



Stamford Green
Primary School and Nursery



Our A - Z Guide To School Life

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

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

Headteacher: Mrs Louise Druce

Stamford Green Primary School and Nursery
Christ Church Mount
Epsom
KT19 8LU
Tel: 01372 725383

www.stamford-green.surrey.sch.uk

Home/School Agreement – March 2024

Safeguarding Statement

This statement should be read in conjunction with the School's Safeguarding Policy; a copy of which is available from the school office or school website.

Stamford Green Primary School and Nursery is committed to safeguarding and promoting the welfare of our children and expects all staff and visitors to share this commitment.

If you have a concern that a child is being maltreated you have a duty to report this to the School's Designated Safeguarding Lead (DSL).

Designated Safeguarding Leads (DSL) for Stamford Green Primary School are:



Kathryn Dray (DSL)

dsl@stamford-green.surrey.sch.uk



Louise Druce (DSL)

dsl@stamford-green.surrey.sch.uk



Vicky Swann (DSL)

dsl@stamford-green.surrey.sch.uk

Whistle Blowing

- If you are unsatisfied with how a concern has been dealt with you can talk to the Contact Centre: 0300 2001006.
- If the allegation made to a member of staff concerns the Headteacher, they will immediately inform the Chair of Governors:



Mrs Rebecca Jennings

jenningsr@stamford-green.surrey.sch.uk

Our Single Central Record Manager is
Mrs Jo Lee

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Getting the most out of school

Working together to ensure every school day counts!

Family Routines	Spending Time Together
<p>Children need structure to feel safe and secure so routine is the key to success:</p> <ul style="list-style-type: none"> • Regular time for going to bed and getting up • Meal times (a healthy breakfast sets you up for the day) • Agree rules for behaviour and stick to them • Self-regulation of your emotions/behaviour is key to relationships, well-being and overall success in life 	<p>Children enjoy spending time with their family. Ensure you set time aside away from the TV and electronic devices for:</p> <ul style="list-style-type: none"> • Sharing books, jigsaws and games as a family • Talking about the world around you • Practising essential life skills such as using a knife and fork, zips, laces • Encouraging physical activity – park or leisure centre • Lots of love, hugs and praise
Talking and Listening	Getting Enough Sleep
<p>Talking and listening are important for your child to develop.</p> <ul style="list-style-type: none"> • Talk to your child about their day and tell them about yours – turn off distractions • Don't interrupt – give your child time to speak and value what they say • Even as they get older, keep communication and talking open • Speak clearly, model correct language and speak in full sentences 	<p>A good night's rest will help your child feel happy all day long.</p> <ul style="list-style-type: none"> • Sleep deprivation is one of the biggest facts that contributes to lack of concentration and can be a barrier to learning • Under-fives need up to 15 hours of sleep, primary aged children, about 10 hours • Earlier bedtimes help children to concentrate • Children need sleep to develop both physically and mentally
Being Prepared	Adults and Families
<p>Children build on experiences from home. Help them to become independent with:</p> <ul style="list-style-type: none"> • Personal hygiene; starting with using the toilet independently • Dressing and undressing • Recognise their name to make finding belongings easier • Tidy away when they have finished • Take turns and share • Organise their personal school belongings at the start and end of the day without needing to be reminded 	<p>Children love to see their adults getting actively involved in the life of the school.</p> <ul style="list-style-type: none"> • Attend meetings for parents/carers • Support your child with their reading and home learning • Become involved in school life through the PTA • Keep relaxed and let your child enjoy school...this may be your first time, but it's not the school's first time to welcome children

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 filling in the Google [Form](#) on the school website by 8.00am. Please include the reason for absence including symptoms, if ill, or appointment details. Parents/carers should inform the school immediately in all cases of infectious diseases. It can be tricky deciding whether or not to keep your child off school or nursery when they're unwell. This [link](#) helps you to decide. Children with diarrhoea or vomiting should stay away from school until they have not been sick or had diarrhoea for at least two days (48 hours).

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 Friday's celebration assembly, which they wear for the week. This should be returned to the office, on Thursday morning please. We will wash them before they are reissued.

After School Club – Sunset

The school offers an after school club that provides child care and 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/carers to avoid taking their children out of school for holidays. This is very detrimental to their education and can be unsettling socially. In line with the DfE, absence during term time will only be authorised in exceptional circumstances 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 email and they will need to be collected by an adult. Please be aware that medical appointments within the school day are counted as an absence and every endeavour should be made for these to be outside the school day.

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.

Bikes and Scooters

We are happy for children to ride their bikes and scooters to school. Please note that children and parents/carers should not be riding bikes and scooters on school premises so everyone should dismount by the Caretaker's bungalow or the West Gate. Parents/carers are welcome to leave them in the racks during the day. However, the school cannot be held responsible for any loss or damage.

Birthdays

We know that birthdays are very special and teachers all have their own ways of celebrating in class. However, we do ask that you do not send in any presents of any kind for your child to share in class and this includes cakes, sweets and chocolate. Please keep these gifts for the out of school celebrations. Please also note that Christmas cards should not contain sweets or chocolate.

Book Fair

Once each term a book fair company visits the school. You are welcome to come 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 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.

Celebration Assembly

We take the opportunity to celebrate the children's successes at assemblies on Fridays. 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. In addition to this, staff nominate children to receive either Buckingham Bear or Stamford Bear for demonstrating our school values. For more information about Collective Worship please read our [policy](#).

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. However, we do not have any funds to provide activities free of charge, although they are a very desirable part of the curriculum. We therefore ask for parents/carers' 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. For more information, read our [policy](#).

Christ Church

The children in Y5 and Y6 celebrate Christmas with a Carol Service at the Church and their family is most welcome to attend. As part of our Opportunities and Thrive Experiences, YR visit Christ Church to learn about Christian celebrations.

Class Assemblies and Audience Etiquette

Each year the children in every class perform for their parents/carers as a class. In Y6 the assembly takes place at the end of the school year. Parents/carers are welcome to attend as are pre-school children. This is on the understanding that if they cry or become noisy you leave the hall so that the children performing can be heard. Adults should also refrain from using their mobile phones during performances.

Class Changes

In July each year, you and your child will find out who their class teacher for September will be. Usually at the end of Y1 and Y3 the classes in a year group are mixed to benefit the children educationally and socially. We will take into consideration existing connections and potential new ones. We will also consider, year on year, if any other circumstances require us to mix a year group outside of the end of Y1 and Y3 arrangements.

Class Open Time

Once each term parents/carers are invited to drop into school to look at their child's work between 8.35am and 8.50am. 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.

Class PTA Parent Representatives

Each class has a volunteer parent rep that is linked to the PTA and helps to organise rotas at the Christmas Fair and other events, as well as socials. At a PTA class reps coffee morning one of the discussion areas was WhatsApp and how all the message can be overwhelming for parents/carers. Therefore, it was suggested and agreed that the class WhatsApp group should be kept to looking for lost items and quick reminders e.g. It's a mufli day today as PTA Events will be used to share information. (Make sure you tick the box to link yourself to your child's class). Party invites and private business advertising should not happen via class WhatsApp groups and any school issues or problems should

be discussed directly with your Class Teacher or member of the Leadership Team to allow us to help. Click [here](#) to read our Acceptable Use guide. The Class reps all agreed that there was no need to send a message to say thank you as this can add to the original message getting lost!

Class Teacher

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

- Just a 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 non urgent note to the teacher.
- Email the school: parents@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 [compendiums](#) and 'Opportunities and Thrive Experiences' [information](#). Annual year group meetings as well as our Weekly Information email will keep you informed about your child's learning.

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 in the letter rack.

Digital Devices/Trackers

Please note that children are not permitted to bring any electronic gadgets on the trip. This includes mobile phones, trackers, tablets or smart watches. We would appreciate your support in enforcing this. Any devices that are brought on to the trip will be confiscated and handed back to adults when we arrive back at school.

Dogs

At Stamford Green, we have two therapy dogs Bella and Max, and one therapy dog in training, Coco, who visit each week and work with our children. They have been assessed to have calm personalities through Pets as Therapy UK.

Other dogs are not allowed on school premises. If you do decide to bring your dog on the school run, they must remain outside the school premises and should not be left unattended at any time. This may mean that you choose to leave your dog at home. Alternatively, you could arrange for another parent to collect your KS1, YR and Nursery child from the teacher whilst you remain with your dog.

At the request of parents/carers who have dogs, 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 times listed on Dates for Diaries.

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.
- Approximately once a month 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/carers. All children up to the start of Year 6 must be dropped off and collected by an adult (of at least 16 years old).

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. Internal Clubs are run by teachers and are free of charge and run for 4 weeks of each half 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. Please see our [Homework Policy](#) for more information.

Fears and Worries

Please 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 and Milk

All our YN, YR and KS1 children are offered fruit daily to promote healthy eating. Please inform us of any fruit allergies. Children in KS2 may bring a piece of fruit (but no other alternatives) for morning break. Children in YR, Y1 and Y2 can also bring in a piece of fruit from home for an additional snack. In Nursery, milk is provided for the children daily.

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

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. For more information, please see our [PSHE](#) curriculum compendium.

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/carer's reactions when anxious, and are more likely to be upset if you look unhappy yourself. Members of staff are 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/carers must check hair regularly. Please let us know immediately if you find your child does have headlice so that other parents/carers 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. Alternatively, the school's Assistant Headteachers, Deputy Headteachers and Year Group Leader of Learning will also be happy to help you too. Please see the staff list on the website.

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/carers 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. Parents/carers are called for any children in YN or YR that receive first aid during the school day. For more information read our First aid supporting pupils with medical conditions and children with health needs who cannot attend school [policy](#).

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 several emergency contact telephone numbers at which they, or a family member/friend, 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 and write a Health Care Plan with you.

The school nurse and health team come into school at prescribed intervals in YR and Y6. We will let you know that these routine visits are happening in advance.

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 minimise 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 Values Buttons – Y2 to Y6

Each week, your child's teacher will reward your child between 0 and 2 Homework Values Buttons (HVBs) for effort and completion of the tasks set. For exceptional homework, an extra HVB (gold in colour) may be awarded to a 'homework hero', giving an absolute maximum of 3 HVBs per week. In each class there will be up to 2 'homework heroes' per week. Your child can then exchange their HVBs for a reward from the HVB shop.

House Points

When your child joins Stamford Green they are 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

Independence is key to a successful school career so we will work with parents/carers to help each child achieve this.

INSET Days

Children do not attend school on these days as staff are required to undertake five training days each school year.

Insuring Property

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

I've always wondered parent/carer meetings

These meetings are open to all parents/carers and it is an opportunity to chat things through or ask questions, with Mrs Druce and your Year Group Leader of Learning. Please see Dates for Diaries to find out when these meetings will take place.

Jewellery

At Stamford Green it is the policy that no jewellery, except plain stud earrings, nor 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. To clarify, the watch should not have any camera internet facility, fitness tracking or tracking facility etc. Responsibility for the safekeeping of any item belongs to the child/family and the school will not be held responsible for any losses or damage.

The wearing of earrings and other body piercings such as tongue studs or belly button jewellery is prohibited in all PE lessons. 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. Staff are unable to help children remove earrings so they should be able to remove them for PE by themselves or come to school without them in on PE days.

Lateness

We ask that all parents/carers are on time at the start and end of the school day. Please phone to let us know if you have been unavoidably delayed, at the end of the day, 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 the school office. 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. Any children not collected by 3.30pm will be taken to Sunset and a charge for an ad-hoc session will be made.

Local Visits

During your child's schooling at Stamford Green there will be opportunities to go out of school into our local area. This may include:

- Class groups walking around Court Recreation Park
- Visiting Christ Church, ASK in Epsom etc.

We need your authority to take your child off the school premises for these local visits. For trips further afield you will be issued with specific information about the trip.

This permission will only be requested once during your child's time at Stamford Green. It is the responsibility of the parents/carers to inform the school if your decision changes at any time.

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 box in the first instance and failing that ask the office to check the lost property boxes.

Lunchtime

Accent provide our school lunches, which are freshly cooked on site each day. Please click [here](#) to see the current menu.

Children in YR to Y2 have their school lunches funded by the government (universal infant free school meals).

Lunches

Lunches must be ordered and paid for in advance. Payment is made online via Accent Catering's app. 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 water bottles. If they wish to use a cup and have water from the jugs on the tables they are more than welcome to.

Medicine

If your child needs to have some medicine whilst they are at school, parents/carers should complete the Google [Form](#) on the school website and hand the medicine in to the office. 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 in Year 6 only because they walk to or from school alone. All mobile phones should be named, turned off, 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. Children are not permitted to use their phones until they leave the school premises. If it is found that videos/photos or equivalent have been taken on school premises then this will be treated as a serious breach of the School's Behaviour Policy and will be dealt with accordingly.

Morning break

Children may bring a piece of fresh fruit or veg 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).

Names

As a school we are required to use a child's full legal name on a variety of returns to the Department for Education, for example, the admission register and test results. Once your child is at secondary school, their full legal name will be used for examinations entries and it is important that they are familiar with this name being used in school. We will therefore record your child's full legal name in our management information system (MIS) and to avoid confusion, we will always use your child's full legal name on printed materials. Should your child have a different preferred first name, this will be recorded in our MIS and staff will wherever possible, use the preferred name when verbally addressing children.

National Assessments

Reception: children undertake a baseline assessment and at the end of the year are assessed against the Early Learning Goals.

Year 1: children undertake the statutory Phonics Screening Check (PSC). Any child who does not meet the expected standard is retested in Year 2.

Year 2: children undertake the optional National Curriculum Tests. The Class Teacher uses the results to these tests, along with what they see in class, to make an end of Key Stage assessment. Any child who did not meet the expected standard in Year 1 Phonics Screening Check retakes this assessment in Year 2.

Year 4: children take the national Multiplication Tables Check (MTC). The purpose of the check is to determine whether pupils can fluently recall their times tables up to 12, which is essential for future success in mathematics. It also helps to identify children who may need additional support.

Year 6: The Key Stage 2 tests are taken on set dates. Children are assessed in English reading, English grammar, punctuation and spelling and mathematics. As there is no test for English writing; this is reported as a teacher assessment judgement. You will also receive separate overall teacher assessment judgements for English reading, mathematics and science.

No Smoking/Vaping

It is the policy of the school that no smoking or vaping will be allowed anywhere within the school grounds. This includes school and PTA events too e.g. Sports Afternoons/Colour Run.

Non-uniform Days

Please ensure that the school uniform rules regarding hair and jewellery are followed on non-uniform days. On occasions the PTA asks children to bring specific items for events in return for children not wearing uniform on that day. In addition to this, children can exchange their Homework HVB's for a non-uniform day. Please ensure that the clothes worn on these days are appropriate and practical for a day at school i.e. no heels, open-toe shoes, thin strappy tops etc. Non-uniform days are sometimes

also held to raise money for charity. If you are experiencing financial hardship, please participate without donating.

Online Payments

SCOPay is a secure online payment service that allows parents/carers to make payments for Opportunities and Thrive Experiences using their debit or credit cards.

Online Safety

The internet has changed all of our lives, particularly our children's. As a family it is important to have a common understanding of what is and what isn't appropriate behavior online. At Stamford Green, we support families to develop an Online Safety Family Agreement, where collectively, family rules are agreed. It is important that emphasis is not simply placed on the child to make good or bad decisions – all family members should sign up to these values. For ideas and support on how to keep your child safe please go to the designated pages on our [website](#) or <https://www.thinkuknow.co.uk>

Organisation

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

EYFS (Early Years Foundation Stage) = Nursery/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 – YN, YR and Y1

Phase 2 – Y2 and Y3

Phase 3 – Y4, Y5 and Y6

Other Teachers

There are eight reasons why your child might have been taught by someone other than their class teacher: They are ill; they are absent for a reason listed in our Special Leave Policy; they are having their statutory planning preparation and assessment (PPA) or early career teacher (ECT) release; they are on a school trip with another year group or risk assessing a trip that is due to happen; they have leadership duties to carry out; they are taking part in continual professional development (training) or they are taking part in school improvement projects.

To ensure your child's learning still continues as usual, we have a team of specialists, that are known members of staff to cover class teachers when they cannot be with their class. Many of you will be familiar with their names and what they do:

- Mrs Cater - Teaches Spanish from Y1 to Y6
- Mrs Rutherford – Teaches music across the school
- Miss Daniels, Mrs James, Mrs Kellett and Mrs Howe are our team of Higher Level Teaching Assistants (HLTAs) and they can be found teaching across the school.

Sometimes we have exceptional weeks and extra cover is needed. In these situations, we may have to use a supernumerary or supply teacher and the other teachers in the year group work with the supply teacher to ensure that it is business as usual.

If we know a teacher is going to be absent for more than a few days then we will let you know via the Weekly Information but there just isn't the capacity to be sending messages home for very short term absences.

Parent Helpers

Yes please! We very much want and need parents/carers 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.

Parent/Carer and Teacher Consultations (PCTCs) and End of Year Reports

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

Parking and Driving

Please can all parents/carers 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. In some exceptional circumstances, for example, for blue badge holders, permission may be granted to use the staff car park. If you would like to apply for such permission please contact Mrs Druce. If permission is granted, cars must not enter or leave the car park between 8.30am and 8.45am or 3.05pm and 3.25pm as the entrance is very busy with children entering and leaving school at these times. Therefore, if you are granted permission to use the staff car park for dropping off or collecting children you must arrive early and may need to wait to avoid these times.

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 8.25am 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.

Parking Etiquette

Do park safely and legally – even if you are running late.

Do follow the Highway Code and avoid stopping on white lines and yellow school zig zags.

Do not park illegally (this includes double and single yellow lines).

Do not park on our neighbours' grass verges.

Do not park across driveways or road entrances thus blocking them for other road users.

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 (PE kits are sent home on a Friday for washing) and no jewellery please.

Peripatetic Music Lessons

A range of specialist music teachers visit school each week to give instrumental lessons to children. Please look at the school [website](#) for more information.

Photography/Videoing

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 WhatsApp, Facebook or any other social networking sites. Photos/videos must remain for personal use only. Parents/carers should not assume that staff give their consent to be photographed/filmed, please be courteous and ask for their permission. 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 waterproof coat with a hood in school.

Protected Characteristics

All forms of prejudice-motivated harassment or bullying will be taken seriously and dealt with equally and firmly. The use of offensive language, by anyone either on Stamford Green's site or connected to our school will never be left unchallenged or dismissed as 'banter' or 'horseplay'; doing so may lead to reluctance on the victim/s to report other behavior.

Our commitment to early intervention will ensure everyone involved in our school adheres to clear expectations of the behavior that is and isn't acceptable and help stop negative behaviours being accepted and therefore potentially escalating.

PTA

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

Pupil Information Form

Parents/carers are expected to keep the school fully up to date with any changes required to their child's Pupil Information. All changes must be provided via email.

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 Books in Zipped Wallets: YR and Y1

Please ensure that the zipped wallet lives in your child's book bag and comes back in to school each day. New books will be handed out to the children each week:

- **A 'Last and past' Storybook:** which contains sounds and words the children know. This is the storybook they have just read in their lessons at school. Please don't worry that books are too easy. Children enjoy re-reading stories they know well and they should read this one with ease. Their speed and understanding improves on every read – this is their chance to be the expert! Read, Write, Inc. teaches children to use a 'Storyteller's voice' when they know the story well and your child may read this a few times during the week.
- **A Book Bag Book:** matched to the storybooks children read in school and used for extra practice. They include many of the same reading activities that we use in class and include parent guidance – you'll also notice that this book contains many of the same words as the 'last and past' book. They should read this on more than one day to develop their fluency.
- **A Non-fiction book** or another Read, Write, Inc Storybook: matched exactly to the sounds and words your child knows well.
- **Book Band books** – additional stories to read at home to ensure that your child has a varied reading diet. Please note that the book band colours are not the same as the Read, Write, Inc. colours. Your child's teacher will ensure that each individual child has the correct book band level for them, These will offer more challenge since they aren't as highly tailored to the sounds and words that have been covered so far, but they offer a 'bridge' between the structure of Read, Write, Inc. and 'real' storybooks where any word could appear!

- **A Library book** to share with you: read these stories or factual books to them or encourage them to retell the story by looking at the pictures. They are not expected to read the story themselves. This book will be changed on your child's class library day.

Reading Volunteers

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

School Council/Eco Warriors/Behaviour Ambassadors/Y6 Pupil Leaders:

Each class (except Nursery and Reception) elect representatives who meet collectively for their views about our school to be heard and then help to make improvements.

School Hours

Please see our [website](#) for more information.

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.

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 Lower West Gate from where clubs will be dismissed. If you are late to pick up your child they will remain with the class teacher and walk to the second dismissal point before returning to the office or Lower West Gate.

Morning

	Gate Open	Gate Closed	Registration
East Gate	8.35am	8.40am	8.45am
Lower West Gate	8.35am	8.40am	8.45am
South Gate (for YN only)	8.40am	8.45am	8.50am

Afternoon

	East Gate	West Gate
YR	3.10pm	3.15pm

	First Dismissal – 3.15pm	Second Dismissal – 3.20pm
Y1	East Gate	Lower West Gate
Y2	West Gate Path (Dismissed from the all weather pitch gate)	East Gate
Y3	Lower West Gate	East Gate
Y4	East Gate	Lower West Gate
Y5	Office doors (Near the East Gate)	West Gate Path (Dismissed from the all weather pitch gate)
Y6	Lower West Gate	South Gate (Nursery gate leading round the front of the school building to the East Gate)

School Office

The school office is open from 8.00am to 4.30pm. The telephone number is 01372 725383 or email parents@stamford-green.surrey.sch.uk

SEND – Special Educational Needs/Disabilities

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 your child may have a special educational need or disability please contact our SENDCO, Mrs Dray (Deputy Headteacher – Inclusion) via email. parents@stamford-green.surrey.sch.uk

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. A suitable hat, to protect heads against the sun, is also advisable.

Swimming

Children in Year 5 attend a course of swimming lessons. They require a swimming costume or trunks and a towel in a waterproof bag. Children with long hair (past shoulder-length) should wear a swimming hat. Goggles may be used.

Toilet access for parents/carers

If you or your children need to use the toilets at school before or after the end of the school day, please make sure you come in to school via the office. Pre-school children or adults may use the staff toilets in an emergency. Stamford Green pupils are not allowed in the staff toilets so must be let through to use the children's toilets, or wait on the golden sofas next to the office if they are waiting for other family members.

Toilet use for children

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/carers 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.
- iPads, laptops and Chromebooks, providing the most current technology to facilitate our children's learning
- A substantial contribution to the 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 on the school [website](#). Our uniform supplier is [Schoolwear Inc.](#)

Please remember to send your child in appropriate footwear. No open toed sandals, jelly shoes, crocs or heels and please do not provide lace up shoes before your child can tie them independently. If

children come to school wearing trainers for any reason, other than for a medical reason, they will be required to change into school plimsols for the day.

Waterproof coats with a hood, should be in school every day for playtimes with all items clearly named. No tracking devices should be placed on your child or their belongings whilst they are in the care of Stamford Green.

Umbrellas are not permitted at school.

Values

As a school, the pupils, parents/carers, 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 is expected to use our school values.

Walking to and from school alone for Y6

There is no law regarding what age children may travel to and from school unsupervised; as always our primary concern is to ensure the safety and wellbeing of our children. We require all children up to the start of Year 6 to be dropped off and collected by a responsible person who is at least 16 years old. If you decide that your child in Year 6 is able to arrive at school or leave school unsupervised at the end of the school day, then please complete the Google [Form](#) on the school website. This will include if you intend to meet your child beyond the East and Lower West Gate.

Please note, by completing the form you are agreeing that the school is not responsible for your child's actions or whereabouts once they have been dismissed by a member of staff.

For dismissal after External/Internal Clubs and Sunset, children will need to be collected by a Parent/Carer. For children in Y6, there are sometimes separate arrangements for after school activities and written/digital permission will always be sought in advance.

Water

The children need to bring a bottle of water to school to drink during the day. Bottles should be plastic and have a 'sports cap' in order to prevent spillages in the classroom. Please check our school uniform policy on the school website for more information.

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's who, PTA news and much more. We will always provide printed copies of information if requested via the School Office.

West Gate Access

Managing the access to our large school site and keeping all the children safe is our top priority. To keep all the children at school safe, the West Gate will not be opened during the school day between 9.00am and 3.00pm unless by prior arrangement when a member of staff will be present at the West Gate. Please note the following points:

- If you are late for school, need to collect a child for any reason or need to deliver something to school, please access the school office via Christ Church Mount (East Gate). Unfortunately, we do not have the capacity for staff to meet individual families at the

West Gate.

- For events such as assemblies, performances and workshops during the school day, a member of staff will open the West Gate for families to enter at the start and leave at the end of the event. If you are late or need to leave early, you will need to access the school grounds via Christ Church Mount (East Gate).
- For internal school run club collections, access is permitted via the West Gate but only during office hours until 4.30pm (you must exit the grounds by 4.30pm). Please wait at the Lower West Gate and your children will be brought to you.
- For external club collections, please check with the club whether they are able to facilitate West Gate collections.

Nursery:

- Early collections (2.40pm daily and 11.40am on Wednesdays). The children will be dismissed from the top West Gate - please wait outside the school grounds.
- Wednesday afternoon drop off - A member of staff will be on duty to open the top West Gate. Please then walk your child to the Lower West Gate to meet the Nursery team and drop them off.

Please remember that the school must not be used as a cut through and access from East to West Gate or vice versa is not permitted.

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 play a board game or watch a film. We aim to give the children some fresh air as soon as the rain eases.

Year Group Welcome Meetings

Meetings take place in July for Y1 to Y6 and June and September for our new YR children. 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.