



Strathearn Preparatory Department



Visit to Castle Espie

*The wider community and environment beyond school provide rich and varied opportunities for our girls to extend their education and make a significant contribution to **their learning.***



Strathearn Preparatory Department

Principal - Mrs N Connery MA PGCE PQH

157 Belmont Church Road, BT4 2DA

Telephone (028) 9047 4684

Email info@penrhyn.belfast.ni.sch.uk

Website www.strathearn.org.uk

Head of Department Mrs B Mawhinney BEd

Chairman of the Board of Governors Mrs L Mallon LLB

Chairman of the Penrhyn Committee Mr R Masefield CBE MA (Cantab)

The Preparatory Department Reception is open Monday to Friday 8.30am - 3.30pm.

The enrolment of the school is 141 girls.



I can do anything at all

I can climb the highest mountain

I can feel the ocean calling wild and free

I can be anything at all

With this hope to drive me onward

If I can just believe in me



To experience this positivity, visit the Penrhyn website link where it says '**Click here**' to experience the positivity of Penrhyn and its pupils.



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Thank you for your interest in Penrhyn, the Preparatory Department of Strathearn School.

Founded in 1953, Penrhyn is celebrating 70 years of excellence in teaching and learning. We value each child as an individual and our team of experienced and committed teachers provides a learning environment that is supportive, stimulating and challenging. I believe that children work harder with people who care about them and that they trust.

The staff in Penrhyn care deeply for the girls and we aim to be positive, kind and considerate at all times. It is our aim that your daughter will be happy in school and feel valued. We take the time to listen to the pupils, and respect for others and good manners are emphasised daily.



Through activities and learning opportunities that are purposeful and engaging, the girls are encouraged to become confident and motivated learners. We use a variety of teaching techniques within the classroom and beyond. Interactive panelboards and Ipads are used as teaching resources and they open up many new opportunities within the classroom.

The curriculum is relevant, broad and balanced. From entry at P1, we emphasise the development of fundamental Literacy and Numeracy skills. Our aim is to build a secure foundation on which future learning can be based. The statutory NI Curriculum has been integrated into our provision in a manner best suited to our pupils.

Whilst excellence can readily be seen in the academic achievements or in sporting, musical, dramatic or artistic successes, it can also be attained in less easily defined areas, which are equally important to us. We value the contribution every pupil has to make and we strive to help each one develop her individual talents and personality, and to realise her full potential.

Through the provision of a range of appropriate curricular activities, as well as a wide range of extra-curricular activities, Penrhyn offers each pupil a school experience where self-esteem and self-confidence are fostered. Pupils' achievements, both inside and outside school, are nurtured and celebrated at class and at whole school level.

We work closely in partnership with parents. You are warmly invited to visit our school and I look forward to meeting you so that you can experience the happy family atmosphere that is so special and unique in Penrhyn.

Barbara Mawhinney

School Staff

Principal Head of Preparatory Department

Mrs N Connery MA PGCE PQH
Mrs B Mawhinney BEd

Full Time Teachers

P1 Form Teacher
P2 Form Teacher
P3 Form Teacher
P4 Form Teacher (Head of Department)
P5 Form Teacher
P6 Form Teacher
P7 Form Teacher (School Improvement
Manager and Head of Pastoral)

Mrs V McKinney BEd
Mrs C Galloway BEd
Mrs A McKeown BEd
Mrs B Mawhinney BEd
Mrs A O'Reilly BSc MSc PGCE
Miss D Clark BA QTS MEd
Mrs E Andrews BEd CertEd PQH LNEA

Part Time Teachers

Physical Education
P4
Swimming
Learning Support

Mrs B Crawford BEd
Mrs P Devlin BEd ALCM
Mrs K King STA
Mrs J Walls BEd (Cantab)

Extra-Curricular Teachers

Speech and Drama
Ballet/Modern Dance
Piano
Irish Dancing
Singing
Tennis
Miniversity

Mrs J Armstrong ALAM
Miss J Magee BA PGCE MA
Miss P Williams BMus
Mrs C McCamley
Mrs P E Devlin BEd ALCM
Mr J Abosi
Ms C McMillen

Early Morning Club

Ms L Stevenson LLB
Ms R Shaw PGATC ANCAD
Mrs R McCance BA PGCE
Mrs K Black BSc MSc PGCE

After School Club

Miss L King
Ms W Frazer

Classroom Assistant

Mrs R McCance BA PGCE

School Secretary

Mrs J McGimspey

Premises Assistants

Mr M Paxton
Mr J Gibson
Mr D Turner

***Staff details as of 2023. These are subject to change.**

The School Day

Early morning supervision		8.00am - 8.30am
Classes begin		8.30am
Break		10.15am
Assembly		10.30am - 10.45am
Lunch		11.45am - 12.45pm
Classes end	P1	12.30pm (September) 2.00pm (October onwards)
	P2	2.00pm
	P3-P7	3.00pm
After School Club		2.00pm - 5.45pm



Location

Strathearn Preparatory Department is situated at the junction of the Belmont Church Road and Sydenham Avenue, on the outskirts of Belfast.

The school comprises two houses, and one mobile classroom, set in extensive, attractively laid-out gardens which provide play and activity areas for our pupils. There is also a hard-surfaced playground.

There is accommodation for seven form classes, as well as smaller classrooms for group activities, a gymnasium/Assembly Hall, a computer suite, a library and individual music tuition rooms.

Sited within easy walking distance of Strathearn, the girls enjoy the facilities of the grammar school. Pupils make full use of the Strathearn all-weather hockey pitches, the athletics track and the tennis courts, whilst the Strathearn Assembly Hall and stage are used for Penrhyn concerts and entertainment.

School Aims

We aim to:

- ① establish a climate, based on mutual respect and consideration, where the needs of each learner are recognised, and where all members of the community feel a strong sense of belonging
- ① value commitment, endeavour and excellence in all areas of school life
- ① provide a stimulating learning environment where each pupil has equal opportunities to develop her individual talents and abilities through the provision of a range of appropriate curricular and extra-curricular activities
- ① encourage pupils to share responsibility for their learning and behaviour and to develop the initiative, independence and thinking skills which will enable them to adapt knowledge to new situations
- ① provide opportunities which allow pupils to develop interpersonal and communication skills and to work together towards recognised goals
- ① encourage pupils to develop an understanding of their own culture and tradition and that of others, and to establish links with the local and wider community
- ① develop a meaningful partnership between home and family

**'There is a wonderful atmosphere in the school,
the girls are so enthusiastic and happy.'**

Visiting prospective parent feedback

Curriculum

In Penrhyn, our aim is to provide a broad, well-balanced curriculum, currently following the Programmes of Study as laid down by the Education (NI) Order (1996).

Foundation Stage, P1 and P2 classes, and in Key Stage 1 in P3, an integrated approach to the curriculum is widely used, with many subjects being taught through the medium of play-based learning.

In P4, and in Key Stage 2 (P5-P7), individual subjects are more discretely identifiable and are timetabled as such.

Areas of Learning:

- Language and Literacy
- Mathematics and Numeracy
- The Arts
- The World around Us
- Personal Development and Mutual Understanding
- Physical Education
- Religious Education

Cross-Curricular Skills:

- Communication
- Using Mathematics
- Using Information and Communications Technology

Thinking Skills and Personal Capabilities:

- Thinking, Problem-Solving and Decision-Making
- Self Management
- Working with Others
- Managing Information
- Being Creative



Penrhyn has a team of experienced and committed teachers, each of whom has a specialist subject. This professional expertise is used and timetabled wherever possible, to the best advantage of the pupils throughout the school - for example, in the delivery of the curriculum for Music and Art. A specialist teacher delivers the curriculum for Physical Education (P4-P7).

Computers and iPads are available in each classroom for daily cross-curricular use, and there are interactive panelboards in all classrooms. There is also an ICT Suite in the Preparatory Department and the pupils have the use of the ICT Suites in Strathearn School. We foster cross phase sharing of facilities. Our pupils have the use of excellent Science labs, Art rooms and drama facilities on the Senior School site.

Parent Information Evenings

At the beginning of each academic year, parents are invited to school to meet with their daughter's form teacher. At that year group information evening, the teacher gives details of the curriculum to be covered during the coming year and explains teaching methods, assessment procedures and homework routines. The class teachers also give general information about the school year ahead and are always glad to answer any queries parents may have.

'The parent information evening was very worthwhile, especially the detail about the transfer process.' *P7 parental feedback*

Assessment

Assessment of the pupils' work is continuous. Written reports are issued twice a year, in February and June. We use GL Standardised Assessments in Literacy (PTE) and Numeracy (PTM) to provide information about learning attainment and the GL Cognitive Ability CAT Test, which shows learning potential. Primary School Pupil Tracking Reports are generated for each pupil P3 – P7 using SIMS. These reports compare the pupils' attainment (PTM and PTE) against potential (CAT). Teachers use pupil tracking records effectively to see which pupils are performing beyond their expected cognitive level, performing as expected or underperforming.

Individual parent-teacher consultations take place, by appointment, as follows:

- ⊙ in October for P1-P7
- ⊙ in February for P7 parents (Transfer interviews)
- ⊙ in June for all parents, P1-P7

Appointments may also be made at any time with the Head of Department or with class teachers to discuss a pupil's progress or to assist with a parental concern about any aspect of school life.

Destinations

The high level of academic achievement attained by our pupils enables many of them to obtain places at grammar schools. Penrhyn prepares girls for the SEAG Entrance Assessment which is held towards the end of the first term in P7. This preparation builds on the strong literacy and numeracy skills developed in earlier years.

Strathearn gives preference to Penrhyn pupils.



'In Penrhyn, pupils' rights are actively supported. Equality and inclusion are evident in the school and these areas are discussed at an age-appropriate level in various classes. During 'Inclusivity and Diversity' discussions, the P7 girls owned the issues and discussed these areas confidently and with energy.' *ETI Feedback October 2022*

We actively encourage confidence building through providing opportunities for the girls to speak to their peers and to adults. In the classroom this would be through 'show and tell', circle time, 'hot seating', share chair etc. Initially it is normal to experience insecurity, nervousness, and doubt when, for example, speaking in front of the School Assembly, greeting visitors, taking on responsibilities, going away on a residential trip, or facing friendship difficulties. We talk to the girls, at an age-appropriate level, about how we can all hold back, avoid difficult experiences and this can result in missed opportunities. We encourage our girls to 'take a risk', 'have a go', 'put yourself forward' and in P7 we encourage the girls to 'step outside their comfort zone!'

The strong leadership at Penrhyn ensures that the pupils have numerous opportunities to develop their confidence and be heard.



Our School Vision

'With a positive attitude and hard work, we can achieve our very best. Through demonstrating kindness and supporting others we can maintain a happy school.'

Pastoral Care

Pastoral Care is a priority - Strathearn Preparatory Department is a safe and caring school.

Our Pastoral Care Policy is centred on the pupil and begins with the individual induction visits of P1 pupils and their parents in June, prior to commencing school in September. There is also an induction programme for all new pupils, which enables them to settle in quickly and confidently, at whatever age or stage of the academic year they may join Penrhyn.

Every member of the Penrhyn staff has a role in enabling the pupils to gain maximum benefit from their time at school, but the child's class teacher is the key figure in the pastoral system.

At the beginning of every academic year, parents are invited to give any information, medical or personal, which they feel the school needs to know, in order that due care and consideration may be given to their daughter. Parents are encouraged to contact the school at any stage throughout the year, if they feel that any new information should be added to their daughter's file.

As well as the scheduled parent-teacher consultations which are held twice a year, we are always glad to meet with parents to discuss their daughter's progress and personal development or to talk over any concerns they might have. If this need arises parents are encouraged to make an appointment with the class teacher, with the Head of Department, or the teacher who has overall responsibility for pastoral care in Penrhyn.

In Penrhyn, we aim to provide a caring, supportive and safe environment in which all our pupils can learn and develop to their full potential. One way in which we seek to protect our pupils is by helping them to acquire the confidence and skills they need to keep themselves safe. If anyone has a concern about a child's safety they may talk to the appropriate form teacher, to Mrs Andrews, who is the designated teacher for Child Protection, or to Mrs Mawhinney.

Flyers containing a synopsis of the school policies on Child Protection, Drugs and Anti-Bullying are provided for parents on the enrolment of their daughter and at regular intervals thereafter.

Our full Pastoral Care policies are available on our website www.strathearn.org.uk or in the School Office upon request.

'I can't praise the school enough. My daughter has settled very quickly.' *Parent of a P1 pupil*

School - Community Links

Penrhyn has close links with Campbell College Junior School. A large number of our pupils have siblings attending the Kindergarten and the Junior School.

Penrhyn pupils value opportunities to forge links with the local community. Penrhyn donated their Harvest collection of non-perishable food items to Storehouse Food Bank, Belfast. Fund-raising activities are held throughout the year by the pupils for local and international charity organisations and personal links are often forged.

We supported the following charities in recent years: NI Children's Hospice; Salvation

Army; Dementia NI; Fields of Life; NSPCC and Jeans for Genes. Our main charity in 2022 was the NSPCC. In 2023 we are supporting Mitchell House School.

Museums and places of interest, locally and province-wide, are visited regularly by our pupils. These outings enrich the curriculum for each year group and are greatly enjoyed by the girls. Visits have been made to: Belfast City Airport, Mount Stewart, The RSPB Lookout at Belfast Lough, Sentry Hill, The Ark Open Farm, The Ulster Museum, The Lough Neagh Discovery Centre, Seaforde Butterfly House, W5 at the Odyssey Arena, Castle Espie, Castle Ward, Crumlin Road Gaol, Parliament Buildings, The Belfast School of Music and Carrickfergus Castle.



Lady Mary Peters visited Penrhyn to open the Jubilee Garden.

School Library

The Penrhyn library has been updated providing a stimulating environment to support learning.

The library aims to:

encourage the girls to read for pleasure

provide information for projects and investigations

develop the girls' information literacy skills allowing them to access, evaluate, organise and use information from a variety of sources

Religious Education

Throughout Penrhyn, the girls follow the Programme of Study for Religious Education laid down in the Northern Ireland Curriculum. Parents who wish to withdraw their daughter, on grounds of conscience, from attendance at religious education classes, or at school assembly are asked to contact the Head of Department.

Assembly is held every day and takes the form of a non-denominational act of worship, usually with a thematic or seasonal approach, and it also provides the opportunity for individual classes to play an active part in leading the service. We particularly value it as the time when we all meet together as a whole school family.

Extra-Curricular Activities

These activities are a very important element in the lives of the Penrhyn pupils. The choice varies from year to year and according to age groups, but currently includes:

Athletics (P6-P7)

Choir (P5-P7)

Craft Club

Eco Schools Club

Individual Piano Tuition (P3-P7)*

Tennis (P3-P7)*

Miniversity – Computer Club (P2-P7)*

Speech and Drama (P1-P7)*

Singing (P4-P7)*

Ballet (P1-P3)*

Cricket (P6-P7)

Hockey (P6-P7)

Irish Dancing (P1-P7)*

Modern Dance (P4- P7)*

Scripture Union (P3-P7)

**Tuition fees applicable*



Explore Dream Discover



Our School Motto

Rationale - A **dream** is something positive that you can hope for, plan for, and actively pursue. In Penrhyn we give our girls the opportunity to **discover** new things, to develop new skills, and identify new interests. Together we work hard to **explore** possibilities.

'We explore in our Rainbow Garden.' P3 Pupil

'I dream about what I want to be when I grow up.' P3 Pupil

'If I work hard, I can reach for the stars!' P3 Pupil

'Those three things will help us learn. Dreaming will help us wonder about things.' P5 Pupil

'I love our school motto because it inspires me to keep going.' P6 Pupil

'You need to explore new things, dream big and discover the world.' P7 Pupil

'Find out about new things, aim high and discover lots of opportunities.' P7 Pupil

In Penrhyn we encourage everyone to take a little bit of time and just think about their goals, and more importantly their dreams.

'Don't worry about others who think they've got it all figured out. There is no need to compare yourself to them. Remember you can do it...'



Our Golden Rule *'Don't go to bed with any worries'*

The school vision for Penrhyn is clear to everyone and owned by all. It is evidenced throughout the school; in Assembly, through the 'Golden Rule', pupil discussion, through the Class-Charters, pupil/staff relationships, Student Council work and in the safeguarding practices. The 'Golden Rule'; 'you shouldn't go to bed with any worries', is very powerful indeed.

ETI Feedback October 2022

what the pupils say...

"We know we can share our worries with someone who can help - friend, teacher, mum, dad, dinner supervisor..."

P3 Pupil

"Mrs Mawhinney doesn't want Penrhyn to be an unhappy place where people worry a lot."

P5 Pupil

"Don't worry about the little things or the big things because they can all be fixed if you talk to someone."

P5 Pupil

"If you go to bed with worries, you might not learn anything because you will be upset."

P6 Pupil





Residential Trips

P6 Residential Trip

In the summer term, our P6 pupils have the opportunity to experience a three day residential trip to Carlingford Adventure Centre in Co Louth. During the day, the girls take part in land-based activities, for example, rock climbing, abseiling, orienteering, laser combat, high ropes and team challenge. The water-based activities include Canadian canoeing, raft building, kayaking and pier jumping. In the evenings the girls can enjoy adventure walks, treasure hunts, 'nightline in the forest', team games and quizzes. This trip allows the pupils to develop their interpersonal skills, including leadership, teamwork and trust and respect.

P7 Residential Trip

P7 pupils have the opportunity to experience a four day residential trip further afield eg: Scotland, Manchester or Holland.



Afterschool Club

The Afterschool Club offers wrap-around care from 2.00pm until 5.45pm each day. Girls are welcome to attend for the full duration, or come after another activity. Activities available include art and crafts, games, baking and outdoor play. Pupils in P4 and above can complete their homework in a quiet area. Charging details are available on request to the finance department.

'Having an Afterschool facility on site is an excellent provision. My daughter attends regularly and loves it.' *Parent feedback*

Music and Drama

Music and Drama are very important elements in the lives of Penrhyn pupils from P1-P7, both through the taught curricular and extra-curricular activities. Every pupil in the school looks forward to being involved in a school musical production, P1-P4 girls taking part in a Christmas entertainment and P5-P7 girls in a Spring production. Recent productions have included: *Peter Pan*, *Oliver*, *Cinderella*, *Beauty and the Beast* and most recently *Pinocchio* and *Charlie and the Chocolate Factory*.

P5-P7 pupils have the opportunity to join the Strathearn Preparatory Department Choir, which, as well as singing for pleasure, performs at major school functions such as the Christmas Carol Service, Open Day and Prize Day. Furthermore, the Choir has performed at a number of charity events with Festival Brass and in St Anne's Cathedral to support NSPCC. The Choir has had many successes at the local music festivals in Holywood and Belfast.

Classes throughout the school regularly link up with other primary schools to participate in the very successful and enjoyable music workshops at the Belfast School of Music. Pupils are also offered private tuition in piano from P3 upwards and singing from P4 upwards. Speech and Drama lessons are available from P1-P7.

Each year pupils are entered for LAMDA speech exams and choral-speaking events in the local speech and drama festival, Penrhyn has a highly successful record of achievement in this field.

'The school play was amazing. My daughter was encouraged to take on a lead role and her confidence has soared.' P7 parental feedback



P2 and P4 Christmas Performance



Sport

Physical Education is taught throughout the school according to the Programmes of Study laid down in the Northern Ireland Curriculum. The girls from P4-7 have the opportunity to access Strathearn's excellent sports facilities.

The girls also have the opportunity to participate in hockey, netball, athletics, cross-country and gymnastics. Swimming classes (P3-P7) take place weekly in Templemore Avenue swimming pool. Pupils are transported there by private coach.

Penrhyn has a strong tradition of participation and success in inter-school sporting competitions. A Sports Day for P1-P3 is held on the Penrhyn lawn in the summer term, and for P4-P7 at Strathearn's athletics facilities in the summer term. Parents and friends are invited to attend both these events.

Swimming galas (P3-P4; P5-P7) are held in Templemore Avenue swimming pool in the summer term.

'We chose Penrhyn because of the emphasis on high standards and the excellent sporting opportunities'

Parental Comment







Pupil Voice

What is Pupil Voice and why is it important?

What are the positive outcomes of a strong commitment to pupil voice?

We value what the girls tell school staff about their experiences. We provide meaningful opportunities for the girls to share their experiences, views and hopes about their school. Our girls know that what they say is valued, listened to and considered, and that they have a role to play in creating meaningful change.

The inclusion of pupil voice has helped Penrhyn to foster better relationships across the whole-school community. It is great fun to attend Penrhyn, we have a happy and safe school we provide opportunities for our girls to achieve not only academically but in many other areas.

Positive Behaviour

High standards of discipline and self-discipline are expected in Penrhyn. We are committed to creating an atmosphere and environment in which every pupil feels comfortable, confident and secure. By creating an awareness of personal responsibility and by identifying and agreeing the type of behaviour which is desirable in our school community, we aim to have a positive framework within which pupils may operate happily and successfully.

The girls in each year group enjoy working together to draw up positive codes of behaviour for their classrooms and for whole school situations. These agreed codes are displayed in each classroom, around the school and in the staffroom. They fall into the broad categories of:

- ⊙ respect for myself
- ⊙ respect for others
- ⊙ respect for property

The code of behaviour for the whole school falls into the categories of:

- ⊙ communication
- ⊙ learning
- ⊙ respect
- ⊙ movement
- ⊙ safety

A copy of these codes of behaviour/classroom charters is also included in the School's Positive Behaviour Policy which is available to parents upon request.

Special Educational Needs

In accordance with the 1996 (NI) Education Order and the 2005 Special Educational Needs and Disability (NI) Order, the Governors of Strathearn are cognisant of their responsibilities in relation to Special Educational Needs and Inclusion. They consider a statement of Special Educational Needs to exist if a pupil has a learning difficulty which calls for a special educational provision or a disability which may prevent her from making full use of the educational facilities available for children of this age.

Any pupil in Penrhyn, statemented or otherwise, experiences the full range of the curriculum through involvement in all classes during Foundation Stage and Key Stages 1 and 2.

School Council

The School Council is made up of two pupils from each class from P3 to P7.

They meet regularly to discuss and implement ways of promoting school improvement.

The School Council creates an arena for listening to the 'pupil voice'.



Learning Support Provision

Mrs Walls provides learning support for pupils who need a little extra help in certain aspects of their school work. She works closely with the class teacher to devise a personal learning programme. This programme of support can involve pupils working on a one to one, or in a small group.

Where a pupil with a specific learning difficulty is identified, she is allocated an individual PLP. Progress is discussed with our school SENCO, the child's parents, and where necessary, advice and support is sought from the Area Board's Educational Psychology Service.

Homework

The tradition of setting homework as a supplement to what is done in school is deep-rooted in Penrhyn's educational practice. It has a vital part to play in the overall programme of the school. A 'homework guide', issued to parents each September, at the Year Group Information evenings, offers guidance to parents/adults as to how best they can assist children to complete homework assignments and create a suitable routine and environment for homework.

The amount of time spent doing homework increases as the pupil proceeds up the school, and as she progresses, each girl is expected to take more responsibility for managing the time she spends on homework. This is an integral part of our policy of encouraging the girls to become increasingly self-reliant learners.

In their 'homework guides' and through discussion with parents at the beginning of an academic year, individual form teachers clarify the purpose, content, frequency, duration and nature of work to be done at home with each year group.

Lunch Time Arrangements

The lunch break is from 11.45am to 12.45pm. All Penrhyn girls (P1 from October onwards) walk to the Strathearn canteen every day for lunch. They are accompanied at all times by lunch time supervisors and a member of staff is also in attendance.

The girls have a choice of either a lunch provided by the school canteen (*charging details available from the finance department*) or of bringing a packed lunch.



Uniform

The school uniform, including regulation blazer, must be worn by all pupils. It is a smart, sensible and practical uniform. The girls wear it with a sense of pride and we attach importance to the high standard of its appearance. It is essential that all items of clothing and equipment are clearly marked with the owner's name.

On admission to Penrhyn, a uniform list with details of suppliers is issued to parents.

Partnership with Parents

Penrhyn parents are encouraged to take an active role in their daughter's education and there is a strong tradition of close partnership between parents and staff.

There is a very active Parents' Association for parents of pupils in Strathearn and Penrhyn. The Association plays a vital role in the life of Penrhyn. Through its fund-raising activities, many of which involve parents, pupils and staff, it has been able to provide Penrhyn with many additional resources. Over the years, for example, the Association has funded the complete refurbishment of the Penrhyn Library and has provided interactive whiteboards for every classroom, laptops, iPads and an outdoor climbing frame with an enhanced safety surface. Members of the Association also assist in practical ways at many of the annual events in Penrhyn, eg Open Mornings, concerts and at the Summer Fête in June.

- Details of school fees are available from the finance department.
- An allowance of 10% is made for the second and each subsequent sister in the Preparatory Department at the same time.
- A non-refundable deposit of £250 must be paid on enrolment.
- School fees will be invoiced in September and the option is available to pay fees in full immediately, by direct debit over a period ten months, or 50% on a bi-annual basis in September and January each year.
- One full term's notice should be given, in writing, in the event of withdrawal of a pupil.
- Extra-curricular lessons - Parents are asked to annually indicate which of the optional subjects they wish their daughter to take. Fees are then paid directly to the teacher concerned.
- Charges for school trips are billed termly.
- Charges for school meals are billed retrospectively in January, April and September each year.
- It is the school's policy that all accounts for the year, including those for school trips and school meals, (with the exception of those who pay by Direct Debit) should be settled in full by 20 June of that school year before a pupil will be allowed to begin a new academic year in Penrhyn.



157 Belmont Church Road, BT4 2DA

Telephone: 02890 474684