



Trafalgar Schools' Federation

Believe, Inspire, Achieve



Parents' Handbook

Autumn 2024



Trafalgar Vision and Values

We BELIEVE (Intent)

- in delivering an ambitious, broad, well-planned curriculum designed to meet the needs and interests of all the children in our school community
- in having high expectations of children's attitude towards their learning and their behaviour
- in developing children with healthy minds and bodies
- in ensuring that children are well-prepared for the next stage of their education

We INSPIRE (Implementation)

- with staff who are well trained to deliver curriculum subject knowledge clearly with engagement
- with subject content enriched with trips, visitors and experiences
- with varied opportunities to discover and develop interests and talents

We ACHIEVE (Impact)

- when children know more and remember more as they move through the Federation
- when children reach expected levels of attainment at the end of Foundation Stage, Y1 Phonics, KS1 and KS2 and are therefore ready for the next steps in their education
- when children make progress across each stage of their learning
- when children have enjoyed, experiences and achieved in a range of activities

Governing Body Welcome

Welcome to the Trafalgar Parents' Handbook. We hope that it will answer some of the questions you might have to ensure a smooth and happy transition to school for you as parents/carers and for your child. As your child progresses through Trafalgar please either go to our website or contact the school office for further information.

We pride ourselves on being a successful and caring school community and feel that good communication across Trafalgar is essential, and key to the happiness of the children and their families. We are aware that starting at a new school has elements of 'into the unknown' for parents and children and to minimise uncertainty and anxiety, we feel it is important to provide you with as much relevant information as we can. If you think we have missed out something that you would like to have known, please contact either of us via the email address in the 'Useful Information' section.

Mrs Suzie Robinson
Parent Governor

Mrs Sophie Riley
Chair of Governors

Ms Laura Jennings
Parent Governor

This information is correct at the time of going to press – May 2024

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About Trafalgar

The school day

Arrival: The beginning of the school is an important time when the class gather and talk about the plan for the day's work. Missing this time can leave children feeling unsure about what is happening for the rest of the day, so please make sure your child arrives at school on time.

'Soft Start' is available to Reception children. To ensure a calm and relaxing start to the day for all children we ask that parents do not enter the school building and to depart promptly. If you would like answers to questions you may have, please phone the office for assistance or save them until the end of the day. The exception to this is when you have urgent information about your child you wish the class teacher to be aware of. Please see appendix B for a map of the site. School gate opening times are as follows.

Meadway EYFS - Reception: Gates open at **8.55am** for soft start
 Learning starts at **9.05am**
 Gates open at **2.55pm**
 School day ends at **3.05pm**

Trafalgar is committed to safeguarding and promoting the welfare of children. The security of our premises is an important aspect of this. Please do not try to enter the school grounds before the gate opening times unless you have a pre-booked appointment. While it is tempting to tailgate behind staff who are arriving for work, we ask that you use the buzzer at the gates. You should then proceed to the school office where staff can inform the relevant person of your arrival and ensure you are signed in as a visitor as part of our fire emergency procedures.

Collection: In September, please confirm the end of day collection arrangements for your child so staff know who to expect at pick-up time. For safeguarding purposes, class teachers keep this information and make it available to other staff who might be dismissing the class. Please advise us of any changes. All children stay with school staff until the expected adult arrives. For safety reasons we generally do not encourage Trafalgar pupils, below Y6, to collect younger siblings without a responsible adult present. Please speak to the school office if you need to make alternative arrangements. If a child is not collected at the end of the day, they go to the school office who will telephone the emergency contacts for the child.

Unavoidable emergency changes to collection arrangements happen to all of us. Please notify the school office as soon as possible, avoiding the busy time near the end of the day, and staff will do their best to get your message to the class teacher in time for dismissal. It is also helpful if you discuss plans with your child in the morning so there are no surprises. For other one-off changes to collection please enter the details at the start of the day in the class colour coded 'Collection Book' which is situated by the wooden gate as you enter the playground.

Wrap around Care

There are a number of private small businesses in the area that, we know from existing parents, offer wrap around care. Parents will need to decide for themselves if these are suitable for their child. 'Tracks' club is available from Bright Horizons, this is a breakfast and after school club from premises based at our Meadway site. Jack & Jill and Vital Play are based near Twickenham Green and also offer after school clubs. The Family Information Service is a useful contact for childcare services. Contact details for wrap around care providers can be found in **Appendix A**.

School Timetable

Learning starts at 9.05 and finishes at 3.05, with soft start being from 8.55 to 9.05. Lunch is at 11.55 to 1.10pm. Other timings throughout the day are flexible depending on the activities planned.

The Curriculum

The weekly timetable ensures that we cover all areas of our broad and balanced curriculum on a regular basis, while still allowing a degree of flexibility. Details of curriculum content for each subject are on the Trafalgar website. You will also receive curriculum information sheets via our ParentMail system every half term and these include suggestions of how you can support your child's learning at home.

Reading

Across Trafalgar, we are passionate about reading. We seek to develop a lifelong love of reading alongside developing key reading skills. The more opportunities your child has to practise reading, the more fluent they will become. You can have a huge impact on your child's reading journey by continuing to practise with them at home on a daily basis. Please ensure you share any reading you and your child complete by regularly recording it in your child's reading record which they will be issued with when they start school.

E-School

The E-School is our online learning platform that sits behind our website and contains information, learning resources and videos and photos of the children. A learning platform is similar to a website but is protected by a username and password which only members of our school community have and is therefore more secure. Your child will receive their unique login and password soon after they start school.

Home learning, curriculum resources and learning apps are also accessed via the E-School as part of our blended learning offer.

Outdoor Learning

The outside space at Meadway is used all year round for learning including gardening and exploring the wildlife area – please provide wellington boots and a wet weather coat to remain in school.

Assemblies

In Reception, we have a weekly 'Golden Achievement' assembly where the children celebrate their own and their friends' achievements.

Throughout the year we also invite parents to attend class assemblies.

Physical Education

Each class has two designated PE days. Your child will change into their PE kit in the classroom. PE kits stay in school when they are not being worn.

Extracurricular Clubs and Activities

There is a small range of activities and clubs available for Reception children after school. Information is available from the office on request.

The School Library

Each class has a designated library session (staffed by parent helpers – speak to your class teacher to volunteer). We would also be very grateful for parent help with tidying the libraries and re-covering books. Please ensure your child brings in their library book on the right day as we cannot issue a new book unless one is returned.

School trips and visits

We firmly believe trips and visits are an excellent way to enrich the children's learning. There is a programme of educational visits including local walks and venues or travel further afield by coach or public transport. Trafalgar has a policy on charging for school activities but take into account certain exceptional circumstances. If you would like to talk in confidence about this, then please call the school office to ask for an appointment. Please also see our information on Pupil Premium Grant.

Voluntary Contributions

The school can ask for voluntary contributions from parents towards the cost of events and outings. Letters home will indicate the costs and parents will be asked to make a voluntary contribution, however, if there is insufficient commitment and funds, in line with government policy, the activity would not go ahead.

Break and Lunch Arrangements

Morning Break

We provide children with a portion of fruit or vegetables as part of the 'Fruit for Schools' scheme, for which there is no charge.

Milk

This is available for free to every child under the age of five and you can pay for older children. You will need to register (and pay) via the Cool Milk Ltd website (see **Appendix A**) who supply and administer the scheme. The milk is made available during the morning break in the classroom.

School Meals

School meals are prepared by our external caterers, CaterLink. Children can choose from a selection each day. Vegetarian options are available by parental request. Unfortunately, we are not able to accommodate requests for in-week flexibility and children must therefore be either school dinners or packed lunch for the whole week.

For this academic year (24/25) school meals are funded by a grant provided through the Government's Universal Infant Free School Meals (UIFSM) scheme which means families do not pay. However, the school is billed for all meals so please inform the school office if your child will be bringing a packed lunch instead.

CaterLink provide menu options to accommodate lifestyle dietary choices such as no beef/pork for religious observance and vegetarian. Please specify this when you register. However, if your child has any dietary requirements for medical reasons, you must contact the school office to request a CaterLink 'Special Dietary Meals Request' form and this will need to be done as early as possible as the process takes some time to complete.

Packed Lunch

We are committed to healthy eating and ask you to ensure your child's packed lunch is **well-balanced and nutritious**. We are an **allergy aware school** and we ask that you check ingredient lists to ensure items sent in for lunch or snacks adhere to our Allergy Awareness policy below. Please note we have children with nut allergies and children must **NOT** bring any food containing nuts. Lunches may include a smoothie and water is provided in the Dining Hall. We ask that children use lunch boxes that are of a reasonable size (due to the size of the dining tables), clearly labelled with their name and to bring their own cutlery if needed. There are very specific health & safety guidelines on reheating food and it is for that reason we are not able to reheat food for children. If you choose for your child to have hot food it must be in a food thermos designed to keep it warm. Please see the website for a useful list of packed lunch ideas.

Food Allergy Awareness and treats

As a healthy eating school, we ask you not to send in sweets, cakes, or chocolates for birthday treats, lunch or as after school snacks. Part of the reason for this is that we have several children in school with severe allergies. We are an allergy aware school and nuts are potentially dangerous for several of our children. We ask that lunches are not shared with other children and **do not include nuts in any form** (i.e. Nutella, peanut butter, nut based cereal bars, crepes/pancakes filled with nut-chocolate paste). Our Allergy Awareness Policy is available on request.

Water bottles

Water is essential to life and children need to keep up their water intake to maintain a healthy lifestyle and focus on their learning. We therefore ask that each child brings in their Trafalgar School water bottle of fresh drinking water every day. These are kept in the classroom for easy and frequent access. Children take home their bottles at the end of the school day to be washed, refilled, and returned. We ask that all children use Trafalgar water bottles as they are recyclable and are BPA free. They also fit into water carriers which we use both in class and when going to the Meadway field. Please ensure your child's bottle is always clearly labelled with their full name. There are also water fountains in the playground and unlimited water is available during the lunchtime sittings. **Please do not put water bottles in book bags so they do not leak and damage books.**

Pupil Premium/Free School Meals entitlement

According to current legislation, children who are registered as being entitled to Free School Meals (FSM) through the Local Authority (LA) are automatically included in our Pupil Premium Plan as this provides the school with extra funding which can be used in several ways to enhance all aspects of provision for individuals and groups of children. Please see our website for further information on how we utilise pupil premium funding. FSM entitlement approved by the LA means that you can opt out of paying voluntary contributions for most day trips. The school office can offer further guidance and check your eligibility if you provide us with details of your full name, date of birth, National Insurance or NASS number. Please note this is not the same as UIFSM.

What your child needs in school

Uniform

Having a school uniform policy helps us to maintain our Trafalgar identity. It also provides instant identification while on school trips, promotes health and safety standards and avoids the problem of a 'fashion parade' or comparison. We ask that all parents support this policy by ensuring their children come to school appropriately dressed for learning. Please note that for health and safety reasons, we cannot allow children to take part in P.E. activities without the correct kit. Our uniform policy can be found on the Policies page of the website.

All items except water bottles, coats and school shoes are available at local shops and online suppliers', details of which are provided in the **Appendix A**. Iron or sew on logo badges are available from school office and second-hand uniform items are regularly sold at second-hand uniform sales organised by the PTA. The dates and times are published in the newsletter.

It is essential to name all your child's clothing and school items with a label or written in permanent marker or biro. Please remember to check from time to time to ensure it is still legible.

Hair styles & accessories

Hair styles should be natural in colour and suitable for a school formal working environment. Extreme hairstyles are not acceptable (e.g. shaved head, designs shaved into the hair, hair dyed in unnatural colours). Long hair must be tied back with a simple black or green elastic hair tie (please keep a spare in your child's bag in case they break) - this is for health and safety reasons and also goes some way to reducing headlice being passed on.

Jewellery & watches

Our policy is no jewellery or watches. If your child has pierced ears, small studs are allowed. Ear studs must be removed or covered for P.E and games for safety reasons. A hat with a brim or peaked front to shield the eyes should be worn in hot weather – sunglasses are not permitted.

Lost Property

Please ensure all your child's clothes and belongings are clearly labelled so they can be returned promptly if lost. There is also a box in each cloakroom for unclaimed clothes. Due to the sheer volume of unclaimed items, we sort the boxes at the end of each half term. Any clothes that are unnamed and uncollected are taken to the Bertie Bin recycling bank at Meadway.

Stationery

All stationery is provided to children for their work.

Mobile phones in school

Mobile phones are not permitted.

Book Bags

The Trafalgar Green Book Bag (which is available from school uniform suppliers) should be brought to school every day and is used for:

- Your child's reading books for daily sharing. We have to make a charge for lost or damaged reading books in order that they can be replaced.
- The Reading Record which should remain in your child's book bag
- Library book. We have to make a charge for lost or damaged library books in order that they can be replaced.
- Paper-copy letters home, although most communications are via ParentMail.
- Please do not send birthday invitations or food items into school. We ask that invitations are given out by the child/parent/carer after school.

Please make sure someone at home checks the book bag as young children cannot always be relied upon to remember that there may be important information in there. If you have a note to hand in such as a permission slip or payment for trips etc. please hand these to your class teacher or preferably drop them in at the office.

Sending money into school

We are a cashless school and ask that all payments are made via ParentPay+ on ParentMail (unless we specifically ask otherwise).

Toys & other personal items

Please do not allow your child to bring in toys or other personal items from home. These things are often special and cause great upset and disruption to the school day if they get misplaced or damaged. There will be occasions when your child may bring in a personal item to share in class as part of 'show and tell' activities – more information will be provided about this.

Your child in school

Attendance

Trafalgar must, by law follow laid down procedures regarding attendance, authorised and unauthorised absences. The Headteacher may not authorise any leave of absence during term time except in very exceptional circumstances. Families should book holidays and other family events in the school holidays. The Attendance and Absence Policy is available from the website.

Please help us to support your child's learning by aiming for 100% attendance throughout the year. 100% attendance is celebrated in assemblies. Registers are regularly checked by the Education Welfare Officer (EWO) who follows up on any high number or absences, unauthorised absences, or lateness of children.

All absences including illness must be explained as early as possible by telephoning the office on your child's first day of absence. Any child's absence not notified to the school by 9.30am will be followed up by a phone call from the school office. Absences will be classified by the school as either authorised or unauthorised. Authorised absences include those due to illness (of the child), religious observance, doctor/dentist or clinic appointment or bereavement. All requests for absence must be made in writing to the Headteacher using the 'Application for Pupil Leave of Absence' form available from the office.

If your child needs to attend a medical appointment we ask that you make every effort to book these for outside of school hours and to inform the school by completing a 'Pupil Leave of Absence' form available from the school office including a copy of your appointment letter for our records.

Lateness

Punctuality is especially important in giving your child the best start to the day, as they may miss important messages or learning input. Registers are taken promptly and any child coming to school after 9.05am should sign in at the office. This is for fire safety and safeguarding purposes.

Mixing up classes

Occasionally, we will make the decision to mix up classes before they move to the next year group. This does not happen every year and not necessarily for every year group. You will be advised if this is going to happen to your child's class for any given year. We also reserve the right to make class changes during the school year. We will only do this in very exceptional circumstances.

Inclusion

We have a dedicated Inclusion and SEND team working across Trafalgar catering for children with Special Educational Needs and Disability (SEND) and multi-lingual children. If you have any concerns about your child's development please speak to your class teacher initially and a follow up appointment can be made if necessary.

Welfare

At Trafalgar, the welfare of your child is of the utmost priority. We have several first aid trained staff. Children who are sick or require first aid are looked after in the medical room. We will always contact you as soon as possible should there be a need or if your child needs to be taken home. It is essential that the office is kept informed of any changes in the family emergency contact telephone numbers. If we get connected to your voicemail we will leave a message but we will also phone the second named emergency contact as our priority is to resolve the situation. It is very distressing for a child if we are unable to contact anyone in cases of sickness or injury.

Positive Behaviour Policy inc. Anti-Bullying

Our Positive Behaviour Policy is based on our 'Golden Rules' - see **Appendix C**. The policy is a collaborative work between children, staff, governors, and parents and can be found on the school website. Children will also become familiar with our 'Stop it I don't like it' and 'I know I can tell' posters, to be found on our website, which encourage children to feel confident in resolving friendship issues and staying safe.

All children are made aware of our expectations and the school rules that underpin these. We reinforce positive behaviour through classroom strategies such as stickers, Golden Tickets, Golden Certificates and celebration assemblies which are all linked to our 'Golden Rules'.

Safeguarding/Child Protection at Trafalgar

Trafalgar is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Trafalgar has a duty to ensure that all parents/carers understand our responsibility to safeguard the well-being of all pupils. This responsibility requires us to have a child protection policy. As part of these procedures, the school can make a direct referral to the statutory

child welfare agencies including the Police and/or Social Services without involving the parents if they have concerns about the safety of any child.

The Headteacher, is the Designated Safeguarding Lead (DSL) and the Deputy HT is the Deputy DSL. If you have any concerns about safeguarding, child protection or welfare of the children please share those concerns with them. Please speak to school office staff or leave a message on the school number. In addition, there is a Safeguarding Team information poster near each school office.

Online Safety

We take active steps to promote safe and appropriate online use. This includes regular reminders in assemblies, across the curriculum as well as taking part in activities such as Safer Internet Day. Each school has a designated Online Safeguarding Lead (the Deputy HT). Further information is covered in our Acceptable Use Agreement (AUA) and Staying Safe Online (SSO) – see **Appendices D & E**.

Equalities Duty & Accessibility

Trafalgar promotes a positive attitude to diversity and is committed to providing a service that is responsive to the needs and aspirations of the diverse community we serve. This commitment is reflected in our Accessibility Strategy and our Policy for Single Equality. These documents encourage a proactive approach to improving access for pupils with disabilities. Trafalgar has regard to the duties as outlined in the Equalities Act 2010 – having respect for everyone at the school regardless of their age, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, gender identity, gender reassignment, sexual orientation.

Growth Mindset

Our Mental Health and Emotional Wellbeing Policy is included in our PSHE education curriculum. We feel that the introduction of such a curriculum has many benefits, foremost among them being keeping pupils safe. It is a good opportunity to promote pupils' wellbeing through the development of healthy coping strategies and an understanding of pupils' own emotions as well as those of other people. Please see the website for 10 top tips to support a Growth Mindset and a poem.

General Safety and Welfare

General Safety

School sites outside of school hours: Parents/carers are responsible for the supervision and safety of all their children while waiting for school to start or end. Children are not allowed on playground equipment before or after school. It has been designed for use by specific age groups who are also supervised by school staff during school hours to prevent accidents. Pre-school children are at risk of injury and Junior-aged children are at risk of damaging equipment. Ball games are also not permitted as they might injure other people who are waiting in what can be small and crowded spaces.

Wheels: Please do not allow your children to ride or use bikes or scooters in the playground at pick up or drop off. Named scooters/bikes may be left in the racks provided, however, the school cannot accept any responsibility for loss or damage to any scooters or bicycles left on the premises and we advise families not to leave them overnight.

Dogs: Only registered Guide Dogs are allowed on school premises. All other dogs are not allowed on school premises even if they are carried, nor should they be left tied up and unattended outside the school gates. Drop off and pick up times are often noisy and crowded and can cause a usually calm and friendly dog to develop a nervous or defensive disposition.

Sun Safety: Sunscreen should be applied by parents/carers at the beginning of the day before school starts. School staff cannot be responsible for applying sunscreen unless there is a medical condition. Please encourage your child to follow the following general guidance:

- Stay out of the sun as much as possible.
- Cover up with clothing and hats with a brim to shield eyes (no sunglasses please).
- Drink water regularly
- Use high factor sunscreen even if hats are worn

Jewellery and hair styles: Please see Uniform list

Parking and Road Safety

The Trafalgar Schools are surrounded by small and congested roads many of which are now included in Controlled Parking Zones for resident permit holders only.

- Please travel responsibly to encourage safety around our school. If you have no alternative but to travel by car, please park and walk from several roads away, not just the next available street to minimise the danger to children.
- Avoid driving through Third Cross Road. At drop off and pick up times the narrow pavements and the pedestrian crossing at Meadway become very congested. This is exacerbated by cars trying to turn into Third Cross Road making it extremely hazardous for children to safely cross the roads.
- Our Community Police Officers and Sureway regularly patrol and you may well get a parking ticket if you park illegally.
- Meadway car park is for authorised personnel only. There is no parking available for parents/carers
- If you observe an incident, you feel should be reported please phone the number below. The regular school newsletter will print the number of any car parked dangerously or illegally, so give the office the numbers of any cars you feel are causing a hazard.

Dangerous parking and driving can be reported directly by calling: Parking Complaints on 020 8744 0462 (Hours 07.00 to 19.00)

PLEASE TRY TO WALK TO SCHOOL WHENEVER POSSIBLE.

First Aid, Medicines and allergies

It is essential that the school has up to date information so a parent or nominated emergency contact can be contacted at any time during the day.

If a child is hurt during the school day they will be taken to the Medical Room where basic first aid can be administered. A note will be sent home for any significant injury. Ice packs can be applied and water with cotton wool and plasters for open wounds. Please make sure you tell us if your child is allergic to plasters.

If your child has a chronic health condition such as asthma, please complete the 'Medical Needs' form (available from the office) to tell us everything we need to know to support your child including medications that need to be given. If your child has an inhaler at home another should always be given to the school office to be kept in the medical room even if your child only needs it occasionally.

If a doctor has specifically requested that prescribed medicine, or antibiotics for any other condition should be administered during the school day, a 'Medicines Consent' form needs to be completed. Throat lozenges, cough sweets etc. should not be sent into school.

Illness and absence

For minor illness – your child can come into school and we can always phone if there is a problem. They need to stay at home for 48 hours after any episodes of vomiting and diarrhoea have stopped. Please phone or email the school before 9.30am if your child is not coming into school including an explanation for the absence.

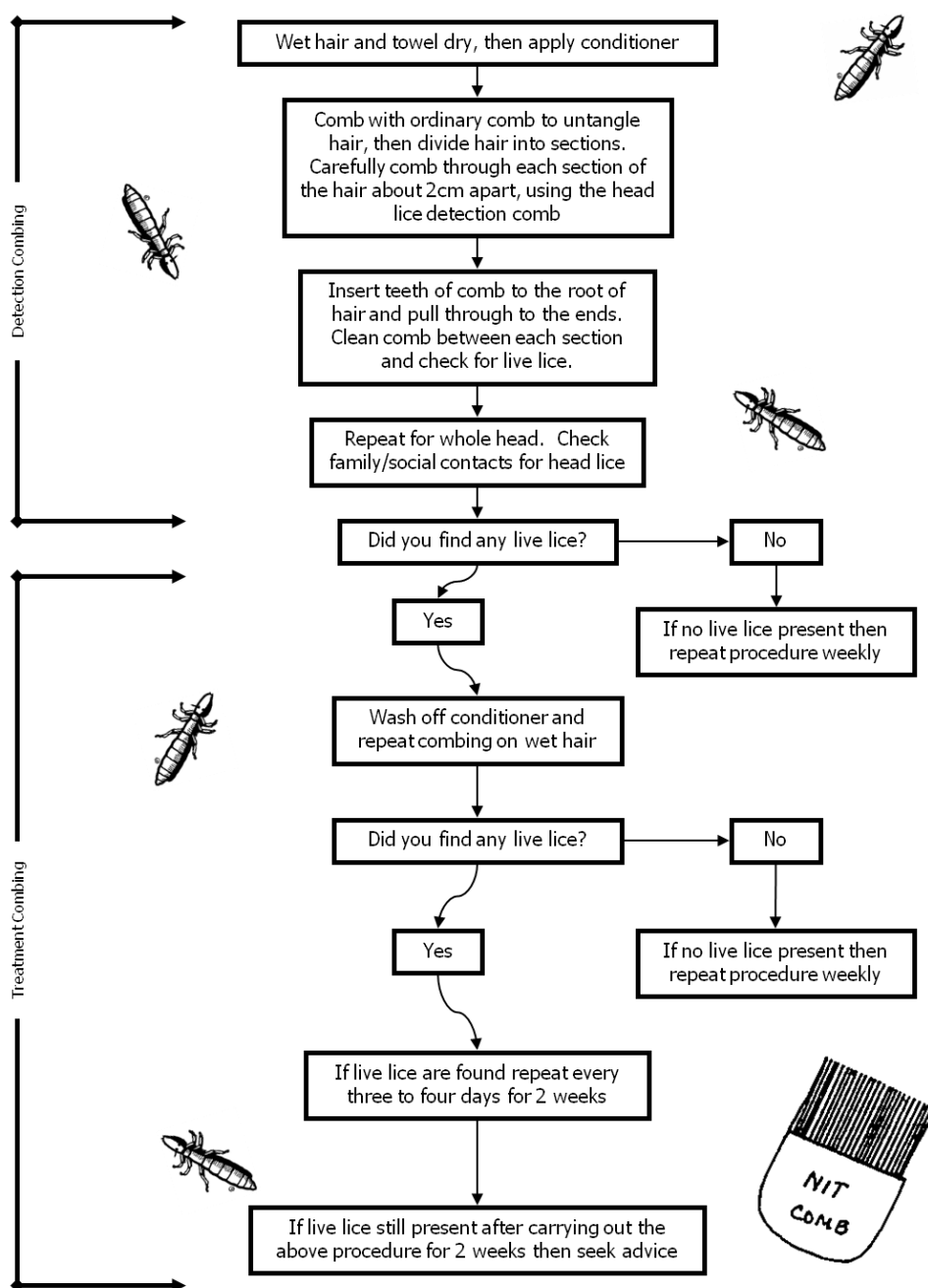
The School Nurse

The School Nurse is based with the local health service and can be contacted via the office if you wish to discuss any medical issues you may have concerning your child.

Head Lice

Head lice can only occur when the head or hair of one child is in contact with head or hair of another child. Head lice are not able to jump or fly. If your child is unlucky enough to pick up head lice (and it happens to us all at some time or other) please treat them straight away. We strongly recommend long hair to be tied back. Over the counter medications can be purchased, alternatively, you may wish to follow the 'Bug Busting' treatment given below. This wet combing treatment is highly effective when used regularly.

Wet combing for treatment and detection (Bug Busting)



Full details of this method are provided in Bug Busting Kits which are available on prescription from your pharmacy or by ringing Community Hygiene Concern (020 7686 4321)

Communication

At Trafalgar we believe that families, teachers and children should all work together in partnership. Good two-way communication between home and school is essential. We use a combination of our ParentMail system, newsletters and physical letters to encourage effective communication between home and school.

Office

Please phone the office for emergency messages and information otherwise please use the school email. Please note that outside of the school day times children are not permitted to enter the school grounds and buildings without a responsible adult. The school office times and contact information are in **Appendix A - Useful Information**.

School Website

Our new Trafalgar website is being developed. You will find lots of information including term dates, uniform and policies. Our current website is available via the following link: <https://trafalgar-inf.richmond.sch.uk/>

ParentMail and School Letters

Parents need to register with ParentMail as we send out letters, newsletters, reminders, and updated information electronically. You can also manage trip payments online and book an appointment for the Parent/Teacher evenings in the Autumn and Spring terms. You will be sent an initial registration email when you join Trafalgar. If at any point you change your contact number or email address on ParentMail please also advise the office so that we can ensure all our other systems are kept up to date. There is also an App which you can download (occasionally the app malfunctions, please try deleting it and reloading it first but if the problem persists call the school office).

Our weekly newsletters are essential reading on a Friday, for dates and latest information of upcoming events. Half termly Golden Newsletters provide information about your child's learning, celebrations of achievements and useful links to support and provide enrichment opportunities beyond the school community. Various other letters are circulated to give you information about specific school events or necessary information including links to some school club booking forms. We set deadlines where we require consent or payment so please ensure you complete the necessary admin as soon as possible.

If the need arises, text messages are sent to contact you quickly and efficiently.

School Governors

The Governing Body works as a management committee to support the Headteacher and the Senior Leadership Team. They play an active role in the life of the school and must fulfil various legal responsibilities. Governors consist of two elected Parent Governors, a representative put forward by the Local Authority and appointed by the Governing Body, Co-opted Governors from the local community, one elected Staff Governor and the Headteacher. There are four Full Governing Body meetings throughout the year and various committee meetings are held termly.

There are Governors' photographs near the office and more information about the Governing Body and any vacancies is on our website. The names of the current Parent Governors can be found on the welcome page of this document. Please use your Parent Governors to find out any more about our school.

School Staff for Current Academic Year

You will find the names of all school staff on the school websites. We also have photos of school staff on boards in the foyer at our Key Stage 1 building. Occasionally other teachers may be in class. Usually this is because the class teacher is having an arranged meeting within school or they are off-site for a meeting or a training course. Sometimes a teacher is not well and may be absent for a couple of days. We are fortunate

in being able to cover most short-term absences from within our own staff. If there is a longer absence, we will notify you about the cover arrangements as soon as they are finalised.

Emergency School Closures

For “emergency news” i.e. the possible closure of the school due to adverse weather conditions. You can access information in many ways:

- Via the OpenCheck website which is available from our website Home Page or by phoning them direct as listed in the **Useful Information section**.
- Via a mobile app: ParentComms available from:
 - Android app: <http://play.google.com>
 - iOS app: <https://appsto.re/gb/rZLrR.i>

Parent/Teacher Evenings and information sharing

We have a variety of information sessions and curriculum workshops throughout the year, details of which will be sent out in our weekly newsletters. Parents/carers are also able to speak to teachers after school, or by appointment if a longer time is needed.

Autumn Term Parents Evening is a chance to meet the teacher with the aim of building relationships through one-to-one discussions, sharing of information about your child, how they’ve settled in, targets, curriculum work discussions and a chance to answer any queries.

Spring Term Parents Evening is a progress meeting with the aim to discuss your child’s work and progress, looking more closely at the learning to celebrate successes and discuss target areas.

Summer Term is when you will receive your child’s written annual report, providing a summary of progress in specific curriculum areas as well as general comments about their school year.

Discussions with Staff

Although teachers are around at the beginning and end of the day, if you need to speak to them or a senior member of staff about a particular issue that may need a little longer, it is best to telephone the school to arrange a specific time or drop a note into the school office. You can also contact your class teacher via the class email address which is in the format of classname@trafalgarfederation.org.uk (where the class name is Gold, Silver). It is not possible for teachers to monitor these emails during the school day. Anything urgent, please email the office directly. Children’s learning is supported by Teaching Assistants with whom you can also speak to with questions, queries and concerns.

There may be times when you need to discuss an issue or matter for concern. Please do not wait until the next Parent/Teacher evening. If this is in connection with your child’s learning or general welfare and happiness, please speak to your child’s class teacher. If you wish to speak to them, we offer the following guidelines.

- Teachers may be available for a short meeting at the end of the school day – although they may have appointments or meetings to attend.
- To be sure of sufficient time, it is preferable to make an appointment with the class teacher for a time that suits both of you.
- Please avoid the period before school starts, especially during soft start as this is a busy time for staff.
- The office will assist you with making an appointment with your class teacher.

Privacy Notice for parents/carers

Under current data protection law individuals (or their parents/carers) have a right to be informed about what data the school holds, how the school uses that data and how to ask for changes or corrections to that

information. We comply with that right by providing 'Privacy Notices' (sometimes called fair processing notices). Please see the Policies page on the school website. All the information we ask you to provide is done so to meet our statutory duty as a maintained school for the duration your child attends this school. Where necessary we will contact you separately where we require consent for other uses of your or your child's data. We will advise you of your right to refuse and how to correct or retract data you have previously provided. For more information, please contact the school office.

Parental Consent

As part of Admissions process parents are asked to complete a Parental Consent Form. When your child applies to join the Junior School in Year 3, we will use your existing consent preferences. You may update your consent preferences at any time by contacting the school offices.

Freedom of Information Publication Scheme

Several documents are available on our website. If a request for a hard copy is made and this means we must do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request.

Parent Help in School

Parent Teacher Association (PTA)

We pride ourselves on being inclusive and the inclusion principles in our policy are embedded in the daily life and management of Trafalgar. Parents and carers are very important to us and we value their contribution in many ways. The PTA plays a valuable role in the life of the school. All parents are automatically members of the PTA whilst their children attend Trafalgar. You are welcome to attend any PTA meetings or ask your Class Rep to pass on your comments and feedback. We also ask parents to contribute to regular questionnaires and surveys. The PTA meets in the evening at school to give working parents an opportunity to become involved with the school, meet other parents and share ideas. The dates of the meetings are published in the weekly school newsletter and minutes are available from the PTA.

A wide range of social and fund-raising events are organised by the PTA with money raised providing additional resources for the school.

Events are also organised for the children by the PTA including our annual summer and Christmas fairs and discos. Volunteers are needed for events, which are great fun for everyone.

Class Representatives

These are volunteer parent/carers of children in each class, appointed at the beginning of the school year, who offer another line of communication between the school and the PTA and home. Class Reps attend half-termly meetings with the Headteacher or Deputy and PTA Chair(s) during the school day.

The Trafalgar Schools' Wish List

New items are added regularly. It is easy to use and donating to the Trafalgar Wish List is completely voluntary. Look at <https://trafalgarpta.org.uk/our-wishlist/> and make a difference and help our school to have great learning resources.

Many parents for a variety of reasons are unable to attend events or volunteer time throughout the year, but still like to contribute to the school in some way. Several parents have chosen to make regular payments to the PTA to support fundraising. If you would like to set up a regular Standing Order or to make a larger donation. This kind of donation can be used to support a theatre trip, a visiting drama company or an author/artist in residence for a day. Please contact the office who will put you in touch with the PTA for more information.

Parent Helpers

Parental help in school is always appreciated and actively encouraged. You can help with a variety of activities including: supporting children's reading, supporting children during a learning activity such as cooking, helping children choose books from the school library and accompanying us on school trips. We are always keen to hear your suggestions for ways in which you can help as each and every parent has a unique talent which can benefit the school.

Safeguarding and adult helpers in school

The government publish statutory guidance for safeguarding in a document called Keeping Safe in Education. Trafalgar has a safeguarding checklist for Helpers in School.

Safeguarding Checklist for Helpers in school

- Sign in/out at the office
- **Visitors' badges** must be on display (please read important info on the back)
- **Mobile phones** must not be accessed at any time
- Make sure you are working where you are under **supervision of school staff** when with children
- Younger children will ask for help with everything – always stop and let school staff deal with changing or toilet needs
- Children often naturally give physical contact (hand holding, hugs), if you are unsure always refer to school staff for reassurance and guidance
- **Report any concerns** about what a child says or does, to school staff
- Respect **confidentiality** of other children and their families
- Know **Fire Evacuation** procedures for the area in which you are working
- Report any **Health and Safety** concerns to school staff
- Know our **Red Card** system for getting help for accidents or other emergencies

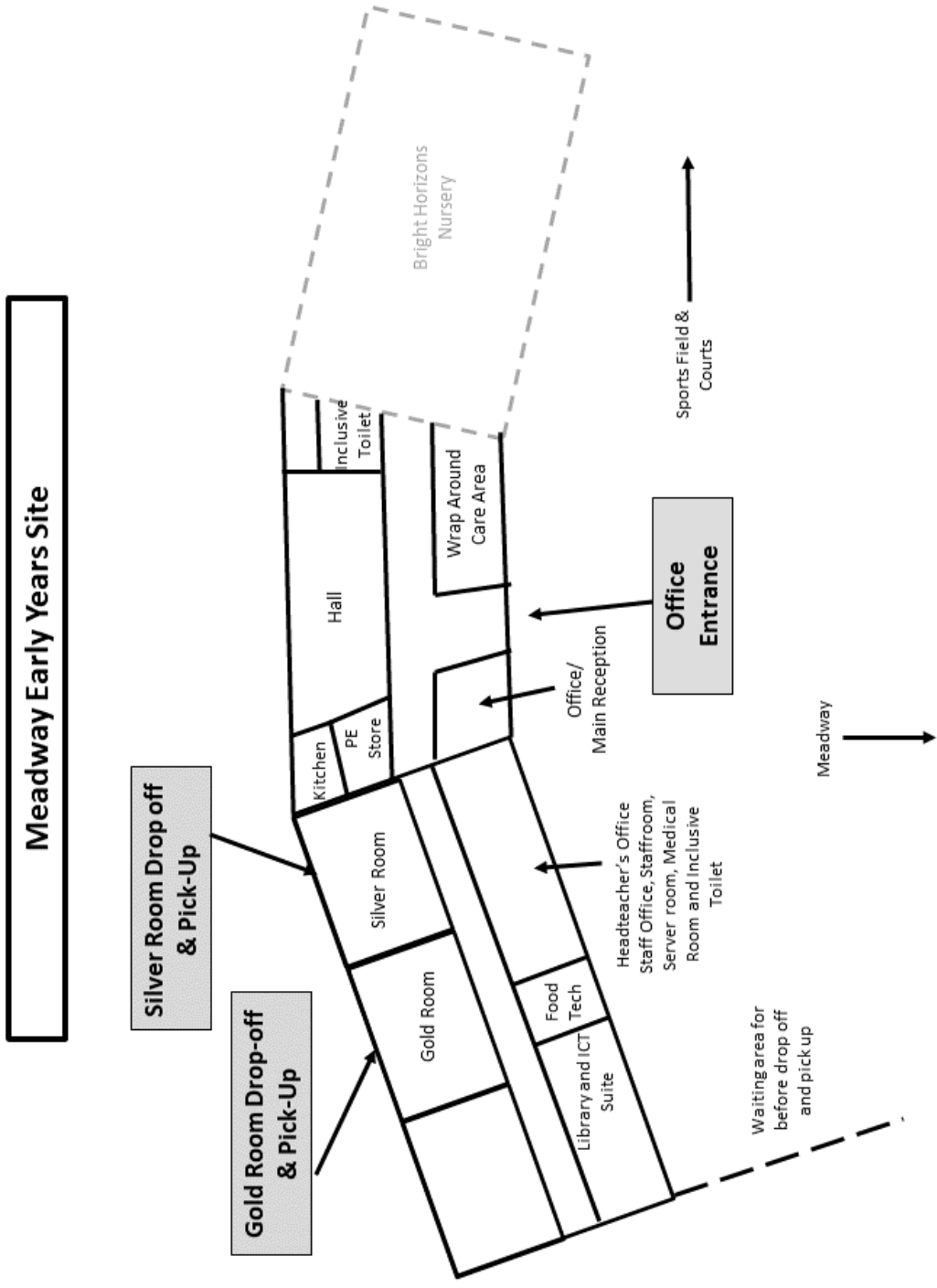
Tell us what you think – Comments, Concerns, Compliments & Complaints

If you require clarification on any issue or if you have a particular concern, please contact the office. Very often a simple explanation can unravel the most difficult issues and we know that despite our best intentions and hard work from time-to-time things can go wrong. Usually, you will wish to see the class teacher, but you may wish to see the Deputy HT or Headteacher. In any event you should contact the office in the first instance and the necessary arrangements can then be made. We welcome your comments on how we can improve our school and your compliments let us know when we are getting things right. It is good to be able to tell staff that they are doing well and for them to know that their hard work is appreciated.

Appendix A: Useful Information

Headteacher	Mrs Keefe
Deputy HTs	Mrs Burton for Infants & Mr Allen for Juniors
Safeguarding contacts	Mrs Keefe - Designated Safeguarding Lead (DSL) Mrs Burton - Deputy DSL Infants - EYFS/KS1 Mr Allen - Deputy DSL Juniors - KS2 Mr Hutchins – Nominated Gov for Safeguarding
Inclusion Co-ordinator (InCo) inc SEND	Mrs L Gale for Infants lgale@trafalgarfederation.org.uk Mrs Brown for Juniors mbrown@trafalgarfederation.org.uk
Governing Body	governors@trafalgarfederation.org.uk
School Nurse (Health Service)	Via the Office
School Offices are open from 8.30am to 4.30pm	
Mrs Sands – School Business Manager Mrs Staynes – Secretary/PA to Headteacher Mrs Munton – Administrative Assistant Mrs Boulheouchat – Welfare Assistant & Administrative Assistant Mrs Taylor – Federation Admin Asst, Clerk to the Governors & Data Processing Officer (DPO)	
Trafalgar School contact information Early Years: Meadway, TW2 6PY Key Stage 1: Gothic Road, TW2 5EH Key Stage 2: Elmsleigh Road, TW2 5EG	www.trafalgar-inf.richmond.sch.uk infantinfo@trafalgarfederation.org.uk 020 8894 5729 - Use Option 1 for absence reporting
OpenCheck (for news about emergency school closures)	By phone: 0208 408 7508 - Use TIS Code 3182024 or TJS Code 3182023 or Via Internet: http://opencheck.atomwide.com <ul style="list-style-type: none"> • Authority: Richmond upon Thames • School: Trafalgar Junior or Trafalgar Infant
School milk	Register at www.coolmilk.com
PTA & Wish List	www.trafalgarpta.org.uk https://trafalgar.ourschoolwishlist.org/
Uniform suppliers	Schooldays: 94 High Street, Whitton, TW2 7LN Stevensons, 1 Heath Road, Twickenham, TW1 4DB www.beatschooluniforms.co.uk www.tesco.com/zones/clothing
Water bottle replacements	50p for a cap, £1.50 for a bottle & cap from the office
Wrap around care providers - including	Bright Horizons/Tracks: Meadway, TW2 6PY, phone 020 8893 9217, Jack & Jill: 20 First Cross Road, TW2 5QA, phone 03333 444630 VitalPlay: Archdeacon Cambridge School TW2 5TU, phone: 020 3650 2199 The Family Information Service: 020 8547 5215 or via email on fis@achievingforchildren.org.uk or go to www.richmond.gov.uk/fis

Appendix B: Meadway Collection Points



Please note that this is not to scale

Appendix C: Golden Rules



Appendix D: Accceptable Use Agreement for Parents/Carers

The following **Acceptable Use Agreement** is part of our Federation Online Safety Policy which is available on our website.

Internet and ICT use at school:

As a parent/Carer I acknowledge that the school will give my daughter/son access to:

- the internet at school
- the Federation's chosen email system (LGFL safe mail)
- the Federation's online managed learning environment (our E-School)
- ICT facilities, equipment and devices and any related software or apps

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. I understand that the school can, if necessary, check my child's computer files and the Internet sites they visit at school and if there are concerns about my child's online safety or online behaviour they will contact me.

Use of digital images and video:

To comply with the Data Protection Act 2018 and GDPR legislation we need your permission before we can photograph or make recordings of your daughter / son and share these images. Your child may be photographed or videoed:

- As part of a learning activity
- For display and presentation purposes in class or the wider school environment
- To share activities and achievements in and out of school via media such as our school newsletter, school twitter account, our learning platform and website and other organisations associated with us

Our staff follow strict guidelines regarding digital images and video as set out in our Online Safety Policy and to keep your child safe we will:

- not use their full name when using digital images
- avoid using a child's name when videoing and not use their full name in the credits
- always ensure children are suitably dressed
- seek additional permission should we need to provide your child's full name or any other details

As a Parent/Carer I will not take and then share online, photographs of other children or staff at school events.

The use of social networking and on-line media

Trafalgar Schools' Federation has a clear policy on the use of social networking and media sites which can be found in our Online Safety Policy.

- I will support the school by promoting safe and respectful use of digital technology such as the Internet and social media at home.
- I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

This school asks its whole community to promote the '3 commons' approach to online behaviour:

- Common courtesy
- Common decency
- Common sense

If it is unacceptable offline then it is unacceptable online

How do we show common courtesy online?

- We ask someone's permission before uploading photographs, videos or any other information about them online.
- We do not write or upload 'off-hand', hurtful, rude or derogatory comments or materials. To do so is disrespectful and may upset, distress, bully or harass.

How do we show common decency online?

- We do not post comments that can be considered as being intimidating, racist, sexist, homophobic or defamatory. This is cyber-bullying and may be harassment or libel.
- When such comments exist online, we do not forward such emails, tweets, videos, etc. By creating or forwarding such materials we are all liable under the law.

How do we show common sense online?

- We think before we click.
- We think before we upload digital material such as comments, photographs and videos.
- We think before we download or forward any materials.
- We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.
- We make sure we understand changes in use of any web sites we use.
- We block harassing communications and report any abuse.

Any actions online that impact on the school and can potentially lower the school's (or someone in the school) reputation in some way or are deemed as being inappropriate will be responded to.

If any member of the school community is found to be posting libellous or inflammatory comments on any social networking sites, they will be reported to the appropriate 'report abuse' section of the network site. *(All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this).* In serious cases we will also consider legal options to deal with any such misuse. In order for concerns or complaints to be resolved as quickly and fairly as possible, Trafalgar Schools' Federation requests the complainants do not discuss their concerns or complaints publicly via social media or in person. Concerns and complaints will be dealt with confidentially for those involved, and we expect complainants to observe confidentiality also.

Appendix E: Staying Safe Online (SSO)

This is for your information only, children will be given their own copy in school



Staying Safe Online (SSO)



To **stay safe** online I will always ask a grown up before I use a device and I will think before I click on icons, links and games



I will **always** keep my personal details (name, address, email, photo, username and password) safe and will not share them.



I will always be kind and polite to my **friends** online and will only connect with people I know.

I understand that not everything I see online will be true **facts** and will always check information before using it.

If things get too much and my brain gets **fuzzy** I know to take time out from my device to stop and breathe.



If I see something that gives me the 'uh oh' feeling, **even** if I am having fun, I will tell a trusted grownup.

At school I will turn off the monitor or turn over my tablet, stand up and put my hand up.