

# Welcome to Ottershaw Christ Church C of E Infant and Junior Schools

Academies in the Good Shepherd Trust



*Motivated to learn, empowered to achieve*

"I have come that they may have life, and have it in all its fullness.  
I am the Good Shepherd" John 10: 10 – 11

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# Quick Reference Guide

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# Overview

Ottershaw Christ Church C of E Infant and Junior Schools are situated in a quiet residential area of Ottershaw. As church schools we are supported by the Diocese of Guildford and have Academy Status as members of the Good Shepherd Trust.

In September 2007 our two schools became federated working under one Governing Body and Headteacher. This has meant that we have been able to combine a wealth of experience from our teaching and support staff to benefit all of our children. In March 2019, we strengthened this partnership and our links with the church by converting both schools to Academies within the Good Shepherd Trust.

We take children from 3 years – 11 years of age with a two form entry.

Our two schools are on split sites both within walking distance of each other and sharing beautiful surroundings and playing fields. Our children use both sites for assemblies, Enrichment Weeks and sporting activities.

These opportunities enable our 'younger learners' to experience junior school life slowly and with ease, enabling a smooth transition, something we pride ourselves upon.

Infant Classes are named after birds and animals:

|           |                       |
|-----------|-----------------------|
| Nursery   | Cygnets               |
| Reception | Robins & Sparrows     |
| Year 1    | Hedgehogs & Squirrels |
| Year 2    | Badgers & Otters      |

Our Junior children are in year group classes named after their class teacher, (i.e. Year 3 – Mrs Winsor - 3W)

The latest National Curriculum was introduced from September 2014 and we teach this in an engaging thematic way, enabling children to make links in their learning. Our topics are reviewed every year to keep them fresh and matched to the needs of our children. We ensure that the curriculum takes into account the children's, intellectual, physical, emotional and social development needs. Our topic 'entry' and 'exit' points provide exciting opportunities for engagement and enrichment through visits, visitors into school and a chance to share learning with parents. We hold 'Meet the Teacher' meetings in the first few weeks of each new academic year inviting parents to an informative session to share the expectations of the year ahead.

Each class has a Class Teacher and Teaching Assistant and in our Foundation Stage (Nursery and Reception) we have a full time Nursery Nurse and Teaching Assistants.

Our Teaching Assistants also work as lunchtime supervisors which provides continuity for children and staff.

The school welcomes the valuable contributions the support staff, parents and volunteer helpers make to the education of our children especially our 'younger learners'

# School Staff

2025-2026

## Senior Management

|                 |                             |
|-----------------|-----------------------------|
| Mrs J Hastings  | Executive Headteacher       |
| Mrs D Jenkyn    | Deputy Headteacher          |
| Mrs C Murdoch   | School Business Manager     |
| Mrs Z Hollis    | Inclusion Manager (Juniors) |
| Mrs S Shortland | Inclusion Manager (Infants) |

## Class Teachers

|           |                |                  |
|-----------|----------------|------------------|
| Nursery   | Mrs B Yeates   | Mrs H Walters    |
| Reception | Mrs M Bracken  | Miss C Holland   |
| Year 1    | Miss S Philbey | Miss A McDougall |
| Year 2    | Miss T Pearson | Mrs N Thornton   |
| Year 3    | Mr L Dennis    | Mrs L Parkhouse  |
| Year 4    | Mrs C Potter   | Miss D Winsor    |
| Year 5    | Mr P Sanders   | Miss P Grey      |
| Year 6    | Mrs J Ikin     | Mrs J Ali        |

## Trainee Teacher

**Mr N Henry**      **Mr P Goupil**

## Teaching Support Staff

|                  |                                    |                  |
|------------------|------------------------------------|------------------|
| Mrs V Collins    | Mrs J Hunter                       |                  |
| Mrs J Rodriguez  | Mrs S Harrison                     | Mrs D McFetridge |
| Mrs A Dyke       | Mrs C Amaee                        | Mrs K Burrows    |
| Mrs L White      | Mrs L Denny                        |                  |
| Mrs L Partridge  | Mrs J Cocker                       |                  |
| Mrs P Skeet      | Miss E Rowbottom (Maternity Leave) |                  |
| Miss K Rowbottom |                                    |                  |

## Office Personnel

|                               |                   |
|-------------------------------|-------------------|
| School Business Manager       | Mrs C Murdoch     |
| Admin Assistant/Pupil Welfare | Mrs L Avenell     |
| Admin Assistant/Pupil Welfare | Mrs S May         |
| Admin Assistant/Pupil Welfare | Mrs K Clark       |
| Admin Assistant/Pupil Welfare | Mrs S Gillman     |
| Finance Assistant             | Mrs D Blanchfield |

## Premises Personnel

|              |               |
|--------------|---------------|
| Site Manager | Mr G Lock     |
| Site Manager | Mr T Franklin |

## Catering

Catering provided by Caterlink



# School Life at Ottershaw Schools

## School Times

### Infant Department

School starts at 8.45am and finishes at 3.15pm – Classrooms open from 8.30am  
Lunchtime is from 12.00pm – 1.00pm

Our morning and afternoon Nursery sessions are as follows:

AM session – 9.00am - 12.00pm  
PM session – 12.00pm - 3.00pm

### Junior Department

School starts at 8.35am and finishes at 3.05pm – Classrooms open from 8.25am  
Lunchtime is from 12.00pm – 1.00pm

The children are encouraged to come into school from 8.30am. This creates a calm start to the day and develops independence and responsibility.

All absences and late arrivals are marked in the class register and will be followed up by a text message or telephone call to parents if we have not been notified of the reason for absence.

Parents are asked to ensure that their child knows in advance who will be collecting them at the end of the day. Your child's teacher must be informed in the morning if someone different is collecting your child for any reason, i.e. going home with friends or relatives. We ask that if the person collecting your child knows they will be delayed for any reason that they contact the school. This lets us inform the child so that they don't become concerned.

We are unable to take responsibility for the children before 8.30am. In the afternoon we are unable to take responsibility for the children after 3.20pm.

## Daily Timetable

### Infants

|               |                  |
|---------------|------------------|
| 08.30         | Arrive at School |
| 08.45         | Registration     |
| 09.00 - 10.15 | Session 1        |
| 10.15 - 10.30 | Assembly         |
| 10.30 - 10.45 | Playtime         |
| 10.45 - 12.00 | Session 2        |
| 12.00 - 1.00  | Lunch            |
| 1.00 - 3.15   | Session 3        |

### Junior

|               |                  |
|---------------|------------------|
| 08.25         | Arrive at School |
| 08.35         | Registration     |
| 08.55 - 10.25 | Session 1        |
| 10.25 - 10.40 | Assembly         |
| 10.40 - 10.55 | Playtime         |
| 10.55 - 12.00 | Session 2        |
| 12.00 - 1.00  | Lunch            |
| 1.00 - 3.05   | Session 3        |

Children are encouraged to bring a bottle of fresh water to school each day. Drinking water throughout the day does wonders for their concentration. We discourage any forms of fruit juice or squash in drinking bottles. A piece of fruit is provided for our infant children at morning playtime. All the children eat lunch together and can either eat a meal cooked on the premises or bring a packed lunch from home. All infant children are currently entitled to government funded Universal Free School Meals.

## Extra Curricular Activities

We offer a wide range of extracurricular activities. Each teacher runs a school club, during lunch-time. We also have outside providers who offer further before school, after school and lunch-time activities.

## Before and After School Club

We have an independently run Breakfast Club from 7.45am to 8.45am and an After School Club from 3.10pm to 5.30pm. There is a fee for this before and after school care. Further information can be obtained from the school office.



# Induction Programme

## Infant Induction

At Ottershaw, we believe in the importance of making the transition from Nursery to School as smooth and trouble free as possible.

Our induction programme begins with a 'New Parents Evening' in June/July, providing new parents with the opportunity to meet the staff team especially the Early Years Team, the Ottershaw Parent Teachers Association and a member of the Local Governing Committee. At this meeting we provide information on how best to prepare your child for full-time school and other key information that will help your child settle into school.

We offer visits for each child in July - to become familiar with their classroom surroundings and meet their new teachers. During your child's induction visits there will also be an opportunity for your child to try a school meal and experience lunch time play. Towards the end of the summer term we also offer a 'home visit'. This is an opportunity for you and your child to meet informally with your child's new class teacher and begin to build the partnership of working together to achieve the best for your child. In September prior to starting school, we invite children and parents in for a short 1:1 visit with their class teacher in the classroom. This enables children to become reacquainted with their learning environment before their first day at school.

We are able to offer all children who start with us in Reception the opportunity to commence full time school from the beginning of the academic year. We phase each child's start date over maximum of 3 days, to enable the teacher to give each child the individual attention they need. After many years of experience, we have found this is the most effective way for a smooth transition into school life!

## Junior Transition

The transition from Year 2 into Year 3 and the junior department (Key Stage 2) is equally important as our infant transition. We invite our Year 2 children to spend time in July getting to know their new classrooms and staff. Parents will be invited to attend an informative Parents Evening to welcome them to our junior school community and provide relevant information.



# School Admissions

## September 2026 Admissions

Ottershaw Schools have a capacity of 460 pupils. We have an intake of 60 children at age 4+ into the Reception Year of the Foundation Stage and 60 at age 7+ into Key Stage 2.

We also have an intake of children at age 3 into our (Pre-school) Nursery Unit which currently takes 26 children for either 5 x morning and/or 5 x afternoon sessions.

We are able to offer all children who start with us in Reception the opportunity to commence full time school, from the beginning of the academic year.

Children attending Ottershaw Christ Church CofE Infant school will need to apply for a Year 3 place to transfer to junior school.

You can apply for a school place for Reception or to transfer to Year 3 in September 2026 by going online at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) To request a paper application form or for all other enquiries relating to the admission process, you should contact Surrey School Admissions by telephoning 0300 200 1004.

Applications can be made from 3<sup>rd</sup> November 2025.

The closing date for infant, junior and primary school applications is **15th January 2026**.

To view our full Admissions Policy please visit our website at [www.ottershawcofeschools.surrey.sch.uk](http://www.ottershawcofeschools.surrey.sch.uk)

## Uniform

The wearing of school uniform ensures that all our children feel they belong to the school community. We seek the full co-operation of all parents in supporting this. Items can be purchased from our school uniform supplier Mapac online at [www.mapac.com/education/parents](http://www.mapac.com/education/parents) Non-logo items can also be purchased from any retailer stocking standard uniform items. **All items of clothing must be clearly named with permanent pen or name labels.**

| Infant School  | Junior School  |
|--|--|
| <ul style="list-style-type: none"><li>• White polo shirt with school logo</li><li>• Purple school V-neck sweatshirt or cardigan</li><li>• Black long trousers or shorts</li><li>• Black skirt or pinafore dress</li><li>• Purple gingham dress</li><li>• Black or white socks or tights</li><li>• Black flat/low heeled school shoes</li></ul> | <ul style="list-style-type: none"><li>• White shirt</li><li>• Black/purple/gold school tie</li><li>• White polo shirt with school logo (Summer Term only)</li><li>• Purple school V-neck sweatshirt or cardigan</li><li>• Black long trousers or shorts</li><li>• Black skirt or pinafore dress</li><li>• Purple gingham dress</li><li>• Black or white socks or tights</li><li>• Black flat/low heeled school shoes</li></ul> |
| <b>PE Kit - Year Groups are assigned a PE day when they wear full PE kit to school</b>   |  |
| <ul style="list-style-type: none"><li>• White t-shirt</li><li>• Black shorts</li><li>• Black sweatshirt</li><li>• Black jogging bottoms</li><li>• Trainers</li></ul>   |  |
| <b>Additional Items</b>  |  |
| <ul style="list-style-type: none"><li>• Black reversible shower proof fleece - outdoor wear only</li><li>• Purple bookbag</li><li>• Black rucksack</li><li>• A protective garment such as an old shirt for art and craft activities</li></ul>  |  |

Throughout the curriculum and every lunch time all the children have opportunities to work and play in our school grounds, whatever the weather. We ask that all children have a waterproof coat and a pair of welling boots in school every day.

Please note that no jewellery is permitted with the exception of small stud earrings. All earrings must be removed for PE lessons for safety reasons; this is standard education policy. We would ask for parent's co-operation in this matter and suggest that any ear piercing is arranged at the beginning of the summer break.

The wearing of make-up, nail varnish or hair gel to school is not permitted.

Our PTA hold second hand uniform sales throughout the year when parents have the opportunity to purchase donated pre-loved items.



# Partnerships at Ottershaw Schools

## **The Home School Partnership**

At Ottershaw, we believe that home and school should work together for the benefit of each child. The school creates an open and welcoming atmosphere. Parents are encouraged to become involved in their child's education by supporting reading and the homework policy.

Parents are always welcome to help in school on a regular basis. However, in view of our safeguarding policy, a Disclosure & Barring Service (DBS) check will be required.

All staff value the contribution made by parents and other voluntary helpers and clear guidelines are given for support. Our parents' views are sought over a range of topics.

At the beginning of each term the class teachers will write to parents to give information about the planned curriculum and how parents' can support their child's learning in that term. Off-site educational visits and visitors to school are arranged to enhance learning and enrich the children's educational experiences. Parents may be asked to make a voluntary contribution towards the cost. No child is excluded from any activity during the school day if parents are unable to contribute, however we do reserve the right to cancel a visit should it become necessary through lack of support or funding. This is part of the school's charging policy.

At the end of each week we email a copy of the weekly newsletter, updating parents with weekly school news and upcoming activities and events. Teachers use the Marvellous Me system to keep parents informed of their child's achievements and class activities.

## **Opportunities to talk with the Teaching Staff**

There are regular opportunities throughout the school year to meet teaching staff, both formally and informally to discuss the progress of your child. In the Autumn term, in addition to the 'meet the teacher session' parents are invited to 'Parents' Evening' to discuss how their child has settled. Our Spring term Parents' Evening provides parents with a mid-year target report, setting individual targets. In the Summer term parents are invited into school to receive an end of year report. Additional meetings/parents' workshops are held throughout the year to build the home-school partnership further and help parents to support home-learning. Parents are always encouraged to discuss any queries or concerns with class teachers at a mutually convenient pre-arranged time.

## **Complaints Procedure**

Compliments tell us what we are doing well, whilst complaints help us to improve. Parents may wish to give an opinion about any aspect of school life that is good or may need improving, the school offers different opportunities for this, sometimes in questionnaire form or simply face to face.

However, in the event of a complaint against the Local Authority, Local Governing Committee or the School there is a complaints procedure that is available on the school website.

## **Access to Documents**

The school has policy documents on several issues including our school curriculum. Copies of these are available on the school website.

## **Charities**

We feel it is important for all children to realise that there are many people in the locality and further afield who are not as fortunate as themselves. Throughout the year we support various charities such as 'Macmillan Cancer Support', Salvation Army Local Food Bank, and the Tear Fund 'The World has a Rubbish Problem' campaign.

We use supporting others as part of our approach to developing character and courageous advocacy on our children

At Ottershaw we provide a secure and stimulating environment for our children to develop skills for lifelong learning. Each child is valued as an individual and is encouraged to become independent and confident by taking appropriate responsibilities and developing talents and interests. A school council has been established where teachers and children meet regularly to discuss relevant school issues.

The welfare of our children is most important to us. Every effort is made to create an atmosphere of trust, understanding and mutual respect, which is reflected in our happy and motivated children. All staff appreciate the importance of close relationships with the children and their families, thus permitting us to deal with individual circumstances with sensitivity, care and confidentiality.

Through our 'Open-Door Policy', we build a trusting relationship between teachers and parents to secure a partnership working to achieve the very best for your child.

The children are well cared for at lunchtime by our Midday Supervisors who help promote an environment that is happy and secure. The grounds encourage opportunities for our children to socialise, play collaboratively and act responsibly towards their environment. The school has an effective Health and Safety policy in which all staff are accountable. The Local Governing Committee conduct regular emergency drills to ensure quick and effective evacuation of the buildings. The doors and gates around our school are fitted with security locks and are kept closed during the day. We expect our parents to support us to maintain this level of safety and report to the front office during the school day, and to ensure that they shut all gates when entering and leaving the school.

### **Health Care**

We will always deal with minor accidents that occur in school time. If your child has a serious accident or is taken ill during the school day, they will be cared for by us until you are able to collect them. It is vital that parents keep us informed with up-to-date contact telephone numbers in case of these emergencies.

### **Medical Needs**

We ask that whenever possible, medication is administered at home. If it is essential for prescribed medicine to be given at school, an adult should take it to the school office. The office staff will ask you to complete a form to give us clear instructions for administration. All medicine must always be in its original packaging with the pharmacy label attached, identifying dosage and the name of the child it is prescribed for. We sometimes have children in school with specific medical problems and in these circumstances, we are happy to help in any way possible. Parents are asked to make an appointment with the Headteacher to discuss such requirements.

### **Pupil Welfare**

Our open-door policy builds trust between parents and teaching staff to enable effective two-way communication at all times.

It is important for children to attend school regularly as they feel part of the school family and feel secure by the routines in school. We are required by the DfE to keep a record of all pupils' attendance and a note of absences.

If your child is poorly please let us know by phone or email before the start of the school day. Any absence without explanation is classified as unauthorised and has to be recorded as such on your child's annual report.

### **Education is an entitlement for all**

At Ottershaw the staff and Local Governing Committee value all children equally and aim to ensure that appropriate provision is made to meet the individual needs of every child. We value our children and adults irrespective of their colour, race, culture, ethnicity, religion, gender or disability.



# Pastoral Care

## Time In

To support children's well-being we offer all our children 10 minutes of "time in" after lunch. This is a quiet time for reflection, mindfulness and an opportunity to share any worry with their class teacher.

## Behaviour Management

All the adults in our school are responsible for the management of our children's behaviour. We are fortunate that our teaching assistants are also midday supervisors and know the children very well. The communication between us all in school allows us to pin point problems as soon as they occur. Each Autumn term our school rules are devised by the children answering specific questions in order to make playtime safe and enjoyable to all.

The sanctions are the same both in the classroom and in the playground. In this way there is consistency. We expect all the children to be polite and speak respectfully at all times. We ask parents to support us in our behaviour management. In our junior department we operate a merit system of awards for behaviour. Children can collect merits to achieve a bronze star, silver star and gold star award.

## Circle Time

Each week we make time for 'Circle Time'. This is a special time where the children can discuss topics relevant to their personal and social development. Each child is given the opportunity to talk whilst the others listen. In this way what is said is valued.

## Special Educational Needs children

Sometimes we identify a child as having special educational needs, because of either a learning difficulty or an exceptional ability. In such cases our Inclusion Manager will plan an appropriate Individual Support Plan with the class teacher, parent or carer. These programs follow the requirements of the Code of Practice for Special Educational Needs and are monitored and reviewed every term. The school always works closely with outside agencies when necessary to support the child's learning.

We consider the best for all of our children and are willing to make reasonable adjustments to support their individual needs.

We strive to ensure our children develop positive attitudes towards themselves and others. With our family ethos we build an atmosphere of mutual respect.

## The School Council

We have an active School Council. The council meets regularly during term and other children can take issues for discussions at these meetings. The School Council plays a very important part in making decisions in our school. They have been influential in making suggestions to our school brochure, new uniform and school meals. The council are very aware of their role within the school and take their responsibilities very seriously.

# Attendance

## Attendance

At Ottershaw we are passionate about children's attendance, studies show that for children to achieve both academically and socially, 100% attendance is important. We want to offer as much help, advice and support as we can to help you maintain good attendance for your child. Any absences must be reported to the school office on a daily basis.

We request that parents take annual leave during school holidays so as not to disturb the continuity of their child's education. Only under exceptional circumstances can any absence be authorised. Year 6 children during their Standardised Assessment Task period from the start of the Summer term to the May half term.

Please refer to our attendance policy via our website with the link below.

<https://www.ottershawcofeschools.surrey.sch.uk/downloadfile/20634614>

## Attendance for children of statutory school age academic year (2024-2025)

Infant School – 94.63%

Junior School – 95.31%