

# Laleham Lea School



## Parents' Handbook

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Purley

Surrey

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[www.lalehamlea.co.uk](http://www.lalehamlea.co.uk)

[secretary@lalehamlea.co.uk](mailto:secretary@lalehamlea.co.uk)

Dear Parents,

This Handbook has been designed as a guide to all you need to know about Laleham Lea School. The guide is revised termly and you can find the latest version on our website. Please do let us know if there is anything missing or anything else you would like to be explained.

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# A



## **Absence**

If your child is unable to attend school due to illness please email (or telephone) the school office ([secretary@lalehamlea.co.uk](mailto:secretary@lalehamlea.co.uk)).

Children should not return to school for 48 hours after the last bout of vomiting or diarrhoea.

If a child has a contagious illness (Chicken Pox, Scarlett Fever etc.), they should remain at home and the school should be informed immediately. Return to school is not permitted until the incubation period has passed and the child is recovered.

If children have medical appointments during the day, Parents should inform the class Teacher via email, copying in the school office in advance of the appointment giving as much notice as possible.

Parents will be notified if a child is taken ill at school and will be asked to collect their child if the Head Teacher thinks that the child should go home.

## **Accidents/First Aid**

Most teaching staff, along with the School Secretary are Paediatric First Aid trained. All bumps, bruises, cuts and grazes will be dealt with by a Paediatric First Aider. All accidents are recorded in the Accident Book. For minor injuries, once treated, children will carry on with lessons as normal and Parents will be informed at the end of the day.

For all head injuries, a Head Injury Form will be completed and sent home informing Parents of the circumstances in which the injury occurred and the treatment received.

If a more serious accident should occur (broken bone etc.) then Parents will be informed immediately.

## **Allergies/Dietary Requirements**

The School should be informed of any allergies and dietary requirements on the Confidential Health Form given to all Parents when a child enrolls at Laleham Lea. Please ensure our records are kept up to date and inform us of any changes to this.

If your child requires medication for their allergies (Epi Pen etc.) then you will need to fill in a Medication Request Form, granting us permission to administer any medication/s.

We are a NUT FREE SCHOOL and as such all nuts, biscuits/cakes/spreads and sauces which may contain nuts are not allowed in school.

## **Anti-Bullying**

Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our pupils and their Parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. Any kind of bullying is unacceptable. This policy applies to all pupils in the school, including those in the Early Years Foundation Stage.

## **Appointments**

Class Teachers and the Head Teacher are happy to meet with Parents to discuss a child's progress, welfare or any other matter of concern. Please contact the School Office to make an appointment.

### **Aqua Sports**

Year 5 pupils attend an Aqua Sports programme in the Summer Term in Merstham. More information and permission slips will be sent to Parents during the Spring Term.

### **Arrival/Departure**

The white School doors open at 8.30am and children from Reception to Year 6 go out into the playground until the bell goes to start school at 8.45. (Nursery opens at 8.30am and children should enter by the side door on Peaks Hill Rise).

Children arriving after 8.45am should enter by the main school door and will be marked as late. All children arriving late should report to the School Office before going to class.

Children attending Early Birds Breakfast Club can arrive at the main school door from 8am.

Nursery children should be collected from the Nursery Door at 3.30pm.

Reception/Y1/Y2 are dismissed from the double doors outside the Reception classroom at 3.20pm. Year 3/4 are dismissed from the white entrance doors from 3.25pm. Year 5/6 are dismissed from the double doors outside the Reception classroom at 3.30pm.

If your child attends an After School Club they will be dismissed from the white doors when that club ends.

All children are dismissed by a member of staff and must be collected by a known adult. If someone else is collecting your child then you must email the School Office to inform us of any alternative arrangements you have made.

For information on Late Leavers please see the relevant section below.

### **Assembly**

Assemblies are held on Tuesday and Friday mornings in the Long Room. At Friday Assembly we celebrate special achievements and award the Star of the Week for each class along with smart uniform certificates.

### **Assessments**

Your child's class Teacher will be able to give more information on Assessments and Reporting for your child's Class.

# B



## **Bags**

All School Bags are available from the School Office. Nursery children require a Book Bag (£4.50). Reception and Year 1 children require a Book Bag and a PE Bag (£6). From Year 2 Children also require a Ruck Sack (£16.50) and older children can also purchase a large Sports Bag (£21).

## **Behaviour**

The school expects every member of the school community to behave in a considerate way towards others. We treat all children fairly and apply our Behaviour Policy in a consistent way. Our Behaviour Policy aims to help children grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community.

The school rewards good behaviour, as it believes that this will develop an ethos of kindness and cooperation. The Behaviour policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

We expect the support of Parents in promoting our high standards in all aspects of the school, including that of good behaviour. For more information on this please see our full Behaviour Policy.

## **Blazers**

Blazers are an essential part of the school uniform from Year 1 upwards. Children are expected to wear these on their way to and from school.

## **Break Time**

Morning Break is from 10.35-10.55am. A healthy snack is provided.

# C



## **Child Welfare**

Laleham Lea is committed to providing a safe and secure environment for pupils, staff and visitors and promoting a climate where pupils and adults feel confident about sharing any concerns which they may have about their own safety or the wellbeing of others. We aim to safeguard and promote the welfare of children by protecting them from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

## **Christmas**

Nursery, Reception, Year 1 and Year 2 all perform their own Christmas productions which Parents and family are welcome to attend.

The Junior Christmas Carol Concert takes place in the John Fisher Chapel with Years 3-6 taking part.

## **Clubs**

There is a wide variety of lunch-time and after school clubs for pupils to take part in. Club lists and sign-up sheets are emailed to Parents at the beginning of each term. No clubs run in the first week of any term.

## **Communication**

The weekly school Newsletter is the key document for all school information and dates for you diary. Class Teachers' email addresses are published in the Newsletter to enable Parents to contact their child's Teacher directly if they should need to. Please be assured that Teachers will respond as soon as they can, but understandably, teaching your children comes first, so responses may not be immediate.

## **Complaints**

If any Parent is unhappy with the education that their child is receiving, or has any concerns relating to the school, we encourage that Parent to talk to the child's Teacher immediately. The sooner we know about concerns, the sooner we can deal with them.

We aim to be fair and honest when dealing with any concerns or complaints. We give careful consideration to all complaints and deal with them as swiftly as possible. We aim to resolve any complaint through dialogue and mutual understanding. In all cases we put the interests of the child above all other issues. We provide sufficient opportunity for any complaint to be fully discussed and then resolved in accordance with our Complaints Policy. Where a Parent feels that a situation has not been resolved through contact with the class Teacher, or that their concern is of a sufficiently serious nature, they should make an appointment to discuss it with the Head Teacher who may require the complaint to be put

in writing. The Head Teacher will deal with the complaint and investigate each case thoroughly according to our Complaints Policy. Most complaints are normally resolved at this stage.

The Head Teacher will log all complaints and keep a record of how they were dealt with. These written records will indicate whether complaints are resolved and at which stage they are resolved at. Please see our Complaints Policy for more information or contact the School Office.

### **Contact Details**

Please ensure the contact details that we hold for you (home address/phone/mobile phone/email) are kept up to date so we are able to contact you in the case of an emergency.

### **Curriculum**

At Laleham Lea, we offer a broad and balanced curriculum, concentrating not only on the core subjects of English, Mathematics, Science and Religious Education; but also Spanish, History, Geography, Music and Drama, ICT/Computing, Games/PE and Art and Design. A modern Foreign Language is studied from Nursery to Yr. 6.

Religious Education at Laleham Lea is at the heart of the curriculum, enriching and informing all other areas of learning. Infant assemblies are held once a week and Junior assemblies twice each week. Mass is celebrated in the John Fisher Chapel or in school and Liturgy is regularly held in The Long Room.

Great emphasis is placed on Music and the Performing Arts. Instrumental concerts are held throughout the year allowing children to perform publicly, both individually and as members of a group. From Nursery to Year 6 children are encouraged to sing and to enjoy music.

From Year 3 to the end of Year 6 the recorder is taught progressively. Peripatetic staff give individual tuition in a variety of instruments including clarinet, violin, organ, cello, flute, oboe, brass instruments and guitar. Children who learn an instrument take part in school musical activities, church services and school concerts and are entered for public examinations when they have reached the required standard.

The Nursery and Infant classes perform annual Nativity and Summer Musicals. The Junior Students stage an end of year summer production led by Year 6 Students.

The school Choir regularly performs with success at local festivals. Sport also plays an important part in the curriculum. Sports on offer at Laleham Lea include Swimming, Rugby, Tag Rugby, Soccer, Netball, Swimming, Tennis, Table-Tennis, Hockey, Cross Country, Athletics, Cricket, Baseball, Basketball, Gymnastics and Ballet. Both boys and girls compete successfully against other schools in the Maintained and Independent Sector in many of the above sports.

### **Curriculum Evening**

Early in the Autumn Term we host a Curriculum evening for our Parents to come and meet our Teaching staff, experience life in the classroom and listen to the Curriculum that will be followed over that Academic year.



# D



## **Data Protection - GDPR Regulations**

Under the GDP Regulations (May 2018), Parents are advised that we need to hold certain personal information on file. This includes details about them such as email, telephone and address and their children including the child's full name, date of birth etc., home address and telephone number. We also hold details of any health problems or allergies as well as any regular medication being taken. For further information on how we use and how we protect your data please read our Privacy Notice for Parents and Carers, Data Protection and Data Retention Policies which are available on [www.lalehamlea.co.uk](http://www.lalehamlea.co.uk).

## **Dogs**

As much as we all like to see those, dogs are not allowed onto school premises at any time. This is for the health and safety of children as they arrive at and leave school.

# E



## **Early Birds**

Early Birds Breakfast Club runs from 8am -8.30am. Children will be offered a light breakfast of cereal, toast with spreads and preserves and milk to drink. Early Birds must be pre-booked on a termly basis for the day/s you require. The cost is £5 per day.

## **Early Years (Nursery/Reception)**

### **Nursery**

Our Nursery is open Monday to Friday during the school term and follows the school holiday calendar. Your child is eligible to attend the Nursery Class from his/her third birthday.

Our Nursery operates from **8.30am to 3.30pm** Monday to Friday during term time.

In order to provide the best possible experience for our children and prepare them fully for transition into our Reception Class, our Nursery offers full day sessions with a minimum of three days attendance.

Nursery children enjoy a varied day which includes all areas of the EYFS Curriculum including ICT, Spanish, Music and Movement and Phonics as well as exploring the new Sensory Garden and amphitheatre. Parents will be able to keep fully up to date with their child's progress via our new 2Simple Parent Portal.

The Nursery Class provides a safe, friendly, happy and stimulating environment. A close partnership with Parents is promoted and the Nursery Teacher is available before or after each session to talk with Parents. Nursery Fees are payable in advance at the beginning of every term. Regrettably, fees cannot be refunded for absences or sessions granted in lieu. A term's notice in writing is required for the cancellation of any sessions. In the event of this not being received, a full term's fees will be charged.

### **Reception**

Our Reception Class provides a welcoming, supportive, and stimulating environment, where children are given equal opportunities to develop and learn, in a way and pace appropriate to them as individuals. During their time spent in the EYFS, children will be following the Early Years Foundation Stage framework (EYFS) achieving the Early Learning Goals by the end of the Reception Year.

The Early Learning Goals set high expectations in the related areas of learning and at Laleham Lea we aim to meet the diverse needs of all children so that most will achieve and some, where appropriate, will exceed the goals by the end of the Reception Year. The aims of the curriculum are to help develop the whole child and to secure the foundation for happy, confident, well-adjusted, independent and educated individuals. Children will be encouraged to explore, question, reason and communicate – also to express their ideas and

feelings through Music, Drama and Imaginary Play. At Laleham Lea, Religious Education is given priority; it pervades the whole ethos of the life and work of the school. Our pastoral support provides warmth and encouragement to nurture each and every child.

### **Eleven Plus (11+)**

From Year 3 to Year 6 Pupils are expected to attend 30 minutes 11+ Prep on a Monday evening from 3.30-4pm. Mrs Uberoi also runs an Accelerated 11+ Maths Class on a Friday evening from 3.30-4.15 for invited pupils only.

### **E-Safety**

Technology and communications are rapidly changing and becoming more sophisticated. With this change come new ways of being unsafe and feeling threatened. E- Safety has become a very important issue which it is essential to address in school throughout different areas of the curriculum to ensure that all children and adults remain safe and in control when using technology. This could be either using mobile telephones or computers or other mobile devices with access to the internet.

As a school we aim to help every pupil and adult to:

- Feel safe and confident when using new technologies.
- Know who to speak to when they are unsafe.
- Know how to report any abusive behaviour.
- Know how to use the internet correctly, without misuse.
- Stay in control and keep personal information private.
- How to take the necessary measures to block and delete accounts, messages and people.

Children are taught E Safety in classes and ICT lessons. Parents are also advised on E Safety at our Curriculum Evening with reminders in our Newsletters.

### **Ethos**

At Laleham Lea we firmly believe in putting the child at the centre of everything we do. From the warm welcome as you walk through the door in the morning to the playground where all ages play, run and socialise together as one happy family. Bright, light filled classrooms and enthusiastic, experienced Teachers engage your minds' thirst for knowledge, helping each developing individual to reach their full potential and ultimately move on to the school of their choice. We are a Catholic School where kindness and care for each other comes first.

# F



## **Fees**

Fees are due no later than the first day of each term. One term's written notice of withdrawal of a pupil is required; the school contract does provide for a full term's fees in lieu of the requisite notice. Please contact the Bursar at the school if you require any further information.

Our Local Authority provides funded places within the Nursery and Reception Class for all children aged 3 to 5 years. Funding commences on the first day of the term following the child's 3rd birthday and ends on the last day of the term in which the child has his / her 5th birthday.

Free Early Years education within the Nursery is set at a maximum of 15 hours per week. This is subject to confirmation annually.

Please see our website for the most up-to-date information on current fees.

## **Fire Safety**

A copy of our Fire Safety Policy is available on the website and from the School Office.

## **First Aid**

See Accidents.

## **Foreign Languages**

A modern Foreign Language is studied from Nursery to Yr. 6. Currently this is Spanish, with the addition of a French Club on Tuesday evenings for students who have studied French previously.

# G



## **Governors**

Our Governors engage in a collegiate process to support our whole school. Their combination of skills, experience and commitment to our school provide invaluable support. Please see our website for full Biographies of all our Governors.

## **Going Forth Mass**

It has long been a family tradition here at Laleham Lea, to hold a 'Going Forth Mass' for our Year 3 students receiving the Sacrament of Holy Communion. Our Year 4 Parents normally provide the refreshments and cake (a buffet style/Communion Breakfast) for this occasion as all the children in Years 3 and 4 are included in the celebrations. Mass is celebrated in the John Fisher Chapel.

## **Guided Reading**

As well as regularly reading with their Class Teacher children from Reception upwards also participate in Guided Reading, which helps children learn to use Independent Reading strategies. This approach involves children reading a book in small groups of 5 or 6 with a Teaching Assistant and has been proven to develop children's comprehension skills.

# H



## **Hair**

All pupils' hair must be neat. Long hair should be tied back using blue school colour hair bands or slides. Extreme hairstyles are not allowed.

## **Head Lice**

Head lice can spread easily within a school setting and we ask you to check your child's hair regularly. Please inform school if your child does have head lice so we can make other Parents aware of the need to be vigilant.

## **Holidays**

School term dates are made available to Parents in advance of the beginning of the academic year. All family holidays should be taken with the official school holiday periods. We are not able to authorise any holidays taken within term time, no matter how much notice is given. If the number of unauthorised days taken by any family exceeds reasonable limits, we are obliged to inform our local council.

## **Homework**

From joining in Reception children will be expected to complete a certain amount of Home Work each evening to ensure they get into good habits. For more information on how much homework your child should be doing, please speak to their class Teacher. Your support at home creates an important partnership to support your child/children.

## **House System/House Points**

A system of four Houses operates in our school:

- Mayne - red
- Alban - blue
- Edmund - green
- Wulstan - yellow

Extension activities are regularly organised on a House basis with House points and Charity fund raising proving very popular among both boys and girls. There are also annual House competitions in chess and all the major sports. Every child can contribute to the success of their House through points awarded for good behaviour, effort in class and academic achievement. House Captains are appointed from pupils in Year 6 and House efforts are rewarded with cups and shields at the end of year Prize Giving.

# J



## **Jewellery**

Only gold or silver plain stud earrings are permitted in school and should be removed or covered for PE. Religious medals on a chain should be worn discreetly underneath clothing and should also be removed for PE. Sensible wrist watches are also permitted and again, should be removed for PE. All of these are worn at your own risk. The school cannot accept any responsibility for loss or damage to these items.

# L



## **Late Collections**

If you are running late to collect your child, please let the school office know. If you fail to collect your child on time then they will go to Late Leavers until they are collected and the appropriate fee for this will be charged.

## **Late Leavers**

For Parents who require after-school care, Late Leavers sessions are available and must be pre-booked on a termly basis. We understand that on occasion Parents may have last minute care requirements, and we will do our best to accommodate such ad-hoc requests if space and staff ratios permit however separate pricing does apply for any ad hoc sessions. Please see booking form for further details.

## **Library**

The well-stocked school library offers a wide range of books that children can borrow to read at home. We expect children to take good care of school property and any books lost or damaged will have to be replaced or paid for.

## **Liturgy**

Liturgy or Mass is held each week through our Chaplaincy support and this is supported by our RE programme throughout the School. Our ethos is supported by kindness and respect to one another both in and out of school; we are a family that supports each other.

## **Lost Property**

All items of property should be named to enable them to be returned to the correct owner. Any unnamed items will be kept in the School Office until the end of term when they will be donated to the PTA Second Hand Uniform sale.

## **Lunch**

We are a nut free school. A hot lunch and fruit snack are provided and included in the school fees. Menus change termly and are available on the School website. Children are required to bring a water bottle to school.



# M



## **Mass**

Our School is supported through our Chaplaincy with a Mass or Liturgy with the pupils each week. We are fortunate to be able to use the John Fisher Chapel for whole School Mass and for our Christmas Carol Service. Our Long Room is also used for Liturgy, Mass and Assembly. Sacramental Preparation classes are sometimes held here in the evenings with the Parish Catechists to prepare Senior pupils in the Parishes for the Sacrament of Confirmation throughout the year.

## **Mathletics**

From Reception pupils are given a log-on for Mathletics – an online Maths programme designed to support the National Curriculum and help children develop key Maths' skills, this can be accessed from home.

## **Medicines**

Where possible we would request that all anti-biotics and other medicines should be administered by Parents out of school hours. If the course requires a dose to be given during School hours, then Parents should complete a Medication request Form available from the School Office. All medicines must be handed to the office by Parents in the morning for safe keeping. We can only administer medicines prescribed to the child, in the original container and labelled with their name and dose required.

If your child requires medication for allergies or asthma (Epi Pen, inhalers etc.) then this must also be handed to the office with the dosage correct instructions recorded on the Medication Request Form.

Further details about the administering of medicines can be found in the school's First Aid policy which is on our website.

## **Milk**

All children under the age of 5 are entitled to milk at school at Break Time. Parents are given a milk form to complete at their induction which should be returned to the office if they wish their child to have milk.

## **Mobile Phones**

Please be aware that mobile phones must not be used by Parents or children whilst on school premises. If older children have a phone for walking home then this must be switched off and handed to the School office in the morning for collection at home time.

## **Moving Up Day**

Towards the end of the Summer Term we welcome the next years' Reception children into school for a morning and all classes 'move up' to see new classroom and meet their Teacher for the next academic year.

### **Music and the Performing Arts**

Great emphasis is placed on Music. Instrumental concerts are held throughout the year and allowing children to perform publicly, both individually and as members of a group. From Nursery to Year 6 children are encouraged to sing and to make music. From Year 3 to the end of Year 6 the recorder is taught progressively. Peripatetic staff give individual tuition in a variety of instruments including clarinet, violin, organ, cello, flute, oboe, brass instruments and guitar. Children who learn an instrument take part in school Musical Activities such as Church services and school concerts and are entered for public examinations when they have reached the required standard. The Nursery and Infant classes perform annual Nativity and Summer Musicals. The Year 6 class stages an end of year summer production with the Junior Pupils. The School Choir regularly performs with success at local festivals. Students in Year 3-6 enjoy weekly lessons of Drama with our Drama Tutor. All children who are ready, are given the opportunity to enter their LAMDA qualifications.

# N



## **Named Items**

Please ensure that all items of property and uniform are clearly named

## **Nature Trail**

The Nature Trail at the front of the school was funded by the PTA and the School and is designed as place for children to play before and after school. We ask that children are fully supervised at all times when playing in this area and that they remain within the fenced perimeter and do not venture onto the drive or surrounding pavement areas. Please ensure your children do not climb the trees.

## **Notice Board**

Please check the notice board outside regularly for updates and information

## **News Letter**

The weekly Newsletter is your key document for news, events and dates for your diary. Please ensure you read this to keep up-to-date with all the news from Laleham Lea.

# O



## **Open Week**

Open Week is held twice a year in September and March. We appreciate any help Parents can offer during this time. Full details will be sent out in advance.

A visit or tour of the school can also be enjoyed by prospective Parents at any time of the Academic Year by contacting the School Office.

# P



## **Parking**

To ensure the safety of our children when arriving at and leaving school, Parents are not allowed to park in the school drive area under any circumstances. Please also do not park on the double yellow lines or block or reverse into the school drive or the drive ways of other local residents.

## **Parents' Evenings**

Parents' Evenings are held twice a year and are an opportunity for you to discuss your child's progress with their class Teacher. If you have any concerns or queries at any other time, please do get in touch with your child's Teacher.

## **PGL Trip**

In February Year 6 children usually go on an adventure trip at Merchants Hill with PGL. This residential trip gives the students an opportunity to try a wide range of outdoor activities from abseiling to orienteering and for many, will be their first trip away from home. The dates, location and nature of this trip may be subject to change.

## **Photographs**

Individual and class photographs are taken alternately every other year. In addition to this Mrs Parker takes photographs at all school events/plays etc. which are available to order at various points throughout the year. Please can Parents avoid taking their own photos/videos at school concerts and events as it can be distracting for the children and those around you.

## **Policies**

All School policies are available to download in full on our website ([www.lalehamlea.co.uk](http://www.lalehamlea.co.uk)) or by contacting the School Office.

## **Productions**

The Nursery and Infant classes perform annual Nativity and Summer Musicals. Junior Pupils take part in a Christmas Carol and Easter Concert, as well as an end of year Summer Production. The School Choir also regularly performs with success at local Festivals.

## **Prize Giving**

Our Annual Prize Giving for Years 3-6 takes place at the end of the Summer Term, rewarding students for Academic, Musical and Sporting successes.

## **PTA**

Our PTA is always happy to welcome both new and long-standing Parents to become part of our large and friendly community. The PTA has a very social role in the school, from weekly coffee mornings where Parents can unwind and chat in the Lunch Room for an hour after

morning drop-off, to the quiz nights and other evening events that allow Parents to come together and connect with friends, or make new ones.

Children's events are also organised, such as Film Afternoons and fun events and our children are always very keen to come and join the fun.

Events for Parents and pupils help to raise money for important extras for the children, such as new playground equipment.

# Q



## **Queries**

If you have any questions or concerns about your child and their progress or school life in general, then please contact their Class Teacher. Emails for all Staff are available in the weekly News Letter.

Please contact the School Office with any general enquiries.

# R



## **Reading**

Every child should be doing some reading at home in addition to any homework set. For Reception to Y2 Children should be heard reading for 10-15 minutes a day. Older children should be reading independently at least twice a week. Your child's yellow Reading Record should be used to record what they have read and any comments you have for their Teachers.

## **Refreshments**

Children should bring a water bottle to school each day. There is also a water fountain in the playground for children to use at break times.

## **Reports**

Reports are sent home twice a year; at the end of the Autumn Term and the end of the Summer Term. If Parents have any concerns about their child's report, they should speak to the class Teacher directly.

Parental Feedback Forms are included with each report so that you can provide feedback to the school.

# S



## **School Council**

The School Council is a school body run by the pupils and helped by staff to promote ideas and discussions to create positive plans within the school.

Our School Council at Laleham Lea exists to make our school the best it can be for the whole school community.

Our Aims:

- To meet regularly
- To listen to ideas and suggestions as a team across the school
- To keep our school safe
- To make sure no one is being bullied
- To raise funds for charities
- To make our world a better place

The School Council members are elected by the peers at the start of each Academic Year.

## **Secondary Schools**

Laleham Lea School leavers transfer to a wide variety of Secondary Education Schools. The standards of excellence achieved at Laleham Lea mean that many children regularly go on to the local Grammar Schools or obtain scholarships for leading Independent Schools. Other children prefer to remain in a Catholic environment similar to that of Laleham Lea and go on to both Independent and Maintained Catholic secondary schools.

Our Secondary Transfer Evening is held in October to give Year 6 Parents all the information they need to know about the transition to Secondary School. This is usually attended by representatives from some Secondary Schools.

## **Senior Management Team (SMT)**

The Senior Management Team is the main body responsible for the management of the school. The SMT meet on a weekly basis and is composed of: The Head Teacher, The Deputy Head Teacher and the School Business Manager.

## **Severe Weather**

We will always endeavour to open the school, but on occasion severe weather may mean it is not safe for Pupils and Parents to travel to school. On such occasions we ask you to regularly check the school website for updates, we will post on there if school has to be closed for any reason.

## **Shoes**

All children should wear black outdoor shoes with laces, buckles or Velcro. For Nursery and Reception black trainers are permitted but please no plimsolls.

### **Show and Tell**

All Infant children take part in Show and Tell every Friday. Each child is permitted to bring one toy/personal possession from home to talk to the class about. This helps to build confidence, giving the children the chance to talk about something they love.

### **Spelling**

From Year 1 upwards children are given a list of spellings to learn at home each week which are then tested in class.

### **Sport**

Sport plays an important part in the curriculum and includes regular lessons in Rugby, Soccer, Netball, Swimming, Cross Country, Athletics, Hockey and Cricket. All classes play sports twice a week. Games lessons give broad life skills training including all aspects of safety following instructions, fair play and sportsmanship, individual skills development team games, fitness, gymnastics and ball skills. Boys and girls compete successfully against other schools in many of the above sports.

### **Sports Day**

Sports Day usually takes place in June at John Fisher's field opposite the school. Nursery and Infant events take part in the morning with the Junior events in the afternoon. Parents and families are welcome to come along and cheer on the pupils.

### **Sports Fixtures**

Various sports fixtures are organised throughout the year against other local Primary Schools. Boys will need football boots and shin pads (shirts are provided by the school). Girls will need netball skirts.

### **Staff**

The full current staff list and their qualifications are available on the school website.

### **Stationery**

Stationery is provided for all infant children. In the Juniors (from Year 3) children are expected to come to school with a well-stocked pencil case. A full list of items required is available from your child's Teacher.

### **Student Promotions**

Students in Year 6 write a letter of application to the Head Teacher and are interviewed by the Head Teacher if they wish to be considered for a Student promotion – e.g. House Captain, Prefect, Buddy etc.

### **Swimming**

From Year 1, each class will take part in a term's swimming each year. Swimming takes place at Waddon pool and is led by our Swimming Coach Ms Cooper. Parents will be given notice of when their child will be swimming. School swimming hats are compulsory and available from the school office for £5.



# T



## **Term Dates**

The latest term dates are available on our website. These are also emailed to Parents once finalised for the next academic year.

## **Tidiness**

Pupils are expected to ensure their personal belongings are kept neat and tidy on their desks, in trays and on their pegs. This helps to minimise the number of items that get lost or go missing.

## **Timetables**

Your child's timetable is available from their class Teacher at the start of the year.

## **Times Tables**

From Year 2 upwards pupils will be tested regularly on their times tables. Learning them is a key part of their homework.

## **Toys**

Except for 'Show and Tell' days (where they should be kept in book bags), no toys, collector cards or games, fidget spinners etc. should be brought into school for any reason

## **Travel**

The school mini bus is used for swimming, sports fixtures and local trips. Parents are asked to sign a form giving permission for their child to travel in the bus for these events when they join the school. For other school trips we may hire a coach and Parents will be informed and asked to give permission when this is the case.

## **Trips**

Various Educational Visits take place throughout the year to help support the Curriculum and enhance children's learning. Trips have included Hampton Court, The Polka Theatre, Butser Farm and The Houses of Parliament. Parents are informed in advance and asked to return the relevant permission form with payment for the trip. All children must be in full school uniform when on school trips and take a packed lunch and water bottle. For our Offsite Educational Visits Policy, please contact the School Office.

# U



## Uniform

Our school uniform supplier is Cladish of Wallington.

<http://www.cladishsports.co.uk/schoolwear/laleham-lea>

A full list of all uniform for all age groups is available from the School Office.

School Uniform must be worn at all times with no variations.

# W



## Website

Alongside our Newsletter, our website is a key source of information for Parents.

[www.lalehamlea.co.uk](http://www.lalehamlea.co.uk)

# X/Y/Z

