

Parent/Carer Handbook 2020-21



Updated July 2020

A

Absence - If your child is absent from school, please telephone 01293 862302 before 9am on the day to let us know the reason for absence. We are required by law to mark this in the register. Please phone again on each subsequent day of absence. When your child returns, please send them in with a letter explaining their absence or complete the absence form sent home to you.

After School Activities - We run a variety of different extra curricular activities after school. You will receive a letter at the beginning of each term detailing what is on offer. You will need to sign up for your chosen club. All places are subject to availability.



Allergies - Please let us know as soon as possible if your child has any allergies such as plasters, antibiotics or food. We ask that children do not have peanut butter in their sandwiches.

Assemblies - We have assemblies every day. Once a week we have a singing assembly. At the end of each term we have a Celebration Assembly for selected pupils, their parents are invited to this. At this assembly we award certificates



and stickers, celebrate achievements and reflect on pupils who have shown example of our school values ~ Confident, Valued, Prepared and Successful.

Our whole school productions take place at the Harvest Festival, Christmas Performance, Christmas Carol Service and Easter Performance. Our class assemblies take place in the summer term.

B

Book Bags or Ruck Sacks - These are available from the PTA. Please make sure your child brings their book bag or ruck sack to school **every day**. We also use them to send home notes, external publications, etc. Please make sure that you check your child's book bag or ruck sack every day.

Bikes and Scooters - Children are encouraged to bike or scoot to school to help ease congestion. We have two bike and scooter racks around the school site. For reasons of safety, children must push their bikes or scooters on the playgrounds and access paths. Please make sure that you accompany your child when collecting the bike or scooter at the end of the day as cars are parked in the playground. It is with the safety of children in mind that we ask this.



C

Charity - We ask our pupils to vote for a charity to support throughout the year by holding a fundraising event each term. Our aim is to provide opportunities for the children to consider the needs of others in practical and meaningful ways. Participation is always voluntary.

Child Protection - It is our duty to ensure the safety of all the children in our school. Therefore, where members of staff are concerned about or consider that they have good cause to suspect abuse, including neglect and emotional ill treatment, they will report their concerns to the Designated Safeguarding Leads. It is then the duty of the Designated Safeguarding Leads to report concerns to the relevant outside agencies, which may include Children's Services. There is a procedure to follow and Children's Services will be responsible for initiating further investigations. Please see our website for the Child Protection policy or ask at the school office for a copy.

All staff hold enhanced DBS checks. We also ask any parent/carer helpers to undertake an enhanced DBS check; please go to the office for details on how to do this.

Christmas Performances - Each year the pupils perform a Christmas Performance on stage in the school hall. This year we will be holding 2 performances for our Early Years and Key Stage 1 pupils (one in the morning and one in the afternoon). Our Key Stage 2 pupils will also be holding 2 performances (one in the afternoon and one in the evening). The performances are a **ticket only attendance** due to the health and safety requirements of the hall space.

Coats - Early Years Foundation Stage parents/carers - Please practise at home and encourage your child to put on and fasten their own coat. It can save time at playtime and home time.



All year groups ~ Remember that your child will need a coat in cold and inclement weather as they will go out to play at playtimes and lunchtime if at all possible. It is really important that **coats and all other items of clothing are clearly named as well**.

Complaints - The school has a detailed Complaints Procedure. A copy of our Complaints Policy is available at the School Office. Obviously, we hope you have no cause to use this, but in the unlikely event that you do, please follow the guidelines within it.

COVID-19 ~ Parents **MUST NOT** send their child into school if they have a high temperature and/or persistent cough and/or loss of taste/smell. Parents

must let the school know as soon as possible and get the child tested. Parents must also not give their child Calpol and send them into school as this could be suppressing a temperature.

Curriculum -

Early Years Foundation Stage

The curriculum is organised into three *prime areas* -

- Personal, social and emotional development
- Communication and language
- Physical development

There are a further four *specific areas* -

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design



To reach a 'Good Level of Development' children must meet the 'Early Learning Goal' in the three prime areas and in literacy and mathematics.

Key Stage 1 and 2

Years 1, 2 and 3 follow the National Curriculum delivered through a topic-based approach which fulfils the requirements of the National Curriculum and meets the children's needs and interests. We enrich the learning through trips, visits, visitors and themed days. The curriculum covers -

- English
- Mathematics
- Science
- Art and Design
- Computing
- Design and Technology
- Geography
- History
- Music
- Physical Education
- Religious Education

Homework Diaries provide further detail on the topics which each class are learning about.

Curriculum Workshops - Teaching staff at Charlwood provide a range of curriculum workshops for parents and carers throughout the year. The aim is to share information about how children learn and to explain the particular ways different aspects of the curriculum are taught. Curriculum workshops also

provide an opportunity for parents and carers to meet each other and to find out how to support their child's learning at home.

D

Dropping Off - In the morning parents can either find a parking space in the local roads and walk their child into school or when their child is more confident can drive into the playground via the main gates stop to let their child out and then proceed down the drive to exit at the end. If you are new to the school please observe how others do this first. To prevent congestion parents would need to drop off **swiftly** if using this option. If you do park in Chapel Road or Swan Lane then please **do not** park across residents driveways ~ we are keen to maintain a good working relationship with our local residents, it is also inconsiderate and not a good example to our pupils. If you have taken your child to a medical appointment and are coming in to school later in the day then you will need to park in Chapel Road or Swan Lane.

E

Early Birds Club - There is an option for parents to drop their children off from 8.00am during the week. Pupils eligible for Pupil Premium funding do not need to pay for this service but do need to book in advance. Pupils take part in the fun activities up until they go into class. Contact the office in order to book a place and to find out up to date prices.

Eco - We are always looking for ways to be eco-friendly. We currently recycle paper, card and plastic. We e-mail all letters to you to save paper and have a texting service for those small reminders. Please share what you do to help recycle and save energy at home so the children have awareness and can share this at school.



E-mail - As part of our eco responsibilities we e-mail letters to parents rather than providing paper copies. Please make sure we have an up-to-date e-mail address for you. If you prefer not to have them sent by e-mail, then please let the school office know and we will make sure you have paper copies. You can also find letters and newsletters on our website. Please check your emails everyday.

Emergency Contact Numbers - It is **extremely important** that you provide us with up-to-date emergency contact details. This is so that we have a contact in case we need to get your child to hospital and to make sure that when they are

poorly, someone will come and pick them up and take them home. Please inform us as soon as possible if you change any details such as phone number, address or contact person.

End of the Day - We ask parents and carers to collect the children from the playground at 3.15pm. Please keep younger children off any outdoor equipment, as any accidents will not be covered by our insurance.

As a security measure we ask you to inform the school office or the teacher if your child is going home with somebody else. We will not let children go with anyone else unless you have instructed us to do so. Please also see **Gates** section regarding opening the school gates.

Equal Opportunities - All children at Charlwood are valued and appreciated for who they are and what they can do. The curriculum and daily planning will ensure that all children can access the learning opportunities at their own level and gain a sense of achievement and pride.

F

Fears and Worries - We all know that children can develop fears and worries. Please therefore tell their teacher if this is the case for your child. We can then reassure your child if required.

Please impress upon your child the importance of telling their teacher or an adult in school if anything is worrying or upsetting them. We can only sort things out if we know there is a problem.

Free School Meals - All children in Foundation Stage, Year 1 and Year 2 will be eligible for a free school meal.

As a school, we receive extra funding called Pupil Premium for every child who is eligible for Free School Meals through their time at school based on income-related criteria. This additional funding helps to provide better facilities for teaching and learning. Children who initiate Pupil Premium may be entitled to receive discounts for school trips and events. If your child qualifies for this please see the school office.

G

Goodbyes - Please make your goodbyes as quickly as you can as this supports your child to be as independent as possible. If you are at all worried please feel

free to telephone later on in the morning to put your mind at ease. We know every child is different and if a child is really not settling we will work closely with you to devise the best strategy. We will always ring you if there is a problem.

Gates - Our gates into the playground are opened from 2.55pm in the afternoon and are then shut again at 3.10pm, this is to allow parents to park in the playground at the end of the day.

H

Headteacher - Feel free to pop in with any worries or concerns you may have. We welcome suggestions as to how we can develop our partnership and also feedback on how things are working for you and your children.

Although we have an open door, if you have a matter to discuss which will need time, it is best to make an appointment. We can then ensure that you will not be disturbed and that any preparatory work for the meeting has taken place beforehand.

Headlice - Alas, these appear, from time to time, to be part of school life. Please check your child's hair at least weekly for any signs of head lice. If you do find any eggs or live lice at all, please check and treat the whole family promptly. If we are all vigilant, it prevents the lice from spreading around the class. Washing hair, applying lots of conditioner and combing thoroughly with a fine-toothed comb and keeping long hair tied back will help. If you do find any signs of headlice, please let us know a standard letter is then issued to all parents to be extra vigilant. The letter would never contain the pupil's name.



Health - Your child will have various health checks at school. Our School Nurse visits the Foundation Stage children in the Summer Term to complete health checks. It is really important to let us know about any specific health problems your child may have. If you have any medical or health queries about your child, please see our school office.

Horley Learning Partnership - The Horley Learning Partnership (HLP) is a partnership of 10 schools in Horley and the surrounding area, including Charlwood Village Primary School. Through working together in partnership we aim to provide enhanced learning opportunities for all children to inspire a life-long learning community.

Holidays - Parents are no longer permitted to take their child out of school in term time unless there are exceptional circumstances. Request must be given to the Headteacher who will make a decision on a case by case basis. In cases

where a pupil has a number of unauthorised absences could result in a referral to the Education Welfare Officer.

Home School Agreement - Our Home School Agreement has been drawn up in collaboration with parents/carers, governors and teachers and reflects what the school expects from you and your child and what, in turn, you can expect from the school. You will receive a copy of this - please read and sign the consent form and return it to the School Office.



Homework - At Charlwood we believe that children learn best when school and families work together. We believe that when families support the learning that is happening in school, through homework, then the child makes better progress. Research into this area confirms this. Teachers set homework on a weekly basis, with expectations gradually increasing from year to year. Children are provided with a Homework Diary giving more specific information for each class.

I

Inclusion - We aim to create an atmosphere where children, parents/carers and staff feel valued and appreciated. We believe that everyone can add something positive to our school and together we can create a stimulating, secure and forward thinking environment. All children will be valued and appreciated regardless of their ability, gender, race, religion or culture.

All children are entitled to access a balanced and broad curriculum. Some children require additional support to do this. We work as a team to ensure this happens. We are committed to providing quality and challenging education for all children whatever their needs or abilities.

If you have any concerns relating to any additional support your child might need in school, then please speak to your child's class teacher.

Independence - This is the key to how quickly children make progress at school. Right from the very start we encourage the children to be independent. Please help us by starting this at home. The more independent they are, the easier it is for children to make the most of every learning opportunity.

Illness - It is Surrey Local Authority Policy that you must keep your child away from school for 48 hours from the last bout if they have been sick or had diarrhoea.



We are permitted to administer medicines which have been prescribed by a doctor, such as antibiotics, however we are **not** permitted to administer medicines such as Calpol or cough mixtures. We will ensure children who are asthmatic take their inhaler as it is needed, inhalers are kept in the Medical Room. If your child does require medication during the day you will need to fill out a form at the School Office. We have staff who are fully trained paediatric first aiders and staff who have received epi-pen training.

J

Jewellery - In the interests of safety, children must not wear jewellery, at school. If parents/carers are contemplating having their children's ears pierced, this should be carried out at the beginning of the summer holidays to give the ears time to heal. If any parent/carer feels they have a religious or cultural reason for allowing their child to wear an item of jewellery, they will need to discuss this with the Headteacher. It is Surrey County Council's Education Policy that jewellery **must not** be worn for physical activity. School staff are not permitted to remove earrings.

L

Lunch Time - Your child has the choice of having a hot school dinner or bringing in a healthy packed lunch to school. To serve all the children we allow up to 30 minutes for children to eat their lunch. The lunch break also includes an opportunity to play.



We actively promote school dinners and all the meals produced on site by our kitchen team are of a high standard, having been awarded the prestigious Food for Life Silver Catering Mark. This means that in addition to providing healthy and nutritious food, meeting the government standards, the origin of the food is also assured. The dinners provide excellent value for money and allow the children to enjoy eating a school dinner with their friends. Special dietary requirements can be accommodated. Don't forget all pupils between 4 and 7 years old receive a free school meal!

Lunchboxes - Please choose a lunchbox and drink container that your child can manage independently. You know your child's appetite best, but please do try not to overdo it. If they have too much in their lunchbox, children sometimes decide



that they can't eat it all and they won't eat anything! If your child does not finish the food in their lunchbox, we will not dispose of it as we do not have the facilities for this. More importantly, we will leave the contents in their box, allowing you to see exactly what your child has eaten and to adjust their lunches accordingly.

We do promote healthy eating, so please try to support this. Please ensure you do not send in fizzy drinks, sweets or chocolate. **Please do not send in nuts as we aim to be a nut-free school.** Please also make sure that drinks are not sent in, in a glass bottle.

Lateness - Pupils must get to school on time as it can be very worrying for children to be late. If, for any reason, you arrive after 9am, please go to the School Office to ensure that your child is registered. We would also appreciate it if you can ensure that you or your child's carer is at school promptly at the end of the day. Children can become very distressed if there is no-one there at home time and staff often have meetings to attend and always plenty of work to do.

Lost Property - We hold a small central lost property box in the Year 1 and 2 cloakroom. It is your child's responsibility to ensure they place any unworn garments on their peg.

PLEASE DO REMEMBER TO NAME EVERYTHING

M

Milk - Children under five are offered free milk

Water is freely available during the day. We do not allow any drinks other than milk or water during the school day. This is part of our healthy eating policy.



Mufti Days - During the year there may be days when pupils do not have to wear their school uniform, they may be asked to wear a particular colour or for example wear unusual socks for 'Silly Socks Day'. These days are used for raising money for either the PTA or a charity. Pupils do not have to take part, but may feel a little self-conscious if they are the only ones in school uniform!

N

Newsletters - We send out newsletters at the end of each half-term to keep you up to date with the latest developments in school, give you diary dates and occasionally ask for your help. Spare copies of all newsletters are on the noticeboard in the Link or look on our website. We e-mail these out unless a paper copy has been requested.

O

Open Door - Our door is always open - please feel free to pop in after school to look at a piece of learning that your child is particularly proud of, or to see something in the classroom they talk about a lot.

P

PTA - Our Parent Teacher Association raise money for the school. It is made up of parent volunteers. Meetings take place in the evening approximately once each half-term. The PTA organise events such as the Pumpkin Ball. Fireworks, cake sales and dinner dances for adults. The money raised is always used to benefit every child in the school.

Painting and Messy Activities - We always try to ensure that children wear aprons when taking part in potentially messy activities. However, accidents can happen and sometimes children feel you may be cross or upset if they get paint, glue or clay on their clothes. Please remember everything we use in school, we have been reliably informed, washes out! School uniform is designed to be robust and serviceable. It is important that all children participate in the full range of activities that are provided.



Parent/Carer Consultation Evenings and Reports - Twice a year you will have the opportunity to make an appointment to see your child's class teacher on a more formal basis. During the first term you will be able to discuss how they have settled into their new class and in the spring term the teacher will discuss your child's learning and progress. In the summer term an Annual Report is produced. If you have any queries regarding the report, then please make an appointment to discuss them with your child's teacher. However, please do not wait until a Parent's Evening if there is something on your mind - we are always here to help.

Parent/Carer Helpers - We always need extra help in school. Sometimes it may be around the school (labelling books, helping in the library, photocopying, laminating, tidying, etc.) or other times it can be supporting the learning in a class. All regular helpers must have a clear, enhanced, DBS (Disclosure and Barring Service) check before working within the school. If you would like to help, then please speak to Ms Lanham. If you are helping with swimming then they will also need to read and sign the Swimming Guidance.

If you do have some free time and would like to help, please let us know. Volunteers are asked to come in and meet with Ms Lanham as well as read and sign a 'code of conduct' including a commitment to confidentiality.



Parking - At Charlwood we ask parents and carers to be considerate parkers to ensure the safety of our children and families and respect to our local residents. We ask parents and carers to try to walk, scooter or cycle as often as possible. When driving to school we ask that you park in appropriate places avoiding the corners and resident's drives and to please park considerately so that children can be seen and walk along the pavement safely.

Photographs - At Charlwood Village Primary School we take the issue of safeguarding children very seriously. Photographs of pupils in school publications and on the school website can be motivating for the pupils involved and provide a good opportunity to promote the work of the school. However, we will ensure that children are not individually identified by their full name where their images are used. We ask parents and carers to complete a consent form to allow the school to take and use photographs. We do also involve the local press in some situations. However, we will not give the full names of individual children without the express consent of the parents and carers, which we will ask for on a specific event basis.



As we understand how precious photographs of your child's formative years are, we allow you to take photographs and videos at public events and performances for your own personal enjoyment. However these must not be posted onto social networking sites on the internet, for safeguarding reasons.

The children have individual professional photographs taken in the autumn term. The photographer will then visit us again in the summer term for a class photograph to be taken.

Playtime - Children throughout the school have access to the playgrounds and field during the day. We ask parents and carers to ensure that all children have appropriate clothing for the weather i.e. coats, scarves, gloves for the colder weather and sunhats for when it's warm. Pupils should also bring sun cream in during very hot weather. Pupils will need to be taught how to apply this themselves as staff are only permitted to assist, with the permission form completed.

PPA Time (Planning, Preparation and Assessment Time) - Every week your child's teacher will have one afternoon out of the classroom to assess progress, plan and prepare for learning. The class is usually taken by a Teaching Assistant who is part of the teaching team and knows the children well.

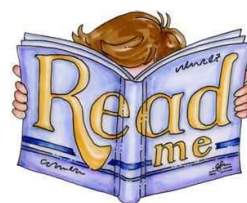
Q

Questions - If you have any worries or questions, please do not suffer in silence. We are always happy to help and can often quickly reassure you. If you need to speak with your child's class teacher, it may be appropriate to arrange a mutually convenient time. Remember also to join us for our parent workshops which focus on particular themes which give parents an opportunity to help share solutions to any problems or issues.



R

Reading - It is a proven fact that if a child reads at home with an adult every night their reading ability will develop much more quickly. Your child will bring books home every day. Please do not see your child's reading development as a race with other pupils - everyone develops at different rates. Remember that reading should be fun. Research has shown that regular reading with an adult at home dramatically improves a child's reading development. Make time to sit and share books together. Encourage your child to talk about the books they are reading.



We practise reading skills everyday at school in different forms - on the whiteboard, games, puzzles, flashcards, instructions etc. The range is endless. Your child is also able to borrow books from our library once a week during class library sessions.

Relationships Education - we teach relationships education from reception but of course the information contained it appropriate for the age of the pupil. In the first half of the summer term we give parents to opportunity to come in and watch the DVD which we show our pupils in Key Stage 2.

S

School Council - Our School Council is made up representatives from each class except reception. They are elected through a very simple voting system. They have regular meetings. Their role includes responding to class and whole school issues, and managing a small budget for school



resources. They also work across the local area and attend meetings at other schools.

School Closure - It is rare, but there are times when we may need to close the school. This is sometimes due to snow or could be because of a pandemic illness. You will be informed at the earliest possible moment via text message, school website, local authority website and if necessary Heart FM. Staff will of course be at school to supervise your child until you can get there. Decisions on school closures are taken very seriously, the school always aims to be open wherever possible, but health and safety always remains paramount.

School Fund - We invite families to contribute a voluntary donation of £10 for the school fund. At Charlwood, all donations have a significant impact upon our ability to offer 'extras' for the children. With such monies, we are able to enrich the curriculum, it is also used for stickers and certificates.



Snacks - We are part of the government's free fruit and veg scheme and we are provided with fruit and vegetables on a daily basis for Foundation Stage and Key Stage 1 snack time. Pupils in Year 3 need to bring in their own fruit or vegetable snack.

School Visits - As part of our topic based approach and first hand experiences, we like to take the children to visit places of interest. In order to do this we will ask you for a voluntary contribution. This covers the cost of travel, entrance fees and insurance. Sadly, the school budget is such that we do not have the funds to pay for such visits; therefore, **if parents do not pay we will not be able to go.** We will always seek permission before we take a child on a visit being off site that requires transportation. Details of visits will be sent to you in advance. We sometimes ask for parents/carers to come along to help with supervision.

We ask you to sign a consent form, when your child starts school, for local visits that do not involve transportation such as educational local walks.

We will always notify you that a local visit is planned. We carry out a comprehensive risk assessment before each visit.

Sports Competitions

We take our Key Stage 1 and Key Stage 2 pupils to sport competitions throughout the year. We will let you know the details of them in advance. Please make sure that your child has their smartest PE kit, hair tied back and appropriate footwear for these events.

Sun Cream - Pupils are encouraged to bring sun cream in to school during the summer. Pupils however must be able to apply this themselves as staff are only permitted to assist, with the permission form completed.

Swimming - All the year groups have the chance to go swimming during the year. Key Stage 2 swim in the autumn term, Key Stage 1 and Early Years swim in the summer term. Pupils travel to Dorking Sports Centre by coach which is funded by the Johnson Bristow and Thomas Mason Trust through the PTA. Swimming is usually on a Thursday. The PTA also supply each pupil with a swimming hat as it now a requirement of the sports centre. Pupils must bring a hat to be able to swim. It is the parent's responsibility to replace the hat should it get lost. It is expected that all pupils go swimming as it is such a crucial life skill.

T

Texting Service - We use a texting service called Studbugs to keep you up-to-date of any urgent events and issues. It was extremely useful when we had snow! Please make sure we have your up-to-date mobile numbers and e-mail addresses.



Toilets - Being independent about using the toilet is crucial to a child's early days at school. It is helpful if our youngest children are confident about managing their clothes, wiping their bottoms, flushing the toilet and washing their hands.

Toys - Pupils are allowed to bring a small toy into school to play with. Please make sure that it is not expensive or precious in case they are lost. Pupils keep their toys in the class toy box during learning time. It is the pupil's responsibility to take care of their toy.

U

Uniform -The school uniform colour is blue. Most items are available either online with School Trends, from Charlwood PTA or can be purchased in large chain stores. Specific items with the school name, such as the sweatshirt, need to be ordered through the PTA.

BOYS AND GIRLS:

- Grey trousers or skirt.
- White polo shirt*
- Blue sweatshirt*
- PE shorts, white or blue PE t-shirt and black plimsolls in a named drawstring bag.

Book bags*, legionnaires caps*, fleece jackets* and reversible jackets* are also available from the PTA

SHOES - Boys and Girls

- Black or navy full front shoes with easy fastening.
- Black, navy or white summer shoes (NOT open-toed sandals), eg. with easy "Velcro" fastening.
- White or grey socks (boys and girls).

KEY STAGE 2 ONLY:

- Boys ~ shirts and ties (autumn term 2 and spring term)
- Girls ~ shirts and neck scarves (autumn term 2 and spring term)

PLEASE NOTE: All items must be clearly marked with your child's name.

W

Website - We have a very informative website. Go to www.charlwoodvillageinfant.surrey.sch.uk. We update this regularly with newsletters and information. Please let us know if there is any information you cannot find or if you have any suggestions you would like to make.

Y

YOU.....the most important people in your child's life. We work best if we can work together as partners in your child's education. Please keep us informed of anything, no matter how small, that you feel may affect your child and influence their time at school, for example a parent being away or a pet bereavement.

Be prepared when your child first starts school they can be pretty exhausted and may not be quite the ray of sunshine that you said goodbye to at the beginning of the day! This will soon pass, as they become accustomed to their new routine - we promise!

Z

Zips ~ it helps if you can teach your child to do up their zip, it will help them to be quicker getting out to play to be with their friends and use the playtime equipment!

If you have any questions about anything in this booklet or indeed anything not in it, then please come and ask straight away. We are here to help.