



MILTON KEYNES
PREPARATORY SCHOOL

Pre-Preparatory Department

Age 3 to 7 Years

Supplementary Information

2025-2026



Contents

Governors	1
Pre-Preparatory Department Staff 2025-2026	2
Term and Holiday Playscheme Dates 2025-2026	4
Fees 2025-2026	
<i>Pre-Preparatory Department: 3-4 years</i>	5
<i>Discounts/Extra Charges: 3-4 years</i>	7
<i>Minimum compulsory sessions</i>	9
<i>Pre-Preparatory Department: 5-7 years</i>	10
<i>Discounts/Extra Charges: 5-7 years</i>	11
<i>Use of Childcare Vouchers/Tax Free Childcare</i>	13
Terms & Conditions	14
Extra Facilities	18
Map & Directions	19



Pre-Preparatory Department

Governors

Chairman

Mr David Pye BA (Hons), Cert Ed (Distinction)
MA Ed (Distinction), SEDA III, HETC, FFSC, FGMS,
FCSCM, FGGRS, AFNCoIIM, FRSA
Programme Manager (Research)
The Local Government Association

Mr Henry Diamond FRICS
Chartered Surveyor Kirkby & Diamond
Central Milton Keynes

Mr Ian Silk BA (Hons), PGCE
Headmaster
Bedford Preparatory School

Mr Philip Pauley BA (Hons)
Director
Milton Keynes Preparatory School

Mrs Emma Hanley NNEB
Head of EYFS & Director of Child Welfare
Milton Keynes Preparatory School

Mrs Nicola Wilson BTec Nat Dip Childhood Studies
Head of EYFS
Walton Nursery

Mr David Blackeby
Product/Service Development & Delivery Lead
Vodafone Group

Tracie Bailey
Managing Director
Buttons Preschools Limited

Parent Governors

Dr Asif Akram MBChB, DRCOG, MRCP
General Practitioner

Dr Sujith Godagama MBBS, RCGP, PGCertME
GP Partner

Mr Brian Emmanuel ACICM, ACMI, MCIOF, MBA
Grants & Trusts Fundraiser

Ex Officio

Mr Simon Driver BA (Hons), PGCE, QTS
Headmaster/Chair of Proprietorial Body
Milton Keynes Preparatory School

Mrs Hilary Pauley BEd
Proprietorial Body/Principal
Milton Keynes Preparatory School

Clerk to the Governors

Mrs Sam Pauley
Registrar & Director of Communications
Milton Keynes Preparatory School

***Correspondence for the Chairman of Governors should be addressed to:
Milton Keynes Preparatory School, Tattenhoe Lane, Milton Keynes, MK3 7EG***
***Correspondence for the Proprietorial Body should be addressed to:
Milton Keynes Preparatory School, Tattenhoe Lane, Milton Keynes, MK3 7EG***



Pre-Preparatory Department

Staff 2025-2026

Senior Management Team

Headmaster	Mr Simon Driver BA, PGCE, QTS
Deputy Head	Mrs Katherine Foulger BA (Hons), PGCE, QTS
Head of EYFS & Director of Child Welfare	Mrs Emma Hanley NNEB
Assistant Head - Pastoral	Mrs Lucy Homer BA (Hons), PGCE, QTS
Matron	Mrs Louise Hart NNEB

Head of Pre-Prep	Mrs Catherine O'Neill BEd (Hons), PGCE, QTS
Deputy Head of Pre-Prep	Miss Alex Vaux BA (Hons), EYTS
Deputy EYFS Classes 3-4	Miss Laura Kerslake NVQ Level 3
Deputy Matrons	Mrs Samantha Johnston-Bolton BTec Dip Level 3 Miss Petra Lee NVQ Level 3 EYCE, BTec Cert
Teaching Staff	Miss Rosy Forrest BA (Hons), PGCE, QTS Mrs Henrietta Imasuen MEd, BSc Miss Shannon Keates, MA, PGCE, QTS Mr Noel Pearson MSc, BSc, PGCE Mrs Marianne Piercy BA, PGCE Miss Hannah Curtis BEd (Hons) Primary Edu, QTS Mr Jaswant Sohal BA (Hons), QTS Mrs Cate McKee MISM, BA Comb (Hons) Mrs Joanne Wood BA (Hons), PGCE Art Mrs Georgina Garwood Cert EYP Level 5 Mr Andrew Hall Mr Ryan Ware NVQ Sports Science/Performance Level 3
Room Leaders	Mrs Samantha Johnston-Bolton BTec Dip Mrs Davina Fountaine NNEB Miss Laura Kerslake NVQ Level 3 Mrs Chloe Law CACHE Level 3 Dip Miss Petra Lee NVQ Level 3 EYCE, BTec Cert
Classroom Assistants	Mrs Lynn Barrett NVQ Level 3 Mrs Gemma McClusky NVQ Level 3 Mrs Karen Savill NVQ Level 3 Miss Emma Justice CACHE Level 3 Mrs Samantha Scott, Edexcel NVQ 3
Teaching Assistants	Mrs Carol Grimes Mr Haydn Price Miss Megan Shanahan NVQ Level 4 Mrs Marie Sothcott



Pre-Preparatory Department

Staff 2025-2026

Lunch/After School Assistants

Mrs Eileen Clarke
Mrs Tetiana Lozova

Business & Senior Management Team

Headmaster

Mr Simon Driver BA (Hons), PGCE, QTS

Head of EYFS & Director of Child Welfare

Mrs Emma Hanley NNEB

Registrar & Director of Communications

Mrs Sam Pauley Cert HE (Open)

Director

Mr Philip Pauley BA (Hons)



Pre-Preparatory Department

Term Dates 2025-2026

AUTUMN TERM 2025		
Term begins:	Wednesday 3rd September 2025	
Half term:	Monday 27th - Friday 31st October 2025	
Playscheme:	Monday 27th - Friday 31st October 2025	5 days
Term ends:	Tuesday 16th December 2025	
Playscheme:	Wednesday 17th – Friday 19th December 2025	3 days
Building closed:	4pm Friday 19th December 2025 – Friday 2nd January 2026 inclusive	
SPRING TERM 2026		
Playscheme:	Monday 5th January 2026	1 day
Term begins:	Tuesday 6th January 2026	
Half term:	Monday 16th – Friday 20th February 2026	
Playscheme:	Monday 16th – Friday 20th February 2026	5 days
Term ends:	Thursday 2nd April 2026	
Building closed:	Friday 3rd – Friday 10th April 2026 inclusive	
SUMMER TERM 2026		
Playscheme:	Monday 13th – Monday 27th April 2026	11 days
Term begins:	Tuesday 28th April 2026	
Building closed:	Monday 4th May 2026 – Bank Holiday	
Half term:	Monday 25th – Friday 29th May 2026	
Building closed:	Monday 25th - Friday 29th May 2026	
Term ends:	Friday 10th July 2026	
Playscheme:	Monday 13th July – Friday 14th August 2026	25 days
Building closed:	Monday 17th – Monday 31st August 2026 inclusive	
AUTUMN TERM 2026-2027		
Playscheme:	Tuesday 1st – Tuesday 8th September 2026	6 days
Term begins:	Wednesday 9th September 2026	



Pre-Preparatory Department

Fees 2025-2026

Classes 3-4

Term Time (3 Term Year)	Annual	Termly	Monthly
Full Time	£16,248.00	£5,416.00	£1,354.00
5 Mornings & 3 Afternoons	£13,500.00	£4,500.00	£1,125.00
5 Mornings & 2 Afternoons	£12,180.00	£4,060.00	£1,015.00
3 Days	£11,040.00	£3,680.00	£920.00
5 Mornings	£8,820.00	£2,940.00	£735.00
3 Mornings	£5,580.00	£1,860.00	£465.00

All Year Fees	Annual	Termly	Monthly
Full Time includes full wraparound (46.4 weeks – 8am to 6pm)	£18,480.00	£6,160.00	£1,540.00

- Morning sessions are 8.00am to 1.00pm
- After school care available from 3.30pm to 6.00pm (includes Tea)
- Early Room available from 7.30am to 8.00am
- Late Room available from 6.00pm to 6.30pm
- Holiday Care (Playscheme) available to book for term time only children
- Sibling discounts available from 15% up to 30%
- Monthly fee is indicative of 12 payments from 1st August to 1st July
- Refer to supplementary sheet for information on extra charges and discounts



Pre-Preparatory Department

Fees 2025-2026

Classes 3-4

Universal Funding for 3 & 4 year olds

All children aged 3 and 4 are entitled to 15 hours funded childcare support per week for a maximum of 38 weeks per annum, starting from the term after their third birthday.

To be eligible for the 15 hours funding your child must attend the nursery for the minimum hour requirements applicable to the age of your child (see below).

Please note:

- 15 hours funded places are **only** available for children attending a minimum of 3 x full days (8.00am-6.00pm) or 5 x mornings (8.00am-1.00pm)

A maximum of 38 weeks funding is available per year. The funding is to cover the cost of providing 15 hours of free, high quality, flexible childcare. It does not cover the additional hours, snacks and meals, consumables, activities and additional materials, trips, guest visits and other items that make up our enhanced nursery provision.

Full fees will be payable for unfunded weeks provided during the year.



Pre-Preparatory Department

Discounts/Extra Charges 2025-2026

Classes 3-4

Registration Fee	£150.00 non-refundable
Sibling Discounts	15% for second child <i>(relates to tuition fee only on All Year Fees)</i>
	30% for third child and subsequent children <i>(relates to tuition fee only on All Year Fees)</i>

- Sibling discounts will be applied after any other discounts, funding or reductions have been taken into account.
- Annual payment discounts are applied on the final bill balance due after any other discounts, funding or reductions have been applied.

Holiday Playscheme (3 & 4 years)	£200.00	per week	(8am to 6pm)
	£50.00	per day	(8am to 6pm)
	£125.00	per week	(8am to 1pm)
	*This option is for children who attend mornings only during term time		

- Limited places are available for children who are not on All Year Fees. Please request a Playscheme Booking Form for ad-hoc bookings.

After School Care <i>(includes Tea)</i>	£3.00	per day	(3.30pm to 4pm)
	£6.00	per day	(3.30pm to 6pm)
Additional Hours <i>(for part-time children)</i>	£8.00	per hour	



Pre-Preparatory Department

Discounts/Extra Charges 2025-2026

Classes 3-4

Early Room Charge (7.30am to 8am)	£ 5.00	per day
---	--------	---------

(20% discount available if booked for the whole year)

Late Room Charges (6pm to 6:30pm)	<i>24 hours notice given:</i>	£7.50 per day
	<i>Booked before 3:30pm:</i>	£12.00 per day
	<i>Booked after 3:30pm:</i>	£20.00 per day
	<i>Not pre-booked:</i>	£30.00 per day

Introductory Discount	There is an introductory discount when current families introduce a new family to the school for both the new family and the introducing family. This is £1,000 for full time or pro-rata for part time. The introducing family <u>must</u> be named on the Registration Form.
Class 5 Bonus	There is a one-off bonus discount of £1,500 payable for children who join Class 5 after moving up from Class 4. Subject to conditions.



Pre-Preparatory Department

Minimum Hours Requirements

Classes 3 & 4

Please see the tables below for our minimum hour requirements

(Not applicable if choosing the All Year Fee option)

	Class 4	Autumn Term	Spring Term	Summer Term
Date of birth	1st September 2021 - 31st December 2021	5 Mornings & 2 Afternoons	5 Mornings & 3 Afternoons	5 Mornings & 3 Afternoons
	1st January 2022 – 31st March 2022	5 Mornings & 2 Afternoons	5 Mornings & 2 Afternoons	5 Mornings & 3 Afternoons
	1st April 2022 – 31st August 2022	5 Mornings	5 Mornings & 2 Afternoons	5 Mornings & 2 Afternoons

	Class 3	Autumn Term	Spring Term	Summer Term
Date of birth	1st September 2022 – 31st December 2022	3 Mornings	5 Mornings or 3 Days	5 Mornings or 3 Days
	1st January 2023 – 31st March 2023	3 Mornings	3 Mornings	5 Mornings or 3 Days
	1st April 2023 – 31st August 2023	3 Mornings	3 Mornings	3 Mornings

Classes 3 and 4

Morning sessions finish at 1pm for Classes 3 and 4.



Pre-Preparatory Department

Fees 2025-2026

Classes 5, 6 & 7

(Reception, Year 1 & Year 2)

Term Time (3 Term Year)	Annual	Termly	Monthly
Full Time	£18,192	£6,064	£1,516
All Year Fees	Annual	Termly	Monthly
Full Time	£20,400	£6,800	£1,700

- School Day is 9.00am to 3.30pm
- Includes costs for closely related supplies and VAT
- After school care available from 3.30pm to 6.00pm (includes Tea)
- Early Room available from 7.30am to 8.00am
- Late Room available from 6.00pm to 6.30pm
- Holiday care (Playscheme) available to book for term time only children
- Sibling discounts available from 15% up to 30%
- Monthly fee is indicative of 12 payments from 1st August to 1st July
- Refer to supplementary sheet for information on extra charges and discounts
- Class 7 (Year 2) School Day in Summer Term Only is 8.45am to 3.30pm.



Pre-Preparatory Department

Discounts/Extra Charges

Classes 5, 6 & 7

(Reception, Year 1 & Year 2)

Registration Fee	£150.00 non-refundable
Sibling Discounts	15% for second child <i>(relates to tuition fee only on All Year Fees)</i>
	30% for third child and subsequent children <i>(relates to tuition fee only on All Year Fees)</i>

- *Sibling discounts will be applied after any other discounts, funding or reductions have been taken into account.*
- *Annual payment discounts are applied on the final bill balance due after any other discounts, funding or reductions have been applied.*

Holiday Playscheme	£200.00	per week	(8am to 6pm)
	£50.00	per day	(8am to 6pm)
<ul style="list-style-type: none"> • <i>Limited places are available for children who are not on All Year Fees. Please request a Playscheme Booking Form for ad-hoc bookings.</i> 			
After School Care <i>(Includes Tea)</i>	£3.00	per day	(3.30pm to 4pm)
	£6.00	per day	(3.30pm to 6pm)



Pre-Preparatory Department

Discounts/Extra Charges

Classes 5, 6 & 7

(Reception, Year 1 & Year 2)

Early Room Charge (7.30am to 8am)	£ 5.00 per day
---	----------------

(20% discount available if booked for the whole year)

Late Room Charges (6pm to 6:30pm)	<i>24 hours notice given:</i>	£7.50 per day
	<i>Booked before 3:30pm:</i>	£12.00 per day
	<i>Booked after 3:30pm:</i>	£20.00 per day
	<i>Not pre-booked:</i>	£30.00 per day

Introductory Discount	There is an introductory discount when current families introduce a new family to the school for both the new family and the introducing family. This is £1,500 for full time or pro-rata for part time. The introducing family <u>must</u> be named on the Registration Form.
Class 5 Bonus	There is a one-off bonus discount of £1,500 payable for children who join Class 5 after moving up from Class 4. Subject to conditions.



Pre-Preparatory Department

Fees 2025-2026

Use of Childcare Vouchers & Payment via Tax-Free Childcare

Many families are eligible for Childcare Vouchers and Tax-Free Childcare.

There are strict Government guidelines over the use of childcare vouchers and payments via the Tax-Free Childcare scheme. Milton Keynes Preparatory School does accept both methods of payment but only for qualifying activities specified within the rules of the schemes.

These methods of payment are only accepted for the following eligible activities-

- Payment toward the wraparound care element of the fees (outside of the tuition day), including before school, after school, the early morning room and late room.
- Playscheme located on the school premises during school holidays.
- All fees for children in our Early Years setting.

Vouchers are not eligible to pay towards the following-

- School Tuition Fees
- School materials, uniform, stationery, kit, exams or clubs
- Residential or day trips that take place away from the school's premises

Please be aware that any overpayment of childcare vouchers or tax-free childcare cannot be refunded directly to parents due to HMRC rules. Where the overpayments cannot be carried against future childcare costs, these will be refunded directly to the childcare voucher provider or tax-free childcare account.

If you have any further questions, please contact the Bursar on 01908 642111 or email bursarmk@mkps.co.uk



Pre-Preparatory Department

Terms and Conditions 2025-2026

3 to 7 years

Basis of Charges

- Fees are calculated over 35.2 academic weeks this year for Term Time Only children. In addition, there are 11.2 optional weeks of playscheme. All Year fees include 46.4 weeks of care.
- Dietary requirements and allergies will be accommodated where possible.
- A non-refundable registration fee is payable by all new children.
- Fees are payable in advance either by monthly direct debit on the first day of the month, or termly on the first day of each term, or annually by 1st September each year.
- If payment of fees is not made on the due date then interest of 10% will be added. Where monthly fees are not received by the due date (1st of each month), a late payment charge of £25 per child will be applied to the account. Persistent late payments may result in exclusion.
- For those who enter mid-year, the fees are calculated according to the date of entry.
- There is no reduction in fees if a child is absent due to illness, holiday or adverse weather conditions or for any other reason. In addition, the school will not be in breach of its obligations or otherwise be liable to you by reason of delay in performance or non-performance of its duties due to any event outside of its reasonable control. Such events include, without limitation: fire, war, acts of terrorism, strikes or other industrial action, infectious diseases and epidemics.
- Any request for changes to core hours must adhere to the notice period terms and conditions, one complete term is required in the Pre-Preparatory Department. Repeated requests for changes or fee illustrations will also incur admin charges. Extra hours will be made available as soon as practicable.
- Fees are subject to an increase at the start of each academic year.
- Parents who are not contactable by telephone, in case of a sick child or in an emergency, will be charged £25 after one hour and £25 for every subsequent hour, until they arrive.
- Parents are liable for all costs, fees and charges including any costs reasonably incurred by the school in the recovery of unpaid school fees. The school reserves the right to exclude a pupil on 2 days' notice if fees are overdue for payment to the school, exclusion under these circumstances is not a disciplinary matter for the pupil.



Pre-Preparatory Department

Terms and Conditions 2025-2026

3 to 7 years

Notice Period

- In the Pre-Preparatory and Preparatory Departments, one complete term's notice must be given by letter to the Headmaster. A term's written notice means that notice must be given before or on the first day of term and expires at the end of that term. In circumstances where a term's written notice has not been received, fees in lieu of notice at the full applicable rate for the next term will be payable. Provisional notice is only valid for the period for which it is approved and only when provided in writing to the Headmaster.
- Year 6 (Class 11) children are expected to complete the whole academic year (September 2025 to July 2026). The entire academic year's fee will be charged for any child that starts the school year.

Introductory Discount

- When a current or past family introduces a new family to the school, there is a one-off discount of £1,000 for both families, providing the new child is full time. A pro-rata sum is given based on the hours on starting, if the new child is part-time.
- Only one family can make the introduction and therefore receive the discount. The introducing family's name **must** appear on the Registration Form of the introduced child. If for any reason the new child leaves during the academic year, the discount will be limited to £500 for each full term completed and reclaimed.
- Both families will receive the discount after the new child has completed a full term.

Sibling Discount

- Sibling discount is applied for younger brothers and sisters on the tuition element of the fees.
- Sibling discount will be applied after any other discounts or reductions have been taken into account but before the annual payment discount.

Other Discounts

- There is a one off bonus discount available to the children moving from Class 4 into Class 5 of £1,500.
- The discount is applied to the annual invoice at the start of the new academic year, if for any reason the child leaves the school during the academic year the discount will be limited to one third for each full term completed. Not applicable for children in receipt of other financial assistance.



Pre-Preparatory Department

Terms and Conditions 2025-2026

3 to 7 years

- An annual payment discount of 5% is available if fees are paid in full by 1st September each year. The discount will be allowed on the element paid upfront if also paying monthly by childcare vouchers. Annual payment discount is applied after all other discounts and reductions have been taken into account.

These Terms and Conditions are deemed to supersede the Terms and Conditions for the previous academic year.

Your agreement to these terms and conditions is implied when your child starts the new school year from September 2025 onwards.



Pre-Preparatory Department

Complaints

Milton Keynes Preparatory School prides itself on the quality of the teaching and pastoral care provided to all its pupils.

However, if parents have a complaint, they can expect it to be treated by the school in accordance with the Complaints Policy, a copy of which is available from the school office, upon request, or via the website.

Parents can rest assured that all complaints and concerns will be treated seriously and confidentially.

.



Pre-Preparatory Department

Extra Facilities

Nursery and Pre-Preparatory Departments, Milton Keynes Preparatory School

The school has an attached Nursery Department for babies of 2 months to children of 2+ years and is open for approximately 46 weeks of the year.

From 3 to 7+ years children are taught in the Pre-Preparatory Department. A separate prospectus is available for these departments.

Entry into the Preparatory Department at age 7+ is subject to an Entrance Assessment.

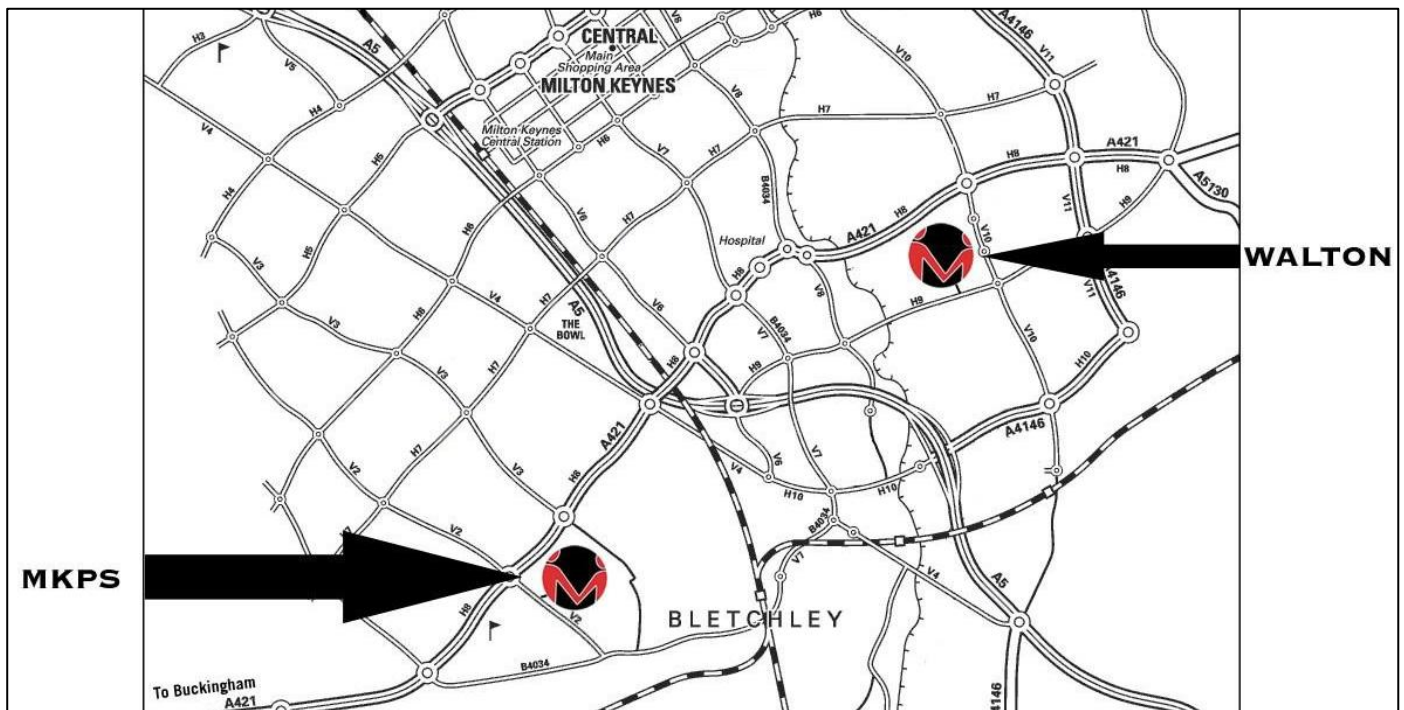
Walton Nursery

The nursery is open for approximately 46 weeks of the year and caters for babies of 2 months to children of 4 years. Children may transfer to Milton Keynes Preparatory School for Reception, subject to place availability.



Pre-Preparatory Department

Map & Directions



Milton Keynes Preparatory School, in Tattenhoe Lane, MK3 7EG, is situated in southwest Milton Keynes, off the Windmill Hill roundabout, where H8 (Standing Way) and V2 (Tattenhoe Street) meet.

Walton Nursery, at The Old Rectory, Walton Drive, MK7 6BB is situated next to the Open University, in southeast Milton Keynes, off H9 (Groveway).