



Bancroft's

# Prep School

## Information Booklet

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# Welcome From The Head of Prep



Watch our  
welcome from  
Mr Layburn video.

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 on an entrance test at 11+ but we do ensure that the children are extremely well prepared for all the academic challenges they will go on to face.

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.

**Joe Layburn**  
Head of Prep







## Our Aims and 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.



Video on  
Pastoral Care at  
Bancroft's Prep.



## 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 multicultural 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.

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' reinforces our ethos:

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

## The School's 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.

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.



# The 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.



Listen to this episode of our 'Bancroft's Broadcasts' podcast to hear more about our diverse curriculum.



## The Activities Programme

We believe that what goes on outside the classroom is just as important to a child'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.

### 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.







## Pastoral Care

The happiness of all the children in our care is at the very heart of all that we do.

Our school day; our curriculum; our timetable; our co-curricular and sports programmes are all designed to support the children's personal development.

We have a strong pastoral structure with the class teacher at the centre. A system of Assistant Heads and a Pastoral Deputy Head supports this structure. In addition to regular pastoral meetings we have staff trained in drawing and talking therapies and we are an accredited school in Steer's AS tracking programme. Should the need arise we also have access to highly trained counsellors.

Relationships with parents are extremely important to us. An open-door approach with parents means that any problems, large or small, are dealt with promptly and sympathetically. We hold pastoral evenings for parents

where we invite outside speakers to talk to our community about a range of topics from building resilience to their child's social media use.

For the children there is an excellent Personal Development scheme of work in place. This is complemented by a well-balanced assembly programme and a regular series of visitors throughout the year to address issues such as bullying and online safety in child centred ways such as theatre performances and workshops.

We have a School Nurse to complement this structure who cares for the children's individual health needs and promotes well-being throughout the school.

Happy children thrive. Our aim is to help every child develop their full potential in a safe, nurturing environment where they feel cared for and respected.



# Joining Bancroft's at 7+

## Being a Bancroftian

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 subject to written tests. We are looking for candidates who, as part of a co-educational environment, will contribute to and take advantage of the range of opportunities our co-educational environment offers; we receive many more applications than we have places. Some candidates may be placed on a waiting list following the examinations and may be offered places if vacancies arise.

## Helping Young People Thrive

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. Where we are made aware of individual circumstances we will make reasonable adjustments where necessary in order not to put a pupil at a disadvantage compared to their peers.

We ask 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 team that provides learning support for all pupils who require it.

## Entry Points

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).





## Entry Information and Requirements



Scan the QR code for our registration form.

## 7+ Admissions Journey for September 2024

<b>Wednesday 15 November 2023</b>	Closing date for Bancroft's to receive an Initial Assessment of Income Form (IAIF) for Assisted Place
<b>Friday 1 December 2023</b>	Closing date for completed registration forms and registration fees to be received
<b>December 2023</b>	Candidates notified of time and dates of tests
<b>January 2024</b>	Pupils invited into Bancroft's Prep in small groups for English test
<b>Monday 8 January 2024</b>	7+ testing day: candidates invited to Bancroft's Prep for maths and non-verbal reasoning tests
<b>Thursday 15 February 2024</b>	7+ offers sent out by email and post
<b>Monday 4 March 2024</b>	Closing date for acceptance of places

## 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 via our website.

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

If you would like your child to be considered for an Assisted Place, an Initial Assessment of Income Form (IAIF) 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 individuals who apply solely for an Assisted Place will not be eligible for consideration for full fee-paying positions, even if their performance in the examination qualifies them for a place at 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)

**“Bancroft's seeks to offer pupils a rich and diverse range of experiences, helping them find where they can excel or simply have fun!”**

**ISI Inspection, 2022**





# 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's Rules and Policies.

## Eligibility

Assisted Places are means tested.

The value of an Assisted Place 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 have submitted a comprehensive confidential statement of their income and assets, together with any additional information, confirmations and supporting documentation which may be required.

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 two 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 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 and should be paid via our on-line system. We are unable to accept cash payments. This deposit is reduced if you are offered an Assisted Place.

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 fees, as are lunches. Scan the QR code for our current fees.



You have the option to choose from a range of extras, such as instrumental music tuition, select activities like Speech and Cubs, specific field trips and other optional excursions.

## 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. Scan the QR code for more information.

## 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, dealing with minor injuries/problems. If pupils need to go home the School Nurse will contact parents directly. The School Nurse is willing to supervise the administration of medication during the school day should parents wish.

## Parking and Traffic

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

- Stagger arrival and departure times both to and from school.
- Do not park on the school site.
- Use 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 and there is currently no charge for this service. This service is aimed primarily at pupils in the Senior School. Please contact the Prep Office for more information.

## 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

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

**“Pupils who have a clear academic focus also appreciate the importance of maintaining a balanced lifestyle”**

ISI Inspection, 2022

## Our Community

### 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.

Annual events include a Spring Fayre, Fireworks Event, Parents v Staff Cricket Match and a Quiz Night. Other events have included Bollywood Nights, Burns Nights, Summer Balls, Wine Tastings, Family Camping Weekends and Comedy Nights. The PA also supports events such as Sports Day and the Carol Service.

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.

### The Bancroft's Society

The Bancroft's Society 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.

### 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.

### 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 7.30pm 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.



Scan to find out more about our community events.







## 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 1737 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 275th 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 group 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 is associated with two charities and is an active supporter of the Bancroft's Foundation:

- **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.

## Quick Links



Registration  
Form



Curriculum  
Guide



School  
Website



Fees

## Contact Information

### Telephones:

020	8506 6751	Prep School
	8505 4826	Bursar's Office
	8506 6760	Head's Office
	8506 6761	Admissions Office

### Email:

[prepoffice@bancrofts.org](mailto:prepoffice@bancrofts.org)  
[bursary@bancrofts.org](mailto:bursary@bancrofts.org)

### Website:

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

### Address:

611-627 High Road  
Woodford Green  
Essex  
IG8 0RF

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

Further information on joining Bancroft's Prep School, please contact our Admissions Registrar, Mrs P Lesurf on 020 506 6774 or email [prepoffice@bancrofts.org](mailto:prepoffice@bancrofts.org)

Further information may also be found on our website: [www.bancrofts.org](http://www.bancrofts.org)