

# Admissions Information

**Kent College Preparatory School  
2016 - 2017**

Kent College Pembury, Old Church Road, Pembury, Tunbridge Wells, Kent TN2 4AX, UK

[www.kent-college.co.uk](http://www.kent-college.co.uk)



# Our Aims

Kent College is an independent day and boarding school for girls rising 3 – 18. The whole school is set in a beautiful 75 acre parkland rural location just outside of Tunbridge Wells and 40 minutes (by train) from central London. We provide an exciting and ambitious education within a warm, friendly and nurturing environment where girls can surpass their expectations and achieve at the highest level whilst having the time of their lives.

This information booklet is designed to provide you with the relevant information you need at this stage. If you have any further questions please do not hesitate to get in touch with us directly on 01892 820218 or at [admissions@kentcollege.kent.sch.uk](mailto:admissions@kentcollege.kent.sch.uk) [www.kent-college.co.uk](http://www.kent-college.co.uk)

We look forward to welcoming you and your daughter to Kent College.

## Mission Statement

- We aim to provide all of our pupils with a balanced and well-rounded education both in and out of the classroom.
- We are committed to single-sex education and to maintaining a boarding community at the heart of the school.
- We aim to maintain an ethos based on tolerance, supportiveness, mutual respect and firmly grounded in Christian principles.
- Above all, we strive to meet the individual needs of each pupil and to ensure that each one has every opportunity to gain confidence and to excel.

## School Information

The following information is available upon request. Current parents and guardians can view all policies by visiting the website and logging in to the secure Parent Login. Prospective families can request hard copies by contacting Admissions on +44 (0) 1892 820218, or by visiting the website [www.kcprep.co.uk/admissions/request-a-prospectus-444/](http://www.kcprep.co.uk/admissions/request-a-prospectus-444/)

- Policy and arrangements for admissions, discipline and exclusions
- Education and welfare provision for pupils with statements and pupils for whom English is an additional language
- Curriculum policy
- Anti-bullying policy
- Policy for health and safety on school visits
- Rewards and sanctions policy
- Academic performance in previous school year
- Complaints procedure / number of formal complaints in previous school year
- Staff, including temporary staff, and qualifications
- Safeguarding children (child protection) policy

# Admissions

## Nursery & Reception

Places are allocated on the basis of availability and on a first come first served basis. We hold a registrations list for several years ahead and once your daughter is registered (by completing the application form) you will be added to the list and given priority over later applicants. We do recommend early registration as places are limited.

Girls can join the Nursery Class rising three years old. Generally, girls join the Nursery Class in September but we are happy to admit girls throughout the year on the term of their third birthday. All children in the term following their third birthday are eligible to receive a maximum of 15 hours education per week regardless of parental income. Those parents who wish to access only 15 hours free Early Years Education will be offered 5 sessions from 10.15am to 1.15pm, subject to availability, until their child reaches compulsory school age. If you wish for your daughter to attend more than 15 hours a week, Kent College offers a flexible balance of full days and morning sessions to suit. The School reserves the right to withdraw from the scheme at any time and will endeavour to give one term's notice of our intention. By the time your daughter joins the Reception class she will be expected to attend full time.

## Years 1 & 2 (Key Stage 1)

Entry to years 1 and 2 is based on availability of places. There are no entrance tests but, upon receipt of an application form, your daughter will be invited to attend a 'taster day' to give her a feel for the school and for an informal assessment.

## Years 3 – 6 (Key Stage 2)

Upon receipt of an application form we will invite your daughter in for a 'taster day' during which she will be required to sit tests in English and mathematics. Places are then offered on the basis of performance in these tests.

## Visits

Parents and prospective pupils are welcome to visit the school at any time during the term. Please make an appointment with the Admissions department on 01892 820218. They will arrange for you to meet the Head, to have a tour of the school, and meet the pupils and staff. Further opportunities to visit the school are held in autumn and spring when we hold three Prep School Open Mornings and an Early Years Open Morning. In the summer term we hold an Early Years Fun Day for new families to get a taste of life at Kent College.

# Admissions

### Registrations & Acceptances

To register your daughter(s), please complete and return the application form(s) with a registration fee of £100 per child (£150 for non EU residents). Unless you are applying for immediate entry, your daughter's application will be held on the registration list. Nearer the time we will require confirmation that you plan to accept the place, and at this point a completed acceptance form and deposit will be required. In addition to academic and character references which may be required from previous schools, we reserve the right to ask parents or guardians to provide a written reference from the previous school to confirm that there are no outstanding unpaid fees, and to withdraw any offer of a place at Kent College if any fees at a previous school remain unpaid.

### AEN & Allergies

Please ensure that you make us fully aware of any additional educational needs or medical conditions that your daughter may have, eg dyslexia, diabetes, allergies, use of an epipen etc. This information should be clearly stated on the application form so that we can ensure that we are able to offer your daughter the best support from the beginning of your enquiry.

# Extra-Curricular Activities

Kent College has an excellent reputation for offering an exciting and broad range of extra – curricular activities for pupils of all ages throughout the academic year. It is important that girls have the opportunity to discover new talents and to nurture those that already exist. The broad and varied choice allows students to pursue their hobbies, whilst also complementing their studies. Pupils in all year groups also enjoy a variety of trips and excursions to museums, National Trust properties, zoos, farms and heritage sites. In years 5 and 6 pupils take part in residential visits to Norfolk and France.

Each term a variety of clubs and activities are offered and the Extra-Curricular Activities (ECA) programme is updated on the website. In addition to these activities, supervised prep sessions are available for pupils in years 3-6 on Monday to Thursday between 4-5pm. The tables on this page show an example of activities that are on offer for pupils.

Lunchtime Clubs & Activities	
Activity	Years
Arty Crafty Club	Yrs 1 - 3
Athletics	Yrs 3 - 6
Ballet	Yrs 1 - 6
Board Games	Yrs 3 - 6
Chess Club	Yrs 5 - 6
Cross Stitch	Yrs 5 - 6
Gymnastics	Yrs 1 - 6
Kwik Cricket	Yrs 5 - 6
Lego Club	Yrs 1 - 3
Mini-modelling	Yrs 5 - 6
Modern Dance	Yrs 1 - 6
Netball Skills	Yrs 3 - 6
Orchestra	Yrs 3 - 6
Puzzle Club	Yrs 5 - 6
Rounders Skills	Yrs 3 - 6
Cross Country	Yrs 3 - 6
Tap Dancing	Yrs 2 - 6

Early Morning Activities
Swimming Squad
Netball Squad
Rounders Squad

After school Clubs & Activities	
Activity	Years
Choir	Yrs 5 - 6
Cookery	Yrs 3 - 4
Eco-Explorers	Yrs 3 - 6
Gardening	Yrs 3 - 6
Gymnastics	Yrs 1 - 6
Hockey	Yrs 3 - 4
Horrible Histories	Yrs 3 - 4
Mini Modelling (craft)	Yrs 5 - 6
Photography	Yrs 5 - 6
String Ensemble	Yrs 4 - 6
Swimming	Yrs 1 - 6
Tag Rugby	Yrs 5 - 6
Tennis	Yrs 2 - 6
The Green Gang Club	Yrs 3 - 6
Trampolining	Yr 5

## Nursery & Reception Activities

Ballet  
Modern dance  
Swimming

# Academies & Enrichment

Kent College is committed to providing excellent enrichment opportunities which both enhance learning and provide pupils with the confidence and ability to perform at their very best in an enjoyable and rewarding environment. Over the last five years, the school has established a set of Academies which focus on providing specialist teaching and coaching in weekend and holiday workshops. Our Academies also welcome children from other schools, as well as boys.



## Kent College Theatre Academy

Kent College Theatre Academy delivers the teaching of Drama, Dance and Singing to a professional standard in The Countess of Wessex Theatre, dance studio and music centre. Kent College has a strong reputation for the Performing Arts with professional teaching staff who have industry experience. Junior and Senior Academy workshops are held on Saturdays for pupils in year 1 to the Upper Sixth.

## Kent College Gym Academy

The Kent College Gymnastics Academy trains pupils at our on-site Sports Hall. The fun and safe classes allow pupils to experience a variety of gym apparatus and to learn from experienced coaches in a safe, enthusiastic and cheerful environment.

All gym coaches are trained and qualified through the British Gymnast Association and every year the Academy enters and gains outstanding results at local and national competitions. The school has a strong reputation for the standard of gymnastics and regularly hosts the Girls' Independent Schools Gymnastics Association competition, a high profile international gym tournament that gives Kent College gymnasts the opportunity to perform at the very top level.

## Kent College Swimming Academy

The Swimming Academy holds classes throughout the year for Beginners through to Advanced swimmers on weekdays and Saturdays to pupils both at Kent College and from other schools. Held in the on-site 20m heated indoor swimming pool, the Academy provides pupils with the opportunity to excel at all levels in this important sport.

For further information on Kent College Academies please visit the school website and click on the 'Explore' tab.



# Wraparound Care

## Caring for your daughter before and after school

We understand the need for flexibility when juggling busy work and home lives. At Kent College we offer supportive wraparound care from 7.30am until 7.30pm. The Breakfast Club runs from 7.30am with our free of charge Afterschool Club from 3.30pm until 5.30pm (including refreshments). In addition, Flexi-boarding offers parents a safe and affordable alternative when overnight childcare is needed. Supervised prep is also available for pupils in Years 3 – 6 from Monday to Thursday between 4pm and 5pm.

After school care	Cost per day 2016-2017
Until 5.30pm	Free of charge (includes refreshments for Year 2 and below)
Until 6.30pm	£15.50 (includes refreshments and supper)
Until 7.30pm	£25.50 (includes refreshments and supper)
After 7.30pm Flexi-boarding	£48.00 (includes supper and breakfast) Subject to availability
Breakfast Club	
From 7.30am	£6.00 (includes breakfast)
From 8.00am	<b>Free of charge (supervision but no breakfast)</b>

# Wraparound Care

## Boarding and Flexi boarding at Kent College

Kent College provides excellent low cost care ensuring that your daughter is well looked after. Families use the flexi-boarding service for a variety of reasons, which may include business commitments, overseas trips, and, in many cases, if a girl is participating in an after school club or drama / music rehearsal. Equally, girls who often compete in sports fixtures on a Saturday may find it more suitable to board overnight on a Friday.

Full, weekly boarding and flexi-boarding is offered from Year 4. Girls who use the service join the Junior Boarding House, Hawkwell & Hargreaves. This is run by Housemistress Sarah Kruschandl who lives on site and is assisted by Trina Birch, Carly Hudson, Rebecca Pate and Theresa Osborn.

The modern Junior Boarding House has a wonderful community and a dedicated team of experienced boarding staff who look after the welfare of each girl. Girls enjoy a range of after school and weekend activities as well as supervised prep sessions. The boarding staff work hard to ensure that each and every girl is happy and the atmosphere is that of a big family.

At £48.00 per night this includes supper and breakfast. The main Dining Hall provides cooked breakfasts and a wide choice of hot and cold dishes with a salad bar at lunchtimes and in the evenings. If you would like your daughter to board or for further information about a taster session, please email [flexiboarding@kentcollege.kent.sch.uk](mailto:flexiboarding@kentcollege.kent.sch.uk). At least one week's notice should be given, where possible, and places are subject to availability.



# The School Day

## Key Stage 1

Registration and Form Time	8.30am – 8.50am
Lesson 1	8.50am – 9.25am
Lesson 2	9.25am – 10.00am
Break	10.00am – 10.20am
Lesson 3	10.20am – 10.55am
Lesson 4	10.55am – 11.30am
Lesson 5	11.30am – 12.00am
Lunch and Registration	12.00pm – 1.10pm
Lesson 6	1.10pm – 1.45pm
Lesson 7	1.45pm – 2.20pm
Break	2.20pm – 2.30pm
Lesson 8	2.30pm -3.05pm
Lesson 9	3.05pm – 3.40pm
End of school day	3.30pm

## Key Stage 2

Registration and Form Time	8.30am – 8.50am
Lesson 1	8.50am – 9.25am
Lesson 2	9.25am – 10.00am
Break	10.00am – 10.20am
Lesson 3	10.20am – 10.55am
Lesson 4	10.55am – 11.30am
Lesson 5	11.30am – 12.05pm
Lunch and Registration	12.05pm – 1.10pm
Lesson 6	1.10pm – 1.45pm
Lesson 7	1.45pm – 2.20pm
Break	2.20pm – 2.30pm
Lesson 8	2.30pm -3.05pm
Lesson 9	3.05pm – 3.40pm
Form Time	3.40pm – 3.50pm
End of school day	3.50pm

# The School Day

### Early Years (Nursery & Reception Classes)

Breakfast Club	7.30am
Doors open	8.00am
Access to Classrooms	8.10am
Lessons 1 - 3	8.35am – 10.05am
Break	10.05am – 10.25am
Lessons 4 - 6	10.25am – 11.55am
Lunch (inc activities, form time & registration)	11.55am – 1.30pm
Lessons 7 - 9	2.00pm – 3.00pm
Assembly & form time	3.00pm – 3.30pm
End of School day	3.30pm

For further information about the Early Years and their daily adventures please refer to our Early Years Admissions Booklet also available to download.

# Staff

Whole School Strategic Leadership Team	
Headmistress	Ms J Lodrick
Deputy Head	Mr A Kirk-Burgess
Head of Prep School	Mr N Pears
Bursar	Mrs A Jenkins
Chair of Governors	Mr E Waterhouse
Assistant Head (Key Stage 1)	Mrs V Harte
Assistant Head (Key Stage 2)	Mrs S Hall
Assistant Head (Pastoral)	Mrs T Youdale
Early Years Coordinator	Mrs P Dabin

# Staff

Heads of House	
Head of Danes	Mrs C Marnane
Head of Celts	Mrs J Dearlove
Head of Saxons	Mrs C Corp
Heads of Boarding	
Senior Housemistress: James & Osborn	Mrs G Cable
Junior Housemistress: Hawkwell & Hargreaves	Mrs S Kruschandl
Support Staff	
Catering Managers	Mrs S Allen
Housekeeper	Ms B Austin
School Nursing Sister	Mrs J Devine
Chaplain	Rev. J Todd
Heads' Personal Assistant	Mrs D Reed
Prep School Administrator	Mrs A Cyster
Prep School Receptionist	Mrs J Silve
Director of External Relations	Mrs S Evans
Director of Admissions	Mrs D Sainsbury
Director of Marketing	Miss E Donovan
Head of External Relations	Miss K Minihane
Admissions Officer	Mrs N Sneddon

To contact a member of staff, please telephone the Preparatory School Reception on +44(0)1892 820204.

To contact the Admissions Office directly, please telephone +44(0)1892 820218.

A comprehensive staff list can be found on the school website: [www.kent-college.co.uk](http://www.kent-college.co.uk)

# Prep School Fees 2016-2017

**DEPOSIT – Day: £250, EU Boarder £500, Non-EU Boarder 1 Terms Fees**

	Per Term 2016-2017
Nursery (maximum – see Early Years Guide)	£2,943
Reception	£2,943
Years 1 - 2	£3,630
Years 3 - 6	£4,390
Boarding	£8000

## Supplementary Tuition Fees

Supplementary tuition fees			
Subject		Charge per term	Charge per lesson
Instrumental / vocal* (10 x 30 minute lessons per term)	Individual	£215.55	£21.55
Instrumental (recorder) *	Shared	£143.70	£14.35
Speech / Drama training	Group	£86.20	£8.62
English as a Foreign Language / Dyslexia support		£38.80 per hour	£19.40
Dance (10 sessions per term)		£60.00	
Tennis (10 sessions per term)		£60.00	
Trampolining (10 sessions per term)		£52.00	

Those marked with \* are payable in advance. A double charge will appear on the first term's invoice and no charge will be made on the final term's invoice.

If a pupil wishes to stop taking any subject incurring supplementary tuition fees, one term's notice must be given in



writing to the Headmistress, of fees in lieu of notice will be charged.

## Prep School Admissions Information

# Prep School Fees

### School Fees

- Fees listed are per term.
- Fees for day girls include tuition and lunches.
- Fees for boarders include all meals and tuition. All laundry charges except dry cleaning are included.
- Fees do not cover items such as uniform, trips, some clubs and activities and external examination fees.

### Payment of school fees

Fees are invoiced termly and payment is due in full by the first day of each term. An interest charge (currently 1.5% per month, calculated daily) will be added to overdue accounts. Several payment methods are available:

- **By Direct Debit:** Deducted on the first day of each term. As a concession, fees (including extras) for each term may be paid in four monthly instalments, commencing on approximately 5th September for the Autumn term, 5th January for the Spring term and 5th May for the Summer term. This instalment arrangement is concessionary and subject to certain conditions, which are available from the Bursary, together with the direct debit mandate. This service is only available to parents who have a UK bank account.
- **By Cheque:** The detachable bank giro credit form at the foot of the invoice should be completed and returned with your cheque directly to the Kent College Bursary. Cheques should be payable to 'Kent College Pembury'.
- **By Electronic Bank Transfer:** Payments should be directed to HSBC Bank plc, sort code 40-02-06, account number 90010103, clearly quoting your name and reference. Payment by PC Banking over the internet should be made in the same way.
- **By Credit Card:** Payments by Visa and Mastercard are acceptable. The full amount due must be paid by the first day of term. An administration charge (currently 2%) will be made for payments by this method (not applicable on registration fees).
- **Composition Fee Scheme:** Fees for all or part of your daughter's schooling can be paid in advance. Please apply to the Bursary for further information.


**Alteration to fees** – Fees are reviewed annually and adjustments are normally made in September. The school will endeavour to give as much notice as possible of increases to parents/guardians.

**Notice of Withdrawal** – A full term's notice in writing is required if you wish to withdraw your daughter from Kent College without penalty. Otherwise a full term's fees in lieu of notice is payable. This condition is strictly enforced. Please note that once a place for entry to the school has been accepted, a term's notice of withdrawal must be given otherwise a term's fees in lieu of notice is payable.

Under no circumstance will the school remit any part of the fees because of absence for any reason. Please see the section on 'insurance' for further information.

Please note that the figures provided are correct at the time of going to print. Kent College Pembury reserves the right to amend the fees at any time. However, under normal circumstances the fees are fixed for each





academic year. Kent College Pembury reserves the right to withdraw any offer of a place if any fees at a previous school remain unpaid. This is part of the code of practice between the various independent school associations & ISC.

## Prep School Admissions Information

# Prep School Fees

### Assistance with fees

- Kent College is a non-profit making organisation and the whole of the school fees are used to balance expenditure. The school, as part of its mission, does try to offer assistance to families who would not usually be able to give their daughter the benefits of an independent education. These assisted places/bursaries are based on a declaration of family income and an interview with the parents. For further information about available awards please contact the Bursary.
- Bursaries may also be awarded to girls already at the school who, due to a change in parents' circumstances, would otherwise be unable to stay at Kent College. These are also means tested.
- For families who are registered Methodists, funding may be available via the Methodist Bursary Scheme.
- There are a number of organisations who provide guidance in planning for the long term financing of school fees. ISC (Independent Schools Council) is one such organisation and can be contacted at St Vincent House, 30 Orange Street, London, WC2H 7HH; telephone: 020 7766 7070. Or details may be requested from the Bursary.

### Registration fee

A non-refundable registration fee of £100 (if applicants' parents live in the EU) or £150 if applicants' parents live outside of the EU) is payable on submission of an application form. Payment can be made by cheque, (payable to 'Kent College Pembury') credit card (Visa and Mastercard) or debit card.

### Deposit

A deposit is payable to confirm acceptance of a place. A deposit of £250.00 is payable for day girls.

A deposit of £500 is payable for boarders whose parents are normally resident within the European Union and/or daughter of British Forces Personnel or British Civil Servants working abroad.

For non-European Union boarders who do not fall within the above category, a deposit of one term's fees is required. This is payable in full when you return the entrance form to confirm acceptance of the place. The larger deposit for non-European Union students is required to cover differences in currency exchange, the higher incidental expenses incurred by overseas pupils, and extras.

At the end of the pupil's education at Kent College, the total deposit will be credited against the final invoice and the balance, if any, will be refunded. If a place is not taken up the deposit will be forfeited.

# Prep School Fees

## Discounts

Discount rates for composition fees are reviewed termly, please contact the Bursary for more information.

- For daughters of practising Methodist families, funding may be available via the Methodist Bursary scheme.
- Where two or more sisters are attending the school at the same time, there is a 5% reduction on each girl's fees.
- For daughters of certain M.O.D service personnel there is a fee reduction.

## Insurance

We advise parents to consider the insurance that the school has arranged which provides cover when sickness or accident causes an absence from school. All pupils are included in the following two optional schemes unless parents inform the Bursary in writing that they do not wish to participate.

- Personal Accident Scheme: A termly fee of £6.25, which includes annual travel insurance, is payable in advance.
- School Fees Insurance: The premium is 1% of actual school fees. This is payable in advance.

The following schemes can also be arranged by the school:

- Private Medical Insurance: The current fee is £70.00 per term. Please inform the Bursary in writing if you would like the school to arrange cover for your daughter(s).

Personal Property: The school does not accept responsibility for loss of, or damage to, the property of any pupil.

