

Handbook for
Parents
June 2022

Welcome to Polesden Lacey Infant School

We are delighted that you have chosen Polesden Lacey Infant School for your child and we are looking forward to seeing them grow and develop over the coming three years.

At Polesden Lacey Infant School, we teach a curriculum which we hope your child will find exciting, fun and imaginative. They will have opportunities for a wide range of enriching experiences and active learning, both in our beautiful school and the local area. By the time your child leaves us they will have built dens in the woods, drunk hot chocolate around a fire, explored Polesden Lacey House and visited many of our local attractions.

We constantly strive for high academic standards, with a focus on developing a love of reading, promoting maths fluency, supporting them to have a broad vocabulary and providing meaningful writing opportunities. Alongside this, we will be promoting our school values respect, resilience, courage, curiosity, caring and fairness. The children will be encouraged to express themselves through discussion and debating a wide variety of issues, both school based as well as current national and international topics. By the time your child moves on to Junior School, they will be aware of the potential for change that individuals can bring about through action, campaigning and lobbying. They will have a deeply felt respect for our environment and be confident in using their 'voice' to champion causes close to their heart.

We can't wait for them to start with us!

To help you with some of the logistics and have a wealth of information at your finger-tips we have put this handbook together for you. Please ensure 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 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 on our website 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

- **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 scooting and/or cycling schemes to obtain a permit for your scooter and/or bike. Please see the separate policy and codes of practice on the school website <https://polesdenlaceyinfant.surrey.sch.uk/information/policies>
- **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.
- If you have to drive to school, cars should be parked in Howard Road, on the school side of the road, or preferably further out on roads such as Crabtree Lane, remembering not to obstruct zigzag lines and driveways. (We are committed to having a positive relationship with our neighbours and it is incredibly frustrating for them when our families park across driveways or in a way that prevents them from entering or leaving their property.)
- 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.

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:

- Do park and stride if you can
- Keep our crossing clear
- Drive slowly (especially on Howard Road)
- 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 or three members of staff supervise mid-morning break (depending on the number of pupils playing at that time) 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 or need to take medicine on a regular basis due to a medical condition. 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. You must complete the pupil medication request form which will indicate the dosage and the time the medicine should be given. A parent **must** sign this request form. The form can be obtained from the school office or the school website using the following link;

<https://polesdenlaceyinfant.surrey.sch.uk/parents/pupil-medication-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.

If you are leaving your child at Pleiades Breakfast club 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.

1.4 Illness in School

Please inform the school on entry if your child suffers from a medical condition, e.g. asthma. We will then write a medical care plan in conjunction with you and if appropriate the attached School Nurse. It is essential that you inform us of any changes to their medical needs throughout their time at Polesden Lacey Infant School. 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.

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](#) and Child Protection and Safeguarding Policy which can be found on our website.

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. We have two deputy safeguarding leads, The Deputy Head Teacher, Emily Binding and the school bursar, Amanda Scott. 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.

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 Cummings 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.

1.8 Accidents in School

We encourage children to be active at school. It is inevitable that occasionally children will sustain injuries. These are usually minor. Parents will not be routinely informed of minor cuts, grazes or bruises. These will be dealt with by school staff who are first aid trained.

NB. There is always a member of staff on site with Paediatric first aid training.

Please be aware of the following protocol;

Parents will be notified by letter of

- Bumped heads
- Nose bleeds
- Other injuries beyond minor cuts, bruises and grazes

These will be in the book bag – we advise parents to check their child’s book bag each evening.

NB. If an injury is sustained near the end of the day you may be informed verbally

Parents will be phoned if a child sustains cuts or visible bruises to the face or head (other than very minor ones).

Parents will be asked to come to school if their child displays any of the following symptoms following an injury to the face or head.

- dizziness
- nausea
- headaches
- double/blurred vision
- memory loss
- confusion

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 will receive a letter from the Headteacher to flag this up as a concern.

If you wish to view the entire Attendance and Lateness Policy, you can do so by clicking on the following link;

2.1.1 For sickness

Please notify the school office by telephone, followed up with an e-mail (**after 9am and before 10am**) or email on the first morning of absence and each day your child is off 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.

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*). To view the entire school Behaviour Policy please click on the following link; <https://polesdenlaceyinfant.surrey.sch.uk/information/policies>

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
- Use the playground toys properly
- Always listen to grownups
- Always follow instructions
- Respect wildlife

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 be supervised by an adult)
- If I still can't follow the charter, I will be sent to see Ms Mole
- I will need to explain what has happened to Ms Mole
- My teacher may talk to my parents or carers

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

Freshly cooked school lunches are provided each day. If your child has a food allergy or special dietary requirement, please let the office staff know and complete a special dietary form for your child. Twelve15 are the schools catering suppliers and will be able to advise you on any dietary needs that your child may have.

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.

2.4 Break Time Snacks

Children must bring water only and fresh fruit is provided at school. 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.

See additional letter included in your Induction Pack.

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

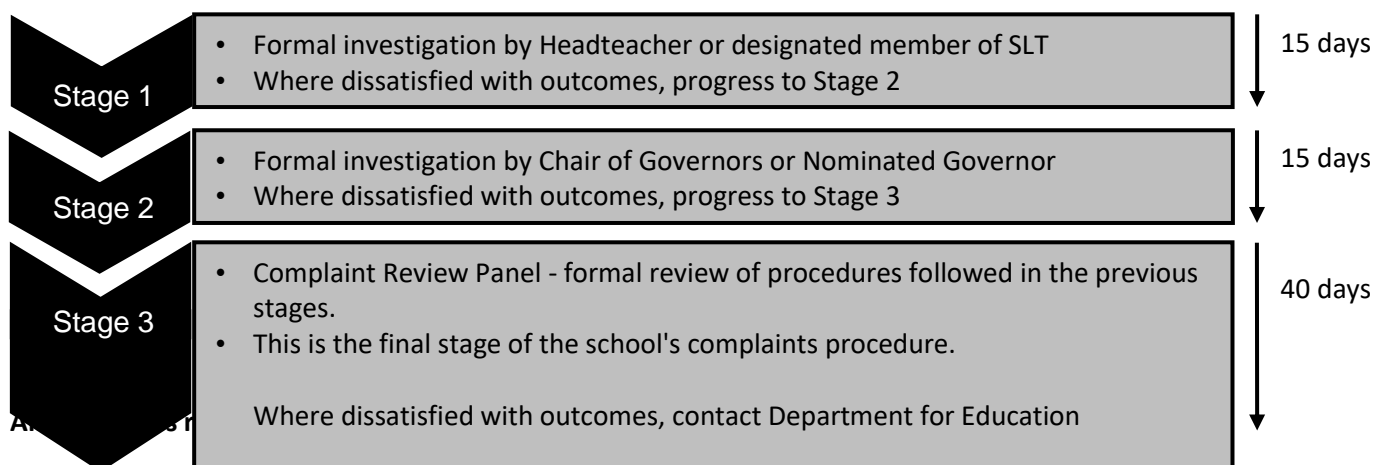
Polesden Lacey Infant School endeavours to provide the best education possible for all of its pupils in an open and transparent environment. We welcome any feedback that we receive from parents, pupils and third parties, and we accept that not all of this will be positive. Where concerns are raised the school intends for these to be dealt with:

- Fairly
- Openly
- Promptly
- Without Prejudice

If you need to raise an issue in the first instance, please do so with the relevant member of staff who will be happy to talk to you and seek to establish a solution. We will respond within 10 school working days. If you are not satisfied with this response and believe the issue has not been resolved, please use the formal procedure, summarised below.

Polesden Lacey Infant School operates a three stage formal complaints procedure. **For more details about the formal complaints procedure, please see the Polesden Lacey Infant School Complaints Procedure document available on the school website and/or on request from the school office.**

Timeline for formal complaints



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 reading 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.

2.10 Friends of Polesden Lacey Infant School Association

The Friends 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, Ipads, books and storage for the library, musical instruments, 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. They are currently fundraising for an outdoor classroom which will be built in July 2022.

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. We also request that adults do not smoke near the school gates in Oakdene Close.

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, Reading dogs and Guide Dogs for the Blind. Puppies may be carried onto site but must not be put down and owners must ensure they do not make a mess on the school site.

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 envelope 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

Our school's uniform

- A red polo shirt
- A red sweatshirt/fleece/cardigan
- Grey shorts/trousers/skirt or dress
- A red and white gingham dress (summer) Optional
- A branded red school coat (optional)
- Red or grey tights to be used with shorts or dresses in colder weather
- Red, white or grey socks

PE

- Black shorts
- Black tracksuit bottoms (for colder weather)
- A school branded red tea-shirt
- A black sweatshirt either school branded or plain black (for colder weather)
- Black plimsolls or plain black trainers
- A named drawstring PE bag

Forest School

- Waterproof trousers
- A Waterproof coat
- A pair of wellington boots
- A named drawstring Forest School bag
- Spare clothes - 1 x socks & 1 x pants to be kept in Forest School Kit in case of a water accident

These are to be kept at school at all times. In the cold weather you may also send in the following extra items as we go outside in all weathers; warm socks, hat, scarf, gloves, thicker coat or layers to go underneath.

- Watches maybe worn but no smart watches or those which can take photographs or make recordings

- Jewellery should not be worn unless for religious purposes and small stud earrings (Any jewellery should be removed or taped over during PE lessons)
- Long hair (male or female) should be tied back. Hair bands and Alice bands should be plain.
- Children should not wear make-up, nail varnish or tatoos.
- Black shoes - For safety reasons children should wear strong shoes, with a heel height of less than 5cm (2 inches) Fashion shoes, open-toed sandals or boots are not suitable.
- A small bag to carry reading books to school daily
- For pupils on the walking bus to the afterschool club they may purchase a Polesden Lacey Infant School red rucksack from the school office. Cost £12
- An apron will be supplied by the school.

Where to purchase it

- Parents and carers can obtain the uniform from the Second Hand Uniform sales. Not only is this the most economical way to buy the uniform but it is also the most environmentally friendly method.
- Branded school uniform is available from 'The Kit Shop' in Fetcham' (<https://www.kit-shop.co.uk/school-uniforms/polesden-lacey.html>). Non-branded items are also available from The Kit Shop as well as many high street and online retailers.

➤ Information about second-hand uniform

- Second hand uniform sales are held every term and on at least one pre visit day for the new Reception intake
- Second hand uniform can also be bought by e-mailing The Friends, plisfriends@gmail.com

Further Uniform Information

We strongly recommend the reversible coat with a hood that can be purchased from The Kitshop. 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 in addition to the shorts and Tshirt 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, PE & Forest School 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.

2.15 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.