



CHASE GRAMMAR  
PREPARATORY SCHOOL



# Preparatory School Information

A photograph of a residential building with a brown sign in the foreground. The building is a two-story structure with a brown roof and white window frames. It is surrounded by greenery, including bushes and trees. The sky is blue with some clouds. The sign in the foreground is brown with white text and arrows. The text on the sign includes 'EPTION', 'N CAR PARK', and 'SITORS MUST SIGN IN AT RECEPTION'. There are two arrows: one pointing up and to the left, and another pointing to the right. The sign is partially obscured by green plants in the bottom left corner.

EPTION



N CAR PARK



SITORS MUST SIGN IN AT RECEPTION



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# Introduction

With small classes, specialist teachers, high standards and our unique Chase passport for personal development, Chase Grammar Prep School offers an outstanding educational experience at an affordable price.

We are a very caring learning community and our three-house structure creates an authentic family feel to the school, which visitors say is tangible.

We have a big heart and big ambitions for all our students.

Come and expect to achieve!



# Contact Details

Chase Grammar School

Convent Close

Cannock

Staffs

WS11 0UR

T 01543 501800

F 01543 501801

Email: [info@chasegrammar.com](mailto:info@chasegrammar.com)

Facebook: @chasegrammar.com

Linkedin: [linkedin.com/company/chase-grammar-school](https://www.linkedin.com/company/chase-grammar-school)

Principal: Mr. Michael Hartland

Vice Principal: Mrs. Moira Simpson

Assistant Principal for Achievement: Mrs. Suzanne Swainston

Assistant Principal for Pastoral: Mrs. Lesley Moncada

Assistant Principal for Enrichment and Extension: Mr. Mike Pearson

## Advisory Committee

Mr. Mike Farmer – Chair

Mr. Barry Farrell – Operations

Dr. Helen Wright – Advisory Committee

Member with responsibility for Safeguarding

## Head of Faculties:

English, EAL & Languages: Miss Rachael McKeown

Maths & CS Mr. Alan Sindrey

Performance & Arts: Miss. Kerry Bason

Humanities: Mr. Mike Pearson

Science: Mrs. Lesley Moncada

Head of Tylecote: Ms. Sam Belsey

Head of Parton: Mrs. Danielle Beirne

Head of Lee: Mr. Andy Lee





# Aims and Ethos

Individualised pastoral care is at the heart of Chase Grammar School, Chase Grammar Preparatory School, and Chase Grammar International Study Centre.

We are a 3-19 integrated day / boarding, nursery / prep / senior school, with a focus on our three key aims of academic achievement, personal development and global citizenship.

Our **Chase Passport** maps out our ethos of nine key character qualities: collaboration, creativity, decision making, empathy, global citizenship, integrity, leadership, problem solving and resilience.

High quality learning is fundamental to our ethos with five guidelines expressing our aims for student behaviours for learning, with the motto 'Expect to Achieve'. These are:

1. Be prepared, positive, proactive and ready to participate
2. Extend and enrich yourself
3. Communicate clearly
4. Be considerate and kind
5. Make the right choices



# Structure of the Day

8.20am	<b>Doors open</b>
8.40am	Registration
8.50am	Curriculum time
10.30am	Break
10.50am	Curriculum time
11.50am	Lunch
12.30pm	Lunch break time
1.00pm	Curriculum time
3.00pm	Afternoon break time
3.10pm	Curriculum time
4.00pm	Optional Home time
4.00pm	Optional Enrichment Club
4.40pm	<b>Home time</b>



# Example Timetables

## Year One Timetable

Timings	8.40	8.50	9.40	10.30	10.50	11.40	12.00	1.00	2.10	3.00	3.10	4.00
Period	Reg	P1	P2	Break	P3	P4	Lunch	P5	P6	Break	P7	Enrich
Mon	Reg	Maths	Science	Break	English	Humanities	Lunch	Swimming	Swimming	Break	Tutor	Enrich
Tues	Reg	PE	PE	Break	Maths	English	Lunch	Science	Humanities	Break	French	Enrich
Wed	Reg	Maths	Wellbeing	Break	Drama	Project	Lunch	French	Music	Break	Humanities	Enrich
Thurs	Reg	Gymnastics	English	Break	Maths	Com Sc	Lunch	RS	Humanities	Break	Humanities	Enrich
Fri	Reg	Maths	Science	Break	English	Assembly	Lunch	Art	PE	Break	Tutor	Enrich

## Year Two Timetable

Timings	8.40	8.50	9.40	10.30	10.50	11.40	12.00	1.00	2.10	3.00	3.10	4.00
Period	Reg	P1	P2	Break	P3	P4	Lunch	P5	P6	Break	P7	Enrich
Mon	Reg	English	Science	Break	Maths	Humanities	Lunch	Swimming	Swimming	Break	Tutor	Enrich
Tues	Reg	Games	Games	Break	Maths	English	Lunch	Science	Humanities	Break	French	Enrich
Wed	Reg	English	Wellbeing	Break	Drama	Maths	Lunch	French	Music	Break	Humanities	Enrich
Thurs	Reg	Gymnastics	English	Break	Maths	Com Sc	Lunch	RS	Humanities	Break	Humanities	Enrich
Fri	Reg	English	Science	Break	Maths	Assembly	Lunch	Art	PE	Break	Tutor	Enrich

## Year Three Timetable

Timings	8.40	8.50	9.40	10.30	10.50	11.40	12.05	1.00	2.10	3.00	3.10	4.00
Period	Reg	P1	P2	Break	P3	P4	Lunch	P5	P6	Break	P7	Enrich
Mon	Reg	Maths	Science	Break	English	Humanities	Lunch	Swimming	Swimming	Break	Tutor	Enrich
Tues	Reg	Games	Games	Break	Maths	English	Lunch	Music	Humanities	Break	Drama	Enrich
Wed	Reg	PE	PE	Break	Maths	Wellbeing	Lunch	English	Music	Break	French	Enrich
Thurs	Reg	Maths	Science	Break	English	Com Sc	Lunch	RS	Humanities	Break	Art	Enrich
Fri	Reg	English	Science	Break	Mandarin	Assembly	Lunch	Art	Maths	Break	Tutor	Enrich

## Year Four Timetable

Timings	8.40	8.50	9.40	10.30	10.50	11.40	12.05	1.00	2.10	3.00	3.10	4.00
Period	Reg	P1	P2	Break	P3	P4	Lunch	P5	P6	Break	P7	Enrich
Mon	Reg	Music	Maths	Break	Science	Humanities	Lunch	Swimming	Swimming	Break	Tutor	Enrich
Tues	Reg	Games	Games	Break	French	Humanities	Lunch	Maths	Drama	Break	English	Enrich
Wed	Reg	PE	PE	Break	Mandarin	Wellbeing	Lunch	English	Maths	Break	Science	Enrich
Thurs	Reg	Science	English	Break	English	Humanities	Lunch	Maths	English	Break	Art	Enrich
Fri	Reg	French	English	Break	Maths	Assembly	Lunch	Comp Sc	Art	Break	Tutor	Enrich





## Year Five Timetable

Timings	8.40	8.50	9.40	10.30	10.50	11.40	12.10	1.00	2.10	3.00	3.10	4.00
Period	Reg	P1	P2	Break	P3	P4	Lunch	P5	P6	Break	P7	Enrich
Mon	Reg	English	Mandarin	Break	Maths	Humanities	Lunch	Swimming	Swimming	Break	Tutor	Enrich
Tues	Reg	French	Maths	Break	English	Humanities	Lunch	Science	Games	Break	Games	Games
Wed	Reg	PE	PE	Break	English	Wellbeing	Lunch	Art	Maths	Break	Drama	Enrich
Thurs	Reg	Maths	English	Break	Mandarin	Humanities	Lunch	Science	English	Break	Art	Enrich
Fri	Reg	Science	Comp Sc	Break	Maths	Assembly	Lunch	Music	Maths	Break	Tutor	Enrich

## Year Six Timetable

Timings	8.40	8.50	9.40	10.30	10.50	11.40	12.10	1.00	2.10	3.00	3.10	4.00
Period	Reg	P1	P2	Break	P3	P4	Lunch	P5	P6	Break	P7	Enrich
Mon	Reg	French	Maths	Break	English	Humanities	Lunch	Swimming	Swimming	Break	Tutor	Enrich
Tues	Reg	English	Mandarin	Break	Science	Humanities	Lunch	Maths	Games	Break	Games	Games
Wed	Reg	PE	PE	Break	Science	Wellbeing	Lunch	Art	Maths	Break	Drama	Enrich
Thurs	Reg	Maths	Mandarin	Break	English	Music	Lunch	Science	English	Break	Art	Enrich
Fri	Reg	Science	Maths	Break	English	Assembly	Lunch	Music	Maths	Break	Tutor	Enrich

# Year 1 and 2 Curriculum

Our Infant classes enjoy specialist teaching in Music, PE, Games and Gymnastics.

Year 1 and 2 also participate in French lessons with a specialist teacher, beginning their passport to learning about other cultures – one of our Chase Passport values of ‘Global Citizenship’.

Kindness, respect, achievement, and good manners are at the heart of our approach to personal development at this age. Positive rewards for listening carefully, empathy towards others and excellent table manners are consistently awarded by all staff.

Chase Grammar Preparatory School’s calm, purposeful and happy atmosphere is appreciated by all who attend and visit. Small class sizes allow for exceptional pastoral care which leads to academic success and rapid personal development for all our children. Our role is to build solid foundations that will enable every child to develop very close relationships and make the most of every opportunity offered in our community.

Our teachers’ high standards, positive approach and dedication ensures that all our children’s individual needs are met in a learning environment that nurtures and sparks inquisitiveness allowing every child to thrive.





# Curriculum and Home Learning Advice

## Reading

The main objective at this age is for children to become confident, happy and willing readers who are learning to read for pleasure and to find information. Children will participate in shared reading with the whole class as well as guided reading (this is where the children will read in small groups using different books from those they take home). There are fiction and non-fiction books in the classroom, which the children are encouraged to read at their leisure. When possible, we will listen to your child read, so please help by ensuring they bring their reading books to class every day.

### How can you help?

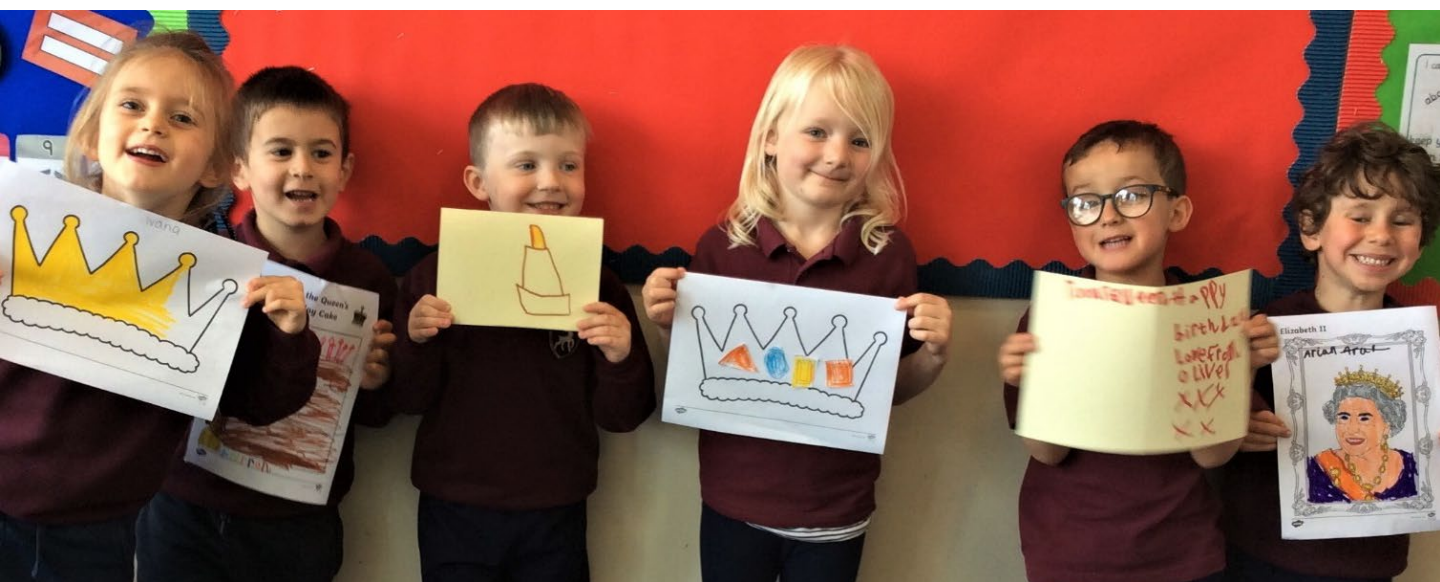
Listen to your child read and discuss meanings, characters, settings and even predictions about what might happen next! Comprehension enhances the pleasure of reading and it is vital to promote good reading skills. When you are out and about, walking or travelling by car, it is great to play games such as 'I Spy' which gets children more familiar with letter sounds such as 'b' for 'bus' or letter blends such as 'bl' for 'blanket'. You could also try 'Guess a fruit that begins with...' This will reinforce what they learn in class and will improve their reading skills further.

## Writing

Children are encouraged to write freely whilst gradually being introduced to spelling and basic punctuation rules. As children become more confident writers, spelling will be given greater emphasis. Every Monday, the children will be given a set of new spellings to learn. They will be tested on these the following Monday, so it would be appreciated if their Spelling Book provided is in school on that day.

### How can you help?

Let your child have access to various writing materials and encourage them to compile lists, write invitations and letters. Children will begin to appreciate that not only is writing functional but it can also be fun. Help your child practise their spellings throughout the week, randomly testing them when possible, in readiness for their test.



## Speaking and Listening

We encourage the children to be attentive listeners and clear, audible speakers who learn to express their opinions using appropriate language. We also encourage children to wait their turn and not interrupt other children or adults.

## How can you help?

Encourage your children at home to follow the same rules.

## Numeracy

Children will cover a wide range of mathematical activities including practical tasks, mental and written calculations, simple problem solving, sets, patterns, sorting, shapes, measure and comparisons. There will be an emphasis on mental arithmetic number bonds such as addition and subtraction up to ten. We also look at counting in twos, fives and tens.

How can you help? Look for opportunities to count, make comparisons and tell the time in as many everyday situations as possible. Help your child count on in ones from a given number as well as counting on in twos, fives and tens. Allow your child where possible to use money in real life situations and see if they can work out which coin or coins they need to use and whether or not they would get any change. Whilst on a journey, ask them random addition or subtraction questions to get them working out: 'If I had five apples (encourage them to put five fingers in the air) and I ate two (encourage them to put two fingers down), how many apples would I have left?

All school work is kept in school until the end of the year for monitoring and assessment purposes. You will have the opportunity to view your child's work and discuss progress on Parents' Evenings. Your child's teacher will contact you if they have any concerns about your child, conversely, if you have any concerns, no matter how small, please make an appointment to discuss it as soon as possible.





# Year 3 to 6 Curriculum



Our Year 3-6 children benefit from a challenging, diverse and broad curriculum.

A core team of qualified Preparatory teachers lead the curriculum that is also supported by specialist Senior School teaching in a range of subjects (typically Computer Science, French, Humanities, Mandarin, Physical Education and Science) ensuring that all our children receive the support and challenge they need to develop and progress.

When the children attend lessons with their specialist teachers, they are given a tailored learning experience that is supportive of their needs. Students enjoy Science lessons in our laboratories and relish the opportunity to carry out practical experiments. When conducting experiments, the children are fully enriched and take pride in wearing their lab coats and goggles (they really do look like our future scientists!). The Year 6s receive English or Maths home learning, lasting up to 40 minutes each day, and are given an optional Holiday Home Learning booklet to complete outside of term time. Those wanting to take Mathematics to the next level, are invited to participate in the Gifted & Talented

Enrichment club, running once a week with a specialist Mathematics teacher. Year 6 also regularly take part in ISA (Independent Schools Association) competitions and we have had successful winners for many exciting aspects of the curriculum.

Junior children participate fully in House events, fundraising for their House charities and engaging in competitions, such as the Egg Drop and Catapult Science, Chase Has Got Talent and Mario Kart challenges. Many of our children have participated in an Art Auction, as well as sponsored initiatives to raise money for charities, developing their sense of citizenship.

Our students also participate in our unique Chase Passport which cultivates their character by enabling them to set their own personal and social targets. The children take great pride in completing all aspects of these passports and are rewarded for all their hard work. Their own recognition of each aspect promotes their self-confidence and strengthens their unique abilities in the world around them

### **Swimming - Monday Afternoon**

Reception – Year 6 all participate in swimming lessons at Chase Leisure Centre every Monday afternoon and are bused there in our Chase Grammar School fleet of minibuses. Students will need to bring their swimming kit every Monday into school.





# Food and Drink

Parents/carers are asked to provide a healthy snack for students and a named drinks bottle each day. We provide a home cooked lunch for all students and there is always a wide variety of hot and cold foods to choose from including a vegan, vegetarian, gluten free and dairy free option. All lunches consumed in the main School's dining room and menus are regularly changed to provide a nutritionally balanced and interesting diet for the children. Allergen information is available on request. The cost of lunches provided are included in the term's fees. Parents are asked to inform the School of any specific dietary requirements for their children, which we will be pleased to accommodate. Please see below an example menu:

Week One	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Main Meal</b>	Lemon and black pepper chicken legs	Barbeque pork steak	Cottage pie and rich gravy	Breast of roast turkey with cranberry stuffing	Baked fish fingers or sausage roll
<b>Main Vegan/Vegetarian</b>	Lentil, sweet potato and spinach curry	Jackfruit and chickpea gratin	Mixed bean and vegetable cottage pie	Butternut squash, spinach and mushroom risotto	Vegan sausage roll or vegetable fingers
<b>Potatoes or Grains</b>	Crispy cubed potatoes Sweet corn and peas	Boiled rice, braised Chinese leaf and cabbage	Peas and carrots and crusty roll	Roast potatoes, honey glazed carrots	Chips , Baked beans or sweetcorn
<b>Cold Lunch</b>	Ham or cheese sandwich and crisps	Ham or cheese sandwich and crisps	Ham or cheese sandwich and crisps	Ham or cheese sandwich and crisps	Ham or cheese sandwich and crisps
<b>Grab Pots</b>	Couscous Mixed salad Vegetable sticks	Greek salad Mixed salad Vegetable sticks	Moroccan lentil Mixed salad Vegetable sticks	Asian slaw Mixed salad Vegetable sticks	Sweet chilli noodle Mixed salad Vegetable sticks
<b>Toastie or Panini</b>	Ham & cheese or cheese	Turkey cheese or cheese	Bacon and cheese or cheese	Barbeque pork or cheese	Bacon and cheese or cheese
<b>Baked Potatoes</b>	Tuna sweet corn mayo	Grated cheese	Tuna sweet corn mayo	Baked beans	Not available

<b>Hot and cold dessert</b>	<b>Lemon drizzle cake</b>	<b>Apple crumble and custard</b>	<b>Fruit cheesecake</b>	<b>Ginger sponge</b>	<b>Cookies</b>
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# Assessment and Reporting to Parents

At Chase Grammar, we support and encourage our students to strive to achieve the best that they can by fostering a curiosity for learning. Regular reporting of progress takes place, both in written form (reports and assessments) and by way of parents' meetings. Grades are explained to Parents, within the report format. Academic Mentors and pupils discuss all areas of the report and identify ways to improve by discussing their EBI (Even Better If) next steps targets, as well as recognising and rewarding where an individual has excelled.

Regular assessment is important in order to confirm where pupils are over or under-achieving so that, in each case, appropriate action may be taken to ensure that each child reaches his or her potential.

Parent/Teacher Meetings also take place twice a year. These give parents the opportunity to discuss their child's progress and development with each teacher. However, there is no need to wait for these meetings. The Head of Prep Faculty and SENDCo are always available if parents have any concerns and regular communication between staff and parents ensures that our children are happy, motivated and achieving.



# Extra-curricular Opportunities

## Musical Instrument and singing lessons

If you wish your child to take up individual instruments or singing lessons, please contact the school office who will ask the Lead Teacher of Music to contact you. They will be able to provide you with all details and make the necessary arrangements on your behalf. Costs are billed to Parents directly by the Peripatetic teacher.

## Dance classes

We offer a range of extra-curricular dance lessons by Miss Sarah who is the Director of the Epic Dance Academy.





# Pastoral care and Personal Development

Not only does our small class sizes enable rapid academic progress to be made but it allows our teaching staff to support each child's personal development encouraging them to flourish in terms of their interpersonal and social skills. We have our Listeners services, where students can speak to a select number of teachers about any issues that are worrying them. Our Chase Passport allows enrichment activities both in and out of school and academic challenges to be woven into their daily experiences. Children set themselves targets which will help them develop the nice characteristics of empathy, resilience, problem-solving, creativity, leadership, honesty and integrity, collaboration, global citizenship and decision making. This allows them to develop these character traits and encourages them to take responsibility for their actions, learning and personal growth. We are preparing our children for life with emphasis on consideration and respect for others and encouraging self-confidence and self-belief.



# House system

All pupils are assigned to one of the three school Houses (Tylecote, Parton or Lee) where they gain valuable experience of: participating in House Competitions and taking on Student Leader roles.



LEE

I THINK THEREFORE I AM

## Lee House

Jennie Lee was the MP for Cannock for 30 years, a secretary of state and instrumental in establishing the Open University. Lee House occupies a series of connected buildings around modern courtyards and gardens by the entrance to the school campus.



PARTON

TOGETHER WE THRIVE

## Parton House

Vernon Parton was a mathematician, inventor and chess master. He studied the works of Lewis Carroll and invented Alice Chess. He was also, after his father, Headmaster of Cannock Grammar School. Parton House occupies a series of connected houses which run along Convent Close, the main roadway through the school campus.



TYLECOTE

WITH COURAGE WE DISCOVER

## Tylecote House

Frank Tylecote was born in Cannock and became professor of medicine at the University of Manchester. His research was the first to recognise the link between smoking tobacco and lung cancer. Tylecote is located in the old original school building in the centre of the campus.



# Useful Information

## Absence

If your child is absent or late for any reason, please notify the School office [info@chasegrammar.com](mailto:info@chasegrammar.com) by 9am.

## Academic Mentors

Your child will have an Academic Mentor who they will see every morning. The Academic Mentor should be your first point of contact, after the School Office, for any academic or parental concerns.

## Car Parking

For health and safety reasons, all parents are asked to park their vehicles either in the car park or the drop off strip on the left hand side of the hill which leads to our Asda exit gate. In the case of disability, or other exceptional circumstances, a parking permit may be requested, in writing, from the Principal. Please note we operate a one-way system for drop off and pick-ups – please enter the gate on St. John's Road and exit at the top of the hill.

## Educational School Trips

Trips are organised which are of educational value and also great developmental experiences for all our students. Parents are encouraged to attend other School events in which their children are involved. Details are again advised to Parents in our weekly newsletter.



## Fees

The fees are due by the first day of the term to which they apply. The School reserves the right to charge interest on any late payments. Fees are reviewed annually by the Director and Advisory Committee and parents are informed in advance of any planned increases. Parents wishing to remove their child from Chase Grammar School must give one term's notice.

## Medical

Please do inform us if your child has any medical condition that we should be aware of. In the case of asthma, please make sure that your child has an inhaler in School. All medicines coming into School should be handed in and should be clearly labelled. We ask all parents to complete and return a consent form, confirming that it is in order for the School to administer basic medical treatment. Parents must complete an Administration of Medicines form every time medicine is to be given to a pupil. In the case of illness during the School day, parents will be contacted to collect/make arrangements for their child to be collected.





## **School Uniform**

You will receive a full uniform list in your welcome pack. Please phone our school office if you need anything clarifying. Please ensure that all your child's uniform and equipment is clearly marked with their name.

## **Sports day and Prize-giving**

Sports Day is a wonderful event at our school and Prize Giving is held near the end of the academic year. Parents are very welcome to attend school events.

## **Transition into Chase Grammar School**

Every effort is made to ensure that there is as smooth a transition as possible for our students (and their Parents!) During the Autumn term, students enjoy an Induction Enrichment Day where they meet their Academic Mentor. They spend the day receiving their planner, academic timetable from their Academic Mentor and then spend time with their peers enjoying many Enrichment sessions and are given a series of teambuilding and problem-solving challenges to complete. This builds their confidence and sets them up so their first day at our school in September is a very happy occasion.

Early in September we host a Parent Induction meeting for students who have joined our school, which gives parents the opportunity to speak with their child's Academic Mentor and other key staff who care for our students' pastoral needs. School plays, fun days, sports/prize days, are also informal opportunities to get to know the environment, staff and other parents.





Chase Grammar School, Convent Close, Cannock, Staffs, WS11 0UR

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