



BUTE HOUSE

Admissions Information

Welcome

Thank you very much for your interest in Bute House Preparatory School for Girls. I am very proud of the school and all that we do here. There is no doubt that the members of staff – both teaching and non-teaching – are very special and I am grateful to them for all they do. I know that nothing is left to chance and the staff are all committed to making this a very special place.

The atmosphere here is unique; we work hard to ensure that every girl achieves to the very best of her ability and we strive to find the special something that makes each girl tick. The girls know how much they are cared for; their happiness and personal wellbeing, as well as their emotional resilience, are every bit as important as their academic skills and achievements. It is vital that we get all of this right so that the girls leave us truly prepared for the next stage of their school journey. I firmly believe that happy girls are motivated to learn and a great deal of our time is spent in finding out how every girl learns in a way which suits them. The non-competitive academic environment, with no

setting or streaming, is a significant aspect of what makes the school such a successful and dynamic place. The girls are confident, articulate, creative and enthusiastic. They also know how to have fun – and they do!

I hope that you will want to make an application for your daughter to come and join us and I look forward to meeting you in due course. I am totally confident that if your daughter joins us here, she will run her own best race and leave us a happy girl.



Ms Sian Bradshaw
Head

Contact Us

If you have any questions or would like further information about Bute House, please contact:

Registrar

Bute House Preparatory School for Girls
Luxemburg Gardens, Hammersmith
London W6 7EA

Tel: **0207 603 7381 Ext: 202** Email: **admissions@butehouse.co.uk**

Aims & Ethos

The non-competitive academic ethos at Bute House is unique and something of which we are very proud. It is this, combined with our educational aims, which creates the very special atmosphere here.



The Aims

At Bute House our purpose is:

- To identify and foster every child's abilities and talents, encouraging her to become a self-motivated learner and a confident communicator.
- To help each child to reach her potential and to inspire her to achieve her personal best within a non-competitive academic environment.
- To provide a broad and enriched curriculum which encourages a love of learning that goes beyond what is taught.
- To maintain a happy, positive atmosphere by encouraging self-discipline, respect and consideration for others, as well as a strong sense of community.

The Philosophy

At Bute House we have a long tradition of forward-looking, child-centered educational philosophy. We believe that children learn best when they feel confident and supported, liked and respected as individuals and when their areas of both talent and challenge are recognised and acknowledged by the adults around them.

Bute House teaches girls aged from 4 to 11 who have a broad range of talents, personalities and abilities. At every stage teaching is organised in mixed ability classes to allow each girl to experience maximum personal success in all areas. Our excellent results and high academic standards are achieved without unnecessary competition or pressure and girls are encouraged to discover and celebrate their natural talents, whether these are academic, sporting, artistic, musical or dramatic.



Every girl runs her own best race

Non-Competitive Ethos – what does that mean in practice?

In line with our philosophy, we never put girls into a situation where they might feel diminished by failure and so there are no marks*, grades, star charts, form order lists, setting, streaming, exams, academic prize-giving, prefects or honours boards – anything, in fact, which publicly promotes one girl above another.

Every child is encouraged to do her best, to set her own targets with support from her teachers, to acknowledge her own progress and be proud of herself, to recognise her personal strengths and weaknesses and not to compare herself with her classmates. Everyone is treated as an individual, each with areas that challenge her and each with her own talents to be celebrated, whether these are academic, musical, linguistic, artistic, dramatic or sporting. Children are ready to “have a go”, to stretch their boundaries, to try new experiences, they are not afraid of failure and are confident in asking their teachers to give them the help they need when they are unsure.

What is the end result?

The most important thing, we believe, is that the girls who leave Bute House are confident, articulate, determined, willing to express their opinions, tolerant and open-minded. They achieve academic success, no matter what their starting point and move on to schools which will suit their personalities and academic skills.

Secondary school Heads often remark upon their willingness to ‘have a go’ because they are not afraid to fail and it is often a Bute House girl who is willing to put up her hand in those first weeks at secondary school when everything is rather daunting and often a Bute House girl who encourages others to step up to a challenge.

The girls here are also very kind to each other. There are occasional disputes and upsets, of course, but this philosophy enables them to genuinely value, like and respect each other. It also makes for an extremely happy atmosphere which visitors comment on as soon as they come through the doors – it is, in fact, tangible.

*Girls being prepared for external examinations are of course shown how mark schemes work, undertake various timed tests, are familiar with various styles of examination paper and taught exam technique but always within our philosophy of no undue academic pressure or comparisons with others.



Curriculum

We follow and extend the National Curriculum and expect the pupils to work at their own levels within subject areas, usually at a level well above expected national norms.

The curriculum is designed to provide breadth and depth. The Heads of Department, along with the Academic Assistant Head, oversee, review and monitor the teaching of their subjects across the school.

From Reception to Year 3, children are taught mainly by their Class Teachers except for Art / Technology, Music, Gym, Dance, PE, Drama, Modern Foreign Languages and their weekly Library session.

French and Spanish begin in Year 1.

From Year 4 onwards the girls learn Science with specialist teachers, in addition to the subject specialists listed above. From Year 5 onwards all the teaching is carried out by specialists, including Mathematics and English.

An overview of the areas being covered in all subjects during a term is uploaded to the parent area of the website at the beginning of each term. Additional information may be found on our website and policies for the individual subjects are available on request.



Admissions to Bute House at 4+



How does registration work at Bute House for entry into Reception?

Entry into our Reception class is by ballot. The Bute House Ballot is drawn two years in advance of entry, by the Chair of Governors with the Head, Registrar and a representative from the school's auditors. All the names of registered girls are put into a tombola box and then drawn by the Chair as described above. 22-24 places are available.

For enquiries please contact Admissions:

Tel: **020 7603 7381 x202** or email: **admissions@butehouse.co.uk**

When do I register my daughter for the Ballot?

The deadlines for application are according to your child's date of birth and are at the end of September, two years prior to 4+ entry. Details can be found on the Admissions area of our website, under Registration Deadlines.

Is there a sibling policy for entry at 4+?

There is a sibling policy. The sisters of children already at the school are automatically offered places if they are registered while they have a sibling in the school; therefore, it is only for the remaining places that names are taken from the ballot. In addition, a waiting list is drawn at the same time as the ballot. These children are offered places should anybody be unable to take up the place.

The girls who are unsuccessful at the ballot stage are registered, if their parents wish, for 7+ entry in the appropriate year. Parents must reconfirm their interest in taking part in the 7+ assessment by completing a 7+ Assessment Confirmation Form and returning this with their non-refundable assessment fee by the closing date for 7+ registrations (31st October of the year preceding entry). These confirmation forms are sent out to parents in the summer term.

If my daughter gains a place through the 7+ assessment can her younger sibling get a place in Reception?

The younger sisters of any children gaining places at 7+ will only gain automatic places in our Reception class under our sibling policy, if the ballot for their year group **has not yet been drawn**. If the relevant ballot has already been drawn the younger sisters of successful 7+ candidates will be put on the sibling waiting list.

Can I come and visit the school?

We hold Open Mornings in the Spring and Summer terms each

year for parents of girls who have registered with us by completing our Registration Form and paying the Registration Fee. Current Year 6 girls conduct the tours in small groups. Invitations are sent out early in the Spring term to parents of girls registered for entry either via the Ballot being drawn that year, or who are registered to sit the 7+ assessment in January the following year.

Due to the sheer numbers of people hoping for places, it is unfortunately not possible to arrange individual visits.



Admissions to Bute House at 7+



When should I register my daughter?

The closing date for 7+ registrations for entry into Year 3 is 31st October of the year preceding entry or sooner if the number of confirmed candidates reaches our maximum of 200.

For enquiries please contact Admissions on **020 7603 7381 x 202** or email **admissions@butehouse.co.uk**

How do I register my daughter?

If you are interested in registering your daughter for entry into Year 3 you will be required to:

- Register with our School by completing a Registration Form online and paying the **non-refundable registration fee**. A copy of your daughter's birth certificate must be attached to the online form. These can be completed any time up until the 31st October in the year preceding entry.
- Confirm a place at the Assessment, by sending the **non-refundable assessment fee** and completing

an Assessment Confirmation Form by **31st October**. (This form is emailed out to registered parents after the Open Mornings are completed, later in May)

Unsuccessful 4+ ballot candidates who wish to take part in the 7+ Assessment must also reconfirm their interest by returning the Assessment Confirmation Form and paying the Assessment Fee by the closing date of 31st October of the year preceding 7+ entry.

If you wish your daughter to sit for the Assessment you must have:

- a) registered and paid the Registration Fee
- b) completed the Assessment Confirmation form
- c) paid the Assessment Fee by the deadline of 31st October.

Can I come and visit the school?

As mentioned in the Reception entry section we hold Open Mornings in the Spring and Summer terms each year for parents of girls who have registered with us by completing the registration form. Current Year 6 girls conduct the tours in small groups. Invitations are sent out early in the Spring term to parents of girls registered for entry either by the Ballot being drawn that year, or who are registered to sit the 7+ assessment in January the following year.

Due to the sheer numbers of people hoping for places, it is unfortunately not possible to arrange individual visits for prospective parents.

What does the Assessment involve?

The 7+ Assessment takes place in early January at the beginning of the calendar year in which the successful candidates will enter Year 3. We welcome around 200 girls to the school for the whole morning, when they will engage in a series of enjoyable activities which have been carefully planned to assess as many aspects of the candidates as possible. The tasks are designed to assess reading competence, writing ability and mathematical skills. As a guide, our classroom based assessments are pitched at Year 2 level, with opportunities to extend and explore each candidate's potential. There are no sample assessment papers available.

Girls are put into small groups which are decided upon by their month of birth. Each group will spend the

morning with three or four members of our staff who interact with the girls and aim to put them at ease. We deliberately provide opportunities for teaching during the morning in order to assess each girl's potential and learning behaviour. We also provide opportunities for play and informal conversations in order to get a fuller picture of each girl's interests and personal strengths. We run the assessments over two days in order to see everyone in small groups. The activities will be completely different on each day, although the assessments and tasks will be of the same standard on both days.

What will the day be like?

We warmly welcome all girls who attend and strive to make sure that they feel happy and relaxed. We ask that parents tell their daughters that they are coming to visit a school and will be able to do some enjoyable activities there, in order to avoid any anxiety and to give them the best possible chance of showing their true abilities and personalities. They will be given a drink and snack during their time with us, will be taken on a tour around the school and have a short playtime.

Siblings

The younger sisters of any children gaining places at 7+ will only gain automatic places in our Reception class under our sibling policy if our Ballot for their year group has not yet been drawn. If the relevant ballot has already been drawn the younger sisters of successful 7+ candidates will be put on the sibling waiting list.



What happens after the Assessment?

If your daughter is selected to come back for an interview, you will be notified by letter very soon after the assessment. Interviews will take place during January.

What happens at the interview?

Each girl will be interviewed by the Head or a senior member of staff. The interview process is made as relaxed as possible for the girls who will be asked to read and also to answer questions on a range of topics. We very much enjoy listening to their experiences and views. They do not need to bring anything with them to the interview. After the interview with the candidate, the parents or carers, will be asked to join the Head or a senior member of staff to discuss their interest in the School and to give them an opportunity to ask any questions they may have.

What happens after interview?

Interviews will take place throughout January. After all interviews are complete, the Head and Senior Leadership Team review each of the candidates. We take a great deal of care to ensure that we build a balanced cohort and take into consideration each girl's personality and academic ability when making our decisions. We will then write to you in early February with either an offer of a firm place, a place on our waiting list or a place on our occasional waiting list. There may be some movement on the waiting list, but this is dependent upon the take up of the firm offers by other candidates.

School Fees at Bute House

School fees and fees for additional services such as clubs, outings, extras etc. are calculated by the Governors. We aim to generate a surplus of income over expenditure to make possible the necessary investment in the provision of facilities, staff, resources and property.

To confirm your daughter's attendance at the 7+ Assessment you must complete a 7+ Assessment Confirmation Form and submit it to Admissions at Bute House with the non-refundable assessment fee by the closing date for 7+ registrations (31st October of the year preceding

entry). These confirmation forms are emailed out to parents in the summer term. **This assessment fee is in addition to the fee paid to register your daughter.**

To view our current school, registration and assessment fees, please visit our Fees section.





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Luxemburg Gardens, Hammersmith
London W6 7EA

mail@butehouse.co.uk | +44 (0) 207 603 7381

www.butehouse.co.uk