

7+ Information Booklet

# Bancroft's Prep

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*May 2022*

# Welcome from the Prep Head

Mr J Layburn, MA

Bancroft's Prep is a happy school where children who are bright and curious about the world can reach their full potential. We have a rich and varied curriculum and we keep it that way throughout the four years the children are with us. The guaranteed transfer from the Prep to our Senior School means we don't need to narrow everything down to focus exclusively on the 11+ entrance exam, although we do prepare our children thoroughly.

Ours is a vibrant School which benefits from contemporary buildings and impressive shared facilities within the Bancroft's campus. The Prep children enjoy the freedom that comes from having plenty of space in which to play within a beautifully landscaped and secure site. Whilst they are with us, we aim to give every child a breadth and depth of experience in the academic, cultural and sporting aspects of school life that will stay with them for the years to come.

There is a buzz about the Prep, not least because the children are clearly having fun whilst they learn. We have a very talented and committed staff who enjoy working in our diverse and harmonious school community.

I very much hope that you will consider Bancroft's as a school for your child; it is a place that can set them up for life!

A handwritten signature in black ink that reads "Joe Layburn". The signature is written in a cursive style with a long horizontal flourish at the end.

# Our Aims & Values

Everyone has the right to be happy. We take happiness so seriously we made it the first of our school rules! For us it's crucial and we believe good things flow from it.

We are a truly academic school but our vision of education is about much more than academic results. It's about character development, about the life of our school outside the classroom as well as in it. We believe the bright children we recruit can 'have it all': outstanding academic qualifications which will enable them to pursue their enthusiasms; rich and formative experiences from our co-curricular programme which will help to develop them as people; and an active, reflective approach to learning which will set them up for life.

## Aims

- We want to provide our children with the best possible academic education, and to help them reach their full potential, whilst also ensuring that they are happy and well-rounded individuals.
- We want to offer our children a rich and diverse range of experiences; to help them find areas where they can excel or simply have fun; to encourage their natural curiosity; to make sure they enjoy their school life.
- We want to build strong relationships between children, staff and parents; to ensure that our school is a happy, supportive community and safe place where children are encouraged to use their initiative but are not afraid to ask for help.
- We want to celebrate the vibrant multi-cultural environment which is our school community; to encourage our children to appreciate what they have in common with each other as well as to respect differences.
- We want to help our children recognise their privileges and advantages; to engender in them a compassion for others who are less fortunate;

to encourage them to find practical ways in which they can make the wider world a better place.

## Values

There are six core character values which we expressly want to develop.

- **Balance:** We want our pupils to learn how to live balanced, healthy, productive lives.
- **Excellence:** We want our pupils to aspire to be the best they can be.
- **Integrity:** We want our pupils to develop a clear moral grounding for their lives.
- **Kindness:** We want our pupils to be kind, to act with compassion and empathy.
- **Curiosity:** We want our pupils to develop an abiding curiosity about the world.
- **Courage:** We want our pupils to have a spirit of adventure, to confront challenges and try to overcome them.

We do not believe in encumbering children with too many rules and sanctions but focus instead on positive behaviour and rewards.

Our headline '3 ½ School Rules' reinforce our ethos:

- Everyone has the right to be happy.
- Respect other people and their property.
- Use your common sense.
- If in doubt, ask.

Ultimately, we believe it is our role to bring out the very best in our children, both academically and in terms of their emotional intelligence. We want to help prepare them for life in the world outside where the ability to form positive relationships and to lead a happy life is as important as the ability to read or reckon. We want our children to have fun while they learn; in this way, we believe they will derive a lifelong love of learning.

# Admissions Policy

We are committed to ensuring our young people are given the opportunity to have a complete, happy and successful career at Bancroft's, leaving as confident, well-educated and competent adults, ready for the challenges ahead. We promote our school values of curiosity, integrity, kindness, balance, courage and excellence: the human qualities necessary to flourish within a community.

We are an academic school and entrance to the School is by means of written tests and an interview, although we are looking for candidates who will take full advantage of the range of opportunities we provide; we receive many more applications than we have places. Some candidates may be placed on a waiting list following the examinations and interview and may be offered places if vacancies arise.

Our pupils come from a diverse mix of backgrounds and we greatly value our multi-ethnic and multi-faith community, believing it to be an ideal nurturing ground for our society, developing understanding and respect for individuality and for those around us.

The School applies the entrance criteria to all potential pupils regardless of any disability, race, gender, ethnicity or sexual orientation of which we are made aware and will make reasonable adjustments where necessary in order not to put a disabled student at a disadvantage compared to their peers.

The School asks parents and carers to inform us at the time of application, of any disability, specific learning need or any other issue which may be relevant to their application. In assessing candidates, the School may take advice and require assessments that are deemed necessary, but will be sensitive to any requests for confidentiality. The School welcomes applications from pupils with special educational needs, SEND, or other needs and has an experienced SEND department that provides learning support for all pupils who require it.

There are two main ages of entry to Bancroft's: at 7+ (into Year 3) and at 11+ (into Year 7); in addition, we admit smaller numbers at 16+ (into Year 12). Places may occasionally become available at other ages as families move out of the area.

7+ (into Year 3). Entrance is by our own competitive test, held in January of the year of entry. Candidates will be invited into the Preparatory School on two separate occasions. We are in a fortunate position to recruit about 60 pupils at this age, from a very wide range of independent and state schools.

11+ (into Year 7). We recruit approximately a further 60 pupils at this age, from a very wide range of independent and state schools. Entrance is by our own competitive exam, held in January of the year of entry, which involves a computer-based reasoning test and papers in English and Maths. Following the exam, some children are invited for interview.

16+ (into Year 12). We recruit about 25 pupils at this age, from a wide range of independent and state schools. Entrance is by our own competitive exam, held in November of the year before entry i.e. at the beginning of Year 11; candidates select their papers from a list of subjects Bancroft's offers at A Level and that they feel they will perform best in; they should choose the two main subjects they are intending to pursue at A Level. We also offer a Thinking Skills paper, testing problem solving and other thinking skills. Places are awarded conditionally, and candidates are usually expected to achieve a minimum level of achievement at GCSE (usually 5 or more subjects at Grade 8 or 9).

Parents and carers of applicants are informed by an agreed date of the outcome of the application. No specific marks (raw or percentage) or grades will be given. The papers themselves are not released. Examination scripts are exempt from Section 7 of the Data Protection Act. The entrance test results are final and there is no appeal process.

The School also offers a number of **Assisted Places**; these are designed to support pupils of high ability whose parents/carers provide evidence that they might not otherwise be able to afford the full school fee. Bancroft's has a long tradition of taking pupils from a variety of backgrounds, and participated in the Direct Grant and the Assisted Places Schemes. The School now continues that tradition by offering a number of Assisted Places. The places are awarded on the

results of the entrance examinations at 7+, 11+ and 16+ with school reports and interviews playing an important part.

The value of an award depends on a number of factors, including total income and the number of dependent children. The assessment of the level of financial assistance is calculated on a graduated scale after parents/guardians have submitted a confidential statement of their financial circumstances, on a duly completed Financial Disclosure Form (FDF), together with any additional information, confirmations, and supporting documentation, which may be required.

There are no separate examinations for Assisted Places; these are awarded on the basis of performance in the Entrance Exams, school reports and an interview.

For Bancroft's Preparatory School enquiries, please contact:  
telephone 020 8506 6774 or  
email: [prepoffice@bancrofts.org](mailto:prepoffice@bancrofts.org)

For all Bancroft's Senior School enquiries, please contact:  
Admissions on  
telephone: 020 8506 6761 or  
email: [admissions@bancrofts.org](mailto:admissions@bancrofts.org)

# Admission at 7+ (into Year 3)

## Entry Requirements

Entry at 7+ into Year 3 is on the basis of performance in our entrance tests.

## Entrance Tests

Applicants for entry at 7+ are invited to the Prep School for testing on two separate occasions in the January before proposed entry.

A sample 7+ maths paper is available from the School website [www.bancrofts.org](http://www.bancrofts.org). Offers of places for the Prep School are posted in mid-February. Further details are available on our website.

## Applications

To apply for a place in Year 3 starting in September, parents must complete and submit an online 7+ registration form before 1 December of Year 2. Online Forms are available on [www.bancrofts.org/admissions/entry-at-7](http://www.bancrofts.org/admissions/entry-at-7)

A single (non-returnable) registration fee of £125 is required, unless you apply for a 7+ Assisted Place, eligible candidates for Assisted Places pay a single (non-returnable) registration fee of £20.

If you would like your child to be considered for an Assisted Place, an Initial Assessment of Income Form (IAIF) Application Form should be submitted before completing the registration form and paying the registration fee. Parents who have met the financial criteria will be asked to register online with a reduced registration fee of £20.

A copy of the child's birth certificate or passport must be submitted with the registration form and fee.

Please note that those who apply only for an Assisted Place will not be considered for full fee paying places, even if their performance in the examination is good enough to have earned them a place in the School.

If you require any further information please call Prep Admissions on 0208 506 6774 or email: [prepoffice@bancrofts.org](mailto:prepoffice@bancrofts.org)

# 7+ Assisted Places

## General Information

Bancroft's has a long tradition of taking pupils from a variety of backgrounds, and used to participate in the Direct Grant and the local authority Assisted Places Schemes. The School now continues that tradition by offering up to two 7+ Assisted Places each year.

**This award is only available in the Prep School for a maximum of four years.**

Assisted Places are designed to support pupils of high ability whose parents would not otherwise be able to afford the cost of providing independent education. Candidates for Assisted Places follow the same entry process as all other applicants for admission at 7+.

A report from the candidate's current Head Teacher is required. A 7+ Assisted Place continues whilst the pupil maintains their educational potential and abides by the school rules and policies.

## Eligibility

1. Assisted Places are means tested.
2. The value of an Assisted Place depends on a number of factors, including total income and the number of dependent children.
3. The assessment of the level of financial assistance is calculated on a graduated scale after parents/guardians have submitted a comprehensive confidential statement of their income and assets, on a duly completed Financial Disclosure Form (FDF Form) together with any additional information, confirmations, and supporting documentation, which may be required.
4. If you would like to know whether you are likely to qualify for an Assisted Place, please contact the Bursar on 020 8505 4826.

## Application Process

To apply for an Assisted Place, please follow these steps.

1: Complete the online Initial Assessment of Income Form (IAIF). This seeks outline financial information and no supporting financial documentation is required at this stage. The deadline for the completion of this form is 2 weeks before the registration deadline.

2: Parents who have met the financial criteria will be asked to register online with a reduced registration fee. If you do not meet the financial criteria, you will still be able to apply for a full fee-paying place by paying the full registration fee for your child's application.

3: After registration, parents will be asked to complete a confidential detailed Statement of Financial Circumstances on a Financial Disclosure Form (FDF). At this stage, we ask for copies of supporting documents.

4: Assisted Places are subject to an annual means-test review. Parents of Assisted Place award holders pay a reduced deposit of £100 when returning the Acceptance Form.

Please make sure you return all Forms and copies of supporting documents by the dates given. Late or delayed applications cannot be processed, and you may forfeit an Assisted Place. Applications for Assisted Places are highly competitive.

# Important Information

## Fees and Charges

The registration fee is £125, reduced to £20 if you are applying only for an Assisted Place. This registration fee is non-refundable.

A £1000 deposit is payable on acceptance of a place; this sum will be credited to the final account. This sum should be paid via our on-line system; we are unable to accept cash payments.

Prep School fees are reviewed annually and include tuition, the use of text and library books, stationery and all materials used in practical subjects. Costs relating to all activities which form a part of the School's curriculum such as games, are included in the school fee, as are lunches. Current information regarding fees are detailed on our website [www.bancrofts.org](http://www.bancrofts.org).

All former pupils of Bancroft's School, both Senior and Preparatory departments, are Members of the Old Bancroftians' Association. OBA membership subscriptions are collected each term via the school fees bill; this is currently £9 per term for the Prep School and £12 per term for the Senior School; this pays for lifetime membership.

Available extras include tuition in instrumental music, some activities including Speech and Cubs, some field trips and other optional excursions.

We offer after school supervision for which there is a charge of £10 per day for children who are on site between 4.00pm and 5.00pm and are not involved in an extra-curricular activity.

## Payment of Fees

School fees are payable by direct debit and charged in advance, at the beginning of each term, or in ten equal instalments starting in August. Overdue accounts are subject to a late payment charge. Any questions relating to the payment of fees should be addressed to the Bursar.

Please note that we are unable to accept cash payments for fees.

School fees cannot be refunded for any term or part of a term for which a pupil is absent through illness, accident or other cause.

## Residence

Pupils must normally reside with their parents or legal guardian. We ask that all pupils live close enough to the School to ensure that their welfare is, in the Head's opinion, not put in jeopardy and also to allow them to participate fully in Bancroft's extensive after-school and weekend co-curricular and sporting programmes. Any change in place of residence must be notified immediately to the Head.

## Dress

All pupils are required to wear the School's uniform.

# Important Information (continued)

## Early Morning and After School Supervision

Early morning supervision is available from 7.45am, free of charge. There is a charge of £10 per day for children who are on site between 4.00pm and 5.00pm and who are not involved in an extra-curricular activity. All children should be collected by 5.00pm as after this time there is no supervision.

## School Nurse

We have a full time School Nurse who attends to the needs of pupils. Minor injuries/problems are dealt with in the surgery. If pupils need to go home the School Nurse will contact parents directly. It is therefore vital that details of changes in contact numbers are passed to the School without delay. The School Nurse is willing to supervise the administration of medication during the school day should parents wish. Parents must send a written request to the School Nurse if any prescribed medicines need to be administered at School and complete the consent form. Unless it is necessary, we do not encourage children to bring medication to School.

## Parking and Traffic

To keep traffic problems around the School to a minimum, we ask that parents/guardians:

- Stagger arrival and departure times both to and from School.
- There is no parking available on the school site.
- Make use of public transport. Bancroft's is on many local bus routes.
- Arrange to share lifts, where possible. Join the HomeRun platform to arrange lift shares.

## Bus Service

We operate a minibus service from Loughton Station to Bancroft's School; there is, at present, no charge for this service. This service is aimed primarily at pupils in the Senior School.

## Policies and Procedures

Our policies and procedures are available on the school website [www.bancrofts.org](http://www.bancrofts.org) these include:

- Safeguarding Policy
- Curriculum Policy
- Anti-bullying Policy
- Behaviour Policy
- Complaints Procedure

Alternatively, please contact the Prep School office for a hard copy of any published policy.

The current Chairman of our Governors is Mr Ed Sautter. Should you wish to contact him at any stage, please write care of Bancroft's School, 611-627 High Road, Woodford Green, Essex, IG8 ORF.

**N.B:** All information contained herein is correct at the time of publication.

# Curriculum and Co-Curriculum

## The Curriculum

At Bancroft's Prep School we pride ourselves on our ability to offer a stimulating and challenging educational environment. Our imaginative and progressive curriculum aims to develop children's learning habits to help them become the best learners they can be.

Particular emphasis at Bancroft's is placed on the core subjects of English, Mathematics and Science. We also offer a wide range of other subjects including Computing, Art, History, Geography, Music, Drama, Modern Foreign Languages, Physical Education, Philosophy, Design and Technology, Outdoor Learning and Personal Development (incorporating Personal, Social, Health and Economic Education and Religious Studies).

Our aim is to ensure that children receive a rich and diverse education throughout their Prep School career and that they develop a lifelong love of learning.

## The Activities Programme

We believe that what goes on outside the classroom is just as important to our children's development as what happens inside. We want pupils to try a wide range of activities so that they can find things that they can excel at or that they simply enjoy. Our co-curricular

programme helps to build character and ensures that the children have a variety of fulfilling and exciting experiences whilst they are with us which they can draw on for the next stages of their education and the rest of their lives.

Our extensive activities programme varies termly and has something for everyone, an example of the current activities on offer can be found on our website - [www.bancrofts.org](http://www.bancrofts.org)

## Instrumental Music Tuition

In addition to class music in the curriculum, more than twenty five instrumental and singing teachers visit the school each week. It is possible to arrange tuition in all orchestral instruments, piano, pipe organ, percussion and classical guitar and even the harp. We recommend that children in the Alpha Year should learn no more than one instrument during school time.

There is a wide variety of extra-curricular musical activity, including three Choirs, Prep Orchestra, Wind Band and various smaller ensembles, including thriving Recorder groups.

There are two informal concerts each term, which provide children with the opportunity to perform in a relaxed environment in front of their peers and parents, in addition to larger concerts put on at the end of term.

# Parents at Bancroft's

## The Parents' Association

The Parents' Association arranges a variety of activities designed to give parents, families, and friends the opportunity to meet socially outside School in addition to raising money for projects within the School. All PA events are publicised via email and SOCS, our on-line calendar.

The generosity of parents has enabled the PA to invest in many items over the past few years. Such items include a Senior School public address system, sports gazebos, a telescope, books for the Sixth Form library, play equipment and table tennis tables for the Prep School. Newer purchases by the PA include a waterproof large-screen TV for the swimming pool, visibility jackets for the Prep, new benches for the Quad and a new Yamaha grand piano.

Annual events include a Summer Ball, Christmas Fayre, Parents v Staff Cricket Match and a Supper Quiz. Other events have included Bollywood Nights, Burns Nights and Comedy Nights. The PA also supports events such as Sports Day and the Carol Service.

Further information about the PA, is available on the School website: [www.bancrofts.org/about-us/our-community/parents-association](http://www.bancrofts.org/about-us/our-community/parents-association).

## The Bancroft's Society

All parents are invited to join our new initiative: The Bancroft's Society. This aims to bring together all the groups of the Bancroft's community: staff, Old Bancroftians, governors, past and present parents. The Society encourages members to share information, advice and expertise from various walks of life. It aims to develop a culture of giving back to the community. The Bancroft's Society will allow for networking, mentorship and sharing of ideas. As a body, past and present parents possess an enormous wealth of diverse experience – the Bancroft's Society will give opportunities for them to share this expertise.

All parents are offered the opportunity to join the Bancroft's Society through Bancroft's Connect an engagement platform for all members of the community, to connect with one another.

## The Arts Society, Woodford Green

The Arts Society, Woodford Green (Bancroft's) aims to promote an interest in and increased knowledge of decorative and fine arts. They enjoy lectures from well-qualified speakers on a wide variety of topics. Lectures are held on the second Tuesday of the month in the Prep School, during term time; lectures commence at 8.00pm with coffee and wine available from 7.30pm.

Further information about The Arts Society, Woodford Green (Bancroft's), including how to join, is available on the School website at: [www.bancrofts.org/about-us/our-community/theartssociety](http://www.bancrofts.org/about-us/our-community/theartssociety)

## The Crofton Singers

New members of all ages are welcome to join the Crofton Singers. The choir has a long association with the School, and meets in the Music Department on Thursday evenings during term time. Their repertoire is varied, including sacred and secular, modern and classical music. They perform locally three or four times a year and have raised thousands of pounds for charity.

For more information, see: [www.bancrofts.org/about-us/our-community/the-crofton-singers](http://www.bancrofts.org/about-us/our-community/the-crofton-singers)

## The Evening Chorus

The Evening Chorus Choir has been rehearsing at Bancroft's School for approximately 8 years. It is a friendly, female choir rehearsing every Wednesday evening from 7.30 to 9.00pm during term time in the Prep School Hall, With a wide ranging repertoire from show tunes to Mozart, they perform several times a year to raise funds for charities.

For more information, see: [www.bancrofts.org/about-us/our-community/evening-chorus-choir](http://www.bancrofts.org/about-us/our-community/evening-chorus-choir)

# Bancroft's Foundation & The OBA

## Bancroft's Foundation



The Bancroft's Foundation was established to provide assisted places to enable talented pupils to study at Bancroft's regardless of their financial situation.

The School is built on a legacy of philanthropic support. Francis Bancroft's legacy founded a school for boys in Mile End as a charitable institution providing a high quality education open to all. This tradition of the School supporting talented pupils regardless of financial capacity has continued since, through the support of government initiatives, the Francis Bancroft Trust and The Drapers' Company.

However, the sharp decline in government funding with the withdrawal of the Grant Aided and local authority Assisted Places schemes has meant that it is now vital that the School substantially expands its own Assisted Place programme.

Therefore, when the School celebrated its 275<sup>th</sup> anniversary, the Bancroft's Foundation was established to help the School significantly increase its portfolio of Assisted Places to enable talented children of all backgrounds to have the opportunity to attend the School and reach their full potential.

To find out more about, the Bancroft's Foundation or to make a gift, please contact Susan Day in the Development Office on 0208 506 5714 or via the School.

## The Old Bancroftians' Association (OBA)

A strong Old Bancroftians' Association keeps former pupils in touch with one another and the School. Activities include: an Annual Dinner at the School, year groups reunions and Old Bancroftians' Day. There is also an active Golf Society. The OBA retains strong links with Bancroft Rugby Club, which has facilities for rugby, football, and social entertainment.

Membership of the OBA is open to all former pupils of Bancroft's School. The OBA encourages members worldwide to keep in touch with each other, and to participate in OBA organised events and initiatives.

Parents pay a small termly subscription to the OBA during their child's career at Bancroft's. All former pupils now become members for life of the OBA when they leave School.

The OBA maintains a strong relationship with Bancroft's School. Old Bancroftians are often involved with the School's activities, in particular in giving career guidance and advice about further education.

The Association supports:

- **The Old Bancroftians' Educational Development Fund**, which makes grants to current and former pupils towards the cost of educational projects which they are unable to fund completely themselves
- **The OB Sixth Form Scholarship Fund** which provides support to the School for pupils in the Sixth Form, whose families might not otherwise be able to afford the fees.
- **The Bancroft's Foundation** which provides Assisted Places at the School for promising children whose financial circumstances would not otherwise allow them to attend Bancroft's

# How to Find Us

## From M25

Leave M25 at Junction 26. Follow signs to Loughton (A121).

At roundabout (Miller & Carter restaurant) take fourth exit to Woodford.

Straight over next roundabout (Robin Hood pub).

Traffic lights - straight on.

Keep travelling along Epping New Road (A104) for several miles until road turns into dual carriageway (High Road, Woodford Green).

At traffic lights turn right, into Whitehall Road. Bancroft's School is visible on the right.

The entrance to the Prep School is the second turning on the right in Whitehall Road.

Visitors to the School are asked to park off site.

## From M11

Leave M11 at Junction 7.

Motorway splits - take right fork to Woodford.

M11 joins the A405 (North Circular). Turn left off A406 and, at roundabout, join road signed Epping A104, to Woodford.

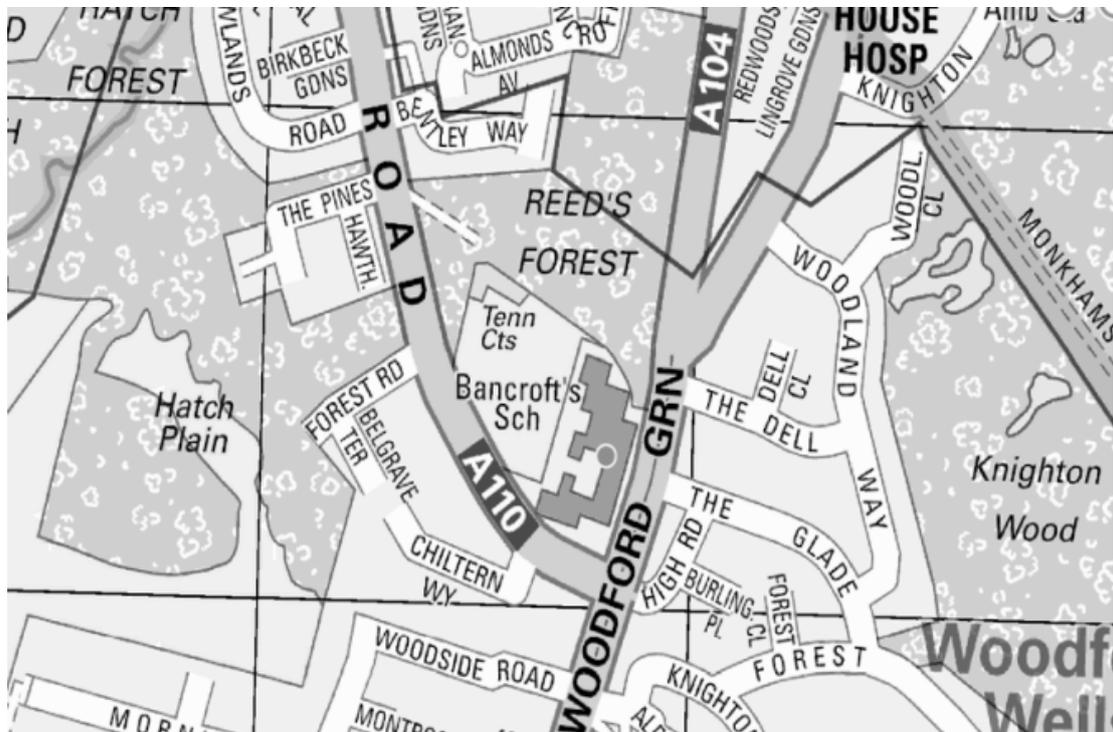
Follow road to angular roundabout, go straight ahead to traffic lights (Castle pub on left).

Go straight on at traffic lights where the road becomes a dual carriageway (High Road, Woodford Green).

At traffic lights at bottom of hill turn left into Whitehall Road. Bancroft's School is visible on the right.

The entrance to the Prep School is the second turning on the right in Whitehall Road.

Visitors to the School are asked to park off site.





**Bancroft's Prep**

High Road

Woodford Green

Essex IG8 0RF

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[www.bancrofts.org](http://www.bancrofts.org)