



Alexandra

**September 2020
Welcome Handbook**

**Alexandra Primary School
Alexandra Road
Kingston upon Thames
Surrey KT2 6SE**

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Head teacher: Robert Waiting

WELCOME

Welcome to Alexandra Primary School.

We look forward to getting to know parents, carers and children new to our school.

We want to provide the very best education for your children. In order to achieve this, we work closely, in partnership with parents and carers for the benefit of all our children.

School is a very exciting place and we hope very much that you enjoy your time at Alexandra Primary School. We hope this handbook answers all your questions and explains how you can best help your child settle into their new school.

SCHOOL LIFE

Delivering and collecting your child from school

School starts at 9.00am and the classroom doors are opened at 8.50am.

We expect all children to arrive on time; however, if you are late please come in through the office and sign your child in.

School finishes at 3.25pm. Please make sure you are always on time to collect your child as some children find it very distressing to be kept waiting. Remember to wait at the front of the school until the gates are opened and the teacher is ready to dismiss the children.

Please make sure you are not on your mobile phone when you drop off or collect your child.

Leave the school grounds promptly through the gates at the front or back of the school. We ask you not to linger, as the school playgrounds are used by the after school club and need to be secured by 3:35pm.

Please let the teacher and your child know if someone different is collecting your child. If you would like to give school blanket permission to allow your child to be collected by another trusted adult; e.g. a childminder, grandparents or close friends, please complete a "nominated adult" form.

Collecting children during the school day

Please make every effort to ensure that appointments are made out of school hours. However, if this is unavoidable, it is important that we have prior warning. Where possible, please show a copy of the letter or text message confirming the appointment to the office. Children should be collected from and returned to the school office where you can sign your child in and out.

Speaking to the class teacher

We always believe in an open door policy. If you have any concerns or worries, please don't hesitate to arrange to see the class teacher at the end of the day. Quick important messages can also be relayed to the teacher in the morning. Alternatively, you can speak to the Head or Deputy Head teacher by asking at the school office.

Home / school partnership

Each week the class teacher will post a letter on our website to let you know what your child will be learning the following week. There is also information about what your child has been learning on a board outside their classroom at the end of each day (years 1 – 3 only).

During the autumn and spring term you will be invited to a meeting to look at progress made and share your thoughts. In the summer term teachers prepare a Record of Achievement (report) for each child. If you would like to discuss the report you can make an appointment with the class teacher.

Contact details

Should a child be taken ill at school we may need to contact you during the day therefore please make sure you notify the school with any changes to your contact details.

Playtimes

There is a playtime in the morning, at lunchtime and (for years 1 and 2 only) during the afternoon. There is always a minimum of three adults on duty. On wet or very cold days the children play in their classrooms.

Fruit and water

Children in years 1 and 2 are provided with a piece of fruit or vegetable to eat in the morning. Children in years 3 – 6 may bring in their own piece of fruit to eat at playtime. Please send in a bottle of water, clearly named, every day for your child to drink.

Lunchtimes

Children can either bring a healthy pack lunch to school with them or order hot school meals. You can combine packed lunches and hot meals. Please remember to **check the menus carefully** if your child has a special dietary requirement.

Please ensure that there are **NO SWEETS, NO NUTS and ONLY WATER** in your child's packed lunch.

Toilet

All the children are shown where the toilets are and are allowed to go whenever they need to but they must ask first. Please reinforce the importance of washing hands after visiting the toilet.

Accidents and emergencies

We have trained first aiders in school. If a child is hurt in any way, a first aider will look at the child and first aid is applied. If we consider an injury to be of a more serious nature, we will telephone you immediately. If we feel that it is necessary for your child to receive attention at hospital and we cannot contact you, we will take them there immediately or call an ambulance.

Health Concerns

School Nurses carry out regular screenings (e.g. sight, weight and height). If you have any queries or concerns about your child's sight or hearing please contact the school office, your child's teacher or the KU19 service on 020 8549 6323 as this may affect your child's learning.

Parental Help

In our experience it is best to let the children settle into school before coming in to help. However, we feel that parents/carers make an invaluable contribution to school life. If you can offer some time – even half an hour – please speak to your child's teacher (if you help on a regular basis, you will need to be police checked – please request information on DBS checks from the school office).

THE MAIN POINTS FOR YOU TO REMEMBER:

ATTENDANCE

We expect your child to attend school every day.

It is a parent's legal responsibility to make sure your child gets a full time education when they reach compulsory school age. There may be an exceptional reason why your child has to miss school. If your child needs time off, you must ask the school's permission as far in advance as possible by completing a term time absence form available from the school office.

BEHAVIOUR

Please discuss good behaviour with your child and explain to what is expected at school; please refer to the Home /School Partnership Agreement.

Always encourage children to say please and thank you and to listen carefully at all times. Talk about sharing and respecting others and the importance of taking turns.

At Alexandra we have 7 important rules to ensure that everyone is safe, happy and learning.

Our "Magnificent 7" are:

- Be calm in school.
- Respect everyone and their property
- Listen to others
- Kind hands, feet and words.
- Work hard
- Tell the truth
- Follow instructions from a school adult straight away

BIRTHDAYS

Please do not bring in any sweets or cakes to school to celebrate your child's birthday. If you would like to celebrate it with the class, we suggest you donate a book to your child's class - you could ask the teacher for a suggestion.

CHANGE IN CIRCUMSTANCES

It is important that staff is aware of any events or changes in circumstances that might affect a child's well-being or progress (e.g. the separation of parents, birth of a sibling, bereavement). Parents/carers are welcome to discuss problems/changes at home with the class teacher.

HEALTH

Please notify the school office by Parentmail or telephone if your child is absent due to illness and let us know if your child has any communicable disease.

IMPORTANT: After a bout of vomiting or diarrhoea, there MUST be a clear period of 48 hours at home, following a return to normal diet, before the child returns to school.

LATENESS

Children arriving later than 9am for whatever reason must be taken to the school office so that you can sign your children in. Teaching and learning begins in our classrooms as soon as the children arrive at 9am. If your child arrives late they are at a disadvantage. Please make sure you leave plenty of time for your morning journey to school to ensure you arrive on time for this important part of the day.

Should parents/carers be unexpectedly late collecting their children, please inform the school office.

LOST PROPERTY

The lost property box can be found outside the main entrance. Please make sure that all items of clothing and possessions are clearly marked with your child's name. The lost property box is emptied at the end of each term.

MEDICAL CONDITIONS

It is imperative that school is informed of any medical conditions affecting your child such as asthma, allergies etc. Photographs of all children with allergies are held in the classrooms, school office and lunchtime supervisors' cupboard. Prescribed medication i.e. inhalers, epipens etc. are kept in the school office.

MEDICINES

Only medicines **prescribed by a doctor with a named label and clear instructions** can be administered by school staff. A form must be completed and handed into the school office along with the medication.

SCHOOL UNIFORM

Items can be purchased from most children's outfitters and chain stores except the logo'd sweatshirts, t-shirts, PE bags and book bags which are only available from PMG Schoolwear.

Uniform A	Grey trousers or shorts Yellow (school logo or plain) polo top School logo sweatshirt/cardigan or navy jumper/cardigan Grey socks Black school shoes
Uniform B	Navy skirt or pinafore Yellow (school logo or plain) polo top School logo sweatshirt/cardigan or navy jumper/cardigan Blue and white check summer dress Plain navy blue tights or plain white socks Navy hair accessories only Black school shoes
Jewellery	No jewellery should be worn to school. If your child has pierced ears a small plain stud should be worn.

In previous years, children in Years 1 and 2 have been permitted to come into school in PE kit on PE days, while children in Years 3-6 have brought their PE kit in a bag to change into. However, because of Covid19, children in all years may come into school in their PE kit on PE days.

TIMETABLE

Children may enter their classrooms at any time between 8.50 and 9am. We are unable to accept responsibility for the children before this time and ask parents/carers to supervise their children at all times.

School finishes at 3.25pm. At the end of the day, parents/carers are asked to wait either outside the school gate, or away from the classroom windows, so that the final lessons of the day are not disturbed.

TOYS ETC. FROM HOME

Children will sometimes be asked to bring items to school for special projects or collections; as a general rule, however, we ask that toys should not be brought to school. Please do not bring anything of value or of a sentimental nature to school as it can cause distress if these items are lost or damaged.

Academic year 2020 to 2021

Autumn term 2020

- Thursday 3 September to Friday 23 October **3:25pm finish**
- Tuesday 3 November to Friday 18 December **1.30pm finish**

Spring term 2021

- Tuesday 5 January 2021 to Friday 12 February 2021 **3:25pm finish**
- Tuesday 23 February 2021 to Wednesday 31 March 2021 **1.30pm finish**

Summer term 2021

- Monday 19 April 2021 to **Friday 28 May 2021 **3:25pm finish**
- Tuesday 8 June 2021 to Friday 23 July 2021 **1.30pm finish**

**School is closed on Bank Holiday Monday 3rd May 2021

The dates above take into account 5 school closure dates for Staff Training (INSET days):

Wednesday 2nd September 2020

Monday 2nd November 2020

Monday 4th January 2021

Monday 22nd February 2021

Monday 7th June 2021