

**PARENTS HANDBOOK
2023-2024**

**St Giles' C of E (Aided)
Infant School**



Welcome to our Parent Handbook – we hope you find it a useful document about our school.

ATTENDANCE

Good attendance at school is important for your child's education and establishes a positive working ethos early in life. Under government legislation, unauthorised absence is regarded as truancy and all absence figures have to be reported to the DfE and are recorded on your child's annual report. It is also crucial that your child arrives on time for school, as the start of the day establishes learning challenges and tasks for the day. Lateness is recorded in the register. If your child's attendance falls below 95%, this will be highlighted with Surrey Schools Inclusion team and the Headteacher may speak with you, or you may receive a letter to flag this up as a concern.

Our school day starts at 8:30am and finishes at 3pm. We expect children to arrive at 8:30am, to be registered by 8:35am. If your child arrives between 8:35am and 9am, they will be registered as 'late'. If your child arrives after 9am, they will be registered as unauthorised for the morning session.

We would ask that the following be respected:

Any absence from school **must** be communicated **by telephone 01372 272017** with the reason by **9am** at the latest on the morning each day child is absent. Please remember to keep children off school for **48 hours** following a bout of sickness or diarrhoea and also ensure your child is completely free of any symptoms before allowing them to return to school. Where children are absent and there has been no contact with the school, the office will telephone home to ascertain the reason for absence.

For out of school dental and medical treatment, please let the School Office know in advance of the date and time of the appointment, and when your child will be collected / will be returned to school. You may be asked to supply evidence of any medical appointments. It is expected that most appointments will be arranged outside of school hours where possible.

Term time absence should not be taken and **will not** be authorised unless there are exceptional circumstances. If any absence during school time is unavoidable you will need to complete a Special Leave of Absence form – this is a statutory requirement of the request process. These forms are viewed by our Inclusion Officer. There will also be penalty fines incurred for unauthorised special leave of absences for five or more days in line with our Attendance Policy - £60 per child per parent/carer. These are issued by the Local Authority.



At St Giles' we have an Attendance 'Hero' system, which stands for:

- Here
- Everyday
- Ready
- On time

The school will not provide 'work' for pupils to complete during any unauthorised absence as this does not prove effective since the pupil has missed out on quality teaching time. Neither is it reasonable to divert teacher effort from planned work for other pupils.

(Exceptional circumstances might include, but are not limited to: religious observance, family bereavements, families of police officers or service personnel prevented from school holidays).

For further information the school's attendance policy can be found on the school's website – www.stgiles.surrey.sch.uk.

BEHAVIOUR

The school follows a positive behaviour strategy and our Behaviour Policy can be found on the website. Teachers strive to demonstrate a relational approach to supporting social and emotional development and behaviours. This is underpinned by our Christian values. Consequences of negative behaviour are set out in the Behaviour Policy and if negative behaviour persists, parents will be informed.

BEGINNING AND END OF THE DAY

Doors open at 8.30am and the registers are taken promptly at 8.35am. Any child arriving after this time will be marked in late. School finishes at 3pm.

Both at the beginning and at the end of the day, please do not allow your child or siblings to play ball games, ride bikes or scooters on the school playground. You will need to wait with your children on the playground until they have been collected by their class teacher. We would also ask that pre-school children are supervised at all times. This is aimed at ensuring safety for everyone.

In the event that you will arrive late to pick up your child, you must telephone the School Office in advance so that we can inform your child's class teacher.

BREAK-TIME SNACKS AND MILK

The school participates in the Government's Fruit for Children scheme which means that each child is provided with a piece of fruit or vegetable for their mid-morning snack.

Milk is available in school through the Cool Milk scheme. If you wish your child to have milk, you will need to register via <https://customers.coolmilk.com/v2/register/>. Milk is free for the under 5's.

St Giles' is a **NUT FREE** school as we have a number of children with nut allergies. For some of our children contact with nuts puts them at severe risk. **Therefore, NO food products containing nuts should be brought into school at any time.** All children should have a named water bottle with them in school.

CHARGING POLICY

The school recognises that no charge can be levied on parents for activities that take place during the school day such as outside trips, visiting theatre companies etc. The school does, however, ask for voluntary contributions to cover the cost of such activities and if these are not forthcoming, then regrettably the activities may have to be cancelled. Any money coming into school should come in an envelope and marked with the child's name, class and purpose. We are also able to take card payments in person.

CHILD PROTECTION AND SAFEGUARDING PROCEDURES

At St Giles' C of E (A) 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 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 we have a Child protection and Safeguarding policy which is available on our website.

Mrs Angus is the Designated Safeguarding Lead (DSL)

Miss Mutch, Mrs Peachey and Mrs Pirt are the Deputy Designated Safeguarding Leads (DDSL)

Please do speak with the DSLs if you have any concerns about **any** child.

CHRISTIAN VALUES

Our Christian values underpin everything that we do in school. We teach these values through everyday teaching and learning; collective worship; Personal, Social and Health Education; Circle times and through our everyday role modelling for the children. Our values are Love; Friendship; Trust; Courage; Thankfulness; Forgiveness and Compassion.

CHURCH SERVICES

At St Giles' Church, four services are held regularly for the school, namely Harvest Festival, Christmas, Easter and a Leavers' Service at the end of the Summer Term. These usually take place at 9.30am and parents are always welcome to join the school in this short service of worship. Sometimes the children may visit the church as part of a topic in school, to enhance their learning.

CLUBS

We have a range of clubs available including choir and well-being. Teachers also run various clubs during lunchtimes, including art, construction and computing.

COLLECTIVE WORSHIP

As a church school, collective worship takes place every day.

- Monday – Celebration assembly
- Tuesday – Open the Book with the Flames team who teach Bible stories through music, drama and dance
- Wednesday – Singing assembly
- Thursday – Collective Worship linked to one of our Christian Values
- Friday – Current affairs using our 'Picture News' resource

Once or twice a year we invite parents to a class assembly to share in some of the work that the children have been doing.

COMMUNICATION

The school aims to maintain strong communication links with parents and carers. Your queries and concerns are very important to us, but we would ask that for non-urgent matters, these are communicated to the staff at the end of the school day. The morning times are very busy for the class teachers, who need to ensure that the children are in the classrooms, ready for their day's learning. They also have a legal obligation to take the morning register by 9am. If your query or concern is urgent, then please ask to speak with the Headteacher or Senior Teacher. If they are unavailable, then please leave a message with the School Office and a member of staff will contact you as soon as possible. Emails to the School Office office@stgiles.surrey.sch.uk are monitored between 8am and 3.30pm, Monday to Friday, term time only.

COMPLAINTS PROCEDURE

We would hope that parents never have the need to complain but sometimes things can go wrong. Most concerns or potential complaints can be settled by an 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 via the office. Details of our Complaints procedure are on the website.

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

CONTACT DETAILS

It is crucial that we have up-to-date parent/guardian contact details including details of at least one other emergency contact. If you wish to an extra emergency contact, please email the information to the School Office. Please ensure that if you change your mobile phone number/email address etc. then you let the office know as soon as possible so we can update our records.

COLLECTION ARRANGEMENTS

If your child is to be collected by someone else on a particular day (i.e. they are going to play with a friend), please let the school know by email, phone or in person. If your child is to be collected on a more regular basis by someone other than a parent, this needs to be communicated in writing to the School Office. **If staff are not aware of any changes to pick up at the end of the day, then they will not be able to release the child until clarification has been sought – this is part of our ongoing safeguarding procedures.**

DINNERS

School lunches are provided by our school caterers, Twelve15. If your child has any allergies or a special diet, please complete a special diet request form.

The school expects all children to have school lunches however, we fully appreciate that for medical reasons, some children may need a packed lunch. **Packed lunches** should be sent in a small named container and please remember we have no refrigeration facilities. **NO SWEETS/CHOCOLATE** and **NO NUTS** are allowed.

DOGS

Dogs are not permitted onto the school site.

GOVERNORS

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 church, the local authority and parents. A full list of our Governing Body is on our website. Governors regularly come into school to find out more about what goes on in the day to day life of the school.

HEAD LICE

Please check your child's hair regularly for head lice. They thrive in any kind of hair but can be destroyed by regular, thorough combing. Children do not need to be kept off school while being treated for head lice.

HEALTH AND SAFETY

Accidents at school

If a child has a serious accident at school we will contact a parent immediately. We deal with minor accidents such as cuts, grazes and bruises, and if it's felt necessary, parents will be given details when they collect their child, or they will be contacted by telephone. A school accident report slip is sent home when an injury has taken place. Three members of staff hold the full Paediatric First Aid training qualification.

Allergies/On-going conditions - any allergies should be reported to the School Office and these will be noted on the child's records. If your child suffers from any medical condition which requires on-going medication or inhalers, please discuss both the condition and treatment with the office staff. The school nurse will be contacted in relevant cases to discuss a treatment plan.

Medicines – if your child is taking a course of medication and it would be detrimental to the health of your child if the medicine wasn't administered during the school day, please provide the medicine in the container supplied and labelled by the pharmacist stating the child's name, the medicine, dose/frequency and expiry date. The spoon/syringe must also accompany the medicine. Please hand in to the School Office where you will be asked to complete a permission form. Without this we are unable to administer any medication. Please do not send the medicine into school with your child. It must be brought to and collected from the School Office by an adult.

NEWSLETTERS

Newsletters are uploaded weekly onto the school website. Any reminders to parents are usually sent by email. If you would rather receive a hard copy, please see the School Office. They are also available to view on the school website.

PARKING

This is a problem that every school faces. **PLEASE** assist us in maintaining safety standards and helping to keep good relations with local residents who need access to their driveways. We are

fortunate that we may park in the Church drive but only at drop-off and pick-up times. Please ensure you reverse into the parking space for safety reasons.

Therefore:

Please do NOT park on the zig zag lines

Please do NOT park across the main entrance to the school at any time

Please do NOT park on the white lines near the traffic island

Please do NOT park across any driveway, including the Sydney Simmons homes next door

SCHOOL RULES

A reminder of our school rules:

To be kind

To be polite

To keep safe

To try hard

SMOKING

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

STAFF

Staff are always happy to see parents by appointment but we would ask that you:

- Email the appropriate class teacher using the following:
 - owls@stgiles.surrey.sch.uk for Reception
 - squirrels@stgiles.surrey.sch.uk for Year One
 - rabbits@stgiles.surrey.sch.uk for Year Two
 - office@stgiles.surrey.sch.uk for any other enquiries.
- avoid popping in to see teachers in the busy time before school unless this is pre-arranged

THRIVE

We offer an emotional support programme which is called 'Thrive'. Thrive supports children when they have been thrown emotionally 'off track' and is used as a whole school approach, as well as targeted one to one intervention. There are four Thrive practitioners in the school. Please speak with your child's class teacher if you are concerned about their emotional well-being. For more information on Thrive please see www.thriveapproach.co.uk

TRANSITION

We offer a full transition process for children entering Reception class and for those children in Year 2 who are transferring to other schools for Year 3. Staff meet with key members of staff from pre-school settings and receiving junior/primary schools, during the summer term prior to transfer. Children entering Reception class in the September will be invited to attend an Induction Morning and three Story time sessions. Children moving into Year 3 experience some time at their new school, usually in the June or July prior to transfer. If parents feel their child may benefit from further visits, then this can be arranged – please speak with the Headteacher.

UNIFORM

See separate sheet for uniform requirements but here are a few reminders:

- **PLEASE name everything, including detachable hoods.**
- Coats should be a plain, dark colour.
- No jewellery should be worn at school. Studs in pierced ears are permissible, but they must be removed for PE prior to coming to school. School staff are not permitted to remove them, or put adhesive tape over the ears. This is a Surrey County Council ruling.
- During hot weather children are encouraged to come to school with a sunhat (uniform hats are available from the School Office). We would also encourage you to protect your children by **applying sunscreen prior to coming to school** as staff are not allowed to apply suncream.
- Lost property is kept in the school foyer.

VISITS/OUTINGS

Each class has at least one outing during the year and parents are invited to make a voluntary contribution towards the cost of these. (Please see charging policy above). These visits are topic linked to enhance children's learning.

VOLUNTEERS

We always welcome parents coming in to help in school. Please be advised, however, that anyone wishing to do this will have to complete a check through the DBS (Disclosure & Barring Service) before being allowed in to help. The necessary forms are available via email from the School Office. As there is a cost to the school to obtain the relevant checks, there is an expectation that the help is given on a regular basis, i.e. one morning/afternoon a week. We would also welcome a donation of £10 to cover the cost.

We expect all parents to attend a Volunteer Induction training session prior to helping in school, which is usually run by the Headteacher. Please ask the office for dates of the next sessions, which will include some safeguarding training.

WEBSITE – www.stgiles.surrey.sch.uk

Hopefully all the information you may need can be found on the school website. It is updated regularly so you should find all recent newsletters, dates for the diary and club timings etc. easily accessible. Please refer to the website in the first instance but if you can't find what you are looking for, please call the School Office.

Mrs Angus
Headteacher
June 2023