



# Welcome to our Parent Handbook



**Dear Parents,**

**Welcome to Coombe Hill Infants' School. We are an extremely popular 3 form entry school.**

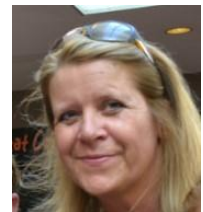
**We are very proud of our thriving multicultural school where a love of learning is promoted within a safe and happy environment in which every person matters. We believe that working in partnership with parents, carers, governors and our whole community is essential to ensure our success. We operate an 'Open Door' policy.**

**We have a large team of talented staff. Due to healthy revenue from a full school, lettings and clubs we are able to provide each class with one teacher and one teaching assistant. We also have an extensive Special Educational Needs team run by our Inclusion Manager.**

**Ofsted in 2013 said 'We have a strong community ethos and harmonious learning environment...pupils have a joy in their learning and a thirst for more'.**

**Our parents are wonderfully supportive and a real asset to the school. CHIPTA is our thriving Parent Teacher Association; it does much to enrich the education and social development of all the children in the school. We hope you will be very happy when you join us.**

**Yours sincerely,  
Mrs Janet Berry, Headteacher.**



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## School Details

**Headteacher** Mrs Janet Berry  
**Address** Coombe Hill Infants' School  
Coombe Lane West  
Kingston upon Thames  
Surrey  
KT2 7DD



**Contact details** Tel: 020 8942 9481  
Website [www.coombehillinfants.com](http://www.coombehillinfants.com)  
Email [admin@chi.rbksch.org](mailto:admin@chi.rbksch.org)

**Governing Body**  
**Chair** Mrs Louise Skelton (contact via school office)





## OUR SCHOOL MISSION STATEMENT.

***“Coombe Hill Infants’ School aims to provide a secure, stimulating and happy environment where all children are encouraged to take pleasure in their learning. All involved at the school foster in the children a developing sense of mutual respect and responsibility based on our core values ‘Our Golden Rules ‘.***

***All children are valued as unique individuals and are encouraged to reach their full potential in all areas of their learning. Through this learning they will contribute to the life of the school and to the wider community.***

***Our vision is that the children at Coombe Hill Infants’ School will move on to the next stage of their education with a strong sense of self worth, with enthusiasm, curiosity, resilience and a strong sense of community and love for learning.”***



The Horseshoe – the drive-in road in front of the school is a one-way access. It is completely unacceptable for anyone to drive in through the 'Exit'.

**PARENTS ARE NOT ALLOWED TO PARK IN THE HORSESHOE AT ANY TIME.**

We encourage all parents and children to walk to school. Each child must be taken by an adult to the classroom door. Children are then collected by an adult from the classroom door. (If you do park a car in the side roads near to the school please respect the driveways and yellow lines. Traffic wardens regularly patrol these roads).

**NO** infant school children are to be dropped off and left unsupervised in the morning to go into school.

In the afternoon **NO CARS** are allowed into the Horseshoe area. There is also **NO PARKING OR WAITING ACROSS THE ENTRANCE GATE** as this is our emergency vehicle access route.

If you require disabled access to collect your child, and hold a current disabled badge, please contact the school office.

Thank you for your co-operation, Mrs Berry, Headteacher.

# OUR SCHOOL THEMES

## **Autumn 1 – We can Do It!**

Have a go  
I can do it  
Work together  
How we feel



## **Autumn 2 – Sparkle and Shine**

I wonder why?  
Finding out about each other  
Time to Shine



## **Spring 1 – One World**

Making the right choice  
Going green



## **Spring 2 – Have a go!**

Marvellous me! (staying healthy)  
Be my best!  
Ooops – I'm learning!



## **Summer 1 – Team-Tastic**

Work together, play together  
Rules for a reason



## **Summer 2 – One more step!**

Choose to use  
Staying safe





# COOMBE HILL INFANTS' HOUSE STYLE

We like mistakes  
- we learn from  
them!

We are a parent  
friendly zone.

We are role  
models for the  
children.

We are  
consistent with  
our behaviour  
management.

We like "do"  
rather than  
don't.

We inspire all  
children to be  
learners.

We never "shush"  
a child.

We use child  
friendly marking  
- immediate  
feedback.

We use chimes in  
school and  
whistles outside.

We work as a  
team - children,  
parents,  
teachers.

We believe in  
active learning

We learn for a  
reason -  
purposeful  
learning.

We love mini-  
plenaries.

We use child  
friendly language  
for learning  
objectives.

We aim for a  
maximum of 15  
minutes on the  
carpet.

We challenge *all*  
children.

We love  
questions and  
give children time  
to answer.

We love  
children's work  
displayed on  
walls.

We resource our  
lessons well.

We like talking  
partners and  
talking for  
learning.

We love outside  
learning.

We uphold  
British values.

We like "do"  
rather than  
don't.

# OUR SCHOOL DAY

## Arrival



**OUR CLASSROOM DOORS OPEN AT  
8.45AM - CHILDREN CAN COME INTO  
SCHOOL.**



**ALL CHILDREN MUST BE IN THE  
CLASSROOM BY 9.00AM WHEN THE  
CLASS REGISTER IS TAKEN.**

**IF YOU ARRIVE AFTER THE GATES ARE CLOSED AT 9.00AM PLEASE ENTER VIA THE OFFICE WHERE YOU MUST SIGN YOUR CHILD IN AS BEING LATE FOR SCHOOL.**

## Dismissal



**RECEPTION, YEAR 1 AND YEAR 2  
CHILDREN ARE DISMISSED AT 3.15PM.**

**PLEASE ARRIVE PROMPTLY TO COLLECT YOUR CHILD. LATE PICK-UPS ARE COLLECTED FROM THE OFFICE WHERE YOU WILL NEED TO SIGN AS ARRIVING LATE TO PICK UP YOUR CHILD.**

## Arrivals and Departures

We expect all our children to arrive punctually at school. Mornings can be difficult times but we know that you as parents will understand that regular and punctual attendance is essential for good progress at school. If you are unavoidably late, don't worry, come into school via the main office entrance and sign in the 'Late for Registration' book. Families who are constantly late or absent are referred to the Education Welfare Officer.

**The classroom doors open at 8.45am**

**The doors close at 9.00am**

**The register is taken promptly at 9.00am**

**Reception, Year 1 and Year 2 children are dismissed at 3.15pm from their classroom door**

**Infant children must be walked into school, and walked out, by an adult, you must not drop off in the horseshoe or park there at any time.**

We ask parents to ensure their child is collected promptly as children easily become distressed if parents are not there to collect them at home time. Our teachers voluntarily run a variety of clubs after school and need to move into other classrooms. If someone else is collecting your child it is your responsibility to inform the teacher at the morning drop-off. Once children are dismissed into your care they do not come back into school.

## Helping your child be happy at school.



**Our aim is to make your child's time, and yours, with us a happy and enjoyable experience. Here are some tips to help you and your child:**

- Try to ensure that your child is unhurried each morning as they prepare for school.
- Make all preparations the night before if possible.
- Ensure that they have a good breakfast which will sustain them throughout the morning.
- Help your child learn to dress and undress themselves. Velcro shoes and trainers are ideal.
- Make sure all their clothes, lunch boxes, PE kit, shoes and bags and coats are properly named – lost property causes distress!
- Try not to be late collecting your child, they are waiting excitedly for you to arrive.
- If you have a message for the teacher write it in the home school books or wait until the end of the day.
- We operate an Open Door policy so if you are worried about anything just come in and see us.
- Young children do not always remember messages so look through your child's blue bag each day.
- Keep an eye out for emails, website updates, notices in the Front Entrance and in the noticeboards on your way in to school.

## How to help your child become an independent learner.

Children need to be able to:

- ❄ Express their needs appropriately
- ❄ Use the toilet independently
- ❄ Wash and dry hands
- ❄ Blow their nose
- ❄ Sit up at a table
- ❄ Use a knife, fork and spoon correctly
- ❄ Eat a packed lunch properly
- ❄ Dress and undress themselves
- ❄ Sit quietly
- ❄ Listen to a story or a piece of music
- ❄ Wait patiently
- ❄ Share a book
- ❄ Share and take turns
- ❄ Tidy up things they have used
- ❄ Say 'Good Morning' and 'Goodbye'
- ❄ Pronounce commonly used words correctly

## You could also practise these activities at home to improve your child's co-ordination:

- ❄ Holding a pencil correctly
- ❄ Colouring in accurately
- ❄ Using scissors
- ❄ Using paint and glue carefully
- ❄ Hopping
- ❄ Skipping
- ❄ Balancing
- ❄ Running Jumping
- ❄ Kicking a ball
- ❄ Catching and throwing a ball
- ❄ Tying shoe laces
- ❄ Peeling fruit
- ❄ Drawing straight and curvy lines
- ❄ Playing board and matching games



# Maths



## Home-School Partnership

As parents, teachers and governors we are working together to ensure that each child can reach their full potential in this school. We believe there should be a close partnership between us all. We, the Headteacher, teachers and governors endeavour:

- ❖ To give your child every possible care, attention and encouragement in a stimulating and happy environment to enable them to realise their full potential both academically and personally;
- ❖ To teach carefully the National Curriculum, adding additional material where appropriate and providing extra help where needed;
- ❖ To report regularly to you on your child's progress, at both parent-teacher meetings and in a yearly written report;
- ❖ To be available by appointment for you to come and talk to us (Headteacher, teachers and governors) about your child or the school. We will treat all information with sensitivity and confidentiality;
- ❖ To promote racial harmony, sexual equality, respect for others' beliefs and traditions and good behaviour including respect for all members of the school community and for personal and school property;
- ❖ To provide information in regular communications about activities, clubs, special events and school developments;
- ❖ To promote understanding of our school's teaching methods and curriculum through our Year Group talks and through special presentations on individual topics e.g. maths, reading, to help your child

### **Please support us in our care and education of your child by:**

**Adhering** closely to the school procedures as detailed in this handbook;

**Encouraging** punctuality and attendance;

**Providing** appropriately named school uniform;

**Listening** to your child's news and views and encouraging them to talk about anything and everything;

**Attending** Parent's Meetings and keeping up to date with our website, newsletters etc.;

**Encouraging** your child to complete any tasks sent home from school;

**Supporting** the school's good behaviour policy, including respect for others and their property;

**Keeping** the school informed of anything that might affect your child's well-being and progress, e.g. illness, sleeping problems, emotional upsets, large and small (please don't hesitate);

We hope that our commitment to these principles gives a clear picture of the character of our school. If however, you have any concerns about these statements, please let us know as your comments will be highly valued.

## Discipline / School Rules

The Headteacher and staff are responsible throughout the school and look to you, as parents, for support and co-operation. We are aware that we share responsibility with parents for children while in our care. School rules are drawn up in the interest and safety of individual pupils and the school community as a whole. These rules are kept to a minimum and are designed to encourage self-discipline, to promote safety and to avoid environmental problems in a community of up to 330 pupils.

The School Behaviour Policy is displayed within the school. We aim to develop attitudes of common sense leading to self-discipline. It is a long process but one entirely worthwhile. The basic rules are as follows:

- ❖ No child is permitted to leave the school premises during school hours without the permission of the Headteacher;
- ❖ Children are expected to walk not run within the school building;
- ❖ No climbing on walls, over fences, up trees or on buildings;
- ❖ No items of jewellery should be worn in school – a plain stud only may be worn in pierced ears;
- ❖ Valuable articles, mobile phones, money, expensive toys, watches and pens should not be brought to school as the school cannot accept liability for lost or damaged property;
- ❖ No sweets, chewing gum, bubble gum are allowed in school. Food should only be eaten at lunch time in the lunch area;
- ❖ All litter should be placed in the bins provided;
- ❖ All children are expected to wear the basic school uniform.

Minor matters of school discipline are dealt with in school. More serious persistent matters are dealt with by involving parents at an early stage. Parental support and co-operation is vital in maintaining the discipline and ethos of the school.





# Outdoor Learning



## FOUNDATION STAGE - also known as 'Reception'.

### The Curriculum

The curriculum has recently been revised.

There are seven areas of learning and development. The three Prime Areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

### The Prime Areas are:

#### ❖ Communication and language

Development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

#### ❖ Physical development

This involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement.

Children will also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

#### ❖ Personal, social and emotional development

Involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their abilities.





## The Foundation Stage ... continued

Children will also be supported in four Specific Areas, through which the three prime areas are strengthened and applied.

### The Specific Areas are:

#### ❖ Literacy

Development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

#### ❖ Mathematics

Involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.

#### ❖ Understanding the world

Involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

#### ❖ Expressive arts and design

Involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

# The Foundation Stage...continued



## What arrangements have been made to help my Reception child settle into school?

Your child will have had the opportunity to visit the classroom and meet the teachers in the Summer Term. In September your child's entry will be 'staggered'. A small group of 'new' children will be admitted each morning over the period of one week. We start with our younger children because experience tells us they need more attention.

## Where shall I bring my child on the first day?

On the first morning come to the office, at the time given to you, and your child will collect a name badge before being taken down to the classroom. (They should wear this badge for the first couple of weeks. The children meet other staff and children around the school and it makes it very helpful to be able to use the child's name when talking to them).

For arrangements concerning delivering and collecting your child for the rest of the term, please refer to the information shown in The School Day.

## What happens if my child is not happy when I leave?

The Headteacher and Teaching Assistants help out on these occasions. We are very aware of the stress there may be for both the child and the parent, but in most cases it is better to let us help your child to become confident about coming into school. We take them for a walk around our beautiful grounds which usually does the trick! We also sit and play with them or distract them by playing a computer game or leave them to join in when they feel happy – all cases are different. If these tactics don't work and your child continues to be distressed, which is luckily very rare, then we telephone you and we work together to help your child settle in.

## What are the arrangements for playtime?

There is one playtime in the morning and another during the afternoon. The Reception children play together on the back patio. One of the class teachers and a class assistant are there to look after them. On wet days, the children go to the Hall to watch a video.

## The Foundation Stage...continued



### What happens about lunch and can my child bring a snack or drink to school?

Children are encouraged to bring a bottle of water to school which they may drink during the day. we provide a piece of fruit; this is as a result of the government's healthy eating initiative and should not be a substitute for breakfast, the most important meal of the day. Initially we ask that you provide your child with a packed lunch in a named lunchbox. After the first few weeks we will supply you with details of hot lunches which you may then order for your child.

### Where can I find out about the school uniform?

Details of the uniform are set out in the Parent Handbook and on the school website.

### What will my child need for PE?

Children will need a P.E Kit in a named bag that includes shorts, T-shirt and velcro trainers. Each item must be named and the bag must be able to hang easily from your child's peg.

### What should my child do if he/she wants to go to the toilet?

The children can go to the toilet at any time but they must ask the teacher first. This is important as we need to know exactly where they are and help them to get to the toilet and back if needed.

### What happens if my child has an accident and hurts him/herself in school?

The first thing we do is to let the School Secretary, who is one of our First Aiders, look at the child. If it is a minor graze, she will deal with it from our first aid box. If it is considered to be more serious, we telephone you immediately. (It is most important that the contact numbers you give us are always kept up to date). If it is necessary for them to be seen at the hospital and we cannot contact you or it will take you some time to get to school, we take them straight there.

### If I wish to speak to the Class Teacher for any reason, when is the best time?

It is important that we know anything which may affect your child's learning and well-being, i.e. medical or family issues, and these can be relayed to the teacher when you bring your child to the classroom in the morning or collect them in the evening. For issues that need a longer session, the morning is not a satisfactory time because the children need a great deal of the teacher's time and attention. Do see the teacher when collecting your child in the afternoon and she will be very happy to make an appointment at a mutually convenient time.

## The Foundation Stage...continued



### How can we, as parents, help once our child has started school?

Parents can make a great contribution to the school. Any help a parent can give, if only for half an hour, is gratefully received. When a child first comes to school, it is best to let them settle in before offering to help in their class and in some cases it may be better to help in another class.

Reception class learning activities are based around a topic and from time to time your child may be asked to bring from home something related to this. Otherwise it is requested that no toys are brought to school.

Our aim is to enhance your child's all round development. Outside interests are encouraged and during Friday Assemblies the children can bring in and show certificates or badges they have gained through clubs e.g. Rainbows, swimming, music, gymnastics etc.

### How will I get to know what my child is doing in school?

After your child has been in school for a few weeks, a meeting is arranged for Reception parents. This is a time for the class teachers and Mrs Berry to explain the systems that are in place i.e. letter home, blue school bags, home reading books etc. and for you to put any questions to them that you may have. Another meeting is arranged in December for you to bring forward any further queries.

In the Autumn and Spring Term, appointments are arranged for you to come and talk to the class teachers about your child's progress. You will be given a short written report at these meetings. In the Summer Term, each child comes home with a full written report ('Record of Achievement') and there is an opportunity for appointments to be made to see the class teachers if necessary.

At Friday's Assembly stickers are awarded for resilience, respect, responsibility, reasoning and resourcefulness. Children's names are written in the commendation book. There are also special Headteacher and Art Certificates.

### What do I do if I have any concerns about my child's health?

We have a school nurse attached to the school and a family liaison worker. You can make an appointment through the school office to talk about any concerns.

If you have concerns with hearing, speech or lack of sleep etc. do speak to the class teachers, as it is important that they know and can help to monitor your child. We provide a home/school partnership book where you may note any concerns for the teacher's attention.

## Uniform Details 2015

Our uniform can be bought from PMG Schoolwear.  
They are located at: 55 The Broadway, Tolworth, Surrey, KT6 7DW, by the Tolworth Marks and Spencer (one hour free parking at M & S).

Their opening hours are:  
Monday – Saturday 9.00am – 5.00pm

Telephone: 020 8786 2211  
Email: [tolworth@pmgretail.co.uk](mailto:tolworth@pmgretail.co.uk)

An information sheet can be obtained from the school office.

# GENERAL SCHOOL INFORMATION

Rewards / Positive Reinforcements  
School Prefects  
School Council  
Green Team  
SOS  
Travel Plan  
PE & Games  
Extra-Curricular Activities  
Swimming  
Parent Helpers  
CHIPTA  
Short Trips  
After School Toilet Facilities  
Parents and Teachers Feedback  
Our Adventure Playground  
Queries and Concerns  
Food and Drink  
Attendance  
Requests for Absence during Term Time  
Medical, Dental & Optician appointments  
Homework  
HM Forces  
Complaints Procedure  
Access to Documents  
Communication  
Emergency Closure  
Lost Property  
Sickness  
Nursery / Home to School Transfer  
Defining the Area of Responsibility  
Contact Details  
Scooters & Bicycles  
Dogs



## **Rewards / Positive Reinforcements**

Commendation stickers are awarded for character qualities and effort and received by the children at our Friday assembly. They may bring certificates or badges gained outside school e.g. for swimming or karate, or from cubs or brownies. They may also play a practised musical piece.

In order to focus on the ethos of the school, Headteacher Certificates are given to children who show special qualities e.g. kindness, endeavour, bravery etc. Also in Year 2, a cup is awarded each half term in each class for hard work and excellent attitude.

Artistic talent is rewarded through our School Art Gallery; one picture from each class is chosen each term. These children receive a special Art Certificate.

## **School Prefects**

In Year 2 every child will have the opportunity to be a prefect for half a term. Duties are discussed with the Headteacher and a short job description is displayed in the Entrance Hall.

## **School Council**

Children from each class meet with the Headteacher half-termly to discuss school policies. The children's views are valued and reported to governors.

## **Green Team**

In Year 2, some children are selected to be on the Green Team, helping to recycle paper, pick up litter, switch off computers at the end of the day and generally keep the school 'green'.

## **SOS (Sort out Squabbles)**

In the Spring Term, some children from Year 2 are trained to help to sort out playground issues and make sure all children are included in games etc.

## **Travel Plan**

Coombe Hill Infants' School has an active Travel Plan which aims to support and encourage greener modes of travel to and from school: walking to school, organised car shares, public transport and cycling.

## **PE and Games**

All pupils are expected to participate unless they have a note excusing them on medical grounds. This also applies to swimming.

## **Extra-Curricular Activities**

Thanks to the generosity of staff giving their time, the school is able to offer extra-curricular activities during term time. More information can be found under Clubs on the website.

## **Swimming**

During the Summer Term, children go to our own swimming pool in small groups with a swimming instructor and a lifeguard, as well as a teacher taking the lesson and parents helping with dressing and undressing. All children must wear a swim hat, which is available for the school office. Any parent who wishes to help must have a completed DBS check, again please see the school office.

## **Parent Helpers**

We are delighted to welcome parents as helpers in school. This may involve hearing children read, practical help in the class, accompanying the class on visits...the list is endless! We are, however, bound by Government requirements that mean you need to have a successful Disclosure and Barring Services application. Please see our office for full details. You can also make a huge contribution to the school and the children by becoming involved with our Parent Teacher Association – CHIPTA.

## **CHIPTA**

Everyone is automatically a member so do come along to our half-termly meetings. The school appreciates the efforts made by CHIPTA and sees this as a valuable way for home and school to come together to benefit the children. During the year there will be many chances to support CHIPTA from our Friday afternoon cake sales to the big Christmas and Summer Fairs.

## **Short Trips**

Throughout your child's time at Coombe Hill Infants' School, they may go out on short trips such as to Coombe Conduit and walks in the area. It may also involve trips on buses or trains. We require your permission before we take the children out from school. Class teachers will inform you when trips are taking place providing relevant details.

## **After School Toilet Facilities.**

Once your child has been dismissed in to your care they cannot return in to school. We provide a child's toilet outside in Otter Class from 3.15pm to 4.00pm. Reception children go to the toilet when they collect their coats. There are no adult facilities.

## **Parents and Teachers Feedback**

Parental support is vital if your child is to achieve his or her full potential. Teachers provide verbal reports and opportunities exist to see pupils' work during the school year.

Parent /Teacher interviews are held in the Autumn and Spring Terms for you to discuss your child's progress. You will be given a short report with targets in order for you to know what we are focusing on at school. In the Summer Term we also arrange Open Afternoons when parents can wander around all the classrooms and see the many different activities which go on in the school. Written reports are sent out in the Summer term. Parents are always able to speak to the class teacher, please see them to arrange a suitable time.

## **Our Adventure Playground**

Our wonderful playground is available for you and your child to use after school until 4.00pm. Please take your litter, including nappies, home with you. We ask that you do not let your child climb the trees, do not use the Science Garden and keep out of the Junior School premises.

## **Queries and Concerns**

You are welcome at any time to make an appointment to see your class teacher. Mrs Berry, our Headteacher, is also happy to see anyone with concerns as soon as possible. Mrs Shepherd, our assistant Headteacher and SENCO, is also available. Please just come to the office and ask. Our Parent Chats are also a good opportunity to learn about your child's progress.

## **Food and Drink**

### **Lunches**

All infant children are entitled to a free hot meal.

Parents may, however, provide a packed lunch. Hot meal information will be issued after your child has started school.

All Reception children must start off with a packed lunch. We do this as the hot meals cannot be set up until your child has been formally admitted to our school and also we have found that sitting down with familiar food helps your child settle more easily. We ask that the packed lunch is healthy and contains no nuts of any sort. Do not send in cans of drinks or any fizzy drink. We also ask that you do not send in sweets or chocolate.

If your child is found to be without a meal we will contact you to bring one in.

### **'Eco-Bottle' Water Bottle**

We provide your child on their first day at school with a free water bottle. We encourage children to drink their water throughout the day. Replacement lids and/or bottles can be purchased from the school office.

### **Healthy Schools Award / Birthdays**

We promote healthy eating and are delighted to have been awarded a Healthy School Award. For this reason we ask for donations of a favourite book or large jigsaws if your child would like to bring in something for the class on their birthday please see their class teacher.

### **The National School Fruit Scheme**

Under the Government's National Fruit Scheme, each child is offered free fresh fruit each day at morning break.

### **Milk**

Milk is available at lunchtime for any child who requests it.

## **Attendance**

Regular school attendance is always important. Parents are responsible for ensuring that their child attends school. Children gain both educationally and socially by taking part in school life. Where non-attendance occurs, children miss valuable learning time and it is often difficult for them to have a complete understanding of the work covered in the classroom and can affect your child's educational progress.

## **Requests for Absence during term time.**

Kingston Education Authority expects all parents/ guardians to ensure that their children attend school whenever possible. Absences due to holidays taken during school time could hinder academic progress. If you do have a request to take your child out in exceptional circumstances please write to the Headteacher, at least 2 weeks prior to the proposed absence, and they will discuss the request with the class teacher and governors. If an application is not approved and the child is absent from school the register as an unauthorised absence and will be monitored and possibly reported to the Education Welfare Officer as such. Valid reasons for absence include: illness, days of religious observance, interviews and external exams. Leave in connection with family bereavements will be dealt with sensitively, as will leave for public performances, special tuition and other special occasions.

## **Medical, Dental and Optician appointments**

All non-urgent appointments must be made out of school hours. If an appointment, such as a hospital one, is made during the school day please do not plan to pick up between 12 noon and 1.30pm as it disrupts lunchtime arrangements.

Please make sure that your child's medical information is up to date. The school cannot accept responsibility for administering medicines or creams and lotions. In exceptional circumstances we can administer antibiotics if prescribed 4 times a day. For all medical information please see the office. Do not send any medicines in with your child. A few of our children have severe nut allergies. Please do not send in any form of nuts or nut butters either in lunch boxes or in cakes for our Friday cake sales. Regular medical, dental and optician appointments should be made for after school hours.

## **Homework**

Homework is less formal during your child's first few years as the school day can be physically, mentally and emotionally exhausting. You can support and encourage your child in many ways. You can share and promote enthusiasm for learning by making it fun rather than a chore. Look for opportunities to apply and consolidate simple skills such as observing, counting in real life situations, pointing out labels and signs, sharing books and pictures. Year group meetings are held regularly and each half-term the planned activities and work are published on the website. We also hold special evenings when staff are able to show you how we teach Literacy etc, and how you can help. We do, above all at this stage, recognise and stress the importance of achieving a balance between work and play.

## **HM Forces Parents**

Additional funding to state schools that have Service children on their rolls has been agreed. A Service pupil premium is available to schools for those children in Reception through to Year 11. If you are employed in one of the Services then I would ask you to confirm this to the school office so that we may update our records and gain this additional funding.

## **Complaints Procedure**

If parents are concerned about the National Curriculum provision within the school then they should see the Headteacher. For formal complaints from parents, carers, staff or governors we have a standard procedure (available upon request). For informal complaints a book is kept in the school office and complaints are recorded, shared with the Headteacher and if necessary reported to governors.

## **Access to Documents**

The following documents are available to parents given reasonable notice:

- A) All DCSF documentation received by the Headteacher concerning the curriculum.
- B) The curriculum policy of the LA and all LA policy statements.
- C) Schemes of work followed by pupils at the school.
- D) Complaints procedure.
- E) School policy
- F) Minutes and agendas of Governors' Meetings.

## **Communication**

Our main means of communication are our website with our weekly 'Your CHI' newsletter (also on School News App) and our weekly emails. Look out too for Mrs Berry's blog that lets you read all about recent activities in the school. The school calendar on the website contains the most up-to-date information, including any changes. Along with the termly printed diary we hope that we are keeping you updated. We also put notices in the noticeboards by the entrance gate, our 'Your CHI' noticeboard at the front of the school and in the office reception area.

Paper forms and fliers are sent out in the blue bags, and please use the blue bags for sending anything into school, or drop it off at the office.

## **Emergency Closure**

If the school is unable to open due to bad weather we update our website by 7.30am with the relevant information. If the school has to close during the day while children are in school our first communication to parents will be by a telephone call. It is therefore essential that we have your contact details up to date.

## **Lost Property**

If something can go missing, it almost certainly will! Please name every item that your child brings into school – lunch boxes, socks, coats, shoes and especially PE Kit. The lost property box can be found under the cover in the Year 1 playground. We empty the box and return labelled items. Unlabelled items are regularly put on display for anyone to claim. The remaining items are then passed on for recycling.

## **Sickness**

School must be advised by 9.30am if your child is off school due to sickness. In case of infectious diseases it is essential that the school is informed. If your child has been sick in the evening, night or morning they must be kept off school for 48 hours from the last episode of vomiting. This also applies to episodes of diarrhoea. If a child becomes ill during the school day the parents will be contacted according to the data collection sheet entry. If both parents work please make sure you have included details of someone local to the school to pick up a sick child within a short space of time. If your child has been prescribed medicine we will not administer it in school unless in special circumstances, please see the school office.

## **Nursery / Home to School Transfer**

Our aim is to make the change from nursery / home to school as smooth as possible. The Headteacher and the Foundation Stage Leader visit the main feeder nurseries to meet the children first on their familiar territory. All new children visit the school with their parents in small groups. They meet their teacher and Headteacher and play in their classrooms, and the parents have the opportunity to talk to a member of our PTA. The Headteacher meets with all the parents in the Summer Term prior to their children starting in September.

Children who join at other times visit the school with their parents. They meet their class teacher and spend time in their new classroom prior to admission.

## **Defining the Areas of Responsibility**

When the children have been collected by their parents/guardians, they are no longer the responsibility of the school.

It is the responsibility of the parents/guardians to ensure that their children are collected safely. Please inform the class teacher in the morning if your child is to be picked up by someone else.

The school cannot refuse to release a child to someone who has parental responsibility, unless there is a court order, and cannot get involved in disputes between parents.

## **Contact Details**

We issue data collection sheets each autumn for parents to confirm the information which we hold for your child. It is imperative that these are carefully checked and returned to ensure that we have correct contact numbers in the event of an emergency. Our children are very young and can get upset if we cannot get hold of you. If you change your address or phone number, especially your mobile, please inform the office immediately. This also applies to your email address.

**Scooters and bicycles** cannot be brought in to school but you may use the railings to chain them to on the understanding that the property is your responsibility and not the schools.

**Dogs** are not welcome in the school grounds and must be left outside the school premises.



## Key Stage 1 Curriculum Overview

At Coombe Hill Infants' School, we aim to provide a broad and balanced curriculum that meets the needs of all pupils. It consists of all the activities designed to support the intellectual, personal, social and physical development of each child. We believe strongly in the importance of working closely with parents to reach the best outcomes for our children.

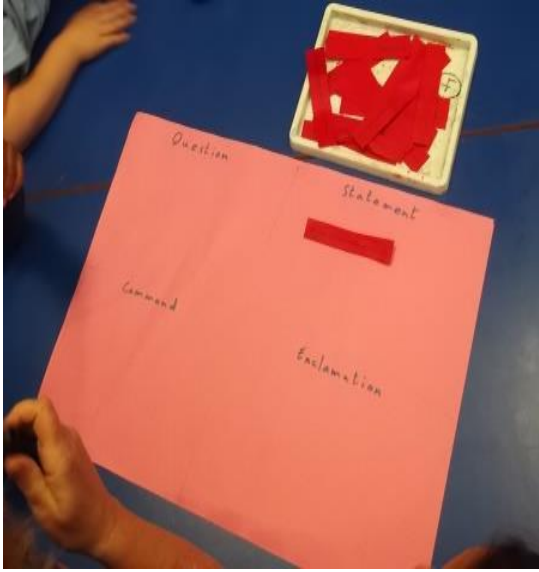
Pupils in Key Stage 1 (Years 1 and 2) follow the National Curriculum (<https://www.gov.uk/national-curriculum/overview>) which outlines the statutory requirements for each curriculum area. At Coombe Hill Infants' School, we deliver these statutory requirements in a creative, cross curricular and topic based way. Our curriculum includes not only the formal programme of lessons but the extra-curricular activities which enrich the children's learning:-

Theatre Workshops	Visits to theatres	Science Workshops	Visiting scientists	London Aquarium	Author/ Illustrator visits
Library visits	Hampton Court	Coombe Conduit	Science Museum	Local restaurant/ supermarket	Visiting planetarium
Visiting wildlife experts	Singing festivals	Painshill Park	Natural History Museum	Kingston history walk	The National Gallery





# Literacy



## Foundation Subjects

**Art & Design** – We understand that Art & Design should engage, inspire and challenge children equipping them with the knowledge and skills to experiment, invent and create their own works of art, craft and design.

**Computing** – We understand that Computing equips children to use computational thinking and creativity to understand and change the world. Computing is taught via 2Simple and Espresso software. Children have discrete computing lessons in the ICCT Suite following a progressive scheme of work for KS1 as well as using iPads to support cross curricular learning.

**Design & Technology** – We understand that Design & Technology uses creativity and imagination. Our children are encouraged to design and make products that solve real and relevant problems within a variety of contexts, considering their own and others' needs. This also includes cooking and nutrition.

**Geography** – We understand that Geography should inspire in children a curiosity and fascination about the world and its people that will remain with them for the rest of their lives.

**History** – We understand that History will help children gain a coherent knowledge and understanding of Britain's past and that of the wider world.

**Music** – We understand that music should engage and inspire pupils to develop a love of music and their talent as musicians, and so increase their self-confidence, creativity and sense of achievement. We are a singing school and we love to perform! We have singing clubs and drumming is taught throughout the school by a specialist teacher. In Year 2, children have the opportunity to learn recorder.

**Physical Education** – We understand that PE inspires all pupils to succeed and excel in competitive sport and other physically demanding activities. In addition to teaching the fundamental PE skills, we have specialist sport coaches who work with the children once a week. We also teach swimming twice a week during the Summer Terms.

**Personal Social Emotional Development** – We understand the importance of developing and nurturing the whole child. We have PSED themes each half term; these are addressed through discussions and circle times in class and whole school assemblies.

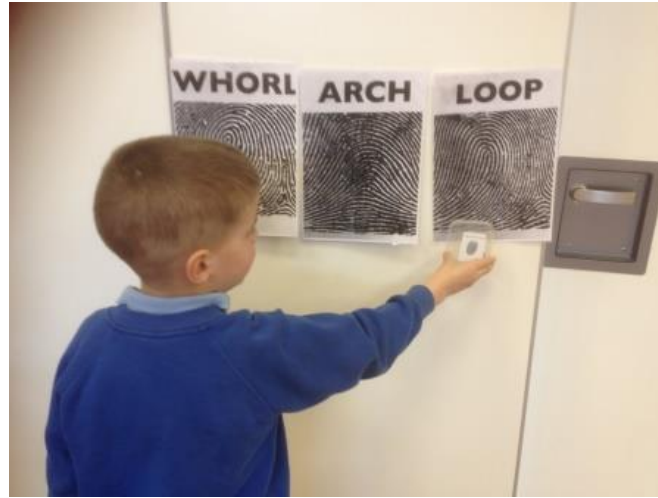
Our teaching is child-centred, often following the children's interests. We have high expectations of our children and value practical, hands-on learning which excites them and gives them the confidence to want to learn and to enjoy their new skills. We celebrate our children's successes. We teach in a cross curricular, topic based way in order to maximise the children's excitement and enjoyment of learning; this, in turn helps children develop a deeper understanding and knowledge.

### **Core Subjects**

**English** – We understand the importance of children speaking and writing fluently so they can communicate their ideas and emotions to others, through their reading and listening, others can communicate with them. Our topic based planning allows us to create a language rich environment with lots of opportunities for our children to practise their speaking and listening skills. We use the Oxford Reading Scheme for individual reading and Rigby Star for guided reading. Phonics is taught daily (according to Letters and Sounds) using Mrs Warland's own scheme which links closely to the way we teach cursive handwriting. Topic work allows us to create exciting, experience based, purposeful and relevant opportunities for writing.

**Maths** – We understand that a high quality maths education provides a foundation for understanding the worlds, the ability to reason mathematically, an appreciation of the power of maths and a sense of enjoyment and curiosity about the subject. Our maths planning ensures full coverage of the National Curriculum statutory requirements. We believe in creating opportunities for all children to achieve their best through challenge and by giving them the opportunity to use and apply their skills.

**Science** – We understand that Science provides the foundations for understanding the world around us. We teach Science in a hands-on way to encourage children to be curious and ask questions and develop a sense of excitement and curiosity about natural phenomena. We encourage children to use simple scientific language to talk about what they have found out, predict how things will behave and analyse causes.



# Science



## **APPENDIX**

**Acceptable ICT Use Policy Statement**

**Parental Consent (your copy)**

**Term Dates 2016 to 2017**

**Governors and the Governing Body**

**Current Staffing**

## Coombe Hill Infants' School Acceptable ICT Use Policy Statement

This document is written with reference to and as part of Coombe Hill Infants' e-Safety and Acceptable Use Policy which is published on the school website at [www.coombehillinfants.com](http://www.coombehillinfants.com). A hard copy is available for reading in school.

Failure to comply with the requirements stated in the e-Safety Policy may, at the discretion of the Headteacher and Governing Body of Coombe Hill Infants' School, result in temporary or permanent loss of access rights. It should be noted that the use of a computer system without the permission or for a purpose not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990 (and any subsequent amendments).

The conditions outlined within the e-Safety Policy have been drawn up to protect the interests of the School, its staff and its pupils. The conditions may be changed at the discretion of the Headteacher and the Governing Body of Coombe Hill Infants' School at any time.

It is the responsibility of the person signing below to familiarise themselves with the school's e-Safety Policy and any subsequent changes.

**I understand that this 'Acceptable ICT Use Policy Statement' forms part of the Coombe Hill Infants' School e-Safety Policy. I agree to read, abide and comply with the policy and the practices and ethos contained within it.**

**User's Name**.....

**User's Signature**.....

**Date**.....

**April 2016**

# Parental Consent Form – This is your copy of the Admission Form

## Activities – I give permission for my child to:

- Use the internet in line with the school's acceptable usage policy
- View films and video clips rated PG
- Take part in supervised visits to local destinations away from the school site – prior notice will be given
- Take part in supervised off-site activities (e.g/ sporting fixtures) – prior notice will be given

## Medical Consent – I give permission for the school to do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting my child's welfare (The Children's Act 1989), including:

- Be given first aid by a trained member of staff during any on-site or off-site activity
- Have their information shared with the NHS and other relevant health professionals
- Have their medical consent form for emergency treatment to be signed by staff if parents are non-contactable
- Have plasters applied by school staff

## Use of Information and Image (including photographs and video recordings) – I give permission for my child's:

- Work and image to be used within school (e.g. in wall-mounted displays)
- Image to be used on the school website (but not named)
- Individual and class photographs to be taken (parental notification given ahead of session)

## Parental Responsibilities – As a parent I will:

- Promote safe access to the internet with my child outside of school
- Agree not to share any digital images of my child, or other children, externally or on the internet
- Read and comply with the Parent Handbook including the Home-School Partnership.



# OUR STAFF

## SENIOR LEADERSHIP TEAM

**Headteacher:** Mrs Janet Berry

**Deputy Head:** Mrs Sue Jakob

**Foundation Stage Leader:** Mrs Diana Kill

**Inclusion Manager:** Mrs Maureen  
Shepherd

**School Business Manager:** Mrs Rachael  
Nichols

**Middle Leaders:** Mr Jack Morris, Mrs Ruth  
Jackson & Ms Suzanne Robertson

## FOUNDATION STAGE (RECEPTION)

**Ladybird:** Mrs Diana Kill (Year Leader),  
Mrs Jackie Heard & Mrs Maria Manuel

**Bee:** Ms Suzanne Robertson & Mrs  
Tracy Houghton

**Butterfly:** Mrs Chris Thomson & Mrs Kim  
O'Leary

**Dragonfly:** Mrs Clayton, Mrs Lawn &  
Mrs Geraldine Carslake

## YEAR 1

**Hedgehog:** Mrs Ruth (Year Leader) & Mrs  
Louise Vaughan

**Squirrel:** Mrs Jenny Warland & Mrs Oi-  
Kwan Mohajeri

**Otter:** Miss Rose Long & Mrs Nicky Jones

## YEAR 2

**Leopard:** Mr Jack Morris (Year Leader) & Mrs  
Jane Davies

**Jaguar:** Mrs Lynne Mattick, Miss Taljeet  
Sidhu & Mrs Kerry Thomas

**Tiger:** Mr Simon Collyer & Mrs Claire  
McQuade

**Lion:** Mrs Amy Price-Coggins & Mrs  
Alexander Bond

## SCHOOL ADMINISTRATION & SITE MANAGEMENT

**Administrator:** Mrs Elaine Bather

**Administration Assistant:** Mrs Tracey Chuter

**Finance Assistant:** Mrs Linda Dowds

**Clerk to the Governors:** Mrs Catherine Havers

**Site Manager:** Mrs Kate Curtis

**Site Assistant:** Mr Ben Curtis

**Cleaning Staff:** Miss Caroline Bellhouse, Miss  
Amanda Collins

## LEARNING SUPPORT ASSISTANTS

Mrs Vicky Bern

Mrs Julia Jung

Mrs Helen Pratsis

Mrs Jayne Cottee

Mrs Claire Forrester

Mrs Angela Bonney

## ADDITIONAL TEACHING STAFF

Mrs Tricia Lovell: Special Needs

Mrs Georgina Porter: Special Needs

Mrs Rebecca Dunne

Mrs Mandy Goddard

Mrs Sarah Gamee

Mrs Amanda Long

Ms Chloe Murray

## SCHOOL TERM DATES for 2016 to 2017

<b>Autumn Term 2016</b>	<b>Tuesday 6 September to</b>	<b>Thursday 20 October</b>
<i>Autumn Half Term</i>	<i>Monday 24 October to</i>	<i>Friday 28 October</i>
	<b>Monday 31 October to</b>	<b>Wed 21 December</b>
<i>Christmas Holiday</i>	<i>Thursday 22 December to</i>	<i>Monday 2 January</i>
<b>Spring Term 2017</b>	<b>Tuesday 3 January to</b>	<b>Thursday 9 February</b>
<i>Spring Half Term</i>	<i>Monday 13 February to</i>	<i>Friday 17 February</i>
	<b>Monday 20 February to</b>	<b>Friday 31 March*</b>
<i>Easter Holiday*</i>	<i>Monday 3 April to</i>	<i>Monday 17 April</i>
<b>Summer Term 2017</b>	<b>Tuesday 18 April to</b>	<b>Thursday 25 May</b>
<i>(INSET 28 April &amp; Bank Holiday Monday 1 May)</i>		
<i>Summer Half Term</i>	<i>Monday 29 May to</i>	<i>Friday 2 June</i>
	<b>Monday 5 June to</b>	<b>Friday 21 July</b>

\*Easter Sunday is 16 April 2017

INSET days: 5 Sept 2016; 21 Oct 2016; 10 Feb 2017; 28 April 2017 & 26 May 2017.

## Who are our Governors?

<b><u>Elected Parent Governors</u></b>  Victoria Clayton Taki Austin	<b><u>Co-Opted Governors</u></b>  Louise Skelton (Chair) Jo-Ann Taussig (Vice-Chair) Kathryn Moore Maureen Shepherd Alison Reid Farideh Camyab
<b><u>Headteacher Governor</u></b>  Janet Berry	<b><u>Associate Governors</u></b>  Diana Kill Karen Packham Susan Jakob Kirsten Day James Stavert
<b><u>LEA Governor</u></b>  Ursula Berger	<b><u>Elected Staff Governor</u></b>  Amy Price-Coggins

## 12 facts you might like to know about the Governing Body

The Full Governing Body meets 4 times a year  
The Chair of Governors and the Head Teacher meet regularly to discuss progress

There are 4 committees: Finance; Health, Safety and Premises; Personnel and Curriculum. Each Committee meets 3-5 times per year

We work with the Head Teacher and Senior Management Team of the school to agree on strategies and review policies

We receive training on a regular basis to ensure that we are as effective as possible

All Governors are elected for a four year term and receive training to make sure they can do their job effectively

We are keen to utilise the skills of our School Community. If you are interested in joining our team, please contact the school office

You can get in touch with the Governors by contacting the School Office and asking for the relevant contact details

We regularly do class observations, undertake health and safety walks and talk through our findings with school staff

The Head Teacher and Senior Management Team are accountable to the Governing body of Coombe Hill Infants for the operational day-to-day running of the school

We ensure financial resources are well spent and constantly review how we can best serve the needs of individual pupils

All Governors are DBS checked volunteers who do not receive payment for their time

We are responsible for holding the Head Teacher to account for the school's educational performance

