EWELL GROVE PRIMARY AND NURSERY SCHOOL
29 West Street, Ewell, Surrey KT17 1UZ

020 8393 4393

office.ewellgrove@lumenlearningtrust.co.uk
www.ewellgroveprimaryandnursery.co.uk

PARENTS AND CARERS

INFORMATION BOOKLET

NURSERY TO YEAR 6

2025-2026

Ewell Grove Primary and Nursery School is committed to safeguarding (policy available on school website under 'School Info' 'Policies') and promoting the welfare of our children and expects all staff (including supply and self-employed staff, contractors, volunteers and governors) to share this commitment.

A copy of this document is available on the school website
You will then be able to follow the links within it.

SAFEGUARDING STATEMENT

This statement should be read in conjunction with the School's

Safeguarding Policy; a copy of which is available

from the School Office or School Website

Ewell Grove Primary School is committed to safeguarding and promoting the welfare of our children and expects all staff[1] and visitors to share this commitment.

If you have a concern that a child is being maltreated you have a duty to report this to the School's Designated Safeguarding Lead (DSL).

Our Designated Safeguarding Leads (DSL) are

Paula Rising

Anne Gardiner

Jade Moore

Our Special Educational Needs Coordinators (SENCo) are
Anne Gardiner and Jade Moore

Our Child Protection Governor is
Hannah Baker

Our Single Central Record Manager is
Nicola Littlejohn

Wherever the word 'staff' is used, it covers ALL staff on site, including supply and self-employed staff, contractors, volunteers working with children etc. and governors

Please use this booklet for reference during your child's time at Ewell Grove. The School Office can always be contacted to clarify any points about which you remain uncertain.

Strategic Leadership Team

Headteacher
Paula Rising

Deputy Headteacher
Anne Gardiner

Progress & Achievement Leads

Inclusion	EYFS/KS1	KS2	English
Jade Moore	Carina Jenkins	Tom Bosher	Hannah Barnett

SCHOOL TIMES		
Morning Nursery		8:30 to 11:30 am Monday to Friday
Afternoon Nursery		12:30 to 3:30 pm Monday to Friday
Thirty-Hour Daily Sessions		8:30 to 2:30 Monday to Friday Parents/carers can extend the daily provision from 2:30 pm until 3:30pm for an additional charge of £7.50 per Extension Hour. NB Please note this charge is subject to change at any point.
Nursery Lunch Club 11:30 to 12:30		
All Year Groups (except Nursery)		
8:45 am to 3:15 pm *Gates will not be staffed after 8:55 & parents will need to register their child with the Office* *Gates will be locked as soon as afternoon nursery have been dismissed.*		

ACADEMIC YEAR 2025/2026

AUTUMN TERM 2025

Start of Term	Half Term	End of Term	INSET Days
2nd September First day for Reception to Y6 Thursday 4th September 2025	27th to 31st October	19th December	2nd September 3rd September 24th October

SPRING TERM 2026

Start of Term	Half Term	End of Term	INSET Day
5th January First day for all children is Monday 5th January 2026	16th to 20th February	27th March	

SUMMER TERM 2026

Start of Term	Half Term	End of Term	INSET Day
13th April	25th to 29th May	21st July Last day for all children Years R to 6 is Friday 17th July 2026	20th July 21st July

CONTENTS

1. Getting the Most Out of School 7
2. A to Z Summary of Information 8
3. Home-School Agreement 17
4. Attendance 19
5. Uniform Policy 23
6. PE Kit Policy 24
7. School Lunches 25
8. Nutritional Standards Policy 27
9. Free School Meal Eligibility and Pupil Premium 28
10. Permissions 29
11. Capturing and Storing Images Safely 30
12. Expectations for Use of Class Based Social Media (eg WhatsApp, Classlist) 31
13. Activity Fund 32
14. Milk (Nursery Only) ..... **Error! Bookmark not defined.**
15. Child Care 33
16. Breakfast and After School Club – Main School Only (not nursery) 34
17. Friends of Ewell Grove 35
18. Parking 36
19. Privacy Notice 37

1. GETTING THE MOST OUT OF SCHOOL

Working together to ensure every school day counts!

There is lots you can do at home to build your child's confidence and independence, helping them feel emotionally and practically prepared to start school. New skills take time to learn and practising at home will help your child feel confident when starting school.

Growing Independence

Taking care of themselves

- Putting on/taking off their coat and shoes
- Using the toilet and washing their hands
- Getting dressed with little help
- Using cutlery and drinking from an open cup
- Spending time away from you, learning they can be looked after by caring adults

Play, creativity and curiosity

- Taking part in imaginative play (role play)
- Drawing, painting, colouring and sticking
- Sharing storybooks, talking about pictures and characters
- Exploring the world around them (looking closely at the natural world)

Building Relationships

Being with others

At school your child will be meeting lots of new people and make new friendships. Some activities to help get ready include:

- Practising sharing and taking turns
- Talking about **how** they are feeling and **why**
- Beginning to recognise how others are feeling
- Setting boundaries for themselves and others (knowing how to say 'no')

Self-regulation of your emotions/behaviour is key to relationships, well-being, and overall success in life.

Adults & Families

Children love to see their adults getting actively involved in the life of the school. You can do this by:

- Attending meetings for parents
- Supporting your child with their reading and Home Learning
- Becoming involved in school life through the Friends of Ewell Grove (FOEG)

Keep relaxed and let your child enjoy school… this may be your first time, but it's not the school's first time to welcome children.

Communicating

Support the development of Communication and language by:

- Singing along with songs and nursery rhymes
- Talking happily about activities, experiences and the world around them
- Supporting your child to express when they need help
- Encouraging your child to recognise the pattern of their name

Encourage your child to listen and engage by:

- Focusing on activities for short periods of time
- Listening to and following simple instructions
- Carrying on with a task even when it's difficult and bouncing back if things go wrong

Physical Development and Healthy Routines

Get moving for at least three hours a day by:

- Walking up and down steps (one foot at a time, using the wall for support)
- Climbing, running, jumping and playing
- Catching a large ball
- Doing simple puzzles and craft activities, strengthening their grip when cutting and sticking

Children need structure to feel safe and secure so routine is the key to success

- A good night's rest will help your child feel happy all day long - children need sleep to develop both physically and mentally
- Eating a healthy diet and trying new foods
- Brushing their teeth with fluoride toothpaste twice a day
- Limiting screen time and spending time together

We want to work in partnership with you to make sure your child feels happy, safe and cared for whilst developing a love of learning and school.

2. A TO Z SUMMARY OF INFORMATION

Absence:

The best place for a sick child is at home in bed!

Therefore, in the event of absence from school, parents must contact the School Office before **8:30 am**, giving the reason for absence and an approximate estimation of how long the absence is likely to last. This can be done by telephone or e-mail to school. If we do not hear from a parent then the absence will be marked as unauthorised.

Activity Fund:

Please refer to Section 13

Breakfast and After School Club:

Please refer to Section 17

Arrival at School:

Start and finish times can be found on **Page 4** of this booklet. Children must only be brought to and collected from school by an adult aged 16 or over. Please be on time, late entry is via the School Office only.

Nursery

Nursery children are met at the school gates in The Grove by the Nursery staff who lead them across the playground and into the building.

Reception and Key Stage 1 (Year 1 and 2)

The gate on The Grove will open at 8:45 and will close at 8:55. Parents will accompany their child to where they enter the building. We aim for children to eventually walk independently across the playground (monitored by staff).

Key Stage 2 (Year 3 to 6)

KS2 children ONLY can be dropped off at 'The Orchard Entrance' at 8:45 and the gate will be closed at 8:55.

There is no set age when children are legally allowed to walk to school or home on their own; however, it is a policy at Ewell Grove that children in year 3, 4 and 5 are still brought to and collected from school by an adult aged 16 or over.

For parents of children in **Year 6** you need to decide whether your child is ready for this responsibility, taking account of their maturity and confidence. An **agreement between school and parents will need to be signed before implementing this change. The form is available** Collecting Children from School and Safeguarding Children Walking to and from School Alone; available on our website or from the School Office.

Assemblies/Collective Worship:

Collective Worship

Children and staff take part in an act of Collective Worship.We come together to present a thought-provoking stimulus and then provide a few moments of quietness in which the participants are given the opportunity to pause and reflect on what they have just seen and heard**.**

Gold Book/Achievement Assembly

Gold Book/Achievement will be celebrated in school each half term.

Spinnaker

Spinnaker involves a team of volunteers from our local churches who use drama, mime, props, costume – and even the children and staff themselves – to present the Bible stories in lively and informative ways.

Singing Assembly

Ewell Grove is a singing school - this assembly is where we collectively practise the songs we will use throughout the school week and at special events.

Attendance: Please refer to Section 4 and the Attendance Policy available on our website under 'About Us' 'Policies' or from the School Office.

Child Care: Please refer to Section 16.

Classes: As a Primary School with two classes per year group, we are able to consider mixing classes at the end of each year. This is necessary because over the course of the year dynamics or circumstances can change, making classes unbalanced. Ewell Grove has taken the decision to consider mixing the classes at the end of year 1 and the end of year 3. We will also consider, year on year, if any other circumstances require us to mix a year group, over and above these. Please refer to the Mixing Classes Statement available on our website.

Class Teacher: If you need to speak informally to your child's teacher, then we ask that this takes place at the end of the school day rather than disrupting/prolonging the start of the morning. However, it is usually best to make an appointment to see staff so that time and concentration can be given.

Clubs: We run various school clubs, either before school, lunchtime or after school which are very popular. More information can be found on the school website under 'Parents' 'Enrichment Clubs'.

Contact Details: Parents are expected to keep the school fully up to date with any changes required to their child's data; please inform the School Office as soon as possible or complete this form.

Curriculum:

Curriculum Mapping

Ewell Grove's Curriculum Map can be found on our website under 'curriculum'.

Curriculum Meetings for Parents

We hold termly 'Year Group' meetings for parents to discuss expectations for the year group, what the children are learning, and how you can help at home. We also hold whole school 'themed' information sessions as and when we identify that they would be useful; there is no set pattern for these.

Dogs: Dogs of any size or variety (other than guide/assistance dogs) are not permitted anywhere on the school site.

End of Day: Children must only be brought to and collected from school by an adult aged 16 or over. Start and finish times can be found on **Page 4** of this booklet. *Please note that children will come out after this time not at this time.*

Please arrive promptly and wait for your child in the playground. It is essential that you inform the class teacher if somebody else is to collect your child. Adults not named as an emergency contact will not be allowed to take anybody else's child home,

before the school has verified this arrangement with the parents. Parents must inform the school of any changes to arrangements.

We are fully aware that there can be valid reasons where a parent/carer is unavoidably delayed at the end of the school day. On these occasions families should always seek to make alternative arrangements.

There must be an **agreement** between home and school **before** any child in Year 6 will be allowed to leave site to walk independently to/from school.

Fears & Worries:

Small problems can become much larger in the minds of children if left and not dealt with. Please support us, by reminding your child that they must talk to a member of staff if something makes them unhappy during the school day.

Talk to your child's Class Teacher as soon as possible. If this does not resolve the issue then please make an appointment to see the Phase Leader. Following these two steps being taken you may contact the School Office to make an appointment to meet with a member of the Strategic Leadership Team (SLT)

First Aid & Infection Prevention and Control:

First Aid provision is available at all times whilst people are on School premises and also off school premises at Old Schools Lane (PE Facility) and educational visits. We obviously have a number of bumps and scratches each day, some of which are more severe than others. The school comforts children with bumps and bruises with a cold compress. Cuts are cleaned with water and if necessary a plaster applied. We fully appreciate the importance of informing parents in order that you can monitor or treat your child further at home. At Ewell Grove we use two stickers:

Sticker 1: 'I have bumped my head'
Sticker 2: 'I have had first aid'

Vomiting and Diarrhoea - to prevent spread of infection you must keep your child off for 48 hours after the last bout of either.

Ewell Grove follows the Health Protection in Education Settings guidance that indicates the time period an individual should not attend a setting to reduce the risk of transmission during the infectious stage. Please use this link for full details.

Friends of Ewell Grove (FOEG):

Please refer to Section 18.

Fruit:

Nursery, Reception, Year 1 & 2 are offered fruit daily to promote healthy eating. Children in KS2 may bring a piece of fruit (but no other alternatives) for morning break.

Please inform us of any fruit allergies *(see under Health).*

Google Classroom & Home Learning:

Information about these can be found on our website under 'Curriculum'

Golden Rules:

We have a behaviour reward system that works throughout Ewell Grove called 'Golden Time'. It is based upon children adhering to our Golden Rules; please refer to the Home-School Agreement section in this booklet.

Governors:

We have a very committed and active Governing Body who work with school leaders on strategic direction. A full list is available on the school website under 'Who's Who' 'The Governing Body.

Hair:

Please note that for safety reasons we ask any child, of all genders, with long hair to have it tied back throughout the course of the school day, but especially during PE and games lessons. Hair must be neat and tidy, hair gel should not be used and any

hair accessories such as clips, slides, beads etc. must be kept to a minimum. Hair styles with patterns cut/shaved into them are not permitted.

Head lice: Unfortunately, these seem to be an occupational hazard for school age children and therefore parents must *check hair regularly!* Please let us know immediately if you find your child does have headlice so that other parents of the class can check their families.

Headteacher: Appointments to see Miss Rising can be made via the School Office.

Helping Hand Co-ordinators: Each class has a Helping Hand Co-ordinator who is appointed to assist with communication in relation to general issues. Social Media is often used to support communication so please familiarise yourself with our school expectations in Section 12.

Holidays: Will not be authorised. Please refer to Section 4 and Attendance Policy available on our website or from the School Office.

Hot Drinks: Hot drinks must not be brought onto the school site – this includes the playground at drop off and collection times.

Independence: Key to a successful school career!

INSET Days: School staff are required to undertake five training days each school year. Children do not attend on these days.

Jewellery, Accessories & Cosmetics: Children may wear an ordinary watch when they are able to tell the time; to clarify 'ordinary' this means a watch that tells only the time/date and has no other features such as camera, internet facility or fitness tracking etc. Responsibility for the safekeeping belongs to the child/family.

Children may wear small & discreet stud earrings (these earrings must be removed for PE in compliance with Lumen Learning Trust's Physical Education Policy). No other jewellery is permitted;

It is a Lumen Learning Trust stipulation that children must not wear earrings while taking part in PE lessons. Members of staff will not be expected to remove earrings on behalf of children so a child must be able to remove their earrings independently or alternatively the earrings are removed before they come to school. This includes children with newly pierced ears; the duration of the lesson is not long enough to allow piercings to close over. We will not allow children to take part in lessons with plasters covering earrings so it is imperative that children learn to remove/insert earrings themselves.

Nail varnish, false nails, make-up and temporary tattoos are **not** appropriate for school and a pupil will be asked to remove these accessories if seen by a member of staff.

The only exception to the above points would be in exceptional circumstances; where items have a significant cultural/religious significance or are worn for medical reasons. Please ensure this is discussed with the class teacher.

Ewell Grove accepts no liability for the loss or damage to jewellery that is brought onto school site for any event/reason.

Local Visits: Please refer to Section 10.

Lost Property: At the end of each half term it is displayed in the playground; we dispose of any remaining items. Named articles are returned to

their owners. At other times parents may wish to check through the Lost Property cupboard for missing items, located in the Main Entrance.

Lunches: Please refer to Section 7.

Medicine in School:

Long-term and Complex Medical Conditions

Parents should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Any child with a known health condition for example asthma, anaphylaxis that requires medication during the school day must have a completed written **Health Care Plan**. *We will not accept any medication relating to this without one.*

If your child has an ongoing medical condition, for which they take medication outside of school hours please can you let us know.

Other Medications

Ewell Grove will accept prescribed medicines where it would be detrimental to the child's health if not taken during the school day. Medicines must be in-date, labelled with the child's name on, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. No child will ever be given medication without written consent from their parents; unless instructed by Emergency Service personnel.

All medicines must be accompanied by written instructions from the parents and/or doctor specifying the type of medicine, the circumstances under which it should be given, the frequency and dosage.

Parents will need to complete an online form before the medication is handed into the School Office. Please note all medication must be brought into school by an adult (it will not be accepted if brought in by anyone under the age of 16).

Medicals: Once Reception children are settled into school, the School Nurse visits to check their weight, height, hearing and sight; parents are always informed in advance of any visit. You will be informed of the outcome and be advised if any treatment is recommended. This process repeats itself for children in Year 6.

Mobile Phones: (use by children)

Only children in Year 6, who walk home without an adult, are permitted to bring a mobile phone to school. There must be an agreement between home and school **before** the following arrangements can be put in place:

- When permission has been provided by the school to bring a mobile phone it must be switched off and put in the class box each morning, where it will be kept in the school office during the day. The class box will be taken back to class and phones returned at the end of the school day.
- The mobile phone must be named.
- Parents will not be allowed to contact their child via mobile phone; this must be done, following school procedures, via the School Office.

- If it is found that a pupil has taken photographs/videos or equivalent, whilst on school premises, then this will be treated as a serious breach of the School's Behaviour Policy and will be treated accordingly.
- Ewell Grove accepts no liability for the loss or damage to phones that are brought onto school site for any event/reason.

National Assessments:

Reception – Children undertake a baseline assessment and at the end of the year are assessed against the Early Learning Goals.

Year 1 – Children undertake the statutory Phonics Screening Check (PSC). Any child who does not meet the expected standard is retested in Year 2.

Year 2 – National Curriculum tests are not mandatory for schools to administer at the end of Key Stage 1 (KS1) but Ewell Grove has chosen to use them to help identify where children need additional support as they transition into Key Stage 2 (KS2). Any child who did not meet the expected standard in the Year 1 Phonics Screening Check retakes this assessment in Year 2.

Year 4 – Children take the national Multiplication Tables Check (MTC). The purpose of the check is to determine whether pupils can fluently recall their times tables up to 12, which is essential for future success in mathematics. It also helps to identify children who may need additional support.

Year 6 - The Key Stage 2 tests are taken on set dates. Children are assessed in English reading, English grammar, punctuation and spelling and mathematics. As there is no test for English writing; this is reported as a teacher assessment judgement. You will also receive separate overall teacher assessment judgements for English reading, mathematics and science.

Newsletters

Weekly newsletters are the main means of communication between school and home. These are sent by email using scopay.

No Smoking:

It is the policy of the school that no smoking/vaping will be allowed anywhere within the school grounds.

Non-uniform Days:

On occasions the FOEG ask children to bring specific items for events in return for children not wearing uniform. Please ensure that the clothes worn on these days are appropriate for a day at school and children wear their school shoes - no football strips or cropped tops please.

Online Payments:

Tucasi secure scopay.com is a secure online payment service that allows parents to make payments to the school using their debit or credit cards.

Online Safety:

The internet has changed all of our lives, particularly our children's. As a family it is important to have a common understanding of what is and what isn't appropriate behaviour online. At Ewell Grove we support families to develop an Online Safety Family Agreement, as collectively as a family, decide the rules for you. It is important that emphasis is not simply placed on the child to make good or bad decisions – all family members should sign up to these values For ideas and support on how to keep your child safe please go to the designated page on our website.

Please also refer to the Permissions section in this booklet.

Parents' Evenings and End of Year Reports:	In the first few weeks of the Autumn Term parents are invited to visit their children's new classroom and meet their teacher. This is followed later in the term, by Parents' Evening where you can discuss academic issues. There is another Parents' Evening in the Spring Term and a written report in the Summer Term. At the end of the year we have an Open Afternoon to celebrate success and the improvement your children have made throughout the year.
Parking:	A map of local car parks can be found in Section 19. Please can all parents using cars to bring and collect their child from school (including both Nursery sessions) ensure they park legally and be considerate to our neighbours and pedestrians.
PE:	PE is a National Curriculum subject and a legal requirement. Children will not be allowed to miss these lessons unless absolutely necessary. **Glasses on PE Days** - The majority of children can safely remove their glasses for P.E. However, if your child has to wear glasses during P.E we recommend that you discuss this with your child's optician and obtain either prescription sports goggles or a headband to secure glasses. **KS2 Swimming** – Children in KS2 will attend a series of swimming lessons during year 3. They will require a swimming costume/trunks, towel and a swimming cap in a waterproof bag. Children with hair that can be tied back will be required to do so. Goggles may be worn.
Performances	**Nursery** will perform at two events; Christmas Songs and Summer Singing **Reception and KS1** will perform at two events; a Nativity and a Class Concert. **Years 3 to 5** will perform three times a year; one Christmas event, one Class Concert and one year group assembly. These will be shared with families as either 'special occasions' on site or virtually through Google Classroom. Specific information relating to each event will be shared closer to the time. Please note younger siblings are welcome to attend on site events too, but we will ask you to take them out if they are causing disruption. **Year 6** will perform at two events; a Christmas themed Key Stage Assembly and end of Year 6 performance.
Photography:	Please refer to Section 11.
Protected Characteristics:	All forms of prejudice-motivated harassment or bullying will be taken seriously and dealt with equally and firmly. The use of offensive language, by anyone either on Ewell Grove's site or connected to our school will never be left unchallenged or dismissed as 'banter' 'horseplay'; doing so may lead to reluctance on the victim/s to report other behaviour. Our commitment to early intervention will ensure everyone involved in our school adheres to clear expectations of the behaviour that is and isn't acceptable and help stop negative behaviours being accepted and therefore potentially escalating.
Reading:	We can't put enough emphasis on finding five minutes a day to share your child's book with them. This should be in addition to any books you read at bedtime/in the library etc. Families will be provided with Ewell Grove Reading Puzzles which give a range of ideas to support your child's reading at home.

	Please note children only change their school, reading book when the teacher has decided they are fluent with the content; this may involve re-reading several times.
Reading Volunteers:	Reading Volunteers are people who come into school on a regular basis to help children practise their reading. If you are interested in knowing more, please contact the School Office.
Safeguarding	Whilst the school will work openly with parents as far as possible, it reserves the right to contact Social Care or the police, without notifying parents, if this is believed to be in the child's best interests Ewell Grove works in partnership with Surrey Policy participating in the **Operation Encompass** scheme. If you are walking past the school when the children are in the playground please do not engage any of them in a conversation. We realise how tempting this may be but for safeguarding reasons we do tell the children not to speak to anybody through the school fence.
School Office:	The School Office is open from 8:00am to 4:30pm. The telephone number is 020 8393 4393. If you are calling outside of the office hours please leave a message or send an email to office.ewellgrove@lumenlearningtrust.co.uk The office staff are: Monika Alsirt, Tamsin Christie and Nicola Littlejohn.
Scooters/Bikes:	We have limited storage facilities for bikes/scooters – these can be found towards the back of the school near the rear entrance doors.
Smart School Council	Ewell Grove is a member of the Smart School Council Community. Pupils in Year 6 form the Communication Council and lead regular Class Meetings across the school. They gather the views of every child at Ewell Grove on a range of topics and lead on actions for positive change. This pupil voice programme involves all pupils in developing their debate, oracy and leadership skills.
Staff:	A list of staff is available on the school website.
Strategic Leadership Team (SLT):	Refer to **Page 4** of this booklet for full details. An appointment to meet with them can be made via the School Office.
Sun Cream:	During the summer months an application of high factor sunscreen should be administered by parents before school; coupled with sunhats, water, use of shade and clothing significantly reduce the risk of heat stroke and sunburn.
Uniform:	We have a school uniform and expect all children to wear it. Ewell Grove views uniform as the children's 'working' clothes' and as such it is likely that they will get marked during curriculum and playtime activities. Please refer to **Section 5** and **Section 6** for full details. Second Hand Uniform is available during regular sales hosted by FOEG
Water:	***Water bottles must never be carried to school using the child's Book bag*** Children can bring a named bottle of water which they will have access to throughout the day. *No other drinks are acceptable; this includes 'flavoured water'.* When choosing a water for your child please keep the style simple and consider:

- Durability – children often drop them
- Independence – children must be able to access the screw tops totally independently
- Spillage – how much water is lost if they knock them over
- Distraction – 'air-up and prime bottles' or similar cause conflict, cost additional money and are not necessary for school. Please do not send them into school with your child.
- **Nursery** children do not need to bring in a bottle of water as they are provided with cups of water during the day.

Website: Do take a look at the school's website for useful information and where you will find copies of newsletters.

http://www.ewellgroveprimaryandnursery.co.uk

Welfare: The health and welfare of your child is always our first priority. If we are concerned about your child in any way, we will contact you.

Please always ensure we have up to date contact details for all emergency contacts - especially mobile phone numbers and email address.

Year Book: Across the year the children will have special pieces of work put into a Year Book which they will then take home at the end of the Summer Term. Parents find this a precious memento of their time in school.

You… … are the most important people in your child's life and they will want you to take an active interest in their school life. You know them best and we want to work with you in partnership to ensure they receive the highest level of education whilst they are with us. Please keep us informed of any issues, however small, which may affect you child in school. We can only help if we know!

3. HOME-SCHOOL AGREEMENT

THE SCHOOL WILL	THE FAMILY WILL
ATTENDANCE AND PUNCTUALITY	
• Start the day promptly and maintain an accurate record of attendance • Monitor attendance and will communicate with parents when attendance and punctuality are having an adverse impact on their child's education	• Ensure children attend school regularly and punctually • Avoid taking children out of school during term time, except for health reasons or compassionate reasons • Only allow their child to be absent for health reasons or exceptional circumstances; this does not include holidays
BEHAVIOUR	
• Ensure that children are familiar with the 'Golden Rules'; use rewards & sanctions fairly • Ensure all staff set a high standard of personal behaviour • Ensure resources used are appropriate and of good quality	• Support the school's Behaviour Management Policy • Behave in a way that sets children a good example when on school premises • Encourage their child to care for school property at school and home
CURRICULUM	
• Ensure that children are taught at an appropriate and challenging level which meets the needs of each child • Improve the quality of children's work through formative & constructive feedback • Always endeavour to enrich the curriculum by organising talks and events by visitors, trips off site and, when possible, additional out of hours activities e.g. clubs etc.	• Encourage their child to participate fully in school activities and provide suitable clothing for all school activities e.g. PE • Support the child's learning by listening to them read regularly, supporting home learning as well as attending performances and parents' meetings • Encourage their child to take full advantage of these opportunities and inform the school of any issues that may prevent their child from participating e.g. financial constraints
EQUAL OPPORTUNITIES	
• Ensure all children are able to take part in appropriate activities during the working school day • Celebrate the diverse backgrounds we all come from and use cultural examples in our teaching • Ensure that bullying, racist, sexist and other forms of discrimination are not tolerated from any member of our school community • Have a uniform that is practical, smart, easy to obtain and reasonably priced • Ensure parents are aware of criteria for Pupil Premium	• Work with the school to ensure their child has equality of opportunity • Help their child to understand that everyone is of equal importance • Support the school in providing an establishment free from discrimination & stereotyping • Ensure their child wears a school uniform which adheres to the school expectations, which is clearly labelled with their child's name
WELFARE AND COMMUNICATION	
• Provide regular opportunities for parents to discuss their child's progress • Inform parents promptly about problems or difficulties of a more serious nature • Take account of the parents' views of their child • Send regular newsletters about school life • Contact parents as soon as possible in the event of sickness/accident	• Attend meetings with class teacher • Inform the school promptly of changes in health, home and family circumstances • Express their views or concerns freely to the school • Read all newsletters and respond promptly if appropriate • Provide the school with up to date emergency telephone numbers

The staff of Ewell Grove Primary and Nursery School look forward to working together with all our families, on a basis of mutual respect. We welcome and positively encourage parents' interest and involvement in school life. The Home-School Agreement aims to set out how this can be achieved from the school's and families' perspective. It is not a legally binding document (*although legally all schools must have one*), but rather a public declaration, from all parties involved, of the roles and responsibilities we all have to ensure our children become confident and enthusiastic learners.

Golden Rules

We have a behaviour reward system that works throughout Ewell Grove called 'Golden Time'. It is based upon children adhering to six Golden Rules which are:

- Do be kind and helpful – don't hurt people's feelings
- Do be gentle – don't hurt anyone
- Do Listen – don't interrupt
- Do work hard – don't waste your or other people's time
- Do be honest – don't cover up the truth
- Do look after property – don't waste or damage things

The rules are based on basic principles of good citizenship and are used when talking to children about their behaviour, both when praising and sanctioning. Children who follow these rules are rewarded by "Golden Time" at the end of each week.

4. ATTENDANCE

Working together to achieve high attainment through full attendance

Ewell Grove Primary and Nursery School, along with other local schools and Surrey County Council, firmly believe that all pupils benefit from regular school attendance. Full and regular attendance at school is crucial for a child's future life chances and establishes a positive work ethic early in life. To this end, we will do all we can to encourage Parents/Carers to ensure their children achieve maximum possible attendance and any problems preventing full attendance will be identified and acted on promptly. The expectation of Ewell Grove is that all pupils attend 100% (no absence or lateness) unless there is a genuine reason for the absence approved by the Headteacher. When absence is unavoidable, parents/carers will be required to inform the School at the earliest opportunity.

At the discretion of the Headteacher, dispensation may be given in Exceptional Circumstances, for Hospital appointments which are issued to the Parents/Carers during School hours. Parents/Carers would need to provide a copy of the Hospital letter to have their circumstance considered. All other medical appointments will not be considered; other than early morning GP appointments which are necessary to confirm a child's fitness to attend school (as described in the Dental and Medical appointments section of this document).

Parents/Carers, whose children are of compulsory school age (5 to 16) and are registered at a school, are responsible for ensuring that their children attend school regularly. If they do not, they may be committing an offence under the Education Act 1996 and could be liable to prosecution or to be served with a penalty notice.

The staff of Ewell Grove are committed, in partnership with Parents/Carers, Children, Governors and the Local Authority, to building a school which serves the community and of which the community is proud.

Regular attendance is key to high achievement. Research clearly demonstrates the link between regular attendance and educational progress and attainment. We are committed to encouraging and supporting Parents/Carers in ensuring their children achieve maximum possible attendance and that any problems that prevent this are identified and acted upon promptly.

Issuing of a Penalty Notice and Examples of Circumstances

Where a Penalty Notice May be Issued

Please be aware that Ewell Grove's Attendance Policy includes the use of penalty notices. A penalty notice can be used as an alternative to prosecution of a Parent/Carer in cases of persistent unauthorised absence or late arrival at school.

A penalty notice would be considered if a child is absent from school, without authorisation from the Headteacher, for 5 days (10 sessions) within a three month period; these need not be consecutive.

Unauthorised absences or late arrival, after the close of registration on 7 occasions in any six week period (not including school closures). If an improvement is not seen after a period of monitoring a penalty notice would be considered.

Each parent could be liable to receive a penalty notice for **each child**. The amount payable on issue of a penalty notice is £80.00 if paid within 21 days of receipt of the notice. The penalty rises to £160.00 if paid after 21 days but within 28 days. If the penalty is not paid within this 28 day period the Local Authority are required to prosecute.

Family holidays taken during term time

Ewell Grove's Attendance Policy states that no authorisation will be given for any family holidays taken during term time, for any year groups. Authorisation will only be given for absence, other than illness and hospital appointments, in Exceptional Circumstances; for

example, compassionate reasons. The Governors of Ewell Grove have decided that family holidays will always be unauthorised.

Any savings that you think you may make by taking a holiday in school time are offset by the cost to your child's education. Research relating to this demonstrates;

- The link between a child's attendance and attainment is irrefutable
- Graduates earn an average of double per hour compared to young people who leave school with no qualifications.

If, having read and understood the Ewell Grove's Attendance Policy, you wish to submit an application for leave of absence; you will need to complete an application for Leave of Absence which is available online. Please note we may ask for proof to back up your request e.g. proof of employer's annual leave policy. The Headteacher will consider any Exceptional Circumstances you outline on the application and will notify you of the decision within five days. For further information, please refer to Ewell Grove's Attendance Policy available on the school's website.

School day and registration

The gates in The Grove will open from 8:45 to 8:55 am	Start and finish times can be found on Page 4 of this booklet, also refer to Section 2 A to Z Summary of Information 'Arrival at School'. Children must only be brought to and collected from school by an adult over the age of 16. Please be on time, late entry is via the School Office only.
8:55 am	Morning Registration
8:55 am – 9:25 am	Registers remain open Any child who arrives after the register has been taken but before 9:25 am will be marked late "L"
After 9:25 am	Children arriving after this time will be marked as "U", which statistically counts as an unauthorised absence
12:30 pm 1:30 pm	KS2 Registration closes Reception and KS1 Registration closes
3:15 pm	School finishes – Reception to Year 6

Although strictly speaking Nursery children are not of statutory school age, we believe that the precedent for attendance for our Nursery children should be in line with the rest of our school.

Punctuality

Ensuring your child arrives punctually at school every day not only models good habits at an early stage but improves your child's confidence; children who regularly arrive late usually find it embarrassing to disrupt a settled class and this can impact negatively on their emotional wellbeing. The School recognises that there will be justified one-off situations that arise, which may lead to your child arriving late at school and in these circumstances, you should contact the School to inform us of your estimated time of arrival. However, regular lateness is dealt with in exactly the same way as non-attendance. Children arriving at School after 8:55 am will need to be signed in at the School Office.

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

If your child is absent for any reason, it is the responsibility of the Parent/Carers to notify the School via phone or email by **8:30 am** and confirm the reason for their absence. If you are able to state how long your child will be absent for, there is no need to contact the School on a daily basis. However, 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, **by telephone**, on the Monday morning and provide us with an update

If a child is not reported as absent by 8:30 am then the school will try to make contact as soon as possible, once the registers have been taken, with the Parent/Carer to ascertain the reason; in this case the absence will always be treated as unauthorised.

If your child has any specific or on-going medical issues which could cause absence, we would ask Parents/Carers to contact the School without hesitation in order that we can work together in the best interest of your child.

Dental and Medical Appointments

Parents/Carers are asked, where possible, to arrange these appointments around school hours and holidays. Sometimes there may be occasions where it is necessary to seek GP confirmation that a child is well enough to attend school e.g. an unexplained rash. In the best interest of the child and school we would encourage parents to seek medical confirmation before bringing their child into school.

In cases of emergency appointments, Parents/Carers should advise the School Office of the appointment and confirm what time their child will arrive at school or what time their child will be collected for their appointment. Parents/Carers are encouraged not to keep their child out of school for the whole day. Parents are requested to provide evidence of the medical appointment.

Unauthorised Absence

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason. This includes:

- Parents/carers keeping children off School unnecessarily
- Absences which have never been properly explained
- Family holidays/days out/events during Term time
- Shopping, looking after other children or birthdays
- Excessive illness without medical evidence
- Any absence which has not been explained by the parent by 8:30 am

Authorised Absence

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

What can I do to help ensure my child attends school regularly?

There may be many reasons why your child is unable to or may not want to attend school. Therefore, in the first instance Parents/Carers should speak to their child to see if there are any underlying issues worrying them. If you are unable to resolve these issues, it is important that you speak with the Class Teacher for advice and support.

Here are some simple suggestions to encourage attendance:

Be firm – Unless your child is obviously unwell then they must attend school every day and arrive on time.

Be ready – Make sure your child is ready and prepared for school with the correct uniform, PE kit and book bag.

Be interested – Make sure you have time to talk to your child about their school day.

Be positive – Problems can occur in either the playground or within the classroom. Reassure your child that if they have worries at school they must talk to an adult. If the school is unaware of concerns/worries, then we will be unable to work with your child to provide them with the necessary help and support.

Be supportive of the school – Make sure your child follows the Golden Rules and is clear about the School's expectations.

Be involved – Speak regularly with your child's Class Teacher and attend Parents Evenings.

Be available – Always inform the School should you change contact numbers or move house or doctors.

With this in mind, Ewell Grove is proactive in encouraging good attendance using the following strategies:

- by providing a caring and welcoming learning environment
- by responding promptly to a child or Parents/Carers concerns about the School or other pupils
- by accurate and punctual completion of registers during morning and afternoon registration
- by publishing attendance statistics for each pupil termly and within their annual report
- ensuring all staff take a proactive approach to promoting good attendance

Attendance Advice and Intervention Officer

The Officer is employed by Surrey County Council to work in partnership with the school to ensure children attend on a regular basis. As part of their role the Officer monitors registers half termly. Children with attendance percentages below 95% will be highlighted. If during a subsequent visit the attendance percentage remains a concern then Parents will be contacted; initially by the School. Children with attendance percentages below 95% may be invited to attend an attendance meeting with the School and the Officer. In any cases where attendance falls below 90% this is likely to lead automatically to a referral to the Attendance Advice and Intervention Officer.

5. Uniform Policy

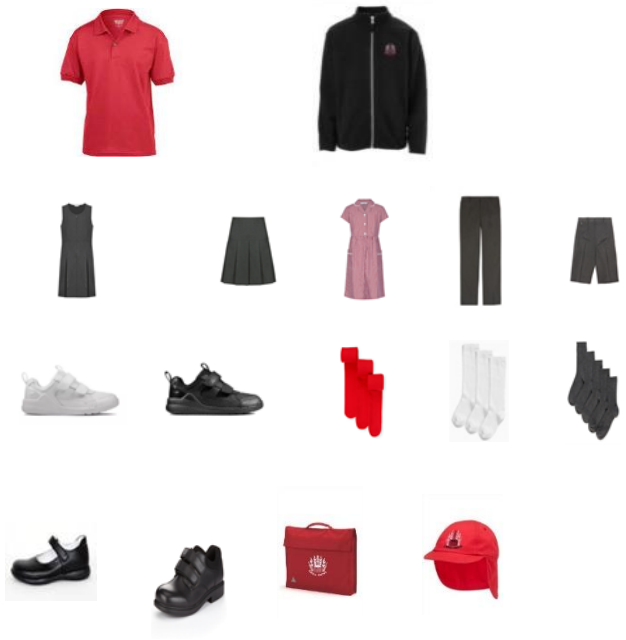
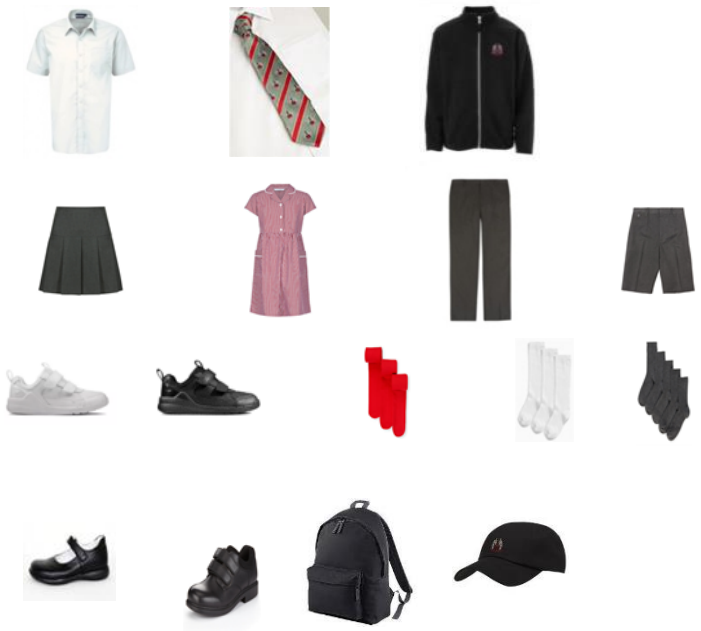
All children are expected to wear school uniform. We are aware that children with sensory difficulties/challenges may need to have some adaptations made to the uniform; any changes **must** be discussed and agreed with the school before being implemented. The wearing of school uniform encourages children to take a pride in themselves and their school and the Governors of Ewell Grove would appreciate parents' support.

Please ensure that **ALL** items of clothing (along with any other items brought into school) **are clearly named.** Labels are available from companies such as http://www.wovenlabelsuk.com

Items which state '(with logo)' must be purchased through our school uniform provider https://www.schoolwearinc.co.uk/school/ewell-grove-primary/

All other items can be purchased either through our school uniform provider or generically

Children can dress in the uniform listed in which they feel most comfortable

Nursery to Year 2	Year 3 to Year 6
• Red plain polo shirt • Black fleece zip top (with logo) • Grey pinafore/skirt ➢ With white/grey socks or red/dark tights • Red gingham dress/shorts *(warm weather)* • Grey trousers or shorts ➢ With dark socks • Black/white trainers or shoes *(no sandals)*	• White collared shirt (long/short sleeves) • Tie (with logo) • Black fleece zip top (with logo) • Grey skirt ➢ With white/grey socks or red/dark tights • Red gingham dress/shorts *(warm weather)* • Grey trousers or shorts ➢ With dark socks • Black/white trainers or black shoes *(no sandals)*
Accessories • Book Bag (with logo) • Sun hat/cap *(with logo - optional)*	**Accessories** • Plain black backpack – ***no larger than 43cm height 33cm width. Bags larger than this will not be permitted*** • Cap *(with logo - optional)*
Please remember to send your child in appropriate footwear. We do not permit boots or sandals with open toes, jelly shoes or heels for safety reasons; please no laces before your child can tie them independently. *Coats in school every day for playtimes and all items clearly named.*	
	

6. PE Kit

Children are to arrive at school in PE Kit on their allocated PE days; these will be confirmed once the timetable has been arranged in September. Please note, PE kit is viewed strictly as 'Uniform' and therefore other adaptations of PE kit, not shown on our list, will not be allowed. T-Shirts and Fleeces with the Ewell Grove Logo and plain black short/joggers are essential.

Glasses on PE Days - The majority of children can safely remove their glasses for P.E. However if your child has to wear glasses during P.E we recommend that you discuss this with your child's optician and obtain either prescription sports goggles or a headband to secure glasses

Please ensure that **ALL** items of clothing (along with any other items brought into school) **are clearly named.** Labels are available from companies such as http://www.wovenlabelsuk.com

Items which state '(with logo)' must be purchased through our school uniform provider https://www.schoolwearinc.co.uk/school/ewell-grove-primary/

All other items can be purchased either through our school uniform provider or generically

Nursery and Reception to Year 2	Year 3 to Year 6
• Red PE T-shirt (with logo) • Black shorts or skort (minimum of mid-thigh length) • Black Leggings (optional) • Black fleece zip top (with logo) • Black jogging bottoms • Light Waterproof coat (not school coat) • Black/white Trainers - *Velcro fasteners until children can do laces* • Socks (to replace tights)	• Red PE T-shirt (with logo) • Black shorts or skort (minimum of mid-thigh length) • Black Leggings (optional) • Black fleece zip top (with logo) • Black jogging bottoms • Light Waterproof coat (not school coat) • Black/white Trainers - *Velcro fasteners until children can do laces* • Socks (to replace tights)

7. School Lunches

We positively promote school lunches as we believe these provide a nutritional meal

Dietary Needs

Please ensure the School Office are kept up to date with any dietary needs whether it is something to be added, removed or generally updating. Please inform Ewell Grove of food restrictions due to allergy or religious observance. If any dietary information needs to be removed, added or updated, please ensure you email: office.ewellgrove@lumenlearningtrust.co.uk

Reception, Years 1 and 2 - Universal Free School Meals

All pupils in Reception, Year 1 and Year 2 are able to receive a school meal at no cost to the Parent/Carer (**meals must still be ordered via the Accent System**). Accent Catering, our catering provider, are committed to serving fresh and healthy meals cooked from scratch by professional catering teams using fresh, local and organic produce.

Year 3 to Year 6 School Meals

All Year 3 to Year 6 children are able to receive a school meal at a cost of £2.85 per day. If your child is entitled to Free School Meals (FSM), meals must still be ordered via 'Accent' however you are not required to make payment.

Ordering a School Meal (Reception to Year 6)

The Accent ordering system gives parents the ability to choose their child's meals on a daily basis, to order meals as far in advance as the menu allows, and to specify any dietary requirements.

All Meals must be ordered via the website link. You will be informed when you are able to register.

https://accent.myschoolmealorders.com/login

Please email Accent Catering directly if you have any queries:

info@accentcatering.co.uk

or

michellegreaves@accentcatering.co.uk

Orders can be placed as far ahead as the menu allows, you can order days or weeks ahead.

Absence and Cancellation of Meals (Reception to Year 6)

If your child is absent from school, you must also cancel your child's meal on the Accent ordering system no later than 9:00am otherwise (for years 3, 4, 5 & 6) you will be charged for this meal. Please note, the School Office cannot do this on your behalf.

Cancel a school meal (all years) by 9:00am the morning the meal is expected to be taken

Packed Lunch (All Years)

You also have the option of providing your child with a packed lunch; this must contain **no** drinks, sweets, nuts or peanut butter; items that may be included are covered in the section of this booklet entitled 'A healthy lunch box can contain'. A named beaker must be included in the lunch box as water is provided by the school.

- Please name your child's lunch box on the outside.
- Remember children should **only bring a beaker** in their lunch boxes and not a drink in a bottle/carton, as children are given water by our lunchtime staff.
- Please consider what you put in your child's lunch box. Due to the number of children with nut allergies please **do not include** peanut butter or any other foods which contain nuts.

A healthy lunchbox can contain:

- Yogurt, fromage frais or rice pudding - try the reduced fat options
- Individual packets of dried fruit, eg raisins or apricots
- Individual portions of cheese
- Plain biscuits, bread sticks or crackers
- Wraps, cooked pasta/rice
- Popcorn - unsalted and unbuttered
- Fresh fruits (sliced), mini tins of fruit and dried fruits or trail mix
- Raw vegetables such as baby carrots or sliced cucumbers with healthy dip like hummus are easy to pack
- Make homemade lunchables using wholegrain crackers, sliced cheese and lean ham

A Few Tips Towards a Healthy Lunchbox

Variety underlies any healthy diet so try to vary the contents of the lunchbox at any chance you get!

- You could include a sandwich - but don't forget that instead of sliced bread you could use wraps, ciabatta, rolls, pitta breads etc. Try to use wholegrain bread, which will provide fibre and help your child feel full. If your children aren't used to eating wholegrain bread, use soft grain bread initially, and gradually change over to the wholegrain bread.
- Try to include a piece of fresh fruit, dried fruit, as much as possible to help your child get their '5 a day'.
- Vegetables can be put into the lunchbox in many forms - add a bag of carrot sticks or baby tomatoes, grate carrot and use in sandwich fillings or add sweetcorn to tuna.
- Include your children in the grocery shopping and let them choose foods that are part of a healthy diet. If possible, stay out of the way of temptation - skip the aisles that house sweets, biscuits and fizzy drinks.
- At home include the children in their lunch preparation. Take into account their tastes and let them select one new fruit and vegetable to try each week.
- Keep it simple. Avoid messy mushy food which may turn your child off their food.
- Keep it small. Ensure food is manageable for little hands. Cut apples and carrots into slices. Cut sandwiches into four pieces. Small snacks such as raisins or mandarins are easy to manage as they are.
- Children become easily dehydrated so don't forget to include a cup in their lunch box as drinking plenty of water is always encouraged.

8. NUTRITIONAL STANDARDS POLICY

At Ewell Grove our whole school approach ensures pupils are being guided to lead active and healthy lives by combining a healthy, balanced and varied diet with regular physical activity. We believe that healthy children are best able to take full advantage of the educational opportunities that the school provides. The Governing Board will ensure that food provided in the school and advice given promotes a healthy lifestyle

Relationships to Other Policies

Improving and sustaining good nutritional standards is included where appropriate in all curriculum policies, health & safety, home school agreement.

Roles and Responsibilities

The **Headteacher** will ensure that:

- Guidance is made available to staff based on the Nutritional Standards for School Lunches (England) Regulations 2008
- The external provider of lunches (Accent) conform to the Regulations
- The agreed standards for free school meals are implemented
- Content, cost & provision are monitored
- Special dietary needs of children and staff are catered for
- Drinking water is available to all pupils every day, free of charge

All **staff** are expected to:

- Promote healthy eating in accordance with school guidance based on the Nutritional Standards for School Lunches (England) Regulations 2008.
- Provide information children need to make healthy choices.
- Provide experience of working with food such as, food hygiene and safety, cooking and food education.
- Promote healthy lifestyles through Personal, Social and Emotional Development, Physical Education and the Relationships and Sex Education.

The **Governing Board** will:

- Ensure that lunches meet with the standards prescribed in the Nutritional Standards for School Lunches (England) Regulations 2008 and the School food in England Departmental advice for governing boards 2016
- Establish standards for free school meals & monitor their content, cost, and provision.
- Nominate a lead governor for healthy food

Arrangements for Monitoring and Evaluation

- Survey of pupils' views to be undertaken at regular intervals & reported to the governing board to establish whether pupils are satisfied with the quality of meals offered.
- Lead governor to monitor provisions through regular visits.

9. FREE SCHOOL MEAL ELIGIBILITY AND PUPIL PREMIUM

What Is Pupil Premium?

Pupil Premium is additional funding for publicly funded schools in England to raise the attainment of disadvantaged pupils of all abilities and to close the gaps between them and their peers. Schools receive Pupil Premium for each pupil registered as eligible for free school meals (FSM) at any point in the last 6 years. In addition, schools also receive funding for any pupil identified in the January census as having left local-authority care as a result of one of the following:

- adoption
- a special guardianship order
- a child arrangements order (previously known as a residence order)
- who has been in local-authority care for 1 day or more
- recorded as both eligible for FSM in the last 6 years and as being looked after (or as having left local-authority care)

It is for the leadership of schools to decide how this funding will be best spent to support the achievement of these pupils.

With the introduction of 'Universal Free School Meals' it is essential that we continue to identify any families that could benefit from the support of 'Pupil Premium'. If a parent is in receipt of any of the following benefits the school is still able to claim 'Pupil Premium'; if parents are in any doubt about eligibility, by simply providing the school with your National Insurance number we can access a service that will verify the school's entitlement to claim.

Eligibility Criteria:

- 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 Guaranteed element of Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual gross income of no more than £16,190, as assessed by HMRC. NB If you receive Working Tax Credit you do NOT qualify even if you receive child tax credit and your income is below £16,190.
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- 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?

Please complete the Pupil Premium Application Form available from the School Office

10. PERMISSIONS

Trips and Local Walks

During your child's schooling at Ewell Grove there will be opportunities to go out of school into the village. This may include:

- class groups walking around Ewell Village;
- visiting St. Mary's Church for Harvest Festival, Christmas, etc.

We need your authority to take your child off the school premises for these local visits. For trips further afield, you will be issued with a specific permission slip.

This permission will only be issued once during your child's time at Ewell Grove

Internet Use

As part of your child's curriculum and the development of ICT skills, Ewell Grove Primary & Nursery School is providing supervised access to the Internet. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the Rules for Responsible Internet below and sign and return the Permissions Form enclosed in your pack so that your child may use the internet at school.

Although there are concerns about pupils having access to undesirable materials we have taken positive steps to deal with this risk in school. Our school Internet provider operates a highly effective filter system that restricts access to inappropriate materials.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

As a family it is important to have a common understanding of what is and what isn't appropriate behaviour online. Childnet have provided a list of positive statements to help you, collectively as a family, decide the rules for you. It is important that emphasis is not simply placed on the child to make good or bad decisions – all family members should sign up to these values which are available on the Ewell Grove Website under 'Learning' 'Home Learning':

online safety family agreement

11. Capturing and Storing Images Safely

Our school takes appropriate technical and organisational security measures to ensure that images of pupils held by the school for the purposes of identification are kept securely on school systems and protected from loss or misuse. More detail can be found in the Lumen Learning Trust Capturing and Storing Images Policy which can be accessed via this link: https://www.lumenlearningtrust.co.uk/about-us/lumen-learning-trust-policies.

The safeguarding of our children is of paramount importance and we take seriously the right of Parents and Carers to protect the identity of their child(ren). As such, we will request signed permission at the time your child starts at a Lumen Learning Trust school for the school to use your child's image in non-compulsory mediums.

12. Expectations for Use of Class Based Social Media (eg WhatsApp, Classlist)

Many of you are members of Class Based social media groups (e.g. WhatsApp or Classlist) that connect parents/carers in a particular class. Class Group posts are useful ways of sharing information, receiving updates and reminders about school events. Therefore, at the start of the year it is good to establish a protocol around the use of these groups.

Ewell Grove's expectations are as follows:

- The Class Group is set up by the class parents and with sole intention of getting messages and important information across to members quickly and efficiently
- Only parents/carers of children with the class may post a message on the group
- The Class Group must never be used to voice grievances or drive personal agendas
- Class Group users must never breach confidentiality, defame or make threats
- The Class Group must never be used to post private messages or adverts – this would only be appropriate in exceptional circumstances
- For the safeguarding of our children Ewell Grove does not give permission for any photos taken to be uploaded to the internet or used on Facebook or any other social networking sites. Photos/videos must remain for personal use only. Any photos/videos uploaded to the Class Based Social Media Groups will be removed.
- It will never be expected that you should respond to a message posted unless requested e.g. RSVP requests, volunteer requests
- The Class Group must only be used to endeavour to make the users lives easier and not to become a 'nuisance'; please be respectful of the timings of posts – very early in the morning or late at night should be discouraged.

It is highly likely that at some point someone in the group may post something that does not follow the rules above. In order to try and prevent any miscommunications, and the time needed to address these afterwards, we have established the following expectations.

- All Class Group posts must demonstrate respect for all members of our school community – including children, parents, staff, governors and wider community members.
- All queries or concerns about another child, class, teacher and/or school leadership must be directed to the school; it is an expectation that if this occurs nobody else in the group will respond except the Helping Hand Co-ordinator who will remind the person posting that this is not the purpose for which the Class Group is intended.
- Home Learning tasks should never be shared – if a family needs advice or replacement home learning they must request this from the Class Teacher not another parent; as the teacher will be best placed to know what is needed.
- Negative statements about people, our school or community are never appropriate; nor are the inclusion of any child's name other than your own.

Class groups will be closed down if they do not conform to these expectations.

Please always remember, in the wrong hands, anything you write on social media could be copied and 'reposted' outside and beyond the class group. Within a few minutes what you have shared could be made available openly to many more people that you ever intended.

Please keep safe by always considering unintended consequences such as including bullying/trolling

13. Activity Fund

Parents at Ewell Grove are asked to make an annual one-off payment of £15.00 per child into our Activity Fund. Over the academic year all our children take part in various activities that supplement the basic curriculum. In the past this has included visits from companies staging puppet, dance and drama performances, as well as science activities for the children to observe over a period of time, such as egg hatching. We are also very keen to continue offering the opportunity for children to undertake projects involving, for example, cooking and sewing.

(Please contact the School Office if you have difficulty making this payment)

Please note that this contribution does NOT include any educational visits

Payments should be made through using the Tucasi secure scopay.com system, which you will find on the School website at the bottom of the home page.

In order to make your payment you will need to set up an account and enter an 'online link code'. This personal code will be sent home with your child once they are on roll at Ewell Grove.

If you require the use of a computer, you will have the opportunity to contact the School Office and arrange a suitable time to come in and process your contribution in school. Manual systems will also be maintained in the event that you are unable to use this system, however, please note that we no longer accept cheques and we aim to keep cash holding to a minimum. Please contact the School Office if you require assistance.

14. Milk (Nursery Only)

Ewell Grove does offer free milk to nursery children.

For children in **Nursery** to receive free milk you **must register** your child with Cool Milk https://www.coolmilk.com/.

15. CHILD CARE

We are very fortunate at Ewell Grove to have a number of childminders/registered nannies who offer a fantastic range of services to our families, from full wraparound care to breakfast 'club' or after school sessions; all year round care to term time only, school holidays only or even ad hoc days such as INSET days. Many childminders offer extended hours, are able to accommodate shift patterns and some are able to offer overnight care. If you need flexibility, childminding is probably the right choice for you.

Our childcarers are part of a close-working community of 'Ewell Grove Childminders' – some have their own children here; others' have continued their association with the school long after their own children have left; some begin their connection when their younger mindees start at the school.

All the childminders/nannies listed are independently registered with Ofsted, have public liability insurance, are trained in paediatric first aid and they and all members of their household aged 16 and over have had the necessary DBS/CRB checks. (Childminders are self-employed and work from their own homes whereas nannies are employed by you and look after your children in your own home).

Additionally all the childcarers listed are able to accept childcare vouchers and many can access the funding for three year olds (Early Years Entitlement) and eligible two year olds (FEET).

Services offered vary from provider to provider. Unless otherwise stated those listed below offer:

Breakfast club (BC)
After School (AS)
Wraparound care for nursery children (WA)
School holiday provision (H)
Cover for INSET days (I)
Term time only places (TT)

Name	Contact details	Days worked	Available for
Clare Livesey	07971 812001 clare_livesey@yahoo.co.uk	Mon-Thur	All
Donna Herrington	07950 263237/01372 812820 donna.herrington@btinternet.com	Mon-Fri	All
Rebecca Browne	07956 469340 bec2oz@yahoo.co.uk	Mon-Fri	BC/AS (TT only)
Liza Monaghan	07858 611372 lemonzo@hotmail.com	Mon-Thurs	All
Katie Benli	07766 604056 ktshort@hotmail.com	Mon-Fri	All
Julia O'Dea	07880 886207 juliaodea247@gmail.com	Mon-Thurs	BC/AS/WA (TT only)
Sandra Rowe	07941 357358 sandra_rowe1@yahoo.co.uk	Mon-Fri	All except WA
Lara Slater	07736 473122 slater.lara@gmail.com	Mon-Wed	TT
Rhianne Burrell (Registered Nanny)	07784 115832 rhianneburrell_2@hotmail.co.uk	Mon-Fri	All

Parents should note that this list is for information only. It is not a recommendation from the school. Parents should make their own enquiries regarding references

16. Breakfast and After School Club – Main School Only (not nursery)

Sessions Available

Breakfast Club 7:30am to 8:45am
(with breakfast served up until 8:15am)

After School Club Full session 3:15-6pm
(with healthy snack and light tea served at 4:30pm)

Welcome to Club Vale Breakfast and After School Club at Ewell Grove Primary School

Club Vale aims to provide high quality childcare within a warm, welcoming and fun play environment. The individuality of each child in our care will be respected and nurtured.
We offer Breakfast Club sessions from 7.30am and After School until 6pm.
We have also introduced a new online booking system which will make it easier for working parents to check on availability and either book available sessions or add themselves to the wait list.
Any availability for September 2025 will be published 10th June at midday so please do visit the website for current information.

Further information about Club Vale can be found on our website below.

www.clubvale.co.uk

Email clubvale@hotmail.co.uk

Telephone 07905 394029

17. Friends of Ewell Grove

Friends of Ewell Grove (FOEG) is Ewell Grove's parent/teacher association (PTA) and by joining the school you automatically become a member. We are run by a committee of parent volunteers with an aim to raise money for our school, having as much fun as possible in the process!

Whilst some of our events are more profitable than others, raising money is not our sole objective; building the sense of school community is a huge part of what we do. As such, some of the events we run throughout the year are purely for the social asepcts: giving parents a chance to meet new friends at community gatherings such as coffee mornings and Book Club, and organising activities for the children like our popular bubble bursting and school discos. We also aim to forge links with local businesses and the community at large.

We are a friendly enthusiastic group where nobody's contribution is too small! Every penny raised directly benefits your child.

How have the children benefited?

Most recently, money we have raised has been used to buy new class sets of iPads, upgrade the portable outdoor speaker system, and fund sections of our ongoing outdoor improvement project by refurbishing the Orchard Garden and the EYFS outdoor learning space.

In previous years, our fundraising has paid for many things that are still well used today, such as interactive whiteboards in every classroom, playground markings, and a set of 60 Chromebook computers for use throughout the school. Every year we also donate the school Christmas Tree.

How Can You help?

Being a member of the FOEG is not only rewarding, fun and sociable, but also a great way to meet new friends and get more involved with the school. There are many different ways you can help, no matter how much or how little spare time you have to offer. None of our events would be a success without the parents and children who attend and take part.

We are always in need of volunteers, whether it is running stalls at our fairs, helping to serve cakes at a playground treat sale, or organising donated books for the children to choose from at our free book swap on World Book Day. Even if you can only offer half an hour of your time, this will be greatly appreciated.

You can also support FOEG every time you shop online by signing up to easyfundraising.org.uk and nominating us as your chosen charity, or using our promotional codes with Stikins (quote PTA number *6980*) or Stamptastic (enter PTA code *KT171UZ* in the discount box) when you order name labels for your child's school uniform.

Corporate Donations / Match Funding

Many companies (such as banks/law firms etc.) will match any money that their employees raise for charity; or will make donations to charities of their employees choosing. Friends of Ewell Grove is a UK registered **charity number 1064755**; if you think your company has a charity match funding/donation scheme then let us know (if you are not sure if they do, please ask your HR department). It really can make a huge difference to our fundraising and is a great way for our working parents and carers to support the school.

How can I find out more?

We are always delighted to hear from anybody who would like to get involved, no matter how much or how little you can do, whether that is behind the scenes helping us with things that can be done at home or helping out at one of our many events. We welcome anyone with an interest in our school; parents, carers, grandparents, staff, childminders, and members of our local community.

To find out more please email foeg.ewellgrove@lumenlearningtrust.co.uk to join our mailing list, and if you use social media do keep an eye on our Facebook page (Friends of Ewell Grove) and Instagram (@friendsofewellgrove) for announcements of our events, partnerships, nearly new uniform sales and the odd reminder about non-uniform days!

18. Parking

If you do need to drive your child to school please consider parking a short distance from the school. This is a good way for them to start the day and has the added benefit of reducing traffic in the local roads around the school. All the car parks shown below are less than 300m from the school. There are Scooter Racks available at the school.

Parking Etiquette

DO park safely and legally – even if you are running late

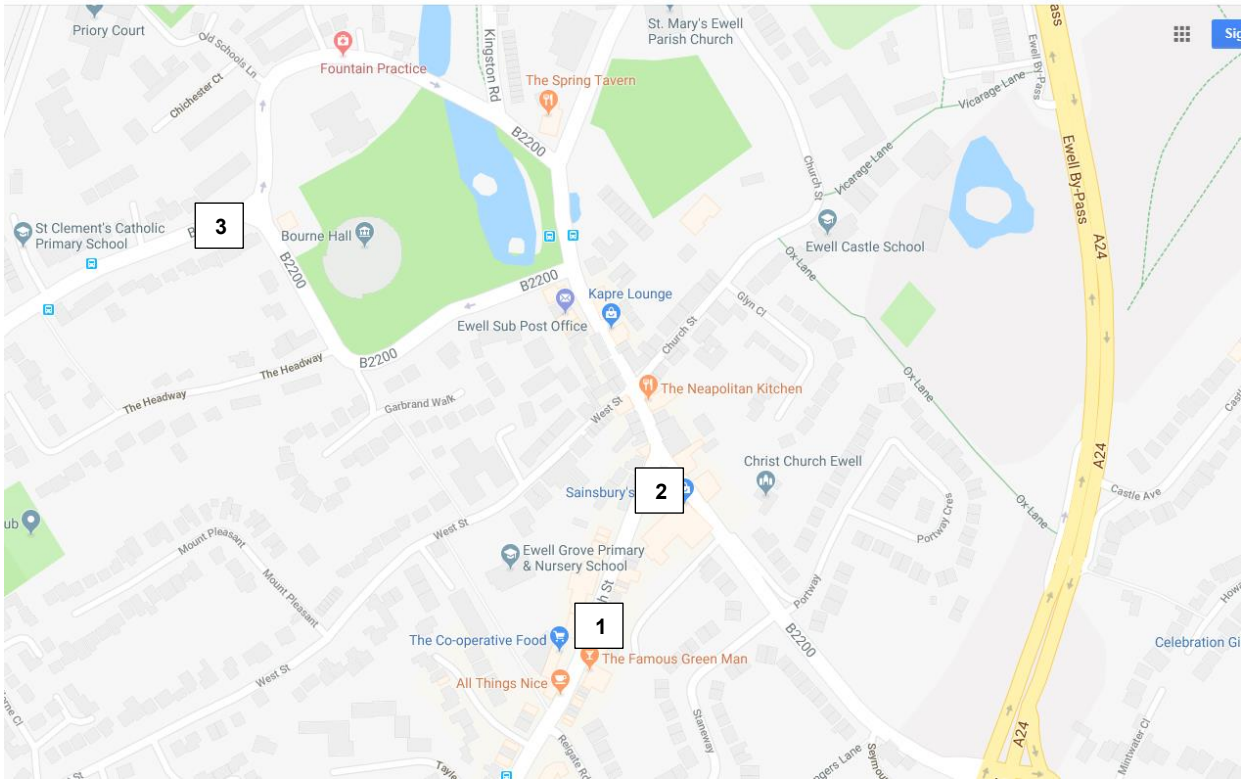
Do **NOT** park illegally (this includes double and single yellow lines)

Do **NOT** park on our neighbours' grass verges

Do **NOT** park across driveways or road entrances thus blocking them for other road users

Ewell Grove takes part in the following sustainable travel initiatives

Feet First Road awareness and Bikeability



http://www.epsom-ewell.gov.uk/car-parks

1. High Street Car Park
2. Dorset House Car Park
3. Bourne Hall Car Park

All three car parks marked above are less than 300m from the school

19. Privacy Notice

Privacy Notice for Pupils, Parents and Carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. Our Lumen Learning Trust privacy notice for pupils, parents and carers explains how we collect, store and use pupil & parent/carer personal data. This document can be found via this link: https://www.lumenlearningtrust.co.uk/about-us/lumen-learning-trust-policies/general-data-protection-regulation-gdpr

Lumen Learning Trust has a suite of General Data Protection Regulation (GDPR) policies as well as guidelines from the Department for Education and Surrey County Council that are implemented across the Trust.