



COOMBE HILL INFANTS' SCHOOL

Friday 9 September 2022

Dear Parents and Carers,

The community of Coombe Hill Infants' School is united in mourning with the passing of Her Majesty, Queen Elizabeth II, after 70 glorious years of reign. May she rest in peace, knowing she is loved, admired and will be missed by the generations she has served. We extend our deepest sympathy to her family and close friends, and all those who have enjoyed the honour of serving her during her long lifetime.

We have been talking to your children about the Queen and celebrating her life, they have had the opportunity to ask questions and reflect. Next week we will hold an assembly to mark her reign. It is an historic moment for your children and we will incorporate this into our curriculum within the coming months.

We have enjoyed our first week of term, your children are well settled and ready to learn, thank you for preparing them so well. Welcome to all of our new families who have joined us this term, we look forward to getting to know you and working alongside you. Our Reception children have really impressed us, they are finding their feet beautifully. Please talk to staff at the door, or catch us on the gate, if you have any questions or concerns.

Whole school Welcome Meeting

On **Tuesday 13th September at 6.30pm** all parents are invited to come in and meet the staff and find out more about the school, next steps and how you can support your child. There will also be an introduction to CHIPTA (Coombe Hill Infants' PTA) and a second-hand uniform sale afterwards.

Year Group Information Meetings

We also have year group Information Meetings on the following dates at 9am in the School Hall:

- Year 2 parents on **Wednesday 14 September**
- Year 1 parents on **Thursday 15 September**
- Reception parents on **Wednesday 21 September**

Please make every effort to come along as important practical information will be given out as well as expectations for the year. We look forward to seeing you there.

Second-hand uniform

We have a vast stock of second-hand uniform in excellent condition and will be selling this after the Welcome and Information meetings. If you need any particular items please contact the School Office and we will help you.

Learning Behaviours

Each week we focus on a particular learning behaviour. This week Piglet is helping us to be Ready to Learn. Our focus has been good listening and following our golden rules. Next week our focus will be being Respectful, supported by Winnie the Pooh. For our children this means trying hard to be kind,

gentle and helpful in class and in the playground. Please support us by talking to your child about this at home. We have attached more information about our approach.

We would like to remind you of some important practical rules and procedures that all parents must be aware of. Please read the following very carefully.

Packed lunches

Through our school lunch provider, Accent Catering, we are pleased to be able to offer your children a varied, healthy and nutritious lunch menu. As well as the main menu items we also have a salad bar and fresh fruit available every day for the children to choose from.

If you wish to provide a packed lunch for your child on any particular day we ask you to also make this as healthy and nutritious as possible. Please note the following in terms of what to include, this is very important.

- No nuts or nut products of any kind as we have children in the school with severe nut allergies. No peanut butter and no nutella in sandwiches. Please always check the packaging of cereal and granola bars very closely for any nuts or nut products.
- No sweets.
- No chocolate bars.
- If you include grapes in your child's lunch they must be cut lengthways. Whole grapes are a serious choking hazard for young children and we will have to remove them from your child's lunchbox if we see them.

Please see the following link for some healthy lunchbox ideas

<http://www.nhs.uk/Livewell/childhealth6-15/Pages/Lighterlunchboxes.aspx>

Medical Information

All families are asked to provide us with any medical information about your child when you join the school. We hold this information on record and ask you to update us if anything changes or if your child should develop a condition ie allergies, asthma. Please contact the School Office with any questions or changes that we need to know about, and ensure that you supply us with any emergency medication that might be needed.

We also ask you to note the following if your child is unwell:

- If your child is feeling unwell please keep your child at home and phone the school office by 9.15am (you can leave a voice message) on 020 8942 9481 or email us at admin@chi.rbksch.org.
- If your child has vomited or had diarrhoea they must not come in to school until a full 48 hours has passed since their final bout of vomiting or diarrhoea. Please ask the school office if in any doubt on this before you send your child back to school.
- If your child has a temperature of 38° or above please do not dose them up with Calpol and send them in to school – keep them at home and contact the school before 9.15am.
- 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.

- Please avoid making medical appointments during the school day. Dental appointments must be made after school hours. 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.
- It is a fact that head lice and threadworms are common in young 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 very diligently. 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.

Punctuality

It is extremely important that the children arrive punctually in the morning within their year group drop off slot.

Morning drop off

Year 1 - from 8.35 - 8.45am

Year 2 - from 8.40 - 8.50am

Reception - from 8.45 - 8.55am

Afternoon collection

Reception - 3.00pm

Year 1 - 3.05pm

Year 2 - 3.10pm

- The classrooms doors are closed promptly at the end of the drop off slot so that the children can start their learning and the morning registers can be taken.
- Please leave the school grounds promptly after drop off.
- If you arrive a little late and the classroom door is closed you must take your child round to the School Office entrance, you will be asked to complete a late form.
- We monitor punctuality and record all occasions of lateness.
- We expect your child to be collected on time every day.
- If someone else is going to collect your child you must inform the school office in advance, we will not release a child to anyone other than a parent without prior permission.

Attendance

Kingston Education Authority expects all parents/carers to ensure that their children attend school whenever possible.

- I as Headteacher must be aware of any request to take a child out of school during term time and as a school we cannot authorise holiday requests.
- Please contact the school office for an absence request form if your child is going to be absent from school for any reason. 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, funerals, single days of religious observance, interviews and external exams.
- Absence 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.

Safeguarding

Safeguarding is everyone's responsibility. If you are concerned about the wellbeing or welfare of a child please let us know. The designated safeguarding leads for our school are;

Mrs Berry - Head teacher

Mrs Jakob - Deputy Head teacher

Mrs Heard - Inclusion Lead

Mrs Bardhi - Coombe Connections Manager

If you are concerned about a child or young person please call children's services on 020 8547 5008. If it is out of hours and you are concerned about a child please call 020 8770 5000 or in an emergency situation contact the police.

Adult Education courses

Please find attached to the email details of upcoming Mental Wellbeing courses being run by Kingston Adult Education and also a "Being a Parent" 8 week course starting on Friday 16 September.

We hope that you have a restful weekend, I am sure that your children will be exhausted after their first week!

We look forward to seeing you all at the Welcome meeting next Tuesday.

Warm regards

Janet Berry

Headteacher