



All Saints C of E Infant School Tilford

# A-Z of information for parents

## **School Vision**

**Whole Child .....**

**Whole Outstanding**

**Children who are HAPPY, inspired, challenged and 'Love to Learn'**

**Outstanding outcomes - continuity, consistency, precision**

**Strong set of Values & Experiences (7by7)**

For all up-to-date information please see the school website  
<http://www.allsaints-tilford.surrey.sch.uk/>

*The information in this document was last updated in June 2019.*

## **Admissions**

All Saints is a church school and for some criteria parents are required to fill out a Supplementary Information Form in addition to applying online to Surrey County Council. Our full admissions policy can be found on our website. We have 90 children on roll, with 30 children in each class.

## **Arrival**

The front gate to the school grounds will be open from 7:50am to 9:10am and from 2:50pm until after clubs finish. At any other time you will need to buzz the office to gain access. The gate into the classrooms is open from 8:45-8:55am. School will start promptly at 8:55am. Children will be welcomed on the gate by Mrs Bedford and their class teacher or teaching assistant. They will have the opportunity to shake their hand and say good morning. Families are welcome to come into the playground before school to meet each other and to use the school library which is open on a Monday, Wednesday and Friday morning.

## **Arriving Late**

At 8:55am the gate to the classrooms will be locked and children must be brought in through the office and signed in on the Pupil Attendance register. Children will then go through on their own to their class. If you arrive after 9:10am the front gate to the playground will be locked and you will need to buzz through to the school office to gain access to the school site.

## **Assemblies**

Assemblies are held four days a week at 10:15am and last for 15 minutes. On a Tuesday assembly is replaced by an afternoon class worship session. The Headteacher normally takes the assemblies which have a Christian theme in accordance with our Church of England status. On occasions assembly will be taken by the vicar of All Saints Church in Tilford or other visiting people or groups. We begin by lighting a candle to signify that God is with us and say "The Lord is here and his spirit is with us". We then sing a song. After that the assembly will follow a theme that has been planned for the term. Other significant dates in other religions will also be celebrated. On a Friday we have a celebration assembly where selected children will receive a wristband for something they have done well. Over the course of the year each child will receive three wristbands. Once a term each class will hold a special assembly to which parents are invited.

## **Attendance**

Children are expected to attend school every day unless they are unwell. In a typical year there are more days when we are not at school than we are, so families have plenty of opportunities to arrange holidays and special days in school holidays. If your child is ill you must inform the school as soon as you can and by 9.30am, either by phone or email. Any requests for an absence in exceptional circumstances must be made to the Headteacher by filling out a request form, obtainable from the school office or on the website and will be followed up by an appointment with the headteacher. Medical/dental appointments should be made after school or in holiday time wherever possible. Our full attendance policy can be read on the website.

## **Behaviour**

We have high expectations of our pupils' behaviour and encourage self-discipline. We manage behaviour in a kind but firm way, through discussion and with care. Our Golden Rules are agreed with the children and we refer to them when discussing lapses in behaviour. Any difficulties can be resolved through discussion with the class teacher and parents will be involved at an early stage if a child's behaviour is causing concern. Privileges may be withdrawn if it is considered appropriate. A copy of our Behaviour Policy can be read on the website. Bullying will not be tolerated under any circumstances. If you have any suspicion that a child is being bullied, please discuss this with the Headteacher.

## **Chair of Governors**

Our Chair of Governors is Mrs Lucy Thompson. She can be contacted via the school office or using the contact details that can be found on the website.

## **Charging Policy**

Although education provided by the school is free, charges may be made in certain circumstances. The school will usually request a voluntary contribution from parents towards the costs of educational visits or visiting groups. Without these contributions many activities could not take place, although children will not be excluded from an event if parents are unable to make a contribution towards the cost. Please note that if your child is unable to attend a school trip and contributions have been paid, all returnable money will be reimbursed to parents.

## **Chilli Challenges**

'Chilli' learning is a teaching and learning strategy designed to give pupils a degree of choice over the activities they complete and encourages them to challenge themselves and take risks. This gives children greater ownership of their own learning, which then allows work to be more closely matched with each pupil's ability.

## **Christian Values**

Our Christian Values are Love, Joy and Perseverance. These are an integral part of daily life at All Saints School.

## **Church Services**

We have very close links with All Saints Church and have our end of term services there. We also hold our Harvest Festival in the church. The Priest in Residence of All Saints Church leads an assembly every other week.

## **Classes**

We have three classes at All Saints School.

Reception Class: Woodpeckers

Year 1: Kingfishers

Year 2: Owls

Each class has a tab on the website showing information about what the children are learning.

## **Communication**

The school sends out a regular newsletter or an email on a Friday to keep parents up-to-date with events and dates. You will also receive a weekly 'Just to Let you Know' sheet to update on class news and home learning opportunities.

Parents are welcome to e-mail the school to book appointments, send in comments or ask questions. The school secretary can be reached on [info@allsaints-tilford.surrey.sch.uk](mailto:info@allsaints-tilford.surrey.sch.uk) and the Headteacher on [head@allsaints-tilford.surrey.sch.uk](mailto:head@allsaints-tilford.surrey.sch.uk). You can contact your child's teacher directly by email, these can be found on the school website and newsletter.

If you have a message for a teacher in the morning, please use the clipboard provided.

## **Complaints Policy**

If parents have any complaints about the school please bring them to our attention immediately. Parents can do this by talking to either a class teacher, the Headteacher or the Chair of Governors. Should parents feel dissatisfied with the response there is an official procedure to follow. A link to this procedure is on the website. With our commitment to provide a high quality education for all children, we are very keen that complaints are dealt with in a quick and satisfactory manner so that the child's education is not hindered.

## **Curriculum**

We provide each child with a relevant curriculum that not only covers the requirements of the Foundation Stage and National Curriculum, but also enables pupils to become self-motivated and show respect and consideration for others. A variety of teaching and learning styles are used, including whole class, group activities and individual work. This allows the individual needs of the children to be catered for by both teaching and support staff. Please see website (Learning tab) for progression skills and curriculum overview.

The Reception year follows an Early Years Foundation Stage curriculum based on seven broad areas of learning. This leads to the introduction of the national curriculum for all year groups. The National Curriculum is composed of the core subjects: English, mathematics and science, supported by the foundation subjects of information and communication technology (ICT), history, geography, music, physical education (PE) and art. Religious education (RE) is also taught using guidelines from the Guildford Diocese. The above subjects are taught in many ways; we try to ensure that our curriculum is creative and stimulating, so as far as possible these subjects will be linked together into a themed topic.

Occasionally classes may combine to allow alternative grouping of children, but work will always be fully planned to match the children's abilities and to extend their understanding and development of skills in the most appropriate way. All staff plan the work for the children using detailed schemes of work that have been devised to ensure coverage of the national curriculum, and also to build on previous work. Teachers and support staff work closely together to ensure that this approach delivers steady continuity for every child.

### **Dog**

At All Saints we have a school dog to complement our dedication to the children's wellbeing and mental health. She is a black working Labrador, chosen for her friendly, sociable nature and for the breed's reputation for being intelligent, easy to train and good with children. The dog is under the control of a fully trained adult at all times and its health and welfare is monitored carefully. Children can benefit educationally and emotionally, increase their understanding of responsibility and develop empathy and nurturing skills through contact with a dog. In addition, children take great enjoyment from interaction with a dog. Our School Dog Policy may be accessed via the school website.

### **Donations**

With Government funding set to be cut by 8% over the next few years, All Saints, along with all other local schools, will be affected by a reduced budget. Any donations you can give to the school Trust Fund – however small – will be much appreciated and will go a long way to supporting the wide range of learning activities we provide.

### **Equal Opportunities**

One of the fundamental principles on which Surrey's education policy is based is that all pupils, irrespective of gender, race or disability should have access to, and the chance of benefiting from, the educational opportunities provided by the Council. We have an Equal Opportunities Policy which is available on the website or from the Headteacher.

### **Extra-curricular Activities (Clubs)**

The clubs we offer are run by outside agencies and are charged for. If you have difficulty with funding these activities then please speak to the Headteacher. Clubs on offer for September 2019 are:

Monday: Forest School  
Tuesday: AM: French Breakfast Club PM: Forest School / Dance Fitness  
Wednesday: AM: Yoga Breakfast Club PM: Art Club  
Thursday: AM: French Breakfast Club PM: Football  
Friday: PM: Gymnastics

Clubs are available to children in all years throughout the academic year and are booked directly with the club provider. Details of clubs are sent out to parents at the start of each term.

### **Forest Schools**

Forest Schools is an important part of life at All Saints School. All children have the opportunity to participate throughout the school year as well as offering an after school club.

### **Friends of All Saints School (FOAS)**

All parents become members of FOAS when their child starts school. Each year a committee is elected to help organise and run fundraising activities and social events for both adults and children. Each class has a representative who ensures that other parents of the class are kept fully informed and involved.

### **Guided Reading**

Reading is taught during Guided Reading sessions. Each day, during the class reading session, the class teacher will work with a group to teach an aspect of reading at the appropriate level.

### **Helping in school**

We are very pleased to welcome parents into school who would like to help on a regular basis. We will ask that you have a DBS check and read and sign our safeguarding guidance for parents helping in school and also the Childcare (Disqualification) Regulations: Staff/Volunteer Declaration Form.

### **Home Learning**

Children work very hard whilst at school and need the opportunity to relax and enjoy their time at home. We know our parents often fill time away from school with extra activities such as clubs and play dates. However we recognise that parents like to support the learning that goes on in school. Our 'Just to Let you Know' sheet is filled with information about the learning that has gone on during the week, giving ideas for parents to continue with at home. We also ask parents of children in all classes, to read with their children and help learn spellings, spelling patterns and high frequency words as often as possible.

### **Illness**

If your child is ill please inform the office by phone or email by 9:30am on the first day of absence and keep the school updated thereafter. Children who have had sickness or diarrhoea must be kept at home for 48 hours after the last episode. It is important to stop bugs passing around the school so please do keep children at home if they are unwell. Please make sure they understand the importance of washing hands after going to the toilet and before they eat.

### **Keys to Success**

Your child will talk about our 'Keys to Success'. The keys are used as a shared language throughout the school to help children talk openly about their learning and build resilience. These can be found on the school website.

### **Jewellery**

- A single stud earring in each ear is permitted. Children must remove or tape over their earrings for PE. Please note that staff are not allowed to remove children's earrings under any circumstances.
- A clear faced, simple analogue watch may be worn in Owls and Kingfishers for telling the time. Children must be able to remove them for PE.

The school does not accept responsibility for the loss or damage of any jewellery a child brings to school.

### **Key Stages**

First Year at school is called Reception Class and is part of the Early Years Foundation Stage

Year 1 and Year 2 are part of Key Stage One (Infant School)

Years 3, 4, 5 & 6 are part of Key Stage Two (Junior School)

### **Lost Property**

The lost property box is located in the Gallery in the main school for Woodpeckers and the cloakroom in Homelodge building for Kingfishers and Owls. Please remember to name **all** school clothing, book bags, PE kit etc.

### **Love to Learn**

Our school motto is 'Love to Learn and Learn to Love'.

### **Lunch**

A team of support staff managed by the Headteacher supervises the lunchtime break. Since September 2014 all pupils aged 4-7 are entitled to a free school meal under the Universal Infant Free School Meals initiative. At All Saints we had a brand new kitchen built during the summer of 2014 and offer meals cooked on site. Most of our pupils have a hot school lunch. Children in YR and Y1 have their lunch first and Y2 follow at 12:30. You may choose for your child to have

a packed lunch from home. Children with a packed lunch eat alongside the hot lunch children. If you are sending a packed lunch, please ensure that the food and drink is carried in an appropriate container and is marked with your child's name. Kindly note that we encourage healthy eating and fizzy drinks and sweets are not permitted. **No nuts in school please for the safety of children with allergies.**

### **Free School Meals**

Before the introduction of Universal Infant Free School Meals some children were entitled to a free meal. This also triggered additional funding to the school to ensure that these pupils made good progress. This funding, known as Pupil Premium, is still extremely important to schools as it helps to pay for learning support assistants and additional support for pupils. We therefore ask parents to inform the school if they qualify for any of the following to enable the school to claim the Pupil Premium funding.

- Equal Based Jobseeker's Allowance
- Income Support
- Income-based Jobseeker's Allowance
- Income related Employment and Support Allowance
- The guaranteed element of State pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Families in receipt of Child Tax Credit will also qualify provided that (a) they are not receiving
- Working Tax Credit and (b) their annual income, as assessed by Her Majesty's Inland Revenue and Customs, does not exceed £16,190.
- Working Tax Credit "run-on" – the payment someone may receive for a further four weeks after the stop qualifying for Working Tax Credit
- Universal Credit

Please ask at the school office for details.

### **Medicines in School**

If a child requires regular medication (e.g. asthma inhaler) or needs to complete a course of prescribed medicine, we are able to supervise their administration. Please hand in all medicines at the school office where you will be asked to complete a medicine form. Please ensure that all medicines are in their original containers, clearly labeled with the child's name and dosage. We regret we are unable to administer non-prescribed medication, apart from paracetamol or cetirizine with parental consent.

### **Morning Snack**

Children are provided with fruit or vegetables at morning break.

### **Nuts**

**Please note that in case of allergies we maintain a nut free school.**

### **OFSTED**

The government inspects all schools to ensure that high standards are maintained. In 2007 we were judged as an **outstanding** school in all areas. In July 2010 we received a letter from OFSTED informing us that as we have maintained a high standard of teaching and learning that we will still be judged as **outstanding**. We continue to work with inspectors each term to quality assure this judgement. OFSTED report can be read online by following the link on the website.

### **Parents' Cars**

Parking is always an issue at schools but we are fortunate in that we do have space for parents to park outside. **It is forbidden to park on the zig-zag markings outside of school or on The Village Green.** Always park on the kerb side of the road outside school and ensure your children get out of the car directly onto the path. Additional parking can be found around the green and in the village car parks. Please note, we do have a disabled parking space available, this is solely for the use of blue badge holders.

## **Partnership with Parents**

We strongly believe that education is a shared partnership between school and home. We encourage parents to become fully involved in their child's learning and also in the life of the school. We liaise fully with parents and pre-school organisations in order that your child's first experiences of school are positive and successful. In this way we are able to develop strong relationships with all our children, enabling us to discover and build on their potential.

During the year there will be formal opportunities to discuss children's progress and attainment, and to view work. However, the staff are pleased to discuss any issues or concerns about your child's progress at any time during the year and we appreciate your support if we identify difficulties. Please do not hesitate to arrange an appointment with the class teacher or Headteacher if necessary. A good time to catch teachers to make an appointment is at the end of the day when they bring the children out onto the playground. Appointments can also be made through the office.

Written reports are sent to parents annually at the end of the summer term, providing details of your child's progress and identifying their next steps in learning.

We acknowledge the many skills that our parents have and throughout the children's time at school there will be opportunities to work alongside children in school or help with school visits. In these cases parents/helpers will need to make contact with the school office in order to adhere to our safeguarding/security processes. You are also welcome to attend special class and celebration assemblies.

## **Physical Education (PE)**

Children have two PE lessons a week. In Woodpecker Class Mrs Philipson will cover the Physical Development aspect of the Early Years Foundation Stage curriculum through adult led and child initiated activities. In Key Stage 1 we have developed a new PE curriculum based around the fundamental principles of movement.

## **Phonics Screening Check**

This is a statutory assessment that takes place in Year 1 each summer to tests children's phonic ability.

## **Photographs and videos**

At the beginning of a child's time in school we invite parents to sign a consent form to allow us to take photographs/videos of your child for the purpose of school activities. We do allow parents to take photographs/videos of their child at school events, although we do insist that images are not displayed on public sites/shared with others e.g. Facebook. Please be aware that our services at church are a special time for worship and we ask parents not to take videos and photographs.

## **Planning, Preparation and Assessment time (PPA)**

All teachers are allowed a percentage of their time away from the class to plan, prepare and assess. Schools choose to cover this in a variety of ways. Here at All Saints we use our skilled staff to cover these times.

## **Prayer**

We have a school prayer which every class says at the end of the day.

***God bless our school.***

***That working together and playing together,***

***We may learn to serve you and to serve one another. Amen***

Each class also says a prayer before lunch.

## **Relationships and Sex Policy**

Our policy is very much in line with Surrey guidelines and is taught through science and personal education. We aim to develop children's self-esteem, a caring attitude towards each other and their awareness of themselves as human beings. The policy is available from the Headteacher.

## **Safeguarding**

All Saints Infant School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Child Protection Policy and procedures in place. All staff, including supply staff, volunteers and governors, must ensure that they are aware of these procedures. Parents and carers are welcome to read the Policy on request.

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

Our Designated Safeguarding Leads (DSL) are: Mrs Sara Bedford – Headteacher, Mrs Caroline Philipson – Teacher, Mrs Tanya Cooper – Teacher

Our e-safety co-ordinator is: Mrs Sharon Gray

Our Safeguarding Governor is: Mrs Caroline Passant

If you are concerned about a child's welfare, please record your concern, and any observations or conversation heard, and report to one of the DSLs as soon as possible on the same day. DO NOT conduct your own investigation. If your concerns relate to the actions or behaviour of a member of staff (which could suggest that s/he is unsuitable to work with children) then you should report this to one of the DSLs in confidence, who will refer the matter to the Headteacher (or the Chair of Governors if the concern relates to the Headteacher) – who will consider what action to take.

## **Safety and Security**

At all times we endeavour to maintain a healthy and safe environment for your child to live and learn in. We recognise the importance of good pastoral care, and also the issues of security. Our staff are able to manage minor accidents and illnesses and we will always contact you if we consider that your child is too unwell for lessons, or if there is something that is concerning us. You can help us in these ways:

- Contacting you in an emergency: Please ensure that the contact telephone number we have for you is current. Let us know immediately of any changes in writing.
- Collecting your child from school: During the day your child may only be collected by you, or by a person named by you. This is to ensure your child's safety. Any child not collected at the end of the school day will be supervised by the Headteacher or an appointed staff member.

We have set procedures in place to ensure the safety of children in the event of a fire or other threat to their security. There is controlled and authorised access to our site and buildings, and this is managed by the school reception desk. All visitors are asked to sign in and wear a security badge in order to identify themselves.

## **Standard Attainment Tests (SATs)**

Children are tested at the end of their time at our school (end of KS1). The school continues to work with parents to communicate as and when these change.

## **School Council**

Each year children are nominated by their peers to be on the school council. Three children from each class make up the school council which meets every two or three weeks with the Headteacher. The council discusses improvements to the school and shares ideas given to them by their classmates.

## **School Day**

When the children arrive at school from 8:45am they will have an opportunity to lead their own learning and to choose an activity to do. This helps them settle back into school and re-establish friendship groups. The register is taken at 8:55am.

8:55 School day begins  
10:15 Assembly (in the hall)  
10:30 Breaktime  
10:50 Lesson time  
12:00 Lunchtime  
13:00 Lesson time  
15:00 End of school

The school office is open from 8:45am until 3:30pm. The front gate to the school grounds will be open from 7:50am to 9:10am and from 2:50pm until after clubs finish. At any other time you will need to buzz the office to gain access.

## **School Houses**

We have 3 School Houses:

Tilford Bridge – green      All Saints Church – red      Bluebell Woods – blue

## **School rules and responsibilities**

We have a set of rules that we expect our children to respect.

- Be kind and helpful
- Do as our teacher tells us
- Walk in school
- Wash your hands before eating
- Keep our school clean and tidy
- Listen to others
- Tell the truth

## **Seven by Seven (7X7)**

Seven skills to achieve by the time children are seven. At All Saints we believe in providing a rich and wide set of skills and experiences to equip children for the future. We have '7X7' – seven skills/experiences we would like our children to achieve by the time they are seven. The seven skills are displayed in our school entrance and on our website under the Learning tab.

## **Special Educational Needs and Disability**

We plan our curriculum very carefully to ensure that activities can be accessed at different levels in order to cater for varying levels of skills and understanding. When a child has been identified as needing more assistance than can be provided within the differentiated class groupings, his/her name is placed on the Special Educational Needs Register.

Our Special Educational Needs Co-ordinator (SENCo) is Mrs Bedford.

The teachers alongside the SENCo create a provision map to ensure that any gaps in knowledge, skills and understanding are addressed by very specific teaching. This is undertaken both within class and with trained learning support assistants. In some cases we feel the significance of a child's difficulties merits the involvement of an outside agency, such as an Educational Psychologist. Once this stage is reached, the guidelines as set down in the Special Educational Needs Code of Practice are followed carefully. Full details of the school's provision and procedures are detailed in our SEN policy and information report published on our website.

We aim to work in very close partnership with parents in helping children with special educational needs to achieve their fullest potential. The design of our school allows easy access for the physically disabled.

## **Staffing**

We are fortunate to have a team of highly qualified and committed staff.

<b>Headteacher &amp; SENCo:</b>	Mrs Sara Bedford
<b>Teachers:</b>	Mrs Caroline Philipson Mrs Sharon Gray Mrs Tanya Cooper Mrs Louise Walters
<b>Learning support assistants:</b>	Mrs Rachel Heffer, Mrs Jackie Hord, Mrs Julie Ramsdale
<b>Special Needs Assistants:</b>	Mrs Claire Piner, Mrs Charlotte White, Ms Dale Allen, Mrs Juliette Worsley
<b>Music Teacher:</b>	Mrs Jacque Wood
<b>Forest School:</b>	Mrs Tamzin Greggs, Mrs Juliette Worsley, Ms Dale Allen
<b>School secretary:</b>	Mrs Kate Carter, Mrs Louise Trowbridge
<b>School Business Manager:</b>	Mrs Jo Webb
<b>School Cook:</b>	Lisanne Maxted
<b>Kitchen Assisant:</b>	Marissa Knight

## **Uniform**

We believe that our school uniform helps to achieve a feeling of belonging and identity. Please make sure that all items of clothing are marked with the **child's name**. This really helps identify who the sweatshirt belongs to. We have also found that if parents sew a coloured fabric loop onto the label of the sweat shirt it helps the children find their own sweatshirt. A full list of our uniform is on the school website.

Please ensure that your child wears black, grey or white socks only. If your child has long hair, please tie back with minimal hair accessories.

## **Water**

It is vital that children drink regularly throughout the day to keep them healthy and help them to learn more effectively. Bottles can be bought from the office or children may bring in their own. Please ensure your child brings a bottle of water to school every day. You may not think your child likes water but they soon get used to drinking it! These water bottles should be separate from packed lunch drinks and kept in the classroom.