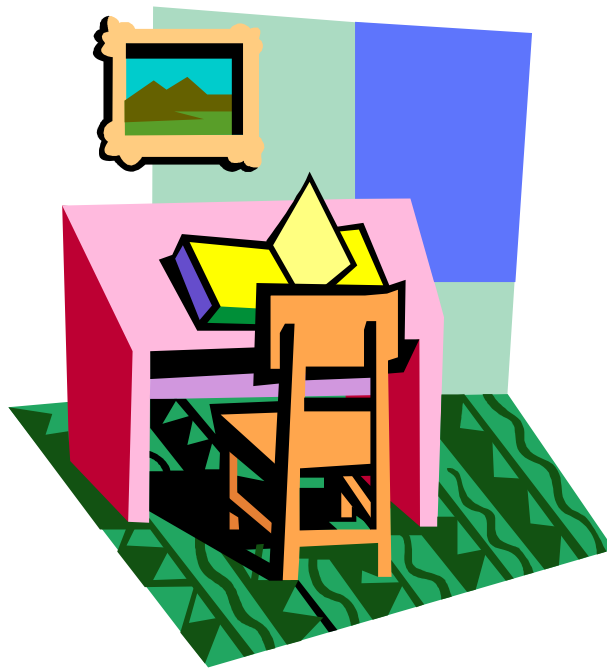


**Long Ditton St Mary's  
Church of England (Aided) Junior School**



# SCHOOL LIFE

**June 2009**

**Long Ditton St Mary's**  
Church of England (Aided) Junior School

**SCHOOL LIFE**

Welcome to Long Ditton St Mary's. In order to help you settle in (and as a reference tool throughout your child's time here) we have put together this booklet to ensure that the administrative side of our 'School Life' together can run as smoothly as possible. A copy of School Life can be found on the School's website at [www.longdittonsm.org.uk](http://www.longdittonsm.org.uk). In addition the School Office is open during term-time from 8.30am to 4.00pm for any further help and enquiries that you may have.

The document is arranged in alphabetical order by subject for easy reference. The subject headings are:-

Absences	Nuts allergies
After School and Breakfast Clubs	Outdoor Shoes
Art Overalls	Packed Lunches
Bags	Parental Skills/Volunteer List
Behaviour and Discipline	PE
Buildings Fund	Pens etc
Car Parking	Photographs
Celebrations	Rewards, Steps and Strikes
Charging and Remissions	Safeguarding Children
Class Teachers	School Day
Clubs	School Dinners and Dinner Money
Cycling	School Office
Hair	School Policies
Homework	Sickness
Jewellery	Steps and Strikes Scheme of Behaviour
Labelling	Swimming
Lateness	Toys
Lost Property	Uniform
Medication	Visitors to School
Money in School	Water bottles
	Weather

There are also pages on Communication, School Uniform and 'Systems of Rewards, Steps and Strikes' at the back of the booklet.

## Absences

If your child is going to be absent, please telephone the School by 9.30am at the latest on the first day of absence. A message can be left on the School's answer phone on Option 1. This will save the Office staff considerable time as they have to ensure that each child is safe and marked in the register appropriately. On your child's return please ensure a **written** note explaining the absence is given to the School via the class teacher.



When there is a need to withdraw your child from School for any reason, we should always be informed. If this withdrawal is part of a 'one-off' holiday being taken during School time, a request should be made in writing at least 14 days before the planned absence. Holiday forms are available in the main reception area. Absences are not automatically approved.

Holidays can only be authorised if:

- the holiday is away from home ie not for day trips;
- the child is accompanying their parents. Grandparents, friends and other relatives are not authorised to take pupils on holiday, even with the parents' consent.

If there is a history of absences and lateness, the request may be turned down because the child has already been away from lessons and any further absence would be considered detrimental to the child's education and progress. A maximum of 10 days can be authorised in any one academic year.

**A request for absence will always be refused if it is during SATs week, or at any other time, if attendance and attainment are unsatisfactory.** Any removal of a child during SATs' week will be referred to the authorities and may result in a substantial fine.

If your child unavoidably has an appointment during the School day (eg doctor, dentist), please write a note in advance stating the time the child will need to be picked up from School and the reason for the absence. Any child leaving the School during School hours should be signed out by the adult collecting them and signed back in again on their return. Lateness is recorded similarly.

## After School Club and Breakfast Club

The After School Club is run by 'Clubland' and takes place at the School at the end of the School day. Sometimes, if there is sufficient demand, care may also

be provided on INSET days. All enquiries concerning this provision should be addressed to Karen Fitzwater between 8.00am and 8.00pm on 020 8224 1359 (h) or 07770 656 015 (m).

A breakfast Club for pupils is run by 'Funsport'. This takes place on most School day mornings at Long Ditton Infants School. Further details can be obtained from Robbie Trimm on 01483 475 800.

### **Art overalls**

An old shirt (put on back to front) should be provided as this keeps paint and glue splashes from damaging School clothes. These are to be named and left in School on classroom pegs.

### **Bags**

As space in classrooms is limited, bags should be the small, rucksack type.

### **Behaviour and Discipline**

Long Ditton St Mary's School aims to create an orderly but friendly, caring school, which develops strong social skills, good communication, effective learning and a sense of communal responsibility. The School's Behaviour and Discipline Policy can be viewed on the School's website ([www.longdittonsm.org.uk](http://www.longdittonsm.org.uk)) and is available on request from the School Office.

### **Buildings Fund**

As a voluntary aided School we are responsible for 10% of capital building, maintenance and repair costs to the School building. St Mary's Church helps us with these amounts and any revenue from the letting of the School building (less costs involved) goes towards the fund. A separate "Buildings Fund" is established to meet our responsibilities in this area. We also ask parents to contribute either termly or annually, on a gift aid basis if possible, to this Fund.



## **Car Parking**

In order to keep your children safe (as our pupils are often shorter than many cars and so not easily seen) please do not send them through the School car park unaccompanied.

We are fortunate to be in an area with easy parking, so that there is only ever a short walk to School.

For health and safety reasons the School car park is for the use of staff and official visitors only. Parents should NOT bring their cars into the car park at any time.

Parents are requested not to park in the bus stop bay in Sugden Road or to double park in Ewell Road when dropping off or collecting children as this can cause traffic hold ups and damage to neighbours' cars.

## **Celebrations**

There may be occasions when to celebrate, say, a birthday, it has been the tradition to send a class 'treat' into School. (Sweets, and especially chewing gum, are not permitted at any other time.) If you wish to do this, it is always worthwhile checking the product you have in mind with the class teacher beforehand in case of food allergies.

**PLEASE NOTE THAT NO NUTS OF ANY KIND ARE EVER PERMITTED IN SCHOOL.**

**However, as a healthier option, you may prefer to do one of the following:**

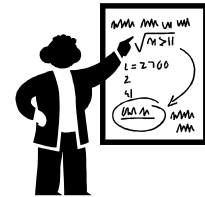
- provide a book for the library with a note or bookplate inside indicating your gift and the occasion;
- provide a book for your child's class which the class could read out from, so that everyone can enjoy the gift;
- provide a small quantity of fruit/healthy snack bars/cartons of pure fruit drink, etc to divide amongst the class;
- provide a small pencil or small notebook.

## **Charging and Remissions**

The School's Charging and Remissions Policy for activities. A copy of the policy can be viewed on the website or is available from the School Office on request.

## **Class Teachers**

Your child is allocated a class teacher. This is the person you should contact in the first instance should you have any worries or concerns about your child. This can be done in person, by letter or via a note in the School Planner. If the homework diary is used during the week, please ask your child to show the note to the appropriate teacher(s) as the diaries are only checked by the class teacher on a Friday.



As well as the class teacher, your child may also have other teachers for maths, literacy, music, art, PE and science. This helps them get used to working with others in the School and is a good preparation for the next phase of their education.

## **Clubs**

A variety of clubs run during the lunch time period and after School. Details of these are sent out at the beginning of the school year and thereafter half-termly. Application forms, where required, are available in the main reception area. The cut-off date is usually one week before the end of the half-term and any forms returned after that date cannot be processed.

Occasionally, it is necessary to cancel a club due to unforeseen circumstances. Announcements regarding a cancellation are made as soon as practically possible to the pupils and are placed on Option 3 of the School telephone system. If your child is not met after School because you are unaware of a cancellation, he/she should come to the School Office.

## **Cycling**

A permission form (which is available from the School Office) is signed by parents agreeing to the conditions below. This more formal arrangement is done at the wish of the Governing Body to ensure that all sides understand the arrangements made.

Once this form has been received and sanctioned children may cycle or scooter to School provided that the following arrangements are in place:

- an adult accompanies the pupil/s at all times, both on the way to and from School;
- appropriate safety apparatus is provided by you and worn by pupils at all times, eg helmets, gloves etc;
- cyclists must walk with their bicycle and an adult through or up to the School gates in the car park at all times;
- the bicycles are stored between the kitchen area and the hedge on the hard standing space there;
- once bicycles are stored on the School premises, the School has no responsibility for any damage, however caused.

## Hair

For health, safety and hygiene reasons, hair longer than shoulder length must be tied back at all times.

Parents are requested to check their child's hair for nits at regular intervals (ie weekly) and to treat them immediately.

## Homework

This is set on a regular basis three times a week and your child will write the tasks, and the date their homework is due, down in their homework diary.



For pupils in Years 3 and 4 this could be written, oral, art or other tasks that take about half an hour each. In addition to this, your child is expected to read for 20 minutes **EVERY** day. Parents are requested to sign the School Planner to confirm this has been done.

In Years 5 and 6 the three activities should take 45 minutes each, and 30 minutes reading should be done **on a daily basis**.

Should the homework not be completed or returned by the date set, your child will be expected to complete the task in the School's lunchtime homework club, which the Headteacher normally supervises. Lost or forgotten work will be treated as incomplete and will have to be made up at lunchtime.

Homework is very important to both us and the pupils, so please support your child with this.

### Jewellery

Jewellery is not permitted for health and safety reasons. Watches and stud earrings are allowed but **MUST** be removed for all activities (PE, swimming, dance, gym, games, sports clubs). Loop earrings are not permitted for safety reasons. Your child will be expected to remove their own earrings. Children may not swim if they are unable to remove ear studs. Watches should be clearly named and are usually given to the class teacher for safekeeping. The School cannot accept responsibility for lost jewellery.

We respectfully suggest that any child wishing to have their ears pierced should do so at the beginning of the Summer holidays in order to reduce the above problems at School. If your child has recently had ears pierced and is, therefore, unable to remove ear studs, they are unable to take part in any PE activities including after school sports clubs (whether you have paid or not). In such circumstances no refunds will be made.

### Labelling

EVERYTHING should be named. Please use a laundry marker, iron-on or sew-in labels for clothing and bags, and sticky labels for pens, pencils, rulers etc.

### Lateness

The School gates are opened at 8.35 am each day and your child will go straight into class. The pedestrian gates are then locked at 8.45 am. Any pupils arriving after that time must come into School through the main entrance **with a parent/carer**. All lateness is logged and is examined by our Educational Welfare Officer.

If a pupil misses registration, they should excuse themselves to the Class teacher in order to inform the School Office of their arrival. This will ensure that the child is marked as present in the register and will prevent parents being interrupted by check-up calls from the Office. If your child is expected to be late due to an appointment, the Office should have prior notice. Please try to avoid this situation wherever possible, as it gives your child an unsettled start to the day and they miss out on notices and information given out in Assembly.

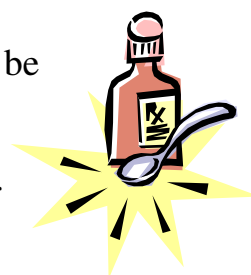
## Lost Property

All lost property is kept in the lobby outside the Learning Station and is displayed in the Hall every Friday. Small items are kept in the School Office. All parents are welcome to come and look through this on any day if their child has lost something. Pupils are also able to look through the lost property out of lesson time. All lost property is disposed of at the end of each half term.



## Medication

If your child requires an epipen or asthma inhaler, these should be named and brought in to the School Office on the first day of School. They are kept at School for use during the day and are taken on trips if your child is going off site, as are any other medications.



Upper School pupils keep their inhalers with them in the classroom and inhalers for the Lower School will be kept in the School Office. It is the responsibility of parents to ensure that epipens, inhalers and any other medication are kept in date and that, when taken home for the summer holidays are replaced each September.

The School cannot be expected to take responsibility for any non-prescribed medicines parents may bring or send into school with minor ailments.

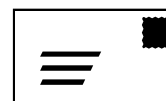
Should your child need prescription medication to be administered at School, parents should complete the appropriate form to authorise this at the School Office. Please note that for the safety of the children, medicines cannot be administered without written authorisation. Alternatively, parents may come into School to administer medication themselves.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the name of your child and the medicine, the expiry date and the prescriber's instructions including the dosage, method of administration, time/frequency of administration and any side effects.

The medicine will be kept by the School Office and must not be kept by your child. Medicine should always be brought in to and collected from School by an adult and should never be sent in via your child. Storage in a refrigerator is possible if needed.

## Money in School

Any money sent in to School should always be sent in an envelope (a reused one is fine) which has the following information written on the front:



- your child's name;
- your child's class;
- how much is in the envelope;
- what the money is for.

Preferably, monies should be paid by cheque. All cheques should be made payable to "Long Ditton St Mary's C of E Junior School" unless paying for school dinners, when cheques are made payable to "Surrey County Council". No money should be kept/carried by a pupil during the School day.

The only exception to the money rule is on Thursday morning when your child can bring in small pocket money amounts for our Missionary Money collection. This should be kept in a pocket or a purse and placed into the class pot during registration.

**Wherever possible, please make out individual cheques for individual events and items, rather than including payment for everything on one cheque.**

Payments by School for services or trips do not always come from the same bank account and reallocating monies to the right bank account incurs unnecessary administration. Thank you for your help with this.

## Outdoor Shoes

Your child will need a pair of OLD shoes or trainers to wear outside on the playground and on the field. This helps to keep the damp and mud outside and off the carpets! If these are trainers they can also be used for outdoor PE. Indoor games are done in bare feet. Failure to provide an extra pair of shoes will mean that your child will have to stay inside at break and lunch times.



## **Packed lunches**

**UNDER NO CIRCUMSTANCES SHOULD YOUR CHILD BRING ANY FOOD CONTAINING NUTS INTO SCHOOL** as some children suffer from severe allergies associated with contact with nuts.



Children are not allowed sweets or chocolate as part of their packed lunch.

We do not permit pupils to share their packed lunch contents for their own health and safety.

In good weather, pupils with packed lunches are allowed to eat outside. You are asked to provide sunscreen and a hat for your child to wear in these conditions.

## **Parental Volunteers/Skills list**

We are very grateful for parental support in a variety of ways. Each year requests are sent out for help with reading, art, library, swimming and School trips, etc. Do become involved in the life of the School. You all have a variety of valuable skills to offer which would be of immense value. If you feel you could help us in any way with time, expertise, goods or services, do please let us know.

## **PE**

All PE kit should be kept in School from Monday to Friday and taken home for washing at the weekends. Your child will not be permitted to take part in PE if they do not have the right kit. The kit should be kept in a separate bag clearly marked with the child's name and placed on their own peg. Please refer to the uniform list at the back of this booklet for PE kit required. PE/Swim bags with the School logo are available, if required, from our uniform suppliers (details available from the School Office).

## **Pens, etc**

It would be most helpful if you could provide your child with their own pencil case consisting of a pen (if used), pencils, highlighter, rubber, sharpener, ruler and coloured pens/pencils. Pupils are not permitted ink eraser pens or Tippex in School for health and safety reasons. Everything should be named individually to avoid



confusion in class. Handwriting pens and glue sticks are available from the Office for classroom use at reasonable prices.

## **Photographs**

During the School year, photographs may be taken of your child undertaking School activities. Some of these photographs may be published to promote the School. Occasionally photographs of our pupils may also appear in the press to accompany an article relating to a School event. A consent form for you to sign is issued at the start of your child's school life here. You will need to sign and return this to let us know if you wish photographs of your child to be published. If you do not return this form we will assume that you accept and are giving your consent.

Any parents taking photographs during any School activities should only ever use these for their own private use. Images taken must never be published or displayed on the internet.

## **Rewards, Steps and Strikes Systems**

We always try and recognise good behaviour, work and achievements and merit certificates, house points and stars are given as and when appropriate.

We do not tolerate behaviour which adversely affects learning and disturbs others. We use a system called "Steps and Strikes" which uses a progressive system of warnings and punishments for inappropriate behaviour. Other measures are in place for those children for whom this system is not effective.

This system is intended to provide a clear framework for everyone in the school and helps the school and parents monitor pupil's behaviour in class lessons. The aim is to ensure a positive working atmosphere at all times in all lessons. In addition each class has a set of agreed class rules.

At the beginning of each year, your child will bring home their class rules.

The Rewards, Steps and Strikes systems in School is at the back of this booklet or can be viewed on the School website.

## **Safeguarding children at Long Ditton St Mary's School**

Long Ditton St Mary's School is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.

This means that we have a Child Protection Policy and procedures in place. The School's Child Protection policy is available on request and is available on the School website [www.longdittonsm.org.uk](http://www.longdittonsm.org.uk)

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first, unless we have reason to believe that such a move would be contrary to the child's welfare.

The Child Protection Liaison Officer (CPLO) at this school is the Head Teacher – Mrs C Susan Woods. In her absence this is the Assistant Headteacher, Mrs Janice Davies. The Governor with Child Protection responsibilities is the Rev'd Vicki Burrows.

## **School Day**

Your child should come into School between 8.35–8.45am and registration is between 8.35–8.45am. Your child should not be on the premises before 8.35am unless they are attending a specified activity, eg Wakey Wakey or Running Club, as there is no one available to be responsible for their safety before this time.

Pupils go home at 3.15pm. Parents are requested to leave and collect their children promptly by the side gates in either Sugden Road or Ewell Road and, again for safety reasons, **not via the main entrance or car park**. However, if children have been specifically requested to come in early, or when they are being collected from clubs, they should be **escorted by an adult** through the main entrance. Please tell your child that, if they cannot find the person collecting them after School, they should come back to the School Office who will help them.

## **School Dinners and Dinner Money**

These meals are prepared and cooked on site by our caterer and are very good value for money. There is always a good choice of food and most dietary needs can be met.



The price of a School Meal is £1.80 per day or £9.00 weekly. Cash, or cheques made payable to “Surrey County Council”, are due in advance **every Monday morning**, unless you wish to pay for up to a half-term at a time. Payment for dinners can also be made online. Details of how to do this can be obtained from the Office and are sent out each July.

If your child wishes to change to or from School dinners, one week’s notice must be given, as our caterer orders supplies in advance.

Your child can be provided with a free School meal, subject to evidence of entitlement. An application form is included in the new parents pack or can be collected from the School Office at any time.

## **School Office**

The School Office is open from 8.00am–4.00pm, Monday to Friday, during term time.

## **School Policies**

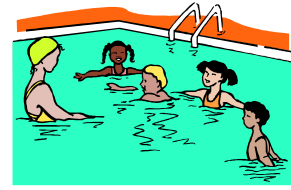
Most of our School policies can be accessed via the school website at [www.longdittonsm.org.uk](http://www.longdittonsm.org.uk). Hard copies of all policies can be requested from the School Office.

## **Sickness**

Any child who has vomited at School will be sent home as soon as practically possible. Please ensure that all contact names and telephone numbers are up-to-date and listed in the order that they should be contacted. If your child has vomited at home, they should not attend School for at least 24 hours after they have last been sick.

## Swimming

Every year, each class has time set aside for swimming lessons at Hurst Pool in East Molesey. These are usually accompanied by the Headteacher and at least one other adult. Payment is required to cover teaching and transport costs.



Additional booster lessons are arranged for pupils either not familiar with water, or who cannot yet swim 25 metres. This venture is to meet Government education targets stating that children should be competent swimmers by the time they leave junior education.

## Toys

Pupils are not normally permitted to bring toys into School, unless instructed to do so by their teachers. Named soft foam balls, tennis balls (in summer when the field is in use) and skipping ropes can be brought in for playtimes but will be confiscated if used inappropriately.

We expect all pupils to respect their own and others' property. The School cannot be held responsible for toys, or indeed anything valuable (in either monetary or sentimental terms) that has been brought in.

## Uniform

Uniform is very important and helps your child to have a feeling of belonging within the community. Please support your child in this.

A uniform list can be found at the back of this booklet.

**Please spend some time with your child to ensure that he/she is able to tie shoelaces and ties properly.**

Most of the items of school uniform are available from high street stores and our uniform suppliers (details available from the School Office) There is also a small stock of second-hand uniform held at School, all of which is sold at £2.00 per item.

## **Visitors to School**

In the interests of safety, all visitors to the School are carefully monitored. Parents visiting to collect their children for appointments, eg doctor or dentist, should call at the front entrance and report to the School Office in order to sign the child out of School. They should then wait in the entrance hall until their child is brought to them.

Parents who come to help in School should sign a visitors' book on entering and leaving the premises.

## **Water bottles**

We have four drinking fountains in School for break time, lunch time and after PE/games, etc. Children are permitted water bottles on their desks in the **afternoon**, as there is no break during that time. All bottles provided should have a non-spill cap and be clearly labelled with the child's name. Pupils are expected to bring bottles no larger than 250ml. Water bottles should only contain water - no other liquids will be permitted.

## **Weather**

### **Snow**

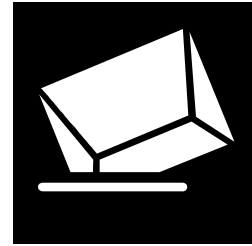
If there is snow the children are only allowed outside if they have brought in a pair of wellington boots to wear.

### **Sun**

School has a Sun Protection Policy which can be accessed on the School website. Children may bring sunscreen (not containing nuts or coconut) to School and hand it to the School Office for safekeeping. They must apply it themselves at break and lunch times.

## **COMMUNICATION**

We aim to send out information on a Thursday via 'pupil post' or email, although you may receive some mailings on other days.



### **Schoolcomms email/text system**

School is able to send communications by email and text via Schoolcomms which is an electronic system linked to the School's secure SIMS database.

Newsletters, letters, notices, etc are sent via email to all those parents who have registered for Schoolcomms. In addition, SMS text messages can be sent in emergencies or in urgent situations.

Paper copies of any communications which have been emailed are only distributed to those parents who have not registered to receive electronic communications.

Parents who have email facilities are strongly encouraged to register for this quick and reliable system. Registration forms are available from the School Office.

All parents registering to receive notices via email should ensure that the School Office is notified of any changes to their email address/es or if their email system is not working.

### **School Newsletters**

These are our main way of communicating with parents. They are sent via the pupil post or Schoolcomms email.

### **Upper and Lower School Curriculum Newsletters/Topic sheets**

These are produced every half term and outline what each class is working on throughout the term.

## Calendar of Events

We send out a list of calendar events at the beginning of each academic year. Any updates will be made via the Newsletter and a mid-year Calendar of Events. Please note planned events in your diary. Occasionally these change, mainly due to circumstances beyond our control, and any such changes will be notified via the Newsletter or on a separate note.

## School Planners

Pupils are issued with one of these every year. Each week the children detail the work they need to do and when it should be done by. The teacher signs them on Friday and, as a parent, you should sign these over the weekend to agree that homework has been carried out and that the expected amount of reading has been done. Teachers check that Planners have been signed by parents on a Monday morning. If the diary is not signed when checked, the child will be kept in to read at lunch time for 15 minutes each day until it is signed by a responsible adult. This reflects the importance we place on home-school communications.

Should you wish to make anything known to your child's class teacher, please write a message in the diary and the teacher will respond. If the homework diary is used in this way during the week, please ask your child to show the note to the appropriate teacher(s), as the diaries are only checked by the class teacher on a Friday. Reminders are also written in here.

If your child loses or damages their homework diary, you will be expected to fund the cost of a replacement which is £4.00.

## Information provided by you

There is certain information we need from you and must have to ensure you and your children are kept fully informed. We need contact numbers for **THREE** responsible adults who have your permission to collect your child at short notice should an illness/accident/injury occur. The names and numbers should be listed in the order of the priority you wish the School to use. If you have a mobile phone that we can contact, please make sure we have it. **It is your responsibility to keep the School updated with any changes.**

Information about religion, ethnicity, first language and how your child gets to School are required by central government for statistical purposes.

If your child is not living with both their natural parents, we need both addresses should parents wish to receive important details independently, eg School Newsletters, annual records of achievement, etc.

### **Oral Messages in Assembly**

At the end of each assembly messages are given out about clubs, activities, etc. Your child needs to listen carefully and take the appropriate action, whether it is collecting a form, registering an interest or meeting a teacher at a given time, etc. Written reminders are not usually given after the messages. It is up to your child to follow the instructions. In the early days of settling in, if they cannot remember something they can always ask an older pupil or the Headteacher in the dining hall at lunchtime.

### **School website - [www.longdittonsm.org.uk](http://www.longdittonsm.org.uk)**

The School website is an important source of information about the School. It is possible to access many School documents here, eg prospectus, policies, School Newsletter, term dates, Calendar of Events. Celebration videos of various events and School trips can also be viewed on the website.

Children are able to access various maths, literacy, science, touch typing and history activities by entering the website. This is an excellent way for your child to learn and brush up his/her skills, Children and parents are strongly encouraged to use the site.

**Long Ditton St Mary's  
Church of England (Aided) Junior School**

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