



EWELL GROVE PRIMARY AND NURSERY SCHOOL  
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# PARENTS AND CARERS

## INFORMATION BOOKLET

### NURSERY TO YEAR 3

# 2017-18

Ewell Grove Primary and Nursery School is committed to [Safeguarding](#) (policy available on school website under 'Information' 'Policies') and promoting the welfare of our children and expects all staff (including supply and self-employed staff, contractors, volunteers and governors) to share this commitment.

A copy of this document is available on the school website under 'Admissions'  
You will then be able to follow the links within it.



# 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***

Ewell Grove Primary School is committed to safeguarding and promoting the welfare of our children and expects all staff<sup>i</sup> 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).

## **Our Designated Safeguarding Leads (DSL) are**

Mrs Kate Keane – Headteacher



Mrs Anne Gardiner – Deputy Headteacher and SENCo



## **Our Child Protection Governor is**

Mrs Sue Vincent



## **Our Single Central Record Manager is**

Mrs Jacqui Jardine



<sup>i</sup> Wherever the word "staff" is used, it covers ALL staff on site, including supply and self-employed staff, contractors, volunteers working with children etc, and governors

Please use this booklet for reference during your child's time at Ewell Grove.  
The School Office can always be contacted to clarify any points about which  
you are uncertain.

Headteacher: Mrs Kate Keane  
Deputy Headteacher: Mrs Anne Gardiner  
Chair of Governors: Mrs Rachel Tillen

<b>SCHOOL TIMES</b>	
<b>Morning Nursery</b>	<b>Afternoon Nursery</b>
8:30 to 11:30 am	12:30 to 3:30 pm
Lunch Club 11:30 to 12:30	
<b>Reception, Years 1 &amp; 2</b>	<b>Year 3</b>
8:55 am to 3:05 pm	8:55 am to 3:15 pm
Lunch-breaks will either be 12:00 – 1:00 pm or 12:20 – 1:20 pm	

<b>ACADEMIC YEAR 2017/2018</b>
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<b>AUTUMN TERM 2017</b>			
Start of Term	Half Term	End of Term	INSET Day
31 <sup>st</sup> August	23 <sup>rd</sup> October – 27 <sup>th</sup> October	21 <sup>st</sup> December	31 <sup>st</sup> August 1 <sup>st</sup> September

<b>SPRING TERM 2018</b>			
Start of Term	Half Term	End of Term	INSET Day
4 <sup>th</sup> January	12 <sup>th</sup> February – 16 <sup>th</sup> February	29 <sup>th</sup> March	

<b>SUMMER TERM 2018</b>			
Start of Term	Half Term	End of Term	INSET Day
16 <sup>th</sup> April	28 <sup>th</sup> May – 1 <sup>st</sup> June	19 <sup>th</sup> July	18 <sup>th</sup> June 18 <sup>th</sup> July 19 <sup>th</sup> July

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## APPENDIX

i. Admission Form
ii. Permissions Form
iii. Privacy Notice – Data Protection Act 1998

<b>Have You Completed and Returned to the School Office:</b>
• Admission Form - <b>both sides completed in full</b> (pink)
• Permissions Form (blue)
• Pupil Premium Form (green)
• Nursery Lunch Club (yellow)

**PLEASE RETURN ALL FORMS AS SOON AS POSSIBLE**  
**(FORM MUST BE WITH THE SCHOOL OFFICE BY TUESDAY 11<sup>TH</sup> JULY)**

# 1. 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</p> <ul style="list-style-type: none"> <li>• A routine is important</li> <li>• Regular time for going to bed and getting up</li> <li>• Meal times (a healthy breakfast sets you up for the day)</li> <li>• Agree rules for behaviour and stick to them</li> <li>• Ask for help if your child's behaviour is proving difficult or worrying you</li> </ul>	<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"> <li>• Sharing books and jigsaws</li> <li>• Talking about the world around you</li> <li>• Playing games as a family</li> <li>• Encourage physical activity – park or leisure centre</li> <li>• Lots of love, hugs and praise</li> </ul>
Talking and Listening	Getting Enough Sleep
<p>Talking and listening are important for your child to develop</p> <ul style="list-style-type: none"> <li>• Talk to your child about their day and tell them about yours – turn off distractions</li> <li>• Don't interrupt - give your child time to speak and value what they say</li> <li>• Even as they get older keep communication and talking open</li> <li>• Speak clearly, model correct language and speak in full sentences</li> </ul>	<p>A good night's rest will help your child feel happy all day long</p> <ul style="list-style-type: none"> <li>• Sleep deprivation is one of the biggest facts that contributes to lack of concentration and barrier to learning</li> <li>• Under-fives need up to 15 hours of sleep, Primary aged about 10 hours</li> <li>• Earlier bedtimes help children to concentrate</li> <li>• Children need sleep to develop both physically and mentally</li> </ul>
Being Prepared	Helping Hands
<p>Children build on experiences from home. Help them to become independent with:</p> <ul style="list-style-type: none"> <li>• Personal hygiene; starting with using the toilet independently in Early Years</li> <li>• Uniform practise e.g. buttons in early years and tie in KS2</li> <li>• Recognise their name to make finding belongings easier</li> <li>• Tidy away when they have finished</li> <li>• Take turns and share</li> <li>• Organise their personal school belongings at the start and end of the day without needing to be reminded</li> </ul>	<p>Children love to see their parents getting actively involved in the life of the school</p> <ul style="list-style-type: none"> <li>• Ask your child's teacher how you can help in class e.g. with reading, practical activities</li> <li>• Attend as many meetings for parents as you can</li> <li>• Support your child with their reading and Home Learning</li> <li>• Become involved in school life through the Parents Focus Group and Friends of Ewell Grove (FOEG)</li> </ul>

We want to work in partnership with you to make sure your child feels happy, safe and cared for whilst developing a love of learning and school.

## 2. A TO Z SUMMARY OF INFORMATION

**Absence:** The best place for a sick child is at home in bed!  
Therefore, in the event of absence from school, parents must contact the School Office before 10:00 am, giving the reason for absence and an approximate estimation of how long the absence is likely to last. This can be done by telephone, e-mail or by sending a note to school. If we do not hear from a parent by 10:00 am then the absence will be marked as unauthorised.

**Activity Fund:** Please refer to Section 10

**After School Club:** Please refer to Section 13

**Arrival at School: Nursery**  
Nursery children enter their classroom accompanied by their parents/carer.  
Morning Nursery Flexible drop-off between 8:30 and 9:00 am.  
Afternoon Nursery Drop-off is at 12:30 pm

### **Reception, Years 1 and 2**

The whistle is blown at 8:55 am which indicates that children should line up independently in the playground. Parents are asked to stand back from the lines, whilst children enter school upon the second whistle.

Please be on time, late entry is via the School Office only.

### **Year 3**

Year 3 children ONLY can enter their classroom from 8:45 am

There is no set age when children are legally allowed to walk to school or home on their own; however it is a policy at Ewell Grove that children in year 3 and 4 are still brought to and collected from school by adult over the age of 18. For parents of children in years 5 & 6 you need to decide whether your child is ready for this responsibility, taking account of their maturity and confidence.

**Assemblies:** Children and staff take part in assembly each day; these are arranged into whole school or year or class groups.

### **Gold Book (alternate weeks Reception/Year 1 & Year 2/Year 3)**

Parents will be notified if their child is to be entered into our Gold Book and are welcome to join us at their Celebration Assembly on Tuesday at 9:00 am.

### **Birthday Assembly (Reception, Years 1 & 2 only)**

Parents are welcome to attend their child's Birthday Assembly on Thursday at 9:10 am. For birthday purposes, the week runs from Monday to Sunday. Specific notification is sent to parents only when times or days are changing or birthdays fall within a school holiday.

Younger siblings are welcome to attend too, but we will ask you to take them out if they are causing disruption.

Please do not bring sweets or cake into school to share with your child's class on their birthday.

## **Open The Book**

Open the Book is a team of volunteers from our local churches drama, mime, props, costume – and even the children and staff themselves – to present the Bible stories in lively and informative ways.

## **Singing Assembly**

Ewell Grove is a singing school - this assembly is where we collectively practise the songs we will use throughout the school week and at special events.

## **Class Assemblies**

From Year 3 onwards each class will be allocated an assembly slot where the children have an opportunity to present a chosen story, topic or drama to present to their families; who are welcome to attend.

## **Key Stage Assemblies**

Children assembly to be introduced to a range of topics including moral themes, inspiring people, special days, historical events etc.

- Attendance:** Please refer to the Attendance section in this booklet and the [Attendance Policy](#) available on the website under 'Information' 'Policies' or from the School Office.
- Child Care:** We are very fortunate at Ewell Grove to have a number of child minders who offer a fantastic range of services to our families. Please refer Section 11.
- Class Concerts:** Classes perform one concert annually for family members (younger siblings are welcome to attend too, but we will ask you to take them out if they are causing disruption.) This will either be in the Spring or Summer Term. You will be given plenty of notice of the date and time.
- Class Teacher:** If you need to speak informally to your child's teacher, then we ask that this takes place at the end of the school day rather than disrupting/prolonging the lines in the morning. However it is usually best to make an appointment to see staff so that time and concentration can be given.
- Clubs:** We run various school clubs, either at lunchtime or after school, which are very popular; a [Club Overview](#) for each Key Stage can be found on the school website under 'Letter & Newsletters' 'Club Letters' 'Club Overview'.
- Curriculum:** We hold curriculum meetings for parents to come and learn more about how the curriculum works in school and how parents can support at home. We also have themed curriculum weeks where we focus on specific aspects e.g. friendship, art from a specific artists etc.
- Dogs:** Dogs of any size or variety (other than guide dogs) are not permitted anywhere on the school site.



<b>End of Day:</b>	<b>Nursery</b>
	Morning Nursery      Pick-up at 11:30 am
	Afternoon Nursery      Flexible pick-up between 3:00 and 3:30 pm
	<b>Reception, Years 1 &amp; 2</b> <b>Year 3</b>
	Finish at 3:05 pm                                  Finish at 3:15 pm

Please arrive promptly and wait for your child in the playground. It is essential that you inform the class teacher if somebody else is to collect your child. Adults not named as an emergency contact will not be allowed to take anybody else's child home, before the school has verified this arrangement with the parents. Parents must inform the school of any changes to arrangements.

We are fully aware that there can be valid reasons where a parent/carer is unavoidably delayed at the end of the school day. On these occasions families should always seek to make alternative arrangements.

**E-Safety:** The internet has changed all of our lives, particularly our children's. For parents and carers this opens up a whole new world of things to be aware of. For ideas and support on how to keep your child safe please go to <https://www.thinkuknow.co.uk/>.

Please also refer to the Permissions section in this booklet.

**Fears & Worries:** Talk to your child's Class Teacher or Mrs Keane as soon as possible. Small problems can become much larger in the minds of children if left not dealt with. 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.

**Festivals:** The school celebrates festivals such as Harvest, Christmas, Diwali, Chinese New Year, Eid, and Hanukkah. Specific details are communicated via newsletters.

**Friends of Ewell Grove (FOEG):** Please refer to Section 14.

**Fruit:** Reception, Year 1 & 2 are offered fruit daily to promote healthy eating. Please inform us of any fruit allergies (*see under Health*).

**Goodbye:** Please make your goodbyes as quick as you can. The vast majority of tears stop before you have even left the school gate! If children are really not settling into school we will work with individual families to resolve the issue. However children look for their parent's reactions when anxious, and are more likely to be upset if you look unhappy yourself.

**Golden Rules:** We have a behaviour reward system that works throughout Ewell Grove called 'Golden Time'. It is based upon children adhering to our Golden Rules; please refer to the Home-School Agreement section in this booklet.

**Governors:** We have a very committed and active Governing Board who meets at least twice a term. Governors are always happy to discuss issues with parents. A full list is available on the school website.

<b>Hair:</b>	Please note that for safety reasons we ask all children with long hair to have hair tied back throughout the course of the school day, but especially during PE and games lessons. Hair must be neat and tidy, hair gel should not be used and any hair accessories such as clips, slides, beads etc. must be kept to a minimum. Hair styles with patterns cut/shaved into them are not permitted.
<b>Head lice:</b>	Unfortunately these seem to be an occupational hazard for school age children and therefore parents must <i>check hair regularly!</i> Bug busting kits are available from the School Office. Please let us know immediately if you find your child does have headline so that other parents of the class can check their families.
<b>Headteacher:</b>	Mrs Keane is always happy to see you, please make an appointment via the School Office.
<b>Health and First Aid:</b>	<p>Inform us immediately of any known allergies or conditions for example asthma, anaphylaxis.</p> <p>We obviously have a number of bumps and scratches each day, some of which are more severe than others. The school comforts children with bumps and bruises with a cold compress. Cuts are cleaned with water and if necessary a plaster applied. We fully appreciate the importance of informing parents in order that you can monitor or treat your child further at home. At Ewell Grove we use two stickers:</p> <p>Sticker 1: 'I have bumped my head'</p> <p>Sticker 2: 'I have had first aid'</p> <p><b>Vomiting and Diarrhoea</b> - to prevent spread of infection please keep your child off for <u>48 hours</u> after the last bout of either.</p>
<b>Helping Hand Co-ordinators:</b>	Each class has a Helping Hand Co-ordinator who is appointed to assist with communication in relation to general issues. Please also see 'Parent Helpers'.
<b>Hot Drinks:</b>	Hot drinks must not be brought onto the school site – this includes the playground at drop off and collection times.
<b>Holidays:</b>	Will not be authorised. Please refer to the Attendance section of this booklet and Attendance Policy; available on the website or from the School Office.
<b>Home Learning:</b>	<p>Please support your child's learning at home by:</p> <ul style="list-style-type: none"> <li>• Listening to them read at least 4 times per week</li> <li>• Completing the Home Learning activities each half term and return your comments on the sheet by the date requested.</li> <li>• Complete the Phonics Home Learning which will be sent home every two weeks.</li> </ul> <p>More details about what is required will be provided by Class Teachers as part of the termly Year group meetings.</p>
<b>Independence:</b>	Key to a successful school career!
<b>INSET Days:</b>	School staff are required to undertake five training days each school year. Children <u>do not</u> attend on these days.
<b>Internet:</b>	Parents are asked to sign a consent form relating to the use of their child's image on the internet.

- Jewellery:** At Ewell Grove it is the policy that no jewellery and/or make up (including nail varnish) must be worn by children during the school day. The only exception to this would be in exceptional circumstances; where items have a significant cultural/religious significance or are worn for medical reasons. Children may wear an ordinary watch, when they are able to tell the time, but responsibility for its safekeeping belongs to them and the school will not be held responsible for any losses.
- Children cannot participate in any form of PE activity with ear-rings in. Therefore new piercing should take place during the Summer Holiday, so that the holes have six weeks to heal. PE is a National Curriculum subject and therefore a legal requirement. Children should not miss the lessons unless absolutely necessary.
- Local Visits:** Please refer to Section 8.
- Lost Property:** At the end of each half term it is displayed in the playground; we dispose of any remaining items. Named articles are returned to their owners.
- Lunches:** Please refer to Section 7.
- Medicals:** Once Reception children are settled into school, the School Nurse visits to check their weight, height, hearing and sight; parents are always informed in advance of any visit. You will be informed of the outcome and be advised if any treatment is recommended. This process repeats itself for children in Year 6.
- Mobile Phones:  
(use by children)** Only children in upper KS2 (Years 5 & 6) who walk home without an adult are permitted to bring a mobile phone to school. There must be an agreement between home and school **before** the following arrangements can be put in place:
- When permission has been provided by the school to bring a mobile phone it must hand it in to the office every morning, switched off and collected after school
  - Parents will not be allowed to contact their child via mobile phone; this must be done, following school procedures, via the School Office
  - If it is found that a pupil has taken photographs/videos or equivalent then this will be treated as a serious breach of the School's Behaviour Policy and will be treated accordingly
  - Ewell Grove accepts no liability for the loss or damage to phones that are brought onto school site for any event/reason.
- 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. Any child who does not meet the expected standard is retested in Year 2.
- Year 2** – Children undertake the National Curriculum Tests. The Class Teacher uses the results of these tests, along with what they see in class, to make an end of year assessment. Any child who did not meet the expected standard in the Year 1 Phonics Screening Check retakes this assessment again in Year 2.

**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:** It is the policy of the school that NO SMOKING will be allowed anywhere within the school grounds.
- Non-uniform Days:** On occasions the FOEG ask children to bring specific items for events in return for children not wearing uniform. Please ensure that the clothes worn on these days are appropriate for a day at school and children wear their school shoes - no football strips please.
- Online Payments:** Tucasi is a secure online payment service that allows parents to make payments to the school using their debit or credit cards.
- Parent Focus Group:** Parent Focus Group Meetings are open to all parents. The role of the group is to serve as a communication link between school and the parent community. Notes from meetings are circulated to all parents afterwards via ParentMail.
- Parent Helpers:** Yes please! We very much want and need parents to become actively involved in school life. Over the years we have had help with classroom activities, displays, book repairs, cooking with small groups, gardening, parties, educational visits, IT advice and support etc.
- Helpers must sign in and out at the School Office and wear a Ewell Grove 'Visitor' sticker. All Helpers must read the Guidance Booklet and complete a DBS. Parent help is always looked for at Friends of Ewell Grove events too.
- ParentMail:** Newsletters are the main means of communication between school and home. Please read them carefully and make a note of important times and dates. Please refer to Section 11.
- Parents' Evenings and End of Year Reports:** In the first few weeks of the Autumn Term parents are invited to visit their children's new classroom and meet their teacher. This is followed later in the term, by Parents' Evening where you can discuss academic issues.
- There is another Parents' Evening in the Spring Term and a written report in Summer Term.
- At the end of the year we have an Open Afternoon to celebrate success and the improvement your children have made throughout the year. Nursery parents will be given the opportunity to speak formally with the Nursery staff once a term.
- Appointments are made through a Parents Evening Booking System. Instructions of how to use this will be sent out prior to your first Parents' Evening.
- Parking:** A map of local car parks can be found in Section 16. Please can all parents using cars to bring and collect their child from school (including both Nursery sessions) ensure they park legally and be considerate to our neighbours and pedestrians.
- PE:** PE is a National Curriculum subject and legal requirement. Children will not be allowed to miss these lessons unless absolutely necessary. Therefore please remember their PE kit for inside and outside lessons must be in school all week (usually sent home at half term for washing) and no jewellery please.

**KS2 Swimming** – Children in KS2 will attend a series of swimming lessons. They will require a swimming costume/trunks and towel in a waterproof bag. Children with hair that can be tied back will be required to do so. Goggles may be worn.

- Photography:** Please refer to Section 9.
- Playground:** Playtime is an important part of school life. It allows children time to exercise, socialise and be independent in their actions.
- 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. Families will be provided with Ewell Grove Reading Puzzles which give a range of ideas to support your child's reading at home.
- Reading Volunteers:** Reading Volunteers are people who come into school on a regular basis to help children learn to read. If you are interested in knowing more please contact the School Office.
- School Office:** It helps the efficiency of the School Office that any correspondence is sent to school in named envelopes. Envelopes and Reply Slips can be posted in the box on the wall in the entrance area. The box is emptied regularly throughout the day. The office staff are: Mrs Carol Worne (School Business Manager) Mrs Jacqui Jardine and Mrs Nicola Littlejohn (School Business Officers).
- Scooters/Bikes:** For 2017/18 when building construction takes place, we will be unable to provide storage for scooters/bikes etc. This includes all year groups from Nursery to Year 3. The policy will be reviewed when the building development has been completed and an assessment of storage capacity can be accurately gained.
- Sun Cream:** During the summer months an application of high factor sunscreen should be administered by parents before school. This coupled with sunhats, water, use of shade and our uniform should significantly reduce the risk of heat stroke and sunburn.
- Tissues:** We are always delighted to receive donations of boxes of tissues, as they play an extremely crucial part in school life with young children!
- Toys:** Children may bring in a **named, small toy** to play with at break times which will be kept in a toy box in the classroom until break time; **NO balls may be brought in (any required will be provided by Ewell Grove)**. It should preferably be something that they can share with other children and is not too serious if it gets lost, broken or mislaid. Toy guns or similar weapons must not be brought into school.
- Uniform:** Available to order online from <http://www.mandsyourschooluniform.com/>  
We have a school uniform and expect all children to wear it. Please refer to the Uniform section in this booklet.
- Water:** Children are encouraged to bring in a named bottle of water which they will have access to throughout the day. *No other drinks are acceptable; this includes 'flavoured water'*.  
**Nursery children do not need to bring in a bottle of water as they are provided with cups of water during the day.**
- Website:** Do take a look at the school's website for useful information and where you will find copies of newsletters.  
<http://www.ewell-grove.surrey.sch.uk>

- Welfare:** The health and welfare of your child is always our first priority. If we are concerned about your child in any way, we will make contact with you. Please always ensure we have up to date contact details for all emergency contacts - especially mobile phone numbers and email address.
- Year Book:** Across the year the children will have special pieces of work put into a Year Book which they will then take home at the end of the Summer Term. Parents find this a precious memento of their time in school.
- Year Group Meetings:** Each term the teachers in your child's year group hold a meeting to discuss expectations for the year group, what the children are learning, and how you can help at home.
- You...** ... are the most important people in your child's life and they will want you to take an active interest in their school life. You know them best and we want to work with you in partnership to ensure they receive the highest level of educational value whilst they are with us. Please keep us informed of any issues, however small, which may affect your child in school. We can only help if we know!

### 3. HOME-SCHOOL AGREEMENT

#### THE SCHOOL WILL

- Start the day promptly and maintain an accurate record of attendance
- Recognise children who maintain full attendance

#### ATTENDANCE AND PUNCTUALITY

- Ensure children attend school regularly and punctually
- Avoid taking children out of school during term time, except for health reasons or compassionate reasons
- Only allow their child to be absent for health reasons or exceptional circumstances; this does not include holidays

#### BEHAVIOUR

- Ensure that children are familiar with the 'Golden Rules'; use rewards & sanctions fairly
- Ensure all staff set a high standard of personal behaviour
- Ensure resources used are appropriate and of good quality

- Support the school's [Behaviour Management Policy](#)
- Behave in a way that sets children a good example when on school premises
- Encourage their child to care for school property at school and home

#### CURRICULUM

- Ensure that children are taught at an appropriate and challenging level which meets the needs of each child
- Improve the quality of children's work through formative & constructive feedback
- Always endeavour to enrich the curriculum by organising talks and events by visitors, trips off site and, when possible, additional out of hours activities e.g. clubs etc.

- Encourage their child to participate fully in school activities and provide suitable clothing for all school activities e.g. PE
- Support the child's learning by listening to them read regularly, supporting home learning as well as attending performances and parents' meetings
- Encourage their child to take full advantage of these opportunities and inform the school of any issues that may prevent their child from participating e.g. financial constraints

#### EQUAL OPPORTUNITIES

- Ensure all children are able to take part in appropriate activities during the working school day
- Celebrate the diverse backgrounds we all come from and use cultural examples in our teaching
- Ensure that bullying, racist, sexist and other forms of discrimination are not tolerated from any member of our school community
- Have a uniform that is practical, smart, easy to obtain and reasonably priced
- Ensure parents are aware of criteria for Pupil Premium

- Work with the school to ensure their child has equality of opportunity
- Help their child to understand that everyone is of equal importance
- Support the school in providing an establishment free from discrimination & stereotyping
- Ensure their child wears school uniform, which is clearly labelled with their child's name

#### WELFARE AND COMMUNICATION

- Provide regular opportunities for parents to discuss their child's progress
- Inform parents promptly about problems or difficulties of a more serious nature
- Take account of the parents' views of their child
- Send regular newsletters about school life
- Contact parents as soon as possible in the event of sickness/accident

- Attend meetings with class teacher
- Inform the school promptly of changes in health, home and family circumstances
- Express their views or concerns freely to the school
- Read all newsletters and respond promptly if appropriate
- Provide the school with up to date emergency telephone numbers

The staff of Ewell Grove Primary and Nursery School look forward to working together with all our families, on a basis of mutual respect. We welcome and positively encourage parents' interest and involvement in school life. The Home-School Agreement aims to set out how this can be achieved from the school's and families' perspective. It is not a legally binding document (*although legally all schools must have one*), but rather a public declaration, from all parties involved, of the roles and responsibilities we all have to ensure our children become confident and enthusiastic learners.

### **Golden Rules**

We have a behaviour reward system that works throughout Ewell Grove called 'Golden Time'. It is based upon children adhering to six Golden Rules which are:

- Do be kind and helpful – don't hurt people's feelings
- Do be gentle – don't hurt anyone
- Do Listen – don't interrupt
- Do work hard – don't waste your or other people's time
- Do be honest – don't cover up the truth
- Do look after property – don't waste or damage things

The rules are based on basic principles of good citizenship and are used when talking to children about their behaviour, both when praising and sanctioning. Children who follow these rules are rewarded by "Golden Time" at the end of each week.



## 4. ATTENDANCE

### Working together to achieve high attainment through full attendance

Ewell Grove Primary and Nursery School, along with other local schools and Surrey County Council, firmly believe that all pupils benefit from regular school attendance. Full and regular attendance at school is crucial for a child's future life chances and establishes a positive work ethic early in life. To this end, we will do all we can to encourage Parents/Carers to ensure their children achieve maximum possible attendance and any problems preventing full attendance will be identified and acted on promptly. The expectation of Ewell Grove is that all pupils attend 100% (no absence or lateness) unless there is a genuine reason for the absence approved by the Headteacher. When absence is unavoidable, parents/carers will be required to inform the School at the earliest opportunity.

Children will be awarded a certificate for each Term of 100% attendance and if they receive a certificate for the Autumn, Spring and Summer Terms then they qualify for a full year attendance medal. At the discretion of the Headteacher, dispensation may be given in Exceptional Circumstances, for Hospital appointments which are issued to the Parents/Carers during School hours. Parents/Carers would need to provide a copy of the Hospital letter to have their circumstance considered. All other medical appointments will not be considered; other than early morning GP appointments which are necessary to confirm a child's fitness to attend school (as described in the Dental and Medical appointments section of this document).

Parents/Carers, whose children are of compulsory school age (5 to 16) and are registered at a school, are responsible for ensuring that their children attend school regularly. If they do not, they may be committing an offence under the Education Act 1996 and could be liable to prosecution or to be served with a penalty notice.

The staff of Ewell Grove are committed, in partnership with Parents/Carers, Children, Governors and the Local Authority, to building a school which serves the community and of which the community is proud.

Regular attendance is key to high achievement. Research clearly demonstrates the link between regular attendance and educational progress and attainment. We are committed to encouraging and supporting Parents/Carers in ensuring their children achieve maximum possible attendance and that any problems that prevent this are identified and acted upon promptly.

### Issuing of a Penalty Notice and Examples of Circumstances

#### Where a Penalty Notice May be Issued

Please be aware that Ewell Grove's [Attendance Policy](#) includes the use of penalty notices. A penalty notice can be used as an alternative to prosecution of a Parent/Carer in cases of persistent unauthorised absence or late arrival at school.

A penalty notice would be considered if a child is absent from school, without authorisation from the Headteacher, for 5 days (10 sessions) within a three month period; these need not be consecutive.

Unauthorised absences or late arrival, after the close of registration on 7 occasions in any six week period (not including school closures). If an improvement is not seen after a period of monitoring a penalty notice would be considered.

**Each parent** could be liable to receive a penalty notice for **each child**. The amount payable on issue of a penalty notice is £60.00 if paid within 21 days of receipt of the notice. The penalty rises to £120.00 if paid after 21 days but within 28 days. If the penalty is not paid within this 28 day period the Local Authority are required to prosecute.

## Family holidays taken during term time

Ewell Grove's Attendance Policy states that no authorisation will be given for any family holidays taken during term time, for any year groups. Authorisation will only be given for absence, other than illness and hospital appointments, in Exceptional Circumstances; for example compassionate reasons. The Governors of Ewell Grove have decided that family holidays will always be unauthorised.

Any savings that you think you may make by taking a holiday in school time are offset by the cost to your child's education. Research relating to this demonstrates;

- The link between a child's attendance and attainment is irrefutable
- Graduates earn an average of double per hour compared to young people who leave school with no qualifications.

If, having read and understood the Ewell Grove's Attendance Policy, you wish to submit an application for leave of absence; you will need to complete an application for Leave of Absence which is available on the School website or from the School Office. Please note we may ask for proof to back up your request e.g. proof of employers annual leave policy. The Headteacher will consider any Exceptional Circumstances you outline on the application and will notify you of the decision within five days. For further information, please refer to Ewell Grove's [Attendance Policy](#) available on the school's website.

## School day and registration

8:55 am	Whistle is blown in the playground Children line up with their class and go into school Morning Registration
8:55 am – 9:10 am	Registers remain open Any child who arrives after the register has been taken but before 9.10 am will be marked late "L"
After 9:10 am	Morning Registration Closes. Children arriving after this time will be marked as "U", which statistically counts as an unauthorised absence
1:00 pm / 1:20 pm	Afternoon Registration closes
3:05 pm	School finishes – Reception, Year 1 and 2
3:15 pm	School finishes – Year 3 to 6

Although strictly speaking Nursery children are not of statutory school age, we believe that the precedent for attendance for our Nursery children should be in line with the rest of our school.

## Punctuality

Ensuring your child arrives punctually at school every day not only models good habits at an early stage but improves your child's confidence; children who regularly arrive late usually find it embarrassing to disrupt a settled class and this can impact negatively on their emotional wellbeing. The School recognises that there will be justified one-off situations that arise, which may lead to your child arriving late at school and in these circumstances you should contact the School to inform us of your estimated time of arrival. However, regular lateness is dealt with in exactly the same way as non-attendance. Children arriving at School after 8.55 am will need to be signed in at the School Office.

## **What should I do if my child will not be attending school?**

If your child is absent for any reason, it is the responsibility of the Parent/Carers to notify the School by 10.00 am and confirm the reason for their absence. If you are able to state how long your child will be absent for, there is no need to contact the School on a daily basis. However, in situations where the length of absence is unclear, we would ask that you contact the School daily. If the absence is carried over from one week to the beginning of the next, we would ask that you contact us again on the Monday morning and provide us with an update. It is essential that Parent/Carers contact the School before 10.00 am; any child requiring a school dinner arriving after 10.00 am will not have had one ordered unless the Parent/Carers has phoned to inform us of their intention to be late. We will always endeavour to provide a meal for your child.

If a child is not reported as absent by 10:00 am then the school will try to make contact with the Parent/Carer to ascertain the reason; in this case the absence will always be treated as unauthorised.

If your child has any specific or on-going medical issues which could cause absence, we would ask Parents/Carers to contact the School without hesitation in order that we can work together in the best interest of your child.

## **Vomiting and Diarrhoea**

If your child has had Vomiting and/or Diarrhoea, they **must** be kept off school for **48 hours** following the last episode of Vomiting and/or Diarrhoea.

## **Dental and Medical Appointments**

Parents/Carers are asked, where possible, to arrange these appointments around school hours and holidays. Sometimes there may be occasions where it is necessary to seek GP confirmation that a child is well enough to attend school e.g. an unexplained rash. In the best interest of the child and School we would encourage parents to seek medical confirmation before bringing their child into school. If the parent is able to make an early morning GP appointment and the child is brought to school whilst the morning session is still in progress then this will not prevent them from qualifying for a full term/year attendance reward.

In cases of emergency appointments, Parents/Carers should advise the School Office of the appointment and confirm what time their child will arrive at School or what time their child will be collected for their appointment. Parents/Carers are encouraged not to keep their child out of school for the whole day. Parents are requested to provide evidence of the medical appointment. If the child has a school dinner then the Parents/Carers will need to confirm with the School Office if a lunch should be ordered for that day.

## **Unauthorised Absence**

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason. This includes:

- Family Holidays
- Parents/carers keeping children off School unnecessarily
- Absences which have never been properly explained
- Shopping, looking after other children or birthdays
- Excessive illness without medical evidence
- Any absence which has not been explained by the parent by 10.00 am

## **Authorised Absence**

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

## **What can I do to help ensure my child attends school regularly?**

There may be many reasons why your child is unable to or may not want to attend school. Therefore, in the first instance Parents/Carers should speak to their child to see if there are any underlying issues worrying them. If you are unable to resolve these issues, it is important that you speak with the Class Teacher for advice and support.

Here are some simple suggestions to encourage attendance:

**Be firm** – Unless your child is obviously unwell then he/she must attend school every day and arrive on time.

**Be ready** – Make sure your child is ready and prepared for school with the correct uniform, PE kit and book bag.

**Be interested** – Make sure you have time to talk to your child about their school day.

**Be positive** – Problems can occur in either the playground or within the classroom. Reassure your child that if they have worries at school they must talk to an adult. If the school is unaware of concerns/worries, then we will be unable to work with your child to provide them with the necessary help and support.

**Be supportive of the school** – Make sure your child follows the Golden Rules and is clear about the School's expectations.

**Be involved** – Speak regularly with your child's Class Teacher and attend Parents Evenings.

**Be available** – Always inform the School should you change contact numbers or move house or doctors.

With this in mind, Ewell Grove is proactive in encouraging good attendance using the following strategies:

- by providing a caring and welcoming learning environment
- by responding promptly to a child or Parents/Carers concerns about the School or other pupils
- by accurate and punctual completion of registers during morning and afternoon registration
- by publishing attendance statistics for each pupil termly and within their annual report
- by celebrating excellent attendance termly with certificates and annually through the presentation of attendance medals\*
- ensuring all staff take a proactive approach to promoting good attendance

## **Educational Welfare Officer (EWO)**

The EWO is employed by Surrey County Council to work in partnership with the school to ensure children attend on a regular basis. As part of their role the EWO monitors registers half termly. Children with attendance percentages below 95% will be highlighted. If during a subsequent visit the attendance percentage remains a concern then Parents will be contacted; initially by the School. Children with attendance percentages below 95% may be invited to attend an attendance meeting with the School and EWO. In any cases where attendance falls below 90% this is likely to lead automatically to a referral to the EWO.

## 5. UNIFORM

All children are expected to wear school uniform. The wearing of school uniform encourages children to take a pride in themselves and their school and the Governors of Ewell Grove would appreciate parents' support.

Please ensure that **ALL** items of clothing (along with any other items brought into school) are **clearly named**. Labels are available from companies such as <https://www.simplystuck.com> and <http://www.wovenlabelsuk.com>

All the listed items, both with and without our logo, are available from

**[www.mandsyourschooluniform.com](http://www.mandsyourschooluniform.com)**

### Children can dress in the uniform listed in which they feel most comfortable

Nursery to Year 2	Year 3
<ul style="list-style-type: none"> <li>• White polo shirt (with logo)</li> <li>• Red jumper or cardigan (with logo)</li> <li>• Grey pinafore/skirt               <ul style="list-style-type: none"> <li>➢ With white/grey socks or red/dark tights</li> </ul> </li> <li>• Red gingham dress (<i>warm weather</i>)</li> <li>• Grey trousers or shorts (<i>defined as school uniform, not leggings</i>)               <ul style="list-style-type: none"> <li>➢ With dark socks</li> </ul> </li> <li>• Black or dark shoes (<i>no sandals or trainers</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• White collared shirt (long or short sleeves)</li> <li>• Tie (with logo)</li> <li>• Red Jumper or cardigan (with logo)</li> <li>• Grey skirt               <ul style="list-style-type: none"> <li>➢ With white/grey socks or red/dark tights</li> </ul> </li> <li>• Red gingham dress (<i>warm weather</i>)</li> <li>• Grey trousers or shorts (<i>defined as school uniform, not leggings</i>)               <ul style="list-style-type: none"> <li>➢ With dark socks</li> </ul> </li> <li>• Black or dark shoes (<i>no sandals or trainers</i>)</li> </ul>
<p><b>Accessories</b></p> <ul style="list-style-type: none"> <li>• Book Bag (with logo)</li> <li>• School Coat (<i>with logo - optional</i>)</li> <li>• Sun hat/cap (<i>with logo - optional</i>)</li> </ul>	<p><b>Accessories</b></p> <ul style="list-style-type: none"> <li>• Backpack (with logo) – <b><i>bags of other types will not be permitted</i></b></li> <li>• School Coat (<i>with logo – optional</i>)</li> <li>• Cap (<i>with logo - optional</i>)</li> </ul>

*Please remember to send your child in appropriate footwear. We do not permit trainers, boots or sandals with open toes, jelly shoes or heels for safety reasons; please no laces before your child can tie them independently.*

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










	 <div data-bbox="954 1429 1114 1550" style="border: 1px solid black; padding: 5px; display: inline-block;">         Picture Of School Tie To Follow       </div>
	

## 6. PE KIT

Please ensure that **ALL** items of **are clearly named**. All the listed items, both with and without our logo, are available from [www.mandsyourschooluniform.com](http://www.mandsyourschooluniform.com)

**Children can dress in the uniform listed in which they feel most comfortable**

Nursery	Reception to Year 2	Year 3
<p><b>All Year</b></p> <ul style="list-style-type: none"> <li>Black fleece zip top (with logo)</li> <li>Plimsolls</li> </ul> <p><b>Summer Term Only</b></p> <ul style="list-style-type: none"> <li>Red PE T-shirt (with logo)</li> <li>Black shorts or skort</li> <li>Leggings (optional)</li> </ul>	<ul style="list-style-type: none"> <li>Red PE T-shirt (with logo)</li> <li>Black shorts or skort</li> <li>Black Leggings (optional)</li> <li>Black fleece zip top (with logo)</li> <li>Black jogging bottoms</li> <li>Light Waterproof coat (not school coat)</li> <li>Trainers</li> </ul> <p><i>(Trainers should be non-fashion and as light as possible <u>not plimsolls</u>. Velcro fasteners until children can do laces)</i></p> <ul style="list-style-type: none"> <li>Socks (to replace tights)</li> <li>Plastic bag for dirty shoes</li> </ul>	<ul style="list-style-type: none"> <li>Red PE T-shirt (with logo)</li> <li>Black shorts or skort</li> <li>Black Leggings (optional)</li> <li>Black fleece zip top (with logo)</li> <li>Black jogging bottoms</li> <li>Light Waterproof coat (not school coat)</li> <li>Trainers</li> </ul> <p><i>(Trainers should be non-fashion and as light as possible <u>not plimsolls</u>. Velcro fasteners until children can do laces)</i></p> <ul style="list-style-type: none"> <li>Socks (to replace tights)</li> <li>Plastic bag for dirty shoes</li> </ul>
<p><b>Accessories</b></p> <ul style="list-style-type: none"> <li>Red Drawstring sports bag (with logo)</li> </ul>	<p><b>Accessories</b></p> <ul style="list-style-type: none"> <li>Red Drawstring sports bag (with logo)</li> </ul>	<p><b>Accessories</b></p> <ul style="list-style-type: none"> <li>Black Kit bag (with logo)</li> </ul>

Nursery	Reception to Year 2	Year 3
		
		
		

## 7. SCHOOL LUNCHES

*We positively promote school dinners, as we believe these provide a nutritional midday meal which is monitored closely for standards by the Governors*

### Reception, Years 1 & 2 Universal Free School Meals

All pupils in Reception, Year 1 and Year 2 are able to receive a school meal at no cost to the Parent/Carer. Surrey Commercial Services, who are our catering provider, are committed to serving fresh and healthy meals cooked from scratch by professional catering teams using fresh, local and organic produce.

Please complete the Admission Form attached ensuring you include any dietary requirements due to allergies, religious or ethical reasons. Completed forms should be returned to the School Office as soon as possible (by Tuesday 11<sup>th</sup> July).

### Year 3 School Meals

All year 3 children are able to receive a school meal at a cost of £2.25 per day, £11.25 per week. Payment should be made in advance, online via Tucasi from 1<sup>st</sup> September 2017

### Packed Lunch (All Years)

You also have the option of providing your child with a packed lunch; this must contain no drinks, sweets, nuts or peanut butter. A named beaker must be included in the lunch box as water is provided by the school.

- Please name your child's lunch box on the outside.
- Remember children should **only bring a beaker** in their lunch boxes and not a drink in a bottle/carton, as children are given water by our lunchtime staff.
- Please consider what you put in your child's lunch box; bearing in mind the school's Healthy Eating Policy we have included a few tips within on page 25 of this booklet. Due to the number of children with nut allergies please **do not include** peanut butter or other foods which contain nuts.

### Changing to Packed Lunch or School Meal

We require a week's notice, using the form displayed in the foyer by the School Office, of change from school meals to packed lunch or vice versa. **We will be able to be more flexible about notice for Reception children while they are settling in during their first few weeks**



### **Pupil Premium – Nursery through to Year 3**

Historically the school has been able to claim 'Pupil Premium' for any child eligible for free school meals at any point in the last 6 years. With the introduction of 'Universal Free School Meals' it is essential that we continue to identify any families that could benefit from the support of 'Pupil Premium'. If a parent is in receipt of any of the following benefits the school is still able to claim 'Pupil Premium', which is **additional** money targeted at supporting your child's learning. If parents are in any doubt about eligibility, by simply providing the school with your National Insurance number we can access a service that will verify the school's entitlement to claim.

#### **Eligibility Criteria:**

- Equal Based Jobseeker's Allowance / Employment and Support Allowance
- Income Support (IS)
- Income based Jobseeker's Allowance (IBJSA)
- Income related Employment and Support Allowance (IRESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190. If you receive Working Tax Credit you do not qualify even if you receive child tax credit and your income is below £16,190
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit
- Is your child a looked-after child (LAC)? i.e. in the care of, or provided with accommodation by an English local authority?
- Has your child ceased to be looked after by the local authority because of adoption, a special guardianship order, a child arrangements order or a residence order?
- Are either or both parents regular members of HM Forces and designated as personal category 1 or 2 (PStat Cat 1 or 2), in the armed forces of another nation and stationed in England or in receipt of a child pension from the Ministry of Defence?

**Please complete the Pupil Premium Application Form included in your pack**



## **A Few Tips Towards a Healthy Lunchbox**

Variety underlies any healthy diet so try to vary the contents of the lunchbox at any chance you get!

- Include a sandwich - but don't forget that instead of sliced bread you could use wraps, ciabatta, rolls, pitta breads etc. Try to use wholegrain bread, which will provide fibre and help your child feel full. If your children aren't used to eating wholegrain bread, use soft grain bread initially, and gradually change over to the wholegrain bread.
- Try to include a piece of fresh fruit, dried fruit, as much as possible to help your child get their "5 a day".
- Vegetables can be sneaked into the lunchbox in many forms - add a bag of carrot sticks or baby tomatoes, grate carrot and use in sandwich fillings or add sweetcorn to tuna.
- Include your children in the grocery shopping and let them choose foods that are part of a healthy diet. If possible, stay out of the way of temptation - skip the aisles that house sweets, biscuits and fizzy drinks.
- At home include the children in their lunch preparation. Take into account their tastes and let them select one new fruit and vegetable to try each week.
- Keep it simple. Avoid messy mushy food which may turn your child off their food.
- Keep it small. Ensure food is manageable for little hands. Cut apples and carrots into slices. Cut sandwiches into four pieces. Small snacks such as raisins or mandarins are easy to manage as they are.
- Children become easily dehydrated so don't forget to include a cup in their lunch box as drinking plenty of water is always encouraged.

### **Some healthy lunchbox treat suggestions:**

- Yogurt, fromage frais or rice pudding - try the reduced fat options
- Individual packets of dried fruit eg raisins or apricots
- Individual portions of cheese
- Plain biscuits, bread sticks or crackers
- Scones
- Popcorn - unsalted and unbuttered
- Fresh fruits (sliced), mini tins of fruit and dried fruits or trail mix
- Raw vegetables such as baby carrots or sliced cucumbers with healthy dip like hummus are easy to pack
- Make homemade lunchables using wholegrain crackers, sliced cheese and lean ham
- Remember it is ok to give your child treats like a chocolate biscuit and crisps now and again - just not too often!

## 8. PERMISSIONS

### **Trips and Local Walks**

During your child's schooling at Ewell Grove there will be opportunities to go out of school into the village. This may include:

- class groups walking around Ewell Village;
- visiting St. Mary's Church for Harvest Festival, Christmas, 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 a specific permission slip.

***This permission will only be issued once during your child's time at Ewell Grove (children transferring from Nursery to Reception will be reissued with this booklet). It is the responsibility of the parents/guardian to inform the school if your decision changes at any time.***

### **Internet Use**

As part of your child's curriculum and the development of ICT skills, Ewell Grove Primary & Nursery School is providing supervised access to the Internet. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the Rules for Responsible Internet below and sign and return the Permissions Form enclosed in your pack so that your child may use the internet at school.

**Although there are concerns about pupils having access to undesirable materials we have taken positive steps to deal with this risk in school. Our school Internet provider operates a highly effective filter system that restricts access to inappropriate materials.**

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

As a family it is important to have a common understanding of what is and what isn't appropriate behaviour online. [Childnet](#) have provided a list of positive statements to help you, collectively as a family, decide the rules for you. 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 which are available on the Ewell Grove Website under 'Learning' 'Home Learning':

**[online-safety-family-agreement](#)**

## 9. USING IMAGES OF CHILDREN SAFELY

For the safeguarding of our children Ewell Grove does not give permission for any photos taken to be uploaded to the internet or used on Facebook or any other social networking sites. Photos/videos must remain for personal use only.

### A Policy for Parents & Carers

#### Introduction

We live in an age in which digital technology has vastly increased the use, and potential misuse, of photography.

Publicity surrounding concerns about such matters as to whether to allow filming of school events has prompted us to develop a policy about the use of photography at Ewell Grove Primary & Nursery School.

Generally, photographs for school and family use and those that appear in the press, are a source of pleasure and pride which we believe usually enhances self-esteem for children, young people and their families. Therefore as a school we believe this practice should continue, within safe-practice guidelines.

In developing an appropriate policy, both the Governors and I want to maintain trust in the parent-school relationship, and to enable those parents with particular concerns to specify that they withhold their consent for whatever reason. A full copy of the policy is available for parents to read.

#### Issues of Consent

The Data Protection Act 1998 affects our use of photography. This is because an image of a child is personal data for the purpose of the Act, and it is a requirement that consent is obtained from the parent of a child or young person under the age of 18 years for any photographs or video recordings for purposes beyond the school's core educational function (e.g. school web sites, school productions).

As it is likely that there will be a number of occasions during a pupil's school life when the school may wish to photograph or video that pupil, the consent form will last for the duration of their time at Ewell Grove.

A consent form is attached to this guidance, which must be signed, completed and returned to Ewell Grove. It will be kept on file, covering all cases where images of children are to be published beyond the parameters of normal school use.

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies*

#### Conditions of use

1. This consent is valid for the period of time your child attends Ewell Grove. The consent will automatically expire after this time.
2. We will not use any personal details, of any child, in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
3. If we use photographs of individual pupils, we will not name that child in the accompanying text or photo caption.
4. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
5. We may include pictures of pupils and teachers that have been drawn by the pupils.
6. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".

7. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
8. The use of mobile phone cameras at all Ewell Grove events, is prohibited.

### **When does Ewell Grove use Photographic Images?**

Sometimes we take photographs of children when they are involved in organised activities. We may use the pictures in school publications, such as the prospectus and on our website. We may also make video recordings for use by the school.

To comply with the Data Protection Act 1998, we need your permission to photograph or make any recordings of your child.

Occasionally, the school may be visited by the news media (usually local newspapers) to take photographs or film an event at the school. Pupils will often appear in these images, which will be published in local newspapers or even broadcast on television.

### **School Productions**

#### ***'Use Your Camera and Video Courteously'***

#### ***A guide for parents who wish to photograph and/or video a school event***

- Remember that parents and carers attend school events at the invitation of the head and governors.
- The head and governors have the responsibility to decide if photography and videoing of school performances is permitted.
- Parents should not assume that staff give their consent to be photographed/filmed, please be courteous and ask for their permission
- The head and governors have the responsibility to decide the conditions that will apply in order that children are kept safe and that the performance is not disrupted and children and staff not distracted.
- Parents and carers can use photographs and videos taken at a school event for their own personal use only. Such photos and videos cannot be sold and **must not be put on the web/internet** including for the avoidance of doubt social media sites such as Facebook and Twitter in order to comply with legislation in place to safeguard the children.
- Recording or photographing other than for private use would require the consent of all the other parents whose children may be included in the images.
- Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.
- Parents and carers must not photograph or video children changing for performances or events.

If you are accompanied or represented by people that school staff do not recognise, they may need to check out who they are if they are using a camera or video recorder.

## 10. ACTIVITY FUND

Parents at Ewell Grove are asked to make an annual one-off payment of £15.00 or £25.00 per family into our Activity Fund. Over the academic year all our children take part in various activities that supplement the basic curriculum. In the past this has included visits from companies staging puppet, dance and drama performances, as well as science activities for the children to observe over a period of time, such as egg hatching. We are also very keen to continue offering the opportunity for children to undertake projects involving, for example, cooking and sewing.

The costs relating to the experiences we would like to provide amount to **£15 per child, or £25.00 per family, for the whole year.** (Please contact the School Office if you will have difficulty making this payment in one instalment).

Assuming that we receive enough contributions we aim to provide the following:

- Two additional educational activities – e.g. puppet show, drama production
- Two Science based activities – e.g. egg hatching, butterfly lifecycle, mobile planetarium
- Projects through the year – e.g. art, baking, sewing, construction

We have already booked a theatre company to visit in January which will be paid for by these contributions, however, if we receive insufficient contributions we will be unable to continue with the planned programme of activities.

**Please note that this contribution does NOT include any educational visits**

Payments should be made through 'Tucasi', which you will find on the School website home page, bottom right hand side <https://www.scopay.com/ewell-grove> . By clicking on this logo you will be taken to the School's Tucasi site.

In order to make your payment you will need to set up an account and enter an 'online link code'. This personal code will be sent home with your child sometime in September.

If you require the use of a computer, you will have the opportunity to contact the School Office and arrange a suitable time to come in and process your contribution in school. Manual systems will also be maintained in the event that you are unable use this system, however, please note that we no longer accept cheques and we aim to keep cash holding to a minimum. Please contact the School Office if you require assistance.

**Please make your payment by Friday 29<sup>th</sup> September**

## 11. PARENTMAIL

We are using a service called ParentMail which enables the school to email letters and messages direct to parents effectively and efficiently.

In order for you to benefit from ParentMail please complete the Admission Form with details of your email address (1 per parent/carer). Please ensure the address is written clearly.

Once your child is 'on roll' at Ewell Grove you will receive a registration invitation email from ParentMail with full instructions to follow in order to verify your account.

Add [info@parentmail.co.uk](mailto:info@parentmail.co.uk) to your contacts/address book in your email account to make it a "safe sender".

Please be assured that ParentMail is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

## 12. CHILD CARE

We are very fortunate at Ewell Grove to have a number of child minders who offer a fantastic range of services to our families, from full wraparound care to breakfast 'club' or after school sessions; all year round care to term time only, school holidays only or even ad hoc days such as INSET days. Many child minders offer extended hours are able to accommodate shift patterns and some are able to offer overnight care. If you need flexibility, child-minding is probably the right choice for you.

Our child minders are part of a close-working community of 'Ewell Grove Child-minders' – some have their own children here; others' have continued their association with the school long after their own children have left; some begin their connection when their younger mindees start at the school.

All the child minders listed are independently registered with Ofsted, have public liability insurance, are trained in paediatric first aid and they and all members of their household aged 16 and over have had the necessary DBS/CRB checks.

Additionally all child minders are able to accept childcare vouchers and many can access the funding for three year olds (Early Years Entitlement) and eligible two year olds (FEET).

Services offered vary from child-minder to child-minder. Unless otherwise stated the child minders below offer:

Breakfast club (BC)

After School (AS)

Wraparound care for nursery children (WA)

School holiday provision (H)

Cover for INSET days (I)

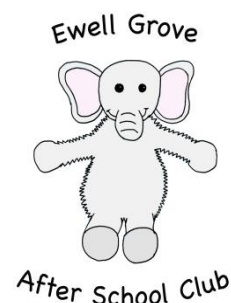
Term time only places (TT)

Name	Contact details	Days worked	Available for
Kay Britton	07973 249266 kay.britton@ntlworld.com	Mon-Thurs Fri	All BC only
Clare Livesey	07971 812001 clare_livesey@yahoo.co.uk	Mon-Fri	All
Natalie Danks	07531 317520/0208 224 0596 jeremy.danks@ntlworld.com	Mon-Tues	All
Andrea Vaughan	07742 228708/020 8394 1247 andreavaughanhome@gmail.com	Mon-Thurs Mon-Tues	WA AS as well
Donna Herrington	07950 263237/01372 812820 donna.herrington@btinternet.com	Mon-Fri	All
Rebecca Browne	07956 469340 bec2oz@yahoo.co.uk	Mon-Fri	All TT only
Lara Slater	07736 473 122/020 8224 1454 <a href="mailto:slater.lara@gmail.com">slater.lara@gmail.com</a>	Mon-Fri	BC/AS TT only
Kelly James	07984 801 979 kellyleighjames8@gmail.com	Mon-Fri	All
Charis Day	07572 451820 chazday@hotmail.co.uk	Mon-Fri	Not nursery
Jeremy Danks	07469 113468/0208 224 0596 jeremy.danks@ntlworld.com	Mon-Fri	All
Sarah Fogarty	07796 956346 Farrantsarah@hotmail.com	Mon-Fri	All
Katie Benli	07766 604056 ktshort@hotmail.com	Mon-Fri	All
Nicolette Smit	07739 405428 nicoletteknoesen@yahoo.co.uk	Mon-Fri	All
Liza Monaghan	07403 396440 lemonzo@hotmail.com	Mon-Fri	All
Nicola Aylward	07925 848446 p.aylward@ntlworld.com	Mon-Thurs	All
Louise Hyland	07850 111845 loopylouland@yahoo.co.uk	Mon-Thurs	All

**Parents should note that this list is for information only. It is not a recommendation from the school. Parents should make their own enquiries regarding references**

### 13. AFTER SCHOOL CLUB

After School Club  
Ewell Grove Primary and Nursery School  
29 West Street  
Ewell  
Surrey KT17 1UZ



[polly.sawyer@sky.com](mailto:polly.sawyer@sky.com)

07921 147 335

**OFSTED NUMBER: EY308033**

#### EWELL GROVE AFTER SCHOOL CLUB

I am writing to inform you about Ewell Grove After School club. The Club is privately owned and is open to children from the school aged 4-11 years and is available to everyone. We offer full and part time places from 3:05 – 5:30 pm during term time. We are currently full; however ad hoc places may be available if the club has a cancellation on the day.

Children can have fun and enjoy themselves in a friendly and relaxed environment. **At the After School Club we believe all children have the right to play.** Play is the basis to providing healthy development and the wellbeing of individuals. There are a range of activities to enhance the children's play, including arts and crafts, cooking, a quiet corner, construction, and outdoor play. The children receive a light tea, fruit, and a selection of drinks is available throughout the duration of the club.

The cost of the club is currently £11.50 per session (subject to change). All the staff have a relevant childcare qualification and hold an enhanced DBS Check.

**At our last inspection in January 2016, the ASC received a judgement of 'Outstanding' from Ofsted.**

For further information or an application form please contact me on my mobile **07921 147335** or by email at [polly.sawyer@sky.com](mailto:polly.sawyer@sky.com).

Yours faithfully

*Polly Sawyer*

Manager  
After School Club





## 14. FRIENDS OF EWELL GROVE

As a parent or guardian of a child who attends Ewell Grove Primary & Nursery School you will automatically become a member of the Friends of Ewell Grove (FOEG).

The Friends of Ewell Grove raise much needed funds to support the school and have recently raised money to provide new sound systems, new computers, scooter racks in the playground and to help towards the funding for the new Play Area in the. With our shift to full primary status from September 2017, FOEG expects to be busier than ever as we work to help the school to purchase additional items and equipment that further enhance the wide range of activities and learning the school already provides.

It is very rewarding to be able to make a difference in your own child's education and daily school life and we have a number of ways to engage with parents so that you can interact with us in a way that works for you. If you'd like more information about the FOEG, please email [foeg@ewell-grove.surrey.sch.uk](mailto:foeg@ewell-grove.surrey.sch.uk) or talk to any of the committee members. We host monthly (evening) meetings for parents to discuss FOEG activities and to get involved. We also have a lively and active Facebook page which you can request to join by searching "Friends of Ewell Grove" on Facebook.

As well as fundraising, we hold several adult social events during the year as well as a number of events to enrich the lives of the children at the school and we hope you can join us for some of these as participant or helper.

We look forward to meeting you.

**The Friends of Ewell Grove**

## 15. MILK

Ewell Grove does offer free milk to nursery children and all pupils, in Reception, Year 1 and Year 2, who are eligible for Pupil Premium (please refer to page 24 of this booklet).

For children in **Nursery** to receive free milk you must register your child with Cool Milk <https://www.coolmilk.com/>.

For children who are eligible for Pupil Premium to receive free milk please contact the School Office.

## 16. SCHOOL STAFF

### Teaching

*Mrs Kate Keane	Headteacher
*#Mrs Anne Gardiner	Deputy Headteacher SEN, Safeguarding,
*Miss Paula Rising	
Mrs Sarah Boyce	
Mrs Mandy Davison	
Mr Ryan Farrant	
Mrs Nicola Hazelden	
Miss Carina Herbert	
Miss Jade Moore	
Mrs Hannah Ralph	
Mrs Nicola Sanderson	
Mrs Debbie Waldron	
Mrs Emma Barnes	
Miss Loraine Theobalds	SCITT
Miss Hanna Barnett	Teacher Training Trainee

### CURRICULUM SUPPORT

#### Higher Level Teaching Assistants

Mrs Alison Speer  
Mrs Sarah Tate  
Mrs Kathy Taylor  
Mrs Lisa Laming

#### Early Years Practitioner

Mrs Rebecca Eve

Mrs Jennifer Hamilton  
Mrs Beverley Hooper  
Mrs Sandra Kimpton

#### Teaching Assistants

Ms Rashida Masood  
Mrs Nicoleta Parrinder  
Mrs Polly Sawyer

Miss Molly Sapey  
Miss Rebecca Sullivan  
Ms Sarah Tennant

### Administration

*Mrs Carol Worne	School Business Manager
Mrs Jacqui Jardine	School Business Officer
Mrs Nicola Littlejohn	School Business Officer

### Midday Supervision

All Higher Level Teaching Assistants	Mrs Owen Underwood
All Main School Teaching Assistants	

### Caretaking

Mr David Aldridge

### Cleaning

Contractor : Reef Cleaning Solutions

### Catering

Servery Assistants: Mrs Pat Coit  
Mrs Shalomi Panchalingam

Contractor : Surrey Commercial Services

### CLASS ORGANISATION FOR 2017-18

**Our Published Admission Number (PAN) changed to 60 for 2016-17. To meet the needs of our historic PAN of 70 our school is currently organised as follows:**

Class	Name
Morning Nursery	Ladybird / Butterfly
Afternoon Nursery	Bee / Caterpillar
Reception	Rabbit / Badger
Year 1	Hedgehog / Squirrel
Year 2	Otter / Mole / Fox
Year 3	Robin / Wren

\* Strategic Leadership Team    # Designated Child Protection teacher

## 17. PARKING

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. All the car parks shown below are less than 300m from the school. There are Scooter Racks available at the school.

### PARKING ETIQUETTE

**DO** park safely and legally – even if you are running late

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 the for other road users

### EWELL GROVE TAKES PART IN THE FOLLOWING SUSTAINABLE TRAVEL INITIATIVES

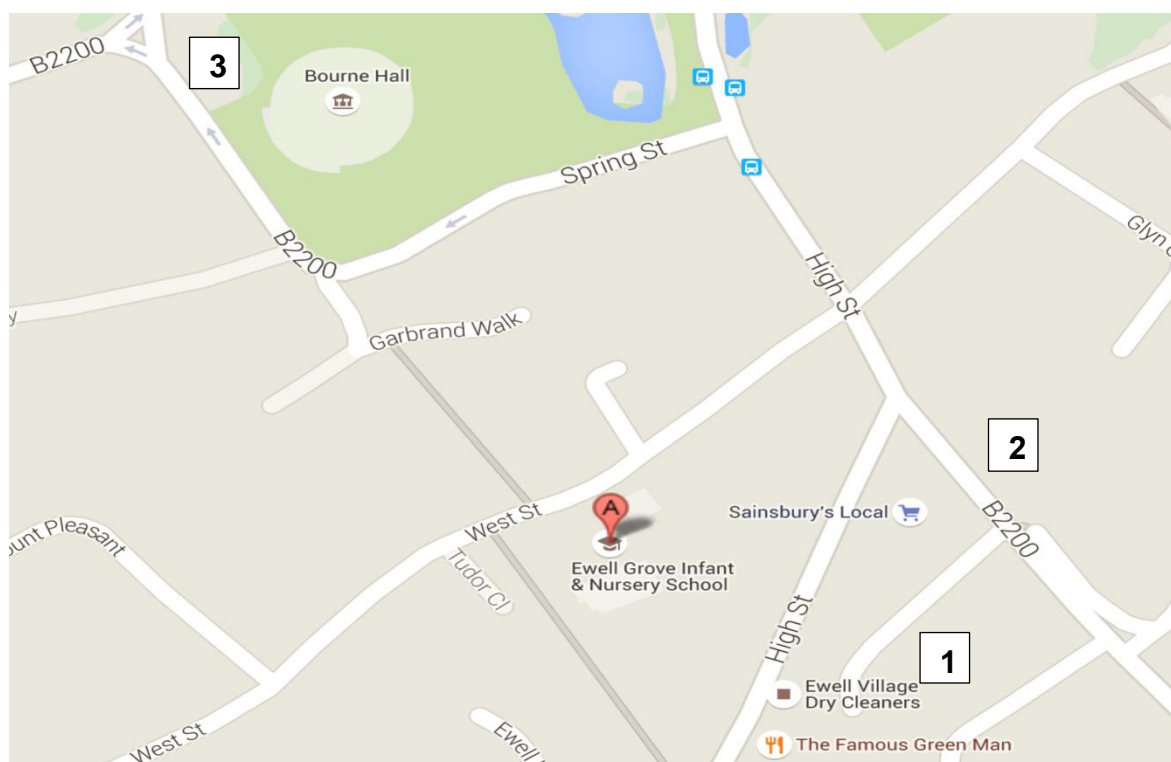
Golden Boot Challenge

Living Street Wow Programme

Healthy Schools

Balanceability – road awareness and bike training scheme

Scooter Training



<http://www.epsom-ewell.gov.uk/car-parks>

1. High Street Car Park
2. Dorset House Car Park
3. Bourne Hall Car Park

All three car parks marked above are less than 300m from the school.



**Medical Practice (name and address):**

**Medical Practice Telephone No:**

**Medical Conditions:**

**Allergies:**

**Ethnic Background** describes how we think of ourselves. However, ethnic background is not the same as nationality or country of birth. Please study the list below and tick one box only to indicate the ethnic background of the child named overleaf.

- |                            |                          |                             |                          |
|----------------------------|--------------------------|-----------------------------|--------------------------|
| Any other Asian background | <input type="checkbox"/> | Indian                      | <input type="checkbox"/> |
| Any other black background | <input type="checkbox"/> | Pakistani                   | <input type="checkbox"/> |
| Any other ethnic group     | <input type="checkbox"/> | Traveller of Irish Heritage | <input type="checkbox"/> |
| Any other mixed background | <input type="checkbox"/> | White British               | <input type="checkbox"/> |
| Bangladeshi                | <input type="checkbox"/> | White Irish                 | <input type="checkbox"/> |
| Black African              | <input type="checkbox"/> | White European              | <input type="checkbox"/> |
| Black Caribbean            | <input type="checkbox"/> | White & Asian               | <input type="checkbox"/> |
| Chinese                    | <input type="checkbox"/> | White & Black African       | <input type="checkbox"/> |
| Gypsy/Roma                 | <input type="checkbox"/> | White & Black Caribbean     | <input type="checkbox"/> |
|                            |                          | White Other                 | <input type="checkbox"/> |

**I do not wish an ethnic background category to be recorded**

**First Language of Child:** .....

**Is English an additional language**

Yes / No *(delete as appropriate)*

**What languages does your child speak at home:** .....

**Child's Nationality:**

*(if you do not wish nationality to be recorded please write 'No')* .....

**Child's Country of Birth:**

*(if you do not wish country of Birth to be recorded please write 'No')* .....

**Child's Religion:** .....

Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds and will help us to support all our pupils in the most effective way. These statistics will also be passed on to the Local Education Authority and the Department of Education and Skills (DfES) to contribute to local and national statistics. The information will also be passed on to future schools. **However, this information will not allow individual pupils to be identified publicly.**

**Most often used mode of transport to School:**

*(please circle one only)*

Bike / train / car / walk / taxi / car share / bus

**Previous school/Nursery/Playgroup:**

*(with dates of entering and leaving)*

**Welfare:**

Does your child have Special Educational Needs or Disability or healthcare concern? Yes  No

**If yes, please attach written evidence from a health professional, social worker, educational psychologist or education welfare officer.**

Has your child been supported by Social Services, Speech Therapist, Educational Psychologist, Portage, Child and Family Guidance? If so, how?

Does your child have any social needs? Yes  No

If so, please give details:

Does anyone with parental responsibility for this child have a special need, disability or a health condition that we need to be aware of? Please give details below:

Is there any additional information you would like to share? *If you would prefer to speak to the school in confidence, please make an appointment via the School Office.*

**SIGNATURE:**

**DATE:**



# EWELL GROVE PRIMARY AND NURSERY SCHOOL

## PERMISSIONS FORM

<b>Child's Name</b>		<b>Class</b>	
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### INTERNET ACCESS

I have read and understood the school rules for responsible Internet use and give permission for my child to access the Internet. I understand that the School will take all reasonable precautions to ensure the pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.

I agree that, if selected, my child's work may be published on the School Website in the future.

Parent/Guardian Signature		Date	
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### LOCAL VISITS

I give permission for my child to be taken off the school premises on local walks around Ewell Village and to and from St. Mary's Church, Ewell

Parent/Guardian Signature		Date	
---------------------------	--	------	--

### USING IMAGES OF CHILDREN

May we use your child's photograph in the school for printed publications that we produce for promotional purposes or on project display boards?	<b>Yes / No</b>
May we use your child's image on our website (including newsletters)?	<b>Yes / No</b>
May we record your child's image on video?	<b>Yes / No</b>
Are you happy for your child to appear in the media?	<b>Yes / No</b>
I have read this policy and agree to abide by its content at all events relating to the Ewell Grove	<b>Yes / No</b>

Parent/Guardian Signature		Date	
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### HOME SCHOOL AGREEMENT

I agree to support the principles stated in the Home School Agreement

Parent/Guardian Signature		Date	
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### PRIVACY NOTICE

I have seen and read the Privacy Notice

Parent/Guardian Signature		Date	
---------------------------	--	------	--

## PRIVACY NOTICE – DATA PROTECTION ACT 1998

We, Ewell Grove Primary and Nursery School, are the data controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- support your learning;
- monitor and report on your progress;
- provide appropriate pastoral care, and
- assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information.

***We will not give information about you to anyone without your consent unless the law and our policies allow us to.***

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact Mrs Kate Keane via the School Office on 020 8393 4393.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

<http://www.surreycc.gov.uk/your-council/accessing-information-that-we-hold/data-protection>  
[www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause](http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause)

If you are unable to access these websites, please contact the LA or DfE as follows:

Corporate Information Governance Manager  
Legal & Democratic Services  
County Hall – Room 129  
Penrhyn Road  
Kingston upon Thames  
Surrey KT1 2DN

[www.surreycc.gov.uk](http://www.surreycc.gov.uk)

Email: [corpig@surreycc.gov.uk](mailto:corpig@surreycc.gov.uk)  
Tel: 03456 009 009

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<sup>1</sup> Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings.