

**Waverley Abbey C of E Junior School**

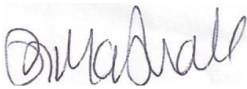
# Parent Handbook

## 2025/2026

Dear Parents/Carers

Welcome to Waverley Abbey C of E Junior School. I hope you will find this introduction to life at Waverley Abbey an informative and useful reference point for the coming years. As you read through this booklet, I hope you will gain an insight into the values and expectations of our school.

We aim to provide a learning environment where children know that 'all things are possible for one who believes' Mark 9:23. We strive to provide exciting learning opportunities within a relevant context. We aspire to live our values; having pupils who leave us with hope in themselves and others. Our children should move on to their next phase of learning as courageous, honest, well-rounded citizens of the future. We want our pupils to be resilient and show love and compassion for each other and the world in which they live.



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# **1 Introduction**

## **1.1 School vision, values and intent statement**

### **Our Christian Vision**

Every member of Waverley Abbey is a child of God who learns to live a life of love, compassion, and hope within our school family on their way to fulfilling their God-given potential. We want children to leave having grown in faith and courage and established on their spiritual journey.

*All things are possible for one who believes. Mark 9:23*

### **Our School Values**

- ***Courage***
- ***Compassion***
- ***Love***
- ***Honesty***
- ***Hope***

## **1.2 Discipline**

Discipline is vital; without it teachers cannot teach and children do not learn. We build on the values set by you, the parents. We firmly believe in striving for self-discipline and want children to care about their work, their class, their school, their appearance, their environment, their world, each other and of course themselves and we expect pupils to know how to conduct themselves.

We aim to develop pupils who are keen to come to school, feel secure, are self-assured and confident. They are helpful, considerate and consistently behave well. Free times are pleasant and relaxed. Pupils are enthusiastic, keen to work hard and involve themselves in a wide range of extra-curricular activities. They will show the ability to self-manage and self-evaluate, and to apply considered values to their lives. They are able to cooperate and collaborate, willingly. They will show initiative, take responsibility and play a full part in their community.

## **1.3 Parent Partnership**

We welcome parents into school and hope that many of you will volunteer at some time to help within the classroom or as a club supervisor. This link is an invaluable way of establishing an understanding of life at school. If you wish to volunteer, then you will need a current DBS certificate.

Notes on how to apply online are available from the school website and the school office. It would be helpful if you could apply for a DBS certificate by September.

If you have concerns or worries about any aspect of your child's education, please do not hesitate to contact your child's class teacher. Usually, an informal discussion can very quickly solve any concerns you may have.

## **2 Daily Routines**

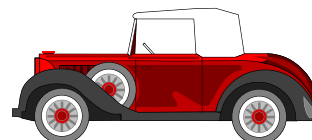
### **2.1 School Day**

The school day begins at 8:35am and ends at 3:30pm for Year 3 children. Children may be left at school from 8:20am onwards.

There is a 15 minute morning break at 10:05am, a one hour break for lunch from 12:20pm to 1:20pm and an afternoon break (Y3 only) from 2:20pm to 2:30pm.

### **2.2 Car Transport**

We are one of only a few schools to allow parents to bring their cars onto the school site. We do so to try to alleviate the congestion in the road at the beginning and end of the day. To maintain safety and assist the smooth flow of traffic, it is essential that all follow the Parking Guidelines which are attached.



#### **Morning arrival by car**

If you are bringing your child by car, please enter through the IN gate and drive into one of the two playgrounds at the front of school (A or B) or the overflow car park (C) towards the end of the OUT drive. Please park with consideration and either walk your child to the children's waiting area and wait with them or leave them under the supervision of the member of staff on duty. Staff are on duty from 8.20am.

Please refer to Parking in Section 8 for a detailed map.

#### **Collection in the afternoon**

When you arrive in the afternoon the playgrounds may still be in use up until 3:10pm for PE lessons. When the playgrounds are clear please park on your allocated car park (see class car park details), filling spaces as they appear. Four-wheel drive vehicles may also park on the verge outside the school gates. At the end of the afternoon the children are brought to the car park where their teachers will release them into your care. Staff are under strict instructions not to allow children to go until collected by an adult. We do allow children to walk to Tilford Village but written parental permission is required in order for the school to release the pupil.

Please leave the site as quickly as possible to allow other parents to park.

**Please do not park in the driveway** or at the front of the school in the area reserved for school busses, or on the hatched areas.

## 2.3 Water & Morning Break

Children are encouraged to bring a water bottle into class; the water bottle should have a sports cap (to minimise spills), be named and must contain only water.

Pupils are allowed to bring a piece of fruit or healthy snack such as popcorn or malt loaf separate to their lunch for morning break if parents wish. No chocolate or crisps please.

## 2.4 School Meals

School lunches are cooked on site by the Caterlink catering team who provide a selection of school meals.

All meals are pre-ordered and paid for online by parents via SCOPay, your account will need to be in credit in order for you to book meals. Meals must be ordered at least a week in advance to allow the caterers' time to order appropriately. **You will not be able to place an order online after this time.** If you have not placed an order for meals, please make sure you send your child to school with a packed lunch. In the event of a child forgetting their packed lunch or other unforeseen circumstances, the school office is able to override the ordering system ensuring that no child will ever go without a meal.

Your account will need to be in credit before ordering meals which are currently charged at £2.75 per day. You will receive your SCOPay log in details at your child's induction day so you will have time to set up your account before the start of the autumn term and to contact the school office if you have any difficulties or questions.

**For families in receipt of Free School Meals:** Please make sure you inform us of your eligibility without delay so that the system can be set up to enable you to order meals without making payment. **NB. Families in receipt of FSM do still need to order meals via SCOPay please.**

**Special Dietary Requirements:** A special diet request form **must** be completed and accompanied by **medical evidence** for this need in order for the caterers to provide appropriate meals for your child. This may mean a visit to your GP or testing. Vegetarianism, Halal etc. are not considered to be special dietary requirements so special care must be made by parents when ordering their child's meals. However, please do make us aware on your child's forms if they follow a Halal diet as this will help prevent them from being given the wrong meal if an error is made when ordering.

## 3 Uniform and Equipment

### 3.1 Uniform

Branded uniform items (i.e., polo shirts, sweatshirts, cardigans, PE t-shirts, caps, fleeces for outdoor use) must be ordered online via our uniform supplier, Schoolyard using either of the links below. We also have a selection of second hand uniform too – please enquire in the office about this.

<https://waverley-abbey.schoolyardonline.co.uk/>

<https://www.schoolyard.co.uk/find-your-school/>

When ordering uniform online, please request delivery to your home address until your child has started at Waverley Abbey. Once your child is on roll you will be able to have your order delivered to the school.

Ties and book bags can be purchased online using the SCOPay online system once you have received your online payment instructions.

Hair that can be tied back, should be.

### 3.2 Clothing

**All clothing should be clearly named.** Proper woven name tabs are the ideal as modern washing products make light work of biro. Clearly named clothing that is found around the school is returned to the owner as soon as possible. We retain lost property for one half-term, after which it is recycled. **If it is clearly named, clothing will find its way back to its owner (full names - not initials please).**



### 3.3 Toys and other personal valuables

Pupils should not bring valuables or toys to school. They invariably get lost and/or broken.

### 3.4 Watches and jewellery

Watches may be worn; however, we discourage the wearing of expensive watches. If children bring a digital watch, it must not have a camera function. Only stud earrings are allowed in school and children should be able to remove them for PE and swimming, and keep them safe. If younger children are not able to remove earrings, please remove these before school on the days that they have PE, swimming or games as teachers are not allowed to remove such items or to take responsibility for them. If your child is considering having their ears pierced, please could you make arrangements for this at the start of the summer holidays to allow a maximum healing time.

### **3.5 What does my child need to bring with them?**

- A named art overall (an adult's old shirt is fine)
- Named pencil case (2 HB pencils, colouring pencils, ruler, rubber, sharpener with lid, glue stick, scissors, whiteboard pen and a purple pen for editing, erasable handwriting pen in blue e.g. Frixion)
- Water bottle named and with a sports cap
- Named coat or fleece (as appropriate for the weather)
- Named lunch box containing packed lunch (if not having school meals)
- Their named PE/games kit, in a drawstring bag (which may be left at school)
- Named swimming kit to include: a swimming costume, towel, swim hat, all in a drawstring bag (swimming is on rotation and your child's class teacher will inform you as to when in the year this is).

## **4 Communication with Parents**

### **4.1 Home School Agreement**

We recognise that parents play a crucial role in their child's education and firmly believe that children achieve more when school and home work together. We have written a Home School Agreement which you received with your enrolment forms, which provides a framework for this partnership and outlines the roles and responsibilities of home and school. Each child's parents are asked to sign the agreement and return one to school (retaining the other as their copy).

### **4.2 Parent Consultations**

We hold parent consultation evenings twice a year. We use an online booking system for these appointments, information on how to log on will be sent to you nearer the time. An annual end of year report is sent home and a copy kept on file. However, if you need to see a teacher at another time, do make an appointment via the school office, or catch them on the playground at the end of the day.

### **4.3 Home Contact Book**

Children in Years 3 and 4 have a Home Contact Book which is used for day-to-day communication between the child's class teacher and their parent. In Upper School we use a "Planner".



#### **4.4 Parent Communication**

The method of communication is via email to [info@waverley-abbey.surrey.sch.uk](mailto:info@waverley-abbey.surrey.sch.uk). Newsletters, school trip letters and other information will be sent to you by email or text via Arbor, our messaging system. Please make sure that you keep us up to date with your contact details if they change.

Waverley Abbey School has a Facebook page that we regularly update.

#### **4.5 School Website**

The school website address is <http://www.waverley-abbey.surrey.sch.uk>. You will find useful information regarding your child's school, including our latest newsletters and current school policies.

#### **4.6 Absence from school**

Please let the school office know by 9.00am if your child is not going to attend school by leaving a message on the dedicated absence line, stating the reason and symptoms as necessary. This should be done daily for extended absences. If we do not receive a call regarding a child's absence, we will either telephone or text for an explanation.

An absence request form must be completed for any scheduled absence and is available from the school reception or from the website. Our curriculum is carefully constructed and absence does interfere with a child's education; it can have an adverse effect on a child's social groupings. Any absence from school must be requested, with a form being completed in good time and returned to the school office. Please note that activities such as holidays, birthday treats or visits to a pantomime would not be an approved absence as absences other than those for medical reasons are only authorised if they are deemed special and exceptional. Your child's absence record will be recorded on the pupil's annual school report and all registers are inspected termly by the Local Education Authority, who may decide to take action if your child's attendance is low. If your child's school attendance falls below 90% it would be viewed as a possible cause for concern and you will be contacted by the school to discuss how attendance can be improved. The school does operate a fining system for holidays taken in term time.

#### **4.7 Medical Appointments**

Please try to arrange appointments with the dentist, doctor etc. outside of school hours. If this is not possible for any reason and you need to take your child out of school for part or all of the school day, please inform the office by completing an absence request form, and the class teacher via the home contact book. Please collect your child from reception.

## 4.8 What to do if there is a problem concerning your child

Initially discuss the problem with your child's class teacher. Year Leaders may be brought in to help. If the problem persists the Assistant Heads will try to solve the problem in collaboration with the staff mentioned previously, prior to the Headteacher's involvement. Similarly, if we have any concerns, we will be in contact with you.

# 5 Health

## 5.1 Allergies and Medication

Please let us know if your child suffers from any allergies. The office staff are willing to administer medicines but will need written consent to do this. Forms are available from school reception or may be downloaded from the school website. Medicine should have the child's name, class and dose clearly labelled, be in the original container/packaging and must be handed in at the start of the school day and collected at the end (if needed). All medicines including inhalers, eye drops, and cough lozenges must be held in the school office. **Children should not have medicine on their person at any time in school.** If your child does have to take medicine, please make sure that they are fit enough to attend school. Medicine should only be kept by the child under exceptional circumstances, after an agreement has been made in advance with the school and any relevant Health Care Professional and a risk assessment completed.

### Medicine Management

For children with more complex health needs, we ask parents to fill in an IHP (individual healthcare plan). If there are areas which require further details, a risk assessment or need clarification we will arrange a meeting with you. These are reviewed yearly.

Antibiotics that have been prescribed with a dose of 4 times a day can be given by us at lunchtime; the necessary medical forms will need to be completed and handed into the office as usual. However, we recommend antibiotics prescribed with a dose of 3 times a day to be administered at home, before and after school and at bedtime. This spreads the required dose over 24 hours.

## 5.2 Asthma

Please mark inhalers with the child's name and class. Inhalers are to be kept in school. If your child has asthma and requires medication at school, please fill in an asthma plan.

## 5.3 Epipens & Anapens

These must be kept at the school. **It is the parents' responsibility to ensure that their child's medicine is up to date.**

## **5.4 Illness at school**

If your child becomes ill at school the school office will telephone to ask that you collect them. If appropriate we may administer Calpol with written parental consent (via email). It is important to keep us informed of any new telephone numbers so that we can contact you in an emergency. If they have been sick or experienced diarrhoea, please do not send them to school for at least 48 hours from the last episode, as sickness bugs can spread very quickly.

## **5.5 Nut Allergies**

As we have several children with nut allergies, please do not send nuts or food containing nuts into school with your child, this includes packed lunches for school trips.

# **6 Supporting & Enriching the Curriculum**

## **6.1 Special Needs**

Waverley Abbey's aim is to ensure that all pupils reach their full potential and this includes very able children with exceptional talents, as well as those needing extra support. The early identification and monitoring of children's special needs is a vital role undertaken by the Inclusion Lead, who can be contacted through the school.

## **6.2 Homework**

We set homework from Year 3. We expect pupils to read to their parents, and complete games on TT Rockstars at home, at least 3 times a week. Please help the children with their homework if necessary but do not do it for them. If your child has any issues or concerns, please make the teacher aware and they will clarify how it should be completed. The homework is designed to support the work that the children do in the classroom. We expect it to be given in on time.

## **6.3 Music**

Our music block has a large area for rehearsing choir and bands, with additional small practice rooms which are used for peripatetic music lessons and small group composition work. Classes use the music suite for music curriculum lessons and have access to a large selection of tuned and un-tuned percussion instruments to support composition work and musical skills learning.



Peripatetic lessons can be arranged through providers including Surrey Arts & Music Works. Children currently are receiving lessons in trumpet, piano, keyboard, violin, cello, guitar, drums, flute and clarinet.

## **6.4 PE & Swimming**

As part of the curriculum children have one PE or swimming lesson led by our PE specialist and one other PE session, usually led by the class teacher per week. Please ensure that children have both kits in school. Please refer to 3.5 for what to bring. Please note, the children are expected to change independently for swimming lessons including putting on swim hats. Two staff members are poolside throughout and, once the children have begun changing, will only enter changing rooms if absolutely necessary.

We request an annual contribution of £35.00 per child to help fund swimming pool running costs – more details will follow in September. We would like to emphasise that although this is a voluntary contribution, we do rely on parental contributions in order to continue to run the pool, which is a marvellous addition to our curriculum.

## **6.5 Sport**

The children at Waverley Abbey are surrounded by opportunities to participate in a wide variety of sports, both at competitive and non-competitive levels. A positive social attitude is encouraged towards team games, enabling children to understand the importance of teamwork, co-operation and the principles of fair play.

Competitive sport is played in football, netball, orienteering, hockey, swimming, athletics, rounders and cricket. Teams regularly compete at the highest levels.

## **6.6 Extra-Curricular Activities**

We offer a wide range of clubs that take place at lunchtimes and after school and are run by staff, parents and outside agencies. Information regarding clubs will be sent out via Arbor in time for the autumn term. Clubs run by external providers will be charged separately.

Children may attend as many clubs as they wish. We firmly believe in the value of extra-curricular activities for the children to enjoy outside the normal school day. We try to provide opportunities for as many pupils as possible to enjoy a range of activities in a competitive and non-competitive format.

## **6.7 Club Cancellation**

Clubs will not be cancelled. In the event of bad weather on the day of an outdoor club, the children will be supervised at school until 4.30pm. Please feel free to collect your child earlier under these circumstances if it is convenient for you to do so.

## **6.8 School Trips**

All year groups usually undertake at least one visit per term to a place related to one or more aspects of the curriculum they are studying. These are extremely valuable to their

learning experience and were recognised by Ofsted as “substantially enriching the children’s education”.

We firmly believe that visits and residential trips play a vital part in the full education of children. Residential trips are undertaken by all year groups.

## **6.9 School Library**

Parent volunteers enable us to keep the library open most afternoons. The children also visit with their teacher or the class Learning Support Assistant (LSA) during the school day. Pupils may borrow three books at a time.

We use Junior Librarian software to manage the library and the children scan their books in and out, along with lots of other book related activities and games. This software allows us to track what the children are reading and provides feedback to teachers.

There is a system for chasing up books that have been on loan for more than six weeks. The children will be reminded and a note will be sent home to inform the parents. As a last resort if the book cannot be found at school or at home, we will request payment to cover replacements.

Two or three times a year the school holds a highly profitable book fair event, which the children really enjoy. The commission we earn buys new books for the library and resources for classroom/topic books. Funds are also made available through FOWA (Friends of Waverley Abbey School) for which we are very grateful.

## **6.10 Extended Day – 360 After school club/SCL breakfast club**

360 offer the facility for after school care between 3.30pm and 6.00pm, Monday to Thursday, and until 4.30pm on a Friday. Sessions should be booked and cancelled by 12pm on the day. Cancelled sessions will be recredited to your account. 360 sessions are booked and paid for directly with 360 Club.

Please see the school website and contact 360 directly for further details.

The school also offers a breakfast club from 7.30am to 8.30am which is run by an external provider SCL. Bookings may be made in advance or on the day via <https://booking.wearescl.co.uk/> and select ‘Register’. Breakfast is provided and there is a range of activities on offer to suit all tastes.

## **6.11 Computing**

As part of your child’s education, we provide supervised access to the internet. As well as being part of the statutory curriculum, internet use is an essential part of 21<sup>st</sup> century life, for business, social interaction and education. We educate our pupils in the safe and effective use of the internet and provide students with quality internet access as part of their learning experience.

We take positive steps to minimise the risk of pupils gaining access to undesirable materials via the internet in school. Our internet access includes filtering appropriate to the age of our pupils; internet access is always supervised by a member of staff. Before they first use the internet, the school's 'Responsible use of IT and Rules for e-Safety' are explained to the children and they are reminded of these rules regularly as they progress through the school.

We teach our pupils what internet use is acceptable and what is not, and they are given clear objectives for internet use. Use of email by the children is very limited and carefully controlled; the children do not have individual email addresses at school and



cannot receive unsolicited emails. We aim to educate the children how to stay safe online and what to do if they encounter – at school or at home - any unpleasant internet content or find themselves in a bad situation (e.g., using the **thinkuknow** website and the CEOP Report Abuse icon). Pupils are encouraged to report anything which makes them feel uncomfortable; they will not be blamed for accidental or inadvertent incidents.



Photographs for publishing on the school's website or Facebook that include pupils are carefully selected to avoid the identification of pupils; group photographs are preferred to close-up photos of individual children. Full names of pupils are never used on the website and Facebook and children are taught not to include personal information in blogs, forums or wikis.

The school follows local and national guidelines in the use, management and control of Information Technology and internet access in the school. If you have any concerns regarding your child's use of the internet in school, or the publication of photographs on the website, then please contact the school. We will be happy to arrange an appointment to explain our safety controls in more detail.

Whilst every endeavour is made to ensure suitable restrictions are placed on the ability of children to access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the internet at school. The school will not be liable for any damages arising from your child's use of the internet in school.

**Parents of all new pupils are assumed to have given consent for internet access in school, unless we receive your alternative instructions, in writing.**

## **7 Supporting the School**

### **7.1 Friends of Waverley Abbey (FOWA)**

Our PTA is known as the "Friends of Waverley Abbey" (FOWA). Every parent is automatically a member and we hope you will enjoy taking part in the activities and that

some of you will become more involved by helping with the running of events. FOWA exists to encourage parents and children to enjoy the school in less formal conditions and in so doing raise funds to provide your children with luxury items to enhance their education. New members and ideas are always very welcome. There are a wide range of events that include a firework display, Christmas fayre, barbecue, dances and fun days, to name just a few.

Over the years FOWA have raised a substantial amount of money for the pupils of the school. Please feel free to get involved - it is fun, your children benefit greatly and it strengthens the bond with school. Details are available from the school office.

## 8 Parking Guidelines

We ask that all parents adhere to the following guidelines:

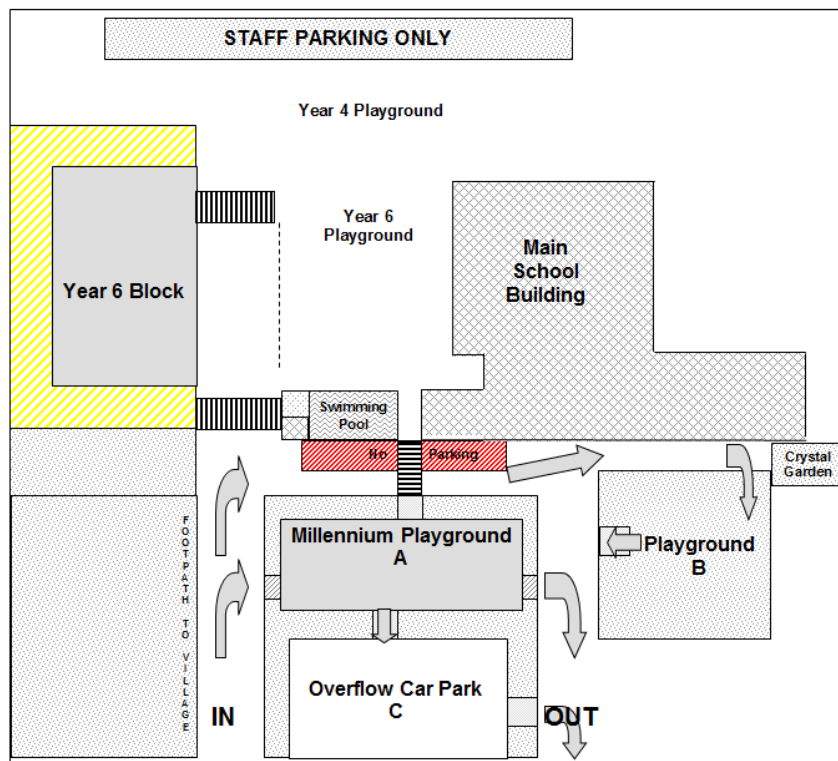
- To always drive with courtesy to other drivers and pedestrians whilst on the school site. Use of foul language or aggression will not be tolerated.
- Not to use a mobile phone whilst driving on the school site, this includes hands free devices.
- Ensure that you drive with caution and care when approaching any of the three zebra crossings on the site (see attached school plan).

### Playgrounds A, B

- These must be cleared by 9.30am and again after school by 3.40pm as they are used throughout the day and after school for clubs.
- What happens if I need to talk to a member of staff?
  - Please use carpark C
- Do not leave your car if you are waiting on the drive to enter any of the car parking areas as this can cause the site to become gridlocked.
- Do not block the entrance to the Millennium playground A - if there are spaces in other areas, please proceed to those to limit the build-up of traffic on the road outside school.
- Drivers who park on the school grounds do so at their own risk.

**We ask all parents to adhere to our guidelines. The Good Shepherd Trust have mandated the Head Teacher to deny access to any driver whom it is considered is endangering pupils/parents/staff with careless driving or who is consistently not adhering to the guidelines.**

## Parents' Parking System AM



## Parents' Parking System PM

See attached document.



## **Safeguarding Children at Waverley Abbey C of E School**

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This means that we have a Child Protection Policy and procedures in place which we refer to in our prospectus. All staff (including supply staff, volunteers and local committee members) must ensure that they are aware of these procedures. Parents and carers are welcome to read the Policy located on our school website and available in paper copy on request.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first, unless we have reason to believe that such a move would be contrary to the child's welfare.

Our Designated Safeguarding Leads (DSLs) are:

***Ms Debs Morris – Lead DSL***

***Mrs Rebecca Marshall***

***Mr Daniel Brown***

***Mrs Amy Hilyard***

***Mrs Rachel Parker Swann***

***Miss Lina Haines***

***Mrs Emma Munro***

If you are concerned about a child's welfare, please record your concern, and any observations or conversation heard, and report to one of the DSLs as soon as possible the same day. Do NOT conduct your own investigation.

If your concerns relate to the actions or behaviour of a member of staff (which could suggest that s/he is unsuitable to work with children) then you should report this to one of the DSLs in confidence, who will refer the matter to the Headteacher (or the Safeguarding Lead of the Trust, if the concern relates to the Headteacher), who will consider what action to take.

At Waverley Abbey Junior School the health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. Waverley Abbey therefore must ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place including relevant policies and procedures which can be viewed on our website.