

## Information for Applicants

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For September 2023 Entry

# Entry to DUCKS

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## Kindergarten

### Age on 1 Sept

**Toddlers:** 18 months – 2 years

**Ducklings:** 2.0 – 2.11 years

### Number of places available

14 places

Up to 10 places, either full or part-time.

### Assessment

No assessment is made of children entering the Kindergarten. Priority is given to the children of Dulwich College staff and DUCKS siblings; thereafter, places are offered from the waiting lists in date order of registration.

### Visits

Parents wishing to register for a Kindergarten list will be invited to an Open Morning, these are held by appointment on Wednesday and Thursday at 9.30 am.

## Infants' School

### Age on 1 Sept

**Pre-Reception:** 3.0 – 3.11 years

We require all children entering Pre-Reception to come for a taster session to ensure their learning and development is at a level to benefit from the DUCKS setting.

**Reception:** 4.0 – 4.11 years

**Year 1:** 5.0 – 5.11 years

**Year 2:** 6.0 – 6.11 years

### Application

Typically 8 – 10 places taken from 3+ waiting list

Typically 18 –25 places

Please visit the admissions page on the website or please telephone the Registrar for the latest information

### Assessment of learning and development

Children entering DUCKS at 4, 5 and 6+ will have an assessment to ensure that their learning to date is at a level from which they can take full advantage of the curriculum offered.

### Visits

Tours will be available for parents to book.

### Registration forms

In the Kindergarten and Pre-Reception we ask that parents visit DUCKS and complete a registration form after their visit, to be returned with a non-refundable registration fee of £100.

## 4+ deferred entry

All children who join DUCKS at Reception are guaranteed a place through to the end of Year 2. For boys who perform strongly, and demonstrate an above average ability across all areas of learning during their 4+ assessment, there is the further possibility of them being offered a deferred Year 3 place at the Junior School in addition to their 4+ place at DUCKS.

## Kindergarten and Infants' School

### Registration dates

Registration for the Kindergarten and Pre-Reception is recommended as early as possible. Registration for the Infants' School, please refer to our website.

### Offers made

Offers are made for Kindergarten and Pre-Reception from January onwards for September entry. Offers are made for Reception following 4+ assessment.

# Fees

All fees are quoted per term

**Academic Year 2023/2024**

## Kindergarten

		5 days	4 days	3 days	2 days	Individual sessions per day
Full Day	8.00 am to 5.00 pm	£6,735	£5,604	£4,203	£2,802	£1,401
School Day	8.45 am to 3.30 pm	£5,386	£4,476	£3,357	£2,238	£1,119
Mornings	8.45 am to 11.45 am					£707
Afternoons	11.45 am to 3.30 pm					£699
<b>Extended School Day:</b>						
Before School Care	8.00 am to 8.45 am	£567	£468	£351	£234	£117
After School Care	3.30 pm to 5.00 pm	£880	£728	£546	£364	£182

Minimum attendance in Kindergarten is two days per week.

## Infants' School termly fees

### Pre-Reception Class

Minimum attendance for Michaelmas term is 5 mornings per week excl. lunch, 8.45am to 11.45am	£3,408
Additional afternoon sessions for Michaelmas term, including lunch, finishing at 3.30pm	£547
Full time for Lent and Summer terms, including lunch, finishing at 3.30pm	£6,143
Before School Care (Breakfast Club), 5 days per week*, 8.00am to 8.45am	£585

\*fewer days will be charged proportionately less

### Reception Class, Years 1 and 2

Full Time, 8.45am to 3.30pm	£6,143
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### Before School Care (billed in advance):

Before School Care (Breakfast Club), 5 days per week*, 8.00am to 8.45am	£585
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\*fewer days will be charged proportionately less

Ad-hoc Before School Care sessions will be charged at £14 per session.

### After School Activities (billed in arrears):

Clubs and after school care provided by DUCKS Infants' School	Pre-booked	Ad hoc
3:30pm – 4:30pm	£11**	£12
4:30pm – 5:00pm	£5	£6
3:30pm – 5:00pm	£16	£18

\*\*Fees for After School Clubs run by our external providers may vary and payment is made direct to the provider. Communication regarding their fees will be sent separately.

## Deposit

A non-refundable deposit of £2100 is payable on acceptance of a place at DUCKS. The deposit will be retained in full until the child leaves, when it is refunded less any balance due.

Children in the Pre-Reception (3+) are guaranteed a place in the Reception Class provided that the place is accepted by the **required deadline** before Lent half term. The deposit will not be refunded if the place in Reception is not taken up and notice has not been given by the **required deadline** before Lent half term.

If the child is withdrawn after acceptance, deposits are not refundable.

## Termly Fees

Fee accounts are sent out approximately three weeks before the start of each term.

### Payment of Fees

Fees are due and payable by Direct Debit in full on the day before the first day of term. The College will also accept payment by bank transfer, directly into the Fees bank account in full no later than the day before the first day of each term. There is a facility available through a third party credit provider regulated by the Financial Conduct Authority, to enabling fee payment by monthly direct debit.

The College does not accept payments in cash. The fee for a child attending DUCKS for any part of a term must be paid for the whole of that term. **The withdrawal of a child requires one full term's notice given in writing to the Head of DUCKS, or payment of one full term's fees in lieu of notice.**

The College reserves the right to suspend a child while fees remain unpaid, by giving the parents not less than 2 days' written notice. Parents who have paid fees late or whose fees are overdue may be asked to pay one term's fees as an additional deposit. If necessary, the College will instruct solicitors to recover unpaid fees with interest and all costs incurred will be recoverable in full.

### Insurance Schemes

All Infants' School pupils are included in a Personal Accident Insurance Scheme which offers cover for permanent disability resulting from an accident. This includes dental injury and emergency dental treatment. In addition parents can opt-in to a Pupils' Absence Insurance Scheme (at their own expense) to cover absence through personal illness or injury. Full details of both schemes will be supplied on entry or are available at any time from the Fees Administrator.

Email:  
feesadministrator@dulwich.org.uk

### Advance Payment of Fees Scheme

The College runs its own scheme for advance payment of school fees. Under this arrangement parents are able to pay a lump sum in advance to purchase credits against future school fees, and receive a discount of the amount of credits purchased. Such sums can be paid prior to entry (once a child has been offered a place), on entry, or at any time during a child's time at DUCKS.

Further details of the scheme are available from:

Mr Byron Hoo  
Chief Financial Officer  
Dulwich College  
London SE21 7LD

Tel: 020 8299 9300  
Email: hoobk@dulwich.org.uk

### Childcare Vouchers

Childcare vouchers can be used to pay for childcare at DUCKS for all Kindergarten through to Pre-Reception classes and for before school care and Beyond the Classroom activities. We accept vouchers from many scheme providers including: Care-4, Computershare, Edenred, Fair Care, Kiddivouchers, Sodexo, Fideliti in addition to Tax-Free Childcare Payments.

## Governors

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The Chairman of Governors of Dulwich College is Dr Adrian Carr. Communications should be sent to:

The Chairman of Governors  
Dulwich College  
London  
SE21 7LD

Please visit the DUCKS website at [www.dulwich.org.uk/ducks](http://www.dulwich.org.uk/ducks) for further information on the College Governors and to view the Terms and Conditions and policies.

# School Hours

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## Kindergarten

The children can attend the Kindergarten for the following sessions;

<b>Full Day</b>	8.00 am to 5.00 pm
<b>School Day</b>	8.45 am to 3.30 pm
<b>Morning Session</b>	8.45 am to 11.45 am

- Before School Care is available from 8.00 am until the School Day begins at 8.45 am.
- After School Care is available to extend a School Day to 5.00 pm.

## Infants' School

### Early Years

<b>School Day</b>	8.45 am - 3.30 pm
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### Key Stage 1

<b>School Day</b>	8.45 am - 3.30 pm
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- Before School Care is available from 8.00 am until the School Day begins at 8.45 am.
- After School Care is available to extend a School Day to 5.00 pm.

## After DUCKS

At DUCKS we aim to work closely with parents in helping identify and choose the most suitable school for each individual child. Many DUCKS children receive several offers at 7+ and DUCKS children have been recognised by their prospective schools as offering a range of academic, sporting and musical talents.

Parents are delighted by the choice of schools in both Dulwich and the surrounding areas. Every child is clearly different so finding the school that is just right for him or her is of paramount importance to us.

# Contact Details

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## DUCKS Administrative Team

**PA to Mrs Joanne Parker**

**Miss Emily Lynch**  
lynche@dulwich.org.uk  
020 8693 1538

**School Registrar**

**Mrs Emma Millett**  
millette@dulwich.org.uk  
020 8693 1538

**School Administrator**

**Mrs Maria Aller Cardona**  
allercardonam@dulwich.org.uk  
020 8693 1538

**Website Editor**

webmaster@dulwich.org.uk

## Location

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**Our address is:**

Dulwich College Kindergarten and Infants' School  
87 College Road  
London  
SE21 7HH

Tel: 020 8693 1538  
E-mail: ducks@dulwich.org.uk  
**[www.dulwich.org.uk/ducks](http://www.dulwich.org.uk/ducks)**

We are a short distance south of the toll gate on College Road. The Kindergarten is the Edwardian building facing the road and the Infants' School is the wooden building overlooking the playing fields behind the Kindergarten. There is no visitor parking on site but there is limited parking on the road outside DUCKS, with further parking available north of the toll gate and along Grange Lane. Sydenham Hill railway station is 5 minutes' walk away.

DUCKS is a founder and active member of the Dulwich and Herne Hill Safe Routes to School group and our School Travel Plan is Gold Accredited by TfL. We actively encourage sustainable travel to DUCKS.