

Barnett Wood Infant School

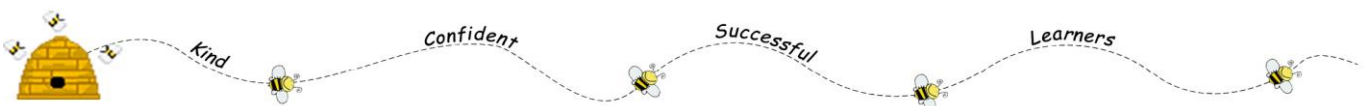


Barnett Wood Infant School

213 Barnett Wood Lane
Ashtead
Surrey KT21 2DF

www.barnett-wood.surrey.sch.uk

Headteacher: Mrs Norma Penny



Welcome to Barnett Wood Infant School

Aims

At Barnett Wood we specialise in early years education, giving children the opportunity to develop and learn in a caring family atmosphere. We aim to provide a sound academic foundation, to develop self-confidence and to realise each child's potential during these important years.

Partnership with parents

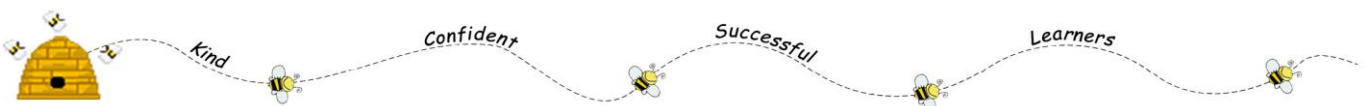
At all times we encourage parents to be involved in the life of the school and their child's education. After the children have settled, we will be placing a timetable for parents' help outside the classroom for you to sign. We share the curriculum coverage each term. This will come home in your child's book bag and is available on the website. Our 'Friends' association supports and enriches all areas of school life. Through fund raising, it provides additional resources and pays for the running of the swimming pool, while the social events it organises bring parents, staff and children together in an informal atmosphere.

First day of term

Reception class children begin school during week commencing 9 September 2019. You have been allocated a time to arrive during this week. The times are staggered so that we can spend some time welcoming and settling each small group. **Please stick to your allocated time.**

The school day

Registration is at 8.55 am and the children can be brought into the classroom from 8.45 am. Before that time, there is a breakfast club from 7.45 am or an early drop off option which means a member of staff will be on the front playground from 8.30 am. For 50p you may leave your child in their care. School ends at 3.00 pm. Lunch is from 12.00 noon to 1.00 pm. Reception children are collected from the rear door outside the classroom. We also run an **After School Club** from 3-6pm (more details and prices are available from the School Office)



Mid-morning break

We continue to develop a Healthy School Policy. The School provides children daily with a piece of fresh fruit or vegetable, however, you are welcome to bring your own if you prefer. Also, please provide a drink of water in a non spill plastic bottle. Surrey Health Authority has advised us that water is the best liquid for children, not sweet juices. We have a water cooler to top up bottles during the day and will provide extra water on hot days. We also provide milk at morning break. If you would like your child to have milk, please complete the enclosed form.

PE

For PE pupils need shorts and a t-shirt. A t-shirt with the school logo can be purchased from the school office but this is not compulsory. In the summer pupils will need a swimming costume or swimming trunks, towel and foot towel. Caps are essential for pupils with long hair. Children will need plimsolls for outside games. Earrings must be removed for PE and swimming days. PE and swimming kits must be in named bags that can be hung on the pegs in the cloakroom. PE bags, swimming bags and caps with the school logo can also be purchased from the school office. Weather permitting, your child will have the opportunity of a swimming session before we close the pool in September.

Chair Bags

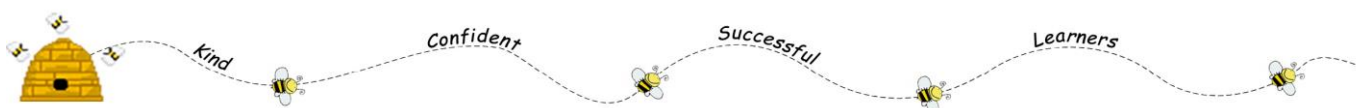
The children's book bags are kept in their chair bag which hangs over the back of their chair. These can be either purchased from the school office at a cost of £12.00 or can be made using the instructions available from the School Office.

Telephone number, email and change of address

Please ensure that the office has your telephone number and email address, please remember to inform us of any changes. We also like to have an emergency number in case your child is ill. We do not have a medical room and may need to contact you urgently.

Absence

If your child is unable to come to school we **MUST** be notified by 9.30 am and a reason must be given. Please either phone or write. Schools are now accountable for all absences. Please report to the office if you arrive late. We will contact you if an absence has not been notified.



Medicines

Our school secretary is prepared to administer medicines to children provided that they are handed into the office by the parent in the morning. You will be asked to complete a form giving details of the medication and times for it to be administered. You must advise us if your child has a medical condition. **A FIRST AID KIT IS KEPT IN THE SCHOOL OFFICE.** The majority of staff are first aid trained.

Medical or dietary needs

Please inform the Headteacher and class teacher in writing of any medical or dietary needs your child has.

Sickness

If your child is sick or has diarrhoea, please ensure they are fully recovered before returning to school. Please allow **48 hours** for recovery.

Head lice

Unfortunately, even the cleanest heads fall pray to headlice, so please check your child's head regularly. We have a weekly bug busting night, every Wednesday. Since starting this project incidents have reduced.

Lost property

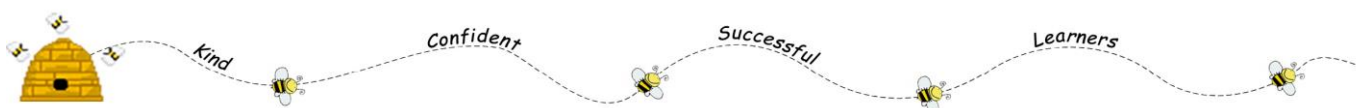
Our lost property box is located in the School Reception area. Please ensure all items of clothing are clearly labelled (**Remember all the children wear the same tops - make sure your child can identify theirs**)

Developing the school grounds

Help is needed during weekend workshops throughout the year. You will be notified of these dates in our regular Newsletters. Please put some time aside to support the school.

Class representatives

We now have a system of parent representatives. We would like a minimum of two parents to act as representatives for each class. The representative's role is to act as a communicator between teacher and parents, meet with the Headteacher and the Friends committee each term, help with organising events, collect donations, set up parent contact information and emergency cascade, organise social evenings etc.



Class help

After a settling in period, parents are invited to help out with the following.

- a) Classroom help - parents get the chance to have an insight into their child's day at school and can help with various activities in the classroom. A list will be displayed on the classroom door, usually after the first half term, for you to sign your name.
- b) Book bags - one way of communicating school events or other relevant information is through the children's book bags. We, therefore, need volunteers on Friday afternoons, just before pick-up, to put this information into the bags. Again, a list will be displayed on the classroom door for you to sign your name.
- c) Garden - any keen gardeners are invited to help maintain our school garden and help children gardening. Please enquire at the school office.

Uniform

The uniform comprises of:

- grey trousers/grey skirt or tunic;
- white shirt, blouse or polo shirt;
- green sweat cardigan (£9.50) or sweatshirt (£9.00), which can be purchased from the school office or online at myclothing.com;
- in the summer the option is green and white dresses or grey shorts.

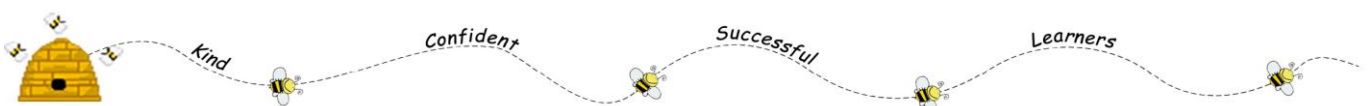
Most of our uniform can be purchased from any chain store.

PLEASE LABEL ALL ITEMS OF CLOTHING WITH YOUR CHILD'S NAME

Contributions

We kindly ask for contributions to enable us to provide extra activities or opportunities for your child. This could be food for a Christmas party, raffle prizes and toy donations for our Christmas or summer fairs, craft material such as boxes or plastic containers. We spend a fortune on tissues and kitchen rolls. If you could make a contribution twice a year we would appreciate this.

We also request a yearly donation of £40.00, in the summer term, to pay for swimming lessons. This may be paid in instalments.



Communication with parents

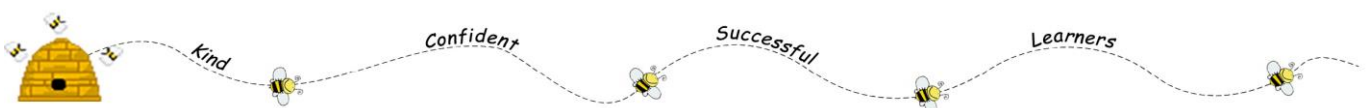
Please view the school website. It is updated at least weekly. We have a school app - details on the website. We try to keep paper messages to a minimum.

A large amount of information is sent to parents via 'Parent Mail' (School email service). In order to ensure that you receive everything, it is very important to inform the School Office of any e-mail address changes.

General information will be displayed in the following ways:

- whiteboard at the entrance of the school - updated each week;
- topic of the week - on the Reception class back door (where you collect your child);
- noticeboard in cloakroom (Reception only);
- children's book bags;
- all newsletters and curriculum overviews can be found on the school website;
- in the event of school closure, please check the school website (in nineteen years the school has only been closed on three occasions).

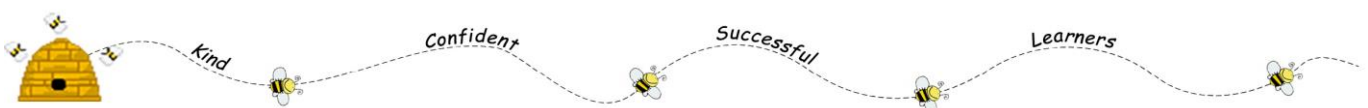
Please use the 'silver post box' by the School Office to post any information, forms, comments etc.



FOR SAFETY'S SAKE, PLEASE.....

- Pedestrian access to the school is through the small security gate on Barnett Wood Lane. Please close and lock this gate each time you go in or out. There are no facilities for parents to park in the school grounds. Please do not park anywhere near the school. It takes four minutes to walk from the Community Centre car park.
- If for any reason you need to collect your child during the school day, please notify the school office either in writing or in person. We will ensure that the teacher and lunchtime supervisors are informed.
- If during the school day you have to change the arrangements you have made for your child to be collected from school, please phone and let us know so that we can pass the message onto your child and class teacher.
- Dismount bicycles and scooters before entering the playground and park in the designated area.
- Please leave your dogs outside the school premises in the staff car park. Although they are adorable to you, they can be frightening to young children.
- Please do not allow younger children around the pond or on the adventure playground while they are waiting for their brothers or sisters.
- Only stud earrings can be worn and must be removed on PE and swimming days.
- For the children's safety, please close and lock all gates.

We hope you have found the information in this leaflet useful.





Kind



Confident



Successful



Learners

