



Parent Handbook  
Thomson House School

## THOMSON HOUSE SCHOOL

Dear Parents/Carers,

I would like to take this opportunity to welcome you and your child to Thomson House School.

I hope you will find this Parent Handbook helpful for the forthcoming academic year. It contains key information on term dates, dress code, daily procedures, etc. You may also look for similarly important information on our website [www.thomsonhouseschool.org](http://www.thomsonhouseschool.org) and our Virtual Learning Environment (VLE). You will be provided with a parent log in for the VLE once your child starts at school.

In addition, The Thomson House School Bulletin and Friends of Thomson House (FOTH) newsletters will be sent out to families weekly on Fridays, including important diary dates and school/staff/pupil news and information.

I am sure your child will thrive at Thomson House. We work hard to ensure that children are happy, having fun and learning – with your help THS children will develop into confident, resilient, curious and empathetic young people. I look forward to working with you.

Yours sincerely,

A handwritten signature in cursive script that reads "Amanda Letch". The signature is written in black ink and is positioned above a horizontal line that serves as a separator.

Mrs Amanda Letch  
Head Teacher

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## THE ETHOS OF THE SCHOOL

Balancing tradition and innovation, Thomson House aims to cultivate the habits of excellence and wellbeing, so that its pupils may flourish, achieve academic success and lead fulfilling lives. To achieve this, Thomson House anchors its curriculum on fostering three fundamental qualities: curiosity, kindness and courage.

### ***Curiosity***

Thomson House aims to kindle the spark of curiosity in its pupils. Our teachers are passionate about learning and they are first-class professionals. They will foster inquisitiveness and empower our pupils with the skills to explore the world around them. With rigorous foundations in English, Mathematics and Science, our pupils will be disciplined and creative thinkers and confident communicators. Thomson House pupils aim to excel in all areas of school life.

### ***Kindness***

Thomson House passionately believes that its pupils' wellbeing is inextricably linked to that of their communities. Therefore, it aims to promote an ethos of kindness and community service throughout the school: Thomson House is dedicated to a green agenda - including a walk to school programme, promotion of healthy eating, recycling and sustainability and using bikes and scooters. Through charitable fund-raising we support those less fortunate than ourselves. The Richmond Award Scheme, only available at Thomson House, encourages children to support their community in school and out of school.

### ***Courage***

Thomson House believes that courage is a fundamental quality in empowering pupils to flourish. Our pupils are confident and resilient, with an utter belief in the power of effort. They have the courage to seize opportunities, to fail and pick themselves up. To foster this, we will build a culture of high expectations, offer three hours a week for Physical Education, an extensive enrichment programme, a first class Wellbeing Programme and place a strong emphasis on public performance.

## **STAFFING**

**Head Teacher:** Mrs Amanda Letch, [amanda.letch@thomsonhouseschool.org](mailto:amanda.letch@thomsonhouseschool.org)

**Deputy Head Teacher:** Mr Sam Birnage, [sam.birnage@thomsonhouseschool.org](mailto:sam.birnage@thomsonhouseschool.org)

**Head of Lower School:** Miss Victoria Amor, [victoria.amor@thomsonhouseschool.org](mailto:victoria.amor@thomsonhouseschool.org)

**Head of Inclusion:** Mrs Hannah Hannington, [hannah.hannington@thomsonhouseschool.org](mailto:hannah.hannington@thomsonhouseschool.org)

### **Middle School - Year 3 Teaching Team**

Teachers:

Mr Sam Birnage, [sam.birnage@thomsonhouseschool.org](mailto:sam.birnage@thomsonhouseschool.org)

Mrs Hannah Hannington, [hannah.hannington@thomsonhouseschool.org](mailto:hannah.hannington@thomsonhouseschool.org)

Miss Rachel Shahr, [rachel.shahr@thomsonhouseschool.org](mailto:rachel.shahr@thomsonhouseschool.org)

Assistant Teacher:

Mrs Eram Sheikh, [eram.sheikh@thomsonhouseschool.org](mailto:eram.sheikh@thomsonhouseschool.org)

### **Middle School - Year 2 Teaching Team**

Teachers:

Miss Vicky Amor, [victoria.amor@thomsonhouseschool.org](mailto:victoria.amor@thomsonhouseschool.org)

Miss Charlotte Garner, [charlotte.garner@thomsonhouseschool.org](mailto:charlotte.garner@thomsonhouseschool.org)

Assistant Teachers:

Mrs Annie Mitra, [annie.mitra@thomsonhouseschool.org](mailto:annie.mitra@thomsonhouseschool.org)

Mrs Clare Hinton, [clare.hinton@thomsonhouseschool.org](mailto:clare.hinton@thomsonhouseschool.org)

Mrs Laura Marin, [laura.marin@thomsonhouseschool.org](mailto:laura.marin@thomsonhouseschool.org)

### **Lower School - Year 1 Teaching Team:**

Teachers:

Miss Sanaya Doctor, [sanaya.doctor@thomsonhouseschool.org](mailto:sanaya.doctor@thomsonhouseschool.org)

Ms Kate Street, [kate.street@thomsonhouseschool.org](mailto:kate.street@thomsonhouseschool.org)

Assistant Teachers:

Mrs Judit Houser, [judit.houser@thomsonhouseschool.org](mailto:judit.houser@thomsonhouseschool.org)

Miss Estefania Gaspar, [estefania.gaspar@thomsonhouseschool.org](mailto:estefania.gaspar@thomsonhouseschool.org)

## **Lower School - Reception Teaching Team**

Teachers:

Ms Diane Black, [diane.black@thomsonhouseschool.org](mailto:diane.black@thomsonhouseschool.org)

Mrs Rhian Sinclair, [rhian.sinclair@thomsonhouseschool.org](mailto:rhian.sinclair@thomsonhouseschool.org)

Assistant Teachers:

Mrs Judit Houser, [judit.houser@thomsonhouseschool.org](mailto:judit.houser@thomsonhouseschool.org)

Miss Alba Aldomar, [alba.aldomar@thomsonhouseschool.org](mailto:alba.aldomar@thomsonhouseschool.org)

Mrs Michele Adjbishe, [michele.adjbishe@thomsonhouseschool.org](mailto:michele.adjbishe@thomsonhouseschool.org)

Assistant Teacher (Inclusion): Hanne Winkler, [hanne.winkler@thomsonhouseschool.org](mailto:hanne.winkler@thomsonhouseschool.org)

**Music Teacher:** Mrs Isabel Saunders, [isabel.saunders@thomsonhouseschool.org](mailto:isabel.saunders@thomsonhouseschool.org)

**PE Teacher:** Mr James Sykes (Fit For Sport), [fitforsport@thomsonhouseschool.org](mailto:fitforsport@thomsonhouseschool.org)

**School Business Manager:** Mrs Cathy Tilley, [cathy.tilley@thomsonhouseschool.org](mailto:cathy.tilley@thomsonhouseschool.org)

**School Office Manager:** Miss Vicky Mitchell, [vicky.mitchell@thomsonhouseschool.org](mailto:vicky.mitchell@thomsonhouseschool.org)

## TERM DATES

### **Autumn Term 2016**

Autumn Term 2016 starts on Tuesday 6<sup>th</sup> September and ends on Friday 16<sup>th</sup> December.

Half-term is from Friday 21<sup>st</sup> October to Monday 31<sup>st</sup> October, inclusive.

### **Spring Term 2017**

Spring Term 2017 starts on Wednesday 4<sup>th</sup> January and ends on Friday 31<sup>st</sup> March.

Half-term is from Monday 13<sup>th</sup> February to Friday 17<sup>th</sup> February, inclusive.

### **Summer Term 2017**

Summer Term 2017 starts on Wednesday 19<sup>th</sup> April and ends on Friday 14<sup>th</sup> July.

Half-term is from Monday 29<sup>th</sup> May to Monday 5<sup>th</sup> June, inclusive.

## **THE SCHOOL DAY**

8.20am	Gates open for arrival
8.30am	Registration
8.35am	Morning school begins
11.30-12.45pm	Lunch for Lower School
12.30-1.30pm	Lunch for Middle School
3.30-3.45pm	Home time - staggered

## ARRIVING AND LEAVING

In line with Thomson House School's aim to be a green school, parents are asked to walk their children to and from school each day, or cycle, scoot or use public transport.

**For children in Y1, Y2 and Y3**, internal school gates will **open at 8.20am**. The children will be greeted at the gate to the playground by the Head Teacher/a member of the Teaching Team. Parents are asked to leave their child at this gate for the child to enter the playground independently. Please be punctual because if your child comes in late he or she may feel flustered and may miss important information about the day's activities. We are keen to instil values such as punctuality and good manners from day one. A whistle will be blown at 8.30am to indicate lining up time for the children and the internal gates will be closed.

**Reception children** will wait with their parents at the gate to the Early Year's outdoor area. **At 8.30am** the teachers will open the gate and classroom doors for children to be greeted by the Reception teaching team and escorted in to class.

**All school gates will be closed by 8.35am.**

If late, please bring your child to the office in the Court House where they will be registered and taken to their classroom. Their late arrival will be noted in the child's attendance record.

At the end of the day, gates will **open at 3.20pm**. Parents are invited to wait in the playground to collect their children. The children will be brought to the playground by a member of the teaching team and will be handed over to the parent once contact between adults has been made. We ask children to shake hands with their teachers, make eye contact and say goodbye. Again, please be punctual as children can become anxious when parents arrive late.

**Reception children will finish school at 3.30pm**

**Year 1 finish school at 3.35pm**

**Year 2 finish at 3.40pm**

**Year 3 finish at 3.45pm**

If children are to be collected by a different adult than their normal arrangement, please let a member of the teaching team know in advance and avoid making changes during the day if possible. If this is unavoidable, please call or email the school office in good time. There is also a diary in the school office where you can write down the details ahead of time.

## PREPARING YOUR CHILD FOR SCHOOL

The start of school is an exciting but also quite daunting time. Preparation will help your child feel safe, secure and ready to take on new challenges.

Here are a few tips to prepare your child for school:

- Be open with them about the change, show them the school website and encourage them to ask questions;
- Be positive about the changes but listen to their concerns and tell them that all the adults will help them if they are unsure or worried;
- Get them used to dressing and undressing themselves including doing up buttons and shoes;
- Make sure they can go to the toilet independently and help them understand about hygiene and hand washing;
- Your child won't be expected to be able to read but you should read to them as much as possible to help ignite their love of books;
- Encourage your child to play with other children and help them to understand how to share;
- Play games with your children as this will help them to take turns, follow rules and learn how to win and lose;
- Encourage an early bedtime and get your child used to this before starting school;
- Teach them good table manners and encourage them to use a knife and fork;
- Encourage them to tidy up, developing their independence.

Don't worry if they can't do all of the above as these are skills that will develop at different times for every child. What is important is to help your child to feel like this is a positive time and that they will feel more 'grown-up' as they begin primary school.

The first few weeks of school are a time to settle in and learn new routines. Parents will be kept fully informed of how their child is progressing, but we will find it useful to receive feedback from home, so that if there are any concerns they may be quickly resolved.

## UNIFORM

### Uniform list for Reception

#### Boys

Autumn/Spring	Summer
Grey trousers	As for Autumn/Spring terms, but with grey shorts instead of trousers
Sky-blue polo shirt with Thomson House lion emblem at John Lewis	
V-neck navy jumper with Thomson House lion emblem at John Lewis	
Navy blue socks	
Black shoes	
Navy storm coat with Thomson House lion emblem at John Lewis or any navy blue jacket/coat of choosing.	

#### Girls

Autumn/Spring	Summer
Navy zip-front pinafore dress or grey trousers	As for Autumn/Spring terms but with sky-blue chequered summer dress instead of navy pinafore dress
Sky-blue polo shirt with Thomson House lion emblem at John Lewis	
V-neck navy jumper with Thomson House lion emblem at John Lewis	
Navy blue or white socks	
Black shoes	
Navy storm coat with Thomson House lion emblem at John Lewis or any navy blue jacket/coat of choosing.	

## **Book Bag**

Children in Lower school should have a Thomson House School book bag, available from John Lewis. We advise that the school backpack is used by Year 2 and upwards due to its size.

## **Shoes**

Please make sure your child can do up and undo their own shoes. Velcro may be more advisable than tie-ups.

## **PE kit**

A unisex PE kit comprising a Thomson House navy sweatshirt with lion logo, navy blue tracksuit bottoms or navy PE shorts, sky-blue polo (same as above) and trainers will also be needed. On the days when pupils have PE they should come to school already in their kit. Parents will receive the class timetable with PE days at the beginning of September.

## **Year 1 onwards**

From Year 1, a sky-blue gingham shirt or blouse with buttons will replace polo shirts. From Year 4, boys will wear a tie.

## **Where to buy**

The uniform is a combination of Thomson House branded items available at John Lewis only. You can see some samples at the Kingston branch. All uniform is purchased online from John Lewis. Non branded items are available from most high-street stockists (John Lewis, Primark, Tesco, Marks and Spencer).

The Thomson House branded items are: jumper, sweatshirt and polo shirt. A Thomson House storm-coat is optional.

A School Uniform Fund, provided on the basis of means assessment (linked to Free School Meals eligibility), will also be available for families. Please contact us about this if you'd like to find out more. There are also second hand uniform sales, run by FOTH (Friends of Thomson House).

## ADDITIONAL INFORMATION

### **Absence from school**

It is essential for your child to be in school promptly every day. If your child is unwell with a temperature, vomiting or diarrhoea or has a contagious condition (other than a cough or cold), please let us know as early as possible that day after 8am by calling the School Office or emailing the Office Manager. If we have not heard from you by 9am we will call you to verify their absence. This is in the interests of the safeguarding of all children.

If your child becomes unwell during the school day we will call you to collect them and take them home. We cannot look after sick children at school so please ensure we have a contactable person on our records for this eventuality (medical and emergency forms should be filled in by each family).

**Holidays should only be taken during school holiday times.** Requests during term time will **not** be authorised. Please see our 'Holidays In term Time' policy for further details.

Should a pupil need to leave school before the end of the day to attend an appointment etc. the parents or carers must notify the school in writing – this can be via email or hard copy. The teacher will respond with confirmation. As far as possible, appointments should be taken outside of school hours, as it is disruptive for children to leave before finishing time.

### **Breakfast Club and After School Care**

Breakfast club is provided from 7.45am and After School Care provides care up to 6pm.

You can register your child into either club by using our booking system. The cost for Breakfast Club is £3.00. The cost for After School Care is £5.00 from 3.30pm to 4.40pm and £10 from 3.30pm up to 6pm. Children are provided with a snack during this time and will have access to art & crafts activities, games and outdoor activities.

## **THS Enrichment Fund**

The school runs an Enrichment Fund into which parents donate a regular sum of money. The fund is spent on enriching the curriculum above and beyond what other schools offer.

THS has termly theme weeks when the whole school goes off-curriculum and a variety of workshops and visitors are brought into school to engage, motivate and inspire children's learning.

In addition we have other events such as the annual pantomime, theatre groups, West End Musical workshops, farms in school, ducklings hatching, authors, scientists, artists, musicians, sportsmen and women – all have an impact on the children's excitement about learning and provide eye opening opportunities for our pupils!

**We ask that parents donate, no matter what size the sum, on a regular basis.**

## **Safeguarding**

At Thomson House we take the safety of our children extremely seriously. All staff are trained in safeguarding procedures annually and the children have regular lessons, as part of the well-being programme, on how to keep themselves safe both in and out of school.

In the event of serious safeguarding concerns, the school has the right to contact, with or without parents' consent, SPA (Single Point of Access) at the London Borough of Richmond. SPA may involve other agencies in these discussions. The school will keep parents informed, where appropriate, however please remember that the school will follow guidance given by SPA and the other agencies. Please see the school's Child Protection Policy on our website and on the VLE.

As part of the curriculum, the children are all taught road safety rules and safety around the level crossing and Mortlake station. **We expect that parents who do not have a younger sibling in a buggy, will use the footbridges over the railway line, to ease congestion at the level crossing.**

## Assemblies

<b>Monday</b>	Whole school assembly, wellbeing themes, 11.15-11.30am
<b>Tuesday</b>	Year group assembly at chosen point in school day
<b>Wednesday</b>	Whole school singing assembly, 11.10-11.30am
<b>Thursday</b>	Class based assembly at chosen point in the school day
<b>Friday</b>	Whole school assembly, celebration of achievement and moral story, 8.40am - 9.10am Parents are invited to join the assembly.

## Behaviour

At Thomson House we expect everybody in our community to treat one another with respect and courtesy at all times. You will find a copy of our Behaviour Management Policy on our website which outlines the systems in place for promoting good behaviour, anti-bullying and exclusions.

If you have concerns about another child please inform your class teacher and allow the school to deal with it rather than dealing with it yourself.

## Birthday Celebrations

Please let your Class Teacher know in advance if you are sending birthday 'treats' in to school for sharing. The school has a strict no-nuts policy. Many parents are now donating books to the school library to celebrate birthdays.

## Car parking

The school has no car parking facilities. Parents are encouraged to walk, scoot, cycle with their children, or take public transport. We hope that you will sign and return our pledge which all new parents receive. By signing it you will be indicating your support to our commitment to sustainable travel.

## **Care of Property**

All items of uniform **must be labelled** with the child's name.

Pupils must accept their share of responsibility in keeping classrooms tidy.

Bags and coats should be left neatly in areas provided.

Valuable personal items should **not** be brought into school.

Reception pupils will not require cash. If this is exceptionally required, e.g. for a fund-raising cake stall, parents and pupils will be informed in advance.

Please be aware that Thomson House School cannot accept responsibility for the loss or damage of any sums of money or valuables, including mobile phones/iPods etc.

Pupils may not take other people's property without their expressed consent.

## **Communication between parents and school**

Thomson House prides itself on its open-door policy and encourages strong links between staff and parents. A successful learner is a child who is supported in their learning at home as well as at school.

If parents have any concerns about their child at school, they should first speak to their Class Teacher. Informal meetings can usually take place at the end of the school day, but occasionally, due to time constraints and other commitments, it may be necessary to make an appointment.

Your child will receive a reading record book once they start to bring reading books home. This can also be used for short messages to the teacher.

For more formal meetings, parents are asked to arrange them directly with the Class Teacher.

The Head Teacher is always available should you wish to speak directly, although for matters relating to your child, your Class Teacher should be the first point of contact followed by the phase leader (e.g. Lower School Leader).

For administrative matters, the School Office (Office Manager) is the main contact.

The school produces a weekly Bulletin on Fridays containing details of forthcoming events, staff news and any general information regarding the school. It is sent out at the end of the week. It can also be found on the VLE and the website.

Most letters and notices are sent home to parents via email. We endeavour to keep paper consumption to a minimum.

Parents are asked to notify the School Office immediately in writing of any change of address, email address or telephone number.

## **Virtual Learning Environment (VLE)**

Thomson House School has a virtual learning environment which is used by all the key stakeholders in the providing of information and communication – staff; parents; pupils and Governors. Different areas of the VLE are accessible by these different groups. Parents and pupils have log ins which are provided by the school and enable the teaching team and office staff to communicate with the parent and pupil body in a paper-free manner. For example, weekly newsletters from the teacher are posted on the VLE, as is homework, photos of school trips, requests from teachers, information about the week/term ahead. It is vital the parents regularly use the VLE and make it their first port of call for information finding.

## **School website**

Certain information is available on the website. However, please remember that as the website is in the public domain, the information is generic. Parents will find all they need on the VLE.

## **ParentPay**

The school uses a payment system which avoids cash being held in the office. ParentPay allows parents to pay for breakfast club, aftercare, holiday club and extra-curricular clubs. In addition, school trips and swimming costs is paid for via ParentPay. You will be provided with a log in for these purposes.

## **Parents' Evenings**

A Parents' evening for each year group is held twice every school year, during the Autumn and Spring terms. You will receive dates of Parents' Evenings in the Bulletin.

At the end of the school year we host an open morning where parents are invited in to see the children's books, displays and a range of work from the year.

## **Reports to Parents**

Parents will receive one written report at the end of the school year.

However, communication between teachers and parents will be ongoing throughout the year, and we encourage informal communication at drop-off and pick-up.

Parents also receive regular updates of their child's progress through 2BuildAProfile which is emailed to the parents as well as termly Target Tracker reports.

Books are also sent home regularly for parents to talk to their child about their learning and to comment on.

## **Governing Body**

Thomson House School has a Governing Body which is responsible for the strategic development of the school. The Governing Body meets four times throughout the school year. Many Governors link to specific areas of the curriculum (e.g. PE; Literacy; Numeracy; Special Educational Needs; Safeguarding; Early Years) and visit the school regularly for monitoring purposes. The Chair of Governors, Nicolas Tiffou, is available for parents to contact if they feel the school has not dealt with any issue appropriately. He can be contacted via the school office. Governors often attend social events and school events.

## **Parent Governors**

The Governing Board of Thomson House includes two parent governors. The parent Governors are elected by the parent body. They can be contacted via the School Office. Parent Governors hold regular 'surgeries' which are open to any parent who wishes to raise any issues or concerns.

## **FOTH (Friends of Thomson House)**

FOTH (Friends of Thomson House) is a voluntary body aiming to engage in activities that support the local community and raise funding for the school as well as external charities. It does not involve itself in curriculum or class issues which should be dealt with directly by individual parents with Class Teachers, School Leaders or the Head Teacher.

Further information will be provided at the first FOTH meeting shortly following the start of term. A date will be circulated to parents.

We encourage parents to support FOTH events by joining the committee, organising and attending events. It's a great way to make new friends and find out more about Thomson House School life!

## **Free School Meals**

Please fill in the enclosed form in your pack and return to your Class Teacher or the School Office if you think you may be eligible. Any family on income support or earning less than £16,000pa will be entitled to free school meals and accompanying benefits.

## **Jewellery, Hair and Make-Up**

Children are not to wear any jewellery to school, but girls are permitted to wear plain stud earrings. Boys are not permitted to wear jewellery of any sort.

Hair must not be extreme in style or length, including patterned shavings.

Hair must be a natural colour and only plain blue, functional hair accessories are allowed.

Make-up is not permitted.

## **Lost Property**

All items brought to school should be clearly named. To collect any lost items, including sports kit, please check first with your Class Teacher. At the end of each week, uncollected items will be put into the Lost Property box which can be found just inside the Modular Building. At the end of each half-term, unnamed property is put on display for parents/pupils to claim.

Any items which remain unclaimed for one term will be sold and the funds given to charity.

## **Lunch**

All children will have a cooked school lunch where they are supervised. A hot meal is provided and a vegetarian alternative is on the menu.

We expect children to know how to use a knife and fork and how to sit at a table.

Please inform the Class Teacher and the School Office if your child is vegetarian, kosher, halal, has a food allergy or any other dietary requirements.

All children are expected to eat lunches provided by the school. These will be provided free of charge in line with the government Universal Infant Free School Meals Policy for YR-Y2. Parents in Year 3 will be required to pay for school lunches, unless they claim Free School Meals benefit.

## **Extra-curricular enrichment clubs**

Children love to take part in a variety of different clubs during their time at Thomson House.

Each child is encouraged to do two weekly clubs each term. A club's list will be put on the VLE/ParentPay for you to help your child to choose from. We ask you to book promptly to avoid disappointment as clubs have limited spaces. Reception will have the chance to choose their clubs after the first term. The first term allows them to get used to the school routine.

## **Medical matters**

On joining the school, parents are requested to complete a medical form for their child/children. It is essential that parents inform the school, in writing, if any of these details change. If a pupil feels unwell, they should let their Class Teacher know, who will assess the situation and make a decision whether the child is well enough to return to class, requires rest or needs to go home. Parents will be telephoned if their child has to be collected. No pupil should contact home requesting to be collected: this decision will always be made by a member of staff.

A written record is made of all pupils sent home for illness.

It is essential that all pupils who suffer from asthma have two inhalers: one to be kept in the School Office and the other to be kept with the pupil at all times.

If any pupil is found to have head lice, parents will be telephoned and asked to collect their child from school to treat the head lice at home. We are happy to discuss methods of treatment with parents.

## **Nuts!**

Please note the school is a nut-free environment. All food, break-time snacks, cakes and biscuits for fund-raising sales, birthdays and sports teas must not contain any nuts or nut ingredients.

## **Photographs / Video Recordings/Social Media**

Images of the school, pupils and staff may not be circulated or posted in the public domain (e.g. by email, on social networking sites e.g. Facebook, on You Tube etcetera).

The school has its own Facebook page on which photos and videos are posted. Please ensure there is no tagging of children's names on social media.

Pupils are made aware of their responsibilities in this regard through the e-safety curriculum.

From time to time the school will use un-named photos of pupils for *bona fide* promotional purposes e.g. newsletters, prospectus, etc. Likewise, photos, video clips, children's work will be published on our school website. You will find in your pack a form which will allow you to notify the school of your wishes with regards to the use of photos/video clips or for your child's name to appear on our website.

## **Mobiles and other electronic devices**

Children are requested not to bring mobiles or any other personal electronic devices (I-pads, I-pods etc.) into school.

## **Security**

For security reasons, the school gates are locked during the school day. At the beginning and end of the school day, staff will monitor the entrance and exit of children and visitors. If you wish to enter the school during the school day please do so via the main front door of the Court House. Please inform your class teacher or email the school if someone new will be collecting your child from school. There is a diary in the School Office which you should use to notify the school that there is a change to who will be collecting your child. If the person is someone new to the staff please write down the name of the person and a password they should provide when asked for it.

## **Fire Alarm Procedure**

In the event of a suspected fire emergency, the alarm will sound and pupils will be led quickly and in silence to designated places to gather, where a register will be taken. Fire notices/exit routes are posted up in classrooms.

## **Snacks**

Children are provided with fresh fruit and vegetables for a mid-morning snack. Children are also given a glass of milk. Milk is provided to your child for free up to the age of 5. If you would like your child to continue to receive milk once they have turned 5, then you need to visit the Coolmilk website and register your child. Details can be found at the back of this handbook. There are also water fountains in the school.

## **Trips and Educational Visits**

Pupils have the opportunity to take part in several educational trips or visits each year. Parents will be given information regarding these trips (including the cost if applicable) well in advance. In your pack you will find a consent form which you should complete and return. This notifies us that you give your consent to attend all of the trips that are provided. You will need to notify the Class Teacher or the School office if you do not want your child to attend. A full and detailed risk assessment is carried out prior to any visit. The school's policy regarding Educational Visits is available on the website.

## **Water**

Water is essential for children to maintain their hydration throughout the day and has been proven to aid brain function. Your child may bring a small bottle of water to school in a named bottle or flask. This can stay at school for the week and be topped up at our drinking water stations. It must go home at the end of the week to be washed or replaced.

