

Ottershaw Christ Church C of E Infant School

An Academy in the Good Shepherd Trust

New Parents Handbook



Fletcher Close
Ottershaw
Surrey
KT16 0JT

Phone: 01932 873652
infant@ottershawcofeschools.surrey.sch.uk

June 2024



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Welcome to Ottershaw Christ Church C of E Infant School

We are so pleased that you have chosen our school for your child. We do hope that your association with us will be a happy one.

The purpose of this handbook is to try and answer some frequently asked questions. If you find we have not addressed all of your questions, please do not hesitate to speak to our staff or call the school office.

We look forward to working together to ensure your child is happy with us.



General Information

Ottershaw Infant and Junior are two Federated Church of England schools for children from 3 to 11 years and are academies in The Good Shepherd Trust. We currently have a two form intake at 4+ (60 pupils) and a two form intake at 7+ (60 pupils). The Nursery unit at the Infant school takes children in the term following their third birthday.

School address: Ottershaw Christ Church C of E Infant and Junior Schools

Infant Site: Fletcher Close
Ottershaw
Surrey
KT16 0JT

Telephone: 01932 873652

Email: infant@ottershawcofeschools.surrey.sch.uk

Junior Site: Fletcher Road
Ottershaw
Surrey
KT16 0JY

Telephone: 01932 872323

Email: junior@ottershawcofeschools.surrey.sch.uk

Website: www.ottershawcofeschools.surrey.sch.uk

Trust Office: Academies Office
Larch Avenue
Guildford
GU1 1JY

Accommodation

We are set in extensive and attractive grounds comprising of playing fields and environmental areas. All weather play surfaces incorporate netball courts, a gazebo, a running track and a trim trail.

The schools occupy two main sites joined by a shared playing field and path. The Key Stage 1 campus accommodates the Nursery, Foundation Stage and Years 1 & 2. The Key Stage 2 campus accommodates Years 3 – 5 in the main building and Year 6 in its own separate block.

Our Vision and Values



Motivated to learn, empowered to achieve

Our Vision

We are excited by Jesus' invitation to 'live life in all its fullness' (John 10:10) and wish to create a loving community where, by serving God, excellence is pursued and individual achievement is celebrated, so that all children are inspired and empowered to flourish as successful adults.

"What the Spirit brings is; Love, Joy, Peace, Patience, Kindness, Goodness, Trustfulness, Gentleness and Self-control."

Galatians 5:23

Our Values

Ambition, Compassion, Courage, Honesty, Perseverance, Responsibility, Resilience, Respect, and Trust.

Our Aims for the Children at Ottershaw Christ Church C of E Schools

To prepare them for the next stages of their education and beyond we want all children to be ambitious in their acquisition of knowledge, skills and understanding and be proud of their achievements.

In an ever-changing world, we want our children to develop the resilience to learn, the perseverance to problem solve and the courage to embrace change and try new things.

To prepare children for adult life and support their personal well-being and development we will teach our children to be responsible, respectful, trustworthy and honest in their relationships.

We want our children to become compassionate citizens of the world.

Staff

Executive Headteacher	Mrs Jo Hastings
Deputy Headteacher	Mrs Debbie Jenkyn
Infant SENCO	Mrs Shannon Shortland

Our six classes and nursery class are named after British birds and animals.

Otters	Year 2	Miss T Pearson
Badgers	Year 2	Mrs S Smithers & Miss S Walsh
Squirrels	Year 1	Miss S Philbey
Hedgehogs	Year 1	Mrs N Thornton & Mrs G Mutch Mrs R Dockley
Robins	Reception	Mrs M Bracken
Sparrows	Reception	Miss C Holland
Cygnets	Nursery	Mrs H Waters & Mrs R Yeates
Nursery Nurse		Mrs D McFetridge
Teaching Assistants	Mrs L White Mrs L Partridge Mrs P Skeet Mrs K Burrows	Mrs L Denny Mrs V Young Miss E Rowbottom
Business Manager	Mrs C Murdoch	
Admin & Welfare Assistant	Mrs S May	
Admin & Welfare Assistant	Mrs L Avenell	
Caretaker	Mr T Franklin	

How will my child spend his/her day?

Mrs Hastings or Mrs Jenkyn welcome the children into the school at the main gate from 8.30am. The class teachers will be in their classrooms from then.

Our school day starts at 8.45am when the registers are taken. If you arrive after this time and are late for any reason, please take your child to the office so that we can register them.

The first session of the day lasts until 10.15am when the school gathers together for an assembly. Playtime follows from 10.30 - 10.45am. After play we have our second session which takes us up to lunch at 12.00. Lunch time runs until 1.00pm. There may be occasions when the class teacher reads with your child during this time. The afternoon session runs between 1.00pm and 3.15pm. We do not have a formal break in the afternoon however, the class teacher may decide to take their class outside for a 'brain break'.

We ask parents to collect their children from outside their classroom at 3.15pm, the end of the school day. Parents may enter the school playground from 3.05pm. In an emergency situation if you are going to be late to collect your child at the end of the day then please could you inform the office, where your child will be looked after until you arrive.

Change of circumstances

If your child is being collected by another adult at the end of the school day, it is important that we know. Please either email the school office at infant@ottershawcofeschools.surrey.sch.uk or complete and hand in to the school office a 'Change of Circumstances' form – these are available from outside the school office. This information will be passed on to the class teacher. Please note we will not release a child to any adult without prior notification.

Should you have a regular collection arrangement, such as 'granny picks up every Tuesday', please confirm this by email to the school office at the beginning of the school year so we can share this with the class teacher.

Absences

It is very important that in case of absence, however short, parents notify the school. In the interest of your child's safety, we request a telephone call or email before the start of the school day. If we have not received notification by this time, we will contact you by text or phone to ascertain the reason for non-attendance. Oral messages from children cannot be accepted.

Where possible we would ask parents to arrange any dental/medical appointments outside school hours. Should this not be possible, parents are requested to show the office the appointment letter, card, text or email. Children should be collected from and returned to the school office where they will need to be signed out of school/back in upon return.

Please note we are required to document all absences from school and the reasons for them. Until we receive confirmation of absences from parents, any absence will be recorded as unauthorised.

Leave of absence in term time will only be authorised in very exceptional circumstances, please refer to our Attendance policy.



Assemblies

Our assemblies are held daily. They are led by a number of people and follow a range of themes.

Monday: Theme of the week led by Mrs Hastings or Mrs Jenkyn.

Tuesday: Teacher-led assembly.

Wednesday: Bible Stories/Songs of Praise led by Rev'd Mark.

Thursday: 'Thoughtful time' class assembly.

Friday: Celebration assembly led by Mrs Hastings or Mrs Jenkyn.



Breaktime

From breakfast to lunchtime can seem a very long time! So, as part of the Schools Fruit and Vegetable Scheme, we provide each child with a piece of fruit or vegetable at playtime.

We have been awarded 'Healthy Eating in Schools' which means that we are committed to healthy eating. Therefore biscuits, crisps, fruit winders, etc. are not permitted in school.

It is important for your child to bring a bottle of water so that they have something to drink throughout the day. For safety reasons we do not allow glass bottles or hot drinks.

All children under 5 are also entitled to a carton of free milk daily. Once children turn 5 you are also able to purchase subsidised milk through Cool Milk, who operate our milk scheme. If you would like to register your child to receive milk, please visit www.coolmilk.com



Things to Bring

- An old shirt or overall that can be used for art and craft work.
- A spare pair of socks and underpants.
- A bookbag available from our uniform supplier.

Donations

- We do request that parents donate a box of tissues and a PRITT gluestick at the start of the school year.
- We would also be grateful if parents could make a small voluntary contribution of £10 to the School Fund. This goes towards items such as ingredients for cooking and making our own play dough and other messy play activities. We encourage all parents to make payments online, details of your child's online account with SCOPAY will be sent home early in the Autumn Term.



Uniform

At our school we have a very distinctive uniform that is purple and black. Sweatshirts and cardigans with the school logo can be ordered online from our uniform supplier MAPAC at www.mapac.com/education/parents All other items can be purchased from any retailer stocking standard uniform items.

We also ask for children in Sparrows and Robins to bring in a spare pair of socks and pants just in case they have any toilet accidents. **Please ensure that ALL uniform is clearly named.**

For PE each Year Group has their own PE day when children wear their PE kit to school for the whole day. When your child starts school, we will advise you which day of the week this will be.

Infant School

- White polo shirt with school logo
- Purple school V-neck sweatshirt or cardigan
- Black long trousers or shorts
- Black skirt or pinafore dress
- Purple gingham dress
- Black or white socks or tights
- Black flat/low heeled school shoes

PE Kit - Year Groups are assigned a PE day when they wear full PE kit to school

- White t-shirt
- Black shorts
- Black sweatshirt
- Black jogging bottoms
- Trainers

Additional Items

- Black reversible shower proof fleece - outdoor wear only
- Purple bookbag
- A protective garment such as an old shirt for art and craft activities

Please note that it is standard education policy that earrings are not worn in PE lessons. We ask that children who are unable to remove their own earrings do not wear them on PE days otherwise, they will not be able to take part in the PE session. If your child does wear earrings, these must be studs only.

Our PTA hold second hand uniform sales throughout the year when parents have the opportunity to purchase donated pre-loved items. These are advertised via our weekly newsletter and by following www.facebook.com/ottershawpta.

Lunches

All full time children take their lunch together in the school hall. A healthy nutritious home cooked meal is prepared daily on site by our catering team from Caterlink.

All Infant children (aged 4 – 7 yrs) are entitled to receive Universal Infant Free School Meals, provided for from government funding. Whilst we do not insist that all children take a school meal we do encourage you to take advantage of this option. Please be assured, we will advise you if your child is not eating well as we believe it is so important for children to be well-nourished to get through the busy school day!

For children with a known food allergy or intolerance, Caterlink can provide a school meal on completion of their Food Allergy & Intolerance Form. This must be supported by a referral letter from a medical professional (GP/consultant/dietician) before an individualised menu can be provided.



Should you decide for your child to bring packed lunches, we do ask you to continue our 'Healthy Eating' policy by encouraging your child to have a healthy packed lunch, i.e. no chocolate biscuits, crisps or sweets. We also have some children with severe nut allergies and therefore ask you **not** to include nuts or products containing nuts, ie. peanut butter spread or chocolate spread.

If you are not going to take up the offer of a school lunch we do ask for a week's notice of your intention to change to a packed lunch. Please contact the school office.

Reading

We place great importance on reading at our school. We ask parents to read with their children on a daily basis. Children will bring home a phonics reading book which will be changed twice a week. Alongside this we operate a 'book bands' reading programme that allows children to choose from a wide and varied range of texts pitched at their reading level. Children will be assessed on a half termly basis and moved to the next book band as and when appropriate. Your child will also have a reading record book in which you and their teachers can note any comments.

All children will need a book bag to carry their books and homework to and from school. These are available from our uniform supplier.

In the Autumn term we invite parents to a reading/phonics workshop to guide you through our approach and how you can help your child at home.

Behaviour

The school policy is to reinforce and rewards good behaviour. We set high standards in the interest of both the individual and the school community. Our Behaviour Policy is available to view on the school website.

It is our aim that every child should feel secure and happy at school and we actively work with children and parents to prevent bullying. Parents are encouraged to talk to the class teacher, Deputy Headteacher or Headteacher about any incidents which may arise so that these can be addressed quickly and positively.

Teachers agree class rules with pupils at the beginning of each academic year, in line with the whole school Behaviour Policy; and these are reinforced regularly. Consistent reward systems are in place across both schools.

What if my child has additional needs?

From time to time some children need additional support within the classroom. We endeavour to identify children at the earliest possible time as we firmly believe that early intervention is key. In these cases, where appropriate an individual support plan will be devised and you would be invited into school to discuss this.

Our approach at Ottershaw is designed to promote independent learning and resilience. Whilst adults may offer additional support, they are not always with the child, or assigned to any child on a 1:1 basis all day.

Assessment

We implement the statutory Reception Baseline Assessment, and continually assess children throughout the year in order to effectively plan next steps in their learning. At the end of Reception Year, we will complete the statutory Foundation Stage Profile Assessment for each child. We share information regarding your child's progress both formally and informally.



Parent Meetings

We hold regular “Meet the Teacher” sessions to share information regarding Year Group routines and curriculum content. In addition, we hold three parents’ evenings each year. One in the Autumn term so that the teacher and parents can discuss how children are settling into their new class. The second in the Spring term to discuss progress and set targets, and finally one in the Summer term when parents are invited to come into school to collect their child’s end of year report, and to celebrate the work the children have done over the course of the year.



Frequently Asked Questions

How can I help in school?

We welcome any voluntary help within the school. All helpers need to have an enhanced clearance from the Disclosure & Barring Service (DBS) and complete our Volunteer Application Pack. Please see our office staff for further information on DBS checks.

What if my child is on medication?

We can only administer prescribed medication. It will be kept in the office and administered as per your written instructions. The necessary forms for this must be completed and signed when the medicines are handed in. All medicines must be in their original packaging with the pharmacy label attached identifying dosage and the name of child it is prescribed for. All medicines must be handed in to the school office and not left with the children in the classroom.

We will not administer over-the-counter medicines to your child although we do allow parents to come in and do this themselves.



If we are late, what do we do?

If you are late, please bring your child to the office to sign your child in.

How do I speak to a teacher?

Teachers are more than happy to meet with parents. You can make arrangements via the school office to see them after the school day.

How do I find out more about what my child is learning?

At the end of each week, we email parents Mrs Hastings weekly newsletter. Our school website is also an invaluable source of information.

www.ottershawcofeschools.surrey.sch.uk

Teachers use the Marvellous Me system to keep you informed of your child's activities and achievements at school. Registration details for the application will be forwarded to parents at the start of the Autumn Term.

As the Autumn Term progresses, you will also be given login information for your child's Microsoft Teams account. This account will remain with your child throughout their time at Ottershaw and is how children access their homework from Year 1 upwards.



How do I obtain school information?

Most letters are sent electronically unless they require a consent signature from the parent. We also operate a texting service for emergencies. Please keep your contact details up to date. Should a parent require a paper copy of information we would normally share electronically, please ask at the school office.

How do I make any payments to the school?

Once your child has started school we will set up an online account for you with SCOPAY. A letter with instructions along with your individual log on details will be sent home early in the Autumn Term. We encourage all parents to make payments online.

Local Governing Committee

Chair

Mick Webb

Hannah Fernando

Alasdair Gordon

Bianca Williams

Neil Griffiths

Tanya Rogers

Rev'd Mark Potter

Jo Hastings

Debbie Jenkyn

Cathy Gamblin

Community

The Ottershaw Parent Teacher Association

The aims of the association are:

- to support the school and advance the education of the pupils attending it
- to promote the school within the community
- to foster and extend positive relationships and communication between staff, parents and the wider school community.

Every parent with a child attending the Ottershaw Schools automatically becomes a member of the OPTA. Registered as a charity, the organisation is run by a highly approachable committee of elected parents with the aim of raising funds for the rest of the school in as light-hearted way as possible. Events include cake sales, Firework night, Summer Fayre etc. The committee is always open to new ideas for fund raising and offers of help are welcomed with open arms.

In the past funding has been used to purchase a wide variety of equipment including items for the playground, books for classrooms and libraries, ICT hardware, items for the dining hall, whiteboard screens for every classroom, class cameras and the 50th Anniversary celebratory mosaic.

Car Users

As you can appreciate, the location of the main school entrance contributes to significant congestion at the beginning and the end of the school day. The road safety officer and police ask for your co-operation in keeping the area safe.

The area marked with zigzag lines must be kept free from parking and cars dropping off or picking up children at all times. We earnestly request all parents to park away from the marked areas and to be considerate of our neighbours and the safety of others.

School Term and Holiday Dates 2024-2025

September 2024							October 2024							November 2024							December 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28
29	30																			29	30	31					

January 2025							February 2025							March 2025							April 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
													30	31						30							

May 2025							June 2025							July 2025							August 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30					27	28	29	30	31			24	25	26	27	28	29	30	
																				31							

Key School Holidays

Staff Training Day (INSET) - no school for pupils

Bank Holiday

Autumn Term 2024: Monday 2nd September - Friday 20th December
Half-term: Monday 28th October - Friday 1st November

Spring Term 2025: Monday 6th January - Friday 4th April
Half-term: Monday 17th - Friday 21st February

Summer Term 2025: Tuesday 22nd April - Tuesday 22nd July
Half-term: Monday 26th - Friday 30th May

Inset Days:

- Monday 2nd September 2024
- Tuesday 3rd September 2024
- Friday 25th October 2024
- Monday 6th January 2025
- Monday 24th February 2025
- Monday 23rd June 2025
- Monday 21st July 2025
- Tuesday 22nd July 2025