



Parent/Carer Handbook



**THE GOOD
SHEPHERD TRUST**
Diocese of Guildford

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Welcome

Welcome to Surrey Hills All Saints School. We hope you and your family will have a happy and successful time with us.

This handbook has been devised to help you get to know us and settle in as quickly as possible – please let us know if there is any other information that would be useful to include in future editions.

We look forward to working in partnership with you to ensure that your child's time here is a happy one. Please remember we are a team; together we want to offer the very best for your child's education and we want everyone to enjoy their 'journey' through Surrey Hills All Saints C of E Primary School. If you are unsure about anything or have a concern, please do ask – we are here to help you and your child.

School Personnel

Surrey Hills All Saints Primary School

Abinger Lane, Abinger Common, Dorking, Surrey, RH5 6HZ, 01306 730 747, abinger@surreyhillssurrey.sch.uk
School Lane, Westcott, Dorking, Surrey, RH4 3QF, 01306 881 136, westcott@surreyhillssurrey.sch.uk

Headteacher—Mrs Ratcliff

Assistant Headteacher—Mrs Garrick (Abinger)

Assistant Headteacher—Miss Lucas (Westcott)

Inclusion Leader —Mrs Sawyer

Business Manager—Mrs Jeffers

Term Dates

A copy of the term dates for the year ahead is posted on the school website and in the weekly newsletter. If you have any queries, please ask at the office.

The school will be closed on six additional days throughout the year. These are known as INSET days (in-service training days for teachers). Parents are given as much notice as possible about these dates so that you can plan ahead. The dates can be found on the school website www.surreyhillsschool.org.uk.

Emergency Closures

If it is necessary to close the school, we carry out the following procedures:

- Update our website
- Send a text/email message to all parents
- Local radio stations will be informed – BBC Surrey (104.4FM), Eagle (96.4FM), Heart (102.7FM) and Radio Jackie (107.8FM).

School Uniform

Winter Uniform

- Teal coloured Surrey Hill's All Saints Sweatshirt/Cardigan
- White polo shirt (Yrs 1&2)
- White shirt (Yrs3-6)
- School tie (Yrs3-6)
- Grey trousers
- Grey skirt or pinafore
- White/grey socks or tights
- Plain black shoes

Summer Uniform

- Teal coloured Surrey Hill's All Saints Sweatshirt/Cardigan
- White polo shirt (Yrs 1&2)
- White shirt (Yrs3-6)
- School tie (Yrs3-6)
- Grey shorts or trousers
- Grey culottes
- Green gingham or striped dress
- White/grey socks or tights
- Plain black shoes
- Sunhat

PE Kit

- Surrey Hills T-shirt/white T-shirt
- Black shorts
- Trainers
- Tracksuit
- Named PE Bag

Items not supplied by Brigade Clothing Limited (ordered online at www.brigadeuniformdirect.uk.com) can be bought in Marks & Spencer or supermarkets. Second Hand Uniform is available through F@SH sales throughout the year.

It is **essential** that all clothes are named. Our youngest children need to be able to dress themselves easily – no complicated laces or fastenings. It is important that the children always look smart, please note trainers are **not** part of our school uniform. Long hair needs to be tied back using a green/black/brown hair band or clips.

What to Bring

On your first day at Surrey Hills, please remember to bring;

- a named bottle of water.
- PE bag with all clothing items named.

Year 3-6 only

- your rucksack
- a healthy snack for morning break time e.g vegetable/fruit/cheese
- one small pencil case with navy blue handwriting pens, sharp pencils, colouring pencils, a 30cm ruler, white board pen and glue stick.

What to Bring (cont..)

...on a rainy/snowy day!

If it is cold, raining or snowing don't forget to come in named, warm clothes:

- a warm, waterproof coat.
- gloves, hat, scarf.
- wellington boots.
- waterproof as we go out in the rain!

...on a hot, sunny day!

On a hot, sunny day make sure you:

- bring in a named sunhat.
- bring in a bottle of water.
- apply sunscreen before leaving home, for extra protection on really sunny days.

School Times—Abinger

The gate is opened at 8.30am along with the classroom doors.

The school day begins with register at 8.45am.

Activities will be set up each morning for the children to complete before registration.

School Times – Westcott

The school day begins at 9.15am. Children may wait with their parents in the playground from 8:45am. The doors open at 9am, for the children to go into their classrooms and complete their early morning work.

The remainder of the day is structured as follows:

Class Lessons	9.15am – 10.15am
Break	10.15am – 10.30am
Class Lessons	10.30am – 12.00pm
Lunch	12.00pm – 12.55pm
Class Lessons	12.55pm – 3.10pm
Assembly	3.10pm – 3.30pm

Christian Vision and Values

At Surrey Hills All Saints, our Christian Values underpin our ethos. We actively promote the development of our Christian Values and citizenship skills to equip our pupils for life in the wider world.

Our Values

- Love
- Believe
- Aspire
- Respect
- Be Responsible

Our Vision

We are rooted in the love of God and others, we believe in ourselves and so, will aspire to grow in every part of our lives. Following the example from All Saints, we choose to respect and encourage one another and to be responsible citizens in our community and our world.

John 8:12

When Jesus spoke again to the people, he said, "I am the light of the world. Whoever follows me will never walk in darkness, but will have the light of life."

Behaviour

We have high expectations of behaviour in all aspects of school life. Please refer to our school Behaviour and anti-bullying policy for more details. (Both available on our website)

Each class has 'Good to be Green' system whereby names of pupils are put onto green at the beginning of each day and the names moved up (to silver or gold) or down (to orange or red) accordingly to behaviour/attitude during the day.

School Lunches

Lunches are cooked freshly at the Westcott Site each day. Hot meals are provided free for all Foundation Stage and Key Stage One children. Dietary needs can be catered for.

The school meals are payable in **advance**, half termly or termly.

There is also provision for those children who prefer to bring a packed lunch. We encourage parents/carers to provide healthy packed lunches. Water is available. **Please note, we have a no nuts policy on both sites.**

Water

Please provide your child with a named water bottle and ensure they bring it in every day. The water bottles are accessible in the classrooms throughout the day and they are available during morning and lunch playtimes.

The children are encouraged to drink water regularly throughout the day. It is a healthy thing to do and it can enhance learning through reducing sluggishness and dehydration – particularly in the afternoons!

Cool Milk Scheme

Milk is available to all our children, at a subsidised price, and free to those under 5.

Further information and application forms are available from the School Office or you can register online at www.coolmilk.com. It is delivered daily and stored in a fridge. We encourage participation as part of our Healthy Schools Programme. The milk is drunk in the classroom before going out to play.

Health and Safety

Sun safety: During warmer and hot weather, we encourage children to wear sunhats outside to protect themselves from the sun. Sun cream should be put on before arriving at school.

Earrings: One set of plain studs only can be worn. Earrings are potentially dangerous and must be removed **by the child** before P.E. lessons.

First Aid: Staff are up to date with their First Aid training.

Bumped Heads

If a child bumps their head, the School Office will inform parents/carers by sending a text message.

Serious head injuries are reported to the parent/carer by phone and this is noted in the Accident Book. Your child will also receive a wrist band stating the date and time the injury occurred.

Asthma

Parents/carers must inform the school if their child suffers from asthma or an allergy. Asthma sufferers should have emergency inhalers in the red medical box in the classroom. Inhalers will be taken on educational visits, to the swimming pool and to PE lessons.

Epipens

Epipens, needed by children who suffer severe allergic reactions, are kept in the First Aid cupboard in the school office.

If your child has a medical need, an appointment will be made for you to meet the school nurse to create a health care plan.

Antibiotics: In **exceptional** circumstances it may be agreed that medicine can be administered by, or be overseen by a member of the office staff. See policy.

Medical: If your child has a sickness or a tummy bug/upset, parents/carers must not send him/her back to school until they have been 'clear' of the bug for **48 hours**.

The Journey To School Journey

Abinger

Access to the Abinger site is down the lane on the right, just past the Abinger Hatch.

As part of our Healthy Schools Programme, we encourage families to walk to school as much as possible. Children may also come on their scooter/bike but we request that they **walk** the scooter/bike along across the playground to ensure safety for everyone concerned including the local residents. Please do not allow your child and/or siblings to scoot/cycle around the playground at pick up time, as we have had one or two incidents where children have been hurt. Children should also walk their scooters along Abinger Lane. Please ensure you accompany your child at **all** times on the journey to school.

Westcott

Access to the Westcott site is by foot, via School Lane. For safety reasons, cars are not permitted to use School Lane. There are parking facilities in the village.

As part of our Healthy Schools Programme, we encourage families to walk to school as much as possible. Please ensure you accompany your child at **all** times on the journey to school, especially since the A25 is a very busy and potentially dangerous road. Children may also come on their scooter/bike. They need to be **walked** along the pathway next to the A25, up and down School Lane and across the playground to ensure everyone is safe, including the local residents.

Going Home at the End of the Day

Abinger

Parents/Carers **must** inform us if another adult is going to collect your child from school. We will **not** allow the child to be taken off the premises without your permission, **even if the adult is known to us**. Please also remember that if you send an older brother or sister - over 14 years of age - you still need to inform us that they have your permission to collect your child.

Please use the large labelled book for each class to record any change of arrangements for that day and sign your permission – this will enable the class teacher to refer to the book at the end of the day and ensure safe delivery of children to the correct adult. If there is a change of arrangement after you have left school in the morning, please ring the school to notify us of your permission for another adult to collect your child.

Please collect your child from the playground. The teacher will send them out to the adult known to be collecting them.

Thank you for your co-operation with this matter as we wish to ensure the safety of our children at all times.

Westcott

Parents/Carers must inform us if another adult is going to collect your child from school. If your child usually gets the bus/taxi home from school and you need to change the arrangements, you must inform the office by midday either by email or phone.

Permission to Walk Home

Westcott

If you would like your child to walk home from school at the end of the day or meet you at the bottom of School Lane, you will need to complete a 'Permission to Walk Home Form' which can be collect from the school office.

Attendance

Please ensure that your child arrives on time to school as the classes are registered at 8.45am at Abinger and 9.15am at Westcott. Lessons begin immediately after registration.

It is vital that parents/carers notify the school of any planned child's absence.

All absences and late arrivals to school are regularly monitored by the school and the Inclusion Office (Education Welfare Officer) from the Local Authority. If your child is sick, please telephone the school by 9.30am on the first day of absence to inform us.

If your child has a doctor, dentist or hospital appointment, please inform the school in writing before the appointment day. Persistent absence may require evidence of a medical appointment or prescription. Wherever possible, dental appointments should be made outside of school hours.

Please refer to our Attendance Policy which can be found on our school website.

Child Protection and Safeguarding

Surrey Hills All Saints C of E Primary School is committed to safeguarding and promoting the welfare of children and we take our duties very seriously. To help ensure that unsuitable people are prevented from working with children, a DBS check is carried out for all members of staff and volunteers.

Collectively all staff, volunteers, visitors, parents and learners have a responsibility for child protection and safeguarding.

The Designated Safeguarding Officers are:

Headteacher, Mrs Ratcliff, Inclusion Leader, Mrs Sawyer and Assistant Headteacher, Mrs Garrick. Please report any concerns you have to them.

Our Child Protection and Safeguarding policy and Whistle Blowing policy are available on the school website or on request from the school office.

Online safety

As children are growing up in a society full of computers and electronic devices, computing is an important part of children's learning and the curriculum. In class, children have the opportunity to learn new computer skills, develop those skills they already have and use computers as a tool to help them learn in other areas of the curriculum. All children in the school have access to either laptops or tablets. As these computers have access to the internet, online safety is of high importance. The school takes the following steps to make sure children are safe when using computers and electronic devices:-

- All internet access is filtered.
- Online safety is discussed regularly with the children as part of the computing curriculum.
- Online safety information meetings are held for the parents.
- All parents are asked to sign an acceptable use form.
- All staff adhere to the school's online -safety policy which is monitored by senior staff and governors.

Home and School Links

Communication

If you have any concerns, parents/carers can arrange to see the class teacher at a time convenient to them both, after school. If you feel that your concern has not been answered we do have a 'Responding to Parents' Concerns' Policy on our website which outlines your next steps.

The class teacher sends a half-termly curriculum coverage newsletter home and there are parent /teacher consultations in the Autumn and Spring terms. Reports go home in the summer term and it is possible to make an appointment to see your child's teacher to discuss these if required.

The Head teacher sends home a school newsletter every other Friday by email. These are also posted on the website.

All communications are sent by email unless requested otherwise. Please inform the school office if you require us to send you a paper copy home.

Parental Engagement

Every term, there are 'drop in' sessions where you are invited in to your child's classroom to find out more about their learning. You will be informed of the dates in the fortnightly newsletter. You will also be invited into school for your child's class assembly, mother/grandmothers afternoon and dad/grandad afternoon, Christmas performance as well as for your child's class Parent Lunch.

Governors send an update every half term and F@SH (Friends at Surrey Hills) send a termly update too. All communications are sent by email unless requested otherwise.

Scopay

Once your child has started school they will be sent home with a letter informing you how to sign up to Scopay. You will then be able to pay for School Lunches (years 3-6) and school trips by credit/debit card.

Pupil Post

Any reminders or additional letters are usually emailed or sent by text, but occasionally we do give out some to the children. Please check their bags regularly. If you feel you have missed any communication, further copies are always available from the School Office.

Curriculum

Workshops are held from time to time to help parents/carers support their child's learning. You will be informed of the dates, in newsletters. Half termly curriculum newsletters are sent home so you can support your child with their learning.

Home School Link Worker

Engaging parents and carers in their child's education is a key factor of the child's success, however, some families can experience barriers to being involved in their child's school. This could be due to parents feeling isolated if they are new to the area or not confident in speaking English, feeling intimidated by schools after a bad experience at school themselves, coping with a problem at home or work or other responsibilities which make it difficult to contact the school. If you feel your family needs help at any time. Please ask the school office for more information or check our website.

Parents Group – F@SH

Friends at Surrey Hills (F@SH) aim to organise events which are not only enjoyable, but also raise money for the school. The school and the fund raising group work together on a variety of occasions throughout the year. F@SH have invested in tablets for the whole school, more reading books and lockers for KS2 children. Each class has a parent rep who organises social events for the parents in the class so everyone gets to know each other.

Breakfast Club

Abinger site: holds a Breakfast Club each morning from 7.30am till 8.30am. Attendance may be on a regular basis or as a 'one off'. For more information on the breakfast club please speak to the Abinger Office.

Westcott site: holds a Breakfast Club each morning run by Pleiades from 7.45am till 9.00am. Attendance may be on a regular basis or as a 'one off'. For more information on the breakfast club please contact Pleiades on 01483 270 160.

After School Club

SCL run an After School Club, on the Westcott site daily between 3.30pm and 6pm. Abinger children may also attend and SCL will organise a taxi to collect your child from Abinger and take them to Westcott. For more information please contact SCL on 0345 644 5747 or wearescl.co.uk/after-care

Clubs/Extra-Curricular activities

At Surrey Hills All Saints, we offer a choice of activities every day which take place before, during and after school. These activities provide many benefits for our pupils including developing people skills, building relationships, raising self-esteem and confidence.

The clubs we offer include:

Zumba, Kids@Sport, Football, Ballet, Rugby, Cross Country, Karate, Chess Club, Ukulele, Netball and Board Games.

Local Parish Churches including Holy Trinity and St James'

We enjoy strong links with the local churches within our five Parishes. The Reverends along with the Children and Families Worker for church in Westcott, take assemblies on a regular basis in our school and we hold some services in Holy Trinity (Westcott) and St James' (Abinger) churches throughout the course of the year.

School Office

The office staff are available from 8.30am – 4.30pm every day to help you with any queries.

School events, trips

We recognise the value of Educational visits and their holistic value to the development of children. We believe that outdoor learning enriches the curriculum and can improve attainment. We ask for voluntary contributions from parents to finance these.

We organise residential trips for our children in Year 4 and Year 6. These trips enable us to challenge the children in a different context. These experiences are memorable for life.

Homework

Westcott

Homework provides an opportunity for you to work with your child at home, supporting their learning in school and contributing towards their progress.

Homework includes:-

- regular reading.
- a fortnightly Maths homework which is linked to the Maths learning that week.
- a fortnightly creative homework. This homework gives children and parents the opportunity to work together to develop a piece of creative homework linked to the learning theme.

Annual Events

Autumn Term

- Harvest
- Open morning for prospective parents
- Parent consultation evenings
- Christmas nativity/party/lunch
- Christmas Fair

Spring Term

- Parents' evening
- World Book Day
- Easter Service
- Easter Pause Day
- Grandma and mother activity
- afternoon

Summer Term

- Teddy Bear's Picnic
- Abinger Medieval Fair
- WestFest
- Grandad and Dad Activity
- Sports Day/afternoon
- Keeping safe week
- Sports day

School Council

Our School Council enables our children's views to be heard and it has been very effective in providing initiatives for the benefit of all. A new committee of School Council members is elected each year in September.

Pupil Responsibilities

We offer a range of opportunities that help us to develop our pupils. By challenging the pupils and giving them ownership of their school they thrive and make our learning environment unique. We all learn together and the following responsibilities enable all pupils to excel:

- School Councillors
- Young Sports Leaders/ playleaders
- Prefects (Year 6)
- House Captains (Year 6)
- Head Boy and Head Girl (Year 6)
- Library Monitors

Some of the responsibilities are decided by the children holding an election, whilst others are decided by staff when children have excelled or illustrated qualities that make our environment unique.

Policies

A copy of policies and procedures are available on our website www.surreyhillprimaryschool.org.uk or a hard copy from the school office upon request.

Complaints Procedure

If you have any concerns about your child's progress, development, behaviour or treatment you must always speak to the class teacher in the first instance. If you wish to discuss the matter further, Mrs Ratcliff (Headteacher) is always happy to arrange an appointment for you. Should you feel the matter has not been resolved satisfactorily there is a complaints procedure to assist both you in resolving difficulties.

Surrey Hills All Saints is one of sixteen church schools who belong to the Good Shepherd Trust. It is a multi-academy trust serving schools within the Diocese of Guildford.

www.goodshepherdtrust.org.uk

Headteacher: Mrs Jennie Ratcliff	
Assistant Headteachers: Miss Bethan Lucas and Mrs Garrick	
Abinger Site	Westcott Site
Abinger Lane, Abinger Common, Dorking, Surrey RH5 6HZ	School Lane, Westcott, Dorking, Surrey RH4 3QF
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