

Term Dates 2017/18

Autumn Term 2017	
Inset Day	Fri 1st September
Term Dates	Mon 4th Sept—Thurs 21st Dec
Half Term	23rd Oct—27th October
Inset Day	Fri 24th Nov
Spring Term 2018	
Inset Day	Weds 3rd January
Term Dates	Thurs 4th Jan—Thurs 29th Mar
Half Term	12th—16th Feb
Summer Term 2018	
Inset Day	Mon 16th April
Term Dates	Tues 17th Apr—Fri 20th July
Bank Holiday	Mon 7th May
Half Term	28th May—1st June Mon 4th June

INSET days are days set aside for staff training—on these days children should not attend school.

*** Reception and Nursery parents are advised of individual start dates for children for the Autumn Term.**

Easter Weekend 2018 is 30th Mar—2nd April 2018

Term dates for 2016/17 are set out above. We ask parents to take note of these dates and not to book family holidays during term time. Children's absence from school during term time will only be authorised in exceptional circumstances. **Parents should be aware that exceptional circumstances are those which offer 'unique and significant emotional value to the child which outweighs the loss of teaching time'.** The Headteacher's permission must be sought before taking children out of school. As always the Head teacher will consider each decision on a case by case basis. However, parents should be aware, under current guidance, requests will normally be refused.

We would also ask that any routine medical appointments are, where possible, arranged outside the school day. Where children arrive or leave the site during the school day parents should sign them in or out at the School Office.

Request for Leave of Absence forms are available on the school website or from the School Office.

Archdeacon Cambridge's CE Primary School
The Green
Twickenham
Middx
TW2 5TU

Tel: 020 8894 4777 Fax: 020 8893 4762
E-mail: info@archdeaconcambridges.richmond.sch.uk



Information Leaflet For New Parents

'Be happy, love learning and achieve in a welcoming Christian community'

Archdeacon Cambridge's is a voluntary aided Church of England Primary School. It has a close association with Holy Trinity Church on Twickenham Green. We hope this leaflet gives useful information about the life of our school and helps you and your child quickly feel a part of our school community.

Stationery

Children in Years 4-6 will need a fully stocked pencil case which should contain:

- 2 handwriting pens (not biros)
- 2 sharp pencils
- 1 eraser
- 1 sharpener (with container for sharpenings)
- 1 Pritt Stick

Parents are reminded that all items should be labelled clearly with their child's name.

School Uniform

Children in Nursery do not wear a uniform and should have a named spare set of clothing in school at all times.

School Uniform (Reception-Year 6)

We ask parents to ensure that children come to school in school uniform and appropriate footwear. A uniform list is set out below. Items marked * will be available for purchase from Stephenson's, 1-15 Heath Road, Twickenham, TW1 4DB from August 2017. We have a strong uniform code in school but it is only with the support of parents and children that we are able to maintain standards. We ask that parents label all their child's belongings including uniform, PE and swimming kits and lunch boxes.

Girls

Winter

White Shirt or polo shirt* / Grey pinafore dress/skirt/culottes/trousers
Royal blue sweatshirt* / or sweatcardigan*
Royal blue fleece (optional)*
Plain grey tights or socks

Summer (April-July)

Blue and white check or striped dress
Royal blue sweatshirt* / sweatcardigan*
Royal blue fleece (optional)*
Plain white socks

Boys

Winter

White shirt or polo shirt*
Long dark grey trousers
Royal blue sweatshirt*
Royal blue fleece (optional)*
Plain grey socks

Summer (April-July)

White shirt or polo shirt*
Grey shorts
Royal blue sweatshirt*
Royal blue fleece (optional)*
Plain grey socks

All children

- **Drawstring bag* for PE kit below:**
- *Plimsolls or trainers (not required for Reception class children)*
- *Royal blue sports top**
- *Royal blue shorts**
- *Royal blue sweatpants and top (winter)*
- **Book carrier***
- **Black shoes** which can be polished (not trainer style shoes)

The School Day

The school day for children in Years 1-6 starts at 8.45am and finishes at 3.15pm.

Parents should ensure that children are dropped off and collected from school promptly at the beginning and end of the school day. The gates are opened at 8.30am.

In order to support children developing independence, parents should not accompany their children into the school building.

If your child arrives at school after the school doors have been closed at 9.00am they should enter the site via the green lane and sign in at the School Office before going to class.

Climbing frames and trim trails in both playgrounds are strictly out of bounds both before and after school. This is a health and safety requirement.

At the start of the day it would be helpful if parents could move away from the class lines when the bell is rung, allowing children to go into class with their teachers in time for registration at 8.50am.

At the end of the day the gates allowing access to the playgrounds are opened at 3.10pm. **Parents are asked to collect children promptly at 3.15pm**

Nursery

Morning Nursery is 8.45am-11.45am and afternoon nursery is 12.30pm-3.30pm.

Reception

Children joining the Reception Class in September may attend part-time (8.45am-12 noon) or full time (8.45am-3.15pm) for the first half of the Autumn Term. All Reception children will attend full time after the October half term. Children may be sent into the classroom from 8.45am.

Infants

At 3.15pm the Infant teachers take their classes to the door to meet their parents or carers. It is important that teachers can see parents and carers to ensure the children are met by the appropriate adult. Please stand back from the doors to aid teachers' line of sight and enable the children to get through.

Juniors

The Junior teachers lead their classes out into the playground to be met at the end of the day. Please wait away from the pathways; for example under the pergola or near the swimming pool. We

ask parents not to go into school to meet their children as the exits can become very crowded.

Wet Mornings

On wet mornings children should enter the school by their usual route and then make their way straight to their classrooms. Staff will be on duty from 8.40am.

Illness

If your child is unwell please phone the school on the first day of absence and send a note in to school when your child returns.

Children suffering from sickness or diarrhoea must have 48 hours clear of illness before returning to school to prevent cross-infection.

If your child becomes unwell or sustains an injury at school they will be attended to by a trained first aider. Parents will be contacted whenever it is felt necessary.

Medicines

Only medicines prescribed by a doctor will be administered by school staff.

Medication must be in the original packaging with the prescription label giving the child's name.

All medicines in school must be handed in to staff in the Medical Room by a parent or carer.

A consent form must be signed by parents before any medication will be administered by school staff.

The consent form signed by parents must include details of the time the most recent dose of medication has been given and the time that the next dose should be administered by school staff.

Parents of any child who has been diagnosed with an ongoing medical condition e.g. ASTHMA, EXCEMA, ANAPHALXIS, EPILEPSY or DIABETES must provide a care plan from the medical specialist for school staff in the medical room.

This will outline the steps to be taken by school staff in the event of an emergency. These steps should also be listed on the 'consent form to administer medication in school'.

Any child who has been prescribed an EPIPEN must have one kept in school. It is the parents' responsibility to ensure that the EpiPen held in school is within its use by date.

Any child who has a 'preventer' inhaler for ASTHMA must keep a 'reliever' inhaler in the medical room at school. These inhalers are taken on all external school trips and visits.

Health and Safety

Severe Weather Conditions

In the event of snow and ice children in Years 1-6 should come into school down the green lane **at the start of the school day**. Parents are asked not to accompany their children. Nursery and Reception children should be left with staff at the Nursery gate. If there are severe weather conditions at the end of the school day children should be collected from their respective playgrounds. If it is not possible for parents to access the site **at the end of the school day**, signs will be fastened to the fence at the front of the school. Parents are asked to wait in the designated waiting areas until they are called to collect their children. Nursery and Reception parents should collect their children from the Nursery gate from 3.00pm.

Road Safety and Parking

Parents are encouraged to walk their children to school. Those parents who drive are asked to park with consideration for our neighbours. Parents must not park on the yellow zig zags or double yellow lines outside the school as this endangers all members of the school community and is very likely to incur a fine. Pupils and parents should not use the entry into the staff car park as a pedestrian route into the school as it is dangerous to do so.

Climbing Frames

The climbing frames and trim trails are strictly out of bounds before and after school. This is a health and safety requirement.

Tools and Equipment

Children should not bring tools from home into school.

Sun Safety

Children are encouraged to wear clothes that provide good sun

protection. Staff will act as good role models by practising sun safety. Children, staff and parents will be reminded about sun safety through newsletters and posters.

The Cancer Research Campaign reminds us that during the summer we need to follow the Sun Smart Code:

- Stay in the shade between 11-3
- Make sure you never burn
- Always cover up with a hat, t-shirt and wraparound sunglasses
- Remember children burn more easily
- Then use lots of factor 15+ sun cream

Visitors to the School

Visitors to the school are asked to sign in and out in the Visitors Book. We aim to ensure that all external agencies on our site e.g. decorators / grounds maintenance contractors / builders etc. carry out their work in an appropriate fashion taking into account the health and safety of all members of the school community.

Headlice

We ask parents to be vigilant and treat any cases which they are aware of in their own family. The school promotes regular conditioning and combing. Where staff notice a live infestation, children will be sent home for treatment as it is easily communicable. Where staff become aware of an infestation a letter will be sent home to all parents of children in the class asking them to check their child's hair and treat as appropriate. Further advice can be sought from our school nurse or your pharmacist.

Smoking

Smoking is not permitted in any area of the school site at any time.

The Governing Body

Governors support the vision and aims of the school. Governors act as 'critical friends' to the school and actively participate in every aspect of the life of the school, maintaining and continuously seeking to improve standards. Governors' professional input is welcomed.

The Governing Body has 14 members. Membership is defined by the constitution.

The Governing Body is currently made up of two representatives of the London Diocesan Board for Schools, three Holy Trinity PCC representatives, two Hampton Deanery representatives, two parent governors, one Local Authority representative, one co-opted governor and two staff governors. The Vicar of Holy Trinity Church is an ex-officio member of the Governing Body. Governors serve a four year term of office. The full Governing Body meets together twice a term.

There are sub-committees for

Admissions, Pastoral and Personal Development, Pay and Personnel, Teaching Learning and Assessment and Resources Management and Admissions which meet regularly each term and report back to the full Governing Body. Terms of reference for committees are reviewed and agreed annually. Working parties are formed as required to discuss and formulate policy on specific issues, such as the School Development Plan or Admissions. Other members of staff, parents or outside advisors may be included in these working parties, where appropriate. There are named Governors with special responsibility for exclusion, child protection, Special Educational Needs and Disabilities (SEND), English, Maths, Science, Pupil Premium Grant, Health & Safety and as a link with the Diocesan Board.

A full list of School Governors is published on the school website. Governors can be contacted via the School Office.

'Governors pour their time, energies and goodwill into making schools better places for those who learn and teach in them'

(Bob Doe
Editor, TES)

Governors' Maintenance Fund

As this is a Church of England School we ask parents to contribute to the Diocesan Maintenance Fund for each child in attendance, currently £42 per child per annum.

The maintenance fund provides for essential work to the fabric of the school building. We appreciate all parental support for this fund.

You will be sent a letter asking for your contribution when your child starts at the school.



Lunch at School

Children can have school meals or bring a packed lunch in a named lunch box.

Packed lunches should support healthy eating and contain a minimum of a sandwich (or equivalent), a piece of fruit and a drink.

School Meals

School meals can be ordered through Mrs Ayliffe in the School Office. If you wish to change your child's meal arrangements please notify the school office giving at least one week's notice.

School meals currently cost £2.50 per day (£12.50 per week).

Meals can be paid for either in cash, by cheque or online. Cheques should be made payable to 'Archdeacon Cambridge's School'.

All payments should be sent in to the office via your child's Class Teacher. Weekly payments are due on Mondays. **Termly or half-termly amounts should be**

paid on the first day of term/half term.

Free School Meals

As parents will be aware, under the Government initiative entitled 'Universal Free School Meals', all children in Reception, Year 1 and Year 2 are currently entitled to Universal Free School Meals.

Pupil Premium

Regardless of year group, all children who are *currently* eligible for Free School Meals under the Pupil Premium Grant criteria (i.e. with a household income of less than £16,190 per annum), will receive free school meals and other additional support. However, **parents of eligible children must continue to apply for Free School Meals** in order for Archdeacon Cambridge's School receive Pupil Premium funding – currently £1300 per eligible child. **If you think you may be eligible to apply for Free School Meals under the Pupil Premium Grant criteria please speak in confidence to Mrs Ayliffe in the School Office.**



Juniors should bring in fruit to be eaten at playtime. Infants are provided with a piece of fruit daily to encourage healthy eating.

Due to some children suffering from serious nut allergy we ask that you exclude food containing nuts.

Healthy Snacks—Key Stage 2

We ask all Junior children to bring a healthy snack (not sweets, chocolate or crisps) to eat at morning playtime. The Infants are provided with fruit as part of the Government-funded Fruit for Schools programme. **Due to some of our children suffering from a serious allergic reaction to peanuts please exclude foods containing any nuts or nut ingredients from packed lunches or snacks; this includes peanut butter and pesto.**

All children should have a named water bottle to keep in the classroom for drinking during the day.



Golden Rules

We believe that behaviour is a choice and have a positive behaviour policy in place. Children are rewarded for keeping our Golden Rules, as set out below, by being awarded a Golden ticket which is entered into the monthly prize draw. There are two prize winners each month and the prize is a £5.00 book token.

Do listen to people	Do not interrupt
Do work hard	Do not waste your or other people's time
Do be honest	Do not cover up the truth
Do look after property	Do not waste or damage things
Do be kind and helpful	Do not hurt other people's feelings
Do be gentle	Do not hurt anyone
Do show respect for our school, and all members of our school community	Do not disturb or distract people by interrupting their work or their play

General Information

School Organisation

The school is organised into three Key Stages. Foundation Stage consists of Nursery and Reception. Key Stage 1 consists of Years 1 and 2. Key Stage 2 consists of Years 3, 4, 5 and 6.

Home/School Agreement

Parents and children are asked to sign a home/school agreement which outlines the rights and responsibilities of all members of the school community.

Parent/Teacher Communication

Curriculum evenings are held for each Year Group early in the Autumn Term. These meetings inform parents about the content of the curriculum at the beginning of the year. They help to clarify the content of teaching and learning, the routines for reading, spelling, homework, learning tables and number facts, expectations for the year and how parents can help. Parents also have a statutory entitlement to two consultations with their child's class teacher and one written report each year.

Parent Teacher Pupil Progress Evenings are held in the Autumn and Spring terms for children in Nursery to Year 6. Parents should make every effort to attend these

evenings as progress is reviewed and information exchanged. Appointments for Parent Teacher Pupil Progress meetings are booked online via Tucasi Scopay. All parents are asked to select a 10 minute appointment to discuss their child's progress. If parents wish to speak to a class teacher during the term they can make an appointment via the School Office. Parents may also communicate with class teachers through reading diaries (Infants) and homework diaries (Juniors).

Newsletters

Newsletters are sent out fortnightly by Parentmail and are available on the school website. These contain important information about events taking place in school; do please take the time to read them. Diary dates are sent out termly.

Parent Information Sheets

Parent Information Sheets, detailing curriculum information for each year group, are sent out half termly.

Year Group Assemblies

Parents are warmly invited to join us for Year Group assemblies during the academic year. Children involved in these assemblies do not usually wear school uniform on the day of their Year Group assembly.

How To Get Involved in School Life

Classroom Support

Parent helpers are welcomed into school to help in a variety of ways. Ms van den Broek, Deputy Headteacher, co-ordinates parent volunteers in school. All parent helpers are subject to standard child protection vetting procedures and are required to attend an induction session led by Ms van den Broek. Nursery and Reception parents help within the Foundation Stage. Year 1-6 parents are asked to offer their skills to be used where the need is greatest. Guidance notes, which include information about safeguarding and child protection together with practical tips and protocol for parent helpers, are circulated to all parents who help in school.



There are many ways in which all parents can be active in the PTA

Helping your child at home

Parents are expected to read with or hear their child read, and to help their child learn number facts, tables and spellings. The home/school partnership is vital to a child's success in school

The PTA

All parents are members of the Parent Teacher Association (PTA). The PTA aims to support the school by fund raising and providing parental assistance with events and activities as required.

Each class elects one or two representatives for the school year to act on the committee. The Class Representative is the parent who provides communication links between the parents in a class and the PTA committee.

Outdoor Learning

Children in the Foundation Stage have a specially designed Outdoor Learning Area. They are able to access the curriculum inside and out and 'free flow' between learning spaces.

Behind the Key Stage 2 classroom block is the Wildlife Area. It is a curriculum-based learning area which each year-group uses to support specific aspects of the curriculum. It has an outside classroom, pond, fruit and vegetable beds, mini-beast areas and a butterfly & bee garden. It is maintained by staff, children and parent volunteers during regular dig days—publicised through the school newsletter.

All classes include life-cycles in their curriculum and have an area of our outdoor learning space where they are able to plant seeds, nurture seedlings and observe plants mature and form new seeds. Where appropriate children cook and eat what they have grown or save the seeds to use the following year.



Extra Curricular Activities—Autumn Term (Example)

Early Morning Clubs (7.45am - 8.45am)

Day	Club	Year Group
Daily	Breakfast Club*	Yr 1–6 (max 16 children)
Tues	Netball	Yr 5 & 6
Friday	Basketball	Yr 5 & 6
	Junior Choir	Years 3-6

Lunch Time Clubs

Day	Club	Year Group
Tues	School Council	Yrs 2-6
Weds	Infant Choir	Yr 1 & 2
Thurs	Environment Club	Yr 3-6
	Chinese Language	
Fri	Art	Yr 1 & 2
Daily	Behaviour Reflection Time	Yr 3-6

After School Clubs—3.15-4.15pm (unless otherwise stated)

Day	Club	Year Group
Mon	Music Makers* (3.20pm-3.50pm)	Yr 1
	Boundless Dance	Yr 2-6
	Football	Yr 5 & 6
Tues	Real Runners*	Yr2-6
	Aerobic Gymnastics	Yr 1 & 2
Wed	Chess*	Yr 3-6
	Tennis England*	Yr 1 & 2
Thurs	Drama-(3.15pm-4.30pm)	Yr 5/6
	Brentford Football* (3.30pm-4.30pm)	Yr 1-6
	Tennis England*	Yr 3 - 6
Friday	Basketball*	Yr 3 & 4
	Footie Tots	Yr 1, 2 & 3

* Indicates fee payable

General Information (continued)

Class Trips and Activities

Individual class letters will be sent home with full information about trips and activities. The school will ask for a voluntary contribution towards activities. Where insufficient contributions are received to cover the cost of an activity it will be cancelled. Teachers may ask for parent volunteers to accompany a trip and will co-ordinate offers of help. Parents are encouraged to notify the school if there is a medical concern relevant to the trip or visit being undertaken.

School Journeys

Children in Years 5 and 6 have traditionally been offered the opportunity to attend school journeys. Historically children in Year 5 have visited Sayers Croft Field Centre in Surrey for three days in February and children in Year 6 have visited a PGL activity centre for a week during the summer term. Costs in recent years have been approximately £140 for children in Year 5 and £430 for children in Year 6 with payments usually spread over a six month period.

Online Payments

The school has a system in place via Tucasi Scopay whereby parents can make online payments for school meals or school trips or activities. There is a

2% surcharge for payments made using this method.

Mufti Days are held regularly to support either charities or particular collections of donations for the PTA. On these days children are asked to donate a specific item or a minimum of £1 to a chosen charity in return for wearing their own clothes into school for the day.

INSET Days are days set aside for staff training—on these days the school is not open to children.

Swimming

The school has a swimming pool on site. The pool is used throughout the year with the exception of the first half of the Spring Term. Class Teachers will advise when swimming sessions are to take place. Please ensure children have their swimming kit in school on the day of their session. Girls will need a one piece swimsuit and boys need appropriate trunks. All children with long hair should wear a swimming hat. Please also ensure that your child does not have hair gel or spray in their hair on the swimming days as this interferes with the pool filter.

Second Hand Uniform

The PTA organises and runs second half uniform sales each half term.

Extra-curricular Activities

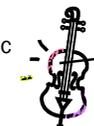


A large number of lunchtime and after-school activities take place at the school. For children in Years 1 and 2 clubs include ICT Club, Music Makers, Gymnastics, Football and Tennis. Clubs for children in Years 3-6 include Dance, Netball, Chess, ICT, Drama and Football. Full details of clubs available are published with school newsletters and on the school website on a termly basis.

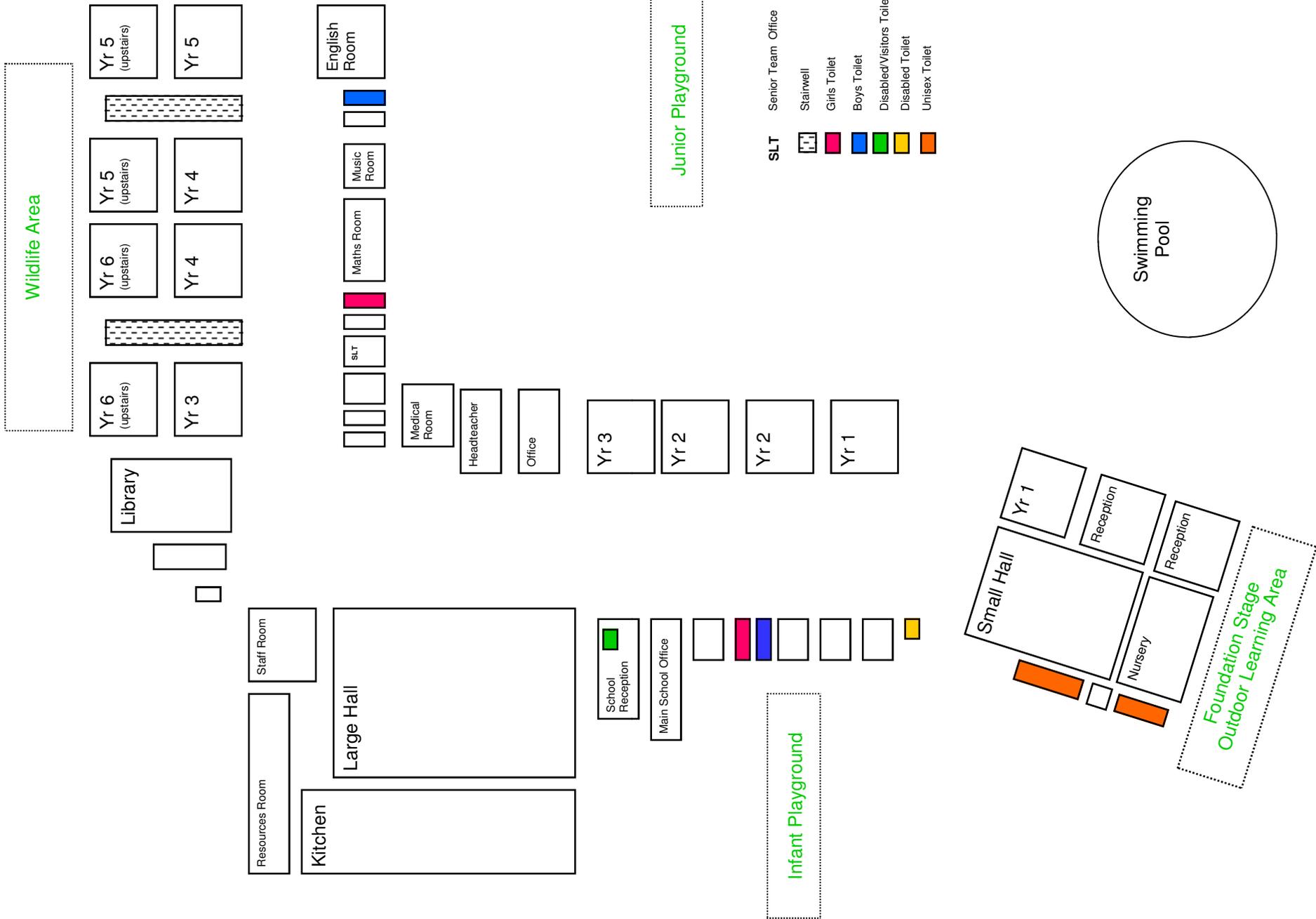
Children are advised in school how to join lunchtime and after-school clubs and letters are sent home as appropriate. A grid giving examples of extra-curricular activities available in the Autumn Term last year is published on page 8 of this leaflet.

Instrument Tuition

Instrument tuition is available in school through the Richmond Music Trust. Further information and application forms are available from the School Office.



Archdeacon Cambridge's CE Primary School



HAMPTON ROAD