



Caring, sharing and trying our best

Chapel End Infant School & Early Years Centre



Parent Handbook



Contact Information

Chapel End Infant School

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Chapel End Early Years Centre

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Tel: 020 8527 9192

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Headteacher:

Ms Janice Chaplin

Deputy Headteacher/SENCO:

Mrs Karen Wishart

Assistant Headteacher Early Years:

Mrs Danousia Brown

Assistant Headteacher Years 1 & 2:

Mrs Antoinette Strydom

School Business Manager:

Mrs Rosina Gordon

Chair of Governors:

Mr Zen Jelenje

Vice Chair of Governors:

Mr Sajid Rafiq



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Welcome to Chapel End Infant School & Early Years Centre

We are delighted to welcome your child to Chapel End for the start of their education. We hope that the time your child spends with us will be happy and successful and provide a firm foundation on which they can build. In order to achieve this we firmly believe that home and school should work together and we look forward to a positive and supportive relationship with you - the parents/carers.

Your child will be taught by highly committed teachers and practitioners who encourage a high standard of achievement and individual development in a secure and supportive and nurturing environment. Our last OFSTED (June 2017) confirmed that we are a good school and stated that the school has “established a strong learning atmosphere that provides pupils with an oasis of calm. As a result, pupils are positive about learning and enjoy helping each other in class.”

Chapel End Early Years Centre is part of the School and provides part-time education nursery places and full-time day-care places for 3 – 4 year olds as well as funded places and a small number of day-care places for 2 year olds. The School’s Reception classes are based in the Centre.

This handbook is designed to give you essential information about the School and you will find more in depth information on our website in the ‘Starting School’ section. Should you wish to know more, or if you need to know any further information, please do not hesitate to contact us.

We look forward to getting to know you and your child.

*Janice Chaplin
Headteacher*



General Information

Chapel End Infants is a Community School and takes pupils from five to seven years and is more generally known as an Infant School. There are three year groups, Reception, Year 1 and Year 2, with 90 children in each. The Reception classes are based at the Early Years site.

The Early Years Centre offers 40 morning and 40 afternoon Nursery places for 3 year olds, 12 morning and 12 afternoon funded places for 2 year olds, 20 day care places for 3-4 year olds and 4 day care places for 2 year olds. The Centre is open during term time only. Janice Chaplin, Head teacher leads a multidisciplinary team of Teachers, Early Years Practitioners, Learning Support Assistants and other support staff.

School Vision, Mission and Values Statement

The Governors and Staff of Chapel End Infant School have agreed the following School Vision, Mission and Values Statement:-

The Vision

To provide the children of Chapel End with a high quality educational experience within a nurturing environment, giving them the best possible start to their lifelong learning journey.

School Mission

We will nurture confident and resilient children by:

- *Creating a culture of achievement in a safe and caring environment*
- *Offering an engaging and inclusive curriculum that makes the most of our outdoor green space*
- *Giving all of our children the confidence and skills they need to realise their potential*
- *Providing challenge, praising effort and encouraging everyone to be the best that they can be.*

Values

Through our core values of caring, sharing and trying our best.

- *We take care of each other.*
- *We share our time, enthusiasm and skills.*
- *We try our best in all we do.*
- *We celebrate, value and respect diversity within our school community.*



Home School Agreement

This outlines the responsibilities that the school, parents and children have regarding the child's education. When your child starts full time school we ask you to read a copy of this document and to sign a commitment form. We do not ask your child to sign but we do ask you to talk through the section entitled 'child's commitment' with them. A copy of this agreement is included in the welcome pack.

The School Day

<i>School Times</i>	<i>Morning session</i>	<i>8.55am to 12.00 midday (Doors open at 8.50am)</i>
	<i>Afternoon session</i>	<i>1.15pm to 3.25pm</i>
<i>Playtime</i>	<i>Morning</i>	<i>10.15am to 10.30am</i>

Please note that these times have been adjusted for the academic year 2020-21 whilst our Coronavirus (COVID-19) Risk Assessment is in place. Our Risk Assessment is available on our school website.

Parents/Carers must take responsibility for children's safety in the playground before and after school. Please supervise them closely and ensure that your child does not do anything that could be a danger to themselves or others.

The classroom doors will be closed at 9:00 along with the playground gates to ensure the safety and security of the school. If you arrive after 9:00am please bring your child to the main office where a member of staff will be available to escort your child to their class. Late children must be accompanied to the office by a parent or carer with an explanation for lateness.

If your collection arrangements vary from normal please make sure the school is informed. If you arrange for an older brother or sister (under 16 years of age) to collect your child on a regular basis you will need to consult the Head teacher and put in writing that the older sibling has your permission to collect your child.

For reasons of safety, we ask that you do not park on the yellow zigzags outside the school entrances when delivering or collecting your child. We also ask you to be aware that there are lots of small children in the playground before and after school and in the interests of the safety of everyone we ask that you do not bring dogs on to the site, or allow children to play football or ride bicycles or scooters in the playground at these times.



Breakfast and Tea Time Club

The school operates its own breakfast and teatime clubs. Breakfast club runs from 7:45am until the start of the school day and Tea Time Club starts from 3:25pm until 5.55pm. For information and to request a place telephone the school office on 020 8527 1388. We can usually meet the demand for places in Breakfast and Tea Time Club.

School Meals

Currently all Reception, Year 1 and Year 2 children receive a free school meal. It is essential that all parents do complete the Free School Meals form as a significant amount of the school's funding is dependent on this information.

All meals are cooked on the premises and are good quality, nutritious and well balanced. No nuts or nut products are used and all of the meat served is halal. Children are encouraged to eat but are not forced to do so - if you have particular concerns about your child's lunch please talk to us. Water is provided for all children at lunchtime and no drinks other than water must be sent in.

If you prefer, your child may bring a packed lunch to school as an alternative to school dinner. Please do not include any nut products or sweets with the lunch and no drinks as water is provided for all children. A leaflet giving guidance for providing healthy packed lunches is included in your admission pack.

Children need to have either school dinner or packed lunch and should only change on a half-termly basis unless an emergency arises. If you wish to change your child's lunchtime arrangements please discuss this with the office staff.

Research has shown that children's ability to concentrate and learn is affected by dehydration and that many children do not drink enough during the course of the day. The suggestion is that children should have access to drinking water at all times. In order to meet this need we ask that you send your child to school with their own water bottle, which can then be refilled as required throughout the day. In the interest of the environment we request that this is a re-usable bottle rather than single-use plastic.

A piece of fruit or vegetable is provided for all children on a daily basis through the School Fruit Scheme. No other snacks are allowed.

All parents and carers are asked to complete a 'Free School Meals' form and return it to the school as soon as possible. The Local Authority will then be able to confirm whether the school is entitled to the additional pupil premium funding for your child.



Health and Safety

Contact information is given on your child's admission form when they start school or nursery. **If you move or your telephone number (home/work) changes please let us know immediately - we need up-to-date contact numbers so that we can contact you in an emergency.**

We have fully qualified first-aiders on site who will attend to your child in the event of an accident. If your child becomes unwell at school or has a serious accident we will contact you immediately.

Medication

Should your child need medication during the school day please speak to the office staff. We are willing to give children medicines but only if it is strictly necessary and prescribed by a doctor for a specific illness or condition and for an identified period of time. If your child needs to be given medicine during the school day, a consent form has to be completed and the medicine has to be brought to and collected from the office by an adult.

If your child has an infectious disease, please inform the school. If your child is suffering from vomiting or diarrhoea please allow 48 hours after symptoms have stopped before returning them to school. This allows them to recover fully and prevents the spread of infection.

Coronavirus (Covid-19)

Please ensure that no-one from your household comes onto the premises if they are displaying any of the symptoms of Coronavirus, please see below.

The main symptoms of coronavirus are:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- Most people with coronavirus have at least one of these symptoms.

It is essential that you teach your child good hygiene habits, most importantly;

- Cover their mouth and nose with a tissue when they cough or sneeze, or, cough or sneeze into their elbow (not hands)
- Put used tissues in the bin
- Wash hands with soap and water and dry them thoroughly.
- This song by the NHS will help your child learn to wash their hands properly:
<https://www.youtube.com/watch?v=S9VjeIWLnEg>



School Attendance

We are required by law to keep records and provide information with regard to all absences from school. Children are expected to attend school on time, every day.

Parents no longer have the right to take their children out of school during term time. School is closed for 13 weeks a year and holidays are expected to be taken during the closures. Holidays taken during term time will not be authorised.

Up to 5 days leave of absence can be authorised in exceptional circumstances. A form will need to be completed in advance of the request and the decision to authorise leave will be made by the Headteacher in line with government and local authority guidance and the school's own attendance policy which is available on our website. Requests for leave either side of school holidays will not be authorised. The school policy for attendance is available on the school website.

Should a parent not follow the above process the Behaviour, Attendance & Child Missing Education Service (BACME) will be informed. This service works in partnership with parents, pupils and schools and aims to ensure that any barriers to learning and/or social inclusion can be overcome so children can benefit from the education provided.

If a child does not return to school on an agreed date following an authorised absence the BACME Service may issue fines and/or your child may lose their school place.

If your child is unwell you should inform the school by 9.30am on the first day of absence. If sickness absence leads to your child's attendance dropping below 95% the BACME Service or school nurse may be alerted to see what support they can offer to ensure your child attends school as regularly as possible.

Clothing

The school uniform colours are grey, white and green. Green sweatshirts and white or green polo shirts (both with the school logo) are worn, together with grey trousers or grey skirts/pinafore dresses. A full range of school uniform with logo's can be obtained through the following organisation: www.speedstitch.co.uk

Trousers, skirts, pinafores, PE kits, etc can be purchased from any supermarket/shop.



We do ask that children wear sensible and suitable clothing for the range of activities they will participate in during the school day. Clothes must be easy to take off and put on. Please ensure that your child wears appropriate footwear for school. The children do spend a significant part of the day outside as part of the Early Years Foundation Stage Curriculum and we recommend that trainers or walking style shoes are worn to ensure that children are comfortable and can engage in physical activities safely. Shoes should be easy to put on and take off. Velcro fastening is much easier for children to manage and laces should be avoided if your child cannot manage them independently. Flip-flops or sandals without a strap at the back must not be worn. Open-toe shoes should be avoided as these can lead to accidents.

All jewellery except stud earrings should be left at home.

Children do spend time in the playground every day unless weather is extreme, so please ensure that they come to school with appropriate clothing:

- *warm coats, hats and gloves in cold weather*
- *sun hat and lightweight closely woven clothing to protect against sunburn in summer*

Please encourage your child to learn how to do up their coat and shoes.

All articles of clothing and footwear must be named. It is extremely difficult to trace lost items of clothing if they are not named.

The lost property box is put out in the playground at the end of each day. Please check the box if your child has lost an item of clothing.

PE Clothes

*Please provide your child with a PE Kit. This should consist of a pair of plimsolls (not trainers) and a change of top and shorts. If your child wears trainers for school these can be worn for PE and plimsolls will not be required. PE drawstring bags can be bought from the school office. **Please name all items of clothing.** You will be advised of the days when your child is doing PE.*



Safeguarding

Chapel End is committed to the safeguarding of all children. Members of staff are trained in safeguarding and child protection procedures and have a duty of care to follow these procedures.

Designated Safeguarding Leads are:

<i>Ms Janice Chaplin</i>	<i>Headteacher</i>
<i>Mrs Karen Wishart</i>	<i>Deputy Headteacher</i>
<i>Mrs Danousia Brown</i>	<i>Assistant Headteacher</i>
<i>Mrs Antoinette Strydom</i>	<i>Assistant Headteacher</i>

Keeping you informed:

Newsletters, emails or text messages are used to inform and/or update parents/carers about school news/events. Detailed information including a calendar of events, term dates, trip letters and all school policies can also be found on the school website at www.chapelendinfants.com
