



Englefield Green Infant School and Nurseries

Parent Handbook

Taking you step-by-step through starting school

Excellence in Early Education



Michelle McNamee, Headteacher, says...

Welcome

Welcome to Englefield Green Infant School and Nurseries. I look forward to getting to know you and your child.

It's great news that your son or daughter are starting at our wonderful school. Thank you for selecting us!

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 3 is Key Information and pages 4 - 5 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01784 435586 and we will be happy to help!

Policies and term dates

On pages 6 are details of some important policies you need to know about and page 15 has term dates.

Key information

What are our school times?

The school day starts at 9:00am prompt, though children are welcome from 8:45am. (unless attending breakfast Club) when children can be dropped at their classroom. Parents enter the side gate and walk the children to their classroom door where they leave once the children go in. School ends at 3:00pm. Reception lunch is 11:45 – 12:45pm.

Wrap-around Clubs

Breakfast Club is run by school staff and runs from 8:00am – 8:50am, £3.75 per day which includes breakfast, toys, games and crafts, with a reduced rate for siblings. Please book through school office.

Gap Club runs after school until 6.30pm. A nutritional snack is provided, together with a variety of indoor and outdoor activities. Current costs range from £13 for a regular session 3:00pm - 5:30pm, to £16.50 for an ad-hoc session 3:00pm – 6:30pm. Contact Gap Club on 07854 078728 or office@thegapclub.com. Website is www.thegapclub.com.

Arrivals and departures

Children should not arrive before 8:45am, once the gate is opened parents should take their child to their classroom door and wait for an adult to welcome them in. Parents should stay in the playground and supervise their children until they go into school. If you are going to be late collecting your child, please telephone the school. We will request that you set a password, which will be used should anyone other than yourself need to collect your child.



Uniform

Summer uniform – girls

- Blue and white checked dress
- School sweatshirt or cardigan
- White socks

Summer uniform – boys

- Grey shorts
- School sweatshirt
- Light blue polo shirt

Winter uniform – girls

- Grey skirt, trousers or pinafore
- Light blue polo shirt
- School sweatshirt or cardigan
- School fleece
- White, blue or grey socks or tights

Winter uniform – boys

- Grey trousers or shorts
- Light blue polo shirt
- School sweatshirt
- School fleece
- Black or grey socks
- Suitable outdoor coat

Footwear

Black shoes only.

Physical Education (P.E.)

- Navy shorts
- White T-Shirt
- Trainers
- Blue track suit bottoms

ALL clothes need to be clearly named.

Purchase of school uniform items

All items are available from 'Janet's', St. Jude's Road, Englefield Green TW20 0DF, telephone 01784 436301.

Second-hand uniform is available through the school.

Labeling of uniform

All items of uniform, P.E. and swimming kit and book bags must be clearly labelled with the pupil's name.

Food in school

School meals

School lunches are available free of charge to all children in Reception, Year 1 & 2. There will always be a vegetarian option available and most special dietary requirements are catered for. Children in these years are also able to bring a packed lunch.

Packed lunch

Squirrels and Acorns have packed lunches. We discourage high fat, sugar and salt items such as crisps, biscuits and chocolate bars, and we are strictly a NO NUTS school.

School fruit and vegetable scheme

All children are offered a piece of fruit or vegetable in the Early Years Foundation Stage (EYFS) this is on a self service basis. Key Stage 1 (KS1) pupils have their snacks at morning break time.

Drinks in school

Children under 5 are entitled to free milk, and it is also available to buy for older children. Children are encouraged to bring a named water bottle into school and there are water fountains around the school.



Frequently Asked Questions

Here are our answers to our most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Absence

Research clearly demonstrates the link between regular attendance and educational progress and attainment. We are committed to encouraging and supporting parents in ensuring their children achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

Contact the office

Absence due to illness must be notified each day by leaving a message on the answerphone or speaking to the school office.

Holidays in term time

Term-time holidays are strongly discouraged and will not be authorised. Planned absence must be requested in writing using an absence request form.

Medication in school

The Headteacher is designated with responsibility for children/young people with medical needs and The Governing Body ensures that staff who volunteer to administrate medication receive appropriate accredited training. There is no requirement for staff to undertake these responsibilities, unless administering medicines is included in their contractual duties, and a staff member has a right to decline to administer medicines. Staff undertake this role on a voluntary basis. Staff will only administer prescribed medication.

The administration of medicines is considered to be an act of ‘taking reasonable care’ i.e. staff will take the same care that a reasonable, responsible and careful parent would take in similar circumstances.

Mobile phones

We ask parents to greet their child with a smile and not a mobile. We therefore encourage all parents/carers NOT to use their phones whilst on school grounds.

Hair and jewellery

Earrings are permitted but should be small studs only, and these must be removed for P.E. days. Hair longer than shoulder length should be tied back. Hair ribbons/bands should be plain and discreet and in school colours.

Helping to support children’s learning at home

Home learning supports learning in class and is set according to children’s ability it is often open ended. Home learning also provides a link between home and school which allows parents to directly support the work of the school. We recognise that all children need leisure time and hope that our policy reflects a balance so children can extend and consolidate their learning with parental support while still allowing ‘down time.’ It is important that children and parents are clear about what is set and the school’s expectations for its completion.

The aims of home learning

- It gives opportunities to practise tasks that were covered in class – this consolidates and reinforces learning.
- It extends school learning by supporting work carried out in the classroom or preparing for new areas of study.
- It encourages children to develop confidence, a sense of responsibility and the self-discipline to study on their own.
- It provides parents with an opportunity to take part in their children’s education.
- It contributes to the development of an effective partnership between home and school.
- It prepares children for their future education.

Home-school communication

To ensure effective communication between parents and the school every child is issued with a busy book or home learning book/ folder as well as a Reading Record. Parents communicate in the books if they have a comment about the home learning.

Internet safety

Internet use is a part of the statutory curriculum and a necessary tool for staff and children. The School’s secure internet access and School Broadband is provided by Soft Egg which includes filtering appropriate to the age of the children. Children will be taught what internet use is acceptable and what is not and given clear objectives for internet use.

Parental permission will be required before children can access the internet and email in school.

Children will receive half termly Child Exploitation and Online Protection (CEOP) sessions helping them to develop an awareness of E-Safety.

Issues concerning children’s welfare

If you are concerned about any aspect of your child’s schooling the first step is to speak to the class teacher. If it is a confidential or complex matter do not try to deal with it immediately before or after school, but ask to see the teacher at a suitable time.

Clubs and activities

Englefield Green Infant School and Nurseries offers a wide range of lunchtime and after-school clubs, some of which are:

- Cooking
- Football
- Tennis
- Tae Kwon Do
- Sports
- Gym

Details of current clubs, including times and availability, can be found on our website or by asking at the school office.

Frequently Asked Questions

Special Edicational Needs (SEND)

At Englefield Green Infant School and Nurseries all children, regardless of their particular needs, are provided with inclusive teaching which will enable them to make the best possible progress in school and feel that they are a valued member of the wider school community. We expect that all children with SEND will meet or exceed the high expectations we set for them based on their age and starting points.

- We will ensure children with SEND receive the support they need.
- Ambitious educational and wider outcomes will be set for each child in partnership with their parents and the child themselves.
- We want all children to become confident individuals who will be able to make a successful transition on to the next phase of their educational journey and into adulthood.

Our full SEND policy can be found on our website under Policies.

Charging policy

During the school day all activities that are a necessary part of the National Curriculum or Religious Education will be provided free of charge. Voluntary contributions will be sought for extra-curricular activities during the school day which entail additional costs, for example visitors to school, visits outside of school and swimming. No pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities.

Our full policy on Charging and Remissions can be found on our website under Policies.

Emergency arrangements

We will, of course, endeavour to keep the school open if at all possible, but severe weather conditions could make it necessary to close the school if it were dangerous or unreasonably difficult:

- for sufficient numbers of staff to reach school and provide an adequate educational service.
- for children or staff to journey to and return from school safely and without undue delay.

In the event of an emergency closure we will contact parents by text messages from our automated contact system, and follow up with phone calls as necessary and appropriate.

Stay in touch

The school appreciates that during bad weather children may arrive later than normal but parents should endeavour to contact the school to let them know they are on their way and likely to be delayed.

Contact numbers

In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by text message or a phone call either at home or work and asked to collect their children. Such an early release will only be contemplated in very extreme circumstances. All parents are urged to ensure that mobile phones are always switched on and audible in case we are trying to contact you.

Working with parents*

Volunteering

We welcome parent helpers in school, either for particular sessions or for more general, regular volunteering. Regular volunteers must have a DBS check (arranged via the school) and an induction session before they start.

Communication with parents

We like to feel that, in partnership with parents, we are a team working together to create an environment of excellence where each child is valued, nurtured and guided in preparation to face the challenges ahead with confidence. We believe that a positive relationship between home and school is extremely important. We encourage parents to take a real interest in their child’s schooling and to work together with the school in helping them to achieve the very best standards.

Open evenings and reports

In KS1 Parents Evenings take place each October and February. An end of year report is provided for all children each July.

Early Years

Parents’ evenings are different in Early Years, there is a focus week per term, where your child will be observed and then there will be a chance for you to meet the teacher to discuss your child’s next steps.

News

Our website is a great resource for keeping updated with events and news at school. You’ll find there is a fortnightly newsletter which keeps parents informed. Our website is www.englefield-green.surrey.sch.uk.

At home

Children are learning all the time and their parents are partners in education with the school. We do provide home learning, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

The Home/School Agreement

Good communication between school and home is essential. Our Home/School Agreement will provide the opportunity to stimulate the level and quality of communication; it outlines what parents can expect of the school and what the school expects from parents in the way of support to ensure that children achieve their full potential.

Contacting Parents

Accidents happen in school as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and the name and address of a friend or relative who we can contact if we cannot get through to you.

Seek permission

Outings and trips are a valuable part of school life and we arrange as many as possible.

Parents sign a form giving consent for local visits on admission. In addition to this we send a letter asking for permission for any visits which are further away or involve transport and children are not taken unless the permission slip is returned.

* Throughout this document the term parents is used to mean parent/guardian or carer.

Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school’s behaviour policy or Special Educational Needs policy, before deciding whether to apply for their child to attend the school.

Key policies

Some of our key policies are:

- Attendance.
- Anti-bullying.
- Collective worship.
- Equality.
- E-safety.
- SEND.

A full list of our policies can be found on the Home page of our website www.inglefield-green.surrey.sch.uk under ‘Policies’.



Step 1

STEP 1: PUPIL ADMISSION FORM

Englefield Green Infant School and Nurseries

All information will be treated as confidential to the school - **PLEASE PRINT CLEARLY**

Child’s Legal Surname:	Legal Forename: Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Preferred Surname:	Preferred Forename:
Middle Names:	Date of Birth:
Address:	Position in Family: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
	Home Telephone No:
	Post Code:

We are required to record the names and addresses of every person who has parental responsibility for the child under the Children Act

Parent(s) or Legal Guardian(s)	
Name: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>	Name: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian	Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
Address:	Address:
Telephone Numbers:	Telephone Numbers:
Mobile:	Mobile:
Work:	Work:

In case of illness or accident, please provide additional emergency contact numbers.

Other Contacts in Case Of Emergency	
Contact 1 Name:	Contact 2 Name:
Relationship:	Relationship:
Telephone Numbers:	Telephone Numbers:
Work / Mobile:	Work / Mobile:
Email:	Email:

Is the child legally ‘In Care’? If YES please provide the following information:

Other Contacts in Case Of Emergency	
Carer’s name:	Social Worker’s name:
Address:	Address:
Telephone Number:	Telephone Number:

SCHOOL COLLECTION

In the event that that you are unable to collect your child from school yourself, the person you nominate to pick-up in your place will need a password of your choice. (This person must be over 16 years of age.)

Please record your password here:

Please write any further information you may wish to give about your child or family circumstances: (including court orders, access and contact)

Signature: (Parent/Carer/Guardian):	Date:
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Please tear here

Child's Doctor's	Medical Conditions: Please give details of any conditions your child suffers from ie: anaphylaxis, asthma, hayfever etc:
Surgery Address:	
Telephone Number:	

Child's previous school or playgroup:	Telephone Number:
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Does your child have a brother or sister in the school? If so please state		
Name:	Class:	Year:

Pupil Premium		
Are you entitled to claim Pupil Premium for your child?		YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please complete and return the application form in the starter pack		
Dietary Needs		
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan <input type="checkbox"/> Gluten Free <input type="checkbox"/> Dairy Free <input type="checkbox"/> No nuts <input type="checkbox"/> No eggs <input type="checkbox"/> other		
<input type="checkbox"/> other (Please specify)		

Services Children in Education	
Are you a Services Family?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Special Needs	
Does your child have any Special Educational Needs YES/NO. If yes, please state which Special Education Need/s your child has:	

Ethnicity	First Language Spoken	Other Language Spoken	Religion

If English is an additional language what level do you consider your child to be at	
Fluent <input type="checkbox"/> Average <input type="checkbox"/> Poor <input type="checkbox"/> No English Spoken <input type="checkbox"/> (please tick as appropriate)	

Please sign	
Signature:	Date:
Signature:	Date:

Please note, Steps 2 - 6 use the 'parent' to mean parent/carer or guardian.

FOR SCHOOL USE ONLY
Birth certificate/passport checked <input type="checkbox"/>
Start Date
New Class:
CTF/Records requested <input type="checkbox"/>

Step 1

Step 2-3

Please tear here

STEP 2: ONLINE COMMUNICATIONS AND PAYMENT SYSTEMS

Englefield Green Infant School and Nurseries

Dear Parent

Englefield Green Infant School and Nurseries uses Tucasi, for online payments and communications (email, text and debit card).

The system is straightforward to use: simply select the item you would like to pay for, add to your basket, checkout and enter your payment details. If you have more than one child at Englefield Green Infant School and Nurseries then their accounts can be linked allowing payment for multiple trips etc to be made together.

In order to use the online payment system all you need is an email account and access to a computer.

If you require a copy of the letter containing your child's pupil link code and instructions on how to set up an account then please email: bursar@englefield-green.surrey.sch.uk.

STEP 3: TUCASI PERMISSION DOCUMENT

Englefield Green Infant School and Nurseries

I give / do not give (please select) my permission for my email address and mobile number to be registered with Tucasi.

PLEASE COMPLETE IN BLOCK CAPITALS

Child Details	
First Name	
SURNAME	
Form / Class	

Parent/Guardian Details	
Title	
SURNAME	
Email Address	
Mobile Number	
Relationship to Child	
Primary Contact <input type="checkbox"/>	

Title	
SURNAME	
Ermail Address	
Mobile Number	
Relationship to Child	
Primary Contact <input type="checkbox"/>	

Parent Signature	
Date:	

STEP 4: E-SAFETY PARENTAL CONSENT FORM

Englefield Green Infant School and Nurseries

Parent name:

Pupil name:

All pupils use computer facilities, including Internet access, as an essential part of learning, as required by the National Curriculum. Parents/carers are asked to sign agreements to show that the E-safety Rules have been understood and agreed.

Englefield Green Infant School and Nurseries E-Safety Rules

Think then Click

These rules help us to stay safe on the Internet

- 1) We only use the internet when an adult is with us
- 2) We can click on the buttons or links when we know what they do.
- 3) We can search the Internet with an adult.
- 4) We always ask if we get lost on the Internet.
- 5) We can send and open emails together.
- 6) We can write polite and friendly emails to people that we know.

B. Stoneham & J. Barrett

As the parent of the above pupil, I have read and understood the school E-safety rules and grant permission for my child to have access to use the Internet, school email system, learning platform and other ICT facilities at school.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access email, employing appropriate teaching practice and teaching E-safety skills to pupils.

I understand that if the school have concerns about my child's E-safety or e-behaviour that they will contact me.

I understand the school is not liable for any damages arising from my child's use of the Internet facilities.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's E-safety.

Parent signature:

Date:

Further information for parents on E-safety can be found at:

<http://www.parentscentre.gov.uk/usingcomputersandtheinternet/linksbytopic/>

Step 4

Step 5

STEP 5: PERMISSIONS

Englefield Green Infant School and Nurseries

If you wish to change your authorisations at any time, please contact the school office.

NAME OF CHILD

Please delete the appropriate give/do not give part of each statement and sign each statement.

I give/do not give permission for my child to be taken out into the local community by a qualified member of staff. This would include visits to the local schools, post box, park etc. (Separate authorisation will be requested on letters sent home about school trips which involve transport.)

Signed (Parent):

Date:

I give/do not give permission for my child to be photographed or videoed, either individually or as part of a larger group, where the pictures are only to be displayed in school.

Signed (Parent):

Date:

I give/do not give permission for my child to be photographed or videoed, either individually or as part of a larger group, where the pictures are only to be displayed on DB Primary (our secure learning platform)

Signed (Parent):

Date:

I give/do not give permission for my child to be photographed or videoed but not named, either individually or as part of a larger group, where the pictures are only to be used in wider media such as school website, newsletter, newspapers, school prospectus and other published materials.

Signed (Parent):

Date:

I give/do not give permission for my child to be photographed, filmed or videoed, by or for the media (i.e. newspaper or television) and for my **child's name** to be released for publication such that my child may be identified as an individual or as part of a small group.

Signed (Parent):

Date:

Please tear here

STEP 5: PERMISSIONS

Englefield Green Infant School and Nurseries

AUTHORISATION FOR SHARING MY CHILD'S NAME

I give/do not give permission for the school to include my child's name on class lists to share with other parents, e.g. for Christmas card lists?

Signed (Parent):

Date:

I give/do not give permission for the school to share my child's name and date of birth with Cool Milk to register for free milk until the age of 5 years. (All personal information is securely stored on Cool Milk's UK servers and is never passed on to third parties without your permission.)

Signed (Parent):

Date:

I give/do not give permission for the school to share my child's details with the School Health Team (for immunisations etc)

Signed (Parent):

Date:

Date of signings: [] [] / [] [] [] / [] [] []

If you wish to discuss any of the above, please see the Headteacher.

Step 5

Step 6

STEP 6: HOME SCHOOL AGREEMENT

Englefield Green Infant School and Nurseries

Childs Name:

Home and School working together in partnership to provide the very best education for our children

In School we ...

- Value all children equally
- Provide children with a happy, challenging and secure learning environment
- Ensure that each child has the opportunity to develop a positive view of themselves and a respect for other people, their space, feelings and property
- Develop a self disciplined child, who is aware of how their actions may affect others
- Work to instil moral values and a respect for religions and cultures
- Encourage all children to achieve their potential in all areas of the curriculum and develop the necessary skills and knowledge to equip them for their future lives
- Ensure that all children start their education happily and develop lively and enquiring minds
- Contact parents if there are any concerns or problems that affect their child's learning or behaviour
- Provide home learning activities for children to complete with parental support as appropriate
- Acknowledge and respond as appropriate on work completed by children outside of school
- Arrange Parent Consultation Evenings to provide an opportunity to discuss each individual child's progress and send home an Annual Record of Achievement
- Keep parents informed about school activities through regular newsletters and notices and provide opportunities to enable open communication between staff and parents

Signed (Headteacher): *Miss M McNamee*

At Home we ...

- Ensure that my / our child attends school regularly in school uniform, on time and properly equipped for learning
- Ensure my / our family holidays are taken only during the official school holiday periods
- Inform the school about any concerns or problems that might affect my /our child's work or behaviour in school
- Provide an absence note or telephone to inform the school about any absences my / our child may have from school
- Help my / our child to sustain an interest in school and encourage him / her to keep the agreed Golden Rules
- Support my / our child with home learning activities and keep up to date with my /our child's life in school including current events and activities
- Attend Parent Consultation Evenings to find out about my / our child's progress and collect my /our child's Record of Achievement, read and respond to comments
- I / we will inform the school about any infectious illnesses that my / our child has and keep them away from school until they are well
- Value and show respect to all members of the school community

Signed (Parent):

-

Please tear here

I will try my best to ...

★ Be gentle

I will not hurt anybody

★ Be kind and helpful

I will not hurt people's feelings

★ Work hard

I will not waste my, or anyone else's time

★ Look after property

I will not waste or damage things

★ Listen to people

I will not interrupt

★ Be honest

I will not cover up the truth

Signed (Child):

Step 6

Term dates 2018-2019

Autumn term 2018

Start of term 4 September 2018

Half term 22 October–26 October 2018

End of term 19 December 2018

Spring term 2019

Start of term 4 January 2019

Half term 18 February–22 February 2019

End of term 05 April 2019

Summer term 2019

Start of term 24 April 2019

Half term 27 May–31 May 2019

End of term 24 July 2019



Inset Days

Friday 19th October

Thursday 3rd January

Tuesday 23rd April

Friday 24th May

Friday 5th July

Our school values

Our school values are:

- Respect
- Kindness
- Responsibility
- Determination
- Teamwork
- Friendship/Love



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