

# Important Information

---

## The School Day

The length of the school day grows as the child matures. In the Kindergarten, children can attend full time or they have the option to commence with mornings only from Monday to Friday. There is a third option whereby they may attend all day on Mondays, Wednesdays and Fridays with just mornings on Tuesdays and Thursdays. From Reception upwards, all children attend full time. Children should arrive between 8.30am and 8.45am in the morning. Finishing times are as follows:

Kindergarten	-	12.30pm (mornings only) or 3.15pm (full day)
Reception	-	3.15pm
Year 1 & 2	-	3.25pm
Year 3 to 6	-	3.30pm

## Admission

Before we offer a child a place at our school, we interview parents, meet the prospective pupil and show them around the school. The number of places is strictly limited in order to maintain small class sizes. Parents are advised to submit applications for a place as early as possible to avoid disappointment. If a class is full, parents may put their child on a waiting list. Subject to the availability of places, children may be admitted into the school at any time, where they will be placed in the appropriate year group according to their age.

Admission to Talbot House Preparatory School usually takes place in September, the beginning of the school year, although where places are available; children may be admitted into the correct age group for the class at any time of the year. Children must be fully toilet trained and dry for at least two months prior to entry. Children are enrolled via the Kindergarten Class on the understanding that they are joining the School, with the implication that they will continue at the School for the duration of their primary education.

## Withdrawals

A full term's notice in writing is required to withdraw a child from the school, as set out in the terms and conditions of registration, or a full term's fees are payable in lieu.

## Attendance and absence

Parents are responsible to account for any absences by written or verbal communication with the School and should not automatically expect that the school will agree to holidays being taken during term time. Holidays in term time are strongly discouraged, and will only be considered in exceptional circumstances. Written application should be made, through completion of a 'request for absence' form available from the Office. Wherever possible, parents should avoid taking children out of School during important test and exam times.

## Fees

Each term's fees are payable in full at the beginning of the term. Fees can be paid monthly for an additional cost. Please contact the School Manager for further details. An early education funding grant for 3 and 4 years olds is available from the Bournemouth Council. This is paid to parents termly, once it has been received from the local authority.

## Uniform policy

Children are expected to present themselves smartly at all times. Our expectations and full details of the uniform are available on our website and can be found in the information pack that accompanies this prospectus.