



# **Claygate Primary School Handbook**

# **We are delighted to welcome you to Claygate Primary School.**



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**Visit our website for our Privacy Notice, up to date news about CPS and your child's year group, policies and other useful information including our school calendar, term dates and INSET days.**

The school website is: [www.claygate.surrey.sch.uk](http://www.claygate.surrey.sch.uk)

The school email address is: [office@claygate.surrey.sch.uk](mailto:office@claygate.surrey.sch.uk)

The school telephone number is: 01372 465 348

Please read this handbook carefully and keep it for future reference.

## **CPS Motto**

***Together We Grow***

## **Vision**

***Our vision is to develop well-rounded, confident and responsible individuals who aspire to achieve their full potential. We will do this by providing a welcoming, happy, safe, and supportive learning environment in which everyone is equal and all achievements are celebrated.***

## **Aims**

To realise our vision, Claygate Primary School will provide an inclusive, safe environment and a rich inspiring and fluid curriculum which:

- Teaches the knowledge and skills that enable the children to be confident, successful learners particularly in reading, writing and mathematics.
- Teaches children to be creative thinkers: who use reasoning and are imaginative, curious, observant, investigative, co-operative, adventurous and determined.
- Facilitates opportunities for children to become effective communicators through speaking, listening, writing, debating, negotiating and computing.
- Teaches the children computing skills so that every child has the ability to safely use technology to learn and adapt in their ever changing world.
- Teaches children to recognise their own and others' strengths and consequently take ownership and responsibility for their own learning through becoming resilient, resourceful and reflective valuing reciprocity.
- Teaches children to be emotionally literate by promoting core values of respect, responsibility, honesty, patience and kindness which will enable them to be good citizens who are able to deal with all life's challenges and make educated choices for their own health, safety and well-being.
- Promote partnership with the community that respects diversity and where children become active and caring members of the wider community.

**Safeguarding:** Claygate Primary School is committed to safeguarding and takes its responsibilities for the welfare of all children seriously. We expect all staff and volunteers to share this commitment. Mrs Ali, Mrs Cunniffe and Mrs Cunningham are the named Designated Safeguarding Leads for Claygate Primary School.

The staff and Governing Body take seriously their responsibilities to safeguard and promote the welfare of children, and to work together with other agencies to identify, assess and support those children who are suffering harm.

All staff participate in a wide range of training in child protection awareness, to ensure that they are able to identify issues and know how to respond. Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that any concerns about pupils are discussed with parents first, unless we have reason to believe that such a move would be contrary to the pupil's welfare.

Please see the school's Child Protection Policy for more information. (Safeguarding policy)

This spells SCARRF for easy recall and runs alongside our British Values: **tolerance of those of different beliefs and faiths, mutual respect, the rule of law and individual liberty.**

**Behaviour:** We have high standards for behaviour with a focus on positive behaviour reinforcement and expect all pupils to behave in a positive and responsible manner, not just in school but also in the wider community.

## Values

Our values were chosen by the School Council, in consultation with their peers. We use the Jammie Dodger biscuit as a simple symbol to represent our values.

- 🍪 Safe and healthy
- 🍪 Courageous
- 🍪 Achievers
- 🍪 Respectful
- 🍪 Responsible
- 🍪 Friendly

We expect children to be polite and courteous to each other, to adults in the school and to visitors and we promote an ethos in which children look after and respect each other. The school values self-discipline and we encourage children to think carefully about the consequences of their actions.

## Restorative Justice

We use a Restorative Approach to behaviour and learning.

The reality is that some children may experience difficulty with their behaviour at some point. For the vast majority, this will be temporary and is likely to involve difficulties with friendship groups, or adjusting to new situations at home or in school. For others, difficulties may be ongoing and require further support. We recognise that all behaviour is a form of communication and our job, working with parents, is to not only minimise any impact of that behaviour on others, but also to work towards a resolution and, where possible, understand the cause. Again, in the majority of cases this will be achieved through our Behaviour Policy.

A Restorative Approach brings those harmed by conflict, and those responsible for the harm, into communication enabling everyone affected by a particular incident to play a part in repairing the harm and finding a positive way forward.

Restorative Approaches are based on the following:

- ◆ Respect - for everyone by listening to other opinions
- ◆ Responsibility - taking responsibility for your own actions
- ◆ Repair - develop skills within our school community so children and adults have the resources to identify solutions that repair wrong doings and make sure behaviours are not repeated
- ◆ Re-integration - working through a structured, supportive process that aims to solve the problem

We have a clear and structured system for dealing with misbehaviour if it occurs. Children will be reminded about what is expected, and there will be consequences if behaviour does not improve. This may involve sanctions such as missing playtimes, being seen by senior staff, and in some cases parents being asked to come into school to discuss the situation with the Head Teacher, SENCO and / or class teacher.

**Bullying:** Bullying in any form is unacceptable and is dealt with in line with the school's Behaviour Policy. Parents, carers and children can feel confident that incidents of bullying will be dealt with promptly and fairly. All cultures and backgrounds are treated with equal respect. Persistent bullying is very rare; however, children can find themselves in situations where, sometimes with others, they behave badly towards others and are not always aware of the consequences of their actions. For this reason, we avoid and discourage the use of the word 'bully', as that can easily become a label which gets stuck with a child. We do not, however, shy away from using the word 'bullying' to describe behaviour: this is a very powerful word that sends a clear message about unacceptable behaviour.

If you have any concerns please see a member of staff immediately. We remind children regularly of their right to be treated kindly and fairly by others, and we encourage them to speak out and find an adult if anyone is behaving towards them in a way they don't like. In practice – especially if this is an ongoing situation – children may be reluctant to speak to someone in school or may be unsure what to do. Therefore, do not hesitate to raise any potential issues with staff.

# A Love of Learning!

## Creative Curriculum

We teach our children how to learn through raising awareness of the learning process, encouraging them to evaluate their attitudes, strengths and areas for development. We want our children to become self-reliant, independent learners.

Our creative curriculum is designed to be broad and balanced, challenging and stimulating with opportunities to promote excellent social relationships. Purposeful cross-curricular links encourage children to apply skills, knowledge and understanding between areas of learning. Carefully planned themes and exciting topics help bring the children's learning to life and give it purpose too! Staff work collaboratively to ensure continuity and progression. Children are actively encouraged to pursue their own ideas e.g. utilising technology to develop skills and become independent learners.

Above all we consider Reading, Writing and Maths to be of prime importance. We need to be able to communicate effectively through the written and spoken word in school, at home and in the wider world. We value opportunities for talk in all areas of learning as this reinforces thought processes, writing strategies and develops a substantive vocabulary. Mathematics plays an important part in our lives and we aim to prepare children for future economic well-being. Our maths curriculum is based on White Rose Mathematics, with the aim to develop a culture of deep understanding, confidence and competence – a culture that produces strong, secure learning and real progress. You may see children wearing Published Author and Marvellous Mathematicians lanyards around school - children's achievements are recognised and shared with the community; creating a sense of purpose and value to our learning!

**Performing Arts** We know that drama, dance and music develop high self-esteem and confidence in our children. They develop the creative side of their personality and improve their interpersonal skills. We are very fortunate to have a well-stocked music studio and our own Music and Drama Teacher.

**Artsmark:** This is an award scheme administered by the Arts Council which acknowledges high quality provision in art, music, dance, drama and creative writing. We currently have held the highest form of the Award, Artsmark Gold, since 2016!



## Sports



We offer an excellent range of sporting activities both in the curriculum and out of school hours. Children learn teamwork and sportsmanship. They appreciate that physical activity complements effort and achievement.

Our **swimming pool** is currently being built to provide all-year round swimming opportunities, to learn and improve several swimming strong strokes as well as lifesaving skills.

**Learning Beyond the Classroom:** can provide learning opportunities impossible to experience within the confines of the classroom. At CPS we very much value first hand learning experiences. We are extremely fortunate to have extensive grounds with trees to explore alongside our fields, with a 'Mini-Orchard', allotments and chicken run. We have **Mini-Woodies** for our younger children design specifically for them with 'safe risks' and imaginative play. Our expansive **Woodland Learning Zone** which houses our fabulous **pond** provide opportunities to explore nature throughout the seasons as well as being a perfect place for outdoor problem solving, the building of resilience and of course social skills.



Our play facilities are also extensive with a large climbing frame, traversing wall and Trim Trail. Our MUGA is available all year round. A wide range of activities keep the children active and include 'Craze of the Week' and table tennis. Each class has a 'kit bag' of equipment to facilitate play. We also have suitcase libraries and calm cases with reading and calming colouring activities etc.

### **The Claygate Charter:**

At CPS, our children participate in weekly Enrichment sessions. Our rich offer includes:

<b>Enrichment</b>	<b>Brilliant Botanists and Biologists</b>	<b>Terrific Textilers</b>	<b>Music &amp; Drama</b>	<b>M-Fit</b>	<b>Orienteering and Problem Solving</b>	<b>Woodland Explorers</b>	<b>Computer Scientists</b>
<b>Curriculum Link</b>	Plant science	Art and Design	Music and Drama	PSE: Jigsaw Unit <i>Celebrating Difference</i>	Geography and PSE	Geography and PSE	Computing

During these sessions, our children are challenged through a wide variety of indoor and outdoor activities. CPS children also learn Japanese.

These opportunities are highly valued as they give children the time to explore and use their imagination, develop self-confidence and self-esteem, responsibility and resilience. All activities, individually and collectively foster transferable skills and boost overall academic achievement, leading to better future work opportunities, enhanced well-being and self-esteem.

Each block is carefully planned by Subject Leads alongside our Curriculum Lead and provides an opportunity for children to dive deeper into aspects of the curriculum and are carefully designed to promote both mental and physical well-being. Led by experienced members of staff, the programme provides vibrant and exciting opportunities to learn new skills and experiences, to practise them over time in a variety of different ways such as Outdoor Problem Solving, Gardening and Woodland Learning in our wonderful grounds.

By the end of Year 2, Year 4 and Year 6 it is hoped that, with encouragement, all children will have achieved Bronze, Silver and ultimately Gold Charter status.

## Learning Beyond the Curriculum:

**Extra-Curricular Activities:** play an important role within the school community.

Staff organise these activities according to their expertise and interests, children's interests, time and resources. Children benefit tremendously by attending; self-discipline is learnt, respect for oneself and others, involvement as a member of the school community and the opportunity to build on learning which takes place during the school day.

At Claygate Primary, we have a dedicated staff with a wide range of interests and expertise. We consequently offer a variety of clubs. School clubs are complemented by those run by external providers for which charges vary.

Club details are distributed each term via Parentmail with information of how to book and can be found on the school website. Should your child not be able to attend the planned session please inform the school. Some Clubs e.g. Chess Club run during lunch break.

**As with everything involving our school, behaviour standards and expectations are maintained. A child could forfeit their place if behaviour/club attendance is an issue.**

**School Visits:** Our Governing Body has decided to adopt Surrey Policy regarding charges for school activities. No child will be excluded on the grounds of non-payment, however, the usual procedure is:

- a) to share the proposed visit/activity with parents and carers
- b) to seek voluntary contribution towards the cost of the visit/activity
- c) to decide whether the activity is financially viable
- d) modify learning activities if necessary

**Residential trips** have many benefits, including building resilience, developing independence and of course provide the opportunity to have fun and bond as a year group!

Residential visits have included overnight stays, varying in length from Year 4 to Year 6.

## Pastoral Care and Well-Being:

**Inclusion (SEN and disability and more able):** Your child's potential is his/her most precious resource and we recognise that we have a responsibility to help them fulfil this whenever we are able. We believe all children are entitled to the best education possible and should be given the opportunity to be included in the wide variety of learning activities in order to thrive. We are fortunate to have a full time Inclusion Leader at CPS.

Although we appreciate different learning styles and interests we value and promote a **Growth Mindset**. Our children appreciate that our brains can 'grow' and although we may not find something easy at first, with practice we can learn and develop our skills. Instead of: '*I can't do that*' (closed mindset), we want: '*I can't do that...yet!*' (growth mindset). Our aim is to develop our children's Learning Power and actively teach the '**skills of an expert**' e.g. 'To be a good historian, I will need to be curious and a good communicator' to facilitate Learning to Learn.

Where necessary, the class teacher, our Inclusion Leader or other specialists will devise a co-ordinated, differentiated, programme for the child and further monitoring may be needed. The school follows the Code of Practice for SEN and in conjunction with the Local Authority seeks to provide the best support for the child.

We ensure that all opportunities for developing those with above average potential offered by



the County, The Ember Learning Trust and Nationally are considered and exploited whenever possible.

**Animals at Claygate Primary School:** We have resident guinea pigs, chickens and fish which the children help to care for. We have a visiting Reading Dog too! He loves to listen to children read. Our hens live happily in their lovely, fox-proof chicken run next to the allotment. Each class takes it in turns to look after the hens, and they can choose what to do with the eggs (take them home, bake with them, cook with them in school etc.).



Not only does this help child appreciate the responsibilities of owning a pet, our animals help to support emotional literacy and positive mental health. In school holidays and weekends we also offer families the chance to look after the guinea pigs!

At times, we also have additional visitors e.g. wormeries and ant farms. We have also hatched chicks and butterflies. Our Woodland Learning Zones are full of wildlife; foxes are common. Our pond is also vibrant with dragonflies, tadpoles transform into frogs before our eyes and our ducks return year after year!

**Mental Health/Wellbeing:** Happy children who feel safe and recognised learn best. Our Jigsaw Scheme develops an awareness of mental health and one of our Enrichment blocks focuses on Mental Health and Wellbeing as well as exploiting incidental opportunities. We have a consistent approach to well-being and discuss our feelings throughout the day, utilising the tool; Zones of regulation. We have Worry Monsters in every Class as well as in the Zen Zone. We utilise the 5 Ways to Well-Being; CLANG reminds us to:



**Emotional Literacy Support Assistant (ELSA):** are trained to provide emotional and social skills support; promoting the emotional wellbeing of children led by our trained staff. Occasionally a teacher may recommend a child for emotional support, in liaison with parents, having perhaps had to face a challenging experience, such as the death of a family pet. If you feel your child may benefit from this short term support, then please alert the class teacher.

**Key Workers:** we have trained staff available to support children who catch up with children in a more informal daily or weekly basis.

**ELSA HUB:** our qualified team offer a 'drop in' session, again recommended by teachers for children to maintain a connection to their ELSA support as and when it is needed.

**Zen Zone:** this is a calm safe space for our children to reflect with activities to support mental well-being.



**‘Lunch / Colouring Club’:** A variety of activities are provided to enhance social development such as turn-taking, sharing and developing necessary skills in order to understand others’ feelings.

**Charities:** Our children are our citizens of the future. We aim for them to be aware of charitable organisations and to experience charitable deeds. This also aligns with the ‘Give’ aspect of CLANG.

We also encourage the children to be discerning as they help us to select charities for the year, led by our School Council.

We also support:

- ◆ Poppy Day - as it has national, patriotic focus
- ◆ Sports Relief/Red Nose Day
- ◆ Children in Need
- ◆ Harvest

For further advice, please contact the Inclusion Leader:

Mrs Cunniffe: [sen@claygate.surrey.sch.uk](mailto:sen@claygate.surrey.sch.uk)

## Our School Day:

**The school gates open at 8.45am:** Children are welcomed to class by their teachers for early morning activities. This is an important part of the day for all children. Home School Books are checked and any notes and/or money are collected at this time.

**Collective Worship:** We have a huge variety of gatherings; from class to whole school! This meets the requirement for daily worship of a mainly Christian nature; opportunities for personal and social development are also exploited and we focus on our values. Singing plays a huge part in our assemblies and we have our own school song! One of the highlights of Claygate Primary is the Jammie Dodger assembly! These are very special ‘spontaneous’ assemblies awarded when the school is working exceptionally well as a community, working hard and living our values.

There are also **class assemblies** throughout the year where parents are invited to celebrate their child’s recent learning and achievements. Dates of class assemblies are advertised in the Newsletter and on the website, and you may also receive an invitation from your child.

(A parent/carer may withdraw their child from Collective Worship/ Relationships and Sex Education (RSE) learning activities should they have religious or moral reasons to do so. A parent must do this via writing to the Head Teacher who may consult with the Governing Body.)

**Break time:** Children have a morning break. KS1 have an additional afternoon break. Children go outside whenever possible and therefore suitable hooded coats are required.

**Lunch time:** Children are supported by our staff who know the children well. Several clubs run including Lunch/Colouring Club. We also have a team of trained older children who act as ‘buddies’ and support the younger children as well as Sports Crew and Young Pioneers who run a wide range of activities.

**Good table manners, respect and courtesy are expected throughout the school including break times.**

**School Dinner:** Our meals are provided by Surrey's 'Twelve 15' and are cooked freshly on the premises in our own kitchen and are paid for via a Parentpay online account. A letter will be sent to you in due course with details of how to set this up. Reception and KS1 children are all eligible to have a school lunch provided.



On-line accounts MUST be in credit, with the catering company, on the day the child requests a lunch as they are cooked to order. If your child has special dietary needs the catering staff will cater for them accordingly. To ensure a balanced diet, children are encouraged to eat at least half of everything offered for their school meal.

**Packed lunch:** We assume your child's packed lunch will contain the quantity of food you consider appropriate and therefore expect them to eat what you have provided. For your child's sake therefore, please do not pack too much or include things they do not like. Opportunities to eat outside are optional and weather dependant for the older children.

Claygate Primary School holds Healthy Schools status. Packed lunches should provide a balanced, healthy diet.

- ◆ sweets and chocolate bars are not allowed
- ◆ fizzy drinks, cans and glass bottles are not allowed
- ◆ we are a nut free zone as some staff and children have very serious allergies. This includes satay sauces and dressings, some snack pots, cereal bars and chocolate spreads

**Free School Meals / Pupil Premium:** If you think your child may be entitled to Free School Meals or has a special dietary requirement please complete the relevant forms or speak to the Office Team. Eligibility releases funds from the Government for the school.

**The school provides additional support for these pupils including discounted residential trips.**

**Ending the day. The school gates open at 3.10am and close at 4.00pm.**

- ◆ At 3.15pm children are escorted outside to be collected by their parent / carer. This is an ideal opportunity to catch up with your child's teacher.
- ◆ Year 6 may be given parental permission to walk home unaccompanied.
- ◆ Please ring 01372 465348 by 3.00pm if collection is delayed due to an emergency.

Parents/carers are requested to keep all children in their care under close supervision. Use of the Trim Trail, climbing frames in the main or Reception Playgrounds and ball games are not allowed before or after school.

**Wrap Around Childcare / Clubland:** Childcare before and after school is provided on-site by Clubland Playscheme Ltd. Clubland is a well-established childcare provider which also operates at other local schools. Although it is an independent company, Clubland staff work closely with the school to ensure continuity of provision and ethos.

Clubland operates at the following times:

- ◆ Breakfast Club: 7.15am – 8.55am
- ◆ After-school Club: 3.15/3.20pm – 6.15pm.

To use Clubland, your child needs to be registered with them. Once this is done, you can use Clubland either regularly or on an ad hoc basis.

For more information, contact Clubland's owner, Karen Fitzwater (07770 656 015), or visit their website at [www.clubland-playscheme.co.uk](http://www.clubland-playscheme.co.uk). Information is also available from the school office.

**Parking:** We encourage children to 'Think Green' and walk, cycle or scoot to school. We are part of the WOW initiative where we track how our children come to school. Children who travel sustainably are rewarded. The school car park is for staff and visitors only. Parking is available on Foley Road, and we ask that parents are considerate and do not park illegally or across our neighbours' driveways, even if it's 'just for a few minutes'.

Our second access is via the Recreation Ground. We ask parents not to park in Dalmore Avenue when using the Rec gate - Dalmore is a cul-de-sac with very limited turning space, and this causes disruption for residents and creates a potential hazard for children.

The Hare Lane Car Park (next to Champions) is free in the morning, and we have agreed with Elmbridge that parents using it to pick up their children can also park free of charge in the afternoon. You need a permit to do this which can be obtained by e-mailing the school office with your name and car registration details, and they will arrange this for you.

Parents are requested to comply with the requirements of the Highway Code and observe courtesy to local residents.

## Attendance

(Term dates are available on our website [www.claygate.surrey.sch.uk](http://www.claygate.surrey.sch.uk))

The Government sets the level of attendance at 96.5% as a minimum. The Governing Body's views are that absence during term time is disruptive and detrimental to children's education.

**Punctuality /Lateness:** Punctuality is crucial. Lateness into school causes disruption to both the individual's learning and to that of the other children in the class.

Children arrive at 8.45am and registration takes place between 8.55am and 9.00am. Children who arrive after the register has closed at 9.00am will be recorded as late to school. After 9.30am, lateness is recorded as an **unauthorised absence**. It is the responsibility of the parents/carers to ensure they attend school and on time.

Persistent lateness will be addressed by the school in the first instance and may be referred to the Education Welfare Officer and can be subject to prosecution by the Local Authority.

**Absence and Illness:** Any absence is detrimental to the learning of your child. This cannot be stressed enough. However sometimes this is unavoidable. Any absence not covered by a reason which meets guidelines is also considered as 'unauthorised'.

Education Welfare monitor attendance and punctuality and individual records of unauthorised/authorised absences must be kept for each child.

**If your child is unwell please telephone CPS by 9.00am on the first day of absence.** Under Government regulations any absence not covered by a written note, telephone conversation or personal visit is automatically 'unauthorised'.

If your child has vomited or experienced diarrhoea your child must remain off school for 48 hours after the last episode.

If your child is well enough to be at school they are expected to go outside at break and participate in all aspects of the curriculum, including PE.

If, however, a long term medical condition occurs, such as broken bones, please contact us and we will make appropriate arrangements with you.

**Requests for leave of absence during term time:** The Education Regulations 2013, which became law on 1st September 2013 states that Head Teachers may not grant leave of absence, unless the absence is considered to be for exceptional circumstances. No parent/carer can demand leave of absence during term-time for their child as a right. Authorisation cannot be given retrospectively.

To request an absence in term-time an Application for Leave of Absence in Exceptional Circumstances Form must, wherever possible, be completed at least one month prior to the leave date. This can be obtained from the School Office. The Head Teacher, who may consult with the Chair of Governors, will then decide whether or not to authorise the absence requested. Each request will be considered separately and a decision made based on the reasons for each request.

Please note: Prior good attendance or academic ability is not a factor, however poor attendance may be taken into account.

Whenever possible, medical and other appointments should be arranged outside of school time. When appointments during school hours are unavoidable, the school office must be notified in advance in writing of the date and time of the appointment and when the child will be collected and/or returned to school. Evidence of the appointment must be provided. Only the time for the actual appointment will be authorised and children are expected to return after the appointment, if possible.

**Penalty Notices:** In line with the guidance from the DfE, The Local Authority may issue a Penalty Notice to parents, when children are taken out of school for 10, or more, sessions (5 days or more) leave of absence within a 6-week period, without school authorisation.

Where a child takes 'leave of absence' without exceptional circumstances each parent is liable to receive a penalty notice for each child (currently £60 per parent/carer per child if paid within 21 days, rising to £120 if paid within 21 – 28 days). If the penalty notice remains unpaid after 28 days the Local Authority is then obliged to prosecute for failing to ensure regular school attendance. In addition to Penalty Notices issued for unauthorised leave of absence, Penalty Notices may also be issued when a child is stopped by Truancy Patrol or if a parent / carer fails to ensure regular school attendance.

Please note: Monies from any penalty notices do not come to the school.

**Emergency Closures:** We have evacuation and lock-down procedures in place and we regularly practise our emergency procedures through fire drills.

In the event of an incident where the safety of the children is threatened, we will be guided by the emergency services and will work closely with them. Should an emergency occur during the school day which would require the school to be closed early, parents would be contacted.

In the event of the decision being taken to close the school before the start of the day, e.g. due to severe weather conditions then, in line with agreed Surrey Policy, please check the **Newsflash** area of our school website, twitter, Facebook and your e-mail (Parentmail) for updates.

You may also wish to contact the Surrey County Council Contact Centre (03456 009009). This number is manned from 8am-8pm Monday to Thursday, and from 8am-6pm on Fridays.

**Medication:** Medication prescribed by the GP can be administered during the school day. Please complete and return a **Medication Form** (available from the School Office or download from our website).

Although the school will try its best, if your child requires medication at a set time, you may wish to administer the medication at this time yourself.

Medication should only be brought into school and collected after school by a responsible adult. Medicines not collected at the end of term will be destroyed.

## **Money and Valuables**

**Online payments:** we utilise an online payment system called +Pay, which is part of ParentMail. As we operate a cashless system, +Pay is used for all payments, including school dinners. Please ask in the school office if you would like more information about ParentMail or +Pay.

**Parentpay's privacy notice, terms and conditions of use can be found at [www.parentpay.com](http://www.parentpay.com)**

**Money:** Children should not bring money into school unless there is a specific purpose for doing so. Any money brought into school e.g. for Non Uniform Day, cakes sales etc, should be in a sealed envelope clearly marked with name, class and purpose. It must then be given to the class teacher during morning registration.

Parents may be asked for a commitment to pay for (or provide) materials or ingredients, etc. for practical lessons where the child wishes to own the finished product. If the child does not wish to own the finished product it will be retained by the school.

**Valuable items:** Valuable items of personal property must not be brought to school without permission from the Head Teacher. It is not easy to give a precise, all-embracing definition of what constitutes a 'valuable' item.

**Mobile phones:** Only Year 6 children who walk home independently may have a mobile phone. A permission form should be completed for authorisation by the School. Phones **MUST** be handed in on immediate arrival at school, before registration and collected at the end of the school day.

As part of online safety, children are not allowed phones in school or on trips.

Children breaking rules relating to mobile phones may forfeit this privilege.

**In line with the general policy for personal property, the school does not take responsibility for money / possessions.**

## School Uniform

The children come to school in their PE kits on PE days. (On indoor PE days the children wear burgundy shorts and light grey t-shirts; we would recommend that they wear their grey tracksuit and / or fleece to keep them warm during the rest of the day.)

### KS2 children

All KS2 children are expected to wear a tie after Autumn half term.

<b>KS2 Uniform Warm Weather</b> (first half of Autumn term and summer term only)	<b>KS2 Uniform Cold Weather</b> (From Autumn 2 - Summer Term)
Red and white check summer dress or culottes	Dark grey trousers or shorts, skirt, pinafore dress
White polo shirt: No tie	White shirt or blouse with a school tie White polo with a school tie, may be worn in this transition period.
Knitted burgundy school v-neck sweater or cardigan although sweatshirt style may still be worn as they are phased out	Knitted burgundy school v-neck sweater or cardigan although sweatshirt style may still be worn as they are phased out
Grey or white socks	Grey or white socks, grey or white tights
Black school shoes (not trainers, sandals or ballerina pumps)	Black school shoes (not trainers or ballerina pumps)
<p><b>PE kit:</b> Indoor PE Kit Grey school t-shirt with Burgundy shorts and black trainers. Children may wear their grey tracksuit (no hood/zip) or the school dark grey fleece during the rest of the school day</p> <p>Outdoor PE Kit Grey school t-shirt with their grey tracksuit (no hood/zip) and black trainers.</p> <p>Any jewellery must be removed by the child for PE and hair should be tied up.</p>	<p><b>PE kit:</b> Indoor PE Kit Grey school t-shirt with Burgundy shorts and black trainers. Children may wear their grey tracksuit (no hood/zip) or the school dark grey fleece during the rest of the school day</p> <p>Outdoor PE Kit Grey school t-shirt with their grey tracksuit (no hood/zip) and black trainers.</p> <p>Any jewellery must be removed by the child for PE and hair should be tied up.</p>

## Reception and KS1

<b>Reception and KS1 Uniform Warm Weather</b> (first half of Autumn term and Summer Term only)	<b>Reception and KS1 Uniform Cold Weather</b> (From Autumn 2 - Summer Term)
Red and white check summer dress or culottes	Grey trousers or shorts, skirt, pinafore dress
White polo shirt: No tie	White polo shirt: No tie
Knitted burgundy school v-neck sweater or cardigan although sweatshirt style may still be worn until they are phased out	Knitted burgundy school v-neck sweater or cardigan although sweatshirt style may still be worn until they are phased out
Grey or white socks	Grey or white socks, grey or white tights
Black school shoes (not trainers, sandals or ballerina pumps)	Black school shoes (not trainers or ballerina pumps)
<p><b>PE kit:</b> Indoor PE Kit Grey school t-shirt with Burgundy shorts and black trainers. Children may wear their grey tracksuit (no hood/zip) or the school dark grey fleece during the rest of the school day</p> <p><b>Outdoor PE Kit</b> Grey school t-shirt with their grey tracksuit (no hood/zip) and black trainers.</p> <p>Any jewellery must be removed by the child for PE and hair should be tied up.</p>	<p><b>PE kit:</b> Indoor PE Kit Grey school t-shirt with Burgundy shorts and black trainers. Children may wear their grey tracksuit (no hood/zip) or the school dark grey fleece during the rest of the school day</p> <p>Grey school t-shirt with their grey tracksuit (no hood/zip) and black trainers.</p> <p>Any jewellery must be removed by the child for PE and hair should be tied up.</p>

## Nursery

<b>All year round</b>
Grey jogging bottoms / shorts
White polo shirt
Burgundy school sweatshirt (logo optional)
<p>Grey or white socks We recommend avoiding tights as they are tricky for children to dress independently and can make toileting trickier for the child.</p>
Trainers - ideally black
Any jewellery must be removed by the child for PE and hair should be tied up

Reception and Nursery children will need an all-in-one waterproof and wellies.



### **Please note:**

- ◆ An art overall and book bag is also required.
- ◆ All items must be named.
- ◆ The wearing of jewellery and earrings is discouraged in line with Surrey Health and Safety Guidance. A simple watch (analogue or digital) and a single pair of plain stud earrings only may be worn during school time. All jewellery must be removed for PE lessons. The teacher is not able to take responsibility for the safe keeping of valuables. Please provide a named box for storage. Ear piercing should only be done at the beginning of the Summer holidays to allow time to heal.
- ◆ Nail varnish / make up is not allowed and if worn children will be asked to remove it.
- ◆ Hair must be tied back with a plain white or maroon hairband, if shoulder length or longer. Hair slides, ribbons etc. should be discrete, maroon or white and without decoration. There should be no unnecessary accessories, colourants, excessive gels or designs 'cut' into the hair. This applies to both girls and boys.

**Enrichment:** wellies and waterproofs are recommended for some enrichment sessions

## **Communication**

We have a number of ways of keeping in touch with parents on a regular basis, including weekly Newsletters, ParentMail, text messaging for urgent and important information, Instagram and Twitter. Our website is a huge source of information too: [www.claygate.surrey.sch.uk](http://www.claygate.surrey.sch.uk)

The office is staffed from 8.30am - 4.00pm. It can be quite busy in the morning, especially between 8.45 and 9.00am. If you have something you need to hand in (e.g. a reply slip or a non-urgent message) please use the postbox in the foyer of the main office, which is emptied every morning. There is also a box in the foyer for items which need to be dropped off (e.g. lunch boxes/PE Kit). You can also e-mail the office ([office@claygate.surrey.sch.uk](mailto:office@claygate.surrey.sch.uk)), but please use the telephone or call in personally for urgent messages.

Day-to-day contact with class teachers is easiest at the end of the day, when you will be able to see staff informally in the playground.

For our communications we use a service called ParentMail, which is used by over 5,000 schools across the UK. ParentMail will be beneficial to you because:

- ◆ Messages get to you reliably
- ◆ You will quickly know about important or urgent messages
- ◆ We can tell you more about what's going on at the school

The email addresses you have supplied and given consent to use will initially enable ParentMail. ParentMail will then send you a text and email asking you to register. Once registered, you will be able to receive communications from the school. There is also a handy app that you can download to your phone.

**Important:** Please add [messages@parentmail.co.uk](mailto:messages@parentmail.co.uk) to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.

If you cannot get access to the internet please contact the school office.

ParentMail's privacy notice, terms and conditions of use can be found at [www.parentmail.co.uk/terms](http://www.parentmail.co.uk/terms).

**Concerns and complaints:** From time to time parents may have a query or worry about an aspect of their child's schooling. In the vast majority of cases these concerns are dealt with immediately by the class teacher. In some cases, however, parents may be unhappy about how the matter has been dealt with. In such cases there is the opportunity to raise the concern with the Head Teacher and, if necessary, the Governing Body.

The school has adopted the Local Authority's model complaints procedure, Responding to Concerns about Surrey County Council Schools, and we have produced a leaflet as a summary of this policy. Copies of the full policy and leaflet are available on request from the school office, and can also be downloaded from the school website.

## Volunteers

We welcome parents, and volunteers, who can offer help with reading, clubs and running the school library, general classroom help and assisting on trips and outings.

Parents and volunteers helping regularly in school will need to have an up-to-date DBS (Disclosure & Barring Service) check. Parents and others who help out on a one-off or very occasional basis will not generally need a DBS check, although this will depend on the nature of the activity and will be decided on a case by case basis.

If you are able to offer some time on a regular basis, or if you have a particular skill that you think would be of use or interest, please contact: [hilary.ali@claygate.surrey.sch.uk](mailto:hilary.ali@claygate.surrey.sch.uk) Parents who help regularly do not, as a general rule, help in their child's class or the parallel class, as this can sometimes be a little difficult for children to manage.

**The Claygate Primary School Parents' Association CPSPA:** All parents are automatically members of the PA, and many parents also help out in more formal ways, for example by being a member of the PA Committee or taking on a specific role, such as being part of an organising committee for a school event.

The PA's remit is both financial and social. It has an important role in welcoming new families to the school, and many of its events are geared towards bringing parents together rather than (solely) fund-raising. The financial side is important, of course, and all money raised by the PA comes back into school in some way to improve facilities for the children.

For current information on the PA, see the CPSPA pages of the school website.

**Class Reps:** a Class Rep is a parent who represents their parent body in Parent Forum meetings with the school and acts as a point of liaison between the teacher and the parents of each class.

They also organise the class' cake sale which runs every Friday after school; classes take it in turns to make or buy cakes to sell on the stall, with all proceeds going to the class.

**Friends of Claygate Primary School (FoCPS):** is a charity established to directly support the education of children at Claygate Primary School.

Since the charity began, donations have provided the following:

- ◆ Staff training (Maths, Science, First aid, Forest School, English)
- ◆ Classroom support staff

- ◆ Curriculum Resources (PE, Maths, SPAG, Books, Software to support reading)
- ◆ Pupil progress tracking system

We ask each parent to contribute £15 per month per child, however, any amount is welcome.

**Governing Body:** The Governing Body is made up of volunteers who have an interest in supporting the school and its aims. Governors (in community schools like Claygate) come from one of four categories: parents of children at the school; staff (including the Head Teacher); community governors appointed by the GB itself; and those appointed by Surrey County Council. Governors in the last two categories may often have close ties with the school already, either as former parents or through local links.

The full Governing Body meets approximately 6 times a year, with a number of committees and working groups also meeting regularly. The minutes of GB meetings are public documents and the most recent copy will be available in the foyer. A list of Governors is included in this Handbook and can also be found on the website.

**Ember Learning Trust (ELT):** Claygate is part of a cooperative; a cluster of schools, which includes, Thames Ditton Infants, Thames Ditton Juniors, Long Ditton Infants, and Long Ditton St. Mary's Junior. Head Teachers from each school meet regularly to discuss local and national issues, and there are also working groups, governor and staff training and curriculum projects through which expertise is shared. This also facilitates enrichment opportunities in sporting competitions as well as various collaborative projects, eg Arts Week where all schools welcomed a visiting sculptor.