



WIMBLEDON CHASE PRIMARY SCHOOL

Merton Hall Road
Wimbledon
London, SW19 3QB

T: +44 (0)20 8542 1413

E: wcps@wimbledonchase.merton.sch.uk

W: www.wimbledonchaseschool.sch.uk

Headteacher: Keith Ellis B.Ed. (Hons.), M.A. (Education)

Parent Handbook 2023/24

Welcome

Dear Parents

Welcome to Wimbledon Chase! This handbook is designed to give you information on the practical aspects of school life at Wimbledon Chase. We are returning to the school operating as it did before the pandemic.

The safety of our pupils, staff and parents within our community is our top priority and all arrangements and procedures are regularly reviewed and shared with parents in our School Risk Assessment.

Wimbledon Chase is a vibrant and inclusive school where our whole community creates a warm and welcoming family atmosphere. Our children learn through a wide range of exciting opportunities and experiences. We have an excellent staff team who are thoroughly committed and work hard to ensure Wimbledon Chase provides children with the best start in their learning journey. We are proud of our school but are constantly seeking ways to improve.

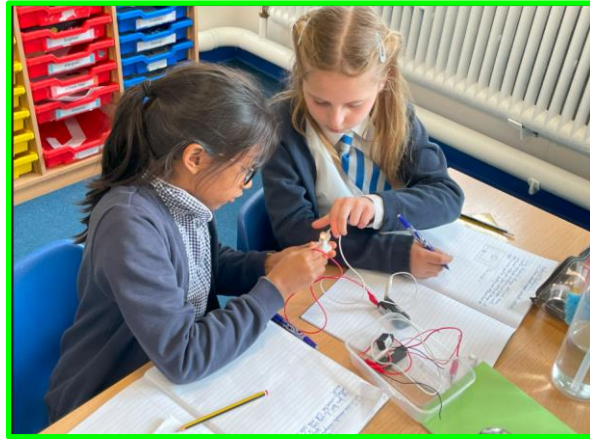
We are extremely fortunate to have a high level of parental support and interest and firmly believe that the success of the school comes from working in partnership with parents.

Please do contact us via the office if there is any other information that you need.



School Key Priorities

2023/24



This year at school we want:

- To continue our Cornerstones Curriculum work on skills and knowledge progression so that pupils 'know more and remember more'.
- To ensure that our classroom *ordinarily available* provision supports pupils with SEND, including children with ASD and speech and language needs.
- To develop children's writing through a focus on cohesion, spelling and handwriting.
- To continue to support children's reading skills through the teaching of phonics.
- To promote universal rights by becoming a UNICEF Rights Respecting School Gold Award
- To embed themes that promote equality and diversity in our Cornerstones Curriculum so that they are an integral part of the curriculum and school life.
- To promote sustainability across the school through our Cornerstones Curriculum and the work of our Eco Reps.

Contents	
Key staff.....	3
Term Dates.....	3
School Routines (times of day, etc.).....	4
Home time - Safety	4
Lateness	4
Gates Times	5
Extra – Curricular Clubs and Activities.....	5
Reach More Parents (WEDUC) Parent APP.....	5
Contact and Medical Forms	5
Medicine at School	5
School Newsletter	5
Website - www.wimbledonchaseschool.co.uk	5
Twitter @ChaseWimbledon	6
Parent / Teacher Consultation meetings	6
Friends of Wimbledon Chase Primary School.....	6
Facebook:	6
https://www.facebook.com/friendsofwimbledonchase	6
Parent Support Advisor	6
ParentPay	6
Local Trips/Visits	7
School Lunches.....	7
Nuts	7
Snacks.....	7
Uniform	8
Planned Absences.....	10
Illness at School.....	10
Breakfast Club	10
After School Club	10
Cycling to and from school	10
Mobile phones.....	11
Photographs.....	11
Valuables	11
Health and Safety	11
Disclosure and Barring Service (DBS) Check	11
Parent Partnership.....	11
Pupil Premium	12
Visiting the school	12

Key staff

Mr Ellis – Headteacher and Safeguarding
Mrs Burnett – Deputy Headteacher and Safeguarding
Mrs Newell – Deputy Headteacher (Phase Lead Years 1, 2, and 3)
Mrs Warwick – Inclusion Manager/SENCD0 and Safeguarding
Mrs Knapman – Assistant SENCD0
Mrs Adamson – Assistant Headteacher (Phase Lead Years 4, 5 and 6)
Mrs Ruffle – Assistant Headteacher (Phase Lead Nursery and Reception)
Mrs Dotchin – Parent Support Advisor/PA to Headteacher and Safeguarding
Mrs Baker – School Business Manager
Mr Canham – Site Manager
Mr Kimber – IT Manager

Term Dates

AUTUMN TERM 2023

Monday 4th September

INSET DAY (school closed to children)

Tuesday 5th September

INSET DAY (school closed to children)

Wednesday 6th September

Start of Autumn 1 term for children (Years 1 – 6)

Friday 8th September

Reception staggered start from 8th September

Monday 11th September

Nursery staggered start from 11th September

Half-Term Holiday: Monday 23rd October – Friday 27th October

Monday 30th October

Start of Autumn 2 term - children return to school

Wednesday 20th December

Last day of Autumn 2 term for Nursery

Thursday 21st December

Last day of Autumn 2 term

Break up for Christmas Holidays – school finishes at 1.30pm

SPRING TERM 2024

Monday 8th January

Start of Spring 1 term for children (Years R – 6)

Tuesday 9th January

Start of Spring 1 term for Nursery children

Friday 9th February

Last day of Spring 1 term – **school finishes at 3.20pm / 3.30pm**

Half-Term Holiday: Monday 12th February - Friday 16th February

Monday 19th February

INSET DAY (school closed to children)

Tuesday 20th February

Start of Spring 2 term - children return to school

Wednesday 27th March

Last day of Spring 2 term for Nursery

Thursday 28th March

Last day of Spring 2 term

Break up for Easter Holidays – school finishes at 1.30pm

SUMMER TERM 2024

Monday 15th April

Start of Summer 1 term – children return to school

Monday 6th May

May Day Bank Holiday (school closed)

Friday 24th May

Last day of Summer 1 term – **school finishes at 3.20pm /**

3.30pm

Half-Term Holiday: Monday 27th May - Friday 31st May

Monday 3rd June

INSET DAY (school closed to children)

Tuesday 4th June

Start of Summer 2 term - children return to school

Friday 5th July

INSET DAY (school closed to children)

Tuesday 23rd July

Last day of Summer 2 term for Nursery

Wednesday 24th July

Last day of academic year for children

Break up for Summer Holidays – school finishes at 1.30pm

N.B. Please note that start and end dates for the Nursery may differ from those of the main school.

School Routines (times of day, etc.)

The bell for the start of the school days goes at **8.45am**; pupils in Reception, Years 1 and 2 line up in the playground to be collected by their teachers. Pupils in Years 3, 4, 5 and 6 are allowed to enter the school building at 8.45am and start making their way to their classrooms.

The school day finishes at:

Reception - 3.20pm

Years 1 and 2 - 3.20pm

Years 3, 4, 5 and 6 - 3.30pm

All pupils are dismissed from the playground.

Nursery children enter school via the Nursery playground and their times are slightly different:

AM sessions 8.30am – 11.25am

PM sessions 12.25pm – 3.30pm

Full day pupils 8.30am – 3.30pm

Parents remain responsible for their children until 8.45am, unless they are attending breakfast club or a school led activity. Pupils may only remain on the school premises after 3.30pm if they are involved in an activity organised by a member of staff.

Pupils and parents should vacate the school premises straight away. Pupils are not allowed to play in the playground or on any playground equipment after school. This is solely for the use of pupils attending After School Club. A bell will be rung at 3.50pm to make parents aware that the school site is closing.

No pupil may leave the premises during school hours without the permission of the Headteacher. Pupils doing so must sign 'out' via the electronic system at the School Office.

Home time - Safety

We will NOT release a child to an adult not known to the staff. If anybody we do not know will be picking your child up you must inform the school before hand, either by informing the class teacher or contacting the School Office. We will NOT release a child to an older brother or sister under the age of 15, without a written request from the parent and with the express permission of the Headteacher.

Requests for pupils to travel home alone must be made in writing and approved by the Headteacher. Permission will not be granted for children in Year 4 and below.

Lateness

If your child arrives after registration they must sign in at the School Office and will be given a late ticket to hand to the class teacher: they will be recorded as late on the register. It is therefore advisable to arrive at school for 8.45am in order to avoid being late.

We fully appreciate that difficulties in collecting your child will arise from time to time due to unforeseen events that may result in you being late in collecting your child from the school. In the event that the parent is running late or has made alternative collection arrangements with a friend/relative, they should ring the school to advise us of those changes so that both the staff and child are aware. Children collected late are required to be signed out via the electronic system in the School Office.

Parents who are regularly late collecting their children will be asked to meet with a senior member of staff.

Gates Times

The gates to enter the school via the main school entrance or the Chase Alley entrance are open between 7.30am and 9.00am in the morning and 3.00pm and 6.30pm in the afternoon. In between these times this gate is only accessible to School Nursery, Acorn Nursery and Happy Faces After School Club via a video call button system. Please use the main school gate to access the school at all other times.

Extra – Curricular Clubs and Activities

We are proud of the wide range of clubs on offer at school. A clubs list is produced at the beginning of each new term (some clubs are seasonal). Clubs do not operate during the first and last week of term unless advised otherwise by the club provider.

<https://www.wimbledonchaseschool.co.uk/parents/extra-curricular-clubs-and-activities/>

Reach More Parents (WEDUC) Parent APP

We use Reach More Parents (WEDUC) Parent App to share information with you; this includes newsletters, events, the school calendar, school absence notification and much more.

The instructions for getting started with the App [can be found here.](#)

Contact and Medical Forms

The school does not routinely reissue the Contact and Medical Forms. It is therefore very important that you update the school about any changes with contact or medical information, **in writing**. Parents MUST inform the school of any medical concerns, particularly allergies, asthma and epilepsy, or if your child is attending hospital for any reason.

Medicine at School

All parents wishing for their children to be given medicine must complete a 'Permission to Administer Medication' form, [which can be found on the school website](#) or picked up in the School Office, giving their consent in writing. These procedures apply to all medicines including inhalers. In line with school policy, only prescribed medication in the **original packaging** stating the child's name and dose can be administered to a child who requires a dose during the school day.

Medicines must always be handed in to the School Office by the parents and not by pupils.

School Newsletter

Headteacher newsletters are fortnightly and year group newsletters are sent at the beginning of each half term. These are a great source of information about what is happening at school. All newsletters will be sent through the school parent app or can be found on the school website

Website - www.wimbledonchaseschool.co.uk

Our school website has a great deal of information about the running of the school including relevant policies and dates for parents.

Twitter @ChaseWimbledon

The school has a Twitter account that communicates exciting things that happen in the school. To follow the school on Twitter you will need to request to follow. If your Twitter name is unusual you should also tell the School Office that you have requested to follow.

Parent / Teacher Consultation meetings

There will be three formal opportunities during the school year to attend Parent / Teacher Consultation meetings, one each term. You will be asked to book your appointment through the school app; information will be sent to parents before these dates. Parents are welcome to make an appointment to see the class teacher, Phase Leader or Headteacher at any time during the school year if they wish to share any concerns about their child's progress or inform teachers of any changes in their child's wellbeing. There are also opportunities for parents to see their child's work at 'Share my Learning' evenings.

Friends of Wimbledon Chase Primary School

The 'Friends' is the school's parent teacher association (PTA). It is a charity whose primary remit is to raise funds to go back into the school to enhance the education and social wellbeing of the pupils.

We are very fortunate at our school to have a really dynamic Friends Association that is and has been a vital part of the school community for many years. The Friends raise thousands of pounds every year, which is spent on updating equipment (such as computers), buildings, resources, workshops and visits to enhance our children's education.

The Friends organise events such as Summer and Christmas Fairs, Easter Egg Hunts and Quiz nights. Many of these events have become time-honoured traditions at Wimbledon Chase, experiences that our children and their parents anticipate and love. To contact The Friends Association please email fowccharity@gmail.com or use their social media:

Instagram:

<https://instagram.com/friendsofwimbledonchase?igshid=MjEwN2lyYWYwYw==>

Facebook:

<https://www.facebook.com/friendsofwimbledonchase>

Parent Support Advisor

Mrs Dotchin is our Parent Support Advisor. She is here to support you and your child to get the very best from school by providing guidance and advice in their journey through school. You can contact Mrs Dotchin via the School Office or by email parentsupportadvisor@wimbledonchase.merton.sch.uk

ParentPay

ParentPay is an online cashless payment system. On your start date you will receive a letter explaining how to access ParentPay and advising you of your user name and password. This letter must be kept in a safe place and details kept for your records.

Local Trips/Visits

Pupils may go on a local trip during the school day. Although your permission is not needed for this, we will still let you know in advance about the location and purpose of the trip.

Wimbledon Chase uses a cashless payment system for school trips. **ParentPay** is our method for making payments to school.

School Lunches

All pupils in Reception to Year 6 are eligible for the Government Universal Free School meal scheme. However, if you prefer you are welcome to provide your child with a packed lunch. If you choose to provide a packed lunch please be aware that we like to promote 'healthy eating' and ask that fizzy drinks, sweets, crisps, biscuits and nuts are not included in pupil's lunch boxes.

School meals can be provided on a weekly basis only. We cannot order daily meals on an adhoc basis except in case of emergency.

If your child has any specific dietary requirements, you will need to complete a 'special diet request form' and provide medical evidence in order for the caterers to provide a bespoke menu.

The school lunch menu, special diet request forms and catering company's Allergy Policy are all available via the school website

<https://www.wimbledonchaseschool.co.uk/parents/school-meals/> or at the School Office.

It would also be very helpful if fruit that is difficult to peel i.e. an orange is already peeled for your child and if you could help your child learn how to open their lunchbox, yoghurt pots and other containers. Please name all lunch boxes and water bottles.

Nuts

We are a **nut free** school because we have several pupils who have severe, life-threatening allergies to nuts that require emergency medical treatment. Please can you help us to protect these children by being vigilant when providing your child with a packed lunch and break time snacks.

Our lunchtime break starts at 11.25am for full time Nursery pupils, 11.45 for Reception pupils, 12.10 for Year 1 and 12.20 for Year 2. For Years 3, 4, 5 and 6 lunchtime begins at 12.30.

Snacks

Pupils in Nursery and Reception are part of the Government fruit and milk scheme and will be offered this daily. Fruit continues to be offered to Years 1 and 2. Older pupils are able to bring a healthy snack from home to have at break time. The snack should be kept in their school bag and not in packed lunch boxes as these are only accessible at lunchtimes.

All pupils are encouraged to bring a drink of water in a plastic bottle with a sports lid for use during the day.

Birthdays and other special celebrations

Celebrating children's birthdays with cakes or sweets is not encouraged in school time. If parents wish to share cake or sweets with their child's classmates, they may do so in the

playground after school and with other parents' permission. We encourage parents and teachers to bring in non-food items as presents for birthdays or prizes. The practice of buying a book for the class is encouraged.

Friends of Wimbledon Chase Cake sales are spread across the year and are popular with children and parents. Parents are asked to share any information around potential allergens in the cakes and biscuits they have baked.

Uniform

All pupils are expected to wear school uniform. Items that have the school emblem are in **bold** and can be purchased online from www.stitchdesign.co.uk.

Nursery - No uniform is required but pupils should wear appropriate clothing.

We know children grow quickly and we are all trying to be more mindful of protecting the planet. We have a selection of pre-worn uniform available; this uniform is donated to the school and then sold at a small fee used to raise funds for school. We have sales at most school events, however if you need anything throughout the term please contact Mrs Swiatek hswiatek.315@lgflmail.org.

For pupils in Reception, Years 1 and 2

Trouser Uniform - Dark grey long or short trousers (not jogging bottoms), pale blue polo shirt, navy-blue **sweatshirt with school emblem**, black, dark grey or white socks and sensible black shoes.

Skirt Uniform – Navy-blue skirt or culottes, pale blue polo shirt, **navy-blue sweatshirt with school emblem** or navy-blue cardigan, navy-blue thick tights or white school socks, sensible black shoes. A school summer dress or playsuit in navy-blue and white check could be worn in the Summer term and first half of the Autumn term.

For pupils in Years 3, 4, 5 and 6

Trouser Uniform - Dark grey long or short trousers, white shirt (not polo shirts), school tie, plain navy-blue v-necked jumper or cardigan (not sweatshirt), black, dark grey socks and sensible black shoes.

Skirt Uniform – Navy-blue knee-length school skirt (either semi-flared or pleated) or culottes, white shirt (not polo shirt), school tie, plain navy-blue v-necked jumper or cardigan (not sweatshirt), navy-blue thick tights or white school socks (not sports socks) and sensible black flat shoes.

Shoes with high heels are not permitted.

A school summer dress or playsuit in navy-blue and white check could be worn in the Summer term and first half of the Autumn term (all year groups).

School ties are also available to purchase at the School Office.

Pupils are not allowed to wear open-toed sandals, plimsolls, trainers or boots to school but may change into trainers at lunchtime.

Pupils should wear a sensible school coat . On dark nights, brighter coats can make the visibility of children easier, particularly when crossing roads.

All pupils are required to wear our school sports kit to school on the days that they have PE. Plain navy-blue shorts and a pale blue t-shirt with school emblem should be worn with white socks and trainers or plimsolls. For games, the pupils can wear navy-blue or black jogging bottoms or navy blue or black sports leggings and a navy blue or black sweat shirt.

On PE days pupils should wear their school sweat shirt/ school jumper and navy-blue/ black jogging bottoms/ sports leggings over their PE kit.

If children are attending extra-curricular sports clubs, they should bring their PE kit in a bag and change at school.

Requests for pupils to be excused from P.E. / Games or Swimming for occasional lessons should be made by the parent in writing, and exemptions for extended periods should be supported by a medical certificate.

All items of clothing must be clearly named with your child's full name and class.

Book bags

Book bags are available from www.stitchdesign.co.uk

Pencil cases

From Year 3 onwards pupils are asked to bring their own pencil cases, these should contain;

- Ruler
- Glue stick
- Writing pencil
- Coloured pencils
- Blue handwriting pen e.g. Berol (from Year 4)
- Rubber
- Sharpener (preferably the tub style)

Jewellery

Jewellery is not acceptable with school uniform. Pupils who have pierced ears may wear plain studs (only one in the lobe of each ear), but these must be removed during P.E./Games and swimming lessons.

Hair

Hair must be worn in a neat simple style and not dyed, coloured or permed. Shaved hair patterns are not acceptable. Mousse and gel are not to be used for school. Long hair should be neatly tied back and long fringes out of pupils' eyes. Make up and nail varnish should not be worn to school. The final decision, as to whether a hairstyle is extreme or not will be made by the Headteacher.

Unplanned absences

If your child is unable to attend school due to illness, dental appointments etc. please contact the school

- 1) via the parent communication app - use the Report Your Child's Absence link on the app home page
- 2) or email absence@wimbledonchase.merton.sch.uk
- 3) or telephone the School Office on 020 8542 1413

For all absences parents must notify the School Office each morning that their child is unable to attend.

If you know your child is going to be absent for a few days (e.g. they have chicken pox) the school will advise you when you need to call in again.
Children arriving late will need to come to the School Office via the Merton Hall Road entrance and be signed in through the electronic system.

Planned Absences

Holidays are not permitted during term time, including visits to sick relatives, meeting up with family who live abroad, holidays due to a parent's work/holiday time, weddings etc. If for any reason you need to take your child out of school during term time you will need to fill out a request form for Leave of Absence at least 10 days before the requested start date (including for visits to other schools, Religious observances and Visa and Passport visits).

The Leave of Absence request form can be accessed on the parent communication app (under forms) or can be downloaded from the school's website: www.wimbledonchaseschool.co.uk/parents/useful-information
The Headteacher will then consider each case individually.

Illness at School

If a pupil is taken ill or has an accident, every attempt will be made to contact the parents, or other designated contact from the school's database. It is essential that at least two telephone numbers be made available to the School Office.

Sickness and Diarrhoea

In line with guidance from Public Health England and NHS pupils **MUST NOT** attend school for 48 hours after any episodes of sickness and/or diarrhoea.

Responding to respiratory illnesses and COVID – 19

Anyone with symptoms of a respiratory infection and a high temperature or who feels unwell, is recommended to try to stay at home or away from others – especially from older or vulnerable people. School attendance is important for children's learning and therefore children with minor symptoms such as a runny nose should continue to attend school.

Breakfast Club

Our Breakfast Club is open daily from 7.45am until the start of the school day. All pupils who attend our school are able to join. Pupils are offered a breakfast consisting of a drink, cereal and/or toast and a range of fun activities. [Registration forms are available on the School website](#). To register your child/ren for breakfast club please email: bc@wimbledonchase.merton.sch.uk Once you have registered to use Breakfast Club payments are made via your ParentPay account.

After School Club

Happy Faces provide after school care at our school. Please pick up a form at the School Office to register or email happyfaceschase@gmail.com.
Building Blocks are a local Nursery/after school club who also make an after school collection from our school from our school playground.
<https://www.buildingblockswimbledon.co.uk/>

Cycling to and from school

Permission is approved for a pupil to cycle to and from school **only if the following rules are adhered to**; a **protective helmet** must be worn, the cycle is **never ridden in school grounds**, the **cycle is locked** and parked neatly in the cycle rack and that the parent

accepts responsibility for any loss or damage to the cycle. Cycles should not be left at school overnight.

Children using scooters to travel to and from school should also wear helmets, park and **lock up their scooter** neatly in the cycle rack. Scooters should not be used in the school grounds and should not be left at school overnight.

Parents remain responsible for their child's safety.

Mobile phones

Mobile phones are not permitted in school. In special circumstances, requests to bring a phone to school **must be made in writing and approved by the Headteacher**. Phones must be named and handed to the class teacher on arrival. Please refer to the Mobile Phone Policy available on the school website.

<https://www.wimbledonchaseschool.co.uk/parents/useful-information/>

Photographs

We are happy for parents to take photographs and video events of their child for personal use but we request that these images are **NOT** distributed or posted online. This is to safeguard all members of our community.

Valuables

We cannot accept responsibility for loss or breakages so please avoid bringing expensive or precious items to school. All items should be clearly marked with the owner's name.

Health and Safety

Smoking and/or vaping is not permitted anywhere on our school site.

You are requested not to bring dogs onto our school site.

No bikes or scooters are allowed to be ridden the school playgrounds.

Children are not allowed to use the school play equipment **before or after school**.

Children are not allowed in our wooded area [The Spinney].

Disclosure and Barring Service (DBS) Check

It is an Ofsted requirement that any parent who wishes to volunteer in school needs to have a valid Disclosure and Barring Service (DBS) clearance from Merton Council.

Information on how to apply for a DBS can be obtained from the School Office. The school is charged an administration fee of £12 to process DBS requests and we would be grateful for any contributions towards this cost.

We very much appreciate all the help and assistance parents give to the school and do not want to exclude any parent who wishes to help on a more ad hoc occasional basis which may not justify a DBS clearance. In these cases there are other measures that we can put in place but we would need some notice to process these.

Parent Partnership

We believe that a genuine partnership between parents and school is central to pupils achieving their best. Opportunities such as our community days, subject workshops, Share my Learning evenings are examples of the many parent engagement events we offer to build a strong parent partnership. We welcome and value parents help in school whether it is to assist with an activity within school, such as reading or cooking, accompany educational visits or offer a particular skill. If you are interested in helping in this way you can either contact Mrs Ruffle via the School Office or speak to your child's class teacher.

Pupil Premium

Pupil Premium is extra funding provided by the Department for Education and Local Authority. It is available for the children whose parents or carers are in receipt of certain benefits. To access this additional funding we require parents to complete a short form for us to complete a check for eligibility. Please speak to the office staff; all information is treated as highly confidential.

It is important that you apply for this funding, as it helps us support your child's learning.

[Follow this link for further information.](#)

Visiting the school

As your child's safety is of paramount importance to us parents are requested to always report to the School Office when visiting the school. Please do not go to classrooms to speak to the teacher without making an appointment and signing in on the electronic system at the School Office. It is a safeguarding requirement that we know who is on the premises at all times.

Our open door policy means parents should not hesitate to speak to us if they are worried about any aspect of their child's development or well-being.

The term 'parent' used throughout this document implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.