



**HANDBOOK FOR  
PARENTS  
June 2017**

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**It is essential that**

- **You read this book carefully**
- **Keep this book to refer to throughout your child's time at Polesden Lacey Infant School**

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## 1. HEALTH AND SAFETY

### 1.1 *Arrival and Departure from School*

On arrival, please use the small pedestrian school gate and for safety reasons, keep to the footpath when walking to and from the building. Children may arrive from 8.45 am onwards when the classroom doors are opened and should go straight into school where their teacher will be waiting to greet them.

In the unlikely event that you arrive late for school (after the bell has been rung at 8:55 am) please enter the school through the front door. It is essential that you inform the school office that your child has arrived. You will be asked to enter your child's name and your reason for being late into the late book. For Health and Safety reasons it is essential that you follow these procedures.

At the end of the afternoon children will wait in their own classroom until their parent/guardian comes for them. Collection time is 3 pm. Please make sure that your child knows exactly who will be meeting him/her before you leave them each morning. Please see the policy for collecting pupils in our policy and codes of practice booklet and read it carefully.

It is essential that the school have up to date phone numbers for 2 contacts. These contacts would be used in the case of emergency if we are unable to contact you. The contacts must be people that are willing to collect your child in such an emergency.

#### 1.1.1 *For safety reasons*

- Please **DO NOT** drive into the school grounds unless you are picking your child up with prior permission from the school office or in the case of illness. This includes when dropping off or collecting at before and after school clubs.
- Children are permitted to travel to school on bikes and scooters **BUT** they must dismount at the school gates and then push or carry the items whilst on school premises to avoid accidents to themselves and others. There is a cycle rack in front of the school. **NB.** Please note you must sign up to the safe scootering and/or cycling schemes to obtain a permit for your scooter and/or bike. Please see the separate policy and codes of practice booklet.
- **NO** parking should take place in Oakdene Close, in order to keep access clear for residents and emergency vehicles and to avoid the dangers involved with cars turning in this narrow cul-de-sac, especially when children are arriving and leaving school. **Cars should be parked on the school side of Howard Road, remembering not to obstruct zigzag lines and driveways**
- It is essential that emergency vehicles have access to the school via Howard Road at all times. Please do not obstruct the road
- Please remember that the road is in constant use and all pedestrians entering or leaving the school should use the pavements on either side of Oakdene Close
- The school pond is a fenced area with a locked gate, children should not go into this area unsupervised.

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This charter for coming into and leaving school has been written by the children:-

***Our coming in to school charter***

- Walk your bike and scooter down the school path
- Put your bike or scooter in the shed
- Look where you are going
- Walk on the path **with** your adult
- Always stay with your adult before going into class

***Our Parking Charter (also written by the children)***

Grown-ups please can you:

- Keep our crossing clear
- Drive slowly (especially in Oakdene Close)
- Do park and stride if you can
- Leave space for emergency vehicles

***1.1.2 Pupil Personal Accident Cover***

Surrey County Council has a Public Liability Policy which covers accidents due to negligence on the part of the Council. However, in line with all other Surrey schools, there is no pupil personal accident cover at Polesden Lacey Infant School. If parents feel further insurance is necessary for their child, it should be arranged privately.

***1.2 Playtime Supervision***

Two members of staff supervise mid-morning break and three lunchtime supervisors and the Headteacher or Senior Teacher monitor the period from 12.00 until 1.00 pm. The playground is well equipped with a variety of equipment to enable children to play games and develop their imaginative play.

***1.3 Medicines in School***

Most children who require medicine will not be well enough to be in school. However, occasionally, children may need to finish a course of medicine. To prevent accidents, please make sure that the child's medicine is clearly labelled and is handed in at the school office. A written request to administer medicine and asthma medication is required. Please find attached a copy of the pupil medication request form which must be completed and will indicate the dosage and the time the medicine should be given. A parent **must** sign this request form. Please hand the medicine and the completed form into the school office. Please note staff are unable to administer medicines if the above procedures are not followed.

**N.B.** [a medicine request form](#) is also available on the website.

If you are leaving your child at a club (Breakfast or Judo) prior to the school office being open please hand your completed form and the medicine directly to the club leader under no circumstances should medicine be left in a child's book bag.

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#### **1.4 Illness in School**

Please inform the school on entry if your child suffers from a medical condition, e.g. asthma. Please ensure that the school office has your correct address and daytime telephone number. Please notify us of any changes, particularly to phone numbers. If a child is taken ill at school we may need to contact you quickly. An alternative number should also be provided in case we are unable to contact you.

***Sickness/Diarrhoea - if your child suffers from sickness or diarrhoea they cannot return to school until 48 hours after their last bout.***

#### **1.5 Emergency Plan**

In the event of an emergency occurring at school, the school has an emergency plan in place that outlines the procedures for staff, children and parents to follow. If the building has to be evacuated (e.g. for a fire) children will be moved to the Dawnay School or the Polesden Lacey National Trust House to await collection from there. If an emergency occurs not requiring evacuation, e.g. severe weather conditions, phone lines down etc, children will remain at school until collected. If such an event occurred during school time it would be extremely important for us to have up to date contact details both at school and on the Parentmail system.

#### **1.6 Pupil Welfare and Pastoral Care**

All our staff believe that helping a child to feel happy and contented at school is an important part of their role. Children are encouraged to discuss any problems with the class teacher and most difficulties can be easily resolved. Where we have a concern for a child's welfare we will always contact parents or other outside agencies as appropriate. Please also see our [anti-bullying policy](#) which can be found on our website.

Polesden Lacey Infant School is proud to have been awarded the bronze anti-bullying charter mark.

##### **1.6.1 Child Protection Procedures**

At Polesden Lacey Infant School, we recognise that your child is your responsibility and concern and we want to work in partnership with you and your family.

Since our first priority is your child's welfare, there may however be rare occasions when our concern about your child means that we have to consult other agencies even before we contact you. The procedures we follow have been laid down by Surrey and the school has adopted a child protection policy in line with this for the safety of all.

If you want to know more about our procedures or policy, please speak to the Headteacher.

The Headteacher is the Designated Safeguarding Head (DSL) for Polesden Lacey Infant School. The Senior Teacher is the Deputy Safeguarding Lead. If you have any concerns please contact them directly about the welfare of any child.

##### **1.6.2 Sun Safety**

During the summer term children should bring a legionnaire style sun hat every day. Children without a hat may be asked to play in a shaded area or inside. We ask that parents use an 'all day' sun lotion to be applied before the child comes into school. Please also refer to [the sun safety policy](#) on our website.

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### ***1.7 Communication and Access***

The School aims to maintain strong communication links with parents and carers. Please let the school know via the school office or by contacting the Headteacher if you need support to access communications.

For example, if you experience difficulties accessing the school site for any reason please let us know.

Class Link Book Your child will have a home/school link book, please use this for any messages and ask your child to hand it directly to an adult in the classroom.

**Please do not expect teachers and teaching assistants to engage in conversation at the class door in the morning.** They will read your message as a matter of priority. Alternatively speak to Mrs. Scott in the office if you feel the link book is not adequate to explain your concern or message. **N.B.** teachers are happy to meet you after school by arrangement.

## **2. SCHOOL PROCEDURES**

### ***2.1 Absence from school***

Good attendance at school is important for your child's education and establishes a positive working ethos early in life. 100% attendance is unlikely, but it is essential that the school is informed of the reasons for absence. Under current government legislation, unauthorised absence is regarded as truancy and all absence figures have to be reported to the DfE and are recorded on a child's annual report. It is also important that your child arrives on time for school, as the start of the day establishes the learning activities for the day. Lateness is recorded in the register.

If your child's attendance falls below 90% you may receive a letter from the Headteacher to flag this up as a concern.

#### ***2.1.1 For sickness***

Please notify the school office by telephone (**after 9am and before 10am**) or email on the first morning of absence, each day your child is off school and send a written note to the school office upon return to school.

#### ***2.1.2 For out of school dental and medical treatment***

Please let the school office know in writing, in advance of the date and time of the appointment and when your child will be collected from and/or returned to school. NB. It is expected that most appointments will be arranged outside school hours.

#### ***2.1.3 For family holidays during term time***

Withdrawal of a pupil during term time disrupts their learning process and can cause them to fall behind their group. The school will not provide 'work' for pupils to complete during holidays as this does not have the desired affect since the pupil has missed out on quality teaching time and, especially, the group work missed by such absences. Neither is it reasonable to divert teacher effort from planned work for other pupils.

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For the above reasons and in line with Government Policy, permission for family holidays in term time can only be granted in exceptional circumstances where:

- evidence is provided by an employer that leave cannot be accommodated during any school holidays without significant consequence
- the holiday is important for the well-being and cohesion of the family following traumatic events

Compassionate leave, where families have experienced serious illness or bereavement, will always be marked as authorised absence and will not require notice.

Where holidays are taken which do not fall into the categories described above, they will be recorded on a child's attendance record as 'unauthorised absence'.

The school holiday dates are published a year in advance and we strongly advise parents/carers to book their family holidays during the school holidays. If a family holiday in term time is unavoidable (for the reasons stated above), a request form must be obtained from the school office and returned to the Headteacher, **ONE MONTH** prior to the date of departure. This request should be accompanied by a letter which clearly sets out the reasons for the request.

#### ***2.1.4 For other absences***

Permission for very special occasions such as weddings must be requested at least one month in advance, in writing to the Headteacher. One day may be authorised for a wedding. Shopping trips, birthday trips, days out and holidays at home **will not be** authorised.

Please note permission will **not** be granted in Year 2 in the period leading up to the end of the Key Stage 1 (KS1) assessments. This is usually the months of April until mid-June.

## ***2.2 Behaviour***

The school follows a positive behaviour strategy. Teachers always focus on good behaviour whenever possible. Children are encouraged to praise each other through initiatives such as the 'values tree'. The children are encouraged to follow school rules because they are consulted about them. For example the children have written a charter for playground behaviour (*see below*).

### **2.2.1 Our Playground Charter**

- Say kind words
- Let people join in your games
- Do kind actions to everybody
- Always cooperate
- Be polite to everyone
- Look after each others things
- Look after school things
- Use the playground toys properly
- Respect wildlife



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This charter was decided by the children of Polesden Lacey Infant School and is reviewed annually by the children.

We try to resolve conflicts through discussion with the children about problems that may be caused by their behaviour. Consequences of poor behaviour are clearly set out and are agreed by the children. Parents will be informed if poor behaviour persists.

### **Consequences if I break the charter (*These are in order*)**

- A grown up needs to chat with me about the problem to try to sort it out and I may need to say sorry
- If there is still a problem I may need time out to think (by the classroom)
- If the problem carries on I will miss playtime (I will sit in the hall)
- If I still can't follow the charter I will be sent to see Mrs Keedy
- I will need to explain what has happened to Mrs Keedy
- My teacher may talk to my Mum or Dad

These consequences were agreed by the children of Polesden Lacey Infant School. We all hope that they are not needed.

We all have the right to have a lovely playtime.

We all have the responsibility to let everyone else have a lovely playtime.

If I always remember the rules sometimes there will be a reward

### **2.3 School Lunches**

School lunches are cooked on the premises each day. If your child has real dislikes or allergies, please let the office staff know and complete a special dietary form for your child. Parents are also welcome to discuss any specific dietary requirements with the school caterer.

The School expects all children to have school lunches. The school governors will only give permission for packed lunches if there is a medical reason and will expect evidence to be provided.

From September 2014 onwards school meals have been provided free of charge. Parents will be invited into school to share school lunch with their children during their time in Rabbit Class.

### **2.4 Break Time Snacks**

Children must bring water only and fresh fruit is provided at school. Replacement drink bottles are available from the school office for £1.50 each. At other times, there is a filtered water tap in each class. Please do **not** send sweets, biscuits, crisps or other snacks as children will be asked to take them home again.

### **2.5 School Fund**

School fund is collected termly. Contributions are optional and whilst £15 is suggested the amount given is left to the discretion of parents. School fund provides us with a means to provide extra equipment and experiences for the children and treats on special occasions such as the Christmas party and themed weeks.

**N.B.** An annual donation of £40 is suggested for those wishing to pay for the whole year in advance.

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## **2.6 The Governing Body**

The aims and objectives of the school are defined by the Governing Body, which also sets policies and monitors performance against goals. The Governing Body is constituted from various parts of the community including the Local Authority, parents, staff and the local community. The fundamental aim of the Governing Body is to provide the best possible education for all within the financial resources made available.

## **2.7 Liaison with Junior Schools**

Throughout the year, the staff meet with colleagues from local Junior Schools for staff development and moderation of work activities. In the Summer Term, prior to transfer, the Year 2 children make visits to their Junior Schools and staff from the Junior Schools meet with the Year 2 teacher to ensure that children's learning continues to show progression and development.

## **2.8 Complaints Procedure**

### ***(Section 23 of the Education Reform Act)***

We would hope that parents never have the need to complain but sometimes things go wrong. Most concerns or potential complaints can best be settled by informal discussion with the class teacher and this should be the first approach. If you still have a concern you should make an appointment to see the Headteacher. You may bring a friend to any meeting held in response to a concern.

If the problem cannot be resolved informally, then a formal complaint can be made to the school's Governing Body and then the LA. If at any stage you want to discuss the complaint or find out about the procedures involved, please contact the Surrey Education Call Centre on 0345 6009009. It is the intention that each formal complaint will be dealt with as a priority, bearing in mind the need to investigate fully, fairly and carefully. The completed form is submitted to the clerk of the Governing Body (via the school office). The governors will then acknowledge receipt of the complaint and arrange for an investigation to be carried out.

However, our wish is to base our relationship with you as a partnership, promoting greater understanding and accountability.

## **2.9 Helping At School**

We are very grateful to parents who can offer help in school. In particular regular help with the children's gardening and library activities is needed. If parents wish to help on a regular basis they will need to complete a DBS check. The school office can advise you on how to do this. There are also opportunities to help on occasion with special activity days or cooking. If you can spare some time to help, please see the class teacher or Headteacher. Polesden Lacey Infant School is proud to have achieved the 'working in partnership with parents' award. All volunteers will need to attend a safeguarding briefing session with the Headteacher. A session is run each term.

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### ***2.10 Friends of Polesden Lacey Infant School Association***

As a new parent, we welcome you as a member of the above association. The Friends of Polesden Lacey Infant School work tirelessly throughout the school year to raise extra finances for our school and we are greatly indebted to them for their loyal support. In the past, the money raised has been spent on computer equipment, books and storage for the library, musical instruments (including our new piano), cooking trolley, a rug in the hall, raised flower beds, a new stage and the development of the outdoor environment including our pirate boat, the story tellers chair, woodland seating, the soft playground area and the Trim Trail.

### ***2.11 No Smoking Policy***

In order to maintain a healthy working environment, the school operates a no smoking policy throughout the building and school grounds.

### ***2.12 Dogs***

It is a policy of the school that no person should bring a dog into the school grounds or building except in the case of Hearing Dogs and Guide Dogs for the Blind.

### ***2.13 Birthday Books***

You may commemorate your child's birthday by purchasing a book for the library. The school will provide your child with a box of books to choose from. We ask for £4.00 towards the cost of this. The book will then have a book plate with your child's name and birthday. It will be presented in class and read before being added to the school library. If you wish to purchase a birthday book, please send £4.00 in a named enveloped to the school office a few days before the birthday.

This will be read as close as possible to your child's birthday, but when there are a number of birthdays close together it may take a week or two to catch up.

**Please do not send sweets to school.**

## 2.14 School Uniform for Polesden Lacey Infant School

	Boys	Girls
<b>Winter Uniform</b>	<p>Red short sleeved polo shirt with soft collar, with or without school logo. Charcoal grey trousers Red Sweatshirt/jumper with or without school logo. Grey socks Black shoes</p> <p>Polesden Lacey woollen hat <i>(available from the school office)</i></p>	<p>Red short sleeved polo shirt with soft collar, with or without school logo. Grey pinafore dress/skirt or charcoal grey trousers. Red Sweatshirt/cardigan with or without school logo. Red or grey tights Black shoes Red or red and white hair slides or scrunchie. Polesden Lacey woollen hat <i>(available from the school office)</i></p>
<b>Summer Uniform</b>	<p>Red short sleeved polo shirt with soft collar, with or without school logo. Charcoal grey trousers or shorts Red sweatshirt/jumper with or without school logo Grey socks Black shoes Red Legionnaires' hat <i>(available from the school office)</i></p>	<p>Red and white gingham summer dress Red short sleeved polo shirt with soft collar, with or without school logo. Grey skirt Red Sweatshirt/cardigan with or without school logo. White socks Black shoes (not sandals) Red Legionnaires' hat <i>(available from the school office)</i></p>
<b>P.E. Kit</b>	Black tracksuit	Black tracksuit
<b>Gym Kit</b>	<p>Red T shirt with or without logo Black cotton shorts Black plimsolls or plain black trainers</p>	<p>Red T shirt with or without logo Black cotton shorts or lycra gym shorts Black plimsolls or plain black trainers</p>
<b>P.E. Bag</b>	Drawstring bag	Drawstring bag
<b>Lightweight Outdoor coat</b>	<p>Fleece with logo NB. These are not to be worn indoors</p>	Fleece with logo
<b>Winter Coat</b>	Reversible coat with logo	Reversible coat with logo.

All the items above can be purchased from [The Kit-Shop Ltd](#), 232 Cobham Road, Fetcham, Surrey. Telephone number: 01372 378303

**NB. Fleece**s are outdoor coats and should not be worn as jumpers.

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Please note that although we provide information about this uniform supplier for your convenience, parents are under no obligation to purchase uniform from this source.

An apron will be supplied by the school.

### ***Further Uniform Information***

We strongly recommend the reversible coat with a hood. The children can wear them in the playground and move easily in them while still remaining warm and they are useful when we go on school trips as they make the children stand out very well for added security. In the summer we ask that all children have the legionnaire hat for full protection in the playground, otherwise they are restricted to playing in the shade.

Please be sure to provide a track suit for your child as the children do go outside for P.E. in the cold weather. The only time outside activities are cancelled is if it is either snowing or raining very hard; therefore, they will need to be kept as warm as possible.

Please would you make sure everything in your child's school uniform and kit is marked with their name. This includes their P.E. /gym kit and bag plus all shoes/plimsolls. All scarves and gloves coming into the school should also be marked. It is very time-consuming for the staff to have to hunt for owners, so a name on things would save us time and you money.

Trainers are **not** to be worn.

**Forest Schools** - children need a waterproof jacket and trousers for this activity.

### ***2.15 Jewellery***

No jewellery (except a small watch) is permitted in school. This includes earrings or studs and **no tattoos** of any description please.

### ***2.16 Long Hair***

Long hair should be tied back off the child's face.

### ***2.17 Personal belongings***

On occasions children may be asked to bring personal items for topic work or specific purposes. Responsibility for any other items brought to school cannot be taken by the school and children are encouraged to leave favourite or valuable belongings at home.

Children are **not** permitted to bring mobile phones to school.

# Pupil Medication Request Form for Polesden Lacey Infant School, Oakdene Close, Off Howard Road, Great Bookham Surrey KT23 4PT

**Child's Name:** ..... Parent's surname if different: .....

**Home Address:** .....

Condition or Illness: .....

Parent's Home Telephone No: ..... Work: .....

G. P Name and Location: ..... Tel. No: .....

***Please tick appropriate box***

- My child will be responsible for the self-administration of medicines as directed below with supervision.
- I agree to members of staff administering medicines/ providing treatment to my child as directed below.

Name of Medicine	Dose	Frequency/times	Completion date of course (if known)	Expire date of medicine
Special Instructions:				
Allergies:				
Other prescribed medicines child takes at home:				

**Note: Where possible the need for medicines to be administered at school should be avoided. Parents/Guardians are therefore requested to try to arrange the timing of doses accordingly.**

**I agree to update information about my child's medical needs held at school and that this information will be verified by GP and/or Medical Consultant.**

**I will ensure that the medicine held at school has not exceeded its expiry date.**

**Signed and agreed:**

Signed: ..... Date: .....  
*Parent/Guardian*

Print Name: .....

**School/Setting Representative Agreement:**

Signed: ..... Date: .....

Job Title: .....

