brindley BSc, PGCE

Hales Campus
Warwick Road
Coventry
CV3 6AQ
024 7627 1160
hales@khps.co.uk