

# 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.**

**Our recent OFSTED report (March 2018) stated that 'Classroom environments are vibrant, and motivate pupils in their learning. Pupils' work in a range of subjects is displayed attractively. This boosts pupils' self-esteem and confidence as learners because they can see they are valued'.**

**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.**



# CONTENTS

**School Details**

**Our Values, Vision and Mission**

**Coombe Hill Infants' House Style**

**Home-School Partnership**

**Arrivals and Departures**

**Our School Day**

**Our Uniform**

**What to do if your child is ill**

**Now the Itchy bit...**

**Horseshoe Parking**

**Helping your child be happy at school**

**How to help your child become an independent learner**

**Foundation Stage Information (also known as Reception)**

**Key Stage 1 Curriculum Overview**

**Coombe Hill Infants' Learning Behaviours & Golden Rules**

**CHI Termly Themes**

**General School Information**

**Appendix**



## School Details

**Headteacher  
Address**

**Mrs Janet Berry  
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 Jo-Ann Taussig (contact via school office)**

## OUR VALUES

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.

## OUR VISION

To develop *strong minds,*  
*bodies* and *spirits*  
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*



# Our Values, *Vision* and *Mission*

## OUR MISSION

We will ensure there is a warm, welcoming and secure environment for all

We will provide high quality, personalised and inspirational teaching and learning

We will offer a creative and adventurous curriculum delivered by a passionate and innovative team

We will expect high standards for behaviour and conduct

We will provide enriching experiences and role models

We will foster a culture in which every child's contribution is encouraged, valued and celebrated

We will build genuine, collaborative partnerships with families and the local and global community

"It's like one big family, living in one big house"  
SAFEGUARDING IS EVERYONE'S RESPONSIBILITY



# 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 ready for learning**

**The classroom doors, and entrance gate, close at 8.55am**

**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



**8.45am: The classroom doors open and children can come into school and start their learning.**



**8.55am: The pupil entrance gates and classroom doors close.**



**9.00am: The class register is taken.**



**3.15pm: All children are dismissed.**



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 2018

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](mailto: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.



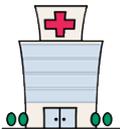
If your child has a temperature of 38° or above please do not dose them up with Calpol and send them in - keep them at home and contact the school before 9.30am.



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](mailto: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.

## The Foundation Stage (also know as EYFS or Reception).



### 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 – Please see our website for more details.

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



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.

# **General School Information**

**Discipline / School Rules**  
**Nursery / 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**  
**School Council**  
**Green Team**  
**Short trips**  
**After-school toilet facilities**  
**Parents and Teachers Feedback**  
**Our Adventure Playground**  
**Queries and Concerns**  
**Homework**  
**HM Forces Parents**  
**Complaints Procedure**

## 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. 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 2018 to 2019

Pupil Privacy Notice 2018

Parental Consent Form

Acceptable ICT Use Policy Statement – 2018 /2019

School Weekly Timetable

Our Staff 2018

Facts about the Governing Body

## TERM DATES for ACADEMIC YEAR 2018 TO 2019

### Autumn Term 2018

Start Tuesday 4 September to Friday 19 October  
Monday 29 October to Friday 21 December (2.00pm finish).

### Spring Term 2019

Start Monday 7 January to Thursday 14 February  
Monday 25 February to Friday 5 April (2.00pm finish).

### Summer Term 2019

Start Tuesday 23 April to Thursday 23 May (including bank holiday on 6 May).  
Monday 3 June to Friday 19 July (2.00pm finish).

### INSET DAYS: (only staff are in school – no children)

Monday 3 September 2018  
Friday 15 February 2019  
Friday 24 May 2019  
Monday 22 July 2019  
Tuesday 23 July 2019

# Pupil Privacy Notice 2018

This document is intended to give you, as parents, a guideline as to how we, Coombe Hill Infants' School, use information about your child. We legally have to follow the General Data Protection Regulation (GDPR). This comes in to force from 25 May 2018 and replaces the Data Protection Act 1998.

## **Why do we collect and use pupil information?**

We collect and use pupil information under the Section 537A of the Education Act 1996 – this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We also collect data under the EU – General Data Protection Regulation,

- Article 6 “Lawfulness of Processing”: Processing is necessary for compliance with a legal obligation to which the controller (i.e. the school) is subject.
- Article 9 (c) “Processing of Special Categories of Personal Data”: Processing is necessary to protect the vital interests of the data subject or of another person where the data subject is physically or legally incapable of giving consent.

We may also receive information about our pupils from their previous schools or nursery, the local education authority or the Department for Education (DfE).

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

## **The categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information, (such as teacher assessment levels, SATS scores, and progress tracking scores or as required by the Department of Education (DfE))
- Medical information (such as details into medical condition, treatment of medical condition and medicines to be administered, first aid incidents)
- Special Educational Needs information (e.g. special educational need, intervention information, referral information to other LA services)

- Behavioural information (such as behaviour incidents, behaviour monitoring and sanctions and rewards information)
- Asylum/Refugee status information as required by the Local Authority
- Parental contact details
- Admission numbers
- Previous educational settings
- Child's birth date confirmation
- Child's address confirmation
- Sibling information
- Home School Partnership documentation.
- Safeguarding information (such as safeguarding incidents and referrals to the LA)
- We also use photographs within school of your child. See Parental Consent form.

### **Collecting pupil information**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### **Storing pupil data**

We hold pupil data in the form of secure paper and electronic records. This information is stored and retained in accordance with the Information and Records Management Society (IRMS) 2016. As guidelines become updated we will adhere to the new updates.

### **Who do we share pupil information with?**

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- School Health
- The NHS

We also employ other companies as data processors. We share personal data with these companies to enable them to perform specific functions as part of the administration of the school or to deliver teaching and learning and other essential services. Examples of data processors we use are Capita, ParentPay and Accent (our catering company). The school is responsible for how these companies use your data and therefore we ensure that the companies comply with data protection laws and our policies.

## **Why we share pupil information**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

## **Data collection requirements:**

To find out more about the data collection requirements placed on us by the Department for Education (for example: via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## **The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and

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 information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Janet Berry, Headteacher and Data Protection Officer.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact:**

If you would like to discuss anything in this privacy notice, please contact: Janet Berry, Headteacher and Data Protection Officer.

## Parental Consent Form

Please read through this parental consent form and sign it at the bottom. This form covers the required consents 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 take part in supervised off-site activities (e.g. sporting fixtures) - 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 to be 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.

**As a school we ask that you read, understand, accept and sign your consent with respect to our Parental Consent Form; our Home-School Partnership; our Acceptable Use Policy and our Privacy Notice for Pupils.**

# Coombe Hill Infants' Acceptable Use Agreement for Pupils 2018 - 2019

Coombe Hill Infants' School regularly reviews and updates all Acceptable Use documents to ensure that they are consistent with the school Online Safety, Safeguarding Policies, and the General Data Protection Regulation policy which can be found on our website. We attempt to ensure that all students have good access to digital technologies to support their teaching and learning and we expect all our students to agree to be responsible users to help keep everyone safe and to be fair to others.

You are asked to read, consent and sign this Acceptable Use Policy on behalf of you and your child.

## **The use of digital images and video**

To comply with the General Data Protection Regulation (which supersedes the 1998 Data Protection Act), we need your permission before we can photograph or make recordings of your child.

Coombe Hill Infants' School rules for any external use of digital images are:

**If the pupil is named, we avoid using their photograph.**

**If their photograph is used, we avoid naming the pupil.**

- Where showcasing examples of pupils' work we only use their first names, rather than their full names.
- If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.
- Only images of pupils in suitable dress are used.
- Staff are not allowed to take photographs or videos on their personal equipment.

Examples of how digital photography and video may be used at school include:

- Your child being photographed (by the class teacher or teaching assistant) as part of a learning activity, e.g. taking photos or a video of progress made by a Reception child, as part of the learning record, and then sharing with their parent /guardian.
- Your child's image being used for presentation purposes around the school. e.g. in class or wider school wall displays or PowerPoint© presentations.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators, e.g. in our school prospectus or on our school website. On rare occasions, your child's picture could appear in the media if a newspaper photographer or television film crew attends an event.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if they won a national competition and wanted to be named in local or government literature

## **The use of social networking and online media**

This school asks its whole community to promote the 'three commons' approach to online behaviour:

## Coombe Hill Infants' Acceptable Use Agreement for Pupils 2018 – 2019 cont

- **Common courtesy**
- **Common decency**
- **Common sense**

*How do we show common courtesy online?*

- We ask someone's permission before uploading photographs, videos or any other information about them online.
- We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials. To do so is disrespectful and may upset, distress, bully or harass.

*How do we show common decency online?*

- We do not post comments that can be considered as being **intimidating, racist, sexist, homophobic or defamatory, or encourage extremist views. This is online bullying** and may be harassment or libel.
- When such comments exist online, we do not forward such emails, tweets, videos, etc. Creating or forwarding such materials can make us liable for prosecution.

*How do we show common sense online?*

- We think before we click.
- We think before we upload comments, photographs and videos.
- We think before we download or forward any materials.
- We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.
- We make sure we understand changes in use of any websites we use.
- We block harassing communications and report any abuse.

Any actions online that impact on the school and can potentially lower the school's (or someone in the school) reputation in some way or are deemed as being inappropriate will be responded to.

If any member of staff, student or parent/carer is found to be posting libellous or inflammatory comments on the internet or any social media, they will be reported to the appropriate 'report abuse' section of the network site (all social media have clear rules about content which can be posted and have robust mechanisms to report breaches). Pupils and staff would be disciplined appropriately, and we expect parents to support us in this and behave appropriately themselves.

In serious cases, we will also consider legal options to deal with any such misuse.

The whole school community is reminded of the CEOP process for reporting inappropriate sexual approaches towards children at [thinkuknow.co.uk/parents](http://thinkuknow.co.uk/parents)

## Coombe Hill Infants' Acceptable Use Agreement for Pupils 2018 – 2019 cont

- IT facilities and equipment at the school
- I will read the NSPCC guidelines for Online safety
- I will tell my child to use the school's digital technology only under the guidance of a teacher
- My child will not bring any digital devices, e.g. mobiles, into school
- My child, or I, will inform their class teacher of anything they use online which makes them feel uncomfortable.
- I understand that my child's use of ICT can be checked
- I understand that my child will use the internet only under strict supervision of their teacher, and only on child-approved filtered sites.
- I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.
- I understand that all internet and device use in school is subject to filtering and monitoring; I understand that all school-owned devices used outside of school may also be subject to filtering and monitoring, and should be used in the same manner as when in school.

### **Use of digital images, photography and video:**

- I understand the school has a clear policy on "The use of digital images and video" and I support this.
- I understand that the school will necessarily use photographs of my child or including them in video material to support learning activities.
- I accept that the school may use photographs / video that includes my child in publicity that reasonably promotes the work of the school, and for no other purpose.

### **Social networking and media sites:**

- I understand that the school has a clear policy on "The use of social networking and media sites" and I support this. The impact of social media use is often felt in schools, and this is why we expect certain behaviours from pupils when using social media at all times.
- I will not take and then share online, photographs, videos etc., about other children (or staff) at school events, without permission.
- I understand that my child will not search for or share any material that could be considered offensive, harmful or illegal. This might include bullying or extremist/hate/discriminatory content.
- I will support the school by promoting safe and responsible use of the internet, online services and digital technology at home. I will inform the school if I have any concerns.

# SCHOOL WEEKLY TIMETABLE 2018

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>8.45am doors open – Setting activities – Learning starts</b>					
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

**Inclusion Manager:** Mrs Maureen  
Shepherd

**Foundation Stage Leader:** Mrs Diana Kill

**School Business Manager:** Mrs Rachael  
Nichols

**Key Stage 1 Leader:** Mr Jack Morris

## FOUNDATION STAGE (RECEPTION)

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

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

**Dragonfly:** Mrs Jackie Heard & Mrs Caroline  
Young & Mrs Maria Manuel

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

**Inclusion:** Mrs Mandy Goddard

## YEAR 1

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

**Hedgehog:** Mrs Ruth & Mrs Nicky Jones  
and Ms Mandy Long

**Squirrel:** Mrs Jenny Warland & Mrs Alex  
Bond

## YEAR 2

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

**Tiger:** Mr Simon Collyer & Mrs Kerry Thomas

**Lion:** (Mrs Amy Price-Coggins -Nov Maternity  
Leave) Mrs Sue Jakob and Mrs Mattick & Mrs  
Oi-Kwan

**Jaguar:** Miss Taljeet Sidhu & Mrs Vicky Bern  
and Mrs Forrester

## SCHOOL ADMINISTRATION & SITE MANAGEMENT

Administrator: Mrs Elaine Bather

Administration Assistant: Mrs Tracey  
Chuter

Bursar: Mrs Rachael Nichols

Finance Assistant: Mrs Linda Dowds

Clerk to the Governors: Mrs Catherine  
Havers

Site Manager: Mrs Kate Curtis

Site Team: Mr Oz Doyle & Mr Will Scott-  
Mens

## LEARNING SUPPORT ASSISTANTS

Mrs Vicky Bern

Mrs Rebecca Dunne

Mrs Julia Jung

Mrs Mandy Goddard

Mrs Helen Pratsis

Mrs Sarah Gameo

Mrs Mandy Long

Mrs Claire Forrester

## FOREST SCHOOL Rob Tuck ADDITIONAL TEACHING STAFF

Mrs Tricia Lovell: Special Needs

## LUNCH LADIES

**Lunchtime Supervisor:** Mrs Geraldine Carslake

Ladybird- Mandy Goddard

Lion- Mrs Prem

Butterfly- Angela Bonney

Mrs Jay

Dragonfly- Julia Jung

Otter- Mrs Choi

Squirrel- Alex Bond

Hedgehog- Mrs Sorwar

Owl- Jayne Cottee

Leopard- Mrs Harrison

Mercedes Ramon Gonzalez

## 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

**Please see our website for a list of our current governors.**

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