



COOMBE HILL INFANTS' SCHOOL

Learn together, grow together

Friday 10 January 2025

Dear Families,

Happy New Year! We hope that you all had a wonderful break with your families and friends. It has been lovely to see your children back at school looking so rested and ready for the new term. In our assembly on Monday we talked about our resolutions for the year ahead and we all agreed that we are going to be Ready, Respectful, and Safe. We have new prefects in place and they will be meeting with me to let me know about good behaviour that they have seen, but also any behaviour that is not appropriate. We will be focussing on good manners, kind hands, feet, and words. Next week our learning focus is **Respectful**, aided by Winnie The Pooh. For your children, this means thinking about the feelings of others, sharing, and being kind.

I hope that by now you have all had the opportunity to read our Ofsted report. Thank you for the many kind and supportive comments, it really is a whole team effort and we are all proud to work in such a wonderful community. [PDF 10345819 Coombe Hill Infant School - Final PDF.pdf](#)

Cold weather

Now that the weather has turned colder please could we remind you that all hats, gloves, scarves, and coats must be labelled. We find many items lying around the school and we always try to return them to the owner, however, this isn't possible if they are unlabelled. Please check the lost property box in the year 1 playground if your child does lose something.



School Lunches

The move to lunch ordering via ParentPay has gone very successfully. Thank you all for your support with this and for remembering to place the orders. There are just a few points for you to note please:

- **Allergen-free meals** - The allergen-free meal options **are only for children with a diagnosed allergy that the school has been informed of**. Please **DO NOT** choose this meal if your child does not have a diagnosed food allergy as they won't be given this meal.

- **Changing choices** - A few parents have asked us if they are able to change their child's choices after they have ordered. The answer is yes, you can amend your order up to the 3 day cut off before the date of your child's lunch.
- **No Order** - If you do not order a lunch for your child in the timeframe you will need to provide a packed lunch for them, we cannot provide a hot meal for any child that has not ordered one.

Mobile phones and smart watches

Here at Coombe Hill Infants, we are a phone free school. Children are not permitted to bring phones into school. We prefer that parents keep phones out of sight when picking up children. Please greet your children with a smile when you collect them, not while being distracted on your phone. Please continue to help us to create a focused and caring environment for our children. Smartwatches are becoming popular and it seems that some children received them as presents for Christmas. Smartwatches are not permitted in school. Please check that your children are not wearing them. If they do, we will ask them to take them off and we will keep them safe until we can return them to you. Thank you for your support.


 [Social Media Policy .docx](#)



Screens in the earliest years

We know that the early years are a time of phenomenal growth. Children are like sponges, soaking up stimuli around them and developing knowledge and new skills at an incredible rate. It is also a period that has a significant impact on the rest of an individual's life, with the foundations being laid for lifelong habits. Therefore, as parents and professionals we must think carefully about the input children receive in the early years, and more so than ever before, consider the role that online activity plays. The London Grid for Learning (LGfL) has an article over on their site, examining the issue. If you are interested, please click the link below <https://safeblog.lgfl.net/screensinearliestyears>

Spring term clubs - starting from Monday

The Spring term clubs registers have now been finalised and clubs start from Monday 13 January. If any clubs were not paid for we have assumed that you do not want the space that was allocated for your child and they will not be on that club register, please collect your child at the usual time from their classroom. Please see a reminder of the clubs timetable here  [Spring term clubs timetable 2025.pdf](#).

When you collect your child please enter via the blue gate next to the school office, the code for the gate is **2158**, you will be able to enter from 3.50pm (no earlier) and 3.55pm on Thursdays. In fairness to our staff who run the clubs voluntarily, please collect your child promptly at 4pm (or 4.15pm for Forest school club), we will monitor any late collections from clubs and where this happens we may withdraw your child's place. A few notes about clubs:

- **Reception parents who are new to clubs**, your child will be taken straight to their club classroom after school, you do not need to come to school at 3.05pm and take them there. If they attend Connections they will be collected from the club classroom and taken to Connections by the Connections staff when their club finishes.
- When children arrive at their club classroom they will be given a **snack** (a biscuit) by the club leader, please do not send extra snacks.
- **There are no clubs running straight after half term during the week starting Monday 24 February** due to the Year 1 and 2 Parent Progress meetings.
- **Love the Ball multi-sports club** (Monday) - please make sure your child has velcro trainers in school on the day of their club in a named bag to change into.

- **Forest School club** (Wednesday) - please make sure your child has a warm waterproof coat and Wellington boots in school on that day.
- **Love the Ball ball skills club** (Thursday) – please make sure your child has velcro trainers in school on the day of their club in a named bag to change into.
- **Wildcats Football club** (Thursday) – please make sure your daughter has velcro trainers, socks and shorts/joggers in a named bag to change into.
- **French club - Year 2** (Wednesday) - will now take place in Leopard classroom (not Squirrel)

Year 1 Library visits

Otter class had a wonderful trip to Kingston Library this week. They loved learning about how the library works and spending time reading new books and some of their old favourites. They also enjoyed the views of Kingston from the top of the 57 bus! Thank you again to the parent volunteers who made this trip possible. Squirrel and Hedgehog classes are looking forward to their trips over the next two weeks.



Spring term dates

We are just finalising our Spring term dates and will send these to you next week. In the meantime we would like to give you the dates of the Year 2 class assemblies as the first one is not too far away, they are as follows, all from 9 - 9.45am:

- Friday 7 February - Lion class
- Friday 7 March - Tiger class
- Friday 21 March - Leopard class

Primary school admissions for September 2025 - children moving to Year 3 and starting Reception

Another reminder to our Year 2 parents and to those families who have children due to start Reception in September 2025 that **you must apply for your child's school place by Wednesday 15 January 2025**. Year 2 parents must apply for your child's year 3 place at Coombe Hill Junior School, even though we are partner schools. We strongly advise that even if, at this stage, you are looking at alternative options to Coombe Hill Junior school, you still apply in order to secure your child a place (this can be declined at a later stage). Families with younger siblings due to start Reception in September must also apply for their child's place by this date, making sure that you state that you already have a sibling in our school (or the Junior school). Full details of the admissions process and important dates are contained in the Primary School Admissions brochure here:

[Kingston Primary Schools Admissions Brochure 2025](#)

Attendance

Our overall attendance target is 96%. Our overall attendance this week is 96.10%. Tiger class has achieved the highest attendance this week, with 99.33% attendance, closely followed by Hedgehog class with 98.33%. Well done to both classes. We continue to record all instances of lateness and the reasons given, this forms part of your child's attendance record. Please talk to Mrs Jakob or myself if you need support with attendance or punctuality - we are here to support you.


Attendance Matters



Authorised and unauthorised term time absences

Please find to follow a copy of our current school Attendance and Absence policy, for your reference this is always available on our website.

 [_Attendance and Absence policy .pdf](#)

We would like to remind you that we do not authorise absence during term time for holidays and overseas travel and expect holidays to be arranged in the 13 weeks of school holiday when children are not in school, without any term time overlap. For any planned authorised term time absence it is essential that you complete a "Leave of Absence Requests form" (available here  [Leave of absence request form.docx.pdf](#) or via the school office) - this form is for the following **authorised** absence reasons only:

- Hospital appointments
- Dental appointments
- GP appointments
- External exams (ie dance, ballet, sports, music)
- Funerals
- Approved religious observations
- School visits

For any planned term time absences that do not fall into these categories and which will therefore be unauthorised you must write to me, via the school office, to explain the reasons why your child will not be attending school at least 2 weeks in advance. Thank you for your co-operation with this.

Spark! Book Awards - Looking for book suggestions?



We are taking part in the [Spark! Book Awards](#) again this year. You are now able to order copies of the longlisted books - please refer to the information sent earlier this week. [Take a look at the books on this link](#). If you would like to buy any of the books at a discounted price, please email ldowds2@chi.rbksch.org and we will place an order on your behalf. You will be charged via your ParentPay account and the deadline for orders is now **4pm on Monday 13th January 2025**. Mrs Jakob is part of the shortlisting panel and all of the children will be reading our copies of the 12 books in school over the next weeks to help her make up her mind about the 4 best books to go into the shortlist.

Tiger class cake sale

Thank you to everyone who supported our first cake sale of the term today for Tiger class, you have raised

£156, for the Tiger classroom. Miss Roe and the children will be deciding how to spend the proceeds for the classroom very soon.

Pupil Premium Grant

When your child was admitted to the school we checked their eligibility for the Pupil Premium Grant. Children in receipt of the Pupil Premium Grant receive funded benefits throughout the school year from us as a school and from the local authority. Please get in touch with us if your financial circumstances have changed since your child joined the school and their eligibility was checked and you think you may now be eligible. Please complete the attached link and your status will be re-assessed

<https://forms.gle/mN1XwRS174XqDdo39>

Our processes and procedures

As we start a new term, we would like to remind you of a few important procedures which enable us to work smoothly together for the benefit of your child.

- **Reporting your child's absence**

Please report your child's absence in the following way:

- email admin@chi.rbksch.org any time **before 9.15 am** every day of your child's absence
- call 020 8942 9481 any time **before 9.15 am** every day of your child's absence, you can leave a voicemail on our system at any time, we always check this
- if you are dropping off a sibling at school, please come to the school office and report the absence

All absences must be reported to the school office team, not to teachers on the classroom door or to other school staff. Thank you for your co-operation, we are grateful to every parent who reports their child's absence to the school office by 9.15 am.

- **Morning punctuality**

Classroom doors open at **8.40am** for all year groups, when learning starts. We expect all children to be in their classrooms by 8.50am at the latest. The classroom doors then close. If your child's classroom door is closed you should make your way to the school office where we will ask you to complete a late form and our school office staff will take your child from you to their classroom. If you arrive late this is noted on your child's attendance record, with the reason for lateness and number of minutes late, we monitor this carefully.

Please leave more than enough time for your morning journey to school, there is always very limited parking around the school site and the roads are always heavily congested, particularly in the cold winter months.

- **Afternoon collection**

All Reception children should be collected from their classroom at 3.05pm and year 1 and 2 children at 3.10pm. Again, traffic is always heavy at this time of day with limited parking near the school. It can be very unsettling for your child if they are not collected with the rest of their classmates from their classroom, they will be taken to our busy school office to wait for you. In fairness to our staff please avoid this happening.

- **Collection by another parent/carer**

If your child is being collected by anyone other than an adult who usually collects them (ie parent/carer, grandparent, childminder etc), for safeguarding reasons you must let your child's teacher or the school office know in advance, where possible please let us know well before 2pm on the day, thank you.

- **Illness**

Please find attached the following guidance from the NHS on common childhood illnesses and when your child should or should not attend school, we hope you find this useful.

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>. If you have any questions about this please contact the school office.

In particular we ask you to strictly observe the 48 hour rule regarding **vomiting and/or diarrhoea**. It is so important that your child does not attend school for a clear 48 hours after a bout of either of these symptoms, in fairness to other children and our staff as tummy bugs can spread extremely quickly among young children. Please contact the school office if you are at all unsure about when your child can return to school. Even if your child has a single bout and then appears well they must remain at home for the full 48 hour period. Thank you for your co-operation with this.

- **Coats**

Please make sure that your child wears a named coat to school every day at this time of year. The children play outside several times during the day and must have weather appropriate clothing.

- **Dogs on the school site**

Please do not bring dogs onto the school site.

Community Information

- **Burlington Junior school** are currently advertising a position as a **Teaching and Learning Support Assistant**, for further information please see the following link

 [Teaching Assistant Advert January 2025 \(1\).docx \(1\).pdf](#)

- Achieving for Children are running an **online toilet-training workshop** on Monday 13 January from 1.30 - 2.30pm, here is the link to sign up

<https://docs.google.com/forms/d/e/1FAIpQLSfLXoxe0c-ifqDYT2Lcd61Om-Y-oQWfBMRy7rQRjybLJcGCWw/viewform?vc=0&c=0&w=1&flr=0>

- **Stagecoach Discovery Day - free trial**. Please find to follow information about a free trial for Stagecoach (the performing arts club which operates from Coombe Hill Infants on a Friday evening). The booking link is here; [Stagecoach New Malden - Free Discovery Day ✨ | forms.app](#)

Previous newsletters

Our previous newsletters can be found here on our website

<https://www.coombehillinfants.com/page/?title=Parent+Newsletter&pid=225>

Wishing you all a restful weekend.

Warm regards

Janet Berry

Headteacher

Safeguarding

Safeguarding our young children is our priority and all staff are trained to keep children safe. However, safeguarding is everyone's responsibility and if you are concerned about a child or young person please call Children's Services on 020 8547 5008. The South London CAMHS Crisis Line for both children and adults can be reached on 0800 028 8000.

Please find to follow a useful guide as to which NHS services are available to you for various illnesses and where you should seek help

Help Us Help You



Self Care

Stock your medicine cabinet as many minor issues, like coughs, grazes and sore throats are treatable at home.



Pharmacy

Pharmacists offer medical advice and medicines for minor illnesses like coughs, colds, tummy trouble, rashes and aches and pains, and also give flu jabs.



GP

Within normal surgery hours your GP should be your first contact with health concerns. GPs provide examinations, advice, prescriptions, vaccinations and referrals.



111.nhs.uk

You should visit 111.nhs.uk when you cannot wait to see your doctor. NHS 111 is a fast and easy way to get the right help urgently, 24 hours a day, 365 days a year.



NHS 111

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A&E

A&E departments in hospitals are open for life threatening emergencies like heart attacks and accidents, 24 hours a day, 365 days a year.

**JANUARY 2025
4 -16 YEARS**

DISCOVERY DAY

**CREATIVE
COURAGE
FOR LIFE!**



STAGECOACH NEW MALDEN

See what we're about with a free Discovery Day session. Our performing arts classes teach children and young people to build confidence and life skills, something we call Creative Courage for Life.

stagecoach.co.uk/newmalden
0208 540 7791
newmalden@stagecoach.co.uk



Venues:

Burlington Junior School
(KT3 4LT)

Coombe Hill Infants
(KT2 7DD)

FIND OUT MORE



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Stagecoach Performing Arts Centre is a registered charity (1045000) and a limited company (1045000) registered in England. Registered office: Stagecoach Performing Arts Centre, 1045000.

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COACH**