



Head of School: Ms Laura Benardout

Telephone: 020 8393 4839 | Email: [info@meadow.surrey.sch.uk](mailto:info@meadow.surrey.sch.uk)  
Sparrow Farm Road, Stoneleigh, Surrey, KT17 2LW  
[www.meadowprimary.co.uk](http://www.meadowprimary.co.uk)



## MEADOW PRIMARY SCHOOL WELCOME PACK

Thank you for choosing Meadow for your child, we are extremely pleased to welcome your family to our school.

In this pack you will find all the information you need to prepare for life at Meadow. We know that starting a new school can be a daunting experience and we hope to be able to prepare you every step of the way. Further information about all our policies can be found on our school website at [www.meadowprimary.co.uk](http://www.meadowprimary.co.uk).

Starting at our school may be a little different from usual due to COVID 19 restrictions but we aim to do as much as we can as the situation improves.

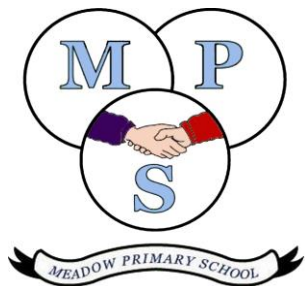
Please do not hesitate to get in touch with the school office by telephone or e-mail if you require any further information.

Until then, I shall look forward to meeting you soon.

Kind regards

Ms Laura Benardout  
Head of School

For any queries the School Office is open between 8.30am and 3.30pm on 020 8393 4839 or [info@meadow.surrey.sch.uk](mailto:info@meadow.surrey.sch.uk).



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## Our School Day

- The school day is from 8.50am to 3.15pm, with Reception classes finishing at 3.10pm. In order to prevent congestion around the school site, children will be able to enter their classroom from 8:30am. On your first day please come in via the School Office. Your child’s current entrance is listed below, although these may be subject to change with Covid restrictions:

<b>Class</b>	<b>Entrance</b>
<b><u>Reception -</u></b> Duckling Class, Hedgehog Class Rabbit Class	Enter directly into their classrooms via the doors to the rear of the building. Enter along the path from the ‘Early Years’ entrance gate on Waverley Road.
<b><u>Year 1 –</u></b> Bumblebee Class, Butterfly Class Ladybird Class <b><u>Year 2 –</u></b> Parrot Class Owl Class	Enter directly into their classroom via the doors to the rear of the building. Enter along the path from the ‘Early Years’ entrance gate on Waverley Road
<b><u>Year 2 –</u></b> Penguin Class	Enter via the corridor door immediately next to the classroom. Enter the site using the Key Stage 1 playground gates on Sparrow Farm Road
<b><u>Year 3 -</u></b> Shark Class, Starfish Class, Dolphin Class <b><u>Year 4 -</u></b> Grizzly Bear Class Polar Bear Class	Enter school via the entrance in the 3/ 4 playground at the corner of Sparrow Farm Road and Waverley Road
<b><u>Year 4 –</u></b> Panda Class	Enter via the staircase at the rear of the small hall accessed via the Key Stage 1 playground gate on Sparrow Farm Road
<b><u>Year 5 and Year 6 classes -</u></b>	Enter through the linkway doors accessed via the kitchen entrance on Sparrow Farm Road.



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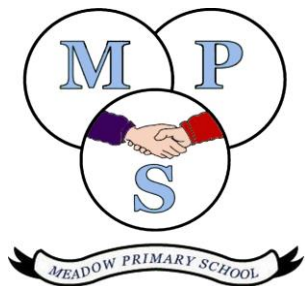
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- Children should be supervised at all times in the playground i.e. both before and after school – never leave your child unattended. Please do not allow children to climb on the equipment. Bikes or scooters must not be ridden in the playground and footballs must not be used before or after school.
- In order to prevent congestion around the school site, children will be able to enter their classroom from 8:30am. The doors to the school will be closed at 8.55am, after which you will need to bring your child in via the School Office.
- Learning Support Assistants (LSAs) are available on the door in the morning and your child's teacher will be available to speak with you any day after school. For urgent or confidential messages, please go to the school office. You are welcome to make an appointment with Miss Levers (Deputy Head of School) at other times during the day.
- For children in YR to Y4, we need to know who will be collecting your child. Please request an authorisation form if you have not yet filled one in or let your class teacher know of any changes. We will not let your child leave with someone other than those on your form, unless you have left a message with a LSA or the School Office. It would be very helpful if this could be before 2.45pm.
- If you would like your Year 5 or 6 child to meet you in the playground after school or walk home alone you will need to fill in a permission to walk home form. Forms are available from the website / school office. This will also allow children to go home with other children without the teacher or school being informed.
- Term dates going forward including INSET days can be found at <https://www.meadowprimary.co.uk/933/term-dates>

## Absence

- If your child is too ill to attend school, please notify the school office via Parentmail, telephone the office before 9.30 a.m. or email [info@meadow.surrey.sch.uk](mailto:info@meadow.surrey.sch.uk) with the reason for absence on **each** day of absence.
- Medical appointments - please inform the School Office as soon as possible, and e-mail proof of appointments to [info@meadow.surrey.sch.uk](mailto:info@meadow.surrey.sch.uk).
- Holidays during term time will not be authorised. If you need to take your child out of school for any reason (other than medical appointments), please complete a Request for Absence form available at <https://www.meadowprimary.co.uk/943/leave-of-absence-request> or from the School Office. These will be considered by the Head of School on a case by case basis.



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- As a result of Ofsted and Government and Local Authority expectations, we would like to remind you that Meadow Primary School implements penalty notices for unauthorised absence from school. This is in line with all other Surrey schools. Please see Annex A for further details.

### School Uniform

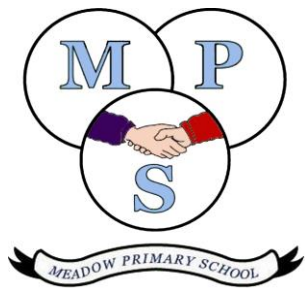
- Details of our uniform policy can be found at <https://www.meadowprimary.co.uk/954/uniform>. A copy of the uniform list is attached at Annex B. Uniform can be obtained from Schoolwear Inc (198-202 Cheam Common Road, Worcester Park, 0203 051 7488, [www.schoolwearinc.co.uk](http://www.schoolwearinc.co.uk)).
- Jewellery and braids with beads must not be worn to school for safety reasons. Children in KS1 are not allowed to wear earrings: if your child is having their ears pierced this would need to be done at the beginning of the summer holidays in order that they can be removed before they come back into school. Children in KS2 may wear small plain gold or silver studs only if they are able to remove them. Please be aware that children are not allowed to take part in PE or swimming if they are wearing earrings or studs.
- At some time in your child's school life, he/she will lose a piece of clothing. Unless it is named, this will be difficult to find. Please name all clothing, including coats, shoes, PE kit, swimsuit and swimming hat.

### Health in School

- If your child has a medical need or an allergy please contact the School Office to allow us to update our records and to give you the correct forms to complete.
- Please read the attached guide at Annex C on the treatment of Head Lice.
- As part of our Healthy School Policy, we ask that if children would like to celebrate their birthday with their friends at school please could parents/carers bring in a healthy snack such as popcorn, fruit or a book for the class to share. Please note that at the current time Covid guidelines prevent items being brought into school.
- Please do not bring dogs onto the school premises as we have children with severe allergies.

### Food and Drink in School

- Please send a named bottle of water for your child to drink during the day; these can be purchased for £1 from the school office. Juice may only be included in lunchboxes.



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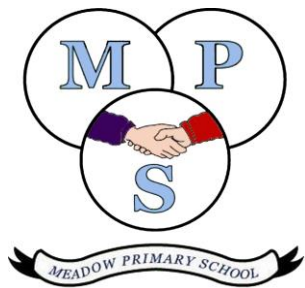
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- We are lucky enough to be part of the Government scheme for free fruit and vegetables for children up to Year 2. Each child will receive either a piece of fruit or vegetable every day. If your child has allergies, please tell the school office. Every child under the age of five is entitled to free school milk, with children over five entitled to milk at a subsidised price. To register online please go to [www.coolmilk.com](http://www.coolmilk.com). For KS2 your child may bring in a piece of fruit or vegetable for a snack.
- Your child may bring a packed lunch or you may order a school meal, which are prepared fresh daily on the premises by our caterers Twelve 15, please go to <https://itstwelve15.co.uk/menu/> for more details ahead of starting at school. A link code for Scopay where you can order meals will be issued to you once your child has started.
- School meals for all Year Groups must be ordered on your Scopay account **the day before**. You will need to put an 'M' for main meal, 'D' for deli meal or 'V' for vegetarian option to order your child's meal. Choices can be viewed on the menu through the link above. Further guidance is available on the Help section once you have logged into your account. The school will only be able to provide meals requested on the day in exceptional circumstances. School meals are currently free for all pupils in KS1 (Reception, Year 1 and Year 2) and for those pupils eligible for Free School Meals. For all other pupils school meals may be purchased for £2.45 per day. If your child has any special dietary requirements please complete a Diet Request Form (available from the School Office).
- If you are providing your child with a packed lunch, please send drinks (not fizzy) in an unbreakable container and do not include sweets. **Please make sure you do not put nuts in your child's lunchbox, Peanut Butter or Nutella in your child's sandwiches as we have children and staff who have severe nut allergies.** Chocolate covered biscuits are allowed.

## Payments

- Meadow Primary is a cashless school so all payments for School Meals, School Trips and School Fund donations are made via your child's Parentpay/Scopay account. Your account can be accessed through [www.scopay.com](http://www.scopay.com). You will be issued with an access letter with registration details once your child has started school. If you have more than one child at the school you will be able to link accounts together. You can also use the system to check for previous online transactions and items paid for in school. Further guidance to using the system is available under the Help section once you have logged in.
- The Governors and staff at Meadow are continually looking at ways to develop and improve the school and we are proud of the welcoming and stimulating learning environment that we provide for our children. Recent developments, in part funded by the generous donations of parents to our School Trust Fund, have greatly enhanced the school buildings, grounds and



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facilities and offer pupils an even richer curriculum and extended learning opportunities. We invite parents to make contributions in the Autumn Term.

### Communication from school

- At Meadow we use a service called ParentMail which enables schools to send their letters and messages direct to parents by e-mail and text message. We try very hard to communicate as effectively as possible so you are kept informed while not being overwhelmed with information. We would be grateful if you can tick the box on the Personal Details Form to indicate agreement for us to set you up on Parentmail. Please be assured, the ParentMail service fully conforms to the General Data Protection Regulation (GDPR). There is also NO advertising associated with the scheme
- A class WhatsApp may be set up by your Class Representative as a way to disseminate information including reminders and swimming and trip information. Please avoid using it as a place to organise children's parties or other lengthy messages and if you have any concerns regarding your child please speak to your class teacher. Any parents/carers who fail to respect the class Whatsapp groups will be removed by the Class Representative as other parents may find this upsetting or uncomfortable.

### Helping in School

- We very much welcome help with reading, swimming, trips etc in school. To ensure that our children are safe all helpers must have an enhanced DBS Disclosure (Police check) carried out. These can take up to 2 weeks to process, so if you are planning on coming into school to help with reading, swimming etc., we would ask that you start the procedure now in order that we have everything in place when your child joins us. Please note that due to Covid restrictions we are not currently able to welcome volunteers into school but will provide further information about September 2021 going forward.
- Meadow Primary School will pay the individual application fee, with the proviso that once a DBS has been processed and completed, the volunteer will need to subscribe to the DBS update service. This subscription is free for volunteers and must be completed annually.
- If you would like to help please contact the school office for further details.

### Swimming

***\*This may be subject to change in line with COVID 19 risk assessment\****

- The school has a pool on site and children in KS1 have weekly lessons from a fully qualified instructor during the first half of Autumn term and all Summer term. Letters are sent in September,



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asking for contributions to help pay for the swimming lessons your child receives. For health and safety reasons the lessons cannot go ahead without at least **3 parent helpers** per session. If you are able to help with the changing and drying of children please let your Class Representative know. All volunteers must be DBS checked. A swimming hat must be worn at all times in the pool (available to purchase from the school office).

- The school also offers optional after school swimming lessons during the school swimming season. These are aimed at KS1 however are open to KS2 children as well who may benefit from a smaller pool. If you would like further information please contact the School Office.
- For KS2 who are not yet able to swim 25m, the school offers optional swimming lessons at the Rainbow Leisure Centre during school hours. Please contact the school office for further details.

### Online access

- Your child will be given a Microsoft TEAMS login when you join the school which will enable access to remote lessons if needed.
- As they progress through the school, access is provided to a range of online systems for your child to use in school and at home. This includes Tapestry (in Reception), Accelerated Reader and MyOn, Mathseeds and Mathletics and Busy Things. Your child's login details will be provided after they start.

### School Clubs

- A large and varied number of external and internal clubs operate at the school. Please see <https://www.meadowprimary.co.uk/950/school-clubs> for further information about the range of clubs and for contact details for external clubs. Please ensure you have confirmed with the club before sending your child.

### Meadow After School Club

- **Meadow Breakfast Club** runs during term time and children can be dropped off from 7.30am. Breakfast is served until 8:35am and the children are walked to school at 8:50am. We provide breakfast including toast, a range of cereals, bagels, fruit and yoghurt. The cost for breakfast club is £6 per session and payment must be made even if your child misses a session. We do not charge for INSET days or school residential trips. Activities in the morning include arts & crafts, free play, Wii & playstation games, lego and films.



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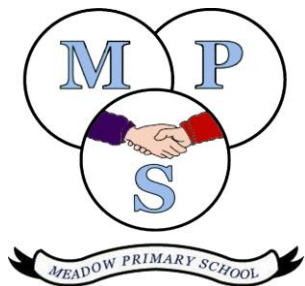


- **After School Club** also runs during term time the children are collected from school by the playworkers and can be picked up any time until 6pm. Upon arrival children receive a snack and can choose from toast, sandwiches and wraps, freshly cut vegetables are also provided. At 5pm the children are given a small snack such as fruit, raisins, and pitta with humous, there are drinks provided throughout the session. The cost for breakfast club is £10 per session and payment must be made even if your child misses a session. We do not charge for INSET days or school residential trips. Activities include arts & crafts, free play, outside play weather permitting, football, tennis, cricket, group games, films, Playstation and Wii games and computers.
- **Holiday Club** runs through the school holidays and is available to children starting Reception September 2021.
- The majority of our staff are level 3 trained in playwork and first aid trained. **All** staff have been DBS checked and have completed safeguarding training. We also have a qualified dance teacher and a qualified football coach that come in different sessions.
- We have close links with the school and we have a good committee (including parent members) behind us. Our aim is to create a safe, happy relaxed environment to care for your child. Please call 020 8786 8255 for more details.

### **Parent, Teacher and Friend Association (PTFA)**

- We hope your child is looking forward to their new start at Meadow Primary. All families automatically become “members” of the PTFA when your child joins the school so whether you are a new family to the school or have a younger sibling starting, the PTFA would like to wave you a friendly hello. Please see <https://www.meadowprimary.co.uk/949/ptfa> for further details.





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## **Annex A – Penalty Notice Letter**

### **PENALTY NOTICES**

As a result of Ofsted and Government and Local Authority Expectations, we would like to remind you that Meadow Primary School implements penalty notices for unauthorised absence from school. This is in line with all other Surrey schools. Please see the details below:-

#### **Penalty Notices to Address Poor Attendance at School**

A Penalty Notice may be issued as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and will be used by Surrey County Council in the following circumstances:-

1. Pupils identified by police and education welfare officers engaged on Truancy Patrols and who have incurred unauthorised absences.
2. Leave of absence in term time (5 days or 10 sessions or more). **Please be aware that The Education (Pupil Registration) (England)(Amendment) Regulations 2013, which became law on 1 September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.**

In such cases the Headteacher/Governing Body has to judge whether there are exceptional circumstances and may request that the Local Authority issue Penalty Notices when the absence is not authorised. Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.

3. The issue of a Penalty Notice will also be considered where it is judged that a parent is failing to ensure their child's regular school attendance. This will be considered if the attendance is below 85% or if it was the previous school year in the event of a request being made in the Autumn Term and there are 10 or more unauthorised sessions in the previous 6 school weeks, which **may include a pupil arriving late after close of registration.**

If you believe at any stage that your child's absence from school may leave you liable to receive a Penalty Notice, it is extremely important that you take action without delay to secure their regular attendance. If you have any questions or require further support to achieve an improvement, please contact the school or the education welfare officer.

#### **Penalty Notice relating to Exclusions**

If a child is excluded from school, Section 103 of the Education and Inspections Act 2006 places a duty on parents/carers to ensure that their child is not in a public place without justifiable cause during school hours. This duty applies to the first five days of each exclusion. Failure to do so will render the parent/carer liable



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to a Penalty Notice. (Alternative education provision will be made available from the sixth day of any exclusion.)

### **Amount Payable for a Penalty Notice**

The amount payable for a Penalty Notice issued in any of the above circumstances is £60 if paid within **21** days of receipt of the Notice, rising to £120 if paid after **21** days but within **28** days. If the Penalty Notice is not paid, the recipient will be prosecuted in the Magistrates Court for the offence for which the Notice was originally issued. This will result in further costs imposed by Surrey County Council and by the Magistrates Court.

**Please be aware that each parent is liable to receive a Penalty Notice for each child who incurs unauthorised absences, for example, if there are two parents and one child, each parent will receive one Penalty Notice.**

**If there are two parents, and two children incur unauthorised absences, each parent will receive two Penalty Notices, which in this case would amount to £120 each if paid within 28 days.**

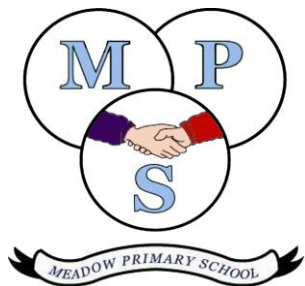
Advice and support is available from an Education Welfare Officer by contacting your local Education Office as follows:-

North West - Tel: 01483 518130 South West - Tel: 01483 517179  
North East - Tel: 01372 833588 South East - Tel: 01737 737777

We hope that this will improve our overall attendance figures and in turn improve outcomes for our pupils.

Yours sincerely

L Benardout (Ms)  
Head of School



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## **Annex B - MEADOW PRIMARY SCHOOL UNIFORM LIST**

<b><u>Boys</u></b>	<b><u>Girls</u></b>
Meadow Primary sweatshirt	Meadow Primary sweatshirt or cardigan
Pale blue polo shirt	Pale blue polo shirt
Grey trousers (winter)	Grey skirt/ pinafore/trousers (Winter)
Grey shorts (summer)	Navy and white dress (Summer)
Black shoes	Black shoes
Grey socks	Grey or white knee length socks , grey/navy tights (winter)
Black PE shorts	Black PE shorts
PE T-shirt in house colour	PE T-shirt in house colour
Black slip-on plimsolls	Black slip-on plimsolls
Navy reversible coat (optional)	Navy reversible coat (optional)
Meadow Primary book bag	Meadow Primary book bag
Meadow Primary PE bag	Meadow Primary PE bag



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## **Annex C - HEAD LICE: A GUIDE FOR SCHOOLS**

### **TREATMENT**

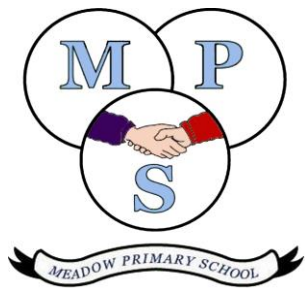
Treatment should not be started unless you are sure you have found a living, moving louse. Lotions must NOT be used 'just in case'. It is never a good idea to use chemicals if they are not really needed.

#### **If you are sure you have found a living louse:**

- Check the heads of all the people in your home by detection combing.
- Only treat those who have living moving lice.
- Treat them all at the same time with a head louse lotion (NOT a shampoo).
- Ask your local chemist, school nurse, health visitor or family doctor which lotion to use and how long to leave it on.
- Put the lotion onto dry hair.
- Use the lotion in a well-ventilated room or in the open air.
- Part the hair near the top of the head, put a few drops onto the scalp and rub it in. Part the hair a bit further down the scalp and do the same again. Do this over and over again until the whole scalp is wet.
- You do not need to put lotion down long hair any further than where you would put a ponytail band.
- Use enough lotion – at least one small bottle per head.
- Keep the lotion out of the eyes and off the face. One way is to hold a cloth over the face.
- Let the lotion dry on the hair. Some lotions can catch fire, so keep well away from flames, cigarettes, stoves and other sources of heat. Do not use a hair dryer.
- Treat all of the infected family members in the same way with the same lotion SEVEN DAYS LATER.
- Check all the heads (by detection combing) a day or two after the second treatment. If you still find living moving lice, ask your local chemist, school nurse, health visitor or family doctor for advice.

#### **Notes**

Many of the lotions are available on prescription for low income families.



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In recent years, mechanical removal of lice by wet combing with the use of conditioner has been suggested as a means of treatment and control. This has not been substantiated by any authoritative scientific work although there are anecdotal reports of both its success and failure. Where a health advisor is sure that appropriate and thorough conventional treatment of a definitely diagnosed case has failed, mechanical removal might be tried for individual cases. Wet combing is of course, an important way of diagnosing current infection but its effectiveness in diagnosis must be clearly distinguished from claims that it also works as a treatment.

Products that claim to repel lice are not recommended. Even if they were effective in protecting an individual from infection, they do not deal with the control of lice in the population and do not treat existing infections.

Video and fact sheets are based on a report commissioned by  
THE PUBLIC HEALTH MEDICINE ENVIRONMENTAL GROUP