



Yateley Manor





Curriculum and Academic Timetable

Curriculum

The Nursery and Reception follow the Early Years Framework set for the Foundation Stage. Alongside this they begin following the National Curriculum for Literacy, Numeracy and ICT.

The curriculum areas are:

- Problem Solving, Reasoning and Numeracy
- Communication, Language and Literacy
- Knowledge and Understanding of the World
- Creative Development
- Physical Development
- Personal, Social and Emotional Development

Years 1 and 2 develop these areas into specific subjects. In addition French and Music are taught from Nursery onwards. Sport is taught by specialists from Year 2 onwards. All children are taught to play chess from Year 1.

The following are all taught from Years 3 to 8:

- Art, including painting, drawing, ceramics, printmaking and fabric work
- Classics, including Latin from Year 4 onwards
- Design Technology, including Control Technology and Food Technology
- English, including Drama (Drama is taught as a separate subject from Years 5 to 8)

- French
- Geography
- History
- Information & Communication Technology
- Mathematics
- Music, including singing, playing and composition
- Religious Studies
- Science – taught as Biology, Chemistry and Physics separately from Year 7 onwards
- Personal, Social and Emotional Development - the school has its own leadership programme'
- Sport, including Athletics, Badminton, Baseball, Basketball, Cricket, Dodgeball, Gymnastics, Hockey, Netball, Rounders, Rugby, Soccer, Swimming, Table Tennis, Tennis

Homework

Homework is graded according to age. All children in Pre-Prep are expected to read at home on most evenings and there are tables to learn. There is occasional, limited written homework. In Prep children are all expected to read every night and the youngest children in Year 3 do about 20 minutes homework each night. This gradually builds up to an hour for the oldest children in Years 7 and 8.





School Hours

Breakfast is offered with supervision from 8.00am onwards. Pupils not having breakfast can arrive from 8.00am. Registration is at 8.40am for everyone and the school day begins at 8.50am. The compulsory day ends at midday for the Nursery, 3.30pm for Reception and at 3.40pm for Year 1 and Year 2. Prep children may leave at 4.05pm for Years 3 and 4, at 4.20pm for Years 5 and 6 and at 4.30pm for Years 7 and 8. School coaches leave from 4.30pm.

There are a wide range of voluntary activities which continue until 5.25pm. As individual's interest and stamina develop it is likely children will join after school activities. Activities for Pre-Prep and Prep finish at 5.25pm and late coaches leave at 5.35pm. Pre-Prep pupils can stay in the supervised Night Owls class until 6.00pm. Prep pupils can stay at school until 6.30pm for supervised homework or recreation and there is no charge for any after school activity or supervision.



	Optional		Compulsory		Optional	
	Breakfast from (am)	Supervision from (am)	School starts (am)	School ends (pm)	Optional activities (pm)	Late supervision (pm)
Nursery am only		8.00	9.00	Midday		
Nursery am & pm		8.00	9.00	3.30		3.30 to 6.00
Pre-Prep	8.00	8.00	8.40	3.30 (R) 3.40 (1 & 2)	4.30 to 5.25	5.25 to 6.00
Years 3 and 4	8.00	8.00	8.40	4.05	4.30 to 5.25	5.25 to 6.30
Years 5 to 8	8.00	8.00	8.40	4.20	4.30 to 5.25	5.25 to 6.30





Termly Fees

Nursery

5 mornings per week (advisory)	£1425
Each afternoon session (optional)	£235

An afternoon session consists of the same weekday afternoon throughout the entire term. Parents can choose as many or as few afternoon sessions as they wish. When children attend an afternoon session they are given lunch and looked after for the whole day. Yateley Manor participates in the Early Years Scheme for children aged three and four and your entitlement for up to 15 hours/week is without charge (subject to the scheme regulations). The above fees are therefore indicative only and actual fees will depend on actual days and hours chosen.

Pre-Prep

Year 1 and Reception	£2750
Year 2	£3275

Prep

Year 3 to Year 8	£3860
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The termly fee covers all normal activities within school and includes:

- daily morning snack, choice of cooked lunch or salad, and afternoon snack
- supervision before school from 8.00am onwards in Pre-Prep, supervision after school until 4.30pm when clubs start
- all after school activities in Pre-Prep and Prep from 4.30pm to 5.30pm

- in Prep, supervision after clubs until 6.30pm
- in Pre-Prep, supervision after clubs until 6.00pm
- five residential trips, one each in Years 5, 6 and 8, and two in Year 7: a five-day language course and a Common Entrance Geography Field Trip.
- all class tuition, text, exercise, library books, basic stationery and equipment
- all on-site sports and equipment and travel to school matches within the UK

There are no compulsory extras.

Optional Extras

School coach, termly first child – all areas	£260.00
School coach – sibling on coach as first child – all areas	£130.00
Music instrument hire, per term	£45.00
Individual Learning Support Tuition / 30 minutes	£23.00
Horse riding / 2 hour session inc transport	£35.00
Full English breakfast (8.00am – 8.20am) / day	£2.20
Continental breakfast (8.00am – 8.20am) / day	£1.10
Lunch – morning nursery/day	£5.00
Chess Masterclass, per 90 minute lesson	£7.00

Payment is normally by ten monthly instalments beginning in the July of each year with all fees payable in full on or before the first day of each term. Any account not settled in this way will be surcharged by 2% per month or part thereof. Termly and coach fees, and any insurances, are charged in advance, any extras in arrears.

Reductions on the Termly Fee are available for children of former pupils and for siblings. Please contact the Registrar for details. Payment of a year's fees in advance results in a £300 reduction in Year 1 and above. Otherwise payment of fees is by monthly direct debit. Missed payments result in a £20 admin charge per missed payment.

The Registration Fee of £50 covers administration and assessment. It is not returnable.

The Deposit of £500 is due as confirmation of parental intention before a child finally joins the school. The deposit is held until the pupil leaves, when it is returned at the end of the last term. It is not returned in any other way.

Damage and loss to School Property. Where damage is caused to School property through a pupil's negligence or wanton behaviour, or where School belongings, such as textbooks, are lost by a pupil, the parents' account will be charged with the full cost of repair or replacement.

Withdrawal and Notice. In accordance with IAPS regulations a full term's notice is required before the premature removal of a child and in default of such notice a full term's fees will be charged. Notice must be in writing on or before the first day of term and is a contractual obligation, which the Headmaster is not at liberty to waive. If the Parents cancel acceptance of a place before their child enters the School or their child does not join the School after a place has been accepted and not cancelled, a Term's Fees in lieu must be paid in full unless a Term's written notice is given in advance of the accepted date of entry to the School. The Deposit is not refundable.

The Headmaster has the right, should he consider circumstances warrant such action, to require the immediate removal of a pupil.

In this event, no claim shall arise for the remission or return of any portion of fees for that term.

Rebate of fees for absence from school is not given and parents should enroll in the School Fees Refund Scheme. The School has full public liability but parents are strongly urged to enrol their children in the Pupils' Personal Accident Protection Scheme. Full details of both these schemes are sent to parents when their children first join the School and the premium is initially debited to their accounts. If the charge is not deleted pupils are automatically enrolled until their time at Yateley Manor ends, or further instructions are given. The Pupil's Dental Protection Plan is also strongly recommended. It is the Parents' duty to ensure that all pupils' property is fully insured when at School.

Health. Parents will inform the School of any notifiable or dangerous diseases. If a pupil requires emergency medical treatment every effort will be made to obtain the prior consent of the parent or guardian, but where this is impossible in the time available, the Headmaster, or his appointed representative, acting in loco parentis, is authorised to give valid consent to such treatment, including anaesthetic or operation, as may be recommended by the doctor.

Dangerous objects and substances. No pupils shall bring dangerous or illegal objects or substances to school.

Pupils' Money and Expensive Belongings. Expensive items, or large amounts of money brought to School should be handed to a member of Staff or the School Office for safe keeping.

Uniform. All pupils must abide by the clothing regulations, which govern rules of dress and personal appearance.

Please visit the school website, www.yateleymanor.com for details of school policies and procedures.





Governors & Teaching Staff

Board of Governors

Chairman

Stephen Gorys

Members

Dr Christopher Clark
Fergus Livingstone

Mrs Jackie Lonsdale
Mrs Judi Roberts

Mark Riley
Mrs Eila Huxford

Roy Truman
Stephen Sharp

Mrs Jane Hodgson
Howard Garland



Teaching Staff (with year of appointment)

Headmaster

Rob Williams (2009), *MA Hons (Edinburgh) PGCE*..... Maths

Deputy Headmaster, Pastoral

Simon Head (1992), *M Ed (Bristol)*..... Head of Religious Studies

Deputy Headmaster, Academic

Keith Murrall (1992), *B Ed (Birmingham)* Head of Information Technology, Maths

Prep Teaching Staff

Lance Andrews (1988), *B Ed Hons, Dip Sc*..... Head of Year 5, English, Head of Design Technology

Mrs Rachel Arris (2006), *BSc Hons (Polytechnic South West), PGCE*..... Year 3 Form Teacher

Gordon Bates (1980), *Teacher's Certificate*..... Head of Geography, Religious Studies

Mrs Emma Bell (2003), *BA Hons (WESCAD) PGCE*..... Head of Art, Religious Studies

Mrs Claire Brown (2002), *Teacher's Certificate*..... Learning Support Assistant

Mrs Carol Bryan (2002), *BA (Dublin), Teacher's Certificate*..... French, Classics





Miss Juliette Callan (2000), <i>NNEB</i>	Physical Education
Miss Sarah Carpenter (2007), <i>BA Hons (Kent) PGCE</i>	Year 4 Form Teacher
Mrs Diane Cluett (1996), <i>Teacher's Certificate</i>	Head of Mathematics
Kevin Cluett (1995), <i>B Ed (Southampton)</i>	Head of Physical Education
Mrs Sheila Conway (1981), <i>MA (Oxon), Cert Ed (Oxon)</i>	Head of Classics
Mrs Angela Culkin (2005), <i>B Ed Hons (Wales)</i>	Head of Year 4
Mrs Catherine Daines (1997), <i>B Ed Hons (Southampton)</i>	Mathematics
Peter Daines (2002), <i>BSc Hons (Brunel) PGCE</i>	Head of Year 6, History, Physical Education
Mrs Janet Dance (2004) <i>BA Hons (Reading) PGCE</i>	Head of Drama, English
Mrs Sian Day (2003)	Information Technology Technician
Mrs Rebecca Ellis (2011), <i>BEd (Sheffield Hallam)</i>	Head of Girls' Games
Mrs Ali Emmins (2008), <i>NVQ 3</i>	Teaching Assistant Year 3
Mrs Linda Fray (2004), <i>NVQ 3</i>	Teaching Assistant Year 4
Paul Hemmings (2002), <i>Cert Ed (Rolle)</i>	Director of Music
Miss Sarah Kenny (2009), <i>BA Hons (Leeds) PGCE</i>	Year 4 Form Teacher
Mrs Tracy Kidgell-Young (2008), <i>SpLD, APC, HADC diploma, SpLD</i>	Assistant Head of Learning Support
Mrs Judith Kingcombe (2010), <i>BA Hons (Sheffield), PGCE</i>	French, Classics
Jamie Macfarlane (2009), <i>BA Hons (Exeter) PGCE</i>	Head of History, English
Miss Nicole McEwan (2010), <i>BSc (Portsmouth), PGCE</i>	Year 3 Form Teacher
Miss Caroline Morris (2010), <i>BA with QTS (Oxford Brooks)</i>	Year 4 Form Teacher
Tristan Morris (1998)	Physical Education
Miss Sarah Newman (2010), <i>BA Hons (Durham), PGCE</i>	Choir Director
Mrs Vanessa Norton-Edwards (2010), <i>BA, BSocSci (Hons), HDE (Cape Town) Dip Psych (OU), QTS</i>	Head of English
Miss Natasha O'Toole (2009), <i>BSc Hons with QTS (Worcester)</i>	Year 3 Form Teacher
Mrs Susan Parkin (2002), <i>BA Hons (Durham), PGCE</i>	Head of Modern Languages
Mrs Sonya Rohov (2009), <i>Specialist Literacy Teacher Dip RSA</i>	Head of Learning Support
Mrs Heidi Ross (2011), <i>BSc Hons (Surrey)</i>	Science Technician
Mrs Lesley Shafer (2006), <i>C & G Creative Studies (Fashion)</i>	Learning Support Assistant
Mrs Carla Spradbery (2011) <i>BSc (City), PGCE</i>	Science
Michael Thackray (2006), <i>BSc Hons (Polytechnic of London) PGCE, Nat SCITT</i>	Head of Year 3





Teaching Staff (with year of appointment)

Prep Teaching Staff (continued)

Mrs Samantha Thwaites (2007), *BSc Hons (Leicester) PGCE* Form Teacher
 Mrs Eileen Wall (1993), *MIHEC* Head of Food Technology
 Mrs Shena Washer (2009), *BSc Hons (Reading) PGCE* Head of Years 7 & 8, Head of Science
 Mrs Teresa Wright (2007), *NVQ3* Learning Support Assistant

Head of Pre-Prep

Mrs Joanne Newman (2007), *MSc (Brunel), BSc Hons (Brunel), PGCE* Head of Year 2

Deputy Head of Pre-Prep

Mrs Sherry Tickner-Jones (2005), *B Ed Hons Primary (Aberdeen)* Year 1 Form Teacher

Pre-Prep Teaching Staff

Mrs Janice Bates (1998), *NVQ 3* Year 2 Teaching Assistant
 Mrs Alison Beavan (2008), *BA Hons (Royal Holloway), PGCE* Head of Year 1
 Mrs Suzanne Belshaw (2010), *B Ed Hons (Rolle, Plymouth)* Reception Form Teacher
 Mrs Jackie Bilton (2005), *NVQ 3* Reception Teaching Assistant
 Mrs Luci Bland (1990), *NNEB* Reception Teaching Assistant
 Mrs Rebecca Chadd (2003), *BA Hons with QTS (Bath)* Form Teacher
 Mrs Angie Hall (2002), *BA Hons with QTS (Strawberry Hill)* Reception Form Teacher
 Mrs Jacqueline Hopwood (2004), *Diploma Art & Design, NVQ 3, HLTA* Year 1 Teaching Assistant
 Mrs Kim Joslyn (2006), *BA Hons* Year 1 Teaching Assistant
 Miss Katie Laurie (2008), *BSc Hons (Birmingham), QTS* Year 2 Form Teacher
 Mrs Julie Voller (2005), *B Ed Hons (King Alfred, Winchester)* Head of Reception

Nursery Teaching Staff

Mrs Amanda Bulley (2005), *B Ed (Goldsmith's College)* Joint Head of Nursery
 Mrs Nicola Robertson (2005), *Cert Ed Fr/Eng Jnr Age* Joint Head of Nursery





Mrs Janet Biggs (2006), *NVQ 1 IT, NNEB, Gen Cert Horticulture*Nursery Teaching Assistant
 Mrs Louisa Chicken (2005), *NVQ 3*Nursery Teaching Assistant
 Mrs Bev Flower (2007).....Nursery Teaching Assistant
 Mrs Zoe Gransbury (2008), *NNEB, Royal Society of Health*Nursery Teaching Assistant
 Miss Deborah Stone (2004).....Nursery Teaching Assistant

Librarian

Roy Lillington (1991), *BA*

Director of Chess

Andrew Martin (1991), International Master, Senior FIDE Trainer

Music and Arts Visiting Staff

Kieran DanielGuitar
 Miss Ruth Daniels *BA Hons Music (Oxford)*Cello
 Paul Dodge.....Trumpet, Horn, Trombone
 Ms Liz Elliott.....Harp
 Mrs Elizabeth Flitcroft *BSc (Open), LGSM*Voice
 Mrs Sue Gillis *ALCM, LLM, PG Dip (Mtp)*Piano
 Mrs Ruth HamiltonPiano
 Andrew McBride *ABSM*Drums
 Mrs Lesley Nicholls *ARAM*.....Violin, Viola
 Jim O'Neill.....Keyboard
 Mrs Philippa Pagett.....Piano
 Mrs Katherine RichmanPiano
 Miss Emma Sewell *ARAD*Ballet and Modern Dance
 Paul SmithOboe, Saxophone, Clarinet, Flute
 Phillip TaylorGuitar

Post Graduate Assistants

Ms Daniela Brogan (2011), *BA (Cardiff)* | Michael Cluett (2011), *BSc (York)* | Miss Victoria Taylor (2011), *BSc (Loughborough)*

Other Visiting Staff

Mrs Rebecca Bole.....Physical Education
 Mrs Sally Cackett.....Physical Education
 Mrs Debbie Hennah.....Physical Education
 Mrs Lynn Murison.....Physical Education
 Miss Katie Sheffield.....Physical Education

Administration

Brandon Ashton *BSc, FRICS*Bursar
 Mrs Margaret Bathurst BrownRegistrar
 Mrs Clare Boyd SEN.....Matron
 Mrs Penny Charles *BA Hons (Reading)*Marketing Assistant
 Mrs Karen FarrAssistant Bursar
 Mrs Joanne KennySecretary/Receptionist
 Mrs Claire Roberts.....Secretary/Receptionist
 Mrs Tanja Weddell.....Assistant Registrar

Maintenance

Richard NicklessHead of Maintenance
 Laurence Pacey
 Michael White





Coach Timetable

Route 1: (3) Early coach Farnborough, Frimley, Camberley	a.m.	p.m.
Queens Road /Woburn Avenue/Blaise Close	7.40	
Pirbright Rd/Farnborough Park		5.00
Farnborough Station (Ham & Blackbird)	7.43	4.55
Empress Avenue	7.44	
BP Station, Farnborough Rd		4.52
Toshiba Lay-by	7.55	
Frimley Rd / James Rd	7.55	
Frimley Station		4.50
Heatherdale Rd / Park Rd	8.00	4.45
Heathcote Road	8.03	4.43
Lower Charles St (St Tarcisius Church)	8.05	
A30 bus stop between Park Rd & Knoll Rd		4.40
A30 bus stop corner of The Avenue	8.05	
Blackwater Bus Stop	8.10	
Blackwater Post Office		4.33
Yateley Manor	8.20	4.30

Route 1A: Late coach Camberley, Frimley, Farnborough	p.m.
Yateley Manor	5.35
Blackwater Post Office	5.38
A30 bus stop between Park & Knoll Rds	5.46
Heathcote Rd	5.50
Heatherdale Rd/Park Rd	5.52
Bus stop, Frimley Rd/Opp James Rd	5.58
Frimley bus stop / station end	6.00
BP Station, Farnborough Rd	6.02
Farnborough Rd, Opp Napoleon Ave	6.03
Ham & Blackbird	6.04
Woburn Ave / Blaise Close / Queens Road	6.06

Please telephone the coach operators rather than the School regarding any problems or lost property.

All routes are operated by Truemans Coaches (Fleet) Ltd,
Truemans End, Lynchford Road, Ash Vale, GU12 5PZ
Tel: 01252 373303



Route 2: (1) Early coach Odiham, Hook, Hartley Wintney	a.m.	p.m.
Bakers Shop, Odiham		5.00
Fountains Mall, High St, Odiham	8.00	5.00
North Warnborough Village Hall		4.55
Hook Station	8.05	
Opposite the White Hart	8.05	
The Hogget lay by, Hook		4.53
Old White Hart, Hook		4.50
Charles Church Roundabout A30	8.08	4.48
Bus Stop near Crooked Billet Pub	8.09	4.46
Swan Court, Hartley Wintney	8.13	
Baptist Church, Hartley Wintney		4.45
Yateley Manor	8.30	4.35

Route 3: (2) Early coach Odiham, Ewshot, Fleet	a.m.	p.m.
Fountains' Mall/Bakery Odiham	7.45	
Marlborough Hill Est/Beacon Hill Rd	7.55	4.52
Vertu Building/Beacon Hill Road		4.50
Reading Rd South / Rounton Rd	7.58	4.49
Reading Rd South / Prince of Wales	8.00	4.48
Albert Street / Upper Street	8.05	4.43
Fleet Rd / Avondale Rd	8.07	4.40
Ancells Park / Hanover Rd	8.10	4.37
Yateley Manor	8.25	4.30

Route 2 & 3A: Late coach Fleet, Hartley Wintney, Hook, Odiham	p.m.
Yateley Manor	5.35
Ancells Park / Hanover Road	5.45
Avondale Road	5.48
Albert Street / Upper Street	5.55
The Oatsheaf	5.58
Opposite Swan Court, Hartley Wintney	6.03
Bus stop outside Shack Café A30	6.06
Charles Church Roundabout A30	6.08
The Old White Hart, Hook	6.12
The Hogget lay by, Hook	6.15
Village Hall, North Warnborough	6.18
Odiham High Street	6.21
Odiham outside the vets	6.23





Yateley, Hampshire. GU46 7UQ

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www.yateleymanor.com