



Proud to Belong

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# Reception, Year 1 and Year 2 Parent and Carer Handbook 2024-2025







Please use this booklet for reference during your child's time at The Mead Infant and Nursery School.

<b>School address:</b>	The Mead Infant and Nursery School Cudas Close, Newbury Gardens Ewell Surrey KT19 0QG
<b>Telephone</b>	020 8393 0966

**Useful email addresses:**

<b>School office (general enquiries)</b>	<a href="mailto:office@mead.surrey.sch.uk">office@mead.surrey.sch.uk</a>
<b>Attendance (please use if reporting your child's absence or for appointment/absence requests)</b>	<a href="mailto:attendance@mead.surrey.sch.uk">attendance@mead.surrey.sch.uk</a>
<b>Admissions (please use for anything related to your child's admission to The Mead)</b>	<a href="mailto:admissions@mead.surrey.sch.uk">admissions@mead.surrey.sch.uk</a>

**Our Senior Leadership Team:**

<b>Mrs Creasey - Headteacher</b>	
<b>Mrs Bedford – Deputy Headteacher</b>	
<b>Miss Edwards – School Business Manager</b>	
<b>Mrs Fagan – Senior Teacher</b>	

**Mrs Pioli – EYFS Lead**



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## SAFEGUARDING

The Mead Infant and Nursery School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This means that we have a Child Protection and Safeguarding Policy. All staff (including supply staff, volunteers and governors) must ensure that they are aware of these procedures. Parents and carers are welcome to read this policy on request.

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

### **The designated safeguarding contacts for The Mead Infant and Nursery School are:**



**Mrs T Creasey**  
Lead DSL

[head@mead.surrey.sch.uk](mailto:head@mead.surrey.sch.uk)



**Miss G Jenkins**  
Trust Safeguarding Lead

[jenkinsg@bourne.education](mailto:jenkinsg@bourne.education)



**Mr D Spick**  
Child Protection & Safeguarding  
Governor

[spickda@mead.surrey.sch.uk](mailto:spickda@mead.surrey.sch.uk)



**Mrs A Bedford**  
Deputy DSL

[deputy@mead.surrey.sch.uk](mailto:deputy@mead.surrey.sch.uk)



**Mrs Z Fagan**  
Deputy DSL

[faganz@mead.surrey.sch.uk](mailto:faganz@mead.surrey.sch.uk)



**Mrs Pioli**  
Deputy DSL

[piolir@mead.surrey.sch.uk](mailto:piolir@mead.surrey.sch.uk)

If you are concerned about a child's welfare, please record your concern, and any observations or conversation heard, and report to one of the Designated Safeguarding Leads (DSLs) 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 (or the Chair of Governors if the concern relates to the Headteacher) – who will consider what action to take.

## SCHOOL TIMINGS

### Reception

- Drop off between 8.40 – 8.50am  
(Lunch 11.35am - 12.35pm)
- Finish time – 2.50pm

Each morning, children will be met by their child's class teacher at the appropriate oak playground door and taken to their classroom. Children will be handed over to their parents from the same door at the end of each school day.

Any child arriving after the doors have closed at 8.50am should be taken to the school office to be signed in and a member of the office staff will then take them to their class.

### Year 1

- Drop off between 8.30am – 8.35am  
(Lunch 12.15pm - 1.15pm)
- Finish time – 3.05pm

Children are dropped off at and collected from their classroom door.

Any child arriving after the doors have closed at 8.35am should be taken to the school office to be signed in and a member of the office staff will then take them to their class.

### Year 2

- Drop off between 8.30am – 8.35am  
(Lunch 12.15pm-1.15pm)
- Finish time – 3.05pm

Each morning, Year 2 children enter the school through the main building doors next to our 'Proud to Belong' mosaic and go directly to their classroom. At the end of the school day, Year 2 children are brought out to the coloured circles (next to the doors they enter in the mornings) and are handed over to their parents.

On rainy days, Year 2 classes are handed over to parents at the end of the day as follows:

- Bears – released from the main building doors next to our 'Proud to Belong' mosaic.
- Leopards – released from the Hall.
- Monkeys – released from the classroom.

Any child arriving after the doors have closed at 8.35am should be taken to the school office to be signed in and a member of the office staff will then take them to their class.

### Punctuality at the end of the school day

We do understand that there might be an occasion when it is unavoidable to be late to pick up your child. Please ensure you telephone the school as soon as possible so we can get a message to your child's class teacher.

### Drop Off and Pick Up Arrangements

Please notify the class teacher at drop off if someone different is going to collect your child. If arrangements change during the school day, please telephone the school office. We will not let your child go with another adult (even if it is another family member) unless you have told us it is okay for them to do so.

## ATTENDANCE

A copy of our Attendance Policy can be found on our school website.

### What should I do if my child will not be attending school?

If your child is absent for any reason, you must notify the school before 9.00am on the first day of absence. Please telephone the school and leave a message on our absence line or email [attendance@mead.surrey.sch.uk](mailto:attendance@mead.surrey.sch.uk), confirming your child's name, class and reason for absence.

If you are not sure whether your child is well enough to come to school please visit the NHS website below which is a useful resource:

Is my child too ill for school? - NHS ([www.nhs.uk](http://www.nhs.uk))

If we have not heard from you, in the interests of safeguarding, we will telephone you to follow up on your child. If we still unable to make contact with you we will then try your emergency contacts and then we may need to carry out a welfare check to your home.

In situations where the length of absence is unclear, we would ask that you contact the school daily. If the absence is carried over from one week to the beginning of the next we would ask that you contact us again on the Monday morning and provide us with an update.

If we have concerns about your child's attendance, initially the class teacher will make contact with you. If there is no improvement you will receive a letter of concern, this then may be followed up with a meeting and you having to provide medical evidence for any further absences. If concerns remain you will be asked to attend a meeting with the head teacher to discuss ways in which we can work together to improve your child's attendance. We are committed to working with you to ensure that your child has the best possible attendance.



### Vomiting, Diarrhoea and Infectious Diseases

If your child has had vomiting and/or diarrhoea, they must be kept at home for 48 hours after the last episode and until they are completely well.

If your child develops an infectious disease, for example chickenpox or measles, please notify the school office as soon as possible.

### Dental and Medical Appointments

We ask that where possible, medical and dental appointments are made outside of school hours. If this is not possible, please email [attendance@mead.surrey.sch.uk](mailto:attendance@mead.surrey.sch.uk) before the appointment date and attach a copy of the appointment letter to your email. We do not expect children to miss a full day of school for any appointments, unless there is a genuine reason for them to do so.

### Leave during Term Time

All applications for leave of absence during term time must be made in advance using the Request for Leave of Absence in Exceptional Circumstances form, available from the school office and the school website. You must complete the form in full and return it to the school office, providing evidence to support your request, where relevant.

Holidays are not permitted during term time and will be recorded as unauthorised.

Please note that if your child is of statutory school age and is absent from school, without authorisation from the Headteacher, for 5 days (10 sessions) or more (the days do not need to be consecutive), you may be liable to a penalty notice and the following will apply:

1. If you have not incurred a penalty notice relating to this child/children in a rolling 3 year period since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, **per parent/carer per child**, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the

notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.

2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, **per parent/carer per child**, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.

3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, **per parent/carer per child**, in the Magistrates Court under s 444 Education Act 1996.

## MEDICAL

### Illness or injury during the school day

If your child becomes unwell during the school day we will phone you and ask you to come and take your child home.

The school comforts children with bumps and bruises and may apply a cold compress. Cuts are cleaned with water and a plaster applied if necessary.

If first aid is given, an Ouch Slip will be completed to let you know which will come home with your child in their book bag. If there is a significant head bump or injury, we will always phone you before the end of the day.

### Short Term Medication

If your child needs to be given short term prescribed medicine, the school will only administer this if it is required **four** times a day. The medicine needs to be in the original packaging with the dispensing label attached. It should be handed in to the school office by an adult who will be asked to complete and sign a form giving staff correct instructions.

If a child is prescribed medicine that needs to be taken three times a day, we would expect this to be managed outside of school, giving a dose first thing in the morning, a dose just after school pick up and a dose at bedtime.

Please note that we **do not** allow any non-prescription medication in school including lip balm, cough sweets and hand cream.

## Ongoing Medical Conditions

If your child suffers with an ongoing or specific medical condition, please ensure that the school office and your child's class teacher are fully aware. If your child takes medication outside of school hours, please also let us know.

If your child requires an inhaler, EpiPen or medication to be kept in school, please ensure this is handed in to the office in the original packaging, clearly labelled with the original prescription label showing your child's name. Inhalers and EpiPens are kept securely, but readily available in classrooms. A second EpiPen is kept in the school office.

For some medical conditions, a care plan will be put in place. If relevant, this will be completed together to ensure all parties are fully informed.

## UNIFORM

All children are required to wear our school uniform. Children can dress in the uniform listed in which they feel most comfortable.

### Uniform Details

- Royal Blue sweatshirt or cardigan with school logo
- Grey trousers, grey shorts, grey skirt or grey pinafore
- Blue and white gingham dress (summer – optional)
- White polo shirt (with or without logo)
- Grey tights or white/grey socks
- Black leather shoes or plain black trainers
- Book bag with school logo



## PE Kit

Children are to arrive at school in their PE kit on their allocated PE days: these will be confirmed once the timetable has been arranged in September. Please note that our PE kit forms part of our uniform and therefore other adaptations not shown on our list will not be allowed.

- White t-shirt (with or without logo)
- Royal blue PE shorts (not Bermuda or lycra style)
- Black plimsolls or plain black trainers
- Dark grey tracksuit bottoms (optional for outside PE in cold weather)



## Optional Accessories

- Royal blue reversible fleece/waterproof jacket with school logo
- Royal blue sun hat with school logo
- Royal blue winter hat with school logo
- PE bag (with or without school logo)



Please note that children should not wear any jewellery to school except for earrings.

If your child has pierced ears only the smallest of studs should be worn to school, but these must be removed independently by the child for P.E lessons to prevent them from causing injury. If they are unable to remove them, children must not wear them to school on PE days. If your child is having their ears' pierced, please choose to do this at the beginning of the summer holidays so that earrings can be removed for PE when they return to school.

If children wear plain black trainers, they should be completely black, including the sole and any branding.

All clothing, water bottles and book bags should be clearly labelled with your child's name.

## Buying Uniform

Uniform items can be purchased from our school uniform supplier Schoolwear Inc:

- Order online: [www.schoolwearinc.co.uk](http://www.schoolwearinc.co.uk)
- Buy in store: 198-202 Cheam Common Road, Worcester Park, Surrey, KT4 8QJ (please check the website for current opening times)

Uniform items which do not have a logo, such as grey skirts/trousers and polo shirts can also be purchased from other shops, including local supermarkets.

## SCHOOL LUNCHES, FRUIT AND DRINKS

### School Lunches

All pupils in Reception, Year 1 and Year 2 are able to receive a hot school meal at no cost to their parent/carer. PS Catering, our catering provider, are committed to serving fresh and healthy meals cooked from scratch using fresh and local produce.

Please ensure you notify us of any dietary requirements due to allergies, religious or ethical reasons by completing a dietary requirements form and returning it to the school office. Your child will be given a lanyard to wear when they have their lunch with their name, photograph and dietary requirement shown.

If children go off site for a school trip, a packed lunch can be provided by the school.

### Packed Lunches

We strongly encourage all children to have a hot school meal as we believe there are several benefits which include improved concentration, learning about healthy food choices and eating a nutritionally balanced diet. However, we do understand that sometimes it is in the child's best interest to allow them to bring a packed lunch to school instead.

For administrative purposes, we ask that you make the choice of hot meals or packed lunches on a full term basis. Please note that we cannot accommodate daily or weekly changes and if you wish your child to bring a packed lunch from home, this must be every day for the full term.

### Fruit

A piece of fruit is available each day for all children – this will be eaten during snack time each morning. Please ensure you inform us of any fruit allergies.

### Water

We ask that all children bring a named bottle of water to school each day, which they will have access to throughout the day. No other drinks, including flavoured water, should be brought in.

## PUPIL PREMIUM AND FREE SCHOOL MEAL ELIGIBILITY

### What is Pupil Premium?

Pupil premium is additional funding that the school receives for children from low income families who are eligible for free school meals, looked after children and those from families with parents in the Armed Forces.

We recognise that children eligible for pupil premium are a diverse group of children with different backgrounds, abilities, strengths and needs. The funding is supplemented by monies from our central allocation and supports a range of interventions which focus on closing gaps, accelerating progress or extending learning in language, literacy and numeracy and also on supporting the emotional well-being of vulnerable children and families. Funding may also be allocated to clubs and trips to enable all pupils to participate in these enrichment activities regardless of family income, or used to support the purchase of school uniform and other resources.

With the introduction of Universal Free School Meals it is essential that we continue to identify any families who could benefit from the support of pupil premium. If parents are in any doubt about eligibility, by simply providing the school with some basic details including their National Insurance number, we can access a service that will verify the school's entitlement to claim. We ask that you complete and return the Pupil Premium application form that will be sent out to you when your child starts with us.

### Eligibility Criteria

Criteria 1 - Does either parent receive any of the following?

- Universal credit with an annual net earned income of no more than £7,400
- Income support
- Income based Jobseeker's Allowance (IBJSA)
- Income related Employment and Support Allowance (IRESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit - Please refer to [Child Tax Credit: Overview - GOV.UK](#) for further information
- Working Tax Credit run-on (paid for 4 weeks after a family stops qualifying for Working Tax Credit)
- Universal credit benefits - Please refer to [Universal Credit and earnings - GOV.UK](#) for further information

Criteria 2 – Application for other pupil premium:

- Is your child a looked-after child (LAC)? i.e. in the care of, or provided with accommodation by an English local authority?

- Has your child ceased to be looked after by the local authority because of adoption, a special guardianship order, a child arrangements order or a residence order?
- Are either or both parents regular members of HM Forces and designated as personal category 1 or 2 (PStat Cat 1 or 2), in the armed forces of another nation and stationed in England or in receipt of a child pension from the Ministry of Defence?

## SCHOOL FUND

Governors and staff are continually looking at ways to develop and improve the school and we are proud of the welcoming and stimulating learning environment that we provide at The Mead.

Unfortunately, we have seen a reduction in funding over the last few years and we do not have the resources to pay for everything from the school's main budget. School Fund money is usually used to cover resources for extra-curricular activities. Examples of these include visits from external providers e.g. Living Chicks, storytellers to the school and the purchase of ingredients for cooking.

To help us continue providing these benefits, at the beginning of each academic year we invite families to make a voluntary contribution. Any amount, whether smaller or larger, is greatly appreciated based on your circumstances. Contributions are made online through Arbor under school shop. This year we have added various voluntary. Names and contribution amounts are kept completely confidential.

We are very grateful to all our families who are able to support the school through this contribution.

## IN YEAR ADMISSIONS

If your child joins us during the academic year (in year), we will offer the following to enable a smooth transition for your child:

- A settling in session for your child (a one hour visit for your child to spend time in their new classroom to meet their new teacher and the other children in their class)

## PARENT PARTNERSHIP

Our partnership with you is extremely important and we know that our children do better when we have strong partnerships with parents.

We are always happy to receive feedback and we have an open-door policy. We cannot stress enough that if you have a concern about your child or the school, you should come and see us or contact us straight away so that we can resolve the problem as soon as possible.

In addition, we welcome your participation in the following ways:

### Home Visits

All new families to Reception each September are offered a home visit. We want to hear about your child so that we can plan to make their arrival at school as smooth and as enjoyable as possible.

### Parent Volunteers

Many parents enjoy volunteering for an hour or two to work alongside the children in their classes, or to make or repair resources. A meeting is held at the start of the year to welcome new volunteers, or you can enquire at the school office if you would like to help. Please note that if you kindly volunteer, you will not be based in your own child's class.

### Homework and Reading

We fully recognise the invaluable help you can give your children at home and structure some simple activities each week to reinforce the work they are learning in school. In addition we ask you to read with your child every day and to contribute to "Boom Readers" an online reading record.

### Parents' Evenings and End of Year Reports

In the autumn and spring terms you are invited to meet with your child's teacher to discuss their progress in school. This can either be face to face or online. At the end of each summer term a summary report is sent to you. In addition, the teachers are available at the end of each day and you are also able to contact your child's class teacher using the class email address. If you would like to speak to your child's teacher at the end of the day, please wait until all of the children have been dismissed first.

### Parents' Association and Fundraising Events

We have an outstanding Parents' Association (PA) who meet together on a regular basis. They organise a wonderful variety of events which not only raise essential funds for the school but also provide social highlights for us all. All parents are automatic members of the PA and details of meetings and events are publicised via email (Arbor) and by posters displayed around the school.

### Parent Workshops

Each year we arrange a series of workshops on a range of curriculum areas to assist you to understand how your children are taught and how you can help them at home.

### Newsletters

Parents are sent weekly curriculum "coming up next week" from the year group leaders and whole school newsletters and information letters are sent out whenever necessary.



### Local Governing Committee

Our Local Governing Committee (LGC) is made up of representatives from the parent body and the local community. The Headteacher is also a member of the LGC.

Parent Governors are elected by the parent body (when a vacancy arises) and Appointed Governors (normally from the local community) are appointed by the members of the LGC.

### Class Representatives

Each class is asked to select one or two parent representatives who volunteer to coordinate class events and to liaise with the PA over fundraising and social events. Your child's class teacher can introduce you to your class representative.

### Special Educational Needs Meetings

If your child has special educational needs we will invite you to additional meetings so that we can work together to meet their needs. Mrs Bedford is the school's SEND Leader.

### Parent Surveys and Questionnaires

We are keen to seek your opinions on the work that we do and the standard of education at The Mead. During your child's time with us we occasionally ask you to respond to a short questionnaire so that we can gauge a range of opinions.

### Coffee Mornings

We occasionally arrange small gatherings to enable a particular group of parents to meet and support each other i.e. those from ethnic minorities or parents of our deaf pupils. Please let us know if you would like to become involved.

## SCHOOL COMMUNICATIONS AND ADMINISTRATION

### Arbor

For our communications we use the Arbor Parent Portal communication system.

An account is set up for all parents/carers with children joining us. You will receive a welcome email with details on how to register (please check your junk/clutter if it does not arrive in your email inbox). This will have your login details and a link that will take you to the browser version of the Parent Portal where you need to set up a password. Please note that you won't be able to do this through the app, as the links in the reset password emails only work with a browser. You can reset your password using a computer, or using a mobile browser on your phone or tablet.

Once registered, the Parent Portal can then be accessed via your internet browser or by using the Arbor app which can be downloaded for free from Google Play or the Apple App Store.

### Arbor Online Payments

Our online payment system through the Arbor Parent Portal or the Arbor Parent App enables you to make secure payments to the school for trips, events and to make contributions to our Nursery Fund. We ask everyone to register as we do not take cash or cheque payments and all payments/donations to school are made online.

You will receive an online link from Arbor once your child has started with us.

### Website

Our school website can be found at [www.mead.surrey.sch.uk](http://www.mead.surrey.sch.uk) and is a fantastic source of information, including a calendar with details of forthcoming events, activities and term dates.

### School Cloud

We use School Cloud for our parents' evenings. This system allows parents to easily choose their own appointment times and provides easy access for actual appointments via a video link.

### School Office

The school office is open from 8.30am – 3.30pm every day.

### General Queries

If you have any questions or concerns, you are able to email your child's class teacher via class emails or alternatively please telephone or email the school office – we are always happy to help.

## GENERAL

### Birthday Celebrations

As we encourage our children to eat healthily, we ask that you do not bring in sweets or cakes to share on your child's birthday. As an alternative, we operate a "birthday book" system. If you wish, you can choose a book to buy for our nursery book corner and it will be shared with the class as the special birthday book of the day!

### Book Loan Scheme

Sharing books is an incredibly valuable experience for children and plays a very important role in the development of their reading skills, giving them a solid basis for reading later on in their education. To support this, your child will bring home a library book each week, which he/she has chosen from our book corner. Please share this with your child and keep the book in your child's book bag so it can be changed the following week.

### Bringing in things from home

Please do not bring in toys from home as they may get lost or broken at nursery. There may be special occasions when your child is invited to bring something in to nursery to show the rest of the group e.g. a photo of people or events related to our topic. Please make sure any items are clearly named so we can return them to you afterwards.

### Lost Property

Please ensure your child's belongings are clearly named. We will then be able to return them to your child, should they be mislaid. Unnamed items of lost property are put in our lost property box, found in our main playground. Please note this will be emptied at the end of each term and unclaimed items will be disposed of.

### Scooters and Bicycles

There is storage available on the school site for scooters and bikes. Racks can be found to the rear of the Year 1 classrooms. Please note that items are left at your own risk.

### Sun Cream

During the summer months, we ask parents to apply a high factor sun cream to their child before school. All children should also have a named sun hat in school when the weather is warm and sunny.

### Parking

Most of our families are able to walk to and from school. If you do need to drive, we ask that you park away from the school site and show consideration for our neighbours when parking. Please **do not** park or drive down Cudas Close or Cuddington Avenue during drop off or pick up times.

### Chill Out

Chill Out of School offer privately run out of school provision (before and after school) for children at The Mead Infant and Nursery School. They operate from our school hall. For further details including prices and availability, please contact them directly by phone 07442 372365 or by email ([chilloutofschool@gmail.com](mailto:chilloutofschool@gmail.com)).