



*Happiness*

Westbrook Hay  
Prep School





# *Confidence*

Westbrook Hay is an outstanding independent prep school for boys and girls aged rising 3 to 13. We are located between Hemel Hempstead and Berkhamsted, on the border of Hertfordshire and Buckinghamshire and set in 26 acres of beautiful parkland overlooking the Bourne Valley.

Modern, spacious classrooms are coupled with small class sizes to provide an interactive, stimulating learning environment. A fabulous purpose-built Pre-Prep building and outdoor classroom offers our youngest children superb space and facilities, giving them the best possible start to their education.

All our children then benefit from our spacious art studio, science and design technology labs and IT suite. A Performing Arts Centre, complete with a 300-seat theatre and full music practice and performance opportunities is our pièce de résistance.

When our children move into Years 7 & 8 they gain the valuable experience of being at the top of the school, which includes the possible additional responsibility of Head Pupil, Sports Captain or Prefect. The pinnacle of our academic success is demonstrated by the number of scholarships our children attain.

# Westbrook Hay Prep School



## *Supplementation Information 2021-22*



## *Happiness, Confidence, Success*

Our children move onto an extensive range of prestigious schools including:

Abbot's Hill  
Aldenham  
Bedford School  
Berkhamsted  
Bishop's Stortford College  
Bloxham  
Canford  
Cheltenham College  
Claire's Court  
Downe House  
Eastbourne College

Eton College  
Haberdashers' Aske's  
Boys' School  
Haileybury  
Harrow  
Hereford Cathedral School  
Immanuel College  
Kelly College  
King's School  
Marlborough College  
Merchant Taylors'

Mill Hill  
Millfield  
Oundle  
Pangbourne  
Pipers Corner  
Queen Margaret's, York  
Queenswood  
Royal Masonic School  
Rugby  
Shiplake College  
St Albans High School for Girls

St Albans School  
St Columba's College  
St Edward's, Oxford  
St Mary's School, Ascot  
St Margaret's, Bushey  
Stowe  
Sylvia Young  
Tring Park  
Westminster School  
Whitgift  
& local Grammar schools

[www.westbrookhay.co.uk](http://www.westbrookhay.co.uk)

London Road, Hemel Hempstead, Hertfordshire HP1 2RF Telephone: +44 (0)1442 256143 Email: [admin@westbrookhay.co.uk](mailto:admin@westbrookhay.co.uk)

## Term Dates

### Autumn Term 2021

Term Begins: Monday 6th September  
Half Term: Monday 25th October – Friday 5th November  
Term Ends: Thursday 16th December

### Spring Term 2022

Term Begins: Monday 10th January  
Half Term: Monday 14th February – Friday 18th February  
Term Ends: Friday 1st April

### Summer Term 2022

Term Begins: Monday 25th April  
Half Term: Monday 30th May – Friday 3rd June  
Term Ends: Wednesday 6th July

The school reserves the right to alter dates should this become necessary and will endeavour to give parents as much notice as possible.

## Open Mornings

Saturday 5th March, 2022

9:30am – 12:30pm

Friday 13th May, 2022

10:00am – 12:00pm

Saturday 1st October, 2022

9:30am – 12:30pm

Please let us know if you would like to attend one of our Open Mornings by calling the school on **01442 256143** or email [openmorning@westbrookhay.co.uk](mailto:openmorning@westbrookhay.co.uk)



## School Day

### Pre Prep

Nursery – Year 1 8:30am – 3:30pm  
Year 2 8:30am – 3:30pm

### Prep

Years 3 – 4 8:15am – 4:00pm  
Years 5 – 8 8:15am – 4:25pm

## Westbrook+

(for all children over the age of 3 every day)

**Breakfast Club** – from 7:30am

**After school** until 6:00pm

**Pre Prep Supper** – 4:30pm

**Prep Supper** – 5:30pm

## Termly Fees

For September 2021 (reviewed annually)

**Registration Fee** £100  
(non-returnable)

**Refundable Deposit** £400  
(on completion of Year 6 or 8)

**Nursery Session** £357

**Nursery Full Time** £3,270

**Reception – Year 2** £3,818

**Years 3 and 4** £4,760

**Years 5 – 8** £5,495

### Extras

**Breakfast Pre-Prep** £2.50 per meal

**Breakfast Prep** £4.25 per meal

**Supper** £4.25 per meal

Musical instrument tuition & additional Learning Support are taught by qualified visiting staff. Please contact the school for details.

## Admission of Pupils

### General

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable.

We hold a number of open events throughout the year and we are also very happy to welcome prospective parents and their children at other times. Please contact the School's registrar to arrange a visit. If it is not possible to hold open events or arrange school visits because of circumstances beyond the School's control, then the School will publish on its website the alternative arrangements in place.

Children admitted to our Nursery are expected to join Reception. We prepare our children for entry to senior schools at 13+, although some girls may leave at 11+ where the senior school does not have an entry point at Year 9.

Westbrook Hay is a selective school. Selection is based upon academic merit, the child's behaviour and their age-relative ability to display examples of the school's values are also a consideration. For reference, the school's values are; courage, integrity, togetherness, responsibility, independent learner and reflective learner.

Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

### Aims

- To give children and parents as much information about Westbrook Hay and the education we provide as possible;
- To assist in helping parents find a school in which their child will thrive;
- To make each child's start a happy and successful one;
- To begin a partnership with parents that will be lasting and mutually supportive.

### Process

- Following an enquiry a prospectus pack is sent out;
- Parents meet with the Headmaster (with or without their child) and tour the school.

### Assessments

These take place within the child's chronological age group. The completed application form, payment of registration fee and copies of any recent relevant reports are required by the school prior to the assessment day taking place.

### Nursery

- Joining in the term they celebrate their 3rd birthday (rising 3), an hour in our Nursery class accompanied by one parent. Rising 4, a two hour 'taster' session alone.

### Reception

- Minimum of half a day in Nursery if prior to the year of entry. During year of entry, a minimum of one school day with a Reception Class.

### Year 1 – Year 8

- A minimum of one school day with the relevant chronological year group.

### Following a visit

- Parents are generally contacted by the Headmaster within 48 hours of a visit either with a verbal offer or the reason why one is not being made;
- Any offer of a place is made in writing by the Headmaster;
- Where a place is likely to be immediately taken up, a full registration pack accompanies the offer;
- Acceptance of a place is confirmed when the signed acceptance form and deposit have been received by the Registrar;
- Acceptance of the terms and conditions of entry begins the legally binding contract between the school and parents in respect of payment of fees and notice periods (see Parent Contract for full details).

## REGISTRATION FORM

[to be completed by those with parental responsibility for the child]

Please use BLOCK CAPITALS and tick the boxes as appropriate.

### CHILD'S DETAILS

Surname of child: \_\_\_\_\_

First names (in full): \_\_\_\_\_

Name generally used: \_\_\_\_\_

Date of birth:   -   -      Boy  Girl

Nationality:  British

Other: *(please specify)*

Proposed date of admission *(term and year)*: \_\_\_\_\_

PLEASE ATTACH  
A PHOTOGRAPH  
OF YOUR CHILD  
HERE

Are there any circumstances or conditions relating to your child of which the School should be aware?

Please tick as appropriate and attach full details and a copy of all relevant reports including your child's latest school report.

ADHD

ASD

Dyslexia

Dyspraxia

EAL

Hearing impairment

Visual impairment

Emotional wellbeing concerns

Other *(please specify)*

Allergies *(please specify)*

School report

Additional learning support/SEND/IEPs

EHCP

Educational or Clinical Psychologist report

Speech and Language report

OT report

Behaviour report/system

Nursery report/two year check

Failure to disclose any pre-existing condition may affect your child's offer of a place at the School.

### PARENT DETAILS

|              | Parent 1* | Parent 2* |
|--------------|-----------|-----------|
| Title:       | _____     | _____     |
| First Name:  | _____     | _____     |
| Last Name:   | _____     | _____     |
| Address:     | _____     | _____     |
| Occupation:  | _____     | _____     |
| Nationality: | _____     | _____     |
| Home Tel:    | _____     | _____     |
| Work Tel:    | _____     | _____     |
| Mobile:      | _____     | _____     |
| E-mail:      | _____     | _____     |

\*If you have parental responsibility for the child in a capacity other than as a parent, please state your relationship here:

Please mention here the names of any other members of the family attending the school or registered for entry, or any other connection with the School:

Are there any special arrangements that need to be made for your child when they visit?

*(please include dietary and/or medical)*

## NURSERY ENTRY

If the application is for Nursery entry, please state sessions required – AM 8.30am – 12.30pm; PM 11.50am – 3.30pm.

| Monday |    | Tuesday |    | Wednesday |    | Thursday |    | Friday |    |
|--------|----|---------|----|-----------|----|----------|----|--------|----|
| AM     | PM | AM      | PM | AM        | PM | AM       | PM | AM     | PM |
|        |    |         |    |           |    |          |    |        |    |

## YOUR CHILD'S PRESENT SCHOOL

Please state the name and address of your child's present school (with date of entry):

|   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|
| D | D | - | M | M | - | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|---|---|

Name of Head Teacher:

## SCHOLARSHIPS AND BURSARIES

(applicable for entry into Year 3 onwards)

Do you wish to apply for a scholarship? If so which type?

- Academic (Details of the arrangements for tests for scholarship will be sent on expression of interest.)
- Music Scholarships are awarded in recognition of excellence, not for financial support. Applicants may apply for bursaries as well as scholarships).
- Sport

Do you wish to apply for bursary assistance towards the fees?

- Yes (Bursary assistance may be offered subject to confirmation of financial status and is reviewed annually. Full details can be sent on request).
- No

## DECLARATION

We (as holders of parental responsibility) request that the above named child be registered as a prospective pupil of the School **AND** we enclose a cheque for the **non-refundable** Registration Fee of £100.00 per child; cheques to be made payable to 'Westbrook Hay Prep School', or by bank transfer – **Sort Code:** 23-84-85 **Account number:** 01108083

**By signing this Registration Form we understand, accept and agree that:**

1. registration of our child as a prospective pupil does not secure our child a place at the School but does ensure that our child will be considered for entry as a pupil at the School;
2. if our child is offered a place at the School, such an offer will be subject to the School's terms and conditions for the provision of educational services<sup>[1]</sup>, which will bind us (as the holders of parental responsibility for him/her) in the event (and from the moment) we accept the place;
3. if applicable, the School may request from our child's present school or educational institution: (a) information and a reference in respect of our child; and/or (b) information about any outstanding fees and/or supplemental charges;
4. the School may, with reference to one or both of us: (i) undertake a credit check with a credit reference agency; and/or (ii) require you to provide the School's Bursar with a bank reference and/or an up-to-date credit report (including a credit score); and
5. the School may process any personal data about us (or either or us) and our child, including sensitive personal data about our child (such as medical details), for the purposes of:
  - i. administering its list of prospective pupils;
  - ii. registration, selection and/or admission procedures, including as set out above; and
  - iii. communicating with the parents of prospective pupils about the School and generally managing relationships between the School and its prospective pupils.

**First signature:**

**Second signature:**

Name in full:

Name in full:

Relationship to child:

Relationship to child:

Date:

Date:

[1] A copy of the current terms and conditions (known as the School's parent contract) is available for your information on the School's website [www.westbrookhay.co.uk](http://www.westbrookhay.co.uk), or by request at any time. But please note that the version of the parents' contract viewed or supplied may be subject to change prior to the point in time when a place at the School for your child may be offered.



# Our Ethos

We are a welcoming, all-inclusive, family community that provides the best for, and expects the best from us all.

# Our Mission

To develop happy, confident and successful children who are well prepared for their future.



A foundation of happiness and the developing confidence that our children gain during their time with us leads to outstanding future success.



*« For bright, spirited children who strive to do their best and love getting outside come rain or shine, it's hard to imagine a more exciting environment – all underpinned by warm relationships between staff and pupils and an overall ethos of kindness and compassion. »*

*Good Schools Guide, May 2021*



**We deliver the best and we expect the best from everyone.**

At Westbrook Hay staff have high expectations for pupils' academic progress. Our curriculum is broad and balanced, fully engaging children in the learning process.

Confident, and happy children will inevitably be successful, and this belief is embedded from Nursery to Year 8.

As children move through the school the curriculum adapts, ensuring children are fully prepared for the next step in their learning journey and ultimately, entering their first choice senior school.

We offer a lot of time outdoors; wellies and football boots are a must! Our wonderful outdoor classroom and new adventure playground complement the natural play opportunities available in the fields and woods, both onsite and the adjoining meadows and woodland of the Box Moor Trust.

From Year 3 our children play sport four times a week and they compete against other schools on a local, regional and national scale. There is a team for everyone.



**We are an all inclusive family community.**

At Westbrook Hay we want our children to be successful and we believe that this comes firmly from a foundation of happiness and the developing confidence that our children gain during their time with us.

Visitors are always struck by the unique atmosphere at Westbrook Hay. The children are clearly happy and secure in their environment and see the school as an extended family that supports all their needs. Our children are confident without being arrogant, naturally polite and wonderfully exuberant.

As every parent will know, school is much more than simply what is taught in lessons. At Westbrook Hay there exists a learning experience that goes far beyond the classroom. Small class sizes, excellent teaching, fabulous facilities and caring teachers provide the support and encouragement that ensure all our children, from rising 3 to 13, gain the confidence to succeed.

The opportunities that exist both within and outside the curriculum in technology, art, sport, music, dance and drama help to balance the school's high academic expectations and allow the children further opportunities to express themselves and try new things, learn vital new skills and have a wonderful childhood.

Education is much more than sitting in a classroom and success much more than the passing of exams. At Westbrook Hay our children are exposed to a wide range of experiences that enrich their lives and create opportunities for their success. For some, success comes on the stage, for others it is the sports field, the swimming pool, the art studio or elsewhere. We value each, equally, as we believe that somewhere every child will find success, that achieving success boosts self-confidence which leads to happiness and more success.







# Pastoral Care



Our devoted staff provide exceptional pastoral support and are trained to deal with any concern that our children may have.





*« They don't know all the answers and nor do I, but between us we come up with what's best for him and the main thing is he's never been made to feel any different. »*

*Year 7 parent*



All our staff are responsible for the pastoral welfare of all our pupils. To ensure this we have a strong and devoted team of Form Tutors responsible for their immediate children, plus the umbrella of a Pastoral Leadership Team composed of staff from all areas of the school who meet regularly and lead the school on all pastoral matters.

Further and exceptional pastoral support is provided by our 'wellbeing' team, who include in their number ELSA (Emotional Literacy Support Assistant) staff, trained to deal with any and every concern that children may wish to bring to them.

We have a simple system of school rules, all of which are underpinned by respect – for each other and for ourselves.

We pride ourselves on being an inclusive community, embracing and celebrating our families' varied backgrounds, cultures and beliefs.

Our inclusivity is evident in the fact that everything on offer here is for everyone, regardless of age, gender, ethnicity or religion. Our parents are encouraged to be involved and intrinsic to the daily process that makes Westbrook Hay a strong, family community.





# An Outdoor Classroom...

like no other!



Our youngest children have the most wonderful start here; playing, exploring and learning in the outstanding state of the art outdoor classroom.



« The effectiveness of the early years foundation is outstanding. »  
Independent Schools Inspectorate



In collaboration with our children, parents, staff and employing specialists Timotay Playscapes, this fantastic facility was custom designed for our Pre-Prep children. It provides varied, exciting and stimulating resources that the children just love!

There is room for them to run, explore, create and imagine and it's a joy to see their engagement and motivation.

The outdoor classroom is built on the existing provision of a Woodland School and our extensive 26 acre grounds, where all our children can play, climb, be curious, energetic, imaginative and take risks, while fully absorbed in their learning.

Its' design focuses on experiential play; the children are able to nurture plants, observe life-cycles and grow and eat home-grown produce.

The mud kitchens, bubbling stream, water walls and beach enable pupils to engage with the elements, as well as testing their problem-solving with pulleys and levers.

Balance and strength are developed through negotiating wobbly bridges and undulating pathways. Quiet time for thought and reflection can take place in our secret garden and sensory area.

Through uninterrupted play time children can practise and develop their skills, and through their own curiosity and interest, they naturally become more confident at problem solving and more successful learners.



# Performing Arts



All our children are able take part in dance, drama and musical productions in our wonderful modern, purpose built Performing Arts Centre.



*« Thank you so much for yet another wonderful dance display. You have given us the gift of precious memories to treasure! »*



The performing arts are a very important part of life at Westbrook Hay. Our children have the opportunity to perform as soon as they enter our nursery class, and right through to leading roles in our Pre-Prep and Prep school plays.

Integral to our curriculum is music which is taught from Nursery onwards. The children are encouraged to learn a musical instrument, take singing lessons, join our choirs, orchestra and wind band and also to perform in one of our many school concerts.

Dance is taught each week from Nursery to Year 2 and is an additional optional activity for the remainder of the School. Ballet, Modern, Street Dance, Musical Theatre and Jazz are also options for the children.

Drama is taught as part of the English curriculum and LAMDA verse, prose and acting is an extremely popular extra activity.

The school performances take the form of both plays and musicals, providing opportunities for the children to be involved in acting, singing, dance, set building, scenery painting, lighting, sound and make up etc.

Westbrook Hay's Performing Arts Centre, containing a foyer art gallery, an auditorium with raised seating for 300, two music teaching classrooms, six practice rooms, a dance studio, a flat multi-curtained stage and a lighting and sound control room, is therefore a wonderful asset to the school and enables the children to continue to flourish on and off the stage.





# Sports & Games



From Year 3, our children play sport four times a week and they compete in fixtures against other schools every week.



« What I like about it is that my daughter isn't that sporty by nature but is always included in the teams and her sport has really come on as a result – it's really inclusive. »

Good Schools Guide, May 2021



We are unique as a day school in being able to offer so much sport to our children and as a result offer an impressive 'Sport for All' ethos. Being situated in 26 acres of grounds with some wonderful facilities certainly helps and this, along with the success of our teams in recent years, has resulted in us acquiring a fine sporting reputation in the local area.

The core sports for the boys are football, rugby and cricket and for the girls they are netball, football and cricket. Children from Year 3 onwards swim in both the autumn and summer terms in our pool. Pupils also enjoy basketball, orienteering, golf, short-tennis, volleyball, athletics and gymnastics to name a few, with our girls being introduced to lacrosse in Year 6.



From Year 3, our children play sport four times a week. There is a busy calendar of competitive fixtures against local prep schools and all our pupils have the opportunity to represent their school, whatever their ability, offering them a great opportunity to be part of a team.

The quality of the sports coaching is outstanding, with specialist sports teachers employed for all ages across the school.

To extend and challenge our most talented sporting pupils, we give them the opportunity to showcase their skills in national and county competitions where their success is evident. For example we have won the IAPS national football title three years in a row. Each year, several of our pupils are fortunate to be offered sport scholarships to their senior schools.





# Westbrook+

Westbrook Hay offers wrap around care for children from 7:30am to 6:00pm. This provision supports the needs of our families and is included in the termly fees although there is a charge for meals and activities led by visiting suppliers. The children have the choice of many fun activities across the week which are regularly refreshed to ensure our children are happy and engaged.

*our breakfast and  
after-school programme*



*clubs*

*and*



*activities*

## Westbrook+

- ❖ Drop off from 7:30am
- ❖ After-school clubs programme runs until 6:00pm every day
- ❖ Delicious home-cooked supper at 4:30pm for Pre-Prep and at 5:30pm for Prep
- ❖ Exciting range of activities for all year groups
- ❖ Homework club
- ❖ Booking is made in advance via our online Parental Portal

*for all year groups*

# Timings

## Pre-Prep

### Nursery – Year 2

- 3:30pm School day finishes (1st collection)
- 3:45pm-4:25pm After-school clubs
- 4:30pm (2nd collection)
- 4:30pm-6:00pm Supper Club (3rd collection)

## Prep

### Years 3&4

- 4:00pm School day finishes (1st collection)

### Years 5-8

- 4:25pm School day finishes (1st collection)
- 4:30pm-5:20pm After-school clubs
- 5:30pm (2nd collection)
- 5:30pm-6:00pm Supper Club (3rd collection)



*theatre*

*garden time*



*music*



*football*

# Activities

The activities that we offer change each term. Some of the activities offered are:

- |              |              |                           |
|--------------|--------------|---------------------------|
| Science      | Taekwondo    | Basketball                |
| Choir        | Shooting     | Model making              |
| Ballet       | Swimming     | Arts and crafts           |
| Gardening    | History      | Yoga                      |
| Football     | IT Club      | Chess                     |
| Cricket      | Woodcraft    | Table Tennis              |
| Netball      | Design       | Board games               |
| Pop Lacrosse | Sewing       | Strength and Conditioning |
| Music        | Athletics    | Drama                     |
| Lamda        | Gymnastics   | Running Club              |
| Dance        | French       | Strategy Games            |
| Story time   | Cookery      | Touch Typing              |
| Number fun   | Trampolining | Ukulele                   |
| Tennis       | Hockey       | Recorder                  |
| Squash       | STEM         | Skiing                    |
| Fencing      | Sudoku       |                           |



*early years*

**Westbrook+**  
*extra-curricular is fun!*



## Year 3

### ❖ **Cosy camping**

First night away from home!  
In the school grounds  
Teepee style bell tents  
In the autumn and summer terms  
One night at a time  
Campfires and wide games



## Year 4

### ❖ **Cosy camping**

Curriculum themed evening i.e. astronomy, STEM, poetry  
In the school grounds  
Teepee style bell tents  
In the autumn and summer terms  
One night at a time  
Campfires

### ❖ **Adventure camping**

2 nights off-site camping in an Outdoor Adventure residential centre  
In the summer term  
On-site activity programme  
Team building activities  
Adventure activities

## Year 5

### ❖ **Off-site wild camping**

2 nights bushcraft with a specialist company  
Tailor made courses including shelter building and wild camping under the stars  
Cooking with traditional bushcraft methods

### ❖ **Cosy camping**

Curriculum themed evening i.e. astronomy, STEM, poetry  
In the school grounds  
Teepee style bell tents  
One night  
Campfires

# Westbrook Adventure

*2021 and beyond*

An exciting residential trips programme for Westbrook Hay children that will develop children's independence, courage, resourcefulness and teamwork. Progressively more adventurous as the children get older.

# Year 6

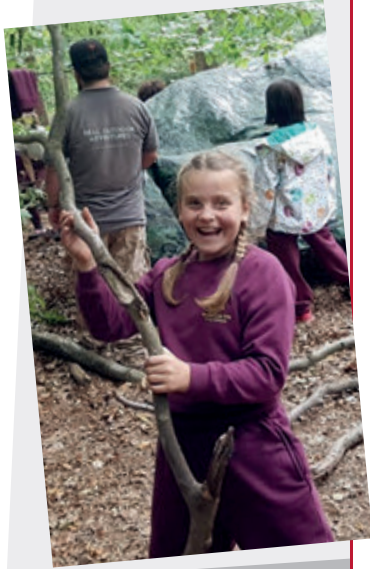
## ❖ Cosy camping

Curriculum themed evening i.e. astronomy, STEM, poetry  
 In the school grounds  
 Teepee style bell tents  
 One night  
 Campfires

## ❖ 5 night language immersion, history and cultural trip to Normandy

Our residential trip to the Château de la Baudonnière in Normandy, offers an exceptional French immersion programme in which pupils are encouraged to learn and speak French by qualified French native staff. The Château has extensive grounds and the French animateurs deliver a full programme of day adventure activities, including archery, climbing, canoeing and assault course. The evening programme and epic 'soirées', includes: La Tournoi (floodlit football, basketball and volleyball), campfire with singsong and marshmallows, mini Olympics and the famous French evening.

This cultural and language trip allows students to experience the local culture of Normandy through a series of excursions that can include Bayeux, Mont St. Michel, the North Normandy landing beaches, Arromanches and many more.



# Years 7 and 8

A combination of domestic and international trips including:

## ❖ Iceland

An exciting trip to Iceland including potential visits to a glacier, geothermal pools, volcanos, trek to waterfalls and witness the Aurora Borealis.

## ❖ Spanish exchange

An exchange visit to a Spanish school in Barcelona, immersing in the language and culture of a Catalan school. Including time in class with a partner, an inquiry based study and potential visits to Gaudi's sites, Camp Nou and Montserrat.

## ❖ Wales/PGL

A trip to Wales for team building, outdoor activities and visits to geographical and historical sites.

An activity holiday camping at one of the PGL centres in the UK.

## ❖ National Sports Tour

An all abilities overnight sports tour to play against schools from out of our region.

# Also...

## ❖ Skiing

Bi-annual ski-trip for Years 4-8



# Adventure Programme Tracker

| Year Group* | 2021-22                           | 2022-23                           | 2023-24                          | 2024-25             | 2025-26                          | 2026-27             |
|-------------|-----------------------------------|-----------------------------------|----------------------------------|---------------------|----------------------------------|---------------------|
| As Year     | 8                                 |                                   |                                  |                     |                                  |                     |
| Year 8      | Wales (March 22)<br>PGL (June 22) |                                   |                                  |                     |                                  |                     |
| As Year     | 7                                 | 8                                 |                                  |                     |                                  |                     |
| Year 7      | Wales (Oct 21)                    | International (Iceland)           |                                  |                     |                                  |                     |
| As Year     | 6                                 | 7                                 | 8                                |                     |                                  |                     |
| Year 6      | Cosy Camping France               | International (Iceland)           | International (Spanish exchange) |                     |                                  |                     |
| As Year     | 5                                 | 6                                 | 7                                | 8                   |                                  |                     |
| Year 5      | Bushcraft<br>Cosy Camping         | Cosy Camping France               | Wales or National Sports Tour    | International (tbc) |                                  |                     |
| As Year     | 4                                 | 5                                 | 6                                | 7                   | 8                                |                     |
| Year 4      | Cosy Camping<br>Adventure Camping | Bushcraft<br>Cosy Camping         | Cosy Camping France              | International (tbc) | International (Spanish exchange) |                     |
| As Year     | 3                                 | 4                                 | 5                                | 6                   | 7                                | 8                   |
| Year 3      | Cosy Camping<br>Cosy Camping      | Cosy Camping<br>Adventure Camping | Bushcraft<br>Cosy Camping        | Cosy Camping France | Wales or National Sports Tour    | International (tbc) |

\*As of 2021-22 In addition: Ski trip – 2021-22; 2023-24; 2025-26

All details are subject to change



# PARENT PRIVACY NOTICE

## Key Information

This notice contains the key information about how and why we collect your personal information and what we do with that information.

Personal information is information that identifies you and relates to you. For example, information about your family circumstances, your financial information and photographs of you.

We encourage you to read the full version of our pupil privacy notice, which is published on the School's website and can be found here [www.westbrookhay.co.uk/school-policies](http://www.westbrookhay.co.uk/school-policies). You can also obtain a copy of the full privacy notice by contacting the School on [bursar@westbrookhay.co.uk](mailto:bursar@westbrookhay.co.uk) or telephone 01442 256143.

The full version includes additional points, such as, the rights you have in your information including what decisions you can make about your information, for how long the School retains your personal information and our legal bases for using your personal information.

The School's primary reason for using your personal information is to provide educational services to your child.

**We set out below examples of the different ways in which we use your personal information and where that personal information comes from.**

- We obtain information about you from admissions forms and from your child's previous school. We may also get information from professionals such as doctors and from local authorities.
- We will have information about any family circumstances, which might affect your child's welfare or happiness.
- We will process financial information about you in relation to the payment of fees. In some cases we get information about you from third parties such as credit reference agencies or from your child's previous school(s).
- We may take photographs or videos of you at School events to use on social media and on the School website. This is to show prospective parents and pupils what we do here and to advertise the School. We may continue to use these photographs and videos after your child has left the School.
- We will send you information to keep you up to date with what is happening at the School. For example, by sending you information about events and activities taking place (including fundraising events) and the School newsletter.
- We will keep details of your address when your child leaves the School so we can send you invitations to reunions and events and an annual newsletter. Further information on the Former Pupil association can be found at [www.westbrookhay.co.uk/reunions](http://www.westbrookhay.co.uk/reunions).

**In some situations, we may need to share your information with third parties. For example:**

- In accordance with our legal obligations, we will share information with local authorities, the Independent Schools Inspectorate and the Department for Education, for example, where we have any safeguarding concerns.
- If you have unpaid fees we may share information about this with other schools or educational establishments to which you intend to send your child.
- On occasion, we may need to share information with the police, our legal advisors and our insurers.

The Privacy Officer is the person responsible at our school for managing how we look after personal information. The Privacy Officer can answer any questions which you may have about how we use your personal information.



*Success*

## Our Ethos

We are a welcoming, all-inclusive, family community that provides the best for, and expects the best from us all.

## Our Mission

To develop happy, confident and successful children who are well prepared for their future.



*Prepared*

**Westbrook Hay**  
Prep School



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Chairman of Governors: Mr Andrew Newland