



Trafalgar Schools' Federation

Believe, Inspire, Achieve

Trafalgar Schools' Parents' Handbook

Autumn 2023



Trafalgar Vision and Values

We BELIEVE (Intent)

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

We INSPIRE (Implementation)

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

We ACHIEVE (Impact)

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

Governing Body Welcome

Welcome to the Trafalgar Infant School & Trafalgar Junior School Parents' Handbook. We hope that it will answer some of the questions you might have to ensure a smooth and happy transition across the Key Stages for parents and children. We have provided information and where it is Key Stage specific we have indicated that.

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

Mrs Suzie Robinson
Parent Governor

Ms Laura Jennings
Parent Governor

This information is correct at the time of going to press – May 2023

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About Trafalgar

The school day

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

'Soft Start' is available to Reception children from 8.55am and for Years 1 to 6 from 8.45am. Please drop your children off at classroom doors (if they are playground facing) or leave your children to enter the building to reach classrooms further inside. Parents are not permitted in school at this time. If you have any queries, please go to the office for assistance. See below for school gate opening times. Please do not enter the school grounds before this time, unless you have a pre-booked appointment, as staff are busy getting ready for the day.

Collection: In September you will be asked to confirm the end of day collection arrangements for your child so staff know who to expect. As part of our safeguarding procedures this information is kept by class teachers and made available to other staff who might be dismissing the class. Please advise us of any changes. Pupils are dismissed from specific points in the playground. All children need to stay with school staff until the expected adult arrives. They are not allowed to leave alone. For safety reasons we do not allow Trafalgar children to collect younger siblings without a responsible adult present. If a child is not collected promptly at the specified end-of-day time, they will be brought to the school office and safeguarding non-collection procedures will be followed. For site maps showing details of collection points - See **Appendices B1, B2 & B3**

One-off and unavoidable emergency changes to collection must be notified to the relevant school office as soon as possible, avoiding the busy time near the end of the day, and staff will do their best to get your message to the class teacher in time for dismissal. It is also helpful if you discuss plans with your child in the morning so there are no surprises.

- For Infant children: Parents/carers can enter the details at the start of the day in their class colour coded 'Collection Book' which is situated by the small entrance gate for Reception children, or near the door where the class comes out of school at Gothic Road
- For Junior children: Please email/phone the school office.

The exception to the above is for Y5 & Y6 children who have written permission to walk home alone. Parents must complete the 'End of Day Collection Arrangements' Form. You may also use this form to advise the class teacher of any longer-term changes to collection arrangements.

Infant School timings

Meadway EYFS - Reception: Arrival from **8.55am**
School starts at **9.05am**
Collection from **3.05pm**

Gothic KS1 – Y1 & Y2: Arrival from **8.45am**
School starts at **8.55am**
Collection from **3.15pm**

Junior School timings

Elmsleigh KS2 – Y3, 4, 5 & 6: Arrival from **8.45am**
School starts at **8.55am**
Collection from **3.15pm**

Wrap around Care

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

School Timetable

For Reception the school day runs from **9.05am to 3.05pm** and the exact timings of activities through the day have a measure of flexibility to in keeping with the young age of the children. Lunch is at 11.55 to 1.10pm

For Years 1 to 6, the normal school day runs from **8.55am to 3.15pm** with a 20-minute break in the morning when children eat their fruit/veg snack (and milk if relevant to the year group) and a lunch break with play from 11.55 to 1.10pm for Infants and from 12.30 to 1.30 for Juniors. Y1 & 2 children also have an afternoon play for 10 minutes at 2.30pm.

The Curriculum

The weekly timetable ensures that all areas of our broad and balanced curriculum are covered on a regular basis, while still allowing a degree of flexibility. Details of curriculum content for each subject can be found on the two school websites Links can be found later in this document. Curriculum Information sheets are sent to parents via ParentMail every half term and include suggestions of how you can support your child's learning at home.

Reading

Across Trafalgar, we have a good track record of promoting enjoyment and achievement in reading and we believe this stems from children choosing their own books and developing independence in their reading habits. We expect children to read every night and your child's Reading Record Book has space for parents to leave comments.

Infant children will bring home a white stickered book each week in order to practise their reading and develop their fluency. This book is carefully chosen by their class teacher and is matched to their individual phonic knowledge. The children will also bring home a selection of other books throughout the week aimed at developing their vocabulary and love of reading.

E-School

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

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

Outdoor Learning

Reception children use the outside space at Meadway all year round for learning including gardening and exploring the wildlife area – please provide wellingtons and a wet weather coat to remain in school.

Y1 & Y2 have 'Greenfingers' sessions during the year for which they need wellington boots and a wet weather coat to remain in school. A note will be sent home when it is your child's turn.

Y1 to Y6 children continue to access the Meadway site regularly for PE lessons and for some aspects of the science curriculum.

Junior School Merit system

All Junior children receive praise or stickers as a reward for achievement or extra effort for behaviour. They will also receive 'silver star' merits in their Reading Record Books. These are awarded for outstanding effort, progress, or achievement.

Assemblies

Daily assemblies take place with a different theme and are led by different members of staff and include a weekly Music Assembly. There is also a weekly 'Golden Achievement' assembly where children are publicly praised for a recent achievement which may be academic, physical, or social excellence, or for following the Golden Rules – anything the teacher thinks deserves special recognition.

Throughout the year we also invite parents to attend a variety of special assemblies such as music assemblies for instrumentalists and Harvest Festival celebrations and each class will perform at least one class assembly.

In the Junior school, at the end of each term we hold a 'Special Achievement' assembly, for children receiving 'Excellence Certificates' (one child per class chosen by the teacher), 'Peace Prize Certificates' (one child per class chosen by their peers), and 'Merit Winner Certificates' (awarded to the child with the most merits in that term).

Physical Education

Each class has two designated P.E. days. Infant children will change into their PE uniform in the classroom. For privacy reasons Junior children are expected to come to school already dressed in their P.E. uniform which they wear throughout the day.

Swimming

In Year 2 each class attends Sunbury Leisure Centre for 6 weeks of swimming lessons during school hours, travelling by coach. In Years 3 & 4 each class has swimming lessons for one term during school hours. The children walk to The Mall School with their class teacher and parent helpers. Costs for the lessons are given at the beginning of the term and cover the cost of tuition.

Extracurricular Clubs and Activities

There is a wide range of activities and clubs available for children at lunchtimes and before or after school. Some of these are organised by external small private businesses but there are also other activities organised by school which include choir, chess for Infants and sports. A timetable is available from the school website with enrolment instructions. Please ensure you keep in touch with the club organisers so that you are aware of any essential equipment or kit, start/end times, first/final sessions, and cancellations. Please note that for school organised sports clubs and activities children must wear school uniform PE kit only (No commercial team strips are permitted).

The School Library

We have a library on each site. Each class has a designated library session (staffed by parent helpers in the Infant school – speak to your class teacher to volunteer). We would also be very grateful for

parent help with tidying the libraries and re-covering books. For Junior children we have lunchtime passes and Story Time sessions for younger pupils delivered by Y6 on Fridays.

Please ensure your child brings in their library book on the right day as we cannot issue a new book unless one is returned. To maintain our high-quality book stocks we ask that lost and damaged books are paid for.

School trips and visits

We firmly believe trips and visits are an excellent way to enrich the children's learning. There is a programme of educational visits in each of the two schools which may include local walks and venues or travel further afield by coach or public transport. Trafalgar has a policy on charging for school activities but in certain exceptional circumstances parents are not required to contribute. If you would like to talk in confidence about this, then please ask for an appointment. Please also see our information on Pupil Premium Grant.

Previous trips have included London Zoo, Bocketts Farm and The Stockyard for Infants and for Juniors, the British Museum, Kew Gardens, Hampton Court Palace. In KS2 (Y5 & Y6) we have residential trips which help to develop children's independence and provide a positive shared experience.

Break and Lunch Arrangements

Morning Break

Infant school children are provided with a piece of fruit in school (bananas, satsumas, apples, pears, tomatoes, carrots etc.) as part of the 'Fruit for Schools' scheme. Junior children must bring their own fruit or vegetable snack to eat during the morning break. We have included our cut and keep 'TJS Break Time Snacks' - See **Appendix C** We recommend foods that don't need a plastic container (which is easily forgotten) or a wrapper which contributes to waste. Snacks should not include biscuits or chocolate. Please note we have children with nut allergies and children must **NOT** bring any food containing nuts.

Milk

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

School Meals

School meals are prepared by our external caterers, CaterLink. Children can choose from three main courses each day, including a vegetarian option. Menus are created for each term and are available on the websites. School lunches for the day are ordered by 10am based on the attendance register. Unfortunately, we are not able to accommodate requests for in-week flexibility and children must therefore be either school dinners or packed lunch for the whole week. For Junior school children you must register your child for school meals at the start of each new term and they can be cancelled with written notice on a half termly basis.

Lifestyle dietary choices can be accommodated such as no beef/pork for religious observance and vegetarian. Please specify this when you register.

If your child has any dietary requirements for medical reasons, you must contact the school office to request a CaterLink 'Special Dietary Meals Request' form and this will need to be done as early as possible as the process takes some time to complete.

Infant school: meals are provided free through the Government's Universal Infant Free School Meals (UIFSM) scheme which means families do not pay. Please inform the school office if your child will be bringing a packed lunch instead.

Junior school: For the current academic year 2023-2024 Junior school aged children qualify for the London Mayor's Free School Meals scheme. Please complete the 'School Meals Registration' form available from the school office and the website to for important information about any dietary requirements and details about eligibility for free school meals.

Packed Lunch

We are committed to healthy eating and ask you to ensure your child's packed lunch is **well-balanced and nutritious**. We are an **allergy aware school** and we ask that you check ingredient lists to ensure items sent in for lunch or snacks adhere to our Allergy Awareness policy below. Please note we have children with nut allergies and children must **NOT** bring any food containing nuts. Lunches may include a pure juice or smoothie and water is provided in the Dining Hall. We ask that children use lunch boxes that are of a reasonable size (due to the size of the dining tables), clearly labelled with their name and to bring their own cutlery if needed. There are very specific health & safety guidelines on reheating food and it is for that reason we are not able to reheat food for children. If you choose for your child to have hot food it must be in a food thermos designed to keep it warm. Please see **Appendix D1, D2 & D3** for packed lunch ideas.

Food Allergy Awareness and treats

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

Water bottles

Water is essential to life and children need to keep up their water intake to feel good, focus, concentrate, and think. We therefore ask that each child brings in their Trafalgar School water bottle of fresh drinking water every day (pure juice or smoothies are only allowed with a packed lunch). These are kept in the classroom for easy and frequent access. Bottles must be taken home at the end of the school day to be washed, refilled, and returned. **We actively encourage all children to use Trafalgar water bottles** as they are recyclable and are BPA free. They also fit into water carriers which we use both in class and when going up to the Meadway. For all other children you can purchase replacement caps and replacement bottles from the school office. Please ensure your child's bottle is always clearly labelled with their full name. There are also water fountains in the playground and unlimited water is available during the lunchtime sittings. **Please do not put water bottles in book bags or in the main section of rucksacks so they do not leak and damage books.**

Pupil Premium/Free School Meals entitlement

According to current legislation, children who are registered as being entitled to Free School Meals (FSM) through the Local Authority (LA) are automatically included in our Pupil Premium Plan as this provides the school with extra funding which can be used in several ways to enhance all aspects of

provision for individuals and groups of children. Please see our website for further information on how we utilise pupil premium funding. FSM pupils do not have to pay for school meals although they may choose to bring in a packed lunch. FSM entitlement approved by the LA means that you can opt out of paying voluntary contributions for most day trips. The school office can offer further guidance and check your eligibility if you provide us with details of your full name, date of birth, National Insurance or NASS number. Please note this is not the same as UIFSM.

What your child needs in school

Uniform – important information to note

The information on uniform below is valid for the current academic year 2023-2024. However, if you are buying new uniform it is essential you read the Uniform Policy that is available on the school website which lists the uniform that will apply for academic year 2024-2025. This section of the handbook will be replaced in due course.

Having a school uniform policy helps us to maintain our Trafalgar identity and promotes a sense of continuity between the two schools. It also provides instant identification while on school trips, promotes health and safety standards and avoids the problem of a ‘fashion parade’ or comparison. We ask that all parents support this policy by ensuring their children come to school appropriately dressed for learning. Important to note we are at the very start of a consultation with parents to look at merging the two uniform lists to be a single colour. The following is the list for the coming school year and rest assured there will be a phased implementation once the final list is agreed.

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

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

Uniform List	Infant School	Junior School
<ul style="list-style-type: none"> • Sweatshirt or cardigan • Polo shirt or • Shirts/blouses • Trousers • Shorts (not sports, cycling or beach) • Skirt/Pinafore • Summer dress • Tights • Socks (Not trainer socks) • Trafalgar fleece • Shoes - flat, closed-toe shoes to protect the feet 	<p>Green with school logo</p> <p>White/Green with school logo</p> <p>White</p> <p>Grey</p> <p>Grey</p> <p>Grey</p> <p>Green & White gingham only</p> <p>Green or Grey</p> <p>Green, Grey, Black or White</p> <p>Green with school logo</p> <p>Black</p>	<p>Green with school logo</p> <p>White/Green with school logo</p> <p>White</p> <p>Black</p> <p>Black</p> <p>Black</p> <p>Green & White gingham only</p> <p>Green or Black</p> <p>Green, Grey, Black or White</p> <p>Green with school logo</p> <p>Black</p>

Please note that for health and safety reasons, we cannot allow children to take part in P.E. activities without proper kit.

P.E. Uniform List	Infant School	Junior School
<ul style="list-style-type: none"> • Hoodie • T-shirt • Shorts (or tracksuit bottoms for colder weather) • Sports Shoes for outdoors • Swimming for Y2, 3 & 4 • Swim bag - no plastic carrier bags please as they break easily 	<p>N/a</p> <p>White</p> <p>Black (plain)</p> <p>Black trainer shoes</p> <p>Trunks/swimsuit, hat & towel</p>	<p>Green with school logo</p> <p>Green with school logo</p> <p>Black (plain)</p> <p>Black trainer shoes</p> <p>Trunks/swimsuit, hat & towel</p>

Hair styles & accessories

Hair styles should be natural in colour and suitable for a school formal working environment. Extreme hairstyles are not acceptable (e.g. shaved head, designs shaved into the hair, hair dyed in unnatural colours). Long hair must be tied back with a simple black or green elastic hair tie (please keep a spare in your child's bag in case they break) - this is for health and safety reasons. We do not encourage children to wear hair accessories such as hair bands. However, if they are worn they should be plain black or green to be in keeping with the Trafalgar uniform colours.

Jewellery & watches

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

Lost Property

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

Stationery

All stationery is provided to children for their work. Junior children may bring in a small pencil case and the contents should be limited to the essentials for learning and nothing of value.

Mobile phones in school

Only children in Years 5 & 6 whose parents have completed an End of Day Collection Arrangements form, giving permission for their child to walk home alone, may have a mobile phone in school. It must be switched off and handed to the class teacher for the duration of the school day. Phones should not be used for social purposes at the beginning or end of the school day while children are on school sites. Phones brought into school are at your own risk.

Backpacks and Book Bags

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

- Your child's reading books for daily sharing. We have to make a charge for lost or damaged reading books in order that they can be replaced.
- The Reading Record booklet, which should remain in your child's book bag, to comment on how your child is reading, whether he or she is enjoying a set of books, etc – see booklet for more guidance. We ask for £2 to replace the booklets if they are lost or damaged
- Library book. We have to make a charge for lost or damaged library books in order that they can be replaced.
- Paper-copy letters home, although most communications are via ParentMail
- Please do **not** carry water bottles in the book bag as they often leak and spoil reading books.
- Please do not send birthday invitations or food items into school. We ask that invitations are given out by the child/parent/carer after school.

Please make sure someone at home checks the book bag as young children cannot always be relied upon to remember that there may be important information in there. In Reception if you have a note to hand in such as a permission slip or payment for trips etc. please hand these to your class teacher or preferably drop them in at the office. In Year 1 & 2, remind your child if there is something important in their book bag to be handed in.

Junior school children may prefer to use a back-pack. However, we politely request that these are kept to a reasonable size as cloak room pegs are spaced closely together.

Sending money into school

We are a cashless school and ask that all payments are made via ParentPay+ on ParentMail (unless we specifically ask otherwise). However, if you must send in money then this should be in an envelope clearly labelled with your child's name, class, the amount enclosed and exactly what it is for. You or your child should hand it in at the office or to your class teacher. We will not routinely ask for or look for envelopes in children's bags.

Toys & other personal items

Please do not allow your child to bring in toys or other personal items from home. These things are often special and cause great upset and disruption to the school day if they get misplaced or damaged. There will be occasions when your child can bring in a personal item to share in class and families will be notified of this.

Your child in school

Attendance

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

Please help us to support your child's learning by aiming for 100% attendance throughout the year. 100% attendance is rewarded in an end of year assembly. Registers are regularly checked by the Education Welfare Officer (EWO) who follows up on any high number or absences, unauthorised absences, or lateness of children. Infant children receive certificates each term on the basis of 100% attendance.

All absences including illness must be explained as early as possible by telephoning the relevant school on your child's first day of absence. Any child's absence not notified to the school by 9.30am

will be followed up by a phone call from the school office. Absences will be classified by the school as either authorised or unauthorised. Authorised absences include those due to illness (of the child), religious observance, doctor/dentist or clinic appointment or bereavement. All requests for absence must be made in writing to the Headteacher using the 'Application for Pupil Leave of Absence' form available from the school office.

If your child needs to attend a medical appointment (doctor, dentist, hospital, medical specialist) we ask that you make every effort to book these for outside of school hours and to inform the school by completing a 'Pupil Leave of Absence' form available from the school office including a copy of your appointment letter for our records. For Junior children please also remember to tell us if your child will be at school for lunch as school dinner numbers must be confirmed with the kitchen by 10am each day. If we are unable to cancel your child's meal it is still chargeable and the kitchen is unlikely to be able to provide a meal that wasn't ordered.

Lateness

Punctuality is especially important in giving your child the best start to the day, as they may miss important messages or learning input. Registers are taken promptly and any child coming to school after 8.55am for Years 1 – 6 and after 9.05am for Reception should report to the school office first to ensure they are signed in as being present in the building. This is for fire safety and safeguarding purposes. Our registers are closed at 9.30am and for children arriving after that time it will be counted as an unauthorised absence.

Admissions

At the end of Y2 you will be required to complete the Local Authorities Admissions application for your child's place in KS2 (Year 3) as required by the local authority. You will be reminded nearer the time but it is essential you complete the paperwork by the published deadline.

Mixing up classes

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

Inclusion

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

Welfare

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

Positive Behaviour Policy inc. Anti-Bullying

Our Positive Behaviour Policy is based on our 'Golden Rules' and for Junior children our system of sanctions to deal with unacceptable behaviour can be found in our 'Behaviour Diamond' - see **Appendices E1 & E2**. The policy is a collaborative work between children, staff governors, and parents and can be found on the school websites. Children will also become familiar with our 'Stop it I don't like it' and 'I know I can tell' posters **Appendices E3 & E4** which encourage children to feel confident in resolving friendship issues.

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

Safeguarding/Child Protection at Trafalgar

Trafalgar is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Trafalgar has a duty to ensure that all parents/carers understand our responsibility to safeguard the well-being of all pupils. This responsibility requires us to have a child protection policy. As part of these procedures, the school can make a direct referral to the statutory child welfare agencies including the Police and/or Social Services without involving the parents if they have concerns about the safety of any child.

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

Online Safety

We take active steps to promote safe and appropriate internet usage. This includes regular reminders in computing lessons and assemblies, as well as taking part in activities such as Safer Internet Day. Each school has a designated Online Safeguarding Lead (the Deputy HT). Further information is covered in our Acceptable Use Agreement (AUA) and Staying Safe Online (SSO) – see **Appendices F, G1 & G2**.

Equalities Duty & Accessibility

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

Growth Mindset

Our Mental Health and Emotional Wellbeing Policy is included in our PSHE education curriculum. We see that the introduction of such a curriculum has many benefits, foremost among them being keeping pupils safe. It is a good opportunity to promote pupils' wellbeing through the development of healthy coping strategies and an understanding of pupils' own emotions as well as those of other people. Please see **Appendices H1 & H2** for 10 top tips to support a Growth Mindset and a poem.

General Safety and Welfare

General Safety

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

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

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

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

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

Jewellery and hair styles: Please see earlier section

Parking and Road Safety

The Trafalgar Schools are surrounded by small and congested roads many of which are now included in Controlled Parking Zones for resident permit holders only. The Meadway parking area is for authorised personnel only. There is no parking available for parents/carers.

- Please travel responsibly to encourage safety around our school. If you have no alternative but to travel by car, please park and stride from several roads away, not just the next available street to minimise the danger to children.
- Avoid driving through Third Cross Road. At drop off and pick up times the narrow pavements and the pedestrian crossing at Meadway become very congested. This is exacerbated by cars trying to turn into Third Cross Road making it extremely hazardous for children to safely cross the roads.
- Our Community Police Officers and Sureway regularly patrol and you may well get a parking ticket if you park illegally.
- Meadway parking area is for authorised personnel only. There is no parking available for parents/carers

- If you observe an incident, you feel should be reported please phone the number below. The regular school newsletter will print the number of any car parked dangerously, so give the office the numbers of any cars you feel are causing a hazard.

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

School Streets

Elmsleigh Road is a designated 'School Street' which means there is no vehicle access permitted during the following set times of the school day (except for residents): Mon-Fri between 8.15-9.45 am and 2.30-4.00 pm (term time only).

Remember this will reduce not eliminate vehicles on Elmsleigh Road as residents still have access, so you should still – STOP, LOOK, LISTEN.

PLEASE TRY TO WALK TO SCHOOL WHENEVER POSSIBLE.

First Aid, Medicines and allergies

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

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

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

If a doctor has specifically requested that prescribed medicine for any other condition should be administered during the school day, a 'Medicines Consent' form needs to be completed. According to local authority guidelines pain killers cannot be administered at school unless prescribed by the doctor. If your child has been prescribed antibiotics, it means that they have an infection and need time at home for the medication to work well. When your child is well enough to return to school we can help administer the remainder of the course if it is 4 times per day for Junior children or 3 times a day for Infant children (as they go to bed earlier which makes it hard to spread the doses out). Throat lozenges, cough sweets etc. should not be sent into school.

Illness and absence

For minor illness – your child can come into school and we can always phone if there is a problem. They need to stay at home for 48 hours after any episodes of vomiting and diarrhoea have stopped. **Please phone or email the school before 9.30am if your child is not coming into school including an explanation for the absence.** . Government guidance in relation to Cofic-19 can be found at the following link: [What are the latest rules around COVID-19 in schools, colleges, nurseries and other education settings? - The Education Hub \(blog.gov.uk\)](https://www.blog.gov.uk/2020/03/23/what-are-the-latest-rules-around-covid-19-in-schools-colleges-nurseries-and-other-education-settings/)

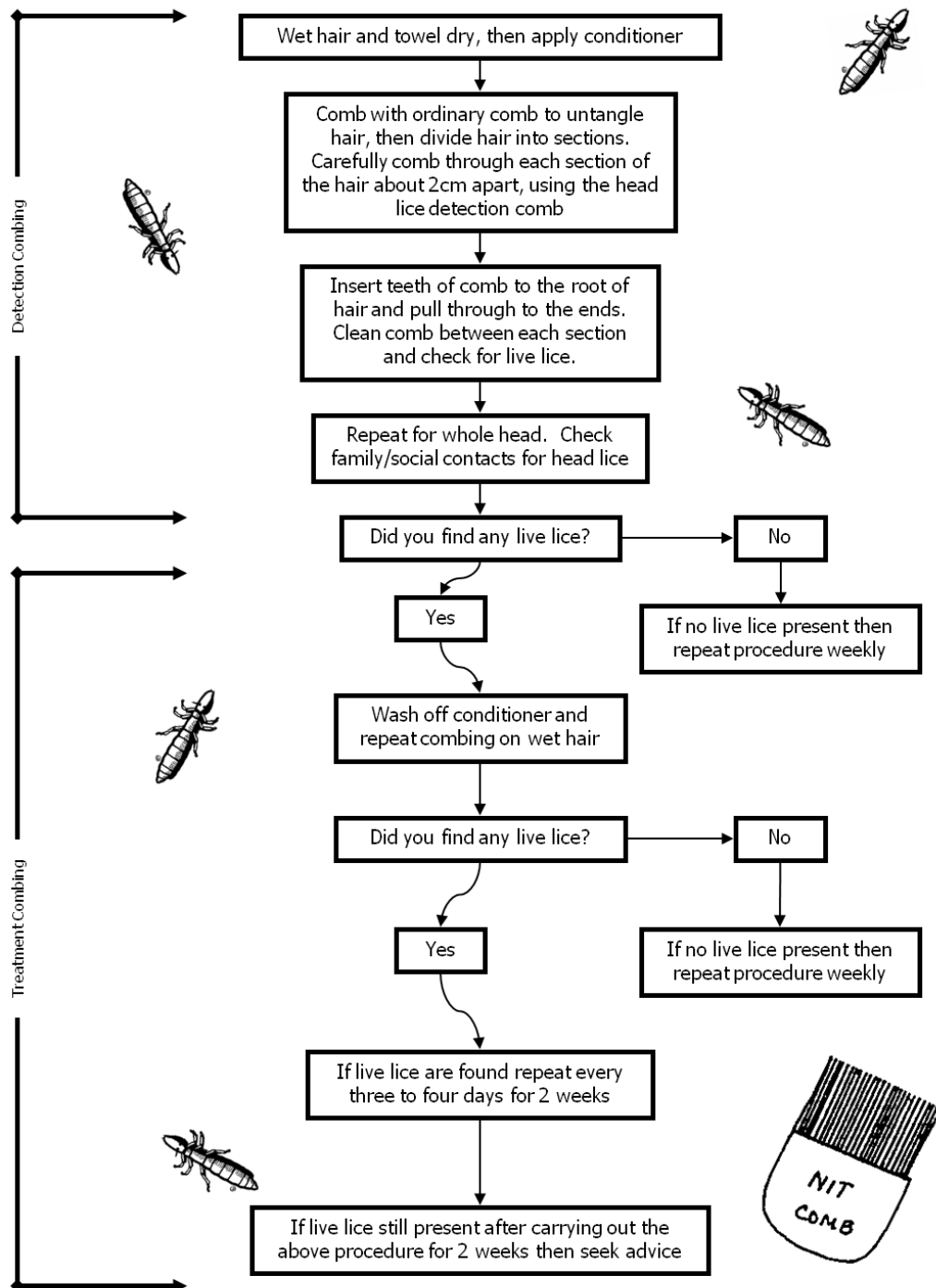
The School Nurse

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

Head Lice

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

Wet combing for treatment and detection (Bug Busting)



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

Communication

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

School Office

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

School Websites

We currently have a website for each school which can be accessed via the links below. You will find lots of information about our two schools including term dates, uniform and policies. There are also links to the two school Twitter accounts.

Infants: <https://trafalgar-inf.richmond.sch.uk/>

Juniors: <https://trafalgar-jun.richmond.sch.uk/>

Speaking with staff

Although teachers are around at the beginning and end of the day, if you need to speak to them or a senior member of staff about a particular issue that may need a little longer, it is best to telephone the school to arrange a specific time or drop a note into the school office. You can also contact your class teacher via the class email address which is in the format of classname@trafalgarfederation.org.uk (where the class name is Gold, 3B, etc). These emails are monitored by the class teacher outside of class time hours so **please do not send urgent information – contact the school office instead**. Children's learning is supported by Teaching Assistants with whom you can also speak to with questions, queries and concerns.

ParentMail and School Letters

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

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

If the need arises, text messages are sent to contact you quickly and efficiently, for example - a delayed return time from a school trip or an emergency cancellation of a school event.

School Governors

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

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

School Staff for Current Academic Year

You will find the names of all school staff on the school websites. We also have photos of school staff on boards in the foyer. Occasionally other teachers may be in class. Usually this is because the class teacher is having an arranged meeting within school or they are off-site for a meeting or a training course. Sometimes a teacher is not well and may be absent for a couple of days. We are fortunate in being able to cover most short-term absences from within our own staff. If there is a longer absence, we will notify you about the cover arrangements as soon as they are finalised.

Emergency School Closures

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

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

Parent/Teacher Evenings and information sharing

We have a variety of information sessions and curriculum workshops throughout the year, details of which will be sent out in our weekly newsletters. Parents/carers are also able to speak to teachers after school by appointment. Ask your class teacher or email the office so that a suitable day and time can be arranged.

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

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

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

Discussions with Teachers

There may be times when you need to discuss an issue or matter for concern. Please do not wait until the next Parent/Teacher evening. If this is in connection with your child's learning or general

welfare and happiness, then your first port of call should always be with your child's class teacher. If you wish to speak to them, we offer the following guidelines.

- Teachers may be available for a short meeting at the end of the school day – although they may have appointments or meetings to attend.
- To be sure of sufficient time, it is preferable to make an appointment with the class teacher for a time that suits both of you.
- Please avoid the period before school starts, especially the ten minutes before the bell and the time when children are coming in is an especially busy one for teachers, unless a prior appointment has been made.
- The school office will assist you with making an appointment with your class teacher.

Privacy Notice for parents/carers

Under current data protection law individuals (or their parents/carers) have a right to be informed about what data the school holds, how the school uses that data and how to ask for changes or corrections to that information. We comply with that right by providing 'Privacy Notices' (sometimes called fair processing notices). Please see **Appendix I** and the school websites. All the information we ask you to provide is done so to meet our statutory duty as a maintained school for the duration your child attends this school. Where necessary we will contact you separately where we require consent for other uses of your or your child's data. We will advise you of your right to refuse and how to correct or retract data you have previously provided. For more information, please contact the school office.

Parental Consent

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

Freedom of Information Publication Scheme

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

Parent Help in School

Parent Teacher Association (PTA)

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

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

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

Class Representatives

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

Voluntary Contributions

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

The Trafalgar Schools' Wish List

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

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

Parent Helpers

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

Safeguarding and adult helpers in school

The government publish statutory guidance for safeguarding in a document called Keeping Safe in Education. Trafalgar has a safeguarding checklist for Helpers in School based on the following extract from the guidance'

'For too long child protection policy has been developed in haste and in response to individual tragedies, with the well-intentioned though misguided belief that every risk could be mitigated and every loophole closed. The pressure has been to prescribe and legislate more. This has led to public confusion, a fearful workforce and a dysfunctional culture of mistrust between children and adults.'
'We start with a presumption of trust and confidence in those who work with children, and the good sense and judgment of their managers.'

Safeguarding Checklist for Helpers in school

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

Tell us what you think – Comments, Compliments & Complaints

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

A Final Thought

If I had my child to raise all over again
I'd build self-esteem first and the house later,
I'd finger paint more and point my finger less,
I'd do less correcting and more connecting,
I'd take my eyes off my watch and watch with my eyes,
I would care to know less and know to care more,
I'd take more hikes and fly more kites.

I'd stop playing seriously and seriously play,
I would run through more fields and gaze at more stars,
I'd do more hugging and less tugging,
I'd see the oak tree in the acorn more often,
I would be firm less and affirm much more,

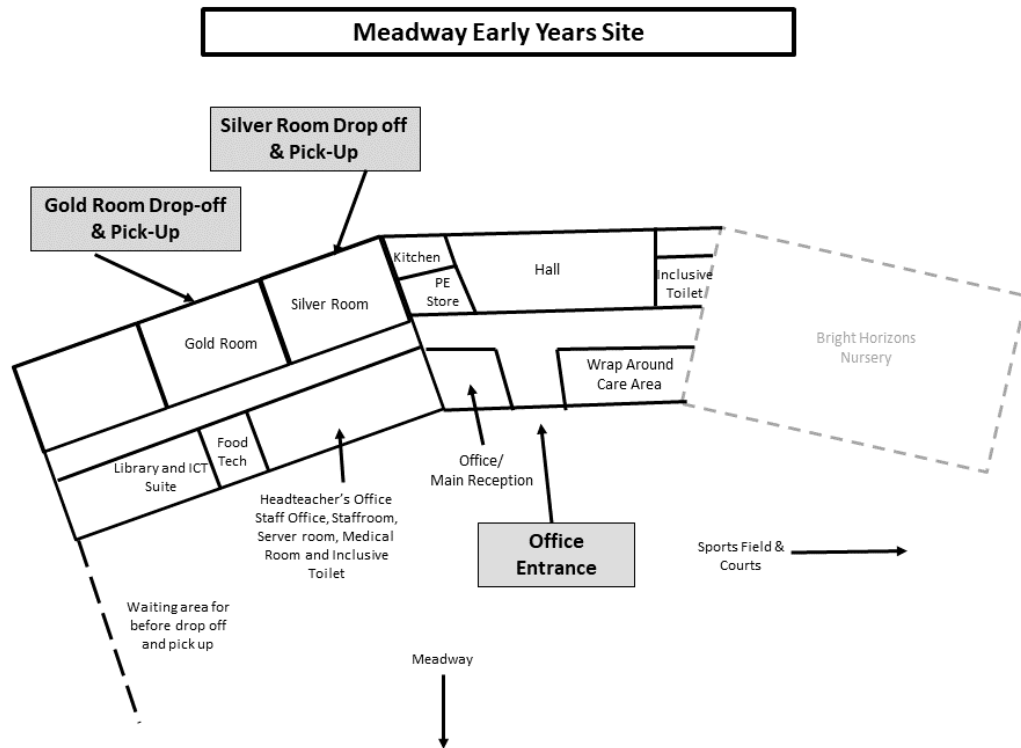
I'd teach less about the love of power
and more about the power of love.

(translated from a Welsh poem – author unknown)

Appendix A: Useful Information

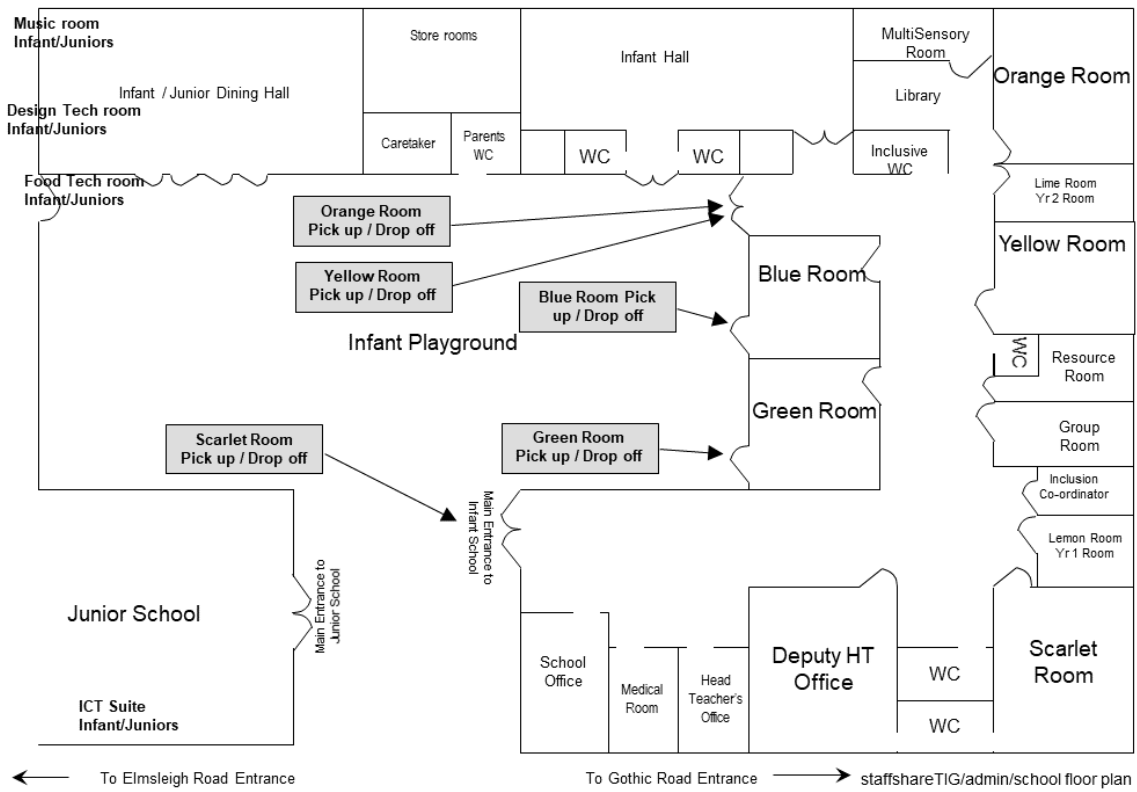
Headteacher	Mrs Keefe
Deputy HTs	Mrs Burton for Infants & Mr Allen for Juniors
Safeguarding contacts	Mrs Keefe - Designated Safeguarding Lead (DSL) Mr Allen - Deputy DSL (TJS) Mrs Burton - Deputy DSL (TIS) Mr Hutchins – Nominated Gov for Safeguarding
Inclusion Co-ordinator (InCo) inc SEND	Mrs M Brown & Mrs L Gale mbrown@trafalgarfederation.org.uk lgale@trafalgarfederation.org.uk
Governing Body	governors@trafalgarfederation.org.uk
School Nurse (Health Service)	Via the School Office
School Offices are open from 8.30am to 4.30pm	
Mrs Sands – School Business Manager Mrs Staynes – Administrative Assistant Mrs Munton – Administrative Assistant Mrs Boulheouchat – Junior Pastoral Welfare Assistant & Administrative Assistant Mrs Taylor – Federation Admin Asst, Clerk to the Governors & Data Processing Officer (DPO)	
Infant School contact information Early Years: Meadway, TW2 6PY Y1 & Y2: Gothic Road, TW2 5EH	www.trafalgar-inf.richmond.sch.uk Twitter: @Trafinfants infantinfo@trafalgarfederation.org.uk 020 8894 5729 - Use Option 1 for absence reporting
Junior School contact information Y3, Y4, Y5 & Y6: Elmsleigh Road, TW2 5EG	www.trafalgar-jun.richmond.sch.uk Twitter: @trafalgarJrs juniorinfo@trafalgarfederation.org.uk 020 8894 1606 - Use Option 1 for absence reporting
OpenCheck (for news about emergency school closures)	By phone: 0208 408 7508 - Use TIS Code 3182024 or TJS Code 3182023 or Via Internet: http://opencheck.atomwide.com <ul style="list-style-type: none"> • Authority: Richmond upon Thames • School: Trafalgar Junior or Trafalgar Infant
School milk	Register at www.coolmilk.com
PTA & Wish List	www.trafalgarpta.org.uk https://trafalgar.ourschoolwishlist.org/
Uniform suppliers	Schooldays: 94 High Street, Whitton, TW2 7LN Stevensons, 1 Heath Road, Twickenham, TW1 4DB www.beatschooluniforms.co.uk www.tesco.com/zones/clothing
Water bottle replacements	50p for a cap, £1.50 for a bottle & cap from the office
Wrap around care providers	Bright Horizons/Tracks: Meadway, TW2 6PY, phone 020 8893 9217, Jack & Jill: 20 First Cross Road, TW2 5QA, phone 03333 444630 VitalPlay: Archdeacon Cambridge School TW2 5TU, phone: 020 3650 2199 The Family Information Service: 020 8547 5215 or via email on fis@achievingforchildren.org.uk or go to www.richmond.gov.uk/fis

Appendix B1: Meadway Collection Points

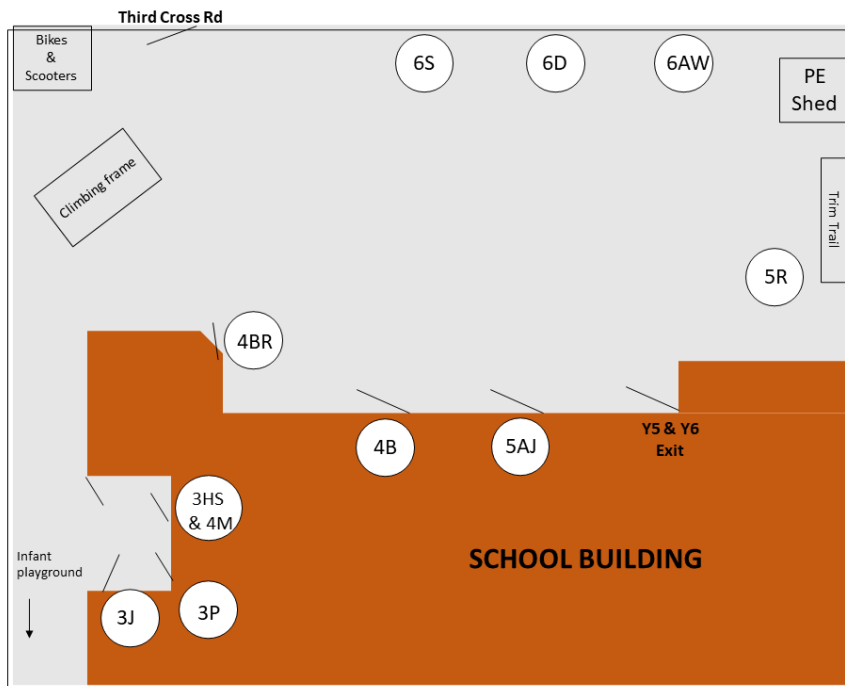


Please note that this is not to scale

Appendix B2: Gothic Collection Points



Appendix B3: Elmsleigh Collection Points



Appendix C: TJS Break Time Snacks

TJS Break Time Snacks

At Trafalgar Junior School we are committed to supporting children in adopting healthy lifestyles.

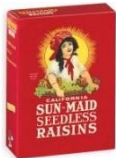
Break time snack should **always** be fruit or vegetables



Whole fruits such as apples, plums, nectarines, clementines etc. are often the most convenient as they have no wrapper.



Soft fruits and berries such as strawberries, raspberries and grapes in a small sandwich bag offer a sweeter choice.



Small quantities of dried fruit such as raisins, apricots or mango are also acceptable.

Lots of children enjoy the crunch of a vegetable snack such as carrot or celery sticks, baby sweetcorn or sugar snap peas.



Children requiring something more substantial to get them through 'til lunch are encouraged to bring a banana for their morning break.

Break time snacks should **not** include any other 'fruit-based' items such as cereal bars, cakes, biscuits, 'Frubes', 'fruit winders/strings/stars' etc.

Appendix D1: Packed Lunch Information

The following information is also available as a leaflet from the school office.

- Please use a named Tupperware type box as it makes for easy storage and saves space on tables (18cm x 12cm x 7cm).
- We encourage children to think about the environment and ask that where possible lunch items should be in reusable sandwich bags or plastic containers (avoiding single use foil and cling film)
- **No** sharing of food as many children have food allergies.
- **No** sweets or chocolate bars.
- Please adhere to our Allergy Awareness Policy.
- Fresh water is provided to drink; however, you may include smoothies or pure fruit juices if you wish in your child's lunch box.
- The School Meals Supervision Assistants (SMSAs) can only encourage your child to eat their lunch. Any food that is left over is brought home so you know what has been eaten.
- SMSAs help younger children with packaging (opening yoghurts, etc).
- The SMSA will let your child's class teacher know if there is a problem with eating. The teacher will then speak with you.

Appendix D2: Packed Lunch Ideas – Weeks 1 & 2

Week One

Monday

- Carrots
- Celery
- Cherry tomatoes
- Cucumber
- Cress
- Salad
- Apples
- Grapes
- Kiwi
- Pitted olives
- Ham
- Cheese
- Chicken hummus
- Vanilla or natural yoghurt
- Fruit bread
- Flapjack
- Carrot cake
- Chocolate brownies - (homemade or otherwise)

Tuesday

- Pasta salad with pasta shapes, tomatoes, ham and pitted olives (add a little olive oil to the pasta to prevent it sticking together)
- Stewed apple – add some raisins if you like. This can be made the previous evening. Include a small pot of natural or vanilla yoghurt to add if desired.
- Flapjack

Wednesday

- Cucumber sticks with a small pot of hummus as a dip
- Pitta bread stuffed with ham, salad, cheese cubes
- Pot of dried fruit – apricots, raisins, apples
- Slice of carrot cake

Thursday

- Cherry tomatoes
- Egg and cress sandwich
- Fruit salad – grapes, apples, kiwi (pack a teaspoon)
- Cereal bar

Friday

- Pitted olives
- Soft brown roll with sliced chicken
- Oatcakes with cheese and apple
- Chocolate brownie



Week Two

Monday

- Apples
- Pears
- Cherry tomatoes
- Pineapple (fresh or tinned)
- Grapes
- Cucumber
- Salad
- Melon
- Baby carrots
- Soup – tin or ingredients for homemade
- Cheddar and mozzarella cheese
- Sausages – cocktail or long thin ones that can be sliced
- Fromage frais tubes
- Vanilla or natural yoghurt
- Flapjacks
- Muffins (cake style) – often bite size ones work best or homemade
- Cereal buns

Tuesday

- Bread roll filled with mozzarella cheese and tomato smeared with pesto
- Fruit salad: pineapple, grapes and pear
- Frozen fromage frais
- Muffin (cake style)

Wednesday

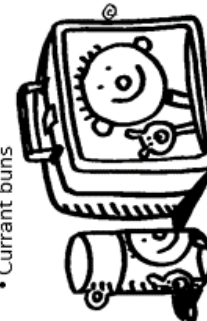
- Cherry tomatoes
- Pinwheel sandwich with cream cheese filling
- Natural or vanilla yoghurt with a fruit puree or honey
- Currant bun

Thursday

- Cucumber strips with natural yoghurt
- Pitta filled with cheese, salad tomatoes
- Pineapple and melon salad
- Cereal bar

Friday

- Baby carrots
- Salad of cooked sausage, cherry tomatoes and cucumber with a bread roll
- Stewed apple and pear plus natural yoghurt if desired
- Cereal bar



public:TIG/masters/packed lunches info poster

Appendix D2: Packed Lunch Ideas – Weeks 3 & 4

Week Three

- Celery
- Peas/mangetout
- Grapes
- Strawberries
- Clementines
- Apple
- Lemon
- Peppers – red, yellow and orange
- Carrots
- Pineapple – fresh or tinned
- Tomatoes
- Cream cheese
- Cheddar cheese
- Walnuts
- Chicken
- Natural yoghurt
- Fromage frais tubes
- Mayonnaise
- Flapjack
- Muffin (cake style)
- Fairy cakes



Monday

- Celery spread with cream cheese
- Sandwich with chicken and redcurrant jelly
- Small container of drained, tinned fruit
- Flapjack



Tuesday

- Peas in pods if available or mangetout
- Cream cheese pinwheel sandwich
- Fruit salad: grapes, strawberries, raspberries or others of your choice – use whole fruits that will not discolour or a mix of fresh & dried fruit
- Cereal bar

Wednesday

- Strips of red, yellow and orange peppers
- Chicken salad with bread roll
- Dried apple rings with natural yoghurt dip
- Muffin (cake style)

Thursday

- Carrot and raisin salad
- Bread roll with egg and tomato
- Grapes with Clementine segments
- Flapjack

Friday

- Cheese and pineapple cubes
- Pitta filled with tuna and sweetcorn combined with a small amount of mayonnaise
- Frozen fromage frais
- Fairy cake

Week Four

- Grapes
- Cherry tomatoes
- Pitted olives
- Apples
- Pears
- Banana
- Lemon
- Carrot
- Cucumber
- Celery
- Vegetables for roasting such as peppers, courgettes, tomatoes
- Cheddar cheese
- Feta/mozzarella cheese
- Ham
- Hummus
- Fromage frais
- Vanilla or natural yoghurt
- Cream cheese
- Muffins (both cake and bread style)
- Fruit cake
- Chocolate brownie (homemade or otherwise)



Monday

- Rice salad with roasted vegetables – whatever may be left over from the weekend or peppers, tomatoes, courgettes. Add some mozzarella of feta cheese if your child likes
- Small container of drained, tinned peaches
- Muffin (cake style)

Tuesday

- Pitted olives
- Mini pizza – this can simply be made by halving a bread-style muffin, spreading it with tomato puree and topping it with, for example, ham and cheese. Pop it under the grill just to melt the cheese – delicious eaten cold.
- Slices of apple and pear brushed with lemon to prevent discolouration
- Cereal bar

Wednesday

- Carrot sticks with hummus dip
- Sandwich with mashed banana filling
- Fruit salad using grapes, dried apricots and dried mangoes
- Muffin (cake style)

Thursday

- Cherry tomatoes
- Sandwich with cream cheese and thinly sliced cucumber
- Fromage frais

Friday

- Small pieces of celery spread with peanut butter
- Pitta bread with grated cheese and apple
- Vanilla yoghurt with honey
- Chocolate brownie

Appendix E1: Golden Rules

Dining Hall Rules

- 

We line up calmly
- 

We walk carefully through the hall
- 

We speak quietly to those around us
- 

We keep our table clean
- 

We are polite to everyone
- 

We use good table manners

Playground Golden Rules

- 

We are gentle when we play.
- 

We are kind and helpful towards others.
- 

We respect everyone's games.
- 


We look after the playground.
- 


We listen to and keep the playground safety rules.
- 

We are honest with everyone.

Golden Rules

- 

We are gentle
- 

We are kind and helpful
- 

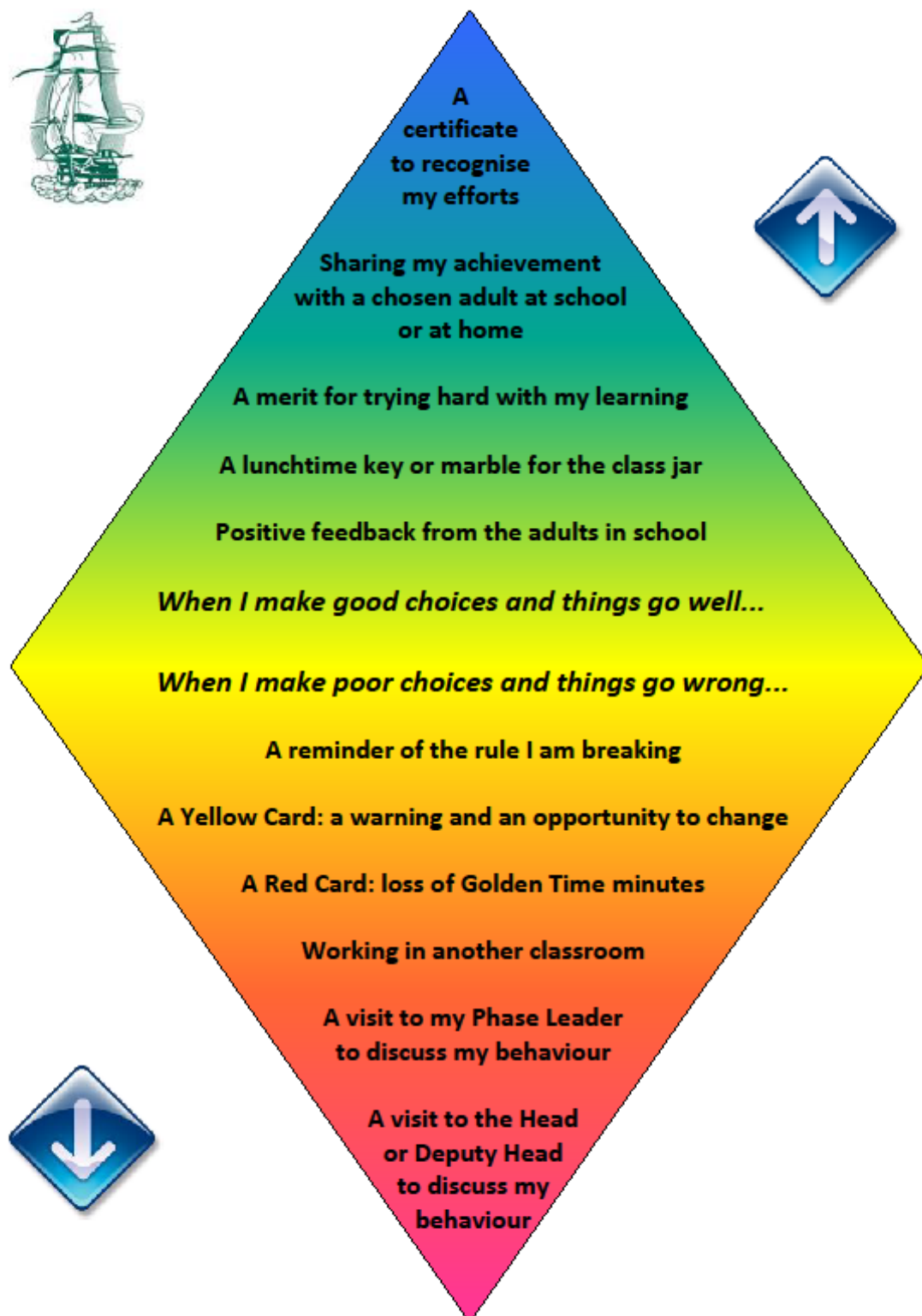
We listen
- 

We are honest
- 

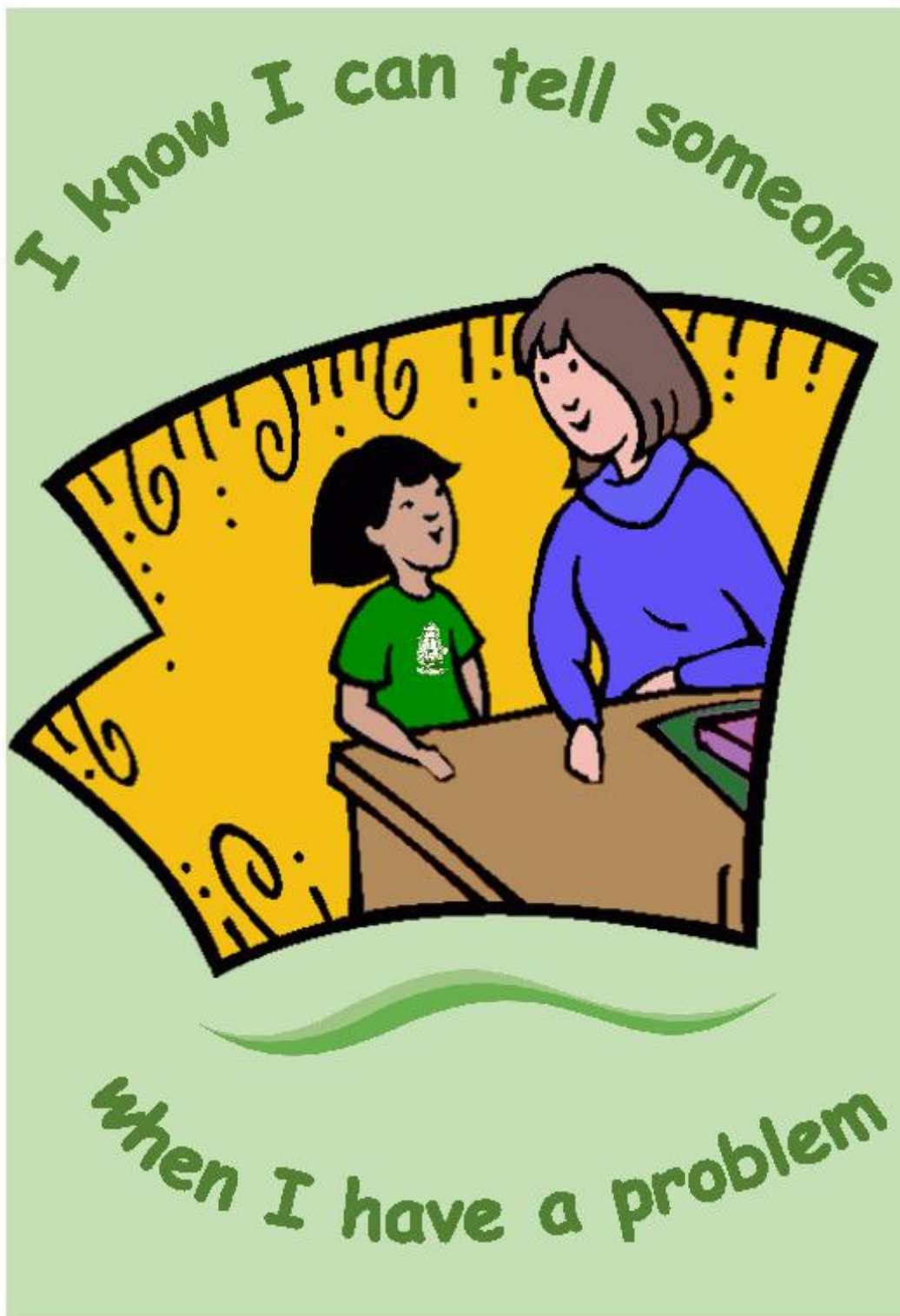
We work hard
- 

We look after property

Appendix E2: Behaviour Diamond



Appendix E3: I Know I can tell someone



Appendix E4: Please stop it. I don't like it!



Appendix F: Accceptable Use Agreement for Parents/Carers

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

Internet and ICT use at school:

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

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

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

Use of digital images and video:

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

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

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

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

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

The use of social networking and on-line media

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

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

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

- Common courtesy
- Common decency
- Common sense

If it is unacceptable offline then it is unacceptable online

How do we show common courtesy online?

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

How do we show common decency online?

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

How do we show common sense online?

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

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

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

Appendix G1: Infant Staying Safe Online (SSO)

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



Staying Safe Online (SSO)



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



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



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

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

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



If I see something that gives me the 'uh oh' feeling, **even** if I am having fun, I will tell a trusted grownup. At school I will turn off the monitor, stand up and put my hand up.

Appendix G1: Junior Staying Safe Online (SSO)

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

Staying Safe Online (SSO)

S

To **stay safe** online I will always check before I click on links, games and apps and only download when I know it is safe to or it has been checked by a trusted grownup. I will always be kind, polite, responsible and respectful when online.

A

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

I will not use other people's usernames and passwords and will not access, edit or delete someone else's work.

I will not take or share images of myself, or others, online or any device.

F

I understand that some people might not be who they say they are and should be very careful when someone new wants to be my **friend**.

I know not to meet my online **friends** without a trusted grownup present.

I know that not everything I read online is true or factual and know to check several sites when researching information.

E

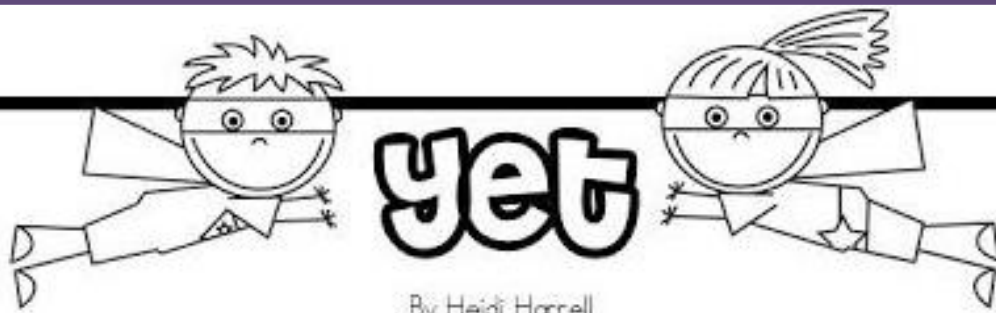
I know that if I see or hear something that worries, upsets or confuses me or things just get too much, I will step away from my computer/put my device down and talk to a trusted grownup about it **even** if this means not finishing a game or missing out on something.

Remember: If it is not acceptable offline it is not acceptable online.

Appendix H1: Growth Mindset Top Tips

1. Say to your child the word **'yet'** as often as you can.
For example, when your child says 'I can't do fractions' you say 'you can't do fractions yet'. Help them to see the possibility that they will be able to achieve it in the future.
2. Say to your child: **'you're getting better'** whenever the opportunity allows.
Learning is all about improvement and learning a skill needs patience and practice and practice to improve.
3. Say to your child: **'what have you learned today?'**
This question is a lot more specific than 'what did you do today?'
4. **Say encouraging things as often as you can** when your child is beginning to learn something new and encourage them when something still isn't perfect. Remember how much encouragement you gave your child when they took their first wobbly steps? Children need that same encouragement whenever they start learning something new. Learning is always harder at the beginning.
5. Say things to your child to **show you can see that there's improvement**, however small.
Compare 'then' and 'now' and praise the difference.
Learning is about getting better; lots of 'getting better' steps.
6. Say to your child: **'of course you've made a mistake, but keep going, you're learning.'**
Every child needs to know that making mistakes is all part of the learning process. Mistakes can be good because you can learn from them. Make sure your child knows that mistakes are OK.
7. Say to your child: **'your brain is wired in lots of different ways**, some ways are better than others. Let's try to make each part work as well as it can.' Few of us will be brilliant at everything but we can get better at everything.
8. Say to your child: **'take a break, do some exercise, then start learning again.'** The brain needs blood, oxygen and rest to keep going. If it doesn't get them then it doesn't keep going.
9. Say to your child: **'if you find facts difficult to remember then it's ok to use a 'hook' to help you remember.'**
10. Say to your child: **'I found x easy to learn, but I had to work harder at y.'** Make sure your child knows you went through similar learning struggles as they are going through.

Appendix H2: Growth Mindset Poem



By Heidi Harrell

There are so many things you want to know,
So many ways you want to grow,
There are so many things you want to be,
So many milestones you want to see.

You will get there if you never forget
The superpower of the word YET!

When you first tried to talk, you were hard to understand,
When you first tried to eat, you needed a hand.
When you first tried to walk, you fell and fell,
When you first tried to run, it didn't go well.

But your baby self knew something we often forget
The superpower of the word YET!

Somehow you knew that if you kept trying
Your chances of success would keep multiplying.
The same is true with every risk that you take,
You just have to learn from every mistake.

Where you put your effort, the goal will be met
As long as you remember the superpower of YET!

Appendix I: Privacy Notice for parents/carers

Privacy Notice for Parents/Carers

Under data protection law, individuals have a right to be informed about how the Trafalgar Schools' Federation uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

We, Trafalgar Infant School, Gothic Road, Twickenham, TW2 5EH, and
Trafalgar Junior School, Elmsleigh Road, Twickenham, TW2 5EG

are separately for each school within the Trafalgar Schools' Federation the 'data controller' for the purposes of data protection law.

For both schools, our Data Protection Officer is Mrs Taylor (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other federations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

Support pupil learning

- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While most of the information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We follow the guidance contained in [Information and Records Management Society's toolkit for schools](#).

Data sharing

We do not share information about pupils or their families outside of the federation or with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education - to meet our statutory duty to share certain information such as pupil census data
- The pupil's family and representatives – to meet our statutory duty to share certain information, such as reports on progress
- Educators and examining bodies - to meet our statutory duty to share certain information relating to adjustments to statutory tests
- Our regulator Ofsted - to meet our statutory duty to share certain information as is relevant to an inspection
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Health and social welfare federations - to share certain information essential for us to carry out our official function to perform a task in the public interest or to ensure the vital interests of the individual, such as child welfare matters or medical emergencies

- Educational Professional advisers and consultants - to meet our statutory duty to provide certain information such as SEND or social welfare matters
- Police forces, courts, tribunals - to meet our statutory duty to provide certain information such as matters relating to child protection

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other federations which promote children's education or wellbeing in England. Such federations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another federation in certain circumstances.

If you would like to make a request please contact our data protection officer.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact the Headteacher.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading, or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer. Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/concerns/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Mrs Taylor

Phone: 020 8894 5729

Email: infantinfo@trafalgarfederation.org.uk or

Email: juniorinfo@trafalgarfederation.org.uk

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this federation.