



**Southfield Primary School**

# **Parent / Carer Handbook**

**2017 - 2018**

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# General Information

The School address is:

**Southfield Primary School  
Southfield Road  
Bedford Park  
London W4 1BD**

**Telephone Number  
School email  
Website**

**020 8994 6173  
[admin@southfield.ealing.sch.uk](mailto:admin@southfield.ealing.sch.uk)  
[www.southfieldschool.org.uk](http://www.southfieldschool.org.uk)**

## Welcome to Southfield Primary School

Southfield is a very special place. Our classrooms are full of children from a vibrant mix of different cultures and different abilities. We are committed to working closely with families and the wider community to offer the very best opportunities for every single child in our school.

Ours is a happy, exciting and inspiring learning environment, and the all-round development of each child is central to everything we do. We believe we stand out from many schools because we are passionate about learning and fun. We want our children to enjoy every aspect of school life.

Children at Southfield are very enthusiastic learners and we have every reason to be proud of them. It is a pleasure to share their successes as they progress through the school. We provide an environment that supports their development into independent and responsible young people, and both children and adults enjoy the trust and respect of each other.

We hope this brochure gives you a flavour of just how good our school is and that it helps you make the important decision of which school to choose for your child.

Please come and visit us so that you can meet the children and staff and experience the wonderful atmosphere of Southfield for yourself. If your child has just joined the school you will find lots of important information here about how the school is run.

We look forward to developing a close and cooperative future together in order to enable your child to flourish!



## Our vision and values

### Vision

For every child we aim to provide a happy, nurturing community which inspires them to learn and to be their best.

### At Southfield we value:

- Respect
- Optimism
- Honesty
- Inclusivity
- Fairness
- Perseverance

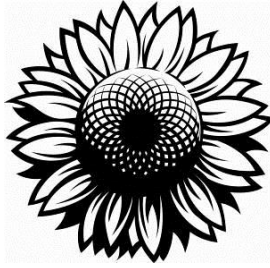


**Staff, parents and governors work in partnership to support this by:**

- Working together as a team where each member's contribution is valued and respected and all adults are aware of their impact on raising standards.
- Providing a safe and happy environment, where adults are positive role models and supportive of children's needs.
- Building the foundation for successful learning by forging strong, positive links between school, home and the local community, where parents are valued as partners in learning.
- Providing a well-planned and appropriate curriculum which fulfils the potential of each pupil and ensures equal opportunities for all in an inclusive environment.
- Praising and celebrating children's achievements to improve self-image and confidence.

- Celebrating and valuing the multicultural diversity of the school.
- Developing inclusive practices that enable all members of our community to feel valued and secure.
- Promoting established principles for learning and teaching by: setting high expectations and giving every learner confidence that they can succeed; establishing what learners already know and building on it; structuring and pacing the learning experience to make it challenging and enjoyable; inspiring learning through passion for the subject; making individuals active partners in their learning; and developing learning skills and personal qualities.





# Southfield Primary School

**Academic Year 2017-2018**

## Autumn Term

Monday 4<sup>th</sup> September 2017 - Wednesday 20<sup>th</sup> December 2017

Inset Days: Monday 4<sup>th</sup> & Tuesday 5<sup>th</sup> September 2017 (children not in school)  
**Children come back on Wednesday 6<sup>th</sup> September 2017**

Inset Day: Friday 20<sup>th</sup> October 2017 (children not in school)

Half term: Monday 23<sup>rd</sup> October - Friday 27<sup>th</sup> October 2017

End of term: Wednesday 20<sup>th</sup> December 2017

Christmas Holiday: Thursday 21<sup>st</sup> December 2017 - Monday 1<sup>st</sup> January 2018

## Spring Term

Tuesday 2<sup>nd</sup> January 2018 - Thursday 29<sup>th</sup> March 2018

Inset Day: Tuesday 2<sup>nd</sup> January 2018 (children not in school)  
**Children come back on Wednesday 3<sup>rd</sup> January 2018**

Half term: Monday 12<sup>th</sup> February - Friday 16<sup>th</sup> February 2018

End of term: Thursday 29<sup>th</sup> March 2018

Easter Holiday: Friday 30<sup>th</sup> March - Friday 13<sup>th</sup> April 2018

## Summer Term

Monday 16<sup>th</sup> April 2018 - Wednesday 25<sup>th</sup> July 2018

May Day: Monday 7<sup>th</sup> May 2018 (school closed)

Half term: Monday 28<sup>th</sup> May to Friday 1<sup>st</sup> June 2018

Inset Day: Friday 29<sup>th</sup> June 2018 (children not in school)

Occasional days: Monday 23<sup>rd</sup> - Wednesday 25<sup>th</sup> July 2018

**Children and staff will finish on Friday 20<sup>th</sup> July 2018**

There are 520 plus pupils on roll including a 50 place nursery.

The school is organised in classes based on chronological age groups. There are two classes per year group with current Year 5 and Year 6 having 3 classes. There are 3 phase leaders responsible for three year groups.

### Strategic Leadership Team

Mr Prebble	Headteacher
Miss Tamber	Deputy Headteacher Inclusion Designated Safeguarding Lead
Miss Bal	Deputy Headteacher Standards
Miss McCabe	School Business Manager

### Leadership Team

Mr Prebble	Headteacher
Miss Tamber	Deputy Headteacher Inclusion
Miss Bal	Deputy Headteacher Standards
Miss McCabe	School Business Manager
Mrs Ouko	Phase Leader EYFS (YN/R)
Mrs Robinson	Phase Leader KS1 (Y1/2 / 3)
Miss McGreal	Phase Leader KS2 (Y4 / 5/ 6)
Mrs Lewis	SENCo

### The Governing Body

The Governing Body consists of community representatives from the parents, staff, local community and the Local Authority. The full Governing Body meets each term.

Name	Type of Governor	Roles on Governing Body
Tom Muir	Co-opted	Maths Link Governor
Janet Barton	Staff	
Vacancy	Co-opted	
Vacancy	Elected Parent	
Ngozi Fasan	Co-opted	Finance Link governor
Robert Huxford	Elected Parent	Chairperson, Site Link governor
John Tanter	Elected Parent	Vice Chair
		Chair of Resources Committee
		EYFS Link Governor
Vacancy	Elected Parent	
Anthony Korn	Co- opted	Safeguarding Link Governor - Single Central Record
Angela McHale	Elected Parent	IPC Link Governor
Leong MacSweeney	Co-opted	Inclusion including SEN Link Governor
Georgie Gilbey	Staff	
Simon Prebble	Head	



## SOUTHFIELD PRIMARY SCHOOL STAFF 2017-18

**Head Teacher:** Simon Prebble

**Deputy Head Teachers:** Inclusion - Amandeep Tamber, Standards - Pav Bal

**School Business Manager:** Sheila McCabe

Teaching Staff	
Nursery	Hilly Seed
RG	Georgie Gilbey
RR	Liz Ouko / Mrs Wagner
1G	Guada Pina
1R	Jasmine Talbot^
2G	Florrie Gibbons
2R	Gemma Robinson/Maria Majewska
3G	Jess Carroll
3R	Nicola Williams
4G	Dani Lynch
4R	Tom Burrough
5G	Fiona Fitzpatrick
5R	Ewa Ulejczyk
5S	Jamilah Owusu
6G	Rebecca Foster^
6R	Rachel McGreal
6S	Sara Edwards

SENCO	Tushaan Lewis
SEN Teacher	
EAL Teacher	Adam Chung
PPA /Cover	Maria Majewska Leanne Green
PSA	Anabel Rodriguez

### Administrators / First Aid

Marion Udwin, Sharon Dawe (Office)

Amaia Menchaca (welfare)

Shelagh Fiveash, Angela Jauhal (welfare)

### Site Staff

Tomasz Mazur, Kamila Maniewska

### Cleaners

Asia Baraniecka,

### Fit for Sport instructors

Dave Anderson

Ellie Doyle

Edward Gough

Paul Lefort-Gormally

Natalie Finn

Amanda McGain

Robert Woronkovicz

Teaching Assistants
Aishah Almjbarae
Andrea McGuinness
Angela Jauhal *
Annette Pope
Carol Taylor
Derya Nalbant
Eve Zito
Faiza Hussein^
Janet Barton
Karla Baptiste
Rowan Fitzgerald
Samra Rafique
Sandra Murphy
Sara Nelder
Sharon Lancashire^
Shelley Bellfield
Stuart Smith^
Suhair Hassan^
Tracy Hazell

SMSA's
Amina Musse
Angela Jauhal
Carol Taylor
Judith Zacharias
Kamila Maniewska
Maggie French
Maja Coneva
Malika Nadi
Natalie Allam
Sarah Kelly
Shelagh Fiveash (senior SMSA)
Tigist Michael
Tracy Hazell

\*as and when      ^supply



## Communication

### School office

The school office is open from 8am - 4.30pm every day. This is your only access into school during the school day as the building is secured when the children are inside.

### Contact details

It is essential that we have up-to-date contact details for families. If you change your home address or home/work telephone number please let the school office know immediately. In the event of an emergency it is crucial that we can contact you, a member of your family or a trusted family friend. We need at least three up-to-date contact numbers.

### Parentmail

We use Parentmail, a text messaging, email and smartphone service that enables us to contact parents and carers quickly. We also use the service to email documents such as letters and newsletters. Parents and carers have access to our new online payment service called Plus Pay which allows parents to pay for trips and tickets via our website.

### Newsletter

We send out a newsletter every week. It contains important school news, diary dates and celebrates our children's successes. It also acts as a bulletin board for the school community. Copies can also be found on the website.

### Open evenings

We hold open evenings three times a year when you can talk to your child's class teacher and find out about your child's targets. We also run workshops where you can find out more about what happens in school and how you can best support your child at home.

It is important to attend every meeting with teachers. Children and staff then feel supported and you will feel more involved in our school, be aware of your child's achievements and any particular areas to develop. You may want to contact your child's teacher throughout the school year - if it is to share information or to request a progress meeting then an appointment can be made by telephone out of class hours, after school or through an email address on the website. If you wish to see your child's official records then you must make a written request to the School and we will arrange access to these records within 15 days.

### Website

Our website is full of useful information about the school - from term dates to after-school club details. We also provide advice about how you can help your child at home. Make sure you bookmark [www.southfieldschool.org.uk](http://www.southfieldschool.org.uk)

### Useful contacts

SPSA: Sarah Parkinson: [sarahp@meedja.co.uk](mailto:sarahp@meedja.co.uk)

Fit for Sport: Tel: 0845 456 3233 or Web: [www.fitforsport.co.uk](http://www.fitforsport.co.uk)

Harrisons Catering: Tel: (020) 8280 0311 - email: [ealing@harrisoncatering.co.uk](mailto:ealing@harrisoncatering.co.uk)

# The School Day

Nursery 8.45am -11.45am and 12.30pm -3.30pm

Reception 8.55am - 12.15pm (Year 1, 2 and 3 playtime 10.30am -10.45am)  
to Year 3 1.05pm -3.15pm

Year 4 - 6 8.55am -12.15pm (playtime 10.50am -11.05am)  
1.05 pm -3.15pm

## **PRE-SCHOOL DUTY 8.45am - 8.55am**

The main school gates open at 8.40am. From 8:45am in the morning, the school doors will be open for the children to enter and head to class. This will ensure that children settle quicker in the morning and are ready to start learning. There will be a member of staff at each entrance as well as in the school to ensure the children arrive at their classroom safely. If you have an urgent message for your child's teacher the staff at the door will take the information and ensure it is passed on. Please only do this if the information is urgent. Please note that shortly after the after the bell has rung, staff have been instructed to close all entrances and your child will have to enter via the office and will be marked as late.

## **THE END OF THE SCHOOL DAY 3.15pm**

A member of the Reception team opens the Reception doors at 3.15pm and Reception parents may collect their children directly from the classrooms. Year 1 children are also collected from the classroom for part of the year and then go outside and are collected from a line in the Reception playground.

All other parents are expected to collect their children from the playgrounds.

Pupils in Years 1 and 2 are held in a queue on the playground until a nominated adult collects them directly from school staff.

Pupils in Years 3-6 are also held in a queue in the playground until a nominated adult collects them or they go home on their own.

Pupils who attend after school clubs must be collected by a named adult.

Pupils who attend off site after school centres are collected from the designated area by a named adult.

If you are late collecting your child you will need to go the Rainbow room on the ground floor to sign them out.

If you are making different arrangements for collecting your child, please inform the school office before 3pm or bring a note for the class teacher in the morning.

### ***"Attendance matters..."***

#### **As a school we aim to:**

- Maintain an attendance rate of a *minimum* of 95%
- Maintain parents' and pupils' awareness of the importance of regular attendance.

#### **Good attendance is important because:**

- Statistics show a direct link between under-achievement and poor attendance
- Children who attend regularly make better progress, both socially and academically
- Children who attend regularly find school routines and school work easier to cope with
- Children who attend regularly find learning more satisfying
- Children who attend regularly settle into High School more easily

#### **As a parent you can help us by:**

##### **Avoiding absences, and ensuring regular (95%) and punctual attendance**

- Ringing on the first morning of all absences with the reason and saying when the child will return. A good time to contact the school office is around 9.15 am.
- Arranging dental and doctor's appointments out of school hours or during school breaks
- Sending in a doctor's note or copy of any prescribed medication explaining the reason for absence on your child's return to school after 5 days of absence
- Keeping us updated by telephone or letter if your child has an extended period of absence due to illness

#### **We shall:**

- Follow up unexplained absences by phone calls and letters as soon as possible.
- Remind parents of the importance of regular attendance and punctuality in newsletters, the school brochure and correspondence.
- Publish our attendance rate in the newsletter.
- Acknowledge and reward good attendance.
- Publish your child's attendance rate on her/his annual school report.

- **Send regular notification to parents if attendance remains below 95%, regardless of reason (other than bereavement or chronic illness).** The LA will request information when attendance is below 90% and persistent late arrivals.
- Let you know if we have concerns regarding your child's attendance.
- If we continue to have concerns make a referral to the School Attendance Officer, who visits the school regularly to review and support attendance matters.

Morning registration is at **8.55 am**. This is the time your child must be in the classroom, **so you need to ensure your child is coming through the school gate by 8.50 am.**

- It is important to be on time as the first few minutes of the school day are often used to give out instructions or organise schoolwork for the rest of the day.
- If your child misses this short but vital session, their work for the whole day may be affected. Late arrivals are disruptive to the whole class and often embarrassing for your child. We take the view that there are no late children, only late parents.

### **Term Time Absence**

We are always concerned about the amount of school time pupils miss as a result of family holidays.

There is **no entitlement to time off in term time**. Leave of absence is only allowed at the discretion of the Head in accordance with the school policy as agreed by the Governing Body.

- Parents wishing to apply for leave of absence for term-time leave need to fill in an application form well in advance and before booking any ticket. Please ask the school office for a form or download it from our website; the Head will consider your request and advise you of his/her decision (possibly asking to meet with you to discuss). Only in exceptional circumstances will term time absence for anything other than sickness or medical appointments be authorised. Taking further time than allowed will be unauthorised and you risk your child being taken off the school roll. Approval cannot be given without application or retrospectively.

## School Meals

There are three options for lunchtime arrangements:-

- 1 Pupils may have a school lunch, with a vegetarian alternative provided for those who require it. Halal meat is offered on a Wednesday; non halal meat is not offered on that day.
- 2 Pupils may bring a packed lunch from home.
- 3 Pupils may go home for lunch and return for the afternoon session.

School Meals are provided by Harrison Catering and methods of payment are organised by them. Payments cannot be made to the school office. Parents/carers must contact Harrison directly to pay for their children's school meals on 0208 280 0311.

All children in Reception, Year 1 and Year 2 are entitled to a free school meal called Universal Free School Meals. If you are claiming benefits such as IS or JSA, your child may be entitled to Free School Meals. You can get more information on your council's website or speak to Miss Rodriguez.



# Health And Welfare

## **CHILD PROTECTION**

Members of staff are expected to report any concerns regarding child protection issues to the designated person for child protection or in her absence the head teacher, who will then decide whether to refer to Social Services. The designated person is Amandeep Tamber.

## **FIRST AID**

The school has a number of qualified first aiders on the staff who can deal with minor accidents and ailments. However, if your child is injured or ill then we will contact you by telephone.

## **EMERGENCY CONTACT NUMBERS**

It is essential that the school has up-to-date emergency contact numbers. Please let us know if you change address, telephone number or place of work.

## **MEDICAL CONDITIONS**

If your child has a medical condition that the school should be aware of please give full details on the admission form or notify the school by letter.

## **VOMITING AND DIARRHOEA**

Local Authority rules state that a child must not return to school for at least 24 hours after a bout of vomiting or diarrhoea.

## **MEDICINES**

We are unable to give medicines to children in school except prescribed antibiotics, only if four times a day and inhalers for asthmatics. Please make sure that your child has properly recovered from an illness before returning to school. **Please do not send your child to school with pain killers, nasal sprays, cough sweets or lip salves. All of these can be potentially dangerous and will therefore be confiscated.**

## **ASTHMATICS**

If your child is asthmatic please obtain a School Asthma Card from the Welfare Assistant. Your Family Doctor will be happy to complete this so that we know what should be administered and how frequently. If the prescription or dosage changes please be sure to get the card amended by the doctor. All asthma inhalers and nebulisers are kept in the Medical Room except when needed for a school outing or sports event.

## **ALLERGIES**

Due to several children with severe allergic reactions, NO NUTS ARE ALLOWED AT SCHOOL.

## **MEDICAL AND DENTAL APPOINTMENTS**

Parents are asked to inform the school in advance if their child has an appointment during the school day. When collecting your child, please report to the school office.

## **ON THE ROAD**

We are very concerned about the children's safety in the immediate vicinity of the school. Your thought and co-operation may save a child's life.



- Please walk to school.
- Please park legally and sensibly
- Please be aware that the school is in a residential area and consider our neighbours at all times
- Please do not stop on the yellow zig-zag lines.
- Please do not double park in Southfield Road.
- Please park at a safe distance from the school. You are able to park for up to **10 minutes** in residents parking bays and up to **5 minutes** on a yellow line. Please aim to turn your engine off as it helps the environment and helps us get on with our neighbours.
- Please teach your child about road safety.



**Pupil and Parent information**

**School Uniform**

There is a school uniform which all, including Nursery, pupils are expected to wear.

The following items are available via our on-line service:

- school sweatshirts
- school T shirts
- school cardigans
- school fleeces

To be "in uniform", a child should wear these with grey skirts or trousers. Children should wear black shoes - no trainers

Our on-line service offers parents and carers the opportunity to pay for uniforms by debit and credit card and once ordered, these will be delivered into school. They will be individually wrapped for each child and ready to collect from the welfare room between 8.45-9am and from 3.15-4.15pm. There is normally a cut-off date for orders each month and all deliveries will be made 14 to 21 days after this date. To aid continuity the School will continue to use the 11th of the month as the cut-off date.

The school's website address is <http://southfieldschool.org.uk>

If you do not have access to a computer or you need help using one please arrange an appointment with our Parent Support Advisor, Ms Rodriguez, and she will help you with the ordering process.

**Please make sure that your child wears suitable footwear for school. Slip-on shoes, strap sandals or shoes with smooth soles may all cause accidents.**

**We aim for all children to wear the correct uniform at all times, if it is not the case for a particular reason please send a note to the class teachers.**

**If we have any concern around this matter, Miss Rodriguez will speak to the parent/carer or send a reminder letter.**

**PE KIT**

All the children will need a PE kit for school. The school colours are blue and white.

Reception and Year 1

- shorts and T-shirt

Years 2 and 3

- plimsolls
- shorts and T-shirt OR a leotard

Years 4, 5 and 6

- a change of footwear (plimsolls or trainers)
- shorts and a T-shirt
- in the winter a track suit may be worn for outdoor activities

**NOTE:** If parents want their child to wear different clothes for PE because of religious reasons they are asked to send a note to the class teacher.

If your child does not have his/her PE kit in school, we will send you a text as reminder for the next class.

## **Jewellery**

For reasons of Health and Safety children may not wear jewellery at school. However, we do allow children with pierced ears to wear small stud earrings. Ringed sleepers are not permitted because the ear lobe could easily be ripped.

Certain items of religious jewellery may be worn but only with permission of the Head teacher. **Rings may not be worn under any circumstances.**

## **Students, Volunteers and Visitors**

### **Visitors Procedure**

All visitors must report to the school office as soon as they enter the school. There they will sign the visitor's book and are given a badge with 'visitor' on it.

## **Parental Involvement**

Staff are expected to utilise parental expertise in terms of broadening the curriculum, but also as a means of improving Health and safety e.g. increasing the ratio of adults to pupils on school trips. Any parent wishing to work in the classroom needs contact the school office for a Volunteer Helper form. Once they have been DBS checked they will be allocated a class by Parvan Bal. Library volunteers will be contacted by Amandeep Tamber.

The school has a policy of not placing a parent within a class that their child is in.

**ALL PARENTS MUST UNDERTAKE A DBS CHECK PRIOR TO WORKING IN SCHOOL.**



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