

# INFORMATION BOOKLET

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TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

# ANNUAL INFORMATION

## Enquiries and Entrance Procedures

We are always delighted to show prospective parents around the School. Please contact our Marketing and Admissions Manager to arrange either a personal visit or to confirm a place at one of our open mornings. Details of these open mornings can be found on our website: [townclose.com](http://townclose.com).

Pupils normally join the School at three years (Nursery), four years (Reception) and seven years (Year Three) of age. We admit a small number of pupils at Year Two and we also welcome applications at other ages where space permits; further details are available from the Marketing and Admissions Manager.

Parents wishing their child to join the School should complete the attached registration form. Places are allocated following an assessment visit and are always subject to a satisfactory report being received from a child's previous school, where this is relevant.

Details of all our regulatory information including our Admissions Policy, Ethos and Aims and Safeguarding and Child Protection Policy may be found on our website.

Should you have any enquiries with regards to admissions please contact our Marketing and Admissions Manager on +44 (0)1603 599030 or email [admissions@townclose.com](mailto:admissions@townclose.com).

## Assessment Process

We are academically non-selective. However, there may be circumstances when a child's social and emotional development may inhibit his or her ability to benefit from the curriculum we provide. In circumstances where we do not believe that we can provide appropriately for a child's specific needs, a place may not be offered. Our aim is to be certain that each child will flourish at Town Close School. The assessment process varies depending on the child's age and is outlined below:

- For entry to Nursery and Reception (three to five years of age) children are invited for an informal visit where they are observed undertaking various activities in a relaxed school environment for approximately one hour. Please note that there is an expectation that children will not need to wear nappies
- For entry to Year One (five to six years of age) children are invited to spend half a day at the School and are observed undertaking various activities and general assessments whilst having the opportunity to experience life at the School and to meet new friends
- For entry to Year Two and above (six to thirteen years of age) children are invited to spend the day at the School and to participate fully in the scheduled timetable. The child's reading and non-verbal reasoning are assessed at certain points during the day. Applicants for Years Two to Four meet the Headmaster informally in the classroom, whilst those applying for Years Five to Eight have a slightly more formal interview in the Headmaster's study.

Please note that as part of the assessment process, sometimes a child may be invited to spend additional time at the School in order to gain a clearer picture of their development. **In addition, reports are requested from all Schools/Nursery settings prior to an offer of a place being made.**

## **Acceptance Deposit**

Following the completion of a registration form and once a child has successfully completed their assessment, an offer letter will be sent with a contract and administration booklet. Please return these completed forms with an acceptance deposit of £300 which is refundable once a child has left the School.

## **Admissions Criteria**

We have, and aim to keep, a natural healthy mix both of girls and boys and children with a range of talents and interests. We believe that this reflects much more closely the broad mix of society that children will experience in adult life.

Accordingly we may prioritise some applications by applying the following criteria as even-handedly as possible:

- A balance between boys and girls
- A balance of talents, interests and abilities within a year group
- Priority to children with siblings already at Town Close School
- Priority to children of former pupils of the School.

Thereafter we take into account the date pupils were originally registered on our admissions lists. It is important to note that, in the Nursery, children may join as soon as they are three but priority is always given to those children in their final year before joining Reception.

## **Bursaries**

Our bursary programme is designed to enable those who meet Town Close School's entry criteria, but cannot afford the fees and other costs, to take up a place here. We offer means-tested awards and seek to focus this support on candidates demonstrating a particularly strong need for a Town Close education. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need but can extend to full fee remission in cases of exceptional need.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income. Bursaries are always conditional on a child exhibiting good behaviour and application.

The School's practice is to allocate available bursary funding on entry. The School's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed, will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.

# FEES AND VARIABLE EXPENSES 2018/2019

## Termly Fees

We try our best to ensure that the majority of costs associated with sending your child to Town Close School are included in our termly fee. For instance, no extra charges are made for lunches, books, non-residential trips or for most after school activities and include a personal accident insurance scheme. The termly fees for the 2018/19 academic year are:

Nursery	£2,890
Reception, Year One and Year Two	£3,749
Year Three to Year Eight	£4,384

If applicable, please refer to our 'Charging and Admissions Policy for those in receipt of Early Education Funding' which is available on our website: [townclose.com](http://townclose.com).

## After School Care Charges

The after school charges incurred from Monday to Friday, between 3.45pm and 6.00pm, are as follows:

### PRE PREP

Tea is served between 4.00pm and 4.30pm

#### Pre-booked in advance (by noon)

3.45-4.30pm	£3.75
3.45-5.00pm	£7.50
3.45-5.30pm	£11.25
3.45-6.00pm	£15.00

#### Not pre-booked

3.45-4.30pm	£6.00
3.45-5.00pm	£12.00
3.45-5.30pm	£18.00
3.45-6.00pm	£24.00

Please note: we charge a flat rate of £16.00 for bookings not cancelled by noon on the day.

## PREP

A snack is served at 4.00pm

#### Pre-booked in advance (by 2pm)

4.00-5.00pm (or any part thereof)	£6.00
5.00-6.00pm (or any part thereof)	£6.00
4.00-6.00pm	£12.00

#### Not pre-booked

4.00-5.00pm (or any part thereof)	£8.00
5.00-6.00pm (or any part thereof)	£8.00
4.00-6.00pm	£16.00

Please note: these higher charges will also apply to children who are booked into ASC, but do not attend, and to children who are transferred to ASC at 4.30pm.

## Individual Music Lessons for Year One to Year Eight

We are fortunate that there are a number of self-employed professional teachers based at Town Close School who can offer tuition on the piano, guitar, voice, violin, cello, flute, clarinet, oboe, saxophone, recorder, trumpet, horn, trombone, euphonium, cornet and drums – subject to them having availability on their lists. We actively encourage as many children as possible to learn to play an instrument as the long-term benefits are without question.

The visiting music teachers undertake to provide 30 lessons per annum divided between three terms – some terms may have 12 lessons and others may only have 8. The fees, however, are spread equally and have been fixed at £190.00 per term.

# PAYMENTS

We are pleased to be able to offer you a number of different ways to pay school fees and any other incidental expenses including registration and acceptance fees. The information below should be all you need to make payments but please contact us if you have any further queries, or refer to the 'Payments' section of our website.

## **Bank Transfer:**

Account Name: Town Close House Ed. Trust Ltd

Account Number: 22091003

Sort Code: 40-51-62

SWIFTBIC: HAND GB 22

IBAN: GB06 HAND 40516222091003

## **Card Payments:**

Payments can be made by debit/credit card via the 'Payments' section on the School's website.

## **Monthly Direct Debit (for school fees ONLY):**

For more information about School Fee Plan, or to apply to pay by monthly direct debit, please visit the 'Payments' section of our website.

## **Cheques:**

Please make cheques payable to  
'Town Close House Ed. Trust Ltd'

Please note, in order to comply with the Proceeds of Crime Act 2002, we cannot accept payment for termly fees in cash.

# CONTACTS

## **Address:**

Town Close School  
14 Ipswich Road  
Norwich  
Norfolk  
NR2 2LR

## **School Switchboard:**

+44 (0)1603 620180

## **Email Addresses:**

Marketing and Admissions:  
admissions@townclose.com

Headmaster:  
head@townclose.com

Bursar:  
bursar@townclose.com

Town Close School is committed to safeguarding and promoting the welfare of children.

Town Close House Educational Trust Ltd | Registered Charity No. 311293 | Registered Company No. 940118



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