

## Covid-19 Update

From 1 April 2022, anyone with a positive COVID-19 test result will be advised to try to stay at home and avoid contact with other people for five days, which is when they are most infectious. **For children and young people aged 18 and under, the advice will be three days.**

Children who are unwell or have a high temperature should stay at home and avoid contact with other people. They can come back to school when they no longer have a temperature and are well enough to attend.

Do not go to a GP surgery, pharmacy or hospital.

Please continue to reinforce the need to regularly wash hands and to catch and bin any sneezes or coughs.

More information can be found at: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

# OUR CURRENT SCHOOL DAY

(Times are slightly different to normal due to Covid restrictions)

## Reception

8:45am The classroom doors open and Reception children can come into school to start their learning

8.50am Reception classroom doors close

8.55am The class register is taken

3:00pm Reception children are dismissed

## Year 1

8:35am The classroom doors open and Year 1s can come into school to start their learning

8:40am Year 1 classroom doors close

8:45am The class register is taken

3.05pm Year 1 children are dismissed

## Year 2

8:40am The classroom doors open and Year 2s can come into school to start their learning

8:45am Year 2 classroom doors close

8.50am The class register is taken

3:10 pm Year 2 children are dismissed

# 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**



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## School Details

**Headteacher: Mrs Janet Berry**

**Address:**

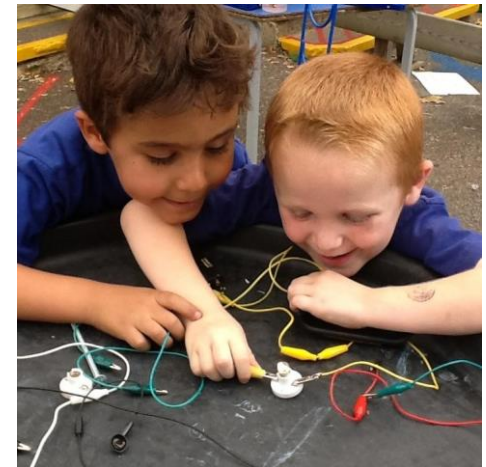
**Coombe Hill Infants' School**

**Coombe Lane West**

**Kingston upon Thames**

**Surrey**

**KT2 7DD**



**Contact details:**

**Tel: 020 8942 9481**

**website: [www.coombehillinfants.com](http://www.coombehillinfants.com)**

**Email: [admin@chi.rbksch.org](mailto:admin@chi.rbksch.org)**

**Governing Body**

**Chair: Mrs 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 must 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 2022**

Our uniform can be bought from PMG Schoolwear.

393-395 Hook Road  
Chessington  
Surrey  
KT9 1EL

Tel. 0208 786 2211

We would like all our children to have the logo sweatshirt/cardigan if possible.

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 a named P.E. kit consisting of a pair of velcro-fastening trainers or plimsolls, 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 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 vomited or had diarrhoea they must not come in to school until a full 48 hours has passed. Please let the office know.

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

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.

# 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 are ideal.
- Make sure all their clothes, lunch boxes, water bottles, PE kit, shoes, bags and coats are properly named – lost property causes distress!
- If you have a message for the teacher please contact them on Tapestry (Reception and Year 1), write a note, 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 for new letters or information.
- 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

**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

Tidy up things they have used

Say 'Good Morning' and 'Goodbye'

Pronounce commonly used words correctly

Playing board and matching games

## The Foundation Stage (also known 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 story or 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 Welcome and Curriculum 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. Reception parents have access to Tapestry, our online learning journal, which enables teachers to keep in close contact with you, sharing your child's learning at home and at school. We will ask you to come in and discuss your child's progress at least once a term, however we are happy to answer any questions you have between these times.

In the Summer Term, each child comes home with a full written report 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?

You can make an appointment through the school office to talk about any concerns regarding your child's health. 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 named 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 or plimsolls. 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. Parents can also use Tapestry to communicate with class teachers. 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 they 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.

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	Author/ Illustrator visits	Forest School
Library visits	Tower of London	Coombe Conduit	Science Museum	Visiting planetarium	External Drumming Instructor



Visiting wildlife experts	Singing festivals	Painshill Park	Windsor Castle	Kingston history walk	The Nation Gallery
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Eeyore—Reasoning

*We listen to others and  
make the right choices*

I am good at thinking!



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!



Ready

*We are ready to follow  
the Golden Rules!*

I am ready to  
learn!



## Coombe Hill Infants' Learning Behaviours & Golden Rules.

### Our Learning Behaviours

We focus on these learning behaviours in school – Respectful, Resilient, Responsible, Resourceful, Reasoning and being Ready. 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

*bringing one of these stickers*

# **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**  
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**Requests for Absence during term time**  
**Medical, Dental and Optician appointments**  
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**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 cooperation. 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 270 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 or 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. Our Reception teachers and teaching assistants make 'Home Visits' in the beginning of September to meet you and your children first in familiar territory. All new children also 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 a Welcome and Curriculum Evening 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 the railings in the Horseshoe 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 school website, and letters in the blue bags. Reception and Year 1 also use Tapestry to communicate with parents. 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 notice boards by the entrance gate, the 'Your CHI' noticeboard at the front of the school and outside classrooms.

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, water bottles, ALL items of uniform (including 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 Clubs**

Thanks to the generosity of staff giving their time, the school is able to offer extra-curricular clubs 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.

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. Please make sure the name on your child's water bottle remains clear and legible.

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

We promote healthy eating and are delighted to have been awarded a Healthy School Award. For this reason, if your child would like to bring in something for the class on their birthday, we ask for donations of a favourite book or jigsaws rather than sweets/ cakes. If you would like to donate a book, we have an [amazon wish list](#) with recommendations.

### **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'.

### **School Trips**

Throughout your child's time at Coombe Hill Infants' School, they may go out on trips such as to the Tower of London or walks in the local area. Trips may 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 into 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 chats are held in Autumn and Spring Term for Year 2 parents to discuss your child's progress. Reception and Year 1 parents will have termly meetings with the class teacher arranged via Tapestry. 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 you can visit your child's classroom and be shown around by them. 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 Heard (SENCO) 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.

Every child in school has a paid-for Reading Eggs account which we have found to be a fun and engaging way of supporting reading and phonics skills.

Reception children will have access to a Mathseeds account, and Year 1 and 2 children will have short, weekly tasks set on Mathletics. These activities should not take long to complete, and help to consolidate what has been taught in class that week.

Year 1 and 2 children will also be sent home weekly spellings words to learn.

You can support and encourage your child in many other 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 Meetings 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.