

Useful Information

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

School Timetable

Time	Event
8.30am	School opens and children enter their classroom from the playground. The register will be taken.
8.45am	Registers close at 8.45am. If you arrive at school after this time you will need to enter school via the main entrance. If your child is absent from school please telephone the school office (tel 01252 375 420) in the morning as near to 8.30am as possible on the first and subsequent days of absence
11.55am	Reception children go into lunch first
1pm	Afternoon session
3pm	The school day ends at 3pm and children are collected from their classrooms

Our Phonics Scheme

At our school we follow the Little Wandle phonics scheme. More information will be given when your child begins school.

Uniform

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

PE kit is plain black shorts or jogging bottoms, white t-shirt and plain black or white trainers, with their school jumper or cardigan. Children will come into school wearing their PE kit on the days their class has PE.

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

Brenda's Schoolwear

130 Frimley Road

Camberley

GU15 2QN

telephone: 01276 818424 / email: shop@brendas.co.uk / website: www.brendas.co.uk

Second-hand uniform

Second-hand uniform is available for sale from the Friends of Southwood Infant School (FSIS) at a very reasonable price. For more information please contact the school office on 01252 375420 or by email adminoffice@southwood.hants.sch.uk

Equipment required

- **Book bag** to be brought into school every day to carry reading books, library books, homework etc.
- **Drink bottle** named, filled with water only and brought into school every day.
- **Labels** on all clothes and equipment.
- **Hair ties** should be in school colours and of a reasonable size. Long hair for both boys and girls should be tied back.

Jewellery and Earrings

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

School Lunches

At present all infant school children are entitled to a daily school meal free of charge. Our [current menus](#) can be found on our website. The children will make their choice first thing each morning. If your child has any food allergies and needs a tailored menu please complete a special diets request form online. Please follow the link below:

<https://www.hants.gov.uk/educationandlearning/hc3s/primaryschools/specialdiets>

Although children in Infant schools are entitled to the Universal Free School Meal, the old system for claiming “Free School Meals” is however still in place. This is for families who would be entitled to free meals due to low income. If you believe you fall into this category please apply online using the link below:

<https://www.hants.gov.uk/educationandlearning/freeschoolmeals/juniorsecondary>

The online checking for form for free meals only takes 5 minutes to complete and provides an instant response to your eligibility. By completing this check you can also ensure the school receives the appropriate extra funding to support your child.

The system will also automatically re-check for eligibility on a regular basis.

If you are unable to apply online please come into the school office where we can assist you.

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

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

Snacks

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

There is drinking water available in every class and at lunchtimes in the hall. We encourage children to bring in their own named water bottle every day. Children are encouraged to drink regularly.

We also provide opportunities for the children to taste different foods as part of their science work. Please make sure you have given permission for your child to take part by completing our online Microsoft Form for permissions.

Milk

Free milk is available for all children under five in school funded by the UK Government. Our milk is provided by Cool Milk, the UK’s leading school milk supplier. A letter detailing how you can register your child to the school milk scheme has been included with this pack.

Once your child turns 5 you will need to contact Cool Milk directly if you wish to pay a subsidised rate for your child to continue to receive milk.

<https://www.coolmilk.com/parents/>

Attendance and absence

We are committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of educational opportunities available to them. If your child is ill please telephone the school office on the first day of absence by 8:30am. If your child is absent and we have not heard from you by 9am we will telephone you. This is because we have a duty to ensure your child's safety as well as their regular school attendance.

Any child whose attendance is under 93%, the parents will receive termly letters reporting their child's attendance. As a school we are required to closely monitor this. You can regularly access your child's attendance percentage by logging into Arbor. More information about Arbor is included in your welcome pack.

Holidays

All school holiday dates are published to parents one year in advance. Parents are notified of Inset days by the end of July for the next academic year.

Request for absence

A request for leave of absence must be applied for in writing, using the application form ([available on the school website](#)) to the Headteacher. Only in exceptional circumstances will holiday requests in term time be granted. If holidays are taken during term time without permission for a duration of 5 days or longer (10 sessions), this will result in a penalty notice and parents will be fined.

Late Arrival

Children may come into the school building from 8.30am for early work and registration will start promptly at this time. Any child arriving after 8.45am will be marked as late. Those children arriving after 9.15am will be recorded as 'unauthorised late'; this does affect the child's overall attendance percentage. If you know your child is going to be late please contact the school office so we can make sure your child's school lunch is ordered. All late children must be signed in at the school office by an adult. This is a fire safety requirement.

If a pupil is late due to a medical appointment, they will receive an authorised absence. Please be advised that the school expects doctor and dentist appointments to be made outside of school hours or during school holidays. Proof will be required for any medical appointments that take place during school hours.

Sickness

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

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

Medicines

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

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

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

News / Website

Our website address is www.southwoodinfantschool.co.uk. It is updated regularly and is a useful source of information including forthcoming dates and the Headteacher's newsletters. We use Arbor to send our newsletters, information and also short notice text messages (e.g. a trip delay or school closure). This service has proved invaluable to busy parents who appreciate the easy, quick communications.

Arbor has a parent app which you can download onto your phone, this will also allow you to view your child's attendance levels and book Parents Evenings. Further information is available in your welcome pack.

Parent Evenings

You will have an opportunity to meet your child's teacher to discuss progress and next steps during the autumn and spring terms. A full school report is written at the end of the summer term. We operate an open door policy at Southwood so if you have any concerns or questions about your child please contact us.

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

Parent Helpers

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

Friends of Southwood Infant School (FSIS)

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

Governing Body

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

If you would like to get involved with any of the above groups, please contact Hannah Stiff, our Chair of Governors, via the school website for more information. You will need to apply for a DBS (Disclosure and Barring Service), please see Mrs Hurlow in the school office for an application form.

Home School Agreement

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

Clubs and Activities

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

Choir and Gardening. Our current extra-curricular [club timetable](#) can be found on the school website.

Breakfast and After School Club

Get Active is an independent registered company that works closely with the school to provide a breakfast and after school club. Please visit www.getactivesports.com for further information and to make a booking or email info@getactivesports for any further enquiries.

School Trips

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

Promoting Positive Behaviour

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

Our Southwood Rules

We are kind
We are honest
We look after property
We try our best
We listen

Celebration Assembly

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

Lunchtime Stars

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

Policies

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

Parking

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

Smoking

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

Dogs

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

Cycle Safety

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