



Dear Parents/Carers

Thank you for requesting information about our school. Choosing the right school for your child's early education is one of the first important decisions you have to make as a parent. We want to make that process as easy and comfortable as possible for you. We hope that this prospectus will be informative and useful and will help you to get a glimpse of our school. However, nothing can ever take the place of a visit and seeing our school in action, so please contact the school office to find out the dates of our tours.

Shottermill Infant School is a popular mixed Infant School in Surrey with the capacity for 180 children ranging from 4-7 years. We are situated on Lion Green at Shottermill. The school is 2 form entry and can accept 60 children into each year group i.e. 2 x 30 children.

All the staff and Governors are highly committed to providing an excellent education for all our pupils. The school has a happy, caring and stimulating learning environment.

We are extremely proud of our school both in terms of its' academic achievement and its' success in preparing children for later life. However, this level of success could not be achieved without a strong home/school partnership. At Shottermill Infant School we value the role of parents in the education process greatly and take positive steps to build a strong working relationship based on mutual trust and support.

You may also wish to read our last Ofsted report at www.ofsted.gov.uk.

Yours sincerely

Mrs J.E. Storey
Headteacher

SHOTTERMILL INFANT SCHOOL TEACHING STAFF

| Name | Class |
|-----------------|---|
| Mrs J.E. Storey | Headteacher |
| Mrs R Collins | BADGERS Class Teacher (Year 2) |
| Mrs K Klein | FOXES Class Teacher (Year 2) |
| Mrs E Allum | PUFFINS Class Teacher (Year 1) Deputy Headteacher |
| Miss H Child | HEDGEHOGS Class Teacher (Year 1) |
| Miss M Sacre | SQUIRRELS Class Teacher (Year R) |
| Mrs C Beckerson | OTTERS Class Teacher (Year R) |
| Mrs H Salter | Regular release Teacher |

SHOTTERMILL INFANT SCHOOL GOVERNORS

| Name | Committees/Governor Responsibility |
|-------------------------------|---|
| Mr J Edwards | Chair, Resources/Teaching & Learning |
| Mrs J Storey / Headteacher | Resources/Teaching & Learning |
| Mrs E Allum | Teaching & Learning |
| Mrs J Churchill | Teaching & Learning |
| Mr W Crebbin | Resources |
| Mr I Faichnie | Resources |
| Mr M Honey | Teaching & Learning |
| Mr N Jackson | Resources |
| Dr C Scarles | Teaching & Learning |
| Mrs C Tye | Teaching & Learning |
| Ms H Evison | Clerk |

OUR VISION AND AIMS

To motivate and empower everyone within the school community to achieve their full potential as life-long learners whilst nurturing their individuality.

Our Aims

We aim to:

- Provide a safe, happy, caring and stimulating learning environment.
- Value the individual, encourage self-belief, develop and raise self-esteem.
- Provide each child with the skills and attitudes needed to become a life long learner. Encourage an 'I can' attitude, where mistakes are valued as next steps in their learning.
- Enable the children to communicate effectively.
- Teach the children to celebrate diversity, recognise similarities and respect different faiths, beliefs and cultures.
- Help children to acquire a range of positive personal, social and emotional attributes essential to their health and wellbeing.
- Ensure good progress for all pupils, which is built on the children's prior learning.
- Have high standards of behaviour and politeness by providing clear expectations, a positive approach and consistency throughout the school.
- Provide a broad, balanced and creative curriculum including rich opportunities for children to learn through play and first hand experiences.
- Enable parents and carers to join their child on a learning journey.
- Join with other schools, community groups and charities to improve outcomes and opportunities for all children.

ADMISSIONS

Parents/Carers considering sending their children to Shottermill Infant School should contact the school office in the Autumn Term of the year prior to their child starting school to make an appointment to visit. This is the time when the Head teacher shows groups of prospective new parents/carers around the school and grounds, discusses school policies and answers any queries.

Parents/Carers of children moving school in-year should contact the school office.

Please refer to the Surrey County Council website for the most up to date version of the admission arrangements for community schools.

<http://www.surreycc.gov.uk/learning/schools/school-admissions>

VISITORS

All visitors must enter through the main school entrance and report to the office window. All visitors including parents and volunteer helpers are required to sign the visitor's sheet and wear a badge, which is collected from the office. This allows us to have a record of who is on site for the purpose of security and fire safety.

WELCOMING NEW PARENTS AND CHILDREN

Parents/Carers of children who are entering the school are invited to a New Reception Parents/Carers Induction evening in the Summer Term prior to their child joining in the September. This is an opportunity to meet the Headteacher, class teachers and visit the child's future classroom. During the following week the new intake will visit the school and their classrooms and meet their teachers. The Year R teachers endeavour to visit the local nurseries to aid the pupils in their induction into school. The Year R teachers offer home visits to pupils and parents/carers at the beginning of the Autumn Term.

TRANSFERING TO JUNIOR SCHOOL

Parents/Carers of Year 2 pupils will need to complete an online application form for a place at a Key Stage 2 school. The majority of our pupils go on very happily to Shottermill Junior School. The schools are considered as linked schools for admission applications.

SCHOOL BUILDINGS AND GROUNDS

With the exception of the Hall, the main school building is on one level. We have a large hall fitted with fixed and portable P.E. equipment and it is the centre of our school activities.

We are fortunate to have beautiful school grounds, which contain garden areas, hard surface playground with marked games, a school sports area and a wild conservation area. Many beautiful and protected trees grow in our grounds and the school site overlooks Lion Green.

HOW ARE PARENTS/CARERS INVOLVED?

We are very keen to involve you in the life of the school and your own child's education, as we believe the Home/School Partnership is very important. At home you are ideally placed to stimulate thought and interest, engage in conversation and storytelling and give time and individual attention to your child.

Parents/Carers are strongly encouraged to participate in the life of the school in many different ways:

- By upholding the values of the school, working closely with teachers and trusting their professional judgements.
- By encouraging and supporting prompt and regular attendance.
- By supporting the Home/School Partnership and encouraging your child to do so.
- By being open and honest with the school.
- By attending parent/teacher consultations and other meetings where appropriate.
- By supporting the Friends Association events.
- By helping in the school.

WHEN WILL I SEE MY CHILD'S TEACHER?

Target Setting Parents' Evenings are arranged in the Autumn and Spring Terms and Parents Consultation evening in the Summer Term, providing the opportunity for you to discuss your child's progress with the class teacher. A written report will be sent home approximately two weeks before the end of the Summer Term. Parents/Carers will have the opportunity to discuss that report with the class teacher. These are formal occasions for consultation.

However, there may be times when you wish to discuss some matter concerning your child, or you wish to pass on, or seek, information. We welcome the opportunity to discuss matters with parents, but ask that an appointment is made to see the class teacher or Headteacher after school, but preferably not before school as teachers will be busy preparing for the day ahead at that time.

HOW WILL I KNOW WHAT IS GOING ON?

At the beginning of each academic year, we will invite parents and carers to an evening "Meet the Teacher" meeting. The teacher will talk about what happens in a typical week, what the children will be learning and how you can help your child at home.

HOW CAN I HELP IN SCHOOL?

Parents/Carers and friends are encouraged to help by listening to children read, playing maths and literacy games, cookery, working in the nature garden, working on the computer and helping in the library. Please let the class teacher know if you'd like to help.

WHAT IF I HAVE A COMPLAINT?

The school welcomes dialogue with parents/carers on any issue of concern. Appointments may be made with members of staff through the school office. It is hoped that complaints should not be necessary. However, if they arise, we ask that you contact the Headteacher in the first instance. If problems continue we have a formal procedure involving Governors and ultimately the Local Authority (LA). All LA's have set up procedures for handling complaints about the actions of Governing Bodies and LA's. For complaints about the Governing Body, the first formal stage is for the Governing Body to consider the complaint. If this is not satisfactory then the LA may be contacted. Complaints about the LA need only be considered by the LA or DfE.

OPERATION ENCOMPASS

The school has taken the opportunity to join the Operation Encompass scheme, which will run jointly between local schools, Surrey Police and Surrey County Council.

Operation Encompass has been designed to provide early reporting on any domestic incidents that occur outside of school and might have an impact on a child in school.

Operation Encompass will ensure that a member of the school teaching staff, named a 'Key Adult' or "Deputy Key Adult", is informed the next morning that there has been a domestic incident or if a child has been reported as missing.

This means that the Key Adult or Deputy Key Adult can ensure that the child is supported whilst they are in school.

We are keen to offer the best support possible for our pupils and we believe this is going to be extremely beneficial for all those involved.

For more information see www.operationencompass.org

FRIENDS OF SHOTTERMILL INFANT SCHOOL ASSOCIATION

The school is fortunate to have a very active and vibrant Friends' Association of which all parents and guardians automatically become members when their children join the school. Although mainly concerned with fundraising, the Association's meetings and events form a very important social link for everyone concerned with the school.

A typical year's programme may include events such as Christmas Fair, cake sales, sponsored events, parents' social events and the Summer Fair. Committee members are therefore always pleased to hear from parents, especially if they can contribute time, talents and/or expertise.

WHAT ARE THE EXPECTATIONS CONCERNING MY CHILD'S BEHAVIOUR?

Children are expected to be polite, caring and as much as maturely possible responsible for their actions. Children are encouraged to show consideration and understanding for everyone who shares the school environment and the broader community.

We aim for the children to learn about self-discipline and class rules are devised with children and are displayed in the classrooms. Although pupils typically behave very well both in the school and on visits, there may be isolated cases of behaviour that do not meet our high standards. These are dealt with by the school, in partnership with parents. We do rely on your cooperation in supporting the standards and principals we aim to teach. For further details on school behaviour please see the school behaviour policy available from the school office.

WHAT SHOULD MY CHILD WEAR?

Your child needs to be in clothes that are neat, tidy and practical. We have a school uniform that all children wear and we greatly appreciate parents/carers' support with this. It consists of:-

BOYS: Grey trousers or shorts, white polo shirt, green jumper or school sweatshirt/cardigan.

GIRLS: Grey skirt, pinafore, trousers or shorts, white polo shirt, grey/green cardigan or school sweatshirt. Summer dresses in green and white check.

Sweatshirts and cardigans are on sale from the school office.

School book bags are also available for purchase from the school office. Please do not send rucksacks into school as there is no room for these on the children's pegs.

Pupils should wear proper black shoes with low heels to school and not open toed sandals or trainers. Socks or tights should be white, grey, black or dark green and should be plain.

Hair colour and style must be appropriate for school. Extreme colours and styles of hair are not permitted. Girl's long hair must be tied back with a simple hair fastening in the colours of the school uniform.

A coat will also be needed every day.

No jewellery should be worn or brought to school for health and safety reasons, including earrings. If you are planning to have your child's ears pierced, please ensure that this

happens at the beginning of the summer holidays so that the holes are well healed and your child can attend school without earrings.

Children should not bring valuables or toys from home into school.

We ask parents/carers to please ensure that all items of clothing, shoes and personal belongings are clearly and permanently labelled with your child's name.

PE/GAMES KIT

All children need a pair of black sports shorts and white T-shirt for PE.

(PE kits including a bag, shorts and t-shirt can be purchased from the school office). All children must have a pair of trainers suitable for indoor and outdoor games.

WHAT ABOUT LOST PROPERTY?

The school cannot take responsibility for items of property brought into the school which get damaged or lost, although every effort will be made to find lost property. All lost property is kept in the school office and items in this area are available for retrieval at all times. You have a much better chance of having your child's property returned if it is named! If lost property is not claimed by the end of the term, any uniform is washed and added to the second-hand uniform stock and other items are donated to charity.

WHAT ARE THE MEDICAL ARRANGEMENTS IN THE SCHOOL?

Our teaching assistants, office staff and other first aiders take care of children who are unwell or who are injured. We will contact parents/carers if we consider that children should be taken home and we ask you to make sure we have up-to-date contact numbers.

If your child has an infectious disease, please contact the school immediately.

Parents/Carers are requested to check their child's hair daily for head lice and treat any infestation immediately (this should be done for the whole family). The school should be notified of any infestations. Please note the school nurse does not carry out head inspections.

No child is allowed to bring any medicines or tablets (prescription or non prescription) into the school including lozenges and lip salves, and no medicines of any sort can be administered in school unless there are exceptional circumstances or there is an ongoing medical condition (please ask for our supporting children with medical needs policy).

On these rare occasions please:

- See the school office staff first about reasons for the medication
- Ensure that the medication is brought into school by an adult and given directly to the school secretary in a clearly labelled container.
- Medicines must be in their original bottle or packet with a measuring spoon or syringe.
- It must be accompanied by a completed 'Administering Medicines in school form' which has been signed by the parent/carer, allowing the designated staff member to administer the medicine. Forms are obtainable from the school office.
- It must be accompanied by written details of the nature of the complaint and details and times of dosage.

We recommend that if a child has to have medication three times a day that it is taken in the morning before school, after school and at bedtime and therefore not at school.

Your child may be called for medicals and vision checks during his/her time at the school. You will receive a form to complete before the medical. Parents/Carers are allowed to attend if they wish.

Routine doctors or dentist appointments should be made outside of school hours or during school holidays, so as not to disrupt the children's learning.

ABSENCES

It is a parent/carer's legal responsibility to ensure that a child attends school regularly and on time. Parents/Carers are also responsible for ensuring that the school is properly informed of the reason for any break in attendance. Parents/Carers should telephone the school if their child is going to be absent or late. The Headteacher is informed if an absence is not explained and a rigorous attendance policy is pursued.

Authorised absences occur when a child is absent from school for a reason such as illness, or when their absence from the school site on an educational visit or a sporting activity for example, has been authorised by the school. We ask that you do not to take holidays in term time. If for exceptional reasons you need to take your child out of school please complete a leave of absence request form which is available from the school office.

Unauthorised absence occurs when the parent/carer has not informed the school of the reason for absence, when the child is truanting from school or when the child is very late (after 9.30 am) without any reason being given by a parent/carer. Morning and afternoon sessions are counted separately. The school will telephone parents/carers by 10 a.m. if they have not already been advised of an absence by a parent/carer.

If attendance is causing significant cause for concern, the school will contact the Educational Welfare Officer to consider what action to take.

SCHOOL MEALS

From September 2014, all infant age pupils are able to receive a school meal at no cost to the parent/carer under the introduction of the Government's Universal Infant Free School Meal scheme.

If you are in receipt of qualifying benefits which would trigger eligibility for Pupil Premium funding, please ask for a form from the school office or download it from the school's website on the meals page.

If you choose not to take up the free school meal, then packed lunches may be brought to school together with drinks in an unbreakable container. We encourage healthy eating and would request that you do not send confectionery of any description in as part of the children's packed lunch. Please note that we are a **nut free zone** as some of our pupils have nut allergies. Children may bring a named bottle of water (sports bottle containers preferred) for mid morning break. Please do not put drinks/liquids into book bags.

If you wish to change lunch arrangements for your child, you must advise the school in writing at least one week in advance.

The school takes part in the Fruit for Schools scheme in which each child is given free fruit to eat during the morning break.

Pupils are also able to take part in our milk scheme, where they can have a carton of semi-skimmed milk each day at morning break. It is free for pupils under the age of 5, however once the pupil turns 5, parents/carers can choose for their child to continue having milk by registering with our milk provider and paying for it directly. Registration forms are available from the school office.

HEALTH CARE

Part of our curriculum deals with the importance of good health and how to achieve it. The children are taught about the importance of good diet, sleep, exercise, hygiene and the prevention of accidents.

Sex Education under the 1993 Education Act is discretionary for Primary schools. There is no formal sex education but teaching staff endeavour to answer children's questions honestly in a way judged appropriate for the level of understanding.

EQUAL OPPORTUNITIES

Both girls and boys are given equal opportunities in all aspects of school life regardless of ability, religion or ethnic origin.

WHAT IS THE SCHOOL CHARGING POLICY?

The school organises various trips for the children outside school and invites visitors into the school for workshops etc. We ask parents/carers for a voluntary contribution towards the cost of these trips, which are often subsidised by the school through the use of Pupil Premium funding or by the Friends Association. We need everyone's support to make these visits financially viable. If you are in receipt of qualifying benefits and your child is eligible for Pupil Premium funding, we are able to assist with any chargeable trips.

HOW ARE THE DAYS ORGANISED?

The times of the school day for pupils are:

| | |
|---------------------|--------------------|
| Morning session 1 | 08.55 – 10.30 am |
| Break | 10.30 – 10.45 am |
| Morning session 2 | 10.45 – 12.00 noon |
| Lunchtime | 12.00 – 1.00 pm |
| Afternoon session 1 | 1.00 – 3.00 pm |
| School ends at | 3.00 pm |

The doors open at 8.45am and parents are encouraged to leave their child at the door to come in independently; the staff will be there ready to welcome them.

At the end of the day, parents wait outside the classroom doors (Y2 parents/carers outside the front entrance) where the staff see the children out. Please ensure that you inform

your child's teacher, **in writing please**, in advance of any change to your normal routine, especially if someone else is collecting your child.

HOW ARE CLASSES ORGANISED?

We have 6 classes in school organised into 3 year groups called Reception, Year 1 and Year 2. Shottermill Infant School has a Published Admissions Number of 60, which means we can accept up to 60 pupils for any one year group. Governmental regulation limits the number of pupils in Infant classes to 30 children per teacher.

Within the classroom, children work in a variety of ways. Sometimes they will work individually, sometimes the whole class will work together and sometimes the children will be in small groups. The teacher decides which method is most appropriate for a particular lesson.

Our support team teaching assistants give additional help to those pupils with additional needs. This includes individual, paired support and group teaching, depending upon the specific need and level of resources available for that child. Staff are supported by agencies working within Surrey County Council.

WHAT SUBJECTS WILL MY CHILD STUDY?

All pupils will study the following National Curriculum subjects and Early Years Foundation Stage. Detailed policy statements on all curriculum areas are available from the school office on request.

Early Years Foundation Stage

The Early Years curriculum covers the three prime areas of learning:

- Personal, social and emotional development
- Physical development
- Communication, language and literacy

and the specific areas of:

- Literacy
- Mathematics
- Understanding of the world
- Expressive arts and design

The Teachers will explain more about the EYFS curriculum at our induction meeting and the full curriculum documents can be viewed on the Department for Education website.

Key Stage 1 (Years 1 & 2)

At KS1 all children follow the National Curriculum and are taught the following subjects.

English

English includes reading, writing, grammar, handwriting, spelling, speaking and listening and drama.

Mathematics

This is taught through a daily maths lesson, with emphasis on mental strategies, the ability to manipulate numbers and solve problems. Children will learn to use and understand correct mathematical language. They will also learn to use measure and learn about space and shape.

Science

This is taught as a separate subject and as part of topic work. We promote and encourage a logical and effective approach to scientific enquiry through investigation, problem solving activities and controlled experiments.

Computing

The pupils have regular use of computers in the classrooms and the computer suite to develop their skills, support the curriculum and have supervised access to the internet. Pupils also have regular teaching sessions using the school interactive whiteboards. Pupils learn to program moving toys and use a variety of other technology.

Design Technology (including Food Technology)

Activities are planned to develop designing and making skills as well as an appreciation of materials and their uses.

History

The history curriculum provides the children with a wealth of opportunities for immersing themselves in the past. The essential historical concepts and skills are developed alongside an enthusiasm for the subject, as well as a genuine and lively interest in the past and its relevance to life today.

Geography

Children have the opportunity to study the local areas and our impact on the environment. They also learn to use maps and develop awareness of localities and countries other than our own.

Religious Education

We follow the agreed Religious Education Syllabus for Surrey. We aim to help children develop knowledge and understanding of religious insights, beliefs and practices from a broadly Christian perspective whilst taking into account the beliefs and practices of other principal religions represented in Great Britain.

Music

Our music education aims to develop aesthetic sensitivity and creative ability in all children. This is achieved by fostering their sensitivity to – and their understanding and enjoyment of – music through an active involvement in listening, composing and performing. The children sing every week and all contribute to school productions. Pupils in Year 2 get the opportunity to learn the recorder.

Art and Design

Our main aim is to enable children to develop a positive and enthusiastic attitude towards art as a whole. We aim to help children develop design skills, imagination, original thought and experimentation using a variety of mediums.

Physical Education

We aim to develop children's ability and physical co-ordination, to give them confidence, control and enjoyment through all types of physical activity. The children are taught the importance of safety in sport and gym work and are given opportunities to develop skills which will be of value socially and recreationally now and in the future. We have access to two playground areas, one which is grass and a 'hard' area.

Personal Social Health Education and Citizenship (P.S.H.E & C)

PSHE&C is designed to develop the individual. This is achieved through activities and experiences designed to support and promote self esteem, confidence, independence and a sense of responsibility. The latter extends beyond the self to others and community both in and out of school.

In Year 2 children become playground friends and heads of the dinner table during lunch, all of which provide opportunities for the children to take responsibility and grow into responsible students within our school. They also take on other roles and responsibilities as school councillors, litter busters and assembly monitors.

Assemblies

We have 5 assemblies throughout the week which are regularly used to explore RE, moral and PSHE&C themes as well as providing opportunity to praise good work and behaviour at our Gold Book Assembly.

Our assemblies are broadly Christian but cover a wide range of religious and moral themes which provide the children with the opportunity to consider every day issues and situations. Should any parents wish for their child to be withdrawn from religious education or assembly, then please contact the Headteacher.

VISITS

Throughout their school life pupils have many opportunities to enjoy visits and visitors which enhance the curriculum across most subjects. At Shottermill Infant School we place a high emphasis on using the local environment of village and parks as a practical aid to our learning programme. In addition, children experience theatre workshops, art workshops, museums, outdoor centres and parks.

HOMEWORK

All children are expected to undertake regular homework in the form of reading, spellings and playing maths games.

SEND (Special Educational Needs and Disabilities)

The school recognises its responsibility for identifying, assessing and providing for children's individual needs and works towards providing opportunity for each child to achieve his/her potential within the school's resources.

A child has SEND if they have a learning difficulty or disability that means they have significantly greater difficulty in learning than the majority of others of the same age, or have a disability that hinders or prevents him/her from making use of facilities of a kind generally provided for others of the same age in mainstream schools.

We aim to identify individual needs as soon as possible. Close and regular consultations follow between parents/carers, class teachers and Special Needs Coordinator (SENCO). Other agencies may be consulted for additional advice or provision when necessary. We also have a Teaching Assistant trained as an ELSA (Emotional Literacy Support Assistant) to help pupils with their emotional needs. Two Teaching Assistants are also trained to support pupils who experience bereavement.

Teaching and resources are then differentiated to fit the child's needs, to enable access to the whole curriculum and to promote confidence in the child.

Pupils who have additional needs will be supported by a plan which will identify targets and the next steps. This will be drawn up by the class teacher and SENCO and shared with parents/carers. The child's progress is then monitored, recorded and reviewed regularly and plans are adjusted accordingly. We rely on a close partnership with parents/carers to encourage the children to work to their full potential. We also aim to provide continuity of provision and support by liaising with the Junior School on transfer.

AFTER SCHOOL PROGRAMMES

As a school we value the importance of extra curricular activities. Currently Football, Dance, Judo, Cookery, Spanish and Lego clubs take place after school. These clubs are run by outside providers so there is a charge. For further information about these clubs, please enquire at the school office.

Year 2 pupils have their own Gardening Club during Tuesday lunch break run by parent volunteers.

There is a breakfast club held here at school open to all pupils, which is operated by SCL (who also run some of our after school clubs). It runs from 7.45am to 8.45am, Monday to Friday during term-time.

There is after school care for all pupils with Koosa Kids Club, which operates at Shottermill Junior School. The Koosa team collect the children from the school office at the end of the day and walk them to the Junior School. Koosa Club runs till 6pm, Monday to Friday during term-time.

SECURITY

In order to keep children as safe and secure as we possibly can, we have an entry buzzer at the main entrance to the school. All other points of access to the building are kept locked once the children enter school in the morning. There are main security gates which keep the children safe during the school day. All visitors to the school should use the intercom system situated under the canopy outside the front entrance to the school. The school also has CCTV for additional security purposes.

Please note that we will not release children to unauthorised people after school. If collection arrangements change, we require a written note in advance naming the nominated person.

SCHOOL GOVERNORS

The school Governors are actively involved in many areas of school life. The Governing Body meets once a term as well as the Resources and Teaching and Learning Committees.

Minutes of the meetings of the full Governing Body are available on request from the school office. Governors can be contacted via the school office.

The composition of the Governing Body is representative of the community.

POWERS AND DUTIES OF THE GOVERNING BODY

- To help establish the aims and policies of the school
- To advise on spending the school budget
- To ensure that the EYFS, National Curriculum and Religious Education are provided
- To appoint, support and challenge the Headteacher.
- To provide outside advice and act as a link between the local community and the school.

LA (LOCAL AUTHORITY)

Shottermill Infant School is part of the South West Education Area of Surrey.

Director of Education

Guildhall

Kingston-upon-Thames

KT1 1EU

<http://www.surreycc.gov.uk/learning/schools>

Central control of the Education Service is by the Department for Education

Department for Education

Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

<http://www.education.gov.uk/>

DISCLAIMER

Every effort has been made to ensure that this prospectus is up-to-date at the time of going to press Autumn 2019. However, in responding to recent legislation, unforeseen changes may need to be made in organisation and/or curriculum. We will do our best to keep parents informed of any changes. Parents should ask the Headteacher about any points which are of particular importance to them.