



Welcome to our Parent Handbook





Dear Parents,

As Headteacher, I am delighted to welcome you to Coombe Hill Infants' School. We are proud of our school which is positioned at the heart of a wonderfully diverse community.

Our curriculum is exciting, creative and innovative with a mission to develop strong, healthy minds, bodies and spirit in preparation for life. Coombe Hill Infants' School offers a fantastic learning environment with a highly committed and stable staff, enthusiastic happy pupils and supportive families.

In our most recent OFSTED report it stated that 'We have a strong community, ethos and harmonious learning environment...pupils have a joy in their learning'.

This handbook has all of the information needed to begin your journey with us. We operate an Open Door policy so please do contact us if you have any questions or concerns – no matter how small!

We look forward to welcoming you to our school and hope you will be very happy during your time here.

**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
Email admin@chi.rbksch.org

Governing Body
Chair

Mrs Jo-Ann Taussig (contact via school office)



Value Statement: (who we are)

Coombe Hill Infants' School is an inclusive, community school with a strong tradition of mutual respect and tolerance within a nurturing family environment.

We provide an outstanding education for all children.



Vision Statement: (what we strive for)

Our vision is to develop strong minds, bodies and spirit in preparation for life. We sow the seeds of curiosity, enthusiasm and resilience to ensure all children continue to delight in their lifelong love of learning.



Mission Statement: (how we will do it) We will:-

- ensure there is a warm, welcoming and secure environment for all
- provide high quality, personalised and inspirational teaching and learning
- offer a creative and adventurous curriculum delivered by a passionate and innovative team
- expect high standards for behaviour and conduct
- provide enriching experiences and role models
- foster a culture in which every child's contribution is encouraged, valued and celebrated
- build genuine, collaborative partnerships with families and the local and global community

Safeguarding is everyone's responsibility.

Safeguarding = "protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes". (Keeping Children Safe in Education, Sept 2016)

"It's like one big family, living in one big house." (School Council)

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.

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 keep your child safe;
- ❖ 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 British Values, 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. phonics, handwriting and Year Group Curriculum talks.

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, Information and Curriculum evenings 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.

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.

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.



Summer dresses are also available in blue +white check



EXAMPLES OF OUR UNIFORM



P.E. Kit

Shorts, T-shirt & velcro trainers



Boys can also wear shorts & girls can choose socks too.

Uniform Details 2017

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).

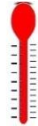
Opening hours are:
Monday – Saturday 9.00am – 5.00pm

Telephone: 020 8786 2211
Email: tolworth@pmgretail.co.uk

We would like all our children to have the logo sweatshirt/cardigan. The polo shirt, skirt/trousers can be bought from any retailer e.g. M&S, Asda etc. The school will provide each child with a named Blue Bag and a water bottle on their first day with us.

P.E. uniform: we would like your child to have their P.E. kit on their school peg in a named bag. It should consist of a pair of velcro-fastening trainers, T-shirt and shorts.

What to do if your child is ill.



If your child is feeling unwell but without an obvious need for a GP appointment please keep your child at home and phone the school office by 9.30am or email us.



If your child has a temperature of 38° or above please do not dose them up with Calpol and send them in - keep them at home and contact the school before 9.30am.



If your child is ill and requires a GP appointment but is well enough to come in to school, e.g. they have an eczema rash, please send them in and make an appointment for after school.



If your child has a scheduled hospital appointment please show the office the hospital letter in order for your child's absence to be authorised.



If your child has vomited or had diarrhoea they must not come in to school until a full 48 hours has passed. Please let the office know.



Please avoid making appointments during our lunch break 11.50am to 1.15pm, as our lunch ladies cannot leave their class unattended.



Dental appointments must be made after school hours.



Call us on: 020 8942 9481 or email us on: admin@chi.rbksch.org

Now the Itchy Bit.....!!

We know your children are scrubbed and polished **but** it is a fact of schools that head lice and threadworms also love school...and your children.

Please check your child regularly for both. If you do have an outbreak ask your chemist for an over-counter treatment; you do not need to visit the GP or to keep your child off school. In both cases you will need to treat the whole family.

We will let you know if there is an outbreak in class but we do not identify individual children. If there is a persistent outbreak we will take advice from the school nurse.

One easy way to reduce head lice is to make sure your child has their hair tied up; and, an easy way to reduce the transfer of threadworms is to make sure your child knows how to wash their hands thoroughly.





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.

It is completely unacceptable for anyone to drive in through the 'Exit'.

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.

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!
- 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.
- Please be punctual at the beginning and end of the day.

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 and using velcro
- ❄ Peeling fruit
- ❄ Drawing straight and curvy lines
- ❄ Playing board and matching games



Some of our Year 2 art work on their 'Castle' project and their trip to Windsor castle.

FOUNDATION STAGE - also known as 'Reception'.

The Curriculum

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 solving problems including doubling / halving and sharing, 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



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.

In the Autumn and Spring Term, appointments are arranged for you to come and talk to the class teachers about your child's progress and well-being. 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.

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. At mid-morning we provide a piece of fruit (a government healthy eating initiative). Initially we ask that you provide your child with a packed lunch in a named lunchbox. Once your child has settled we will supply you with details of hot lunches which are provided free of charge and are cooked on site by our caterers.

Where can I find out about the school uniform?

Details of the uniform are on a separate page in this Parent Handbook and are 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



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.

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 is 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 will stay in their classrooms.

FOUNDATION STAGE - Wellbeing and Involvement



At Coombe Hill Infants' School we are committed to providing an environment – inside and out – that supports children's learning and development. To do this, the approach of 'wellbeing and involvement' underpins everything that we do and is our priority.

This approach originated in Belgium but it is widely used and respected in this country. Wellbeing and involvement are two strong indicators of quality that we use to tell us whether the environment that we are providing is meeting the needs of every child.

It is based upon the principle that when children have high levels of wellbeing (signs of feeling at ease, secure, contented and with self-confidence – like a fish in water) and involvement (signs of concentration, persistence and satisfaction) these are the best conditions for learning to take place.

We promote high levels of wellbeing and involvement in the following ways:

- Working in partnership with parents to make sure that the settling-in process is successful and individual to each child;
- Talking to parents about what interests their child at home and using that in our planning;
- Encouraging discussions about a range of emotions;
- Using a wide range of 'real' and open-ended resources such as real cutlery and utensils in the home corner and drainpipes outside – these promote deeper levels of play than toy items;
- Asking ourselves whether our environment looks inviting, attractive and exciting for each child at every session so that they'll be inspired to explore, create and investigate?
- We are constantly assessing every child's level of wellbeing and involvement. If we have concerns about any child we will always discuss it with parents;
- We ask parents to let us know if anything happens in a child's home life that might affect their wellbeing in order for us to support the child in class.

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	Windsor Castle	Kingston history walk	The National Gallery





SCIENCE



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 J2E. Children have discrete computing lessons in the ICT Suite following a variety of software including progressive schemes of work for KS1 as well as using iPads in the classroom and our outdoor learning 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 develop composition skills and to play the recorder and hand bells.

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 Term.

Personal Social Emotional Development – We understand the importance of developing and nurturing the whole child. We have themes each half term; these are addressed through discussions and circle times in class and whole school assemblies. We have a weekly focus on learning behaviours – Resilience, Resourceful, Reasoning, Respectful and Responsible .

ENGLISH



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 and 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. The Oxford Reading Scheme is our main reading scheme (supplemented with other schemes) and Rigby Star for guided reading. We also encourage children to read and engage with non-reading scheme books, comics etc. Phonics is taught daily (according to Letters and Sounds and the National Curriculum) using Mrs Warland's own published scheme which links closely to the way we teach cursive handwriting. Topic works allows us to create exciting, experience based, purposeful and relevant opportunities for writing. We want children at CHI to engage and enjoy books and reading.

Maths – We understand that a high quality maths education provides a foundation for; understanding the world; 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. We focus on fluency, reasoning and problem solving.

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.



MATHS

Eeyore—Reasoning

*We listen to others and
make the right choices*

I am good at thinking!



Coombe Hill Infants' Learning Behaviours & Golden Rules.

Kanga—Responsible

We look after property

I am a reliable
person!



Winnie the Pooh—Respectful

We are gentle, kind and helpful

I am a good
friend!



Tigger—Resilient

We work hard

I keep on
trying!



Owl—Resourceful

We try our best

I am good at solving
problems!



Our Learning Behaviours.

We focus on these learning behaviours in school – Respectful, Resilient, Responsible, Resourceful & Reasoning. We focus on one a week and the children are encouraged to apply these skills/behaviours to their learning and play. As you can see, they also link to our Golden Rules. The children are rewarded with these stickers in our Friday commendation assemblies. If your child comes home wearing one of these stickers, please ask them about it.

Our Termly Themes

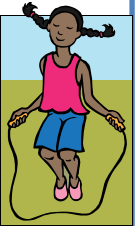
Autumn 1 – WE CAN DO IT

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



Spring 2 – HAVE A GO!

Marvellous Me! (Staying healthy)
Be my best!
Ooops – I'm learning



Autumn 2 – SPARKLE & SHINE

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



Summer 1 – TEAM-TASTIC!

Work together, play together
Rules for a reason



Spring 1 – ONE WORLD

Making the right choice



Summer 2 – ONE MORE STEP!

Choose to use
Staying safe



These are the termly themes which we focus on throughout the year. Children are rewarded with these stickers in our Friday commendation assemblies. They are linked to the learning in each year group. You will be able to find out more at our Curriculum Meetings.

Outdoor Learning



General School Information

Discipline / School Rules
Nursey / Home to School Transfer
Defining the Areas of Responsibility
Contact details
Scooters and bicycles
Dogs
Communication
Emergency Closure
Lost property
Sickness
Parent Helpers
CHIPTA
PE and Games
Extra-Curricular Activities
Swimming
Travel Plan
Attendance
Requests for Absence during term time
Medical, Dental and Optician appointments
Food & Drink : Lunches, Eco Water Bottle, Healthy Schools Award / Birthdays, The National Fruit Scheme, Milk
Rewards / Positive reinforcements
School Prefects
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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.

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 at an Information Evening 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 chain them to use the railings on the understanding that the property is your responsibility and not the schools.

Dogs are not welcome in the school grounds (unless invited in by Mrs Berry) and must be left outside the school premises.

Communication

Our main means of communication are our regular emails, our website with our weekly 'Your CHI' newsletter (also on School News App via your phone) and letters in the blue bags. 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, the 'Your CHI' noticeboard at the front of the school and outside each classroom.

Please check the blue bags each day and use them 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. Anything remaining is 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.

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.

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.

Swimming

During the Summer Term all of our children have swimming lessons in our own swimming pool with the class teacher, a swimming instructor and a lifeguard. All children must wear a swim hat, which is available from the school office. Our wonderful PTA (CHIPTA) organise a rota of parents to help though parents must have a valid DBS check – see our school office.

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.

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 speak to the Headteacher. If an application is not approved and the child is absent from school it is registered as an unauthorised absence and will be monitored. 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. We work closely with the Educational Welfare Officer (EWO) to monitor all attendance.

Medical, Dental and Optician appointments

Please try to make all non-urgent appointments 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 11.50am and 1.20pm 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.

Food and Drink

Lunches

All infant children are entitled to a free hot meal in our Rainbow Café. All Reception children 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.

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

'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 jigsaws if your child would like to bring in something for the class on their birthday.

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.

Rewards / Positive Reinforcements

Commendation stickers are awarded for character qualities, effort and learning behaviours. They are received by the children at our Friday assembly. Children 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 to share in this assembly.

Headteacher certificates are given to children each half-term to children who show special qualities e.g. kindness, enthusiasm and resilience.

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

In Reception, Year 1 & Year 2 all children have an opportunity during the year to be on the 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'.

Short Trips

Throughout your child's time at Coombe Hill Infants' School, they may go out on short trips such as to Coombe Conduit or walks in the area. Trips may also involve using buses or trains. We require your permission before we take the children out from school and a form will be sent to you. 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. However, children can use the toilet attached to Otter Class from 3.15pm to 4.00pm. Unfortunately there are no adult toilet 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. Our Open Door policy means parents are always able to speak to the class teacher, please 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 help us look after this area by taking 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

Please talk to your class teacher, if you need more time please arrange a mutually convenient time. Mrs Berry, Mrs Jakob (Deputy Head) and Mrs Shepherd (Inclusion Manager) are also happy to see anyone with concerns as soon as possible. Just come to the office and ask. Our Parent Chats are also a good opportunity to discuss your child's progress..

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 learning are published on the website. We also hold Curriculum mornings where we aim to inform you about the Curriculum and how you can best support your child. If you are unable to attend these events you will find the information on our website. 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 please confirm this to the school office so that we may update our records and gain this additional funding.

Complaints Procedure

Please talk to school staff if you have any concerns. For formal complaints from parents, carers, staff or governors we have a standard procedure (see Complaints Policy on our website)). 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.

Appendix

Term Dates for Academic Year 2017 to 2018

Privacy Notice for Pupil Information

Parental Consent Form

Acceptable ICT Use Policy Statement – 2017 /2018

Our Staff

School Weekly Timetable

Who are our Governors?

12 facts about the Governing Body

Term Dates for Academic Year 2017 to 2018

Autumn Term 2017

Start Tuesday 5 September 2017 to Thursday 19 October

Half Term

Monday 30 October 2017 to Thursday 21 December 2017

Spring Term 2018

Start Thursday 4 January 2018 to Thursday 8 February 2018

Half Term

Monday 19 February 2018 to Thursday 29 March 2018

Summer Term 2018

Start Monday 16 April 2018 to Thursday 24 May 2018 (Bank Holiday 7 May)

Half Term

Monday 4 June 2018 to Friday 20 July 2018

INSET DAYS: (Staff in but no children)

Monday 4 September 2017; Friday 20 October 2017

Wednesday 3 January 2018; Friday 9 February 2018

Friday 25 May 2018

Privacy Notices:

Information about pupils in school and children in early years settings

Data Protection Act 1988: How we use pupil information.

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and / or the Department for Education (DfE).

We use this personal data to:

- Support our pupil's learning
- Monitor and report on their progress
- Provide appropriate pastoral care; and
- Assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your child that is held please contact our Headteacher.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE release this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>.

For information on which the third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>.

Parental Consent Form

This form covers the required consent during your child's whole time at Coombe Hill Infants' School. For matters of administration please accept that your signature indicates acceptance of any future updates published by the school of which you will be informed.

We ask that you give permission to the following for your child:

- To use the internet in line with the school's acceptable usage policy
- To view films and video clips rated PG
- To take part in supervised visits to local destinations away from the school site – prior notice will be given
- To be given first aid by a trained member of staff during any on-site or off-site activity, including the use of a defibrillator
- To have their information shared with the NHS and other relevant health professionals
- To have their medical consent form for emergency treatment to be signed by staff if parents are non-contactable
- To have plasters applied by school staff
- To have their work and image used within school (e.g. in wall-mounted displays)
- For their image to be used on the school website (but not named)
- For individual and class photographs to be taken (parental notification given ahead of session)
- Coombe Hill Infants' School has a statutory duty to safeguard and promote the welfare of children, and in certain circumstances this may involve sharing information and working in partnership with other agencies, when there are concerns about a child's welfare. We ask that you consent to this.

PARENTAL RESPONSIBILITIES – As a parent I will:

- Promote safe access to the internet with my child outside of school
- Agree not to share any named digital images of my child, or other children, externally or on the internet. Our overriding priority is to ensure that photography does not lead, either directly or indirectly, to anything that may potentially endanger the safety of the children at our school
- Read and comply with the Parent Handbook including the Home-School Partnership.

Safeguarding is everyone's Responsibility

Coombe Hill Infants' School Acceptable ICT Use Policy Statement – 2017 / 2018

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. 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 the 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.

Parent's Name _____

Parent's Signature _____ Date _____

SCHOOL WEEKLY TIMETABLE 2017

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.45am doors open – Setting activities – Learning starts					
9.00 Register – 10.10	Session 1 R.E. Yr 1	Session 1 R.E Reception	Session 1	Session 1	Session 1 9.10 Reception Assembly
10.10 – 10.30	Assembly	Session 2	Session 2	Session 2	Session 2 10.10 Yr 1 Assembly
10.30 – 10.50	PLAYTIME	PLAYTIME	PLAYTIME	PLAYTIME	PLAYTIME
11.00 – 12.15	Session 2	Session 3	Session 3	Session 3	Session 3 11.00 Yr 2 Assembly
12.00 – 12.15	Reception and Year 1 teachers with children in Lunch Hall until 12.15pm Year 2 continue with last Session				
12.00 – 1.15	Lunchtime	Lunchtime Staff Meeting	Lunchtime	Lunchtime Year Group Meetings	Lunchtime
1.15 – 2.00 1.15 Register	Session 3 R.E. Yr 2	Session 4	Session 4	Session 4	Session 4
2.00- 2.30	Session 4	Session 5	Session 5	Session 5	Session 5
2.40 – 2.55		Assembly	Assembly	Assembly	
Optional Playtime					
3.00 – 3.15 3.15 School Finishes	Storytime	Storytime	Storytime	Storytime	Storytime
3.30 – 4.30			SLT Meeting	Staff Meeting	

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

Key Stage 1 Leader: Mr Jack Morris

School Business Manager: Mrs Rachael
Nichols

FOUNDATION STAGE (RECEPTION)

Ladybird: Mrs Diana Kill (Year
Leader), Mrs Geraldine Carslake

Butterfly: Mrs Chris Thomson & Mrs Kim
O'Leary & Mrs Angela Bonney

Dragonfly: Miss Taljeet Sidhu & Mrs
Maria Manuel

YEAR 1

Otter: Miss Rose Long (Year Leader) &
Mrs Louise Vaughan

Hedgehog: Mrs Ruth & Mrs Nicky Jones

Squirrel: Mrs Jenny Warland & Mrs Alex
Bond

Owl: Ms Suzanne Robertson & Mrs Tracy
Houghton

YEAR 2

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

Tiger: Mr Simon Collyer & Mrs Kerry Thomas

Lion: Mrs Amy Price-Coggins & Mrs Oi-Kwan

Year Two Lead Practitioner: Mrs Lynne
Mattick

SCHOOL ADMINISTRATION & SITE MANAGEMENT

Office Manager & Admissions: 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 Dan Barnett & Mr Oz Doyle

LEARNING SUPPORT ASSISTANTS

Mrs Vicky Bern

Mrs Julia Jung

Mrs Helen Pratsis

Mrs Jayne Cottee

Mrs Claire Forrester

Mrs Rebecca Dunne

Mrs Mandy Goddard

Mrs Sarah Gamee

Mrs Amanda Long

ADDITIONAL TEACHING STAFF

Mrs Tricia Lovell: Special Needs

Mrs Georgina Porter: Special Needs

Who are our Governors?

<p><u>Elected Parent Governors</u></p> <p>Victoria Clayton (Vice-Chair) Taki Austin</p>	<p><u>Co-Opted Governors</u></p> <p>Louise Skelton Jo-Ann Taussig (Chair) Kathryn Moore Maureen Shepherd Alison Reid Kirsten Day</p>
<p><u>Headteacher Governor</u></p> <p>Janet Berry</p>	<p><u>Associate Members</u></p> <p>Diana Kill Karen Packham Susan Jakob Sabreena Juneja Leandro Silvera</p>
<p><u>LEA Governor</u></p> <p>Daniel Wright</p>	<p><u>Elected Staff Governor</u></p> <p>Amy Price-Coggins</p>

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

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

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

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

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

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

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

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

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

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

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

