



# A Handbook for Parents

September 2025

**'Children are at the heart of all that we do;  
working together to be the best that we can be'**

# CONTENTS

	<b>Page</b>
SCHOOL VALUES .....	3
HOME AND SCHOOL .....	3
SCHOOL UNIFORM.....	4
SCHOOL TIMES .....	5
ATTENDANCE .....	6
EMERGENCY CLOSURES .....	7
EARLY MORNING CLUB .....	7
KOOSA KIDS AFTER SCHOOL CLUB.....	7
CLUBS (General) .....	7
PARENTS/STAFF ASSOCIATION .....	7
SCHOOL MEALS .....	7
NUT-FREE COMMITMENT .....	8
SNACKS.....	8
COOL MILK.....	8
PUPIL PREMIUM .....	9
EDUCATIONAL VISITS.....	10
ENRICHMENT ACTIVITY CONTRIBUTIONS.....	10
MEDICAL MATTERS.....	11
SAFEGUARDING CHILDREN.....	13
SECURITY AND SAFETY .....	13
OUTSIDE OF THE SCHOOL.....	14
SCHOOL OFFICE .....	14
LOST PROPERTY .....	14
HELPING IN SCHOOL .....	15
THERAPY DOG .....	15
Appendix 1 PARKING AND ROAD SAFETY INFORMATION FOR PARENTS.....	16
Appendix 2 FRIENDSHIP Information Leaflet for Parents.....	18

## **SCHOOL VALUES**

We are a values-based school and as a school community we identified eleven core values that we felt were important to us. There will be a focus on each value every month. These are the values, their definitions and their corresponding months.

September	Friendship	Friends know how to look after each other through good and bad times.
October	Perseverance	Always doing our best and not giving up.
November	Respect	Means valuing myself, other people and our environment.
December	Appreciation	Knowing what other people do for us and how to thank them. It means showing that you are thankful.
January	Co-operation	Working together and helping one another.
February	Patience	Staying calm and waiting until your turn comes around.
March	Trust	You can be relied on to do the right thing.
April	Caring	Looking after ourselves and others and it means looking after the world around us.
May	Tolerance	Accepting others, even when they make mistakes. Tolerance is appreciating our differences.
June	Responsibility	You can be in charge of yourself, other people or things, and you are trusted to do the right thing.
July	Courage	Means facing what you might be worried about or afraid of.

## **HOME AND SCHOOL**

We encourage good relationships between home and school from our first contact, believing they are essential if children are to feel confident and secure and benefit from all this school has to offer.

We hold a welcome evening in the summer term for parents whose children will be starting Nursery or Reception in September. This is an opportunity to meet the class teacher, learning support assistants and other staff. There will also be opportunities to attend Open Door sessions throughout the year and consultation evenings twice a year. Parents will also receive a report on their children's progress at the end of the summer term. Parents may make appointments throughout the year to discuss their child with the class teacher.

The Head Teacher will send regular newsletters giving parents and carers dates, events and school news and a weekly Notices letter, both of which are also published on our website.

Our method of communication with you is via the email address you provide on the Admission Form. The school email address is [info@holmesdale.surrey.sch.uk](mailto:info@holmesdale.surrey.sch.uk).

Any correspondence you may have for the class teacher or school office may be posted in the red post box outside the school office or via your child's red book bag. Please note that staff cannot give out personal mail such as party invitations. Any correspondence for clubs, including payments, should be sent direct to the club concerned.

## **SCHOOL UNIFORM**

The uniform helps to develop a sense of pride in the school and helps support the working atmosphere. We have an attractive and practical uniform, which we believe adds to a sense of identity. We hope that you will support the school in making sure that the children wear the correct uniform.

***The school colours are bottle green and pillar box red.***

<b>SCHOOL:</b>		
	<b>Winter</b>	<b>Summer</b>
<b>Clothing</b>	<ul style="list-style-type: none"> <li>• Grey skirt or pinafore dress</li> <li>• Grey trousers - plain, straight, waisted, medium grey with no extra trimmings</li> <li>• Red 'Aertex' T-shirt</li> <li>• Green Holmesdale sweatshirt or cardigan*</li> <li>• Green Holmesdale fleece* - optional</li> <li>• Green, red or grey tights / grey socks</li> </ul>	<ul style="list-style-type: none"> <li>• Red and white check summer dress and white socks</li> <li>• Grey shorts</li> <li>• Red 'Aertex' T-shirt</li> <li>• Green Holmesdale sweatshirt or cardigan*</li> </ul>
<b>PE kit</b>	<ul style="list-style-type: none"> <li>• White round neck T-shirt</li> <li>• Red cotton shorts*</li> <li>• Red tracksuit bottoms*</li> <li>• Red tracksuit jumper*</li> <li>• Black gusset-style plimsolls – Year 1 and Year 2 only</li> <li>• White socks for girls wearing tights</li> <li>• Large draw string bag*</li> </ul>	
<b>Shoes</b>	Supportive all black shoes or all black trainers. No open-toed shoes.	

	<b>NURSERY:</b>
<b>Clothing</b>	<ul style="list-style-type: none"> <li>• Red* or grey jogging trousers</li> <li>• Red* or grey shorts</li> <li>• Red or grey skirt</li> <li>• Red 'Aertex' T-shirt</li> <li>• Green Holmesdale sweatshirt* or cardigan*</li> <li>• Green Holmesdale fleece* - optional</li> <li>• Spare set of named clothes in a drawstring bag</li> <li>• Waterproof hooded coat</li> </ul>
<b>Shoes</b>	Supportive closed-toe shoes or trainers, Velcro fastening only.

	<b>ALL CHILDREN:</b>
<b>Jewellery</b>	For safety reasons, earrings and other jewellery must not be worn to school. The exception to this is an analogue watch, which may be worn if children are learning to tell the time. They will need to be removed for PE/Games.
<b>Hair</b>	For safety reasons, please ensure long hair is tied back. Hair accessories should primarily be used to keep hair neat and tidy and must be in the school colours of bottle green and pillar box red.
<b>PSA</b>	<p>The <b>P</b>arent <b>S</b>taff <b>A</b>ssociation (PSA) sells sweatshirts, cardigans, PE clothes and book bags, plus a variety of other items, as well as good quality pre-loved uniform from their onsite shop. Once your child has been offered a place at Holmesdale, you will be provided with a link to access the <a href="#">PSA website</a> to place orders.</p> <p>Uniform marked with a * is available through the PSA. The rest of the uniform is obtainable through local shops and larger chain stores.</p>

***PLEASE NAME ALL OF YOUR CHILD'S CLOTHING. IT WILL HELP THEM AND US TO FIND IT IF IT IS MISLAID.***

### **SCHOOL TIMES**

Main school times are 8.55am - 3.05pm. Nursery times are between 8.30am and 3.15pm depending on the session attended. Children should not be left unsupervised on school premises outside these hours. From 8.45am children may come into the school building.

Registration takes place at 8.55am, by which time all children are expected to be in school. If a child arrives after the playground gate is closed at 8.55am they should be brought to the front of the school office and signed in. They will be registered by the office staff as class registers will be closed.

If you are late to pick up your child and the class teacher is no longer dismissing your child's class, you need go to the school office where your child will be waiting for you.

## **ATTENDANCE**

Every child is entitled to an education and, where parents decide to have their child registered at school, they have a duty in law to ensure their child attends unless they are too ill to attend or have been given permission for an absence in advance from the school.

### **The cost of missing out:**

- All absences come at a price; children missing school may not be able to keep up with schoolwork. In a busy school day, it is difficult for your child's teacher to find the extra time to help them catch up.
- Missing two weeks of term each year of a child's school life is the same as missing one whole school year.
- It is not only academic work that is affected by missing school. Missing out on the social side, especially at primary school, can have an impact on children's ability to make and keep friendships, a vital part of growing up.

### **If your child is unable to attend**

Please inform the school by 9.25am if your child is unwell, by using the Studybugs app (see below).

Whilst the school will grant requests for absence for dental and medical treatments, parents/carers are encouraged, whenever possible, to book these for outside of the school day. When appointments during school hours are unavoidable, the school office should be notified in advance in writing of the date and time of the appointment and when your child will be collected and/or returned to school. (This is especially important if the appointment is near to lunchtime as we will need to know whether to order your child a school meal if appropriate.) This can be by copy of the appointment letter or by completing a [Leave of Absence form](#). Evidence of the appointment may be requested.

It is not acceptable to take children on holiday in term time, regardless of which year group they may be in. School holidays (12 weeks per year for the children) are there to enable families to spend quality time together.

If you feel it necessary to ask for leave of absence during term times you will need to complete a Leave of Absence form for each child and return it to the school office at least two weeks before departure. The Head will not grant any leave of absence during term time unless there are exceptional circumstances. Please note that absences for events at siblings' schools, shopping trips or birthdays are not acceptable.

If the school is concerned about the attendance of your child, the class teacher will contact you. If this remains an issue, then the deputy head/head teacher may ask to meet you to discuss your child's attendance.

### **Studybugs**

We are pleased to announce that Holmesdale has introduced Studybugs, an efficient and secure system for reporting your child's absence due to illness.

Please get the free Studybugs app, or register on the Studybugs website, and use it to tell us whenever your child's ill and unable to attend school.

Get the app or register now (<https://studybugs.com/about/parents>)

Top three reasons to use Studybugs:

1. It's integrated with our systems, so we know right away if your child is unaccounted for.
2. It's quick and easy to register and use and automatically reminds you to keep us posted.

3. You'll be helping the NHS and other public health organisations improve children's health. (<https://studybugs.com/about/schools>)

### **EMERGENCY CLOSURES**

If the school needs to close due to the weather or for health and safety reasons, a notice will be posted on the school website as early as possible.

### **EARLY MORNING CLUB**

The school operates an Early Morning Club for children in Reception to Year 2. Details can be found on the [website](#). The club opens at 7.45-8.45am and the cost is £5.00 per session.

### **KOOSA KIDS AFTER SCHOOL CLUB**

Details of KOOSA KIDS, an established after school club operating at the school, can be found on our [website](#) or at [KOOSA KIDS](#). This operates from 3.05-6.00pm.

### **CLUBS (General)**

From KS1 we offer a range of after school clubs which help your child develop skills and interests beyond the range of normal class activities. The range of clubs and contact details are available from our website and parents are advised of these opportunities by the individual club before bookings open for their year group. Please see [website](#) for more information.

### **PARENTS/STAFF ASSOCIATION**

All parents and staff are automatically members of the PSA, which is managed by a committee of members and staff. The school values the tremendous support given by the PSA, both financially and physically, enabling us to provide essential equipment and enhancements to the benefit and learning of all pupils. The PSA holds many fundraising events which are well supported and range from discos and dinghy sailing to summer fairs and wine tastings! They also run the PSA shop where school uniform, book bags, water bottles etc. can be purchased.

The PSA has its own website containing details of all forthcoming events run by the PSA. Parents can purchase tickets to events, make bookings for free socials and volunteer to help with PSA events as well as order uniform through the [website](#). Parents will be issued with their code to access the website when their child joins the school.

### **SCHOOL MEALS**

Holmesdale School is a Healthy School and as such we provide healthy and nutritionally well-balanced meals from our onsite kitchen. Please see our [website](#) for up-to-date menus. Individual dietary needs (vegetarian, dairy free, etc.) and food related allergies are catered for when arranged in advance by completing a [Special Diets Request Form](#) and [Allergy Awareness Form](#) available from the school office.

All pupils in Reception, Year 1 and Year 2 in state-funded schools in England are entitled to receive a tasty and nutritious school lunch through the introduction of the government's universal infant free school meals policy (known as complimentary sug). The policy is intended to:

- Increase the number of pupils who eat a tasty and nutritious school lunch to support the development of positive eating habits
- Improve pupils' health, attainment and behaviour, through good nutrition and socialisation
- Ease pressure on family budgets
- Support the economic viability of school meals.

If you do not wish your child to have a complimentary meal, then you will need to register in writing your decision to opt out and you will need to provide your child with a nutritious packed lunch each day.

Nursery children who stay all day may opt for a school lunch. The cost currently is £2.90 payable via Arbor.

Parents should note that if you wish to change your decision at any time from meals to packed lunches or vice versa you will be required to give at least one week's notice in writing of the change.

### **Food Allergies**

The catering team are aware that some foods such as nuts, gluten, eggs and dairy may cause food intolerances or allergic reactions. At present, the suppliers cannot guarantee that all products supplied are nut free as products may be produced in premises where nuts are present. For further information regarding the allergens contained in our standard primary school menu, please visit [Twelve15](#).

### **Packed Lunches**

If you prefer to give your child a nutritious packed lunch, we would appreciate you incorporating our Healthy School ethos into lunches and provide a low salt and sugar lunch in a clearly named lunch box. Children will be given water to have with their lunch in the dining hall. Please refrain from using glass containers. Please do not include products with nuts or sesame seeds, e.g. peanut butter/Nutella sandwiches, houmous, as some children are severely allergic to these ingredients.

### **Arrangements for School Trips**

Where children are offsite on a school trip during the lunchtime period, children will be provided with a school packed lunch or parents may provide their own packed lunch.

### **NUT-FREE COMMITMENT**

We have children with severe allergies in school and exposure to nuts and/or nut products or sesame seeds pose a serious life-threatening risk. We endeavour to provide school meals and class activities that are nut free. We also ask parents to consider this when packing their children's lunch boxes by avoiding products containing nuts or sesame. This also applies to snacks provided for onsite after-school activities. Parents and carers are also requested not to bring anything into the school environment that contains nuts or sesame, e.g. sweets, chocolate etc.

**Exposure to nuts, nut products and sesame seeds poses a serious life-threatening risk to some of our children and we urge parents to support this.**

### **SNACKS**

All children are given a piece of fruit or vegetable every day at break time as part of the School Fruit and Vegetable Scheme. There is no need to bring other snacks unless your child is on a special diet and you have made arrangements with the class teacher. Your child should bring a bottle of water to school for their own use; you can support the school by purchasing a water bottle from the [PSA shop](#).

### **COOL MILK**

#### **School milk scheme**

School milk is free for all under-fives and is subsidised for pupils aged five or older. Parents will need to register with Cool Milk for their child to receive this.

Each pupil that registers with Cool Milk will receive a drink of semi-skimmed cow's milk (this is the only milk that can be supplied under the scheme) during the morning each day, which is delivered fresh and chilled to the classroom. Their school milk will not only provide them with essential nutrients, but as it

is rehydrating and energy boosting it also bridges the gap between breakfast and lunch to help children stay focused.

Find out the reasons to drink school milk at [Mighty Milk – Cool Milk](#)

### **How to register**

**If your child is new to Holmesdale School**, you will be advised of the registration period and the date for commencement of school milk in your welcome pack. Please select this date when registering.

Simply register at [www.coolmilk.com](http://www.coolmilk.com) .

### **My child is under five**

- Just register by 12 noon on a Tuesday for your child's free milk to start the following week.
- Free milk will continue until the Friday before your child's fifth birthday. You will receive a payment request three weeks before this time - if you wish your child to continue to receive school milk simply make a payment.

### **My child is five or older**

- Register online as soon as possible. Shortly after registering you will receive a payment request.
- You can pay Cool Milk either online, over the phone, at a local PayPoint or by cheque in half-termly, termly or annual instalments.
- Please pay by 12 noon on a Tuesday for your child's milk to start the following week.

If you have any questions regarding school milk, please visit [www.coolmilk.com](http://www.coolmilk.com) or contact Cool Milk directly on 0800 321 3248.

This scheme is operated by Cool Milk so please do contact them in the first instance with any queries.

## **PUPIL PREMIUM**

### **Reception, Year 1 and Year 2**

The Pupil Premium is allocated to children of families in receipt of financial support from the Government who are currently known to be eligible for Free School Meals (FSM) in both mainstream and non-mainstream settings and children who have been looked after continuously for more than six months.

Whilst every child in Reception, Year 1 and Year 2 is entitled to receive complimentary meals, if your income or benefits fall within the eligibility criteria as shown on the form, we would strongly encourage you complete the application form and return it to the school office. The school receives additional income for your child in these circumstances and recently the school has been able to provide supermarket vouchers for pupil premium children over the school holidays. [Application forms](#) are available from the school office or our website.

Schools are free to spend the Pupil Premium as they see fit. However, we will be held accountable for how we have used the additional funding to support pupils from low-income families. We are required to publish online information about how we have used the extra Premium. (This will ensure that parents and others are made fully aware of the extra support that Pupil Premium children receive.)

If you have any further queries, please contact the school office on [info@holmesdale.surrey.sch.uk](mailto:info@holmesdale.surrey.sch.uk).

## **Nursery Children – Early Years Pupil Premium**

Nurseries, schools, childminders and other childcare providers are able to claim extra funding through the Pupil Premium to support children's development, learning and care. We use the extra funding to improve the quality of the early year's education that we provide for your child.

It is well documented that high quality early education can influence how well a child does at both primary and secondary school, so we do want to make the most of this additional funding. You may be aware if you have older children that a pupil premium has been available for school age children and it has proved to have given a real boost to the children receiving the funding. We want to do the same for our Nursery children entitled to this funding.

You will be provided with a Funding Declaration and Early Years Pupil Premium form to complete as soon as your child starts in the nursery. This will then be available on our [website](#) for you to complete if your circumstances change during the school year.

## **EDUCATIONAL VISITS**

To enhance the curriculum we often take children, under supervision, for local visits and walks, i.e. to the shops, fire station, etc. Parents are asked at the time of the child's admission to give general consent for these local visits.

In addition, we organise a programme of one-day educational visits to enhance a particular topic. The costs of these visits are met by voluntary parental contributions. (See Charging and Remissions Policy available on our website) Such visits are always notified to parents well in advance and specific permission requested.

## **ENRICHMENT ACTIVITY CONTRIBUTIONS**

During your child's time at our school, the children will be involved in various sporting activities, cooking, and theatre/music group performances etc. that are available to all children and enrich the curriculum and therefore your child's learning. These activities do not form part of the money we receive from government.

Instead of requesting parents to pay on an activity-by-activity basis, we request the voluntary contribution by the end of the first half of the autumn term. (See [Charging and Remissions Policy](#)). This allows us to know exactly the funding received prior to the teachers booking any activities for the year group. We will advise the amount at the beginning of the academic year.

Please note that while this is a voluntary contribution if some parents don't pay then the number of activities on offer are likely to be reduced.

Every child in Reception, Year One and Year Two will have an opportunity to enjoy a trip off site on a coach. These will be charged separately and information will be shared with you in the term the trip is planned.

## **How To Make Payments**

Holmesdale School uses the online payment system SCOPAY which brings a number of important benefits:

- Payments are made through WorldPay, so they are secure and reliable
- SCOPAY allows you to make a payment anytime using a debit or credit card
- You can view your payment history online.

You will be provided with instructions and an access code to set up your account when your child starts school. The account allows for multiple children therefore you are able to select which child you wish to make a payment for.

The easiest way to manage payments is by downloading the free SCOPAY app or go to [www.scopay.com/holmesdale-inf](http://www.scopay.com/holmesdale-inf). All parents have access to SCOPAY, if you have not yet registered to make online payments, please let the office know and an access code will be issued to you.

## **MEDICAL MATTERS**

### **General**

Local Authorities and Educational Settings are responsible for the health and safety of children/young people in their care. It is anticipated that staff may take the same care that a reasonable, responsible and careful parent would take in similar circumstances while they are responsible for the care and control of children/young people.

For further information please see Supporting Children with Medical Conditions Policy, available via our website.

### **How You Can Help Your Child's Educational Setting**

It will help your child's Educational Setting if you:

- Ensure your child is fit and well enough to attend.
- Keep your child at home following sickness and/or diarrhoea until they have been symptom-free for 48 hours and are well enough to return to school.
- PROVIDE FULL DETAILS of any health problems he/she may have and keep the setting informed of any changes.
- If medicines are prescribed for your child, ask your doctor if they can be taken outside of the hours attended by your child in their educational setting.
- If appropriate, offer to attend the setting to administer his/her medication.
- Provide full details of any medication requirements and ensure medicines supplied to the setting do not exceed their expiry date.\*\*
- Ensure the setting has the details of at least two people to contact in the case of an emergency.

\*\* Medicines can only be administered if they are prescribed by a health professional and bear the pharmacy label showing child/young person's name, the type of medicine, dosage, storage instructions and expiry date. They should be brought to the school office, in the containers in which they were supplied, by the parent of the child/young person or another responsible adult and handed to a responsible member of staff. You will be required to complete a [Medication Request Form](#) at this time.

## **HOLMESDALE SCHOOL PROCEDURES IN THE EVENT OF ILLNESS AND INJURY AND THE SCHOOL POLICY FOR ADMINISTERING MEDICINES:**

### **Illness at School**

If a child becomes ill at school, the following procedure will be followed:

- If it is considered that your child is too ill to continue with lessons, then they will wait in the school office or a designated medical area while parents or another nominated person are contacted.

Please ensure that the office has up to date contact numbers so we can call and let you know your child is unwell and needs you to collect them.

### **Injuries**

If a child is injured at school and requires first aid the following procedures will be followed:

- During break and lunch times there is always someone responsible for first aid and they will make the initial assessment. Most children will be treated there and then and if the injury involves the head or is deemed significant it will be recorded and an accident slip sent home. You may also be contacted to inform you.
- If it is judged that the injury is so serious that hospital treatment is necessary, then an ambulance will be called to the school or the child taken to hospital and the parents advised of this fact as soon as possible. In these circumstances a member of the school staff or person nominated by the parents will always accompany and remain with your child until a parent arrives.

The school undertakes to provide First Aid training to a range of staff across the school.

### **Medicine in School**

Generally, children who are unwell should remain at home. There are occasions when the doctor advises that a child can return to school but still needs to continue with a course of medicine. Ideally this should be prescribed in dose frequencies which will enable it to be taken outside of school hours. Where this is not possible and the parents are unable to attend school to administer themselves, then the procedures above should be followed.

It is the parents' responsibility to collect medicine from school at the end of the treatment time or when it expires and to ensure that medicine does not exceed its expiry date.

*Children of primary school age must not carry medicines in school for unsupervised self-administration.* As Holmesdale School is an infant school, **all medicines** (including inhalers and adrenaline auto-injectors) are kept in the school office (and the child's spare AAI is kept in their classroom). Where children leave the school site during the day (e.g. for educational visits) medicines accompany the group and will be held by a member of staff on that trip.

### **Children attending After School Clubs**

As most after school clubs are run independently of the school, please ensure that any medical information is given to them separately.

Due to data protection, we are unable to take responsibility for passing on medical and dietary information to them and parents will need to provide additional medicines/inhalers for club use direct to them.

### **Non-prescribed Medicines**

Under most circumstances staff will not administer non-prescribed medicines. *Please note that children of primary school age must not carry medicines in school for unsupervised self-administration. The school will only accept non-prescribed medicines when it is detrimental to the child's health or school attendance not to do so. This decision will be made by the Headteacher or Deputy Head.*

## Head Lice

If evidence of lice is found on a child or if the school is informed by a parent or carer, a note will be sent home to all parents in the class informing them of an outbreak so that they can take appropriate action.

## Special Arrangements

Some children require ongoing medication in school and will be supported with an Individual Healthcare Plan if appropriate. This will be done in liaison with the school staff and parents.

## Early Help Advice Line

We have been made aware by the school's Early Help Advisor that there is a number that parents can ring if they have any queries about their child's health and development (up to the age of 19). The number is 0300 247 0025 8am-5pm Monday – Friday. See also [www.childrenshealthsurrey.nhs.uk](http://www.childrenshealthsurrey.nhs.uk).

## **SAFEGUARDING CHILDREN**

This 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 Safeguarding and 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](#).

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 Sharon Mullarkey - Head Teacher Mrs Lynda Hill - Deputy Head/EYFS Leader Miss Linda Yeates - Deputy Head Mrs Katie Learwood - Year Two Leader Mrs Helen Short - SENCO
--	---

If you are concerned about a child's welfare, please record your concern and any observations or conversation heard, and report to the DSL as soon as possible 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 the Headteacher (DSL) in confidence (or to the Greensand CEO, Susan Wardlow, [s.wardlow@reigate-school.surrey.sch.uk](mailto:s.wardlow@reigate-school.surrey.sch.uk) if the concern relates to the Head Teacher) who will consider what action to take.

## **SECURITY AND SAFETY**

To ensure that the school is a secure site for the safety of your children.

- Car parking - there are designated spaces for holders of disabled badges.
  - ◆ To ensure children and adults are safe, parents/carers dropping off and collecting children from school should not access the car park.
  - ◆ We encourage all members of the school community to walk, cycle or scoot to school.
  - ◆ Always keep the front entrance clear.

- ◆ Never park on the zig zags outside school.
- To safeguard our children, parents and visitors to the school must report to the school office. Anyone going beyond the school office must sign in the visitors' book and wear an appropriate badge.
- Please let staff know if there is a change to your normal collecting arrangements. If staff are not informed, they will not be able to let a child leave until the arrangements have been checked.
- We ask you to refrain from allowing your child or younger siblings to play on the steps and slope to the demountable classroom at the far end of the school.
- We ask you to refrain from allowing your child or younger siblings to play in the Foundation Stage or Year 1 outdoor areas or on the trim trail in the playground before and after school, as these are for the use of our school children whilst under the supervision of school staff.
- However lovely and well behaved your dog is, we would ask you not to bring it onto the school grounds. **Please do not tie them to fences near the entrances to school as this may cause anxiety and risk to some children.**
- Please park scooters and bikes upright in the racks provided.
- Scooters and bikes should not be ridden once in the school grounds.
- No smoking (including e-cigarettes) is allowed on school premises.
- Please minimise the use of mobile phones on school premises.

Please refer to the Parking and Road Safety Information Sheet (Appendix 1) at the back of this Handbook.

### **OUTSIDE OF THE SCHOOL**

It can get very busy outside our school and we would ask you to encourage you to talk to your child about how they remain safe. We also ask that you are ambassadors for our school by abiding by our school values, by respecting our neighbours' properties and the environment, being polite to others and riding bikes and scooters safely and with consideration to other road and pavement users.

**Please park with care and consideration for other road users, pedestrians and neighbours. The school car park is for staff and authorised users only.**

### **SCHOOL OFFICE**

The school office is open between 8.30am and 3.30pm each day during term time. For security reasons visitors are asked to report to the school office. Anyone going beyond the school office must sign in the visitors' book and wear an appropriate badge.

### **LOST PROPERTY**

Any property that is named can be returned to its owner. Anything else will be placed in the Lost Property box outside the school office. Anything remaining at the end of each half term will be donated to charity or recycled.

## **HELPING IN SCHOOL**

The school welcomes the help and contribution of parents and believes that parents play a vital part in enhancing the experience the school can offer to its pupils. Please liaise with the teaching staff to ascertain availability. All volunteers are required to complete clearance from the Disclosure and Barring Service (DBS) and attend a volunteer meeting before helping in school. Information about how to apply for a DBS is available from the school office. Please note that to allow children in Nursery and Reception classes to settle in, we do not invite parental help during the first half term of the academic year.

## **THERAPY DOG**

Occasionally a therapy dog visits our school to share stories in the classrooms and some children may be invited to read with it in the library either 1:1 or in a small group.

Numerous research studies have shown the benefits of dogs in schools. These benefits include cognitive, social, emotional, physical and environmental. Detailed information on these benefits are included in the [Policy](#) and [Risk Assessment](#) documents which are available on the school website. **Please note that all other dogs are not allowed on the school site.** It is accepted that interacting with animals is not appropriate for all children but that for some it has the potential to provide many positive benefits. Your child can refuse interaction with the dog at any time.

# Parking and road safety information



Help keep your children safe on the way to and from school



## Please remember, if you need to drive:

It is an offence to cause an obstruction to the highway.

This means that you may be prosecuted by the police if you:

- Block the road so that a car or emergency vehicle can't get through.
- Block the pavement so that a wheelchair or double buggy can't get through.
- Park over dropped kerbs/driveways.
- Park opposite or within 10 metres of a road junction.

We teach the children at Holmesdale Infant School about values. We request that all parents set a good example to their children by being polite and courteous to other road users and pedestrians.

Please do not queue for the car park, as this causes obstruction in Alma Road. **Parking is available to staff, visitors and disabled badge holders only.**

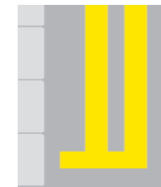
We encourage children to cycle to school, so please leave plenty of room for cyclists (especially children) when overtaking.

Do not park in the Disabled bays unless authorised to do so.



Reigate and Banstead Borough Council are responsible for ensuring that:

- vehicles are not parked on double yellow lines



- vehicles are not parked on the school zigzags.



- people do not litter or allow their dog to foul the pavement or gardens.

Please keep entrance clear of stationary vehicles, even if picking up or setting down children.

Please do not park on the grass verges to the north of the school as this causes pedestrians to have to walk on the road which is dangerous.

Reigate and Banstead Borough Council have asked that we record parking incidents. If you wish to record an incident for which the council are responsible, please call 01737 762000.

# If you are walking:

Please walk with your children and teach them to use the Green Cross Code.

## The Green Cross Code

The steps you need to follow to cross the road safely.

Summary	Detail
1. First find the safest place to cross.	<p>Choose a place where you can see clearly in all directions, and where drivers can see you.</p> <p>Try to avoid crossing between parked cars and on sharp bends or close to the top of a hill. Move to a space where drivers and riders can see you clearly.</p> <p>There should be space to reach the pavement on the other side.</p>
2. Stop just before you get to the kerb.	<p>Do not get too close to the traffic. If there is no pavement, keep back from the edge of the road but make sure you can still see approaching traffic. Give yourself lots of time and have a good look all around.</p>
3. Look all around for traffic and listen	<p>Look all around for traffic and listen.</p> <p>Look in every direction.</p> <p>Listen carefully because you can sometimes hear traffic before you can see it.</p>
4. If traffic is coming, let it pass.	<p>Look all around again and listen.</p> <p>Do not cross until there is a safe gap in the traffic and you are certain that there is plenty of time.</p> <p>Remember, even if traffic is a long way off, it may be approaching very quickly.</p>
5. When it is safe, go straight across the road – do not run.	<p>Keep looking and listening for traffic while you cross, in case there is any traffic you did not see, or in case other traffic appears suddenly.</p> <p>Look out for cyclists and motorcyclists travelling between lanes of traffic.</p> <p>Do not cross diagonally.</p>

- The staff, governors and parents of Holmesdale Infant School, together with local residents, are concerned about the safety of children as a result of increased traffic.
- We have worked with Surrey County Council to review parking measures in the area.
- We are working with Surrey Police and the Safer Neighbourhood Team to help make our roads around school a safer place for our children and have produced this leaflet as a reminder of where you are allowed to park.



- Are you fed up with traffic jams in Alma Road?
- Could you walk rather than drive?
- Could you lift share?
- Could you park further away and walk a short distance?



Surrey Police have advised us that they would like people to record parking incidents as follows:

### Report

- Parking on double yellow lines or the school zig zags
- Littering or dog fouling to Reigate and Banstead Borough Council by calling 01737 276000 and requesting the parking team.

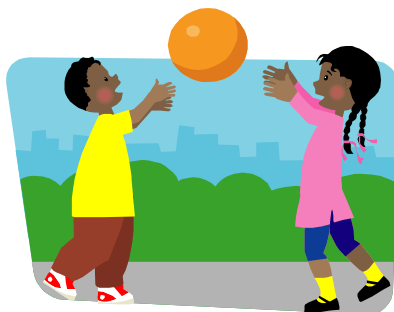
### Report

- Parking which causes an obstruction on the highway (including the pavement)
- Abusive/aggressive behaviour to Surrey Police by calling 101 (police non-emergency phone no.)

If recording an offence, you will need to note:

- Nature of the offence
- Date
- Time
- Names of those involved (if known)
- Registration number of vehicle concerned

# Friendship



## Information leaflet for parents

*This leaflet is intended to support both children and parents in the management of friendships and provides a summary of our Anti-bullying policy which can be found on the school website.*

## Aims of this leaflet

The purpose of this leaflet is to provide parents with information about how

- As a school we enable our children to be good friends, be responsible for their actions and understand their own feelings and the feelings of others around them.
- We enable children to deal with the ups and downs of friendship.
- We teach children about the difference between friendship fallings out and bullying, and what to do if they think they are being bullied.
- We deal with incidents of bullying within school, should they occur.



### How do we teach children about Friendship?

Friendship is one of the values which we explore as a whole school. It is the value of the month for September and it will be discussed in assemblies, PSHE (Personal, Social and Health Education) lessons and through stories. These sessions look at topics such as how to make friends, get on with each other and how to cope when falling out with friends. We teach the children the importance of following our class rules which include the following: 'we are gentle' and 'we are kind and helpful'.

#### Restorative Approaches

We use Restorative Approaches to help us resolve conflict between children. The following questions may be used when discussing an incident with children:

Step 1: What has happened? What is the matter?

*Each child to explain their view independently taking turns to talk*

Step 2: What were you thinking? What were you feeling?

*Ask each child in turn*

Step 3: Who else has been affected?

*Might need some prompting*

Step 4: What can you do to put things right?

*Children to be encouraged to use words to describe what they can do other than just say sorry*

Step 5: What can you do to stop this from happening again?

The aim of this approach is to develop the emotional intelligence of children so that they have greater empathy with others and have a better understanding that their actions have consequences. This does not stop sanctions being applied (as in the school Behaviour policy).

### What is bullying?

'Behaviour by an individual or group repeated over time, that intentionally hurts another individual or group either physically or emotionally'

Preventing and tackling bullying (2011)

How does bullying differ from teasing/falling out between friends or other types of aggressive behaviour?

- There is a deliberate intention to hurt or humiliate;
- There is a power imbalance that makes it hard for the victim to defend themselves;
- It is usually persistent.

Sometimes other things happen which make us upset, but unless they fit the list above, they are probably not bullying. So falling out with your friend is not bullying, because friends usually make up pretty quickly and friends shouldn't be trying to hurt each other on purpose.

#### How do we teach about Bullying?

Every year we take part in Anti-Bullying week, which we refer to as 'Friendship Week', where the issues are discussed with children in a variety of ways. This may be through drama workshops, assemblies, circle times and stories.

We encourage children to use a 'stop' sign if they are unhappy about any one's actions or words.



## Play Leaders

At Holmesdale our Play Leaders help us to find friends. All the Play Leaders wear caps and yellow tabards.

Their duties include:

- Looking after people who may be feeling lonely
- Being an extra pair of ears and eyes
- Being happy and smiling
- Being kind and helpful
- Suggesting games and coming up with ideas
- Organising and playing games
- Setting a good example by being respectful to others
- Being active
- Being encouraging

They wear their caps and tabards with pride but know that if all else fails... get an adult!



## How do we deal with bullying in school?

Any child, parent/carer or visitor to the school who is a victim of bullying or has witnessed an act of bullying should immediately inform a member of staff. All children are encouraged to tell someone if they see or experience any act of unkindness.

All reported incidents will be taken seriously and investigated involving all parties. Other actions may also be:

- Informing parents on both sides.
- Implementing a course of action that matches the age and maturity of those involved.
- Keeping in touch with all those involved, most importantly the victim.
- Providing support for both victim and bully.

If you are concerned that your child is being bullied, in the first instance please contact your child's class teacher.



### What do I do if my child is upsetting others?

If you suspect your child is upsetting or bullying another child or other children, don't ignore it.

If your child is bullying others, we need to try to understand what may be causing this behaviour and think about what is going on at home and at school. Bullying can be subtle, so watch your child's behaviour closely.

Consider the following:

- Is your child going through a difficult time?
- Does your child feel overlooked or overshadowed?
- Could your child be copying someone else's behaviour-maybe an adult or older sibling at home?
- Do other members of your family use aggression or force to get what they want?
- Are you allowing your child to use aggression or force to get what they want from other people?

Make sure your child understands that bullying is unacceptable. Encourage your child to be friendly, understanding and kind to others.

#### Further information

[www.bullying.co.uk](http://www.bullying.co.uk)

[www.kidscape.org.uk](http://www.kidscape.org.uk)

[www.besomeonetotell.org.uk](http://www.besomeonetotell.org.uk)

[www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)

**S T O P**

**Start Telling Other People**

**TELL** your teacher

**TELL** a Learning Support

Assistant

**TELL** a Lunchtime Supervisor

**TELL** an adult at home

**TELL** trusted friends