

Thorpe Lea Primary School and Nursery

Headteacher: Mr P Bailey

*A dedicated community working together, nurturing a
safe, happy school where all children can achieve their
potential*



Prospectus 2022 - 2023

Thorpe Lea Primary School and Nursery

Huntingfield Way
Egham
Surrey
TW20 8DY

Tel: 01784 456398

E-mail: reception@thorpe-lea.surrey.sch.uk
www.thorpe-lea.surrey.sch.uk



Thorpe Lea Primary and Nursery School

A dedicated community working together, nurturing a safe, happy school where all children can achieve their potential.

Headteacher's Welcome Message

On behalf of the Governors, staff and pupils, I am delighted to welcome you and your child to Thorpe Lea Primary School and Nursery, a place where people matter. All the staff aim to provide a happy working environment and an exciting and creative curriculum. At Thorpe Lea, we value our pupils as individuals. Developing the whole child is important to us and that aim is reflected in all we do. We have lots to be proud of and want everyone to share this with us. We have high expectations of everyone in our school community and we believe that everyone has the ability to excel and achieve great things.

My vision for Thorpe Lea is to be the school of choice in our local area, I want our reputation to be the contributing factor in why families want to visit us and send their children here. As citizens of the future, pupils must be made aware of the vital contribution they can make to society. We want our children to reach their potential and become 'well rounded' and 'well adjusted' people. The quality of your child's education and learning is paramount to us. I can assure you that we are totally committed to the care and development of all our pupils.

It is our aim, in partnership with parents, to help our children enjoy their time at primary school and be happy. Our staff encourage the children to be self-motivated learners and develop personally and socially. We welcome parents and friends of the school to volunteer alongside the children and to celebrate and share their success and achievements. If you'd like to contribute to our school in any way, then please get in touch.

I firmly believe that a trusting partnership between home and school lies at the heart of a successful educational experience for your child.

We look forward to sharing our school with you and your family.

Mr Pete Bailey

Headteacher

Thorpe Lea Primary School and Nursery has been graded by Ofsted as a 'Good' school

October 2021

Thorpe Lea Primary School and Nursery

Chair of Governor's Welcome Message

On behalf of the Governing Body, welcome to Thorpe Lea Primary school and Nursery, of which we are very proud!

The Governing Body works with the senior leadership team to ensure the best possible education for all our children enabling them to realise and achieve their full potential at each stage of their journey, in a safe and pleasant environment.

As a board, we meet frequently and visit the school regularly, so we have a broad and deep knowledge of what is going on. We love to see the children in their learning environment and to hear from them about their learning, so all our meetings are held during the school day whilst the children are around.

We are particularly proud of our outdoor learning environment, which has recently seen significant upgrades, and of the new interactive screens in the classrooms that are an invaluable resource for our teachers to enhance the learning of the children.

Mr Bailey, the Headteacher, and I are always happy to meet with prospective parents and show you around our school so you can see for yourselves what a special place it is.

Caroline Wright

Chair of Governors



Our Aims

- To maximise the achievement, enjoyment and life chances of all our pupils;
- To enable children to develop lively and enquiring minds and to encourage logical thinking;
- To develop a high standard of Literacy and Numeracy in each of our pupils to the best of their individual ability;
- To develop strong communication skills through daily speaking and listening;
- To enable and empower each child to understand their strengths and weaknesses, appreciating their own ability to achieve and believe that we are all unique and 'good at something';
- To promote an enduring sense of right and wrong in all our pupils, providing them with a strong foundation and value system for the duration of their lives;
- To encourage respect, tolerance and care for themselves and others, and an acceptance of all religions and cultures;
- To promote good health, fostering an awareness of physical and emotional well-being and establishing a foundation to help children achieve good health throughout their lives;
- To promote a strong triangle of communication and support between the school, the pupil and the parents/carers;
- To foster a cohesive community culture amongst all our stakeholders focused on building co-operation and helping to maximise pupils' progress through community involvement;
- To prepare children for transition to Secondary education and beyond, helping them to develop into good learners and citizens;
- To nurture in all our pupils a good knowledge and understanding of the wider world with a curiosity to find out more!

The Context of the School

Thorpe Lea Primary School and Nursery provides a welcoming and professional school environment for all. We have one class per year group and are lucky enough to have spacious, well equipped classrooms. The school is located on a large site with wonderful outdoor areas to foster pupil learning through creative play, curiosity and discovery. There is also a large computer suite and we are proud of the increasingly important role played by computing in our children's learning. All classes are equipped with Interactive White Boards, broadband and computers.



Ofsted Inspection October 2021

We are very proud of our latest Ofsted report!

The school was inspected by one HMIs (Her Majesty's Inspectors) on 5th and 6th October 2021.

Thorpe Lea School is a vibrant, nurturing and happy school where everyone is valued and supported. Parents and carers are very supportive of the school.

Pupils behave well in lessons, they conduct themselves well in lessons and around the school.

Pupils know that their teachers want them to achieve well, and they work hard in lessons. Displays of pupils' work celebrate their learning across the curriculum.

Pupils feel safe and they do not worry about bullying. If they have any concerns, they know that it will be dealt with quickly by an adult.

Please do take some time to read our full report which can be found on our school website.

Our dedicated Thorpe Lea team, led by our Senior Leaders, are all working hard to address any areas suggested by Ofsted for development. The Thorpe Lea mission is to ensure our children are receiving the absolute best possible education in a secure and nurturing environment.



Senior Leadership Team	
Mr P. Bailey	Headteacher and DDSL
Mr A. Collin	Deputy Headteacher, SENCO and DSL
Mrs G. Clifford	School Business Manager and DDSL

Mrs L. Marwick Miss C. Ennis	Standards Leaders and DDSLs
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Mrs S. Arif Miss N. Hall Mrs G. Wicks	Nursery Teacher Nursery Nurse (Mon, Tues, Wed AM) Nursery Learning Support Assistant
Miss J. Nickless Miss L. Pate	Reception Teacher Learning Support Assistant
Mr D. Budd Miss K. Downs	Year 1 Teacher Learning Support Assistant
Mrs L. Marwick Mrs G. Glennon Ms H. Ryan-Morrow Mrs S. Wingate	Year 2 Teacher & Standards Leader Learning Support Assistant Learning Support Assistant 1:1 Learning Support Assistant
Mrs M. Goddard Miss C. Fell Miss J. Scott	Year 3 Teacher Learning Support Assistant 1:1 Learning Support Assistant
Miss C. Ennis Miss M. Bice	Year 4 Teacher Learning Support Assistant
Miss N. Jefford Mrs N. Green	Year 5 Teacher Learning Support Assistant
Miss S. Tyler Mrs M. Murnane Mrs A. Edwards	Year 6 Teacher & Standards Leader Learning Support Assistant 1:1 Learning Support Assistant
Mrs E. Hall	Learning Support Assistant (ELSA) and DDSL
Mrs J. Ashcroft Miss P. Hird Mrs J. Furnell	Senior Office Administrator Office Assistant Office Assistant
Miss L. Rickett	PPA Teacher
Mr A. Pullen	Caretaker

Mrs E Ressa	Midday Assistant
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Thorpe Lea School and Nursery timings

The main school gates open at 8:40 am and closes at 8:55 am.

The Main school gates open at 3:15 pm and closes at 3:25 pm.

During this current time, we are operating a staggered drop off and collection.

Nursery Sessions

At Thorpe Lea Primary School and Nursery we offer both fifteen and thirty hour places. Currently, the Government fund fifteen hours free childcare for all three year olds during term time. They also offer additional funding for three and four year olds depending if you meet the criteria set out. To provide a variety of funded places, we have three models of sessions, as outlined below:

Nursery Session A - Monday and Tuesday (8:45 am – 3:10 pm) and Wednesday (8:45 am – 11:40 am).

Nursery Session B - Thursday and Friday (8:45 am – 3:10 pm) and Wednesday (12:15 pm – 3:15 pm).

Nursery Session C - Monday – Friday (8:45 am – 3:10 pm) *Three and Fours Only*

Please do note, that as each week, the children attend more than their fifteen/thirty hours entitlement, there is an additional Inset day per half term for the Nursery.

Early Years Foundation Stage at Thorpe Lea Primary and Nursery School

Thorpe Lea Primary School and Nursery is lucky enough to boast a wonderful Early Years Unit which supports children from 3 – 4 in our spacious Nursery and Reception classrooms, as well as our extensive outdoor areas where the children can extend their learning outside.

Half termly topics and themed weeks are used in our Reception classes and “In the Moment Planning” is used in our Nursery as a creative vehicle in delivering the Early Years Foundation Stage (EYFS) curriculum. Both Reception and 3-4 year old areas have fully qualified teachers leading. We also have Nursery Nurses and Learning Support Assistants who specialise in supporting and developing children’s learning using a ‘learning through play’ approach.

Both our Nursery and Reception classrooms have been designed and organised to promote positive, engaging environments for the children to learn in. Both classes have designated areas of learning to support different areas of the EYFS curriculum. At Thorpe Lea Primary and Nursery, we believe in the importance of outdoor learning and use our newly refurbished outdoor area every day for our continuous provision and for adult directed activities.

At the heart of good EYFS practice is on-going observation and assessment, enabling our staff to plan effectively for each child's next steps for learning. At Thorpe Lea Primary and Nursery School, this is incorporated in several aspects of our practice:

- Key Carer system;
- Online observations;
- Focused assessment notes;
- Individual reviews and reports;
- Learning Journeys.



As a school, we continually seek open and active two-way communication with parents. Below are some examples of how we endeavor to achieve this within the Early Years:

- Newsletters;
- Emailed updates on your child's progress;
- Stay, Play and Learn sessions;
- Daily opportunities for informal chats with staff;
- Annual reports;
- Parent's evenings;
- Meet the teacher sessions;
- Parental workshops;
- Home visits.

Our Early Years Unit has an extensive amount of space, both inside and out, both of which reflect and promote all areas of learning outlined in the Early Years Foundation Stage. The shared use of our outdoor area encourages the younger children in Nursery to learn from those who are older and also allows children who will move up to the Reception class to have a smoother transition to school.

The Curriculum

Within the Early Years Unit at Thorpe Lea Primary School and Nursery, we follow the Early Years Foundation Stage (EYFS) Framework which is defined by three Prime areas of learning and four Specific areas. Examples of activities and learning for each area of learning that we encourage the children to take part in are outlined below.

Communication, Language and Literacy

In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking and listening and by hearing and responding to stories, songs and rhymes. Children will be taught to understand that written symbols carry meaning; to be made aware of the purpose of writing and, when they are ready, to use drawn and written symbols for themselves which convey their own meaning. A well-stocked book area within the classroom gives every child the opportunity to become familiar with handling books and provides an awareness of their uses, both for reference and as a source of stories and pictures. Within Reception, the children also have a well-stocked book area and, in addition, can visit the school library weekly.



Personal, Social and Emotional Development

We are proud of the nurturing environment and ethos that we provide at Thorpe Lea Primary School and Nursery. Children are individually supported in developing confidence, self-awareness and self-respect. They are encouraged to work and concentrate independently and also take part in the life of the group by sharing, taking turns and co-operating with other children and adults. Through activities, conversation and practical example, they learn acceptable ways to express their own feelings and to have respect for the feelings of others.

Mathematics

Within the Nursery and Reception classes, children gain hands-on experience with number, space, shape and size. Both adult led and independent activities allow the children to become familiar with sorting, matching, ordering, sequencing and counting activities which form the basis for early mathematics. As they use their developing mathematical understanding to solve practical problems, children are assisted to learn and use the vocabulary of mathematics, identifying objects by shape, position, size, volume and number. Songs, games and picture books help children become aware of number sequences.





Understanding of the World

At Thorpe Lea Primary School and Nursery, we provide a safe and stimulating environment which allows children to explore, experiment and investigate the world around them; people and communities and technology. Examples of this include hatching chicks and caterpillars; trips from visitors such as fire and rescue teams; discovering and celebrating different world and religious events and growing our own plants.

Physical Development

The Early Years Unit at Thorpe Lea Primary School and Nursery has a large, stimulating outdoor area in which the children have free-flow access to on a daily basis. A climbing frame, bike track and large equipment allows children to develop their gross motor skills and to negotiate space whereas other activities set up, such as tracing and painting, allow children to develop their fine motor skills. Physical Development also involves strengthening muscles to support fine motor skills needed for writing. Activities to support this development include play dough, threading and lacing and cutting and sticking activities. We encourage the making of healthy choices in relation to food and support children to manage their own basic hygiene and personal needs.



Expressive Arts and Design



At Thorpe Lea Primary School and Nursery, the children are encouraged, through the materials available, to understand and explore colour, texture and to use their own creativity both indoors and out. We have an extensive range of media for children to independently select and use to create their artwork. The children experience the use of musical instruments, music itself and develop creativity in movement, dancing, role play and singing. The staff within the Early Years Unit work tirelessly to give children as many imaginative and creative experiences as possible such as changing role play stations on a regular basis, themed dress up days and themed days and weeks.

Other activities

In addition to all of the above, the children often join the rest of the school for assemblies and workshops in the School Hall. They also take part in regular assemblies, take part in sports day and have a trip out once a year!



Nursery Additional Information

Children can start Thorpe Lea Nursery the term after they are three. As this is such a young age and it may be the first time your child has been in a Nursery setting, it would help us, and them, if you could spend some time in the Nursery for a 'settling in' period. We all need time to get to know each other! Your child will be assigned a key person and their role is to make sure that, within the day-to-day demands of the Nursery, each child feels special, individual, cherished and thought about by someone in particular whilst they are away from home. Once you have decided to leave, please go quickly. If you are undecided or hesitant your child will feel you are not happy to leave. Never worry about your child; telephone the school office if you are at all anxious over any matter, however small. The settling in period is dependent on how your child adapts to the Nursery – we do not want to rush this process. A child who is tense or unhappy will not be able to play or learn properly, so it is important for staff and parents to work together to help the child feel confident and secure.



Additional Provision

Breakfast Club - There is the opportunity to drop your child, with or without breakfast being required, from 7:45 am to the School's Breakfast Club. Different pricing applies ranging from £3.50 - £5 per session.

School Lunch – As the children stay over the lunch period, there is the opportunity for them to have a school lunch on these days at the price of £2.60.

Nursery Uniform

At Thorpe Lea Primary School and Nursery our Nursery integrates so much into the school community, they also wear the Thorpe Lea uniform. This consists of a white polo top and a blue Thorpe Lea jumper. In regards to trousers/skirts, children are to wear navy blue jogging bottoms, leggings or a skirt to allow easy and independent toileting. As we use the outdoor areas on a daily basis, we ask that your child wears velcro trainers or plimsolls and bring a pair of wellington boots, and a water-proof coat to be left at Nursery. Please ensure your child's belongings are named clearly.



Key Stage 1 and Key Stage 2 Curriculum and Provision

At Thorpe Lea Primary School and Nursery, we follow the new National Curriculum for 2014 in line with current Government policies. All subjects are taught at the school, including English and Mathematics on a daily basis. In addition, Computing, Science, History, Geography, Physical Education, French, Religious Studies and Music are all taught. Personal Health Social and Cultural Education (PHSE) is embedded in our curriculum and is promoted throughout the school to help drive the well-being and teamwork of the school community. We seek to ensure that all curriculum subjects provide opportunities to promote pupils' spiritual, moral, social and cultural development, to prepare them to be contributing, caring young citizens.

Thorpe Lea Primary School and Nursery operates a key text approach to English lessons. This key text is chosen to help support the development of both reading and writing. Topics for other subject may link to this key text. or may be taught separately. Where they are taught separately, this is done so as to deliver exciting and engaging lessons through high quality resources and mediums that we feel will be of interest to our pupils. Outdoor learning is supported by a stimulating and spacious environment with good resources. Many lessons are conducted outside and this allows the children to enjoy and achieve in a safe and enjoyable environment. The development of strong communication skills in speaking, listening and writing is pivotal at Thorpe Lea, and we give pupils opportunities to develop these life skills through good modelling, rehearsal and practice.

The children's learning is supported by external visitors and the school organises regular dance workshops, storytellers, travelling theatre groups, authors and actors into school to work with the children. Themed days and weeks are also held to enhance the children's progress and enjoyment. We work closely with Royal Holloway University of London and local schools.

Each year group has at least one organised external trip and Year 6 pupils have the opportunity to participate in a Residential Outdoor Pursuits trip. We believe that out of school visits are an important part of pupils' learning experiences and help to improve both achievement and enjoyment.



Equality, Diversity and Disability Provision

At Thorpe Lea Primary School and Nursery, we follow clear guidelines on equality for all and we benefit from a thoroughly inclusive community, both pupils and staff. We provide the highest level of education and children can expect first class provision regardless of gender, race or creed. We totally embrace and celebrate the diversity of our staff and pupils and themes such as diversity and teamwork feature widely in our weekly assemblies and PHSCE lessons. Appropriate provision is available for disabled children and the school is equipped to cater for pupils who have specific disability needs.

Special Educational Needs

The school has a strategic approach in providing provision for pupils with Special Educational Needs. At Thorpe Lea Primary School and Nursery, we treat each child as an individual and provide an education appropriate to their needs. We follow the Surrey guidelines for supporting children with special needs by providing a graduated response to learning difficulties as detailed in the new Code of Practice and the school's SEN policy. Children who are not making adequate progress and have not responded to the differentiated curriculum offered in line with their peers may be placed on the SEN register and supported appropriately in class.

Some children are withdrawn to receive intervention help in small groups or individually, as appropriate, by one of our Learning Support Assistant. Where it is considered necessary, we seek further advice from external agencies. The school liaises closely with the attached Educational Psychologist, Learning and Language Support and Behaviour Support; they offer advice and guidance to parents and staff on all related issues. For children with an Education Health Care Plan, 1:1 support hours (or their equivalent) are allocated. A One Page Profile (SEND Support Arrangements) is created for all children on the SEN register. The children's targets are then reviewed three times with parents during the year. Advice can be sought from the SENCO.

Specialist LSA support is arranged for children who require intervention and the school has good links with outside agencies such as Speech and Language, Occupational Therapy, Behaviour Support, Learning and Language Support, Freemantles and the Haven Children's Centre. The school website will keep parents updated on any news and courses which may be useful to parents.

More Able

We recognise more able pupils as those who are demonstrating outstanding ability across a range of subjects/skills or within one area/subject. They will show curiosity, autonomy and the determination to take their learning forward in their own direction, often at a pace which is far greater than their peers. Children may also demonstrate talents/aptitudes in a specific area including social/leadership and higher order thinking skills. Supporting the learning needs of our more able pupils does not detract from our responsibilities for providing rich and engaging levels of work for all of our pupils but ensures that there is no ceiling for learning within our classrooms.

We consider 'More Able' learners to be those pupils who are currently on track to be working at greater depth within the expected standard in either reading, writing or maths.

Thorpe Lea Primary School identifies "More Able" children based on evidence including teacher assessment, pupil data and classroom practice. It is important that children identified as "More Able" are provided the necessary challenges in lessons and given the opportunity to develop potential gifts and talents.

How we provide for our More Able Pupils

- Opportunities for open-ended tasks, challenges, higher order thinking and extension activities. Although this often involves independent tasks, more able pupils are still provided with regular support and supervision to ensure they are able to maximise the learning opportunities provided
- Using a variety of teaching styles, opportunities and a range of higher-level questions to stimulate critical thinking.
- Use of More Able pupils as mentors in class situations (for example demonstrators, ICT trouble-

shooters, sports coaches, literacy response partner) although we will always ensure the experience provides opportunities, challenges and support for the more able pupil as well.

- Providing opportunities in our P4C sessions for articulate children to demonstrate/develop leadership skills.
- Provide opportunities for external and internal activities, clubs and subject specific events which promote and encourage high level thinking

Pupil Premium Funding

The school receives funding from the Government for those pupils who receive free school meals or who have qualified for free school meals in the past 6 years. The criteria of whether your child is entitled to a free school meal can be complicated so we welcome the opportunity to discuss this, in confidence, with you. Full details of Pupil Premium spending and its impact are available on our website at www.thorpe-lea.sch.uk.

Extra-Curricular Education

The school runs an extensive extra-curricular programme for all ages, which, over the last couple of years, has included Football, Drama, Rugby, Craft Clubs, Gardening, Spanish, Yoga, Computing, Cooking and Choir. On site, we have a Breakfast Club, which is well attended.



Computing as a Learning Tool

At Thorpe Lea Primary School and Nursery, we are proud to have a well-equipped Computer Suite; this resource is used extensively to promote both learning progress and enjoyment, across the curriculum as a cross-curricular tool and to support class/group/individual learning in lessons. We use a variety of different resources to teach the children those key Computing skills. We explore the basic computer skills – using a mouse and keyboard – and also the more complex skills e.g. coding through programs such as Scratch, or using our class set of BBC Micro:Bits. We also have at our disposal, subscriptions to Purple Mash and Abacus for use in other lessons.

Behaviour and Attendance

Good behaviour and strong pupil learning behaviours are core to our philosophy. We have extremely well-behaved children who are keen to learn and achieve. The children demonstrate strong behavioural and learning expectations and are well focused in all lessons. We promote core values in the school: high expectations, teamwork, respect, diversity, nurturing care, curiosity and creativity which encapsulates our values.

Regular attendance at school is a critical element in a child's education. Thorpe Lea Primary School's Leaders along with Education Welfare Officer maintain a close scrutiny on pupils' attendance and discuss any issues with parents. If need be, the Education Welfare Officer is invited to meet with parents.

Parental Liaison

The school maintains strong links with our parents and the wider local community. Parental relationships are developed through Parent Teacher Sessions, informal coffee mornings, Parent Workshops, regular newsletters and the use of the Home-School diary from Year 3 onwards.

The diary is an important part of school life and a vital home-school communication tool. We hold formal Parent-Teacher consultations twice annually and reports are issued in the Summer term.



Assessment and Pupil Progress

Assessment is used as a tool to:

- Identify a child's strengths and weaknesses as she or he enters the school;
- Plan an appropriate programme of activities to meet a child's needs;
- Identify any children who may have special educational needs at a very early stage in the school, so that appropriate support for the child can be provided as soon as possible;
- Baseline a child's skills in order to assess the progress they make as they move through the school years – this is done via regular assessments to ensure that all pupils are making adequate progress towards their targets;
- We compare school pupil attainment and progress to national expectations.

Assessment, be it formative or summative, is a crucial part of a child's learning. Quality feedback is arguably the most important part of a child's learning and contributes significantly to their progress. At Thorpe Lea Primary, we take care to ensure that feedback to children either verbal or written, is instructive, progressive and engages the pupil. We ask pupils to read and respond to their teacher's marking; gap tasks are often set to encourage pupils to engage in their learning.

Formative Assessment

Rigorous assessment is conducted termly and half termly pupil progress meetings are held with the Senior Leadership Team to review the progress of pupils in reading, writing and mathematics.

Summative Assessment

All teaching staff and LSAs have received guidance on the use of Assessment for Learning (AfL) in class. Assessment of children's prior learning and knowledge forms a key part of planning which allows for differentiation to cater for all the learning needs in the class. Similarly, teachers' astute use of Assessment for Learning in lessons enables them to adjust activities quickly to meet children's needs. School leaders promote the frequent use of AfL to ensure young learners' needs are met in every lesson.

The Thorpe Lea Primary team uses a range of self-assessment and peer assessment tools and strategies, always with the aim to empower the child to take the next steps in their learning.



Health and Safety at Thorpe Lea Primary School and Nursery

Entrances and Exits

The main entrances to the school are clearly signposted and must be used by all visitors to the site. Entrance to the main building is controlled electronically and all visitors must sign themselves in at the office. All staff, visitors and Governors must wear an identity lanyard or stickers - our pupils expect all adults to be wearing either or they will be asking you why not!

Parents or carers who are bringing children in late or collecting them early during the school day will do so via the Office.

All exits are clearly marked and a copy of the evacuation procedure is posted in every room and in all public areas. External doors have a fob system for entrance, staff carry a fob and children are given a these for moving around the school.

Parking and Vehicles on Site

Parking facilities are adequate for staff cars and authorised visitors. Parents are requested not to park on school grounds. Gates to the car parking area are kept closed during the times that children are coming into or leaving school and pupils are not permitted to walk or cycle across the car park.

Please do not park on the yellow zig-zags as it is illegal, and causes dangerous obstructions for school children. Please also be considerate to our neighbours.

Emergency Procedures

Timed emergency evacuation of the building is rehearsed at least once a term. Procedures are posted in every classroom. Everyone assembles on the lower playground; when all children and adults have been accounted for, the Headteacher will give the signal to return to the building.

An Emergency Plan is available in the school office detailing procedures to be taken in the event of more complex scenarios. The leaders and Governors are committed to ensuring the school stays open if at all possible.

Child Protection

The safeguarding of our children is of paramount importance to us. All members of staff receive safeguarding training on arrival at the school, regular updates throughout the year and every three years thereafter.

Health and Safety Policy

The school's Health and Safety policy is available for parental inspection at any time.

Risk Assessments

Risk assessments are carried out for all activities that carry an attached risk to the health or well-being of either a child or an adult.



Pupil Welfare and Medical Care

Thorpe Lea Primary School and Nursery has an Equal Opportunities Policy which allows full access to the whole school curriculum. Our physical environment is wholly compliant with requirements for disabled access and facilities.

Parents have prime responsibility for their child's health and should provide school with information if their child has a medical condition.

Parents should keep their children at home when they are acutely unwell - please notify the school office on the first morning of your child's illness.

Common Conditions

Asthma

All parents should notify the School Office if their child is asthmatic and complete the necessary medical form. Children's inhalers are stored in the classroom.

Parents are responsible for checking expiry dates and that inhalers are working.

All inhalers are taken on school trips.

Epilepsy, Diabetes and Anaphylaxis

Parents should discuss with the SENCO individual needs of any children suffering from the above conditions and a care plan will be in place.

Epi pens are taken on school trips. Parents are responsible for checking expiry dates.

Sickness and Diarrhoea

If your child has sickness or diarrhoea, please do not send them into school until they are clear 24 hours from the last episode. If we receive a number of children, reported with this symptom, we have the right to increase the hours clear to 48 hours.

Prescribed Medicines

Medicines should normally be taken at home however, if it is essential, the school will administer the medication once parents have completed an authorisation form.

Medicines that need to be taken three times a day could be taken before and after school hours and at bedtime.

Medicines must be provided in the original container including the prescriber's instructions.

School will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions. Parents are responsible for checking expiry dates.

All medicines must be given to the school office by an adult and collected at the end of the day by an adult. Under no circumstances should a child keep medicine on their person.

Non Prescribed Medicines

The school will administer any non-prescribed medication, once parents have completed an authorisation form. All medicines must be given to the school office by an adult and collected at the end of the day by an adult.

Controlled Drugs

Individual needs should be discussed with the school.

Head Lice

Parents of children seen to have 'live' head lice are requested to take them home for treatment. If this is not possible, infected children remain within the class setting and are not excluded.

First Aid

First aid is administered by qualified first aiders and training is updated regularly. All accidents, however minor, are recorded.

All children who have bumped their heads (however minor) are given a notification and guidance letter for parents. This will be sent to the parent via Studybugs or email.

A note will be put in the child's school diaries if he or she has been stung by a bee/wasp.

Incidents that result in a child requiring hospital treatment are reported using an online reporting facility to Surrey County Council.

Spare clothing is also available for children who may need it.

Community Cohesion and Partnerships

We are active within the local community, maintaining a strong partnership with our local Church. The children attend a service at the church at least twice a year which is a special occasion for all concerned. Many of our children participate actively in the service and parents are always invited to attend.

The school choir is keen to support Church and community activities, such as carol singing to the older community at local Retirement Homes. The choir also takes part in the Surrey Festival annually.

Thorpe Lea Primary School and Nursery works very closely with our neighbouring Secondary school, The Magna Carta, to help develop pupils' learning and ease transition.

We participate in many fund-raising events to help raise money for others, for example 'Macmillan Coffee Morning' and 'Children In Need' programmes. We work closely with RHUL and The Community to support choir, sport, historical, cultural events, e.g. The Magna Carta.

Thorpe Lea Primary and Nursery School staff, Governors and pupils are all working together with other stakeholders to build a strong and vibrant community for us all.



School Uniform

Thorpe Lea Primary School and Nursery pupils are proud of their uniform. Uniform requirements are shown below. This can be purchased from Schools Direct, 23 High Street, Staines, Middlesex TW18 4QY. You can order online at www.schooluniformdirect.co.uk.

Nursery

At Thorpe Lea Primary School and Nursery, Nursery integrates so much into the school community, they also wear the Thorpe Lea uniform. This consists of a white polo top and a blue Thorpe Lea jumper. In regards to trousers/skirts, children are to wear navy blue jogging bottoms, leggings or a skirt to allow easy and independent toileting. As we use the outdoor areas on a daily basis, we ask that your child wears velcro trainers or plimsolls and bring a pair of wellington boots, to be left at Nursery and a water-proof coat. Please ensure your child's belongings are named clearly.

KS1	Navy Thorpe Lea fleece White polo shirt Navy Thorpe Lea Sweatshirt Navy skirt/trousers Black school shoes/trainers	KS2	Navy Thorpe Lea Fleece White shirt or blouse Navy Thorpe Lea jumper Navy skirt/trousers Black school shoes/trainers
PE Kit	Navy shorts Blue Thorpe Lea t-shirt Navy Sweatshirt Dark tracksuit bottoms Trainers for outside PE	PE Kit	Navy shorts Blue Thorpe Lea t-shirt Navy Sweatshirt Dark tracksuit bottoms Trainers for outside PE

Please ensure **all** your child's clothing, including footwear, is clearly named.

What you child needs to bring to school everyday

- A school bag every day – lots of pictures and artwork will come home!
- A water bottle – filled with water
- In the winter – hats, scarves, gloves
- In the summer – sun hat, sun cream

Milk

Milk is free for all children under 5, parents are asked to order their child's milk directly with Cool milk, please visit the cool milk website to order.

School Dinners

Universal Free School Meals for Reception, Year 1 and Year 2 pupils

All pupils in these year groups will receive a free school meal. Once your child has started school, you will receive a link code for scopay, this is where you will order your child's school dinners.

Packed lunch information

Due to the fact that a number of our children have various allergies, please be aware that the school has a '**nut free**' policy. If you choose to let your child have packed lunches, please ensure that the contents do not contain any nut related ingredients. Also, as we encourage our children to eat a healthy lunch, please ensure packed lunches do not contain any fizzy drinks or sweets and limited chocolate.
