

Useful Information

Here are our answers, to what we find, are the most frequently asked questions. If you have any other questions that are not answered here, please contact the school office. You may also find the information you require on our website www.southwoodinfantschool.co.uk.

School Timetable

Time	Event
8.35am	School opens and children enter their classroom from the playground
8.50am	The register is taken at 8.50am. If you arrive at school after this time you will need to enter school via the main entrance. If your child is absent from school please telephone the school office (tel 01252 375 420) in the morning as near to 8.30am as possible on the first and subsequent days of absence
11.55am	Reception children go into lunch first
1pm	Afternoon session
3pm	The school day ends at 3pm and children are collected from their classrooms

Uniform

The school colours are red, white and grey. Children wear grey trousers, skirts, shorts or pinafores, white or red polo shirts and red cardigans/sweatshirts. The girls also wear red and white summer dresses in the summer term.

PE kit is plain shorts, white t-shirt and plimsolls, all kept in a soft drawstring PE bag.

Sweatshirts, cardigans, fleeces, polo shirts, book bags and PE bags with the school logo are available to buy from:

Brenda's Schoolwear
130 Frimley Road
Camberley
GU15 2QN

telephone: 01276 469 697 / email: shop@brendas.co.uk / website: www.brendas.co.uk

Second-hand uniform

Second-hand uniform is available for sale from the Friends of Southwood Infant School (FSIS) at a very reasonable price. For more information please contact Patricia Cook on 07985 543 115 or by email patricia.cook7@ntlworld.com.

Equipment required

- **Book bag** to be brought into school every day to carry reading books, library books, homework etc
- **Drink bottle** named and filled with water only and brought into school every day
- **Labels** on all clothes and equipment
- **Hair bobbles** as long hair should be tied back

Jewellery and Earrings

Children may wear watches and stud earrings but both must be removed for PE or earrings covered with tape. Pupils must apply their own tape to cover their earrings. No other jewellery is allowed in school.

School Lunches

At present all infant school children are entitled to a daily school meal free of charge. A menu taking us up to the October half term is enclosed. The children will make their choice first thing each morning. If your child has any food allergies and needs a tailored menu please complete a special diets request form online www.hants.gov/HC3S or contact HC3S, our catering supplier, on 023 8062 9388 / 023 8062 7730.

The old system for claiming "Free School Meals" is however still in place. This is for families who would be entitled to free meals due to low income. If you believe you fall into this category please apply online <http://www3.hants.gov.uk/hc3s/freeschoolmeals.htm> to ensure we receive the appropriate funding to support your child.

If your result comes back "found" this means your child is eligible for free school meals and the system automatically tells the school. The system will also automatically re-check for eligibility on a regular basis.

Your child can of course bring a packed lunch from home or have a combination of both school meals and packed lunches. If your child brings a packed lunch from home please:

- ensure the lunch box is clearly marked with their name.
- encourage independence by making sure your child is able to open the lunch box and any pots in it.
- do not include products containing nuts (this includes peanut butter sandwiches) as we have some children with nut allergies.
- do not include sweets/chocolate bars. Chocolate biscuits are acceptable.

Snacks

Under the Government's School Fruit and Vegetable Scheme infant children are entitled to receive a free piece of fruit or vegetable each day. We participate in the scheme which reinforces our commitment to healthy eating. Your child will be offered a piece of fruit or vegetable each day which they will normally eat at morning break. Children are able to bring their own healthy snacks to eat at morning break. No crisps or chocolate bars.

There is drinking water available in every class and at lunchtimes in the hall. We also have two water fountains. Children can bring their own named water bottle. Children are encouraged to drink regularly.

We also provide opportunities for the children to taste different foods as part of their science work. Please complete the form in your pack giving permission for your child to take part.

Milk

Free milk is available for all children under five in school funded by the UK Government. Our milk is provided by Cool Milk, the UK's leading school milk supplier. We will register your child for their free school milk on your behalf by providing Cool Milk with your child's name and date of birth. Once your child turns 5 you will need to contact Cool Milk direct if you wish to pay a subsidised rate for your child to continue to receive milk. Please complete the attached consent form.

Attendance and absence

We are committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of educational opportunities available to them. If your child is ill please let the school office know on the first day of absence. If your child is absent and we have not heard from you we will telephone you, this is because we have a duty to ensure your child's safety as well as their regular school attendance. All parents will receive termly letters reporting their child's attendance. As a school we are required to closely monitor this.

Holidays

All school holiday dates are published to parents one year in advance. Parents are notified of Inset days and any proposed Standard Assessment Testing (SATs).

Request for absence

The Government and Local Authority have now put in place new procedures regarding absence during term time. A request for leave of absence must be applied for in writing, using the application form (available on the school website) to the Headteacher. Only in exceptional circumstances will holiday requests in term time be granted. If holidays are taken during term time without permission, this may result in a penalty notice and parents may be fined.

Late Arrival

Children may come straight into the school building from 8.35am for early work and the register is taken at 8.50am. Any child arriving after this time is marked as late. Those children arriving after 9.20am will be recorded as 'unauthorised late'; this does affect the child's overall attendance %. If you know your child is going to be late please contact the school office in order that the class teacher can be advised and that school meal requests can be made. All late children must be signed in at the school office by an adult. This is a fire safety requirement.

If a pupil is late due to a medical appointment, they will receive an authorised absence. Please be advised that, where possible, doctor's and dentist appointments are made outside of school hours or during school holidays.

Sickness

Children who are absent from school because of vomiting and/or diarrhoea must be kept at home for 48 hours following the sickness.

If your child is ill whilst at school, or involved in an accident, we will contact you immediately. **Please make sure that contact numbers are kept up to date.**

Medicines

Please see our Supporting Pupils with Medical Needs policy on our website. The school will not give your child prescribed medicine unless you have completed and signed the 'Parental Agreement for Setting to Administer Medicine' form which is available from the school office or to download from our website.

Medicine prescribed for less than four times a day will not normally be administered. In line with Hampshire guidelines aspirin or medicine containing ibuprofen cannot be administered unless prescribed by a doctor.

Please note that all medicine must be delivered to and collected from the school office.

News / Website

Our website address is www.southwoodinfantschool.co.uk. It is updated regularly and is a useful source of information including forthcoming dates and the Headteacher's newsletters.

We use an internet based service called Parentmail to send our newsletters, information and also short notice text messages (ie a trip delay). This service has proved invaluable to busy parents who appreciate the easy, quick communications. Please complete the form in this pack so that we can create an account for you.

Parent Evenings

You will have an opportunity to meet your child's teacher to discuss progress and next steps during the autumn and spring terms. A full school report is written at the end of the summer term. We operate an open door policy at Southwood so if you have any concerns or questions about your child please contact us. All the teachers are at their doors in the mornings to welcome the children in and are available for a very quick chat then. For a longer discussion please telephone the office for an appointment and we will do our best to see you as quickly as we can.

To help you support your child at home, we have developed information evenings throughout the year.

Parent Helpers

We are always keen for parents to come and help out in class, for example they may listen to children reading, general classroom work or basic cooking. On your first visit to the school as a parent helper we will ask you to read and sign a document regarding Child Protection and other school policies.

Friends of Southwood Infant School (FSIS)

Friends play a very important role in the life of Southwood Infant School; all parents are members. Funds raised help to provide the pupils with many special events and a range of equipment including laptops, books and learning resources. The friends are really important and meet one evening every half term. Please look out for the regular newsletters informing parents of upcoming social events.

Home School Agreement

Enclosed in your pack are two copies of our school's Home School Agreement. Please read and sign the agreement with your child and return one copy to the school office. The Home School Agreement reinforces the importance of a good working relationship between the school, parents and their children. If you have any questions or queries then please see your child's class teacher.

Governing Body

We have 12 governors who meet every half term to work with the Headteacher on: setting strategic direction, reviewing progress against the budget and providing support and challenge. Being a governor is interesting, rewarding and challenging work: it does require commitment, but there are no formal qualifications required – the most important attributes are interest, enthusiasm and a genuine desire to make a difference.

If you would like to get involved with any of the above groups, speak to the school for more information. You will need to apply for a DBS (Disclosure and Barring Service) clearance, please see Mrs Padday for an application form.

Clubs and Activities

At Southwood there is a wide range of activities for children to participate in outside the classroom to enrich and enhance their educational experiences. The children are always enthusiastic about our clubs which include: Dance, Football, Judo, Recorders, Choir and Gardening.

Schools Out for Fun

Schools Out for Fun is an independent registered company that works closely with the school to provide a breakfast and after school club. Contact Carly Jones on 07985 391206 (during club hours) or 07794 336069. Email: schoolsoutforfun@yahoo.co.uk. Visit <http://www.schoolsoutforfun.co.uk>

Planning, Preparation and Assessment Time

Teachers use 10% of their teaching time for planning, preparation and assessment (PPA) each week. This gives the class teacher time to prepare their lessons away from the classroom.

Mufti Days

These are non-uniform days where children can wear their own clothes to school. These are often held to highlight a theme in school (World Book Day) or raise money for a charity (Red Nose Day).

School Trips

As well as music events, local walks and animal experiences year groups usually go out on a school trip each academic year. Payment is accepted by cash or cheque made payable to 'Hampshire County Council'. Please ensure that all payments are put into envelopes, clearly marking name, class and reason for payment.

Promoting Positive Behaviour

The school has a positive atmosphere and shared values. All staff will be calm, consistent and fair in their approach to pupil behaviour management. Active involvement in rewarding and encouraging positive behaviour is the responsibility of all staff. The school's behaviour policy is available on the school website.

Our Golden Rules

We are kind and gentle
We are honest
We look after property
We work hard
We listen to people

Class Rules

Our classroom rules are based on the School's Golden Rules above and every class implements a sunshine and cloud behaviour system.

Headteacher Awards

Each week, class teachers choose a child from their class to receive a Headteacher's Award in front of the rest of the school in the Friday Celebration assembly. The teacher explains why that child has been chosen and the child is presented with a Headteacher certificate.

Good Neighbour Certificates

Good Neighbour certificates are awarded across the school in every class for following the Golden Rules. Each week a good friend is chosen from each class. They receive a certificate in our celebration assembly on Friday.

Lunchtime Stars

Each week a child from each class is nominated by the lunchtime supervisory staff to receive a lunchtime award for positive behaviour and super manners. They are awarded a certificate in celebration assembly and invited to eat their Friday lunch on our top table with a member of staff.

Golden Time

Each class has golden time each week on a Friday afternoon. This is when the children are rewarded for having kept the school/class rules. During this time they choose their favourite activities. Golden time is a privilege for those who have kept to our school rules, but some of the time can be lost if children have seriously broken a rule. Children have a warning if their behaviour is not appropriate and a chance to alter it before time is taken away.

House Points

Every child is a member of a 'House'. During the week, children are awarded House Points for good behaviour and good work. These are recorded on individual certificate record cards. One team point is awarded for completing 10 points and for receiving a Good Neighbour certificate or Headteacher's award. These are awarded in our celebration assembly.

Policies

Policies are vitally important, and help us to create high standards and expectations. They define a set of consistent rules, regulations and procedures. Key policies are available on our website www.southwoodinfantschool.co.uk , just click on the tab 'our school' and scroll down to 'policies'.

Parking

For the safety of children, parents and staff please use Morrisons' car park. Parking is not permitted at any time in the school car park or on the approach road. Unlike most schools we are very fortunate that we have alternate parking arrangements.

Smoking

It is against the law to smoke anywhere in the school grounds.

Dogs

Dogs are not allowed on the school site. Dog owners need to be aware that some children and adults are not comfortable walking past dogs that are tied up near the school entrance so please do not leave them unattended.

Cycle safety

A reminder that scooter and bike riders must dismount at the school gates and park their scooter/bike neatly in the racks provided.