WIMBLEDON CHASE PRIMARY SCHOOL
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Headteacher: Mrs Caroline Gibbins

Parent Handbook 2026- 2027

Dear families,

Welcome to Wimbledon Chase.

This handbook gives you information about the practical aspects of school life.

Wimbledon Chase is a vibrant, inclusive school where our whole community creates a warm, welcoming atmosphere. Children learn through a wide range of exciting opportunities and experiences. Our dedicated staff work hard to provide the very best start in learning.

We are proud of our school but always looking to improve. Our strong partnership with parents plays a vital part in our success.

If you need any further information, please contact us via the School Office.

Kind regards,

Caroline Gibbins
Headteacher

Contents

School Key Priorities 2026/27 4
Term Dates 5
Key Staff 5
Our School Day 6
Breakfast Club 6
After School Club – Wimbledon Chase Club 6
Extra-Curricular Clubs 7
Home Time and Safety 7
Gates 7
Attendance 7
Lateness 7
Collection 7
Unplanned Absences 7
Planned Absences 8
School Communication 8
Parent App My Child At School (MCAS) 8
Parent/Teacher Consultations 8
Website 8
Emergency Contact and Medical Information 8
Contact and Medical Forms 8
Medicine at School 9
First Aid and Illness 9
Lunch and Snacks at School 9
School Lunches 9
Nuts 10
Snacks 10
Birthdays and Celebrations 10
Allergies 10
School Uniform 10
Reception, Years 1–2 11
Years 3–6 11
Equipment 11-12
Jewellery, Hair and Appearance 12
Friends of Wimbledon Chase Primary School (PTA) 13
Other Useful Information 13
Parent Support Advisor 12
My Child At School (MCAS) 12

Pupil Premium 12
Local Trips and Visits 13
Cycling and Scooters 13
Mobile Phones 13
Valuables 13
Health and Safety 13
DBS Checks 13
Parent Partnership 13
Visiting the School 14
Contact Guidance 15
School Contact List 15-17

School Development Priorities 2026-27

Inclusion

1.*Deepen expertise in the delivery of the OAG* - To develop inclusive, adaptive teaching by embedding the Ordinarily Available Guidance into everyday practice, enabling staff to make skilled adaptations and provide effective scaffolding so all learners can make strong progress.

2.*Raise attainment in reading, writing and maths* - To develop further expertise in adaptive teaching practice which serves to close the gap between disadvantaged learners and non - disadvantaged.

Curriculum and Teaching

3.*Curriculum coherence* – To embed a securely aligned and consistently implemented curriculum across all foundation subjects, ensuring full coverage of the National Curriculum so that pupils build and retain key learning over time through retrieval practice.

Achievement

4. *Deepening expertise in GDS writing* - To develop a consistent, high-quality approach to writing across the school, increasing the proportion of pupils achieving greater depth, particularly in KS2, while ensuring developmentally appropriate practice in EYFS and KS1.
5. Oracy to Writing – To improve writing outcomes by making oracy the foundation of writing, through the consistent and deliberate teaching of different modes of talk, enabling pupils to articulate, refine, and extend their thinking, leading to considered authorial choices in composition.

Personal Development and Wellbeing

6. *Personal development and wellbeing* - To strengthen whole-school mental health provision by further developing the school's relational approach through the ADT programme, laying the foundations for achieving the Carnegie Gold Award.

Early Years

7. *Deepen expertise in the delivery of the OAG* - To enhance inclusive Early Years practice by embedding the Ordinarily Available Guidance within the environment, ensuring all children can access learning and make strong progress through appropriate adaptations.

8. *Oracy to Writing* – To strengthen early writing by prioritising language development in the Early Years, using high-quality oracy as the foundation for expanding opportunities for creative writing.

Term Dates

Autumn Term 2026

Wednesday 2nd September	INSET day (school closed to children)
Thursday 3rd September	Start of Autumn 1 term for children (Years 1 – 6)
Monday 7th September	Start of Reception staggered start
Tuesday 8th September	Start of Nursery staggered start

Half-Term Holiday: Monday 26th – Friday 30th October

Monday 2nd November	INSET day (school closed to children)
Tuesday 3rd November	Start of Autumn 2 term
Thursday 17th December	Last day of Autumn 2 term for Nursery
Friday 18th December	Last day of Autumn 2 term, break up for the Christmas holidays – school finishes at 1.30pm

Spring Term 2027

Monday 4th January	INSET day (school closed to children)
Tuesday 5th January	Start of Spring 1 term

Half-Term Holiday: Monday 15th - Friday 19th February

Monday 22nd February	INSET day (school closed to children)
Tuesday 23rd February	Start of Spring 2 term
Wednesday 24th March	Last day of Spring 2 term for Nursery
Thursday 25th March	Last day of Spring 2 term, break up for the Easter holidays – school finishes at 1.30pm

Summer Term 2027

Monday 12th April	Start of Summer 1 term – children return to school
Monday 3rd May	May Day bank holiday (school closed)

Half- Term Holiday: Monday 31st - Friday 4th June

Monday 7th June	Start of Summer 2 term
Friday 2nd July	INSET day (school closed to children)
Wednesday 21st July	Last day of Summer 2 term for Nursery
Thursday 22nd July	Last day of academic year for children, break up for the summer holidays – school finishes at 1.30pm

Key Staff

- Mrs Gibbins – Headteacher and Designated Safeguarding Lead (DSL)
- Mrs Burnett – Deputy Headteacher and Deputy DSL
- Mrs Newell – Deputy Headteacher (Phase 2 Lead: Years 1–3) and Deputy DSL
- Mrs Stewart – Inclusion Manager and SENDCO
- Mrs Crane – Assistant SENDCO
- Mrs Adamson – Assistant Headteacher (Phase 3 Lead: Years 4–6)

- Mrs Ruffle – Assistant Headteacher (Phase 1 Lead: Nursery and Reception)
- Mrs Dotchin – Parent Support Advisor / PA to Headteacher and Deputy DSL
- Ms Fortescue – School Business Manager
- Mr Canham – Site Manager
- Mr Kimber – IT Manager

Our School Day

- Start of day: Bell at 8.45am (register at 8.50am)
  - Reception, Years 1–2: line up in playground, collected by teachers
  - Years 3–6: enter building from 8.45am, go to classrooms
- End of day:
  - Reception, Years 1–2: 3.20pm
  - Years 3–6: 3.30pm
  - All dismissed from playground

Nursery School Day

- AM sessions: 8.30am – 11.25am
- PM sessions: 12.25pm – 3.30pm
- Full day: 8.30am – 3.30pm

Supervision

- Children must be supervised until 8.45am (unless children attend Breakfast Club or a staff-led activity).
- Children may only remain after 3.30pm for staff-run activities.
- Playground equipment is for Wimbledon Chase Club only after school.
- A bell at 3.50pm signals the site closing.

Leaving During the Day

Children must be signed out at the School Office if leaving during school hours, with permission from the Headteacher.

Breakfast Club

- Daily from 7.45am until school starts.
- Includes cereal, toast, drinks and activities.
- Register via website → return form to ✉ bc@wimbledonchase.merton.sch.uk.
- Pay via MCAS.
  👉 Breakfast Club Info

After School Club – Wimbledon Chase Club

- School-run wraparound until 6.00pm.
- Apply online.
  👉 Wimbledon Chase Club

Building Blocks, a local nursery, also collects from the playground.

Extra-Curricular Clubs

- Wide range of clubs across the year (termly list published).
- Apply via website; check start and finish dates. 👉 Extra-Curricular Clubs

Home Time and Safety

- It is school policy that all pupils must normally go home accompanied by an adult.
- With Headteacher permission, children in Years 5 and 6 may walk home alone. Parents must notify the school in advance via the designated Google Form, which creates a central record in the office. The school may confirm details with parents if necessary.
- No child will be released to an older sibling unless written parental permission has been provided to the office.
- Children are only released to adults known to staff. If someone else is collecting, please inform the class teacher or office in advance.

Gates

- Morning: 7.30–9.00am
- Afternoon: 3.00–4.45pm
- Outside these times: main school gate only
- Chase Alley gate: video-controlled (Nursery, Acorn Nursery, After School Club access only)

Attendance and Lateness

- Bell at 8.45am, register at 8.50am.
- Children arriving after registration must sign in at the School Office and collect a late ticket to hand to their class teacher.
- This is recorded as a late arrival. Please help your child by arriving promptly for the start of learning.

Collection

- If you know you will be late, or someone else will collect your child, please inform the school as soon as possible.
- Children collected late must be signed out at the School Office.
- Regular late collections will be discussed with a senior member of staff.

Unplanned Absences

If your child is ill or unable to attend school, please notify us each morning by one of the following:

1. School Parent App – “Report Your Child’s Absence” link
2. Email: absence@wimbledonchase.merton.sch.uk
3. Phone: 020 8542 1413 (School Office)

If your child is absent for several days (e.g. chicken pox), the school will advise when you need to call again.

Children arriving late must enter via the Merton Hall Road entrance and sign in at the office.

Planned Absences

- Holidays are not permitted during term time (including family visits, weddings, or parents' work-related holidays), with absence not authorised.
- For all requests (including visits to other schools, religious observances, visa/passport appointments), parents must complete a Leave of Absence Form at least 10 days before the start date.
- The form is available on the Parent App (under forms) or the school website: 👉 Leave of Absence Form
- Each request is considered individually by the Headteacher.

Useful link: WCPS Attendance Policy

School Communication

Parent App My Child At School (MCAS)
We use the Parent App to share:

- events & school calendar
- absence reporting
- other updates

Parents will be sent an activation email when registered. Contact the office if you have issues setting it up.

- Headteacher Newsletter – weekly
- Year Group Newsletters – start of each half term
- Sent via the Parent App and also available on the website.

Parent/Teacher Consultations

- Three formal meetings per year (one each term).
- Appointments booked through the Parent App.
- Parents are also welcome to arrange meetings with the class teacher, Phase Leader, or Headteacher at any time to discuss progress or wellbeing.
- Additional "Share My Learning" evenings are held for parents to view children's work.

Website

👉 www.wimbledonchaseschool.co.uk
Contains key policies, dates, and further information.

Emergency Contact and Medical Information

- Forms are not routinely reissued – please update the school in writing with any changes.
- Parents must inform the school of any medical needs, especially allergies, asthma, epilepsy, or hospital treatment.

Medicine at School

- Parents must complete a Permission to Administer Medication form (available online or at the office).
- Only prescribed medication, in original packaging with the child's name and dose, can be given.
- All medicines must be handed in to the office by parents (not children).

👉 Permission to Administer Medicine Form

First Aid and Illness

- Many staff are trained First Aiders.
- If a child is ill or injured, we will contact parents or the emergency contacts on record. Please provide at least two up-to-date phone numbers.

Sickness and Diarrhoea

Children must stay at home for 48 hours after the last episode, in line with NHS/Public Health England guidance.

Contagious Diseases

All contagious illnesses must be reported so we can protect vulnerable children and adults.
Respiratory Illnesses including COVID-19

- Children with a high temperature or who feel unwell should stay home.
- Children with mild symptoms (e.g. runny nose) should still attend school.
- We follow NHS guidance to decide if a child should be in school.

Lunch and Snacks at School

- All pupils in Reception to Year 6 are eligible for the Government Universal Free School Meal scheme.
- Parents may choose to provide a packed lunch instead. Please support our healthy eating approach: no fizzy drinks, sweets, crisps, biscuits, or nuts.
- School meals must be booked weekly, not daily (except in emergencies).
- Lunchtimes:
    - Nursery (full-time): 11.25am
    - Reception: 11.45am
    - Year 1: 12.10pm
    - Year 2: 12.20pm
    - Years 3 – 6: 12.30pm

Special Diets

- If your child has dietary requirements, complete a special diet request form and provide medical evidence
- The caterers will then provide a bespoke menu.

👉 School Meals Information

Top tip: Please peel fruit like oranges in advance and show your child how to open their lunchbox and containers. Label all lunchboxes and bottles.

Nuts

We are a nut-free school. Several children have severe, life-threatening allergies. Please check snacks and packed lunches carefully.

Snacks

- Nursery & Reception: free fruit and milk (Government scheme).
- Years 1–2: free fruit provided.
- Years 3–6: may bring a healthy snack from home (no nuts). Snacks should be kept in school bags, not lunchboxes.
- All pupils are encouraged to bring a water bottle (sports lid recommended).

Birthdays and Celebrations

- Cakes/sweets are not allowed during school time to celebrate birthdays.
- Birthday food must not be brought into school.
- Alternatives are encouraged: books for the class, small non-food items.
- Friends of Wimbledon Chase cake sales run throughout the year – please label any allergens clearly.

Allergies

The safety and wellbeing of all our pupils is a priority. In line with updated Department of Education Allergy guidelines, it is essential that parents inform the school if their child has any allergies, including food allergies, as soon as possible and keep us updated if anything changes.

We also ask all families to be mindful that a number of children in our school have severe, life-threatening nut allergies. To help keep everyone safe, please take care when preparing packed lunches and snacks that these items do not contain nuts.

If you have any questions or concerns about allergies or our procedures, please contact Siân Dotchin, Medical Lead – parentsupportadvisor@wimbledonchase.merton.sch.uk

Useful Link: Our Allergy Safety & Medical Needs website page.

School Uniform

All children are expected to wear school uniform. Items with the school emblem (in bold) are available online:

👉 Stitch Design Uniform Shop

In line with DfE guidance, to reduce costs for families, there are only three branded items: the knitwear, PE top and tie.

Pre-loved uniform

- A range of good-quality second-hand uniform is available for a small donation.
- Contact Mrs Swiatek (hswiatek.315@lgflmail.org) if you need items during the year.

Flexibility in Uniform Choices

We understand that families may sometimes make choices based on comfort, sensory needs, or practical reasons. Children are welcome to wear items such as summer dresses or shorts outside the typical season if this supports their wellbeing or your family's preferences. Please speak to the school if you would like to discuss a more flexible, cross-seasonal approach.

Reception, Years 1–2

Trouser Option

- Dark grey long or short trousers (not jogging bottoms)
- Pale blue polo shirt
- **Navy sweatshirt with school emblem or navy cardigan**
- Black, dark grey, or white socks
- Sensible black shoes
- Dark grey shorts in warmer weather
    - *May also be worn at other times of year if preferred.*

Skirt Option

- Navy skirt or culottes
- Pale blue polo shirt
- **Navy sweatshirt with school emblem or navy cardigan**
- Navy tights or white socks
- Sensible black shoes
- Summer option: navy/white check summer dress or playsuit
    - *May also be worn at other times of year if preferred.*

Years 3–6

Trouser Option

- Dark grey trousers or shorts
- White shirt (not polo)
- **School tie**
- **Plain navy v-neck jumper or cardigan (not sweatshirt)**
- Black/dark grey socks
- Sensible black shoes
- Dark grey shorts in warmer weather
    - *May also be worn at other times of year if preferred.*

Skirt Option

- Navy knee-length skirt or culottes
- White shirt (not polo)

- **School tie**
- **Plain navy v-neck jumper or cardigan**
- Navy tights or white socks (not sports socks)
- Sensible black shoes
- Summer option: navy/white check dress or playsuit
    - *May also be worn at other times of year if preferred.*

PE Kit

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 (outdoors), 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.

Equipment

Book Bags

- Recommended, but not compulsory for Reception–Year 2. Available from Stitch Design.

Pencil Cases (from Year 3 onwards) should include:

- Ruler
- Glue stick
- Writing pencil
- Coloured pencils
- Blue handwriting pen (Year 4+)
- Rubber
- Sharpener (tub style preferred)

Jewellery, Hair and Appearance

- Jewellery is not part of school uniform. Only small plain studs are allowed (one per ear). Must be removed for PE/swimming.
- Hair should be neat, not dyed, shaved with patterns, or styled with gel/mousse.
- Long hair should be tied back.
- No make-up or nail varnish.
- The Headteacher has final say on permitted hairstyles.

Friends of Wimbledon Chase Primary School (PTA)

The Friends is our Parent Teacher Association (PTA). It is a registered charity whose primary aim is to raise funds to support the education and wellbeing of all children at Wimbledon Chase.

- The Friends raise thousands of pounds each year, funding equipment, resources, workshops, trips, and building improvements.
- Events include the Summer and Christmas Fairs, Easter Egg Hunts, and other much loved traditions.
- These events bring our community together and are highlights of the school year.

Contact:
✉ fowccharity@gmail.com
📸 Instagram: @friendsofwimbledonchase
📓 Facebook: Friends of Wimbledon Chase

Other Useful Information

Parent Support Advisor

Mrs Dotchin is our Parent Support Advisor. She provides guidance and advice to support you and your child's journey through school.
✉ parentsupportadvisor@wimbledonchase.merton.sch.uk

My Child At School (MCAS)

Our online cashless payment system for meals, trips, and clubs. Families will receive log-in details when starting at Wimbledon Chase.

Pupil Premium

Extra funding is available for pupils whose families receive certain benefits. This helps us to provide additional support for children's learning. Please apply even if your child already receives free school meals.
👉 More about Pupil Premium

Local Trips and Visits

Children may take part in short local visits during the school day. Parents will always be informed in advance. Payments for trips are made via MCAS.

Cycling and Scooters

- Pupils may cycle or scoot to school with parental permission.
- Helmets must be worn.
- Bikes and scooters must not be ridden in the playground.
- They should be locked in the racks and not left overnight.

Mobile Phones

We are a “no mobile” phone school. If a child brings a phone into the school, it must be named and handed to the class teacher at the start of the day.The phone will be securely stored and returned at dismissal time.

We ask that all adults kindly do not use mobile phones when on site, including filming and photography at school events. In this way we can ensure that the site is safe for all children.

👉 Mobile Phone Policy

Valuables

Please avoid sending valuable or precious items into school. The school cannot accept responsibility for loss or damage.

Health and Safety

- Smoking/vaping is not permitted anywhere on site.
- Dogs are not allowed on site.
- Children must not play on equipment or in the Spinney (woodland area) before or after school.

DBS Checks

Parents who volunteer regularly in school must have a valid Disclosure and Barring Service (DBS) check via Merton Council.

- Information is available from the School Office.
- A £19 admin fee is charged, and contributions are appreciated.
- For one-off volunteering, other safeguarding measures can be arranged.

Parent Partnership

We value genuine partnership with parents. Engagement opportunities include:

- Community days
- Subject workshops
- “Share My Learning” evenings
- Volunteering in school (reading, cooking, trips, sharing skills)

If you would like to get involved, please speak to your child’s class teacher or Mrs Ruffle via the School Office.

Visiting the School

All visitors must sign in at the School Office and wear a visitor badge, with the correct coloured lanyard indicating whether a DBS is in place.

Visitors will be accompanied by a member of staff at all times and will not enter a classroom without prior agreement in place, with a specific educational purpose.

Visitors will not be permitted to use a mobile phone when on site.

Contact Guidance

If you have questions:
✉ WCPS@wimbledonchase.merton.sch.uk
📞 020 8542 1413

- Put the subject and relevant staff member's name in the subject line.
- For sensitive matters, email Mrs Dotchin directly: parentsupportadvisor@wimbledonchase.merton.sch.uk
- Office hours: 8.00am – 4.30pm (we aim to respond within one working day).

Useful Links

- Safeguarding at WCPS
- Attendance information
- School calendar & events
- School policies

School Contact List

Who should I contact?

- At Wimbledon Chase, we want parents to feel comfortable contacting us whenever they need support, information or advice.
- All members of staff are bound by professional confidentiality requirements and will always handle personal information sensitively and appropriately. Please do not feel worried about contacting the most relevant member of staff if you have a concern, question or issue you would like to discuss.
- We recognise, however, that some matters may feel particularly personal or sensitive. If you would prefer not to contact a class teacher or another member of staff directly, you are welcome to contact our Parent Support Advisor, Mrs Siân Dotchin, in confidence at: **parentsupportadvisor@wimbledonchase.merton.sch.uk**

  Mrs Dotchin can provide support directly or ensure that your enquiry is passed discreetly to the most appropriate member of staff.
- If you would like to speak with a member of the Senior Leadership Team, this can also be arranged. A member of the Senior Leadership Team is always available to support families and can arrange a telephone call, meeting or email response where appropriate.
- If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

  Email or call the school office on **WCPS@wimbledonchase.merton.sch.uk** or 020 8542 1413
- Put the subject and the name of the relevant member of staff (from the list below) in the subject line (for emails)

  We will forward your request to the relevant member of staff

- Remember: Please check our website first, as much of the information you need may already be available there.

  We aim to respond to emails within one working day.
- Office hours: 8.00am – 4.30pm

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I HAVE A QUESTION ABOUT…	WHO YOU NEED TO TALK TO
Safeguarding https://www.wimbledonchaseschool.co.uk/key-information/safeguarding/	Contact the Parent Support Advisor or the office and ask for a member of the Safeguarding Team. parentsupportadvisor@wimbledonchase.merton.sch.uk WCPS@wimbledonchase.merton.sch.uk
Confidential or sensitive family matters	Parent Support Advisor (Mrs Dotchin) or a member of the Senior Leadership Team via the Parent Support Advisor. parentsupportadvisor@wimbledonchase.merton.sch.uk
My child's learning, wellbeing, class activities, lessons or homework	1) Class teacher 2) Phase Leader 3) Parent Support Advisor (Mrs Dotchin) 4) Senior Leadership Team (where appropriate) Through the school office or by contacting the Parent Support Advisor directly. WCPS@wimbledonchase.merton.sch.uk parentsupportadvisor@wimbledonchase.merton.sch.uk
Payments	School office WCPS@wimbledonchase.merton.sch.uk
School trips	School office WCPS@wimbledonchase.merton.sch.uk
Uniform/lost and found	1)Class teacher 2) School office WCPS@wimbledonchase.merton.sch.uk
Attendance and absence requests	If you need to report your child's absence - via the School Parent App or the absence email absence@wimbledonchase.merton.sch.uk If you want to request approval for term-time absence - via the School Parent App or via the website

I HAVE A QUESTION ABOUT…	WHO YOU NEED TO TALK TO
	https://www.wimbledonchaseschool.co.uk/parent-information/attendance/
Bullying and behaviour	Your child's 1) Class teacher 2) Phase Leader 3) Deputy Head 4) Headteacher 5) If a parent feels a matter is sensitive or confidential, they may contact the Parent Support Advisor directly. WCPS@wimbledonchase.merton.sch.uk parentsupportadvisor@wimbledonchase.merton.sch.uk
School events	The calendar on the Parent App. The Dates section on the school website. https://www.wimbledonchaseschool.co.uk/news-events/dates/ School office WCPS@wimbledonchase.merton.sch.uk
Special educational needs (SEND)	Inclusion Lead via the office WCPS@wimbledonchase.merton.sch.uk Confidential enquiries can be handed to the school office or emailed directly to the Parent Support Advisor, who will ensure they are shared discreetly with the Inclusion Lead or appropriate member of staff. parentsupportadvisor@wimbledonchase.merton.sch.uk
Before and after-school clubs	School office WCPS@wimbledonchase.merton.sch.uk
Hiring the school premises	School office for the attention of the School Business Manager WCPS@wimbledonchase.merton.sch.uk
Friends	fowccharity@gmail.com
Governing Body	Chair of Governors chair@wimbledonchase.merton.sch.uk
Catering/meals	School office WCPS@wimbledonchase.merton.sch.uk