



**Churchfields
Primary School**

ASPIRATION CITIZENSHIP EXCELLENCE

Headteacher: Tom Hyndley **Deputy Headteacher** Erica Norledge
Churchfields Road, Beckenham, Kent, BR3 4QY
Tel: 020 8650 5247 **Email:** admin@churchfields.bromley.sch.uk

Welcome to Churchfields

An information guide for Parents



Quality First Education Trust

Part of the Quality First Education Trust. Registered company number: 07768645.



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Our Vision

At Churchfields we are committed to ensuring that all children receive the highest quality education in a happy and caring environment.

In accordance with our school ACE vision (Aspiration, Citizenship, Excellence) we endeavour to:

- ❖ develop children who believe in themselves, are fearless in their education, and always strive to go further (Aspiration)
- ❖ help children grow into happy, responsible, brave, confident and competent members of their community, who are ready for secondary school and life beyond (Citizenship)
- ❖ deliver the best possible outcomes for every child being passionate about achieving the very best teaching and learning in every subject in every classroom, making the most of our staff's talents and our physical environment (Excellence)

Behaviour

Ensuring positive behaviour that enables all children to learn, as well as taking responsibility for yourself and others, is at the root of all we do. We have three Golden Rules that all children are expected to follow:

- 1 Take an active part in all our learning
- 2 Treat other people as you would like to be treated.
- 3 Respect our school and the wider community.

We ask parents to sign a home school agreement, included in this pack, which includes supporting the schools behaviour policy. Where children experience difficulties adhering to our Golden Rules we will always work with parents to find a productive way forward.

Safeguarding and Safety

We ensure that all adults working within the school have up to date DBS checks. The Head Teacher is the Designated Safeguarding Lead and the Family Worker is the Deputy Designated Safeguarding Lead.

Dogs are not to be brought onto school grounds. We also request that scooters, bicycles and ride-ons are not ridden on the school grounds.



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Mobile phones are not to be used in the school and kept out of sight during drop off and collection. If there are occasions where you feel you would like to take pictures of your child please ensure that these images are not put on social media sites.

The car park is only for staff and authorised transport use.

Communication with parents and payments to the school

We aim to work collaboratively with parents at all times. We have three formal parents evenings a year at which parents can discuss their child's progress or any other concerns with their child's class teacher. If parents wish to meet with class teachers outside of these times, please arrange a suitable time by emailing your child's class teacher.

There is a weekly newsletter that keeps parents up to date with what has been happening in school and this is emailed to all parents and posted on the school website weekly. We also use SIMS InTouch to communicate with parents.

There are regular weekly whole school assemblies on a Friday where "Star of the Week" certificates are given out. We also have regular class assemblies. These are held on a Wednesday afternoon in the main hall, usually at 2.45pm. Each class does 2 assemblies a year. Parents and Carers are welcome to attend.

Payments for school meals, trips, events, and clubs are to be made on Sims Pay. Afterschool and breakfast clubs fees payments are to be made on Parents Zone. All parents receive registration emails as appropriate.

Drop off and collection times

School day begins at 8.50am and ends at 3.10pm (3.20pm for years 1 to 6) and you are expected to be on time when both dropping your child off and when collecting them.

If the doors to your child's classroom entry point are closed then you should bring your child in via the school office.

If somebody other than the child's parent/carer will be collecting after school please let the class teacher know. We will not release a child to an adult we are not familiar with.



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Health matters

Should you need to keep your child at home because of illness, **please contact the school by 9am** stating your child's name, class and the reason for the absence.

If your child is attending a medical appointment during school hours, a proof of the appointment is required and it needs to be submitted to the office prior to the meeting.

If a child has had an upset stomach or has been sick he/she should be kept at home for 48 hours after the last episode of vomiting or diarrhoea. This is in line with the Health Protection Agency guidelines to try and prevent the spread of such bugs.

We only administer medication that has been prescribed for four or more times a day. If your child requires medicine please fill in a medication form (available on the school website and from the office) and give both to the office.

Minor injuries are dealt with by qualified First Aiders and recorded on an accident slip which is sent home with the child on the day of the injury and also recorded in an accident book.

More serious injuries, including all head injuries, are reported to the parents as soon as possible. If the injury is serious enough to warrant a hospital visit then the school may call an ambulance. The parents will be contacted and advised and asked to attend the school to accompany the child. If the parent is unable/unlikely to get to the school before the ambulance arrives then a member of staff will accompany the child to the hospital and wait until the parent/carer arrives there.

If your child has conditions such as asthma which require ongoing medication, then a spare asthma inhaler and a spacer should be provided to the school. Each class has a medical box with named inhalers, epi pens etc. for the children in their class.

We have several children with severe allergies to nuts and nut products. For this reason we do not allow nuts products in school.



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Authorisation of absence

If your child is likely to be absent from school for reasons other than illness or medical appointment then an 'Authorisation of Absence' form (available on the school website) should be completed and emailed to the school office.

Holidays in term time are only authorised in exceptional circumstances and your child's previous attendance will also be taken into consideration.

School Uniform

Logo uniform is available to purchase through the "My School Uniform" online at Marks & Spencer. Your child will require the following:

Red Churchfields Polo Shirt
Red Churchfields cardigan or jumper
Red Churchfields fleece/coat
Grey trousers or skirt
Red, grey or black tights/socks
Red, grey or black hair accessories
Black school shoes (no trainers)
Red cap or woolly hat (dependant on season)

Summer option: red check dresses, grey shorts, dark sandals.

P.E. kit: navy blue shorts, t-shirt in House colour (as advised by the class teacher) and trainers.

P.E. kit winter option: navy blue track suit trousers and sweat shirt (no hoodies)

Jewellery is not to be worn. If your child has pierced ears only studs may be worn in school.

Contact details

More information can be found on our website
www.churchfields.bromley.sch.uk

However if you have any further queries, please do not hesitate to contact us on the following:

Telephone: 020 8650 5247

e-mail: admin@churchfields.bromley.sch.uk



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