



Weston Green
School

Weston Green Road
Thames Ditton Surrey KT7 0JN
t: 020 8398 2778
f: 020 8398 1806
e: info@westongreenschool.org.uk
www.westongreenschool.org.uk

Parent Guidelines

A Successful Partnership

- All uniform should be clearly labelled
- Uniform must not be removed until a pupil is in his/her parent's car
- Please encourage your child to take pride in the uniform
- Medicines are not administered by staff. Parent must be prepared to come into school to give their child all prescribed medicines
- Homework is part of our syllabus and should always be completed with adult supervision and encouragement. Any books which are damaged or lost must be replaced or paid for
- Pupils are not allowed on the climbing frames before or after school. Parents abusing this rule do so at their own risk
- Please ensure your child arrives at school on time and is collected promptly
- Should you for any reason be late to school, or require to collect your child during school hours, please come to the front door of the main school
- If your child is going to be absent, please telephone either the main school on 020 8398 2778 or the preschool on 020 8398 0916 before 8.50 a.m. A note must be sent on the child's return to school giving the reason for absence
- Notice of, or temporary withdrawal of a pupil from school must be given in writing on the first day of term. Notice given at any time after that will leave parents responsible for another term's fees in lieu of notice
- Jewellery is not allowed to be worn at school. Permission must be sought in writing for studs to be worn in ears pierced at birth. Studs must be removed for swimming
- Pupils are not allowed into the school building to hang up PE bags etc. They should hold onto them until the bell is rung at 8.50a.m. Lateness is noted and not appreciated.

A Healthy Partnership

A few simple guidelines help us keep the school a safe environment and reduce the risk of infection:

- A child with sickness and /or diarrhoea should not return to school until a period of 48 hours clear of illness has passed. If a child becomes sick in class, parents will be contacted immediately
- Conjunctivitis is extremely contagious and any child suffering from this complaint should be treated immediately and not return to school until all redness and pus has subsided
- Spots/rashes should have their cause diagnosed by the Doctor and any necessary incubation period enforced before the child returns to school. Please inform the school immediately of any such contagious illness
- All information supplied will be treated confidentially

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Practical Guidelines

- As a Christian school, learning to share and being kind and courteous at all times are essential patterns of behaviour which we constantly reinforce. Circle time is used to help build social and personal skills.
- We expect all children to be well behaved on and off the premises. Children must be properly dressed, neat and tidy at all times. We also expect children to be respectful and aware of other people. Parents are expected to co-operate with the school in matters of disciplines according to our discipline policy and to teach their children self-control and good manners.
- Parents evenings are held twice a year giving an opportunity for parents to discuss their child's progress in depth. Open mornings are held twice during the year. Reports are sent home in December and in July, annually in July for preschool children. Throughout a child's school life close contact is maintained with parents, as we believe successful progress can only be achieved by a joint effort between a motivated child, a caring school and supportive parents.
- We do expect parents to co-operate with the staff over matters such as homework, time keeping, discipline and rules.
- A special effort is made to keep your child safe at all times and to ensure the risk of accidents is kept to a minimum. We are aware that we act in 'loco parentis'.
- All staff have been trained by the St. John Ambulance and have received certificates in first aid. The staff deals with small accidents most sympathetically. If children require more than simple treatment we notify parents immediately to come and take their child home and if they see fit to consult a doctor or the hospital.
- If a child is absent for up to three days, no homework will be given. The staff may suggest that you might like to read to your child or do puzzles and play games. If a child is away for a long period due to an operation, broken limb, measles, etc., the staff will make arrangements with the parents for individual work.
- Lunch is served to children from Reception upwards – the menu is varied and balanced. Children in the preschool enjoy packed lunches provided by parents.
- A house system operates from Reception upwards. Children can gain merit marks for achievement in all areas of the curriculum as well as for good behaviour and helpfulness.
- The turning circle at the rear of the school is a stop and drop area only. Parking is not allowed in this area at any time. The allotted parking spaces are for staff members only.
- School starts promptly at 8.50 a.m. Access during the school day is through the front door of the main school only.

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