




SHEEN MOUNT PRIMARY SCHOOL

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Parent Information Guide
2019 - 2020

Welcome

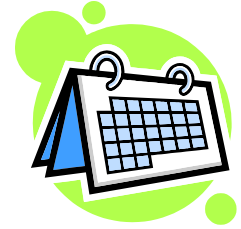
Welcome to Sheen Mount Primary School – the information included within this guide is designed to provide you with the information that you and your child need to know to make a successful start at Sheen Mount.

School Aims

Sheen Mount School aims for excellence. We promote this through an enriched curriculum and by supporting all children to fulfil their potential. Staff and governors have agreed the following aims:

- to provide excellent teaching from confident, motivated and committed staff
- to value children, supporting them to become happy, confident, self-motivated and organised
- to enable children to achieve their full potential through engaging with a fun and engaging curriculum that provides an appropriate level of challenge
- to enable children to demonstrate their understanding of cultural diversity
- to provide an inclusive school which enables children to demonstrate an understanding and respect for the needs of others
- to provide a physical environment that is conducive to achieving excellence supported by resources of the highest quality
- to have a positive and strong partnership between school, home and the wider community

Term and Holiday Dates 2019 - 2020



Autumn Term 2019

Wednesday 4th September – Inset Day*
Thursday 5th September – Start of Term
Monday 28th October – Friday 1st November – Half Term
Monday 4th November – Inset Day*
Friday 20th December – End of term (2pm)

Spring Term 2020

Monday 6th January – Inset Day*
Tuesday 7th January – Start of Term
Monday 17th February – Friday 21st February – Half Term
Friday 3rd April – End of term (2pm)

Summer Term 2020

Monday 20th April – Inset Day*
Tuesday 21st April – Start of Term
Friday 8th May – Bank Holiday
Monday 25th May – Friday 29th May – Half Term
Monday 1st June – Inset day*
Wednesday 22nd July – End of Term (2pm)

*There are five Inset Days each academic year. The school is closed for the children but the teachers are working and use the time for their professional development.

Regular Events

This annual cycle of events gives a flavour of some of the activities which are generally planned

AUTUMN TERM

Meet the teacher session for parents
PSA September Party
Sharing our Learning (open morning)
Parent teacher consultations
Focus Week
Harvest Assembly for parents to join
Individual child or family photo
PSA Christmas Fair
Reception and KS1 Christmas performances
KS2 Carol Concert in Christ Church

SPRING TERM

Focus Week
Sharing our Learning (open morning)
Parent teacher consultations
Spring Assembly for parents to join
Class Photographs
PSA social event

SUMMER TERM

PSA Summer Fair
Sports Days
End of Year written report

The dates for all of these events can be found on the school website calendar which can be viewed at www.sheenmount.richmond.sch.uk/calendar

Uniform

Children must wear school uniform as we believe it helps establish a sense of belonging. Most of the school uniform can be brought from high street stores and supermarkets. The sweatshirts / cardigans and other special items are available online at:

www.stitchdesign.co.uk

In winter the girls should wear:

plain grey tunic, skirt or grey trousers
white blouse, shirt or polo shirt
dark green cardigan, jumper or school sweatshirt / cardigan
white socks or dark green, grey, white or black tights

In summer girls may wear:

green and white striped or checked dress or tailored grey shorts

Boys should wear:

dark grey shorts or long trousers
white or grey shirt or polo shirt
dark green jumper or school sweatshirt
black or grey socks

PE Kit:

white PE shorts
colour team t-shirt
plimsolls and sensible trainers for outside PE
drawstring shoe bag for PE clothes (no large rucksacks please)
children can also wear a Sheen Mount hoodie and dark tracksuit bottoms for outdoor PE in the winter

Shoes:

strong, lace-up, velcro or buckled shoes in black (not trainers or boots)

General items:

plain waterproof coat, jacket or Sheen Mount fleece

Hair:

For boys and girls hair below shoulder length should be tied up. Any hair accessories should be small in size and in line with school colours.

For Reception and KS1 a Sheen Mount book bag is available to purchase from the school office.

PARENT INFORMATION GUIDE



This is what the different versions of the school uniform could look like.

Please ensure that all items of clothing are clearly named!



Staff and Responsibilities 2019 – 2020

Class	Staff Member	Responsibilities
	Ian Hutchings	Headteacher
	Maria O'Brien	Deputy Headteacher
	Laura Jeffery	Assistant Headteacher (Inclusion)
	Rob Kennedy	Upper KS2 Phase Leader
	Paula Teeling	Lower KS2 Phase Leader
	Avani Bakrania	KS1 Phase Leader
	Robert Stefanini	EYFS Phase Leader
Squirrel Class	Robert Stefanini	Class Teacher
Rabbit Class	Nicola Hope-Evans	Class Teacher (Part-time)
Rabbit Class	Beth Porter	Class Teacher (Part-time)
Dormice Class	Gijs Knol	Class Teacher
Otters Class	Michelle Wigmore	Class Teacher
Moles Class	Maddy Marriage	Class Teacher (Part-time)
Moles Class	Katie Mortimer	Class Teacher (Part-time)
Hedgehogs Class	Hannah Wills	Class Teacher
Doves Class	Grace Bolton	Class Teacher
Robins Class	Sophie Coombs	Class Teacher
Owls Class	Avani Bakrania	Class Teacher
3B	Danielle Breckon	Class Teacher
3H	Megan Hopwood	Class Teacher
3C	Kyla Costa	Class Teacher
4T	Paula Teeling	Class Teacher
4D	Joe Donohoe	Class Teacher
4HW	Adrienne Webster	Class Teacher (Part-time)
4HW	Mary Hayward	Class Teacher (Part-time)
5K	Rob Kennedy	Class Teacher
5M	Gemma McIntosh	Class Teacher
5BD	Vicky Boa	Class Teacher (Part-time)
5BD	Alison D'Urso	Class Teacher (Part-time)
6AM	Katie Adams	Class Teacher (Part-time)
6AM	Suzanne Maile	Class Teacher (Part-time)
6J	Kate Jeffery	Class Teacher
	Marianne Paemen	School Business Manager (SBM)
	Clare Brivati	School Administration Team
	Eleanor Abrams	School Administration Team
	Carolyn Moore	Assistant SBM (Part-time)
	Steve Brooks	Caretaker
	Jeff Leahy	Caretaker (Part-time)

Curriculum

Our classes have 30 children in each class and there are three classes for each year group. Children are taught by a class teacher for the year and have support from teaching assistants within each phase. Some sessions are taught by specialist teachers, other teachers in the school or teaching assistants.



When children start school in Reception class they follow the Early Years Foundation Stage Curriculum. This is divided into three prime and four specific areas of learning, and the three learning characteristics, set out below:

The prime areas of learning:

- communication and language
- physical development
- personal, social and emotional development

The specific areas of learning:

- literacy
- mathematics
- understanding the world
- expressive arts and design

The learning characteristics:

- playing and exploring
- active learning
- creating and thinking critically

As the children enter Year 1, the teachers' planning will be increasingly based on the Primary Curriculum, which the children then follow throughout Key Stage 1 (Year 1 and 2) and Key Stage 2 (Years 3 to 6).

The Primary Curriculum includes literacy, mathematics, science, computing, music, history, geography, art, design technology (DT), physical education (PE). As well as this the children's learning covers religious education (RE), personal, social and health education (PSHE) and the study of at least one foreign language. Many subjects are taught in a cross-curricular approach, so that, for example, children's written work will be linked to their historical study.

P A R E N T I N F O R M A T I O N G U I D E

Teachers make regular assessments of children's progress in all curriculum areas. There are formal opportunities for parents to meet their child's class teacher during the year to discuss progress and a written report is sent home at the end of each academic year.

Children in The Early Years Foundation Stage, KS1 and KS2 take part in assemblies which incorporate an act of collective worship. Parents can ask for their children to withdraw from this part of the school assembly.

The curriculum is extended by a wide range of extra-curricular clubs and activities which children can join mainly from Year 1 onwards. Information is provided about these at the start of the term.

Golden Rules

We have a set of rules known as the Golden Rules which all children are made aware of:

- be kind and helpful
- be honest
- listen to people
- work hard
- care for our things

Children in KS1 and KS2 are rewarded for keeping the Golden Rules with some free time known as Golden Time. Children are made fully aware of the systems of sanctions and rewards that operate in each class.

Toys

Some children might choose to bring a small toy to school to help with transition from home and to support at playtime. This should be small enough to keep in your child's book bag, preferably be cuddly and not precious or electronic.

Rules and Expectations

Although we don't have many rules, the few that we have help to make the running of the school easier. We hope that we can rely on the cooperation of pupils, parents, au pairs and nannies.

- all children should attend school every day and arrive and be collected on time
- smoking and dogs are not allowed on site
- no cycling or scooting on site by children or adults - children and adults are encouraged to cycle or scoot to school and there is storage on site for bikes and scooters
- the main school doors should not be used for access before and after school – children should walk round to the appropriate entrance door. If a child is late they should report to the office before going to their classroom
- at the end of the day the school site should be cleared promptly
- Before and after school, the climbing equipment around the school is not to be used. Children should not play ball games in any area of the school at these times
- Children may not be left at school unattended outside of school hours

Golden Books

Each child has a Golden Book. This is one record of your child's progress through their time at Sheen Mount. Each term every child completes a piece of work in their Golden Book – this may be a piece of English, maths or other learning. It is marked each term by a member of the leadership team.

Home School Agreement

All parents and children are required to sign a copy of our home school agreement. This sets out the expectations for how we expect the children, parents and school to behave in regard to e.g. behaviour, attendance and homework. This is stored in the front of each child's Golden Book.

Travel to school

We are pleased to represent a small catchment area in our local community. Our hope would be that the vast majority of children will be able to come to school on foot, by scooter or by bike. If there is a specific reason why you need to travel to school by car it is essential that you park with respect to our neighbours and in line with the Highway Code. In particular this means that you should not stop on the yellow zig-zag lines or park on the curb at any point.

Educational Visits

Throughout your child's time at school his/her class will have the opportunity to go on visits to areas within the locality, and further afield. These visits are carefully planned by class teachers to enhance the school curriculum and add motivation and enjoyment to your child's learning. There is often a cost to these visits but there is provision to offer financial support to those requiring it.

In Year 3, children are invited to take part in a sleepover in school. This allows them the opportunity to develop independence and is a practise for the residential school trips which take place in later years. In Year 4 the children have a three day residential school journey to Juniper Hall in Surrey, in Year 5 they have a five day residential school journey to The Isle of Wight and in Year 6 they have a six day visit to France.

Homework

Our homework policy sets out what is expected from children as they progress through school. When children start school they are encouraged to read, and be read to, every day: the sharing of books is one of the most important activities you can do. It is important that children learn to interpret print all around them, not just in books, so 'reading' street signs, newspapers, door numbers etc is just as important. Singing, especially the learning of nursery rhymes is also very important. Gradually the children will also be expected to take part in phonics and writing activities at home, and may be asked to learn to read, and later to write, specific words.

As the children get older, so the expectations for the quantity of homework increases so that from Year 2 children will have weekly

literacy and numeracy tasks and are expected to support their learning by conducting research at home using books and the internet. All homework is set on a Thursday to be returned the following Tuesday.

Water

All children are encouraged to drink water throughout the day to aid concentration and keep healthy.

Children in reception are provided with a water bottle by the PSA on their first day of school. These are

kept in school during the week and returned at the weekend for washing. If your child loses their school water bottle, a new one can be purchased from the school office.



School Meals

We take pride in our arrangements for a positive lunchtime for our children. Our hot meals are provided by a company called Accent Catering: <http://www.accentcatering.co.uk/>. The school has an exceptionally high uptake of hot lunches. If however, you don't want your child to have a hot meal, there is the option for parents to provide a packed lunch. Guidance on packed lunches can be found on the school website in the 'parents/school meals' section. If you have questions or comments about the school meals provision please contact the school office.

The menu changes every term and follows a three week cycle and can be found on the school website.

For children in Reception, Year 1 and Year 2 the hot meal is provided free for all children. This is known as Universal Infant Free School Meals. For children in KS2 a free school meal can be provided via a means tested grant. If you think that you might be eligible please contact the school office. It is very important for the school to ensure that all parents who might be eligible for Free School Meals (even those in EYFS and KS1) are registered as the school will receive additional income to support our families.

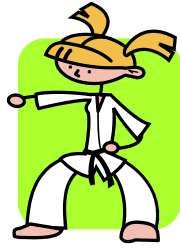
Milk



Parents can register their child to receive milk every day via the Cool Milk website www.coolmilk.com. Children who are registered will receive milk free of charge until they are 5 years old.

Daily Routines

EYFS	KS1	KS2
8:45 Children allowed into school	8:45 Children allowed into school	8:45 Children allowed into school
8:55 Registration + lessons begin	8:55 Registration + lessons begin	8:55 Registration + lessons begin
Children have constant access to outside area, fruit and water	10:30 – 10:45 Morning break (children provided a with fruit or vegetable snack)	10:45 – 11:00 Morning break (children can bring in a fruit or vegetable snack)
12:00 Lunch	12:00 Lunch	12:30 Lunch
13:10 Afternoon session begins	13:10 Afternoon lessons begin	13:40 Afternoon lessons begin
Children have constant access to outside area	14:50 Afternoon Break	
15:20 End of school day	15:20 End of school day	15:30 End of school day



Clubs

The school and external providers offer extended services opportunities for the children. We have an onsite Breakfast Club which operates from 7:30 to 8:55 and an After School Club that runs from 15:20 to 18:00. If you are interested in booking please call Fit for Sport on 0845 456 3233 or visit the website at www.fitforsport.co.uk. A wide range of sporting, academic and arts clubs are available for KS1 and KS2. Details of these are sent out at the beginning of each term. The use of extended services incurs a charge. As with all paid for activities including school trips and journeys if you feel that you might be eligible for financial support please make an appointment with the headteacher to discuss how we might be able to help you.

If your child is in EYFS or KS1 it is the parents' responsibility to ensure that your child is collected from class and delivered to the club provider. All communication regarding external clubs, including registrations, cancellations and changes in pick-up arrangements, should be direct with the club provider.

Special Educational Needs (SEN)

At some stage during their time at school many children need some additional help. This is provided within class by class teachers and teaching assistants. Where a child is still experiencing difficulties, they may receive additional support from the SEN team, who work in close liaison with parents to ensure that children are given the most appropriate help. We have the benefit of advice from other professionals who work with us to ensure that we meet the needs of all children. Our school is made as accessible as possible with two lifts to the second floor, ramps and disabled toilets.



If you wish to speak to our Inclusion Leader, Laura Jeffery, she can be contacted through the school office. Parents can also find additional SEN information on the SEN Report section of the school web-site.

<http://www.sheenmount.richmond.sch.uk/Special-Educational-Needs>

Health and Safety

The health and safety of all children is a major priority for us and we do all that we can to ensure that the school site is safe and that children are well cared for at all times. The school gates are locked at the start of the school day so that visitor access is via the front office. The gates are open 15 minutes before the end of the school day to allow parents access for picking up children. Staff wear name badges and visitors sign in and out electronically. All staff and any visitors who work with children on a regular basis have up-to-date Disclosure and Barring Service (DBS) certificates. A large number of our Teaching Assistants have a medical qualification and children are well cared for in the medical room if required. Parents are asked to inform us of any health or medical issues when children start school and whenever there is a change in their health or requirement for medication.



If your child is required to take any short-term medication (prescribed by a doctor) during the school day this needs to be logged with the school office. Please hand over a short-term medication form and all medicines to the school office for it to be recorded and monitored. Record forms are available on the school web-site or from the school office. Children must not have medicines in their bags or lockers e.g. cough sweets and lip-balms. The school cannot administer non-prescribed medication.

Absence

We have a statutory requirement to maintain attendance registers showing the attendance of all children and to show a distinction between 'authorised' and 'unauthorised' absence.

Illness

If a child is ill, parents should inform the school at the earliest possible opportunity and every day of absence thereafter to explain the reason for the absence. This can be done by telephone, e-mail or in writing. Children should not attend school for 48 hours following a bout of sickness.

Holidays

The expectation is that parents do not take pupils out of school for holidays during term time. Where parents need to request absence for their child, a form needs to be requested from the school office. It needs to be completed and sent into school prior to the absence.

Absence will generally be authorised for medical reasons and visits to secondary schools but apart from highly exceptional circumstances, term time holidays will not be authorised.

Lateness

Regular, persistent lateness will be followed up by the school in the same way as absence. When a pupil arrives late, their presence will be marked in the register. It will be included as unauthorised if the child arrives after the register has been taken and it has not been authorised.

Parents should be aware that the Educational Welfare Service considers high levels of unauthorised absence as a safeguarding issue and has the authority to issue Fixed Penalty Notices to parents. Fixed Penalty Notices are paid directly to the Borough and do not profit the school.

Communication

The school newsletter and website are the main sources of information about school events.

www.sheenmount.richmond.sch.uk



From the website you can access newsletters, curriculum information and policies. Urgent information such as school closures or cancelled events will be displayed on the home page.

The weekly newsletter provides you with current information about the school and details of future events and dates. The newsletter will be e-mailed to you every week – please ensure that the school office has an up to date e-mail address.

We also have a school Twitter account that will be used for updates and relevant school information. You can follow this by searching for @sheen_mount. The Twitter feed is also displayed on the school home-page if you do not want to use Twitter.

Further information about your child's individual class will be sent by e-mail. The class pages on the school website will be updated regularly with information about what the children have been learning and hints to help support your child.

Parent Staff Association (PSA)

As a parent of the school you are automatically a member of the Parent Staff Association. It works to provide social events for the children and parents and to raise funds for the school. To find out more about this group please visit the PSA section of the school website. Here you can find details of events and contact details if you wish to become more involved. Every parent is able to join us for our half-termly PSA meetings – they take place in school and are advertised in the school Newsletter and the school calendar on the website. Our current Co-chairs of the PSA are Simon Groves and Cara Olsen – they can be contacted through the school office or via e-mail smpsachair@gmail.com.

Governors 2019 - 2020

We have a strong team of governors who are motivated and committed to the success of the school. They are organised as follows and can be contacted through the school office or via e-mail governors@sheenmount.richmond.sch.uk

Name	Category
Justine Hebert (Chair)	Parent Governor
Kathryn Higgins (Vice-chair)	Co-opted Governor
Kelly-Ann Cahillane	Co-opted Governor
Nikki Christmas	Parent Governor
Helen Edward	Co-opted Governor
Anna Hare	Co-opted Governor
Nicola Hope-Evans	Staff Governor
Ian Hutchings	Headteacher
Laura Jeffery	Associate Governor
Pukar Mehta	Associate Governor
Maria O'Brien	Associate Governor
Marianne Paemen	Associate Governor
Catherine Riley (Pastoral Chair)	Co-opted Governor
Julia Sandell	Co-opted Governor
Tilly Walters (Resources Chair)	Co-opted Governor
Maria Widdowson	LA Governor

Arbor

Our Management Information System (MIS) is called Arbor. You will have a log-in for Arbor and will be able to update your contact information etc. This will also be the portal that you will use to make payments for things like school visits and give permissions and select appointments. It is very important that you are able to access Arbor, if your log-in details do not work, please contact a member of our administration team.

Data Protection

Sheen Mount is committed to upholding individuals rights to have their personal data protected and the school adheres to the General Data Protection Regulation (GDPR) 2018. To carry out its functions the school collects, stores and processes personal data about its pupils, parents, employees and other third parties. For further detail regarding the school's data protection policy, the type of data the school processes and how to lodge a data subject access request please see the school's data protection policy and fair processing notice on the school website. The school's data protection officer can be reached via dpo@sheenmount.richmond.sch.uk.

Complaints procedure

If you feel that you or your child has not been treated fairly the first line of contact should be with your child's class teacher and thereafter phase-leader. The school complaints policy can be found on the school website.

Glossary

Arbor – our management information system (MIS) that manages information about you and your child.

Colour Teams – each child in the school is placed into a colour team of either red, green, blue and yellow. This house system is linked to team points and sports and academic colour team events

DBS certificate – Disclosing and Barring Service – the authority that checks that adults are safe to work with children

DfE – Department for Education

EAL – English as an Additional Language

EYFS – Early Years Foundation Stage (Reception Classes)

Focus Weeks – these are held termly to provide an additional layer of enrichment for the curriculum and in the past have been themed on humanities, maths etc

Gifted and Talented – register of children who are recognised as having a particular gift or talent in an area of the curriculum

INSET day – a day used for staff professional development where the school is closed for all children

KS1 – Key Stage 1: Years 1 and 2

KS2 – Key Stage 2: Years 3, 4, 5 and 6

LA – Local Authority – Richmond-upon-Thames

Phonics Screening – this is a screening test used by the DfE to check on the phonic development of children at the end of Year 1. Children read a list of real and 'alien' words

PSA – Parent Staff Association – all parents and staff are members of this group who provide social and fundraising activities for the benefit of the school

Pupil Premium – this is additional money that a school receives to support vulnerable pupils and is a means tested method of providing financial support

NQT – newly qualified teacher – this is the terminology used for a teacher that is starting their first year in the profession

Ofsted – Office for standards in education. They inspect schools and report on the quality of education being provided

SATs – standard assessment tests – these are assessment tools used by the DfE to monitor school performance. These tests are used at the end of Year 2 and Year 6

School Journey – this is a school visit that involves an overnight stay

SDP – School Development Plan – this is the plan produced by the school to demonstrate what the school is working on to make further improvements

Sports Premium – this is additional funding provided to a school to support the provision of sport and health initiatives

Universal Infant Free School Meals – this is an initiative that was new in September 2014 that entitles all children in Reception, Year 1 and Year 2 to a free school meal – this is irrespective of any means testing

We hope that you have found this guide useful. Please let us know if you think there are things missing so that we can add them in future updates.

