



Parent Handbook

Taking you step-by-step
through starting school



Instilling a love of learning



Step 1

STEP 1: PERSONAL INFORMATION SHEET Furzefield Primary & Nursery School

Pupil's surname:..... Male/Female

First names (in full):

Date of birth:National Health No:.....Religion:

Home address:

Post code: Home telephone no:

Mother's name: (Miss/Ms/Mrs).....

Mobile telephone no:Work telephone no:

E Mail address:

Parental responsibility: Yes/No

Father's name:

Mobile telephone no:Work telephone no:

E Mail address:

Parental responsibility: Yes/No

Father's address (if different from above):

Name and relationship of person(s) to whom correspondence should be addressed:

Any social worker involvement or order relating to pupil, i.e. custody, access etc. of which the school should be aware:

Emergency contact numbers during school hours (in order of priority):

Name:Relationship to child: Tel:

Name:Relationship to child: Tel:

Name:Relationship to child: Tel:

Name:Relationship to child: Tel:

Please refer to the Privacy Policy (STEP 7). Consent can be withdrawn at any time by notifying the school.

Susan Chrysanthou, Headteacher, says...

Welcome to Furzefield! I'm delighted that you have chosen our school and will be joining us soon.

We have an excellent team who are dedicated to providing the best possible education for your child. We look forward to working with you and sharing the excitement of your child 's learning.

In this handbook you will find lots of useful information (page 11) and the answers to some frequently asked questions (page 12-13). If you have any questions that are not answered please contact the school office on 01737 642842 and we will be happy to help!

On page 14 are details of some important policies you need to know about...

We also need some information from you, so could you please follow the steps in this handbook and return your completed forms to the school.

I look forward to working in partnership with you and getting to know you and your child .

Please tear here

Pupil's position in family:

Name of 1st child:..... Male/Female

Name of 2nd child: Male/Female

Name of 3rd child: Male/Female

Do any of the above children attend Furzefield Primary School? If yes, please tick name.

Name of Doctor: Telephone number:.....

Address:

Does your child have any particular health problems/allergies of which the school should be aware? Yes/NO
If yes, please give details below:

.....

Does your child have any identified special needs? Yes/No If yes, please give details below:

.....

National identity: (i.e. British, Indian, French):

Country of BirthNationality

Do you have Refugee Status? Yes/No. If yes, please indicate date of recognition:

First language:
(language to which your child was first exposed in their early childhood – if this is other than English please record this language even if your child also speaks English).

Home language:

Name and address of previous school(s) attended and dates:
(Please be as accurate as possible with dates).

1.....Telephone no:

.....fromto.....

2.....Telephone no:

.....fromto.....

If this is pupil's first admission to school, please give name of any nursery or playgroup previously attended.

.....fromto.....

Mother's signature: Date:

Father's signature: Date:

Please refer to the Privacy Policy (STEP 7). Consent can be withdrawn at any time by notifying the school.

Step 1
Step 2

Child's name:

At Furzefield we are pleased to participate in the Government's Fruit and Vegetable Scheme. Every child aged four to six in a maintained school is entitled to receive a free piece of fruit or vegetable each school day. The initiative is to encourage children to eat healthily and this will help towards their "5 a day". It is hoped that by educating children of the benefits of healthy eating, they will continue to eat healthily in the future.

Your child will be offered a fresh, good quality piece of fruit or vegetable each day and we do not expect the scheme to disrupt the normal school day in any way.

The scheme is voluntary and there is no obligation for your child to take part, although it is hoped they will share in our belief that it has many benefits of healthy eating.

It is essential that you inform us of any allergies your child may have so that we can ensure they are not given anything that might harm them.

To the best of my knowledge my child has no know allergies to fruit or vegetable:.....
Please tick

My child is allergic to:

Safe Route to Schools

To meet government requirements on monitoring Safe Routes to Schools projects we have to now keep on record the method of transport our pupils use to come to school.

Therefore, would you please tick the most likely method of transport your child will take to school.

Bicyle:Bus or train:Car:Walking:

Surrey provided transport: Private Taxi:

Please refer to the Privacy Policy (STEP 7). Consent can be withdrawn at any time by notifying the school.

Please tear here

Parent/Carer consent form and E-safety Rules

All pupils use Information and Communication Technology (ICT) equipment, including Internet access, as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign agreements to show that the E-safety Rules have been understood and agreed.

Parent / Carer name:

Pupil name:

As the parent or legal guardian of the above pupil, I understand the general E-safety rules as documented on the attached Information & Online Resources sheet and grant permission for my daughter or son to have access to use the Internet, school email system, learning platform and other ICT facilities at school.

I know that my daughter or son will be asked to signed an E-safety agreement form and that they have a copy of the school E-safety rules. The teacher will discuss this document in school and my daughter or son should agree to follow the E-safety rules and to support the safe and responsible use of ICT at Furzeffield 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 the school can check my child’s computer files, and the Internet sites they visit and that if they have concerns about their 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/Guardian signature:

Date:

Further information for parents on E-safety can be found at: <https://www.thinkuknow.co.uk/parents>


Please complete, sign and return to the office.

Please refer to the Privacy Policy (STEP 7). Consent can be withdrawn at any time by notifying the school.

Step 3

Step 4

Child’s name:Date:

The School’s Promise
Signature:  (Headteacher)
• To welcome and encourage parents’ interest and involvement in school life and take account of your views about your child’s needs.
• To aim to provide a safe and secure environment.
• To ensure that there is a planned programme of work and homework suitable to the needs of your child.
• To mark work regularly and give your child positive constructive feedback.
• To provide a written report about your child’s progress each year and provide opportunities for you to discuss that report, as well as general progress, with your child’s teacher throughout the year.
• To deal with problems calmly and fairly having listened to your child’s point of view.
• To inform you by letter or telephone about any problems or difficulties of a more serious nature.
• To inform you about set homework tasks.
• To inform you about school life via a monthly newsletter, lists of dates and school web page.
• To maintain the quality of the environment of Furzeffield Primary School.

The Parents’ Promise
Signature: _____ (Parent)
• To ensure that my child attends punctually for school unless prevented from doing so by illness or other agreed reason.
• To dress my child in the agreed school uniform and PE kit, ensuring that all items are named.
• To attend the two open evenings with the class teacher and to attend other such meetings called by the school to discuss the welfare, discipline or work of my child.
• To inform verbally or by letter the reason for any child’s absence.
• To support my child in the organisation of their homework tasks as outlined by the homework policy.
• To provide the school with emergency contact telephone numbers.
• To inform the school in writing when my child needs to take medication in school.
• To tell the school as soon as possible if there are significant problems which might affect my child at home or at school.
• To support the school in its stand against intimidation, bullying and inappropriate or racist language and where necessary discuss this with my child.
• To support extra curricular and social events and parent workshops where possible.
• To keep the school’s ‘No Smoking’ policy when I am on site.
• To abide by the Furzeffield Code of Conduct.
• To use the reading record book as a communication link regarding specific concerns about homework.

The Pupil’s Promise
• To attend school regularly and on time, wearing the correct school uniform.
• To bring all the equipment I need for school every day, including my PE kit.
• To do all my class work and homework to the best of my ability.
• To be polite and helpful to all adults and other children at all times.
• To avoid any form of intimidation or bullying and to take actions to prevent others from bullying by telling an adult.

Pupil’s Promise
Signature: _____ (Pupil)

Please tear here

At school we sometimes take photographs of pupils. We use these photos in the school’s prospectus, on the school’s website and on display boards around school, and for promoting the school.

We would like your consent to take photos of your child, and use them in the ways described above. If you’re not happy for us to do this, that’s no problem – we will accommodate your preferences.

Please tick the relevant box(es) below and return this form to school.

I am happy for the school to take photographs of my child. ☐

I am happy for photos of my child to be used on the school website. ☐

I am happy for photos of my child to be used in the school prospectus. ☐

I am happy for photos of my child to be used in internal displays. ☐

I am happy for photos of my child to be used in school advertising. ☐

I am happy for photos of my child to be used in the media (i.e. local newspaper). ☐

I am **NOT** happy for the school to take or use photos of my child. ☐

If you change your mind at any time, you can let us know by emailing enquiries@furzefield.surrey.sch.uk, calling the school on 01737 642842, or just popping in to the school office.

If you have any other questions, please get in touch.

Parent or carer’s signature:

Date:

Step 5

Step 6

There are numerous occasions during the school year when teachers wish to take their pupils out of school to investigate various aspects of our environment.

The trips are carefully planned and may involve walking to local places of educational interest. I hope you will agree that visits outside the classroom are an essential aspect of your child’s education.

Please complete and return the attached slip so that these visits can take place whenever they seem appropriate.

Child’s Name: Class:

I *agree/do not agree to my child taking part in local trips whilst my child is a pupil at Furzefield School.

I certify that so far as I am aware my child is medically fit to undertake such visits and associated activities and there are no known health reasons why he/she should not do so.
I authorise medical treatment to be provided should this become necessary during the course of the visit.

I understand that those supervising my child are in loco parentis and must exercise a standard of care that would be expected of a parent. The County Council will not be responsible for personal injury or any other damage or loss unless it is negligent.

Signed: Date:

*Please delete as appropriate

If you change your mind at any time, you can let us know by emailing, calling or just popping into the school office.



Please tear here

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Furzeffield Primary School, are the ‘data controller’ for the purposes of data protection law.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils’ personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils’ personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual’s vital interests (or someone else’s interests)

Where we have obtained consent to use pupils’ personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using pupils’ personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils.

This can be requested from the School Business Manager and is based on the guidance shown on pages 37 to 56 of the [Information and Records Management Society’s toolkit for schools](#)

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- *Our local authority (Surrey County Council) – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- *The Department for Education*
- *The pupil’s family and representatives*
- *Educators and examining bodies*
- *Our regulator, e.g. Ofsted*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for (e.g. E-learning)*
- *Central and local government (e.g. statutory returns)*
- *Our auditors (e.g. number of pupils eligible for Free School Meals)*
- *Survey and research organisations (anonymised data)*
- *Health authorities (e.g. safeguarding concerns)*
- *Health and social welfare organisations (e.g. safeguarding concerns)*
- *Professional advisers and consultants (e.g. safeguarding concerns)*
- *Charities and voluntary organisations (e.g. when making bids for grants or applying for funding for subsidising school trips)*
- *Police forces, courts, tribunals (e.g. a legal requirement)*

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children’s education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department’s webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils’ rights regarding personal data

Individuals have a right to make a ‘**subject access request**’ to gain access to personal information that

the school holds about them.

Parents/carers can make a request with respect to their child’s data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our Data Protection Officer.

Parents/carers also have a legal right to access to their child’s **educational record**. To request access, please contact the Data Protection Officer.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the Data Protection Officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner’s Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer via enquiries@furzeffield.surrey.sch.uk

This notice is based on the [Department for Education’s model privacy notice for pupils](#), amended for parents and to reflect the way we use data in this school.

Key Information

What are our school times?

Nursery

15 hours per week provision

- Morning session: 8.45am to 11.45am
- Afternoon session: 12.15pm to 3.15pm

30 hours per week provision (if eligible)

- 8.45am to 3.15pm (with half an hour for lunch)

Key Stage 1

- Morning session 8.50am to 12pm
- Lunch break: 12pm to 1pm
- Afternoon session 1pm to 3.05pm

Key Stage 2

- Morning session 8.50am to 12pm
- Lunch break: 12pm to 1pm
- Afternoon session 1pm to 3.10pm

In KS1 afternoon breaks are taken at times that the teachers find appropriate. We provide a buddy system for new children to our school and have Playground Leaders to help during lunch times.

Breakfast Club

Our Breakfast Club is available to all children from 7.45am to 8.50am daily and costs £3 per session, including breakfast. During the sessions children can play and have fun, but will also have an opportunity to listen to stories, which will help them to develop their reading skills.

Arrivals and departures

Children should not arrive before 8.40am (unless they are coming to Breakfast Club), as there will be no staff to look after them. The school opens at 8.40am to enable children to filter into school calmly, in time for a 8.50am start to the school day. This is a busy time for parents, many of whom have other, younger children with them, so in the interest of safety no games should be played at these times. Your co-operation in this matter is really appreciated. Dogs are not allowed on the school premises without permission (i.e. working or school dog). The whole of the school grounds is a non-smoking area, including e-cigarettes.

After School Club

Furzeffield Fun Club operates for years 3 to 6 from 3pm until 6pm on Mondays to Fridays during term time and is based in the reception block of the school. The cost per session is £11, and £9 for any siblings. The cost includes a healthy, light tea. We provide a safe, caring environment for the children, creating rich experiences for them. We have access to outdoor play equipment plus lots of other exciting resources.

After school care for reception, year 1 and year 2 children is available at our onsite Children’s Centre – The Red Oak Sure Start Children’s Centre.

Both settings and staff interlink during the session, sharing resources and facilities, and allowing children of all ages access to different activities and equipment.

Uniform

A simple uniform is helpful in establishing good standards of appearance in school and by wearing it children quickly feel part of the community.

Our school uniform is available to purchase in school or order on-line. Items include:

- Tailored grey trousers or skirt.
- Yellow polo shirt.
- Green sweatshirt or cardigan with the school logo.
- Grey tights or grey / white socks.
- Black school shoes (no heels).

P.E.

For indoor and outdoor P.E. lessons your child will need:

- Yellow PE t-shirt with the school logo.
- Black shorts (or jogging bottoms for winter).
- Plain black trainers for outdoor use.

Please make sure all of your child’s uniform and equipment are clearly marked with their name.

Food in school

School meals

At Furzeffield Primary we promote healthy eating and offer delicious, nutritious meals that are cooked on site. Our caterers, Surrey Commercial Services, offer exciting menus each term and receive regular feedback via the school council. They offer special meals for certain occasions throughout the year and also arrange fun day meals.

School lunches cost £2.30 per day from September 2018 for children in KS2 and payment can be made on-line via the school website or in person at the school office by cheque or with cash.

Free school meals

All children in Reception and Years 1-2 are eligible for free schools meals through the government’s Universal Infant Free Schools Meal initiative. From Year 3 upwards some children whose families meet the criteria may be entitled to free school meals. If you think your child may be eligible, please ask at the office for details on how to apply.

Healthy snacks and drinks

Under the Fruit in School scheme children are entitled to a piece of fruit each day free of charge. This is given as a playtime snack. Children are encouraged to drink water and can fill water bottles from fountains throughout the day.

Milk is available for all children up to the age of 5. Those children who are entitled to free school meals will also be entitled to milk free of charge.



Here are our answers, to what we find, are the 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!

Pupil Premium

If you are in receipt of Income Support, Income based Job Seekers Allowance or Child Tax Credit the school may be able to help you to claim Pupil Premium (extra funding) for your child. Please see the school website to find out more ways in which your child might benefit.

Absence

Regular attendance is considered essential for children to realise their full potential. Parents are asked to notify the school if their child is absent or going to be absent in the near future. Notification of an absence by a parent/carer is not an official authorisation. If the school has a concern over such a matter, we will discuss it with you and then possibly the Educational Welfare Officer.

Poor attendance

The Government has stated that once a child's attendance figure drops to 85% they are classed as persistently absent. This equals to just 30 school days, so please help your child by ensuring they are in school unless there is valid reason for their absence.

Illness

Parents are asked not to send their child to school if he/she is unwell. When children have been off school with sickness or diarrhoea parents are requested to keep them at home for 48 hours following the last attack.

Holidays

Children are not allowed to take school holidays during term time unless there are exceptional circumstances. School holiday dates will be sent to you regularly and are always available from the school office and we ask you to keep to these dates when booking holidays.

Jewellery

Children are allowed to wear a watch and, if they have their ears pierced, one pair of small stud earrings, but these MUST be removed for PE. No other jewellery should be worn in school.

Clubs and activities

There are a wide variety of lunchtime and afterschool clubs that children can enjoy. Some are run by staff, and some by external providers who may charge. These include:

- Netball
- Football (girls & boys)

- Art
- Knitting
- Choir
- Cricket
- Dance
- Cheerleading
- Library
- Board games
- Book club
- Poetry club
- Sports skills
- Athletics
- Gymnastics.

Children are provided with many opportunities for additional learning experiences and trips to help enhance their education and make learning fun. Examples include visits to:

- Wisley
- Pizza Express
- Library
- Pets at Home
- LegoLand
- British Wildlife Centre
- Hever Castle
- Battle Abbey
- Go Ape
- Littlehampton
- London theatres
- Brighton Sea Life Centre.

We have also received visits from an RNLI, dog handler, nurse, ambulance, and a fire engine - complete with fire fighters! Plus workshops with Zoo Lab and Skylab.

Forest School

At Furze­field we have our very own Forest School area. Forest Schools provide children with opportunities to achieve, and develop confidence and self-esteem. They also inspire children to write about topics and learn about nature.

All classes at Furze­field enjoy regular Forest School sessions. The activities are closely linked to the topic they are studying at the time. We often make something to eat or drink on a campfire and there is time for children in foundation stage to enjoy free play and explore. Older year groups engage in observation and awareness activities, campfire cooking and shelter building, linked to their studies in other lessons.

Music

Music is an important aspect of school life and we have our own music room. Children can learn to play instruments including the recorder, and

percussion instruments, and learn to create and develop melodies and perform in assembly.

Seek permission

We enter competitions against other schools whenever possible (usually using the school minibus), but will always seek your permission if any activity takes place after school.

Homework

Homework is given every week and will vary in type and duration as your child progresses through the school. Please make sure that children do their homework independently, so we can see what they can actually do. If at any point your child experiences difficulty with homework please do not hesitate to contact the class teacher – preferably before the homework is due to be handed in, so that help and guidance can be provided.

Reading at home

Children are encouraged and motivated to read regularly at home and this can include books, magazines, comics and newspapers. Sharing books with people at home increases children's skills, confidence and enjoyment and so we encourage parents to read regularly with their children. When a child starts reading the school initially guides them towards suitable reading material, but as they progress and become more confident they are given more responsibility in their choice of books. All children have access to our very well stocked and inviting library.

Homework Club

Homework Club is available for Key Stage 2 pupils and is held after school until 5pm on Mondays to Thursdays.

Special Educational Needs

Pupils with Special Educational Needs are supported within the normal classroom environment, but may be withdrawn to work in an ability group, supported by a teacher and teaching assistants. A range of outside agencies including educational psychology, learning and language support, speech and language therapists provide advice, support and guidance. Our Inclusion Manager (SENCO) is Mrs Hill and her telephone number is 01737 642842, or email: inclusion@furze­field.surrey.sch.uk

Specialist Centre

Furze­field has an onsite KS1 and KS2 Specialist Centre for pupils with learning difficulties, which is called the Ocean Centre and currently has places for 14 children. Most of the Ocean Centre's pupils live outside the school's catchment area and travel to school by taxi or school bus.

Pupils attending the Ocean Centre are taught in small classes, with a high ratio of adults to pupils. The curriculum, teaching approaches and classroom resources are adapted to the needs of the pupils. The children's day is integrated between the Ocean centre and their mainstream class so that they feel part of the school and have opportunities to make lots of friends.

Access

Children with a physical disability are fully supported in accessing all parts of the school. The school has two flat-bed lifts and several ramps to allow wheelchair access to the majority of the school. All interior areas of school are fully accessible apart from the four top floor classrooms. The classes are arranged each year to ensure that wheelchair users have easy access to the classrooms they need.

More able and gifted children

More able pupils are identified by their class teacher as demonstrating a higher level of ability than most pupils of the same age in one or more of the curriculum areas, or in thinking and social skills. The school holds a Gifted and Talented register and the needs of children on this register are carefully catered for and challenged in order for them to develop to their maximum potential.

Charging policy

We recognise that the wide range of additional activities, including clubs, visits and residential experiences can make a valuable contribution towards pupils' personal and social education. If any parent does not wish or is unable to contribute to the cost of an activity their child will not be discriminated against. However, if we receive insufficient contributions it may not be possible for the trip to take place.

Emergency arrangements

In the event of an emergency, such as exceptionally bad weather, please lookout for announcements on the school website or check for school texts. School closures are also announced on local radio stations.

Medicine in school

If your child requires regular, long-term medication such as an inhaler for asthma, then this should be discussed with the teacher and the school office. Any inhalers brought into school for use should be clearly labelled with the child's name and dosage requirements. There may be other occasions when your child needs to take medication for a short period of time but is well enough to come to school. In these instances you should contact the school to discuss your child's needs. All relevant forms are available from the school office.

Parental involvement

Children at Furze­field are encouraged to develop their self-worth in a climate of trust and happiness. Everyone is challenged to recognise and reach their full potential in order to become confident and valuable members of the local and global community. We actively promote partnerships with parents and all members of our school community, and your views and opinions really matter to us.

Each term we provide parents with a curriculum information leaflet to raise awareness of the topics that the children will be covering. We will also include lots of ideas about how parents and other family members can get involved, and help their child to learn at home. Parents and carers are encouraged to speak to the class teacher about any concerns they have at the earliest opportunity. Parents' evenings are held twice a year, allowing parents to find out more about their children's attainment. We operate an open door policy at Furze­field and provide lots of opportunities to invite parents into school, like class assemblies and seasonal celebrations. We really believe in a two-way partnership.

Parent workshops

In reception, we host events such as 'Phonics and Early Reading Workshops' and 'Stay and Play' sessions to help families understand what learning is expected and how they can best support their child. Regular English and maths workshops are offered to parents to help them understand what learning is expected, new strategies to be followed and how they can best support their child. You will also receive invitations to open mornings. At the end of each school year, children have the opportunity to spend the day with their next years' class teacher and parents will also be given the opportunity to meet their child's new teacher.

Home School Link Worker

Our Home School Link Worker is available to support parents and make recommendations on how they can positively engage with their child's learning and all round development through workshops and meetings in collaboration with other agencies. Please have a chat with your child's class teacher if you would like more information.

Voluntary helpers

We have a number of parent volunteers who come in to school to support children with their reading and other activities, and we have built up a parent skills audit bank. If you have time to spare, or any skills that you think could be useful and would like to be part of Furze­field School life, please enquire at reception, or email enquiries@furze­field.surrey.sch.uk. A member of the team will be delighted to direct you to the appropriate contact person.

The Friends of Furze­field

The school's Parent Teacher Association (PTA) is called The Friends of Furze­field and helps to organise fun activities and events throughout the year and also raises funds for the school. The money is spent on improving facilities and providing much-needed resources. You don't have to be on the committee to get involved with the

group - any support you can offer will be welcome. For more information ask at the school office, email friends­offurze­field@gmail.com or visit the Friends of Furze­field Facebook page: www.facebook.com/FriendsofFurze­field

Governors

The Governors and staff at Furze­field have a strong commitment to ensuring our school provides the best education possible to help prepare children for the challenges that they will face in life. The school provides an excellent learning journey, aiming to develop a lifelong love of learning that enables our children to be confident, happy and caring citizens with many happy memories of their time spent at school.

Our Parent Governors take an active role in the overall running of the school including financial management, curriculum development and whole school improvement. If you would like to become a Parent Governor please enquire at the school office and a staff member will provide you with further information.

The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties. A copy of which is returned home to the parents.

Child Agreement

In addition to the Home School Agreement, each class displays the school rules and these are regularly discussed. All of these documents are discussed with and agreed to by the children and staff on an annual basis.

Contacting Parents

In case it is necessary for us to contact you during the school day because of an accident or illness, it is essential that there is not only a phone number of your work address but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school is notified of any change in circumstances as soon as possible.

Emergency texting system

We also use a texting system, which enables us to contact parents quickly in case of illness, absence, or cancellation of an after school activity due to bad weather etc. We can also use this to send home a text telling of good work/behaviour as a reward to your child. Again, this makes it very important for you to keep us informed of your current mobile phone number.

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.

High standards

At Furze Field Primary and Nursery School we believe that policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office or visit the school website: www.furze field.surrey.sch.uk and click on 'Policies'.

Key policies

Some of our key policies are:

- Behaviour
- Special educational needs
- Accessibility
- Charging
- Safeguarding



AUTUMN TERM 2018

Term begins: 5 September

Term ends: 19 December

Half Term Holiday: 22-26 October

INSET day: 4 September

SPRING TERM 2019

Term begins: 7 January

Term ends: 5 April

Half Term Holiday: 18-22 February

INSET days: 3 & 4 January

SUMMER TERM 2019

Term begins: 23 April

Term ends: 23 July

May Bank Holiday: 6 May

Half Term Holiday: 27-31 May

INSET days: 3 June & 24 July



Our Vision

Here at Furzefield, our children develop their own self-worth in a climate of trust and happiness. Everyone is challenged to recognise and reach their full potential in order to become confident and valuable members of the local and global community.

Our Aims

- Make learning an enjoyable and valuable experience
- Promote positive, active partnerships with all members of our school community
- Provide equal opportunities for all children to develop their talents
- Encourage social, cultural, moral and spiritual development preparing pupils to be sensitive and caring citizens
- Celebrate diversity, acknowledging and learning from different cultures and heritage, both within and beyond the school community



You can contact us using the contact details below.
We look forward to hearing from you soon.

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Mrs Susan Chrysanthou

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