



Stamford Green
Primary School



Our A - Z Guide To School Life

Please use this booklet for reference
during your child's time at
Stamford Green Primary School

The school office can always be contacted to clarify
any points about which you are uncertain
info@stamford-green.surrey.sch.uk or 01372 725383

Headteacher: Mrs Louise Druce

Stamford Green Primary School

Christ Church Mount

Epsom

KT19 8LU

Tel: 01372 725383

www.stamford-green.surrey.sch.uk

Our A - Z Guide To School Life

Absence

By law, children must attend school on all the days it is in session unless they are unwell. If your child is ill, please let us know by telephone before 9.00am and leave a message including your child's name and class and reason for absence including symptoms, if ill, or appointment details. Parents should inform the school immediately in all cases of infectious diseases. When your child returns to school please send in a note explaining the absence. This is a legal requirement for school records.

Achiever of the Week

Each week the class teacher chooses their 'Achiever of the Week'. These children are awarded a golden sweatshirt/t-shirt during Monday's celebration assembly, which they wear for the week. This should be returned to Mrs Druce by Friday afternoon for washing please.

After School Club – Sunset

The school offers an after school club that provides child care and a high tea until 6.00pm. For more information, please visit the Extended Services part of our website.

Attendance

Any absence which we are not told about has to be recorded as unauthorised on the school's records and on your child's annual school report. We would urge parents to avoid taking their children out of school for holidays. This is very detrimental to their education and can be unsettling socially. In common with other Epsom and Ewell schools, absence during term time will only be granted on compassionate grounds and will need approval by the Headteacher.

Please inform us of medical appointments as children may not leave the school premises unless we have received a written request or they have been collected by you. Please be aware that medical appointments within the school day are counted as an absence.

Bikes and Scooters

We are happy for children to ride their bikes and scooters to school. Please note that children and parents should not be riding bikes and scooters on school premises. Parents are welcome to leave them in the racks during the day. However, the school cannot be held responsible for any loss or damage.

Before School Club – Sunrise

The school offers a before school club that provides child care and a breakfast from 7.30am until the start of school. For more information, please visit the Extended Services part of our website.

Book Fair

Once each term a book fair company visits the school. You are welcome to come in and peruse the books on offer. The school earns commission on all purchases made and this in turn provides more books for our school library.

Buggies and Prams

With all the children and staff in school our hall, classrooms and corridors are very busy so unfortunately we are unable to allow prams and buggies into school. The only exception to this rule is if there is a little one sleeping. Please use the scooter and bike racks to store your buggies in case of rain.

Captain's Table

Every Friday, children who have shown exemplary manners when eating lunch are invited to join a member of the Leadership and Management Team along with a friend to eat their lunch. Tablecloths and napkins are provided, as well as a special drink of squash which is served and topped up as required.

Celebration Assembly

We take the opportunity to celebrate the children's successes at assemblies on Monday and Tuesday. Merit Awards are given out by class teachers and Golden Awards are given out by teaching assistants. These promote positive behaviour and our school values in class and at lunchtime respectively.

Charging and remissions policy

Under the Education Act 1996, the school is not allowed to make compulsory charges for activities such as outside visits and swimming taking place during term time, except for board and lodging costs for residential visits. However, we do not have any funds to provide activities free of charge, although they are a very desirable part of the curriculum. We ask for parents' support to make these activities possible as unfortunately without this support, the activities will be cancelled. The Headteacher is always available to discuss individual cases as there is always a solution and absolute confidentiality is assured.

Christ Church

The children in KS2 (Y3 to Y6) celebrate Christmas with a Carol Service at the Church and Y6 also have their Leavers' Assembly there in July.

Class Changes

In July each year, you and your child will find out who their class teacher for September will be. At the end of Y1 and Y3 the classes in a year group are mixed to benefit the children educationally and socially. We will of course chat to the children to make sure they are placed with some of their existing friends.

Class Open Time

Once each term parents are invited to drop into school to look at their child's work between the end of the school day and 5.15pm. Your child will show you a piece of work that they are proud of and in turn parents/carers are encouraged to write a positive note on the stickers provided. Children are dismissed at the end of the school day so that you can come back to class together.

Class PTA Parent Representatives

Each class has a volunteer parent rep that is linked to the PTA and helps to organise rotas at the Summer fun Day and other events as well as socials.

Class Teacher

Please feel free to speak to your child's teacher so they can help:

- Just quick message? Leave a note in the message books outside school in the morning.
- Need a chat? Send a note to the teacher asking for an appointment, or call the school office, which will pass a message on for you.
- Can't get to school? Phone the office to ask for a telephone appointment.
- Use your child's Learning Journal to write a note to the teacher.
- Email the school: info@stamford-green.surrey.sch.uk
- If it is an urgent matter, please speak to someone in the office and they will be able to help you.

Contact Numbers

Please always ensure we have up to date contact details for all emergency contacts - especially mobile phone numbers. Just so you know - We have several phone lines at school and sometimes when we ring you, it might show up as an unknown or hidden number.

Curriculum

Please visit our website to view our curriculum maps and planned 'Thrive Experiences' including trips.

Diary Dates

A list of holiday dates, performances, class assemblies, trips and other term dates is sent home by e-mail each term. Alternatively check the website or pick up a copy from outside the office.

Dogs

Some children are frightened of dogs and they are not allowed on school premises. Therefore, please make sure when you tie your dog up, it is away from the gate entrance/exit and path near the West Gate. If using the East Gate, dogs should be brought no further than Mr Briggs' bungalow and the poetry garden fence should not be used to tie dogs up.

Please could you make sure that your child is not approaching or poking/stroking any dogs as they walk to and from school.

Early Finish

We break up at the end of the Autumn, Spring and Summer term earlier than usual. So when the Christmas, Easter and Summer holidays begin school finishes at the following times:

YR – 12.45pm

Y1 – 12.50pm

Y2 – 12.55pm

Y3 – Y6 – 1.00pm

For the half term holidays we break up at the usual finishing time.

Email

Email is the main means of communication between school and home. Therefore, please write your email address clearly on the contact details form and inform the school office of any change of address.

- Every Monday you will receive a 'Weekly Information' email, which will tell you what is happening that week for each year group.
- Every other Thursday a newsletter is sent home so you are up-to-date with all the latest news.
- In addition to this letters about trips and dates for diaries are also sent home via email.
- Missed a letter? Don't worry - pop into the office, or check the school website for another copy.
- Please don't unsubscribe from stamford-green@scopay.com as it is how you find out what's going on.

End of Day

Any change to non-emergency 'going home' arrangements for your children such as playdates or East/West Gate meeting points should ideally be written in the message books at the start of the day. If this is not possible then a call to the Office should be made by 12.45pm at the latest. This is so that class teachers can pick up the messages before the end of the day.

It is essential that you inform the class teacher if somebody else is to collect your child. We would respectfully ask adults not to take anybody else's child home, before the school has verified this arrangement with the parents.

Extra-Curricular Clubs

We run various school clubs, either at lunchtime or after school, which are very popular. A list of clubs can be found on the website and is emailed home termly. Internal Clubs are run by teachers and are free of charge but they do not take place on the first and last week of 'whole' term. External Clubs are run by outside companies/individuals and there is usually a charge.

Extra Homework Time in Y2 to Y6

If your child does not complete their homework tasks at home, they will be required to do so on Wednesday lunchtime for 15 minutes. It is important for us to help develop and grow good habits with regard to completing homework.

Fears and Worries

Talk to your child's class teacher as soon as possible. Small problems can become much larger in the minds of children if they are not helped. Please support us by reminding your child that they must talk to a member of staff if something makes them unhappy during the school day.

Fruit

All our YR and KS1 children are offered fruit daily to promote healthy eating. Please inform us of any fruit allergies.

Golden Books

For one week each term children complete all their activities and learning in their Golden Books. These are then sent home for you to see and write a positive comment in; the children love seeing your contributions. At the end of Y6 your child's Golden Books are presented to them in a special assembly.

Golden Run

Everyday each class will go outside to complete our golden run, which encourages a healthy lifestyle and improves fitness. The run is made up of a lap of some of the school grounds and is just over 500m. The aim of our golden run is to be able to complete three laps in under fifteen minutes by the end of Y6.

Goodbye

Please make your goodbyes as quick as you can. The vast majority of tears stop before you have even left the school gate! If children are really not settling into school we will work with individual families to resolve the issue. However, children look for their parent's reactions when anxious, and are more likely to be upset if you look unhappy yourself. A member of staff is on duty at the East and West Gates should anyone need some support when saying goodbye at these points.

Governors

School governors provide strategic leadership and accountability in schools.

Hair

Sensible haircuts and hair styles appropriate for a school environment with no hair dye or gel are required. Hair styles with patterns cut/shaved into them are not permitted. Girls and boys with long hair (shoulder length) need to tie it back and fringes should not obstruct vision. Plain hair bands, alic bands and clips should be used and where possible should be in school uniform colours (white, royal blue, grey or black). No scarves/bandanas flowers are permitted.

Headlice

Unfortunately these seem to be an occupational hazard for school age children and therefore parents must check hair regularly. Please let us know immediately if you find your child does have headlice so that other parents of the class can check their families.

Headteacher

Mrs Druce is always happy to see you, please make an appointment via the school office or feel free to have a chat when you see her around the school and by the gate before school.

Health

The school nurse and health team come into school at prescribed intervals. We will let you know that these routine visits are happening in advance.

Children who meet with minor incidents at school are helped by members of staff and if necessary, the facilities of the casualty department at the local hospital are used. If, after an accident at school, you decide that your child needs hospital treatment, please inform the office so they can take the appropriate follow-up action.

On admission to the school, it is essential that parents/carers supply an emergency contact telephone number at which they can always be contacted. It is important that this information is kept up-to-date so that children can be collected should they become ill during school hours.

Please inform us immediately of any known allergies or conditions for example asthma or anaphylaxis so that we can look after your child.

Health

We obviously have a number of bumps and scratches each day, some of which are more severe than others. The school comforts children with bumps and bruises with a cold compress. Cuts are cleaned with water and if necessary a plaster applied. We fully appreciate the importance of informing parents in order that you can monitor or treat your child further at home. Therefore, children are given a first aid sticker so that you know that they have been treated. We will of course phone you straight away if necessary.

Hire

Stamford Green Primary school has a number of facilities for clubs and individuals to hire including catering facilities. Facilities are for hire throughout the year for both evenings and weekends. Individual bookings for a one off event or block bookings are available and are accepted on receipt of a signed copy of the school's Terms and Conditions of hire and a copy of a Public Liability Insurance cover (if available). Payment for hire is made in advance, and normally requested by invoice.

Please note, school events will take priority over external bookings. However, where a booking coincides with school events, clubs/individuals will be given as much notice as possible, and we will endeavour to make alternative arrangements to minimize any inconvenience. Facilities available for hire include: Hall, Studio, All Weather Pitch, Playground, Field. Please complete our [Application for Use form](#) if you wish to request use of our facilities or contact the School Office on 01372 725383.

Homework

Please support your child's learning at home. More details will be given about what is required by your child's class teacher.

Homework Passport Values Buttons – Y2 to Y6

When completing your homework passport tasks each child will have to demonstrate some of our school values such as effort, resilience and making good choices. Each week, your child's teacher will reward you between 0 and 2 Homework Passport Values Buttons (HPVB) for effort and completion of the tasks set. For exceptional homework, an extra HPVB (gold in colour) may be awarded to a 'homework hero', giving an absolute maximum of 3 HPVB per week. In each class there will be up to 2 'homework heroes' per week. Your child can then exchange their HPVBs for a reward from HPVB shop.

House Points

Each child when they join Stamford Green is allocated one of our four houses to be a part of and earn house points for. The house names are Hookfield, Horton, Waterloo and Ashley if their house collects the most points in a week then their coloured flag flies at the front of school

Independence

Is key to a successful school career and one of our local curriculum drivers.

INSET Days

Children do not attend school on these days as staff are required to undertake five training days each school year. The Governing Body can use its discretion to grant more INSET days if they are required.

Insuring property

Neither the Governing Body nor Surrey LA can be held responsible for loss or damage to any person's property. Parents should ensure that their children take responsibility for their own property and that it is covered by their own insurance if necessary.

Jewellery

At Stamford Green it is the policy that no jewellery and/or make up (including nail varnish) must be worn by children during the school day. The only exception to this is where items have a significant cultural/religious significance or are worn for medical reasons.

Children may wear an analogue watch, when they are able to tell the time, but responsibility for its safekeeping belongs to them and the school will not be held responsible for any losses.

Children cannot participate in any form of PE activity with ear-rings in. Therefore new piercing should take place during the summer holiday, so that the holes have six weeks to heal. PE is a National Curriculum subject and therefore a legal requirement. Children should not miss the lessons unless absolutely necessary.

Lateness

We ask that all parents/carers are on time at the end of the school day to collect children. Please phone to let us know if you have been unavoidably delayed, so that we can reassure your child.

In order to ensure the safety of our pupils, any children who are not collected on time from the gate will wait in Mrs Druce, Miss Swann and Mrs Dray's office to be collected. Parents / carers will need to come to the school office to collect their children. This will allow us to ensure that all children are collected safely and to keep the office waiting area clear for visitors at this busy time in the school day. Any children not collected by 3.25pm will be taken to Sunset and a charge for an ad-hoc session will be made.

Lost Property

Every year we dispose of surprising quantities of unclaimed clothing, none of which carries a child's name. Please make sure that all of your child's belongings are clearly marked with their name. Garments labelled with pen need regular checking and re-application.

If your child has lost something, ask them to check their class letter box in the first instance and failing that ask the office to check the lost property boxes.

Lunches

Hot meals are available which must be ordered and paid for in advance. Payment is made online via Tucasi – you will receive payment instructions in September. Children in YR, Y1 and Y2 get their meals funded by the government. You also have the option of providing your child with a packed lunch; this must contain no sweets, nuts or peanut butter. In addition to this children are only allowed to have water in their lunch boxes. If they wish to use a cup and have water from the jugs on the tables they are more than welcome to. If you wish to change your lunchtime arrangements, please note that a period of 2 weeks' notice is usually required.

On one day each summer term, parents are invited to have lunch with their child at school.

Medicine

If your child needs to have some medicine whilst they are at school, parents should complete a form and hand the medicine in to the office. Please collect a form from the office or download it from the website. You will need to share the dosage, times, duration and any other information that we might need to care for your child.

Mobile Phones

Children should not bring mobile phones into school, unless they are needed because they walk to or from school alone. All mobile phones should be signed in and stored in the appropriate box upon arrival and collected at the end of the day. The school accepts no responsibility for loss or damage to phones brought in to school.

Morning break

Children may bring a piece of fresh fruit to eat at morning break if they wish, but may not bring anything else to eat at this time (this includes fruit bars and dried fruit treats).

The bringing to school of sweets and chocolate is not allowed and this includes birthday treats.

No Smoking

It is the policy of the school that NO SMOKING will be allowed anywhere within the school grounds. This includes school and PTA events too e.g. Sports Day/Summer Fun Day.

Non-uniform/Mufti Days

On occasions the PTA asks children to bring specific items for events in return for children not wearing uniform on that day. Please ensure that the clothes worn on these days are appropriate for a day at school i.e. no heels, open-toe shoes, strappy tops etc. Mufti days are sometimes also held to raise money for charity.

Organisation

You may hear the following terminology as the children move through the school:

EYFS (Early Years Foundation Stage) = YR /Reception

KS1 (Key Stage 1) = Year 1 and Year 2

KS2 (Key Stage 2) = Year 3, Year 4, Year 5 and Year 6

Phase 1 – YR and Y1

Phase 2 – Y2 and Y3

Phase 3 – Y4, Y5 and Y6

PTA

The PTA is always ready to welcome new members, so if you are interested in playing an active role, please feel free to come along to the meetings as everyone is welcome.

Online Payments

Tucasi is a secure online payment service that allows parents to make payments to Surrey County Council for school meals and to make payments to the school using their debit or credit cards.

Parents' Forum

These meetings are open to all parents and it is an opportunity to chat things through with Mrs Druce, who will bring ideas to be developed by the group. Notes from meetings can be found on the website.

Parent Helpers

Yes please! We very much want and need parents to become actively involved in school life. Over the years we have had help with: classroom activities, displays, book repairs, cooking with small groups, gardening, parties, educational visits etc. Parent help is always looked for at PTA events too.

Parents' Evenings/End of Year Reports

In the Autumn and Spring terms parents are invited to visit their children's classroom and for a meeting with their teacher. A written report is issued in the summer term but please feel free to discuss any issues at any time throughout the year.

Parking and Driving

Please can all parents using cars to bring and collect their child from school ensure they park legally and be considerate to our neighbours and pedestrians. The school car park is for staff use only.

We would be grateful if you joined in with the voluntary one way system, which is in operation at the start and end of the school day, in an attempt to minimise access difficulties around Christ Church Mount with cars.

To ease the congestion we would ask you to enter Christ Church Mount so that the school is on your left. Lower Hill Road and the rest of Christ Church Mount should then be used to exit. The system operates between 8.30am and 9.05am and between 2.55pm and 3.30pm.

If you do need to drive your child to school please consider parking a short distance from the school. This is a good way for them to start the day and has the added benefit of reducing traffic in the local roads around the school. Please do park safely and legally – even if you are running late. Please do not park illegally (this includes double and single yellow lines). Please do not park on our neighbours grass verges. Please do not park across driveways or road entrances thus blocking the way for other road users. Do follow the highway code and avoid stopping on white lines and yellow zig zags.

PE

PE is a National Curriculum subject and legal requirement. Children will not be allowed to miss these lessons unless absolutely necessary. Therefore please remember their PE kit for inside and outside lessons must be in school all week (usually sent home at half term for washing) and no jewellery please.

PEBS

This stands for Parents' Evening Booking System and a letter will be sent home so that you know how and when to use it to make an appointment to see your child's teacher.

Peripatetic Music Lessons

A range of specialist music teachers visit school each week to give instrumental lessons to children. Please contact the Office for more information.

Photography/Videoin

Photography in schools traditionally forms an enduring part of each family's record of their child's progress and a celebration of success and achievement. For safeguarding purposes and the safety of our children, Stamford Green does not give permission for any photos/videos taken at school events by parents/carers to be uploaded to the internet or used on Facebook or any other social networking sites. Photos/videos must remain for personal use only. Thank you for your cooperation.

Playground

Playtime is an important part of school life. It allows children time to exercise, socialise and be independent in their actions. The children will go out to play even if it is raining so please ensure they always have a coat in school.

Reading

We can't put enough emphasis on finding five minutes a day to share your child's book with them. This should be in addition to any books you read at bedtime/in the library etc.

Reading Volunteers

Reading Volunteers are people who come into school on a regular basis to help children learn to read. If you are interested in knowing more please contact the school office.

School Council/Eco Warriors/Behaviour Ambassadors/House Captains:

Each class (except Reception) elects representatives who meet collectively for their views about our school to be heard and improvements made.

School Hours

Gates open	8.40am
Registration	8.55am
Playtime	10.20 - 10.40am
Lunchtime	
YR	11.45 – 12.50pm
Y1 – Y2	12.00 – 12.50pm
Y3, Y4, Y5 and Y6	12.20 – 1.10pm
Home time	
YR	3.00pm
Y1	3.05pm

Y2	3.10pm
Y3, Y4, Y5 and Y6	3.15pm

The school is not a public footpath or right of way but we do understand that there may be some occasions where it would be helpful to walk from the East to the West Gate and vice versa. Therefore, we would respectfully ask all Parents/Carers wishing to do this to wait until 8.55am when all children will be in their classrooms and registers done before walking from one gate to the other. This is for safeguarding and the flow of pedestrian traffic purposes. There will be no access through the school buildings and the path must followed. Whilst this might seem overly fussy, keeping your children safe is of paramount importance.

Teachers will walk pupils from their year group out to the East and West Gate collection points. If you are picking up from the East Gate please stand back until your child's class comes out as this makes dismissing the children easier and quicker for all involved. If you are picking up from the West Gate please remain at the designated collection point until the teachers brings the children to you.

From 2.45pm until 3.30pm parents/carers will not be permitted to walk from East to West so please make sure your child knows which gate they are going home from. If emergency changes need to be made regarding collection arrangements on the day, please phone the Office by 12.45pm so that messages can be passed to the class teachers at lunchtime.

If you are picking up from an extra-curricular internal/external club and using the West Gate then please walk down the path to the East Gate from where clubs will be dismissed.

School Office

It helps the efficiency of the school office that any letters and payments are sent to school in named envelopes. These can be posted in the post box, which is located on the outside wall near the main entrance doors . The box is emptied regularly throughout the day.

SEND – Special Educational Needs

If you are concerned about your child's progress or think they may need some help please speak to your child's class teacher. If you suspect that our child may have a special educational need or disability please contact Mrs Dray (Deputy Headteacher – Inclusion). drayk@stamford-green.surrey.sch.uk

Sickness and Diarrhoea

To prevent spread of infection please keep your child off school for 48 hours after the last bout of sickness or diarrhoea and contact the school as per instructions under **Absence**.

Sun Protection

On advice from the Local Authority, it is recommended that in the summer, children should be covered before school with a sun block which lasts for at least 5 hours. This would be advisable on a daily basis. A suitable hat, to protect heads against the sun, is also advisable.

Swimming

Children in Year 5 attend swimming lessons for a term. They require a swimming costume or trunks and a towel in a waterproof bag. Children with long hair (past shoulder-length) should tie it up. Goggles may be used.

Toilet

The children are allowed to visit the toilet as detailed below but all the staff will act to meet the children's needs and if there are any medical concerns please do let us know.

- YR – Can go at anytime.
- Y1 and Y2 – Working towards going at just break and lunchtime.
- Y3, Y4, Y5 and Y6 – Can go at break and lunchtime.

Trust Fund

Our Trust Fund is an important stream of fundraising for our school, working to enhance our children's school experience. Parents are invited to make a regular contribution or donate via Tucasi to the Trust Fund. As a registered charity we can make your gifts go even further through Gift Aid.

Some of the projects our Trust Fund has made possible include:

- Professional stage lighting and sound systems making school productions even more special
- Attractive and accessible library furniture so that the children can enjoy the books now and in the future
- A dedicated ball games area so the children can have fun at playtimes
- 60 iPads providing the most current technology to facilitate our children's learning
- A substantial all weather pitch, which is used at playtimes and also for PE throughout the year to improve opportunities for sport and play in school.

Uniform

We have a school uniform and expect all children to wear it. Details of our uniform and where to order it are available from on the school website.

Please remember to send your child in appropriate footwear. No open-toe sandals, jelly shoes, crocs or heels and please no laces before your child can tie them independently.

Coats in school every day for playtimes and all items clearly named please.

Values

As a school, the pupils parents, staff and governors worked together to decide on twenty two values that would become a part of school life. From assemblies and lessons to everyday actions and vocabulary, everyone uses our school values.

Water

The children need to bring a bottle of water to school to drink during the day, including lesson times as this aids concentration. Where possible, bottles should have a 'sports cap' in order to prevent spillages in the classroom.

It is essential that only plain water is brought in for this purpose. Other drinks, including flavoured waters, are not permitted.

YR and KS1 children can fill their water bottles up at any time.

KS2 can fill their bottles up at break and lunch times. During hot weather teachers will make sure they are filled up at other times too.

Website

Do take a look at the school's website for useful information and where you will find school news and events, curriculum information, who is who, PTA news and much more:

<http://www.stamford-green.surrey.sch.uk>

Wet Weather at playtime

If the rain is torrential then children stay in their classrooms instead of going outside to play. Some children enjoy drawing whilst others prefer to watch a film. We aim to give the children some fresh air as soon as the rain eases.

Year Group Welcome Meetings

In July for Y1 to Y6 and September for YR, the teachers in your child's year group hold a meeting to discuss expectations for the year group, what the children are learning, and how you can help at home.

You...

Are the most important people in your child's life and they will want you to take an active interest in their school life. You know them best and we want to work with you, in partnership, to ensure they receive the highest level of educational value whilst they are with us. Please keep us informed of any issues, however small, which may affect your child in school. We can only help if we know!