

GARDEN SUBURB INFANT SCHOOL

PARENT HANDBOOK



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Welcome to our School

You are warmly welcomed to the Garden Suburb Infant School community!

We are all very proud of our school and the school community. We believe it to be a happy and inclusive place where everyone is valued and respected. We hope that your child and family will enjoy being part of our school, and that during your time with us you will develop strong and lasting friendships within the school.

We can only achieve the best for our pupils by developing close co-operation between home and school, so we work hard to develop effective, supportive relationships with parents to support children's development.

In the following pages of this booklet, you will find important information relating to uniform, lunch, attendance, welfare and much more. The booklet will also be available on the school website, along with other information that you will need throughout your child's time in the school.

We very much look forward to getting to know your child and you in the next weeks and months.

Ethos, Values and Vision

Garden Suburb Infant School is a happy and caring school in which everyone is valued and respected. We actively encourage children to be curious about the world and to have a positive attitude to learning, enabled by the skills we teach.

We all work together to provide a rich and stimulating environment with a wide range of learning opportunities available to each and every child.

We aim to develop all children to the best of their abilities and to help them grow into independent, confident and responsible individuals.

We want to make our School an inclusive place where the rich variety of cultures, experiences, languages and abilities that the children bring with them are valued and supported.

We work hard to develop effective partnerships with parents to support children's development, as we can only achieve the best for our pupils with close co-operation between home and school.

You can find our full Ethos, Values and Vision on our school website [here](#).

School Organisation

Garden Suburb Infant School is a community school under the control of the London Borough of Barnet. We follow the National Curriculum and have regular inspections by Ofsted. The school is currently federated with Garden Suburb Junior School, but the schools will be amalgamating in the coming school year.

Children remain in the infant school for 3 years, starting in Reception Year and leaving at the end of Year 2.

The infant school has 6 classes (and each class has up to 30 children) named by colour as follows:

Early Years Foundation Stage Curriculum	Key Stage One Curriculum	
Reception Year (4-5 years old)	Year One (5 -6 years old)	Year Two (6 – 7 years old)
Green Class Red Class	Turquoise Class Yellow Class	Orange Class Pink Class

Moving from one year to the next

Children automatically move from one year group to the next. You will be informed each July which class and teacher your child will be with during the next academic year.

On occasions, for very specific reasons such as balancing classes in terms of gender and languages, we will reorganise the classes at the end of Reception Year to make 2 new classes for Year One. We will always inform you in advance if this is going to happen and will explain the process in detail.

When the schools amalgamate, there will be no need to complete another application form for the junior school; the children will automatically transition to Year 3, for the whole of Key Stage Two, which runs from Year 3 to Year 6.

The Curriculum

Children in Reception Year follow the Early Years Foundation Stage (EYFS) Curriculum and children in Years One and Two follow Key Stage One (KS1) of the National Curriculum. All aspects of the curriculum are important and should support and extend children's learning, however, at Garden Suburb Infant School we attach particular importance to:

- ***Personal, Social and Emotional learning*** which enables children to develop their skills in being independent, co-operative, resilient, inventive and reflective.
- The development of effective ***speaking and listening skills*** as these will form the basis of all other learning.
- Children's ***physical development*** through a wide range of opportunities to develop and practise their physical skills
- Children's ***creative development***, through music, drama, creative arts and access to enrichment activities, setting the children's learning into a background of rich cultural capital.
- The development of ***secure academic skills***, supported by a comprehensive programme of interventions for children who need additional help.

Naturally, you will be very interested in what your child is learning and doing at school and how you can help them. We aim to keep you informed about the curriculum and what is going on in school in a variety of ways including:

- Our website, which has a detailed [CURRICULUM](#) area, as well as [LATEST NEWS](#) stories and a [GALLERY](#) (Please click to follow the links)
- Curriculum information events for each year group, where we explain the details of the curriculum on offer for that year.
- Reading and Mathematics workshops to outline our approach, as well as giving ideas about how you can support your child at home.
- Year group newsletters which are circulated each half term giving specific details of the topics and objectives.
- Homework activities that enable you to follow up on activities we have been teaching in class.

Assessment

Teachers regularly assess children, in each curriculum area, to identify what progress they have made and what the next steps in their learning should be. These assessments generally happen during class activities and are a routine part of the school day.

Children in Reception are assessed against the Early Learning Goals set out in the Foundation Stage curriculum.

Children in Year One and Year Two are assessed in relation to Key Stage One of the National Curriculum.

Parent/Teacher meetings

Of course, you will want to be kept informed of how your child is doing at school so we schedule two parent consultations each year – one in the autumn term and one in the spring term. We are also very happy to arrange to meet with you at other times, should this be necessary. Please talk to your child's teacher if you would like to arrange a meeting outside of these times.

Prior to the parent consultations, we hold drop-in sessions for the parents in KS1, where the children show their parents their work, and talk about their learning. In Reception we hold stay and play sessions, for the parents to explore the learning environment with their children.

You will receive a report in July of each year summarising your child's progress and attainment over the year.

Children with additional learning needs

Some children will need additional support in their learning for a number of reasons. We will always speak with parents if we have concerns about a child, and we will closely liaise about what support we can offer.

We have a Special Educational Needs Co-ordinator (SENCo) who has responsibility for ensuring that children with significant needs receive appropriate support. The SENCo is called Mrs Elia, and she can be contacted by email on sencoinfant@gardensuburbprimary.co.uk or by telephoning the school office.

Children who do not speak English as a first language

We have a number of children who start in our school with little or no English. Clearly this can cause them (and you) some anxiety but our experience is that children will settle well and make friends quickly.

All children need a rich language environment at school, and this is a priority for us. Children will pick up English through their normal classroom interactions, but we also provide some additional small group support to help with vocabulary, grammar and confidence if needed.

Please continue to speak and read to your child in their first language, as maintaining their fluency in their mother tongue will eventually support their learning in English.

Outings and Visits

During the course of the school year, children have the opportunity to participate in educational outings and visits, providing important opportunities to support and enrich the curriculum. Many of these are within walking distance, such as the post office, shops, garden centre or Big Wood. When a visit is planned you will be informed through the **Year Group Newsletter**.

When your child joins the school, we always ask your general permission for these local visits through Arbor, and this remains valid for their time with us.

When a visit is further away, usually involving travel by coach or bus, we will seek additional signed permission. Your child will not go on any visit without your prior permission. If you have any questions, please speak to your child's teacher.

At the start of the year, we will send parents an overview of the planned trips and visitors, with an indication of the voluntary donations we will request for the year to cover the costs of these.

Parental Engagement and Communication

As a school we utilise online software packages to enable us to record information about our pupils, to communicate with parents and staff, and to facilitate booking appointments and making payments.

Parents are able to have access to two of these packages, Arbor and Tapestry, to more fully engage in the school and the community. We strongly urge all parents to take advantage of all that the packages can offer:

Arbor® Parent Portal

Arbor is used by the school to manage the children's information, including attendance, medical information, demographics, assessment, consents & permissions, and safeguarding. Information is reported from here to the Department of Education as required (see Privacy Notice for further detail) and is used in the day-to-day management of the pupils by the school.

As part of Arbor, there is a Parent Portal which parents use to ensure we have the correct information about their child(ren) and correct details for parents and emergency contacts. You can also see your child's attendance percentages, and their end of year reports.

In addition to this we use Arbor to communicate with our families.

It is very important that we have effective and efficient communication with you during your time with us. During the school year we need to contact parents for a wide range of reasons such as:

- An unexpected closure of the school
- Changes to scheduled events
- Routine curriculum information
- Routine weekly newsletters
- Information regarding PTA events
- Information regarding school trips etc.

We use text messaging to contact groups of parents (whole school/year group/class) on a range of issues such as emergency school closures, reminders of events etc.

We use In-App Messaging to contact parents with links to our weekly newsletters, reminders of events and other short messages – to receive these parents need to download the Arbor Parent Portal App. These have the advantage of remaining in the app, which means that you don't need to trawl through your emails or log into the desktop version of the Parent Portal for important information on events and notices from school.

We use email to send our regular weekly newsletters and other letters to the whole school or large groups of parents. This is environmentally friendly and cost effective for the school.

We also use the payment system within Arbor for online payments by PayPal/credit/debit card, for example to make donations or pay for school trips. The school office does, of course, still accept cash. The school itself does not have access to parents' bank account records, this is held securely by Arbor. This system cannot be used to purchase uniform.

Although you can access all your child's information and communications on a PC or Internet Browser, we do recommend that you download the free app for the Arbor Parent Portal on Android or iOS for easy access to:

- Updating your child's record (including medical and contact information)
- Live attendance information about your child
- In-App Messages with notifications
- Payment module for paying for trips and other items
- Providing consent for giving medication, communicating with parents and online safety (these are requested on Arbor once your child is on roll)
- Guardian Consultations module to sign up for parent/teacher meetings

To download the app, just search for "Arbor Parent App" in your app store on your mobile phone.

Once we've received your initial induction form back, we enter the information provided, your email address and mobile number onto the Arbor system. You will then receive a welcome message from Arbor with a link so that you can verify your account, check the details held on your child and update any last pieces of information we need.

At least one parent must activate their Arbor account to ensure we hold all the correct information on your child, provide emergency contact details and you are able to complete required consents once they start school. Children will not be able to start school until the required information is completed on your account.

We also strongly recommend that at least one parent downloads the Parent Portal App to their mobile device, and keep notifications turned on, to ensure that you don't miss important In-App messages

Tapestry®

This is an online journal which is used throughout the school to log class and school activities and as a means of communicating homework to you and your child. This includes sharing learning resources, and enabling you to upload homework activities. During periods

of school closure, Tapestry was a vital means of delivering learning activities. Parents can also be given access so they can view and add to their child's journal – you will receive an activation email and you will need to verify your account to access your child's journal.

Everything that is added to Tapestry can only be viewed by school staff that use the system and yourself, using your own log in details. Parents only have access to their child's journal and this cannot be seen by other parents. However, children in the class are sometimes photographed with others as they work together in groups. For this reason, we strictly insist that parents do not share any photographs from Tapestry where another child appears.

In addition to this, information on Tapestry cannot be shared with others, or published in any way, without the explicit written consent of the school and parents/carers of those children who may be included. It is therefore crucial that you do not share photos or videos from your child's book on social media, or through other online platforms – it is only for your own personal use.

We will therefore ask that parents agree to a couple of statements in the consent section of Arbor, on behalf of all primary guardians on Arbor.

Once parents have agreed to the statements, we will add the primary guardians, as provided in your initial google form, and they will receive an activation email to gain access to their child's journal.

Important Note: If you do not agree to the statements, you will not have access to your child's journal and therefore will not be able to upload any home work/photographs or receive messages from the teachers.

Both Tapestry and Arbor are registered with the Data Protection Registrar and are GDPR compliant. They guarantee that all information you provide will be kept private and will not be passed on to any other organisation.

Please note, once you have received your verification emails for Arbor and Tapestry there is only a limited time to activate your account.

We advise parents to verify/activate your Arbor and Tapestry accounts, and download the mobile phone apps for both, as soon as you receive your activation emails.

Emergency contact details

It is very important that we have accurate contact information relating to your child – this includes their current home address as well as telephone details so we can contact you in an emergency.

Please ensure that you keep all contact details up to date – this can be done through the

Arbor Parent Portal. When you first log in you will be able to add additional adults that we can contact in case we can't get hold of you – please ensure we have at least one more adult to contact in addition to parent/carers.

Please note, if you change your address, you will be asked to provide us with proof of the move – this can be either a utility bill, council tax bill or tenancy agreement/solicitor's letter.

Newsletters (once published, all are available on our website)

We send out [weekly newsletters](#) to all primary guardians on Arbor, with up-to-date information on what has been happening that week, forthcoming events and other important information. Please read each week as this is a very useful way of keeping in touch!

You will also receive [half termly curriculum newsletters](#) which set out the topic and focused learning activities for the next half term. These will both be sent via an In-App Message, with a link to the document on our website, and as an attachment through email from Arbor.

Website ~ <https://www.gardensuburbinfant.co.uk/>

Our School website is a great source of information for parents about school life. It contains curriculum information, policies, newsletters, a calendar of events and much, much more! Please do go and have a look to find out what the children have been up to or if you have any queries about life in our school. Further information about our website policy can be found in the section “General Safety and Security”

WhatsApp Groups

These are run by the parents, not the school, and can be an important means of building connections with other parents in the class, and arranging play dates, etc. It is helpful also for parents in the group to post little reminders about school activities and to enlist volunteers for school and PTA events.

Monthly Meetings with the Headteacher and PTA

The headteacher holds a monthly meeting, on a regular day at 9am (dates are provided in the weekly newsletters), which we encourage at least one parent from each class to attend (although everyone is welcome). We use this to respond to queries that have arisen through the WhatsApp group, to consult with parents about school matters and to plan PTA events. Parents attending often feedback what was discussed to the wider group, through the WhatsApp group.

Attendance and Punctuality

In Garden Suburb Infant School, we take children's attendance and punctuality very seriously.

Children who attend school regularly and arrive on time are much more likely to achieve well academically, both in primary and secondary school. They will benefit from all that school has to offer and develop important habits which will support them in their future working lives.

The Attendance and Punctuality of all pupils is very closely monitored by the Education Welfare Officer (EWO) from the London Borough of Barnet. Attendance statistics form part of your child's annual school report, which stays with them throughout their school career.

The school is also held accountable for pupils' attendance and punctuality, and our actions in relation to attendance and punctuality are also monitored.

Ms Gonzalez has responsibility for all matters relating to Pupil Welfare, Attendance and Punctuality. Ms Gonzalez monitors and processes all issues relating to children's attendance and punctuality and she regularly liaises with the Head Teacher and the Educational Welfare Team in Barnet

If you have any concerns about any of the following procedures, please speak to Ms Gonzalez or email her directly on welfare@gardensuburbprimary.co.uk.

Punctuality

Start of School Day

- School doors open at 8.45am each morning. Parents should say goodbye at the fenced off area so the children can go straight to their classrooms, unaccompanied.
- **Registration is at 8.55am and children must be in class by then as this is the official start of the school day.**

Late arrival

- Children arriving after 8.55am must be signed in to the late book by the person bringing them to school, and they are recorded as late and the time of arrival noted. **It is very important that they are signed in otherwise we will not know that they are in the building in case of emergency evacuation, for example if the fire alarm goes off.**
- Arrival after 9.20am is usually recorded as an unauthorised absence for the morning session, unless a valid reason is given and accepted by the Head Teacher.
- If you know that you will arrive later than 8.55am due to unforeseen circumstances (e.g. car break down, major travel disruption) please telephone the school and leave a

message. We will pick it up but you will not receive a call back.

End of Session/School Day

- Once children are full time, the normal school day ends at 3.20pm for Reception Year and 3.25pm for Years One and Two.
- Children are collected from the appropriate coloured area in the front playground. This is painted the same colour as their class and has the class name on it. Please ensure your child says goodbye to their teacher.
- You will be asked to complete a “Pick Up Arrangements” form at the start of each academic year to confirm who will be regularly collecting your child.
- If someone different to the adults on this list is collecting your child, you must email the Pastoral Support Team on welfare@gardensuburbprimary.co.uk to let us know by 3pm. We will not let your child go with anyone different, without prior authorisation from you.

Late pick up of children at end of school day

- Children not collected on time are brought back into school. The time they are collected is recorded and a valid reason must be given for the late collection. **Late collections are monitored by the school and EWO.**
- If you know you will be late due to unforeseen circumstances, telephone the school (option 1) and give an estimated time of arrival so that your child doesn’t get anxious.

Absence from school

We realise that there may be times when your child is unable to attend school due to illness or for other very specific reasons, and the following sets out the school procedures for attendance and how we deal with absence.

These procedures have been drawn up using instructions from the Department for Education and the Education Welfare Officer (EWO) from the London Borough of Barnet. Please make sure that you read them carefully so that you know what to do.

Appointments (Absence during school day)

- Please try to keep medical and other appointments out of school hours.
- If your child has an appointment during the school day which is unavoidable, and will either be late coming to school or will be collected during the school day, please inform us in writing the day before the appointment (email to welfare@gardensuburbprimary.co.uk). We expect children to attend school either

side of the appointment.

- We are required, by the Local Authority, to verify and monitor appointments during the school day, so **we will also need to see the appointment details** e.g. hospital appointment letters.
- Please do not take your child out of school without him/her being signed out by a member of staff.
- If you need to collect your child at lunchtime, please inform us in advance so we can advise you of the best time to arrive, so as not to disrupt their lunchtime meal.

Absences due to illness

- If your child is not attending school, please telephone the school **by 9.30am** on the first day of absence stating the reason for their absence. Alternatively email the Pastoral Support Team on welfare@gardensuburbprimary.co.uk. If your child is ill, please specify what is wrong with them (e.g. temperature, cough, cold, chicken pox) as we keep a track of illness trends
- Please call each day that your child is absent from school.
- If we have not been notified of a child's absence by 9.30am, the school will telephone the child's parent/carer.
- **If we don't get a response by phone or email, the absence will be recorded as unauthorised.**
- For any illnesses attached to a holiday we will ask for some sort of proof that the child is indeed ill and hasn't gone away.

Absence due to religious observance

- Please email welfare@gardensuburbprimary.co.uk in advance, with any requests for absence due to religious observance. Please note that only the actual religious day(s) can be authorised.

Holidays/Absences

- Children of school age are expected to be at school for 190 days or 38 weeks of the year and you should not remove your child from school during term time for a holiday. Requests to do so will not normally be authorised, and may incur a fine.
- It is expected that families make holiday arrangements during the 14 weeks of school holidays so that children's education is not disrupted. The term dates are set out in this booklet and are also on our website [HERE](#). We realise that holidays are less expensive during term time, but Government guidelines do not accept this as a valid reason for absence.

Requests for exceptional leave of absence

- In very exceptional circumstances permission may be sought from the Head Teacher for a child to be absent during term time.
- Such requests are considered on their own merits and by making the request you are

agreeing to abide by the decision of the Head Teacher.

- At the time of making such a request, you must provide relevant information, including proof of the exceptional nature, and not make travel plans before you make the request.
- These requests should be made by emailing welfare@gardensuburbprimary.co.uk
- If your request is not authorised, your child must attend school, or the absence will be recorded as unauthorised and this will be included in their end of year report.
- If permission is not sought before an absence, it will be recorded as unauthorised.
- Unauthorised absences may result in a Fixed Penalty Notice being served (see below)
- Failure to return to school on the expected date will result in the extra days being recorded as unauthorised absence, unless a valid reason is given and accepted by the Head teacher.
- If a child does not return after 10 days from the expected return date, without a valid reason being given for the continued absence, the school may remove them from the school roll.

Unauthorised Absences and Fixed Penalty Notices.

- If your child has a period of unauthorised absence during term time the Head Teacher may ask the Education Welfare Team in the London Borough of Barnet to issue a Fixed Penalty Notice.
- This is a fine of £80 per parent, per child. If the fine remains unpaid the amount increases to £160 per parent per child.
- Continued non - payment will eventually result in the Educational Welfare Team beginning court proceedings which could result in a fine of £1000 per parent per child, plus legal costs.

Parents can monitor their child's attendance through the Arbor Parent Portal throughout the year, but please remember that there are two sessions to each day and once the register has been taken in the morning and afternoon, the Pastoral Support Team still need to check through for any absences. As a result, we recommend that you check your child's attendance after 10.30am and after 2pm when the registers will be complete.

The school's "Attendance and Punctuality Policy" can be accessed on our website [HERE](#).

TERM DATES 2026 / 2027

AUTUMN TERM 2026

First Half: Thursday 3rd September – Friday 23rd October 2026
Second Half: Tuesday 3rd November – Friday 18th December 2026

SPRING TERM 2027

First Half: Tuesday 5th January - Friday 12th February 2027
Second Half: Tuesday 23rd February – Thursday 25th March 2027

SUMMER TERM 2027

First Half: Monday 12th April – Friday 28th May 2027
Second Half: Tuesday 8th June – Thursday 22nd July 2027

DATES THAT SCHOOL IS CLOSED TO PUPILS

Please note that holidays should only be booked within these periods

Autumn Half-Term Break: Monday 26th October – Monday 2nd November

Christmas Holiday: Monday 21st December – Monday 4th January

Spring Half-Term Break: Monday 15th February – Monday 22nd February

Spring Break Holiday: Friday 26th March – Friday 9th April

May Day Bank Holiday: Monday 3rd May

Summer Half-Term Break: Monday 31st May – Monday 7th June

INSET DAYS (School CLOSED for staff training days)

Tuesday 1st September 2026

Wednesday 2nd September 2026

Monday 2nd November 2026

Monday 22nd February 2027

Monday 7th June 2027

School Term Dates can be found on our website [HERE](#)

Pupil Welfare in School

We prioritise the health and well-being of children while they are with us in school. We have a range of policies relating to pupil welfare which are available on the school website [HERE](#), or we can provide you with a copy if you wish.

It is important that you share with us all relevant information to help us ensure your child's health and well-being in school. All information is treated sensitively and confidentially as appropriate.

Allergies

If your child has any allergies, is asthmatic, or has any other chronic condition please complete the medical information details on Arbor, before they start school.

As some of the children in school have nut allergies we strive, as a precaution, to ensure that everyone in our school is “nut aware”.

What you can do to help:

PLEASE DO NOT SEND ANY FOODS INTO SCHOOL THAT CONTAIN NUTS.

We ask that you do not send into school:

- Packets of nuts
- Peanut butter/Nutella sandwiches
- Biscuits, snack bars, sweets, cakes or yoghurts that contain nuts.
- Boxes and cartons for junk modelling that have contained foods with nuts.

Please make sure that your child knows that they must never share food from their school or packed lunch with any other child.

Medicines

If your child has any allergies, is asthmatic, or has any other chronic condition, please let us know using the medical section on Arbor. If your child develops any conditions that the school should be aware of, please see Ms Gonzalez.

Medicine will be kept in school for two purposes only:

1. When administration is required regularly during the school day.
2. Where the pupil may require medication in an emergency situation.

Children who have any kind of medication in school, will need a Health Care Plan. This will be discussed with you if necessary.

Medication to be administered in school **must**:

- Be prescribed by the child's GP/Paediatrician.
- Be in the original container showing the child's name and dosage.

If your child needs to have medication kept in school, please see Ms Gonzalez, who will give you a disclaimer form to complete and prepare a Health Care Plan for you to agree and sign

Medicines must be handed directly to a member of staff and not put in bookbags.

Antibiotics will only be given to a child in school by staff if they can't be administered before and after school and at bedtime, and this is at the discretion of the headteacher. If this is the case, you will need to complete a disclaimer form before the school can administer antibiotics.

The school holds Paracetamol (Calpol) and Chlorphenamine/antihistamine (Piriton) which we can administer if you have given consent on Arbor (you will be asked to provide this, and other permissions, once your child is on roll), which counts as written confirmation throughout your child's time in our school. This means that if your child needs either of these medications while in school, we only have to telephone you rather than obtain written confirmation before we administer.

Consent for use will remain with the parents and we will only administer these medications if we deem it necessary and if we can speak to a parent beforehand to confirm their agreement.

It is not our intention to use this as a means to keep children in school who really need to be at home, but paracetamol could be used in the case of severe earache for instance. If a child is stung by a wasp or bee or has an unexpected bout of hay fever or other allergic reaction, prompt use of chlorphenamine can alleviate symptoms quickly.

There must be at least four hours between doses of paracetamol or chlorphenamine, therefore we will always contact you and ask you to confirm if your child has already had any medication containing paracetamol or antihistamine that day. If you do not give permission, we will not administer any medication to your child.

In giving your consent (on Arbor) you are confirming that your child:

- Has had paracetamol or chlorphenamine before and didn't have an allergic reaction to it.
- Is not currently taking any medication that would interact with paracetamol or chlorphenamine.
- Hasn't started any medicines which would interact with paracetamol or chlorphenamine.

First Aid

Unfortunately, there may be occasions when your child hurts themselves or becomes unwell during the school day.

We have several fully qualified first aiders in school who hold either a First Aid at Work Certificate or Paediatric First Aid Certificate or, in some cases, both. Each year group has at least one first aider.

If your child is hurt or becomes unwell s/he will be dealt with by one of the first aiders. You will only be contacted if your child needs to go home or if further treatment is necessary. It is, therefore, essential that we have up-to date contact information for you. Any changes can be done through the Arbor Parent Portal.

You will not get a note from school for a minor injury, such as grazes or scrapes, however you will always receive a note if your child has any type of head injury or a nose bleed.

Common Childhood Illnesses

For comprehensive advice on common childhood illnesses, please go to the [NHS Website](#) where you will find information about symptoms as well as advice on whether your child needs to stay off school and for how long. If you would like further advice, then speak to Ms Gonzalez.

Head Lice

Occasionally there is an outbreak of head lice in school! These are not a serious health hazard but are unpleasant and highly contagious so we take steps to limit their spread. If it is found that a child has head lice, the whole class will receive a letter asking them to check their child's head and administer the appropriate remedy (we will not name any child in these letters). Following these simple guidelines may help you avoid head lice:

- Brush/Comb your child's hair well twice a day, every day
- Tie and clip back long hair.

Children must come into school as soon as the first treatment has been applied.

Ms Gonzalez is responsible for pupil welfare in school, so if you have queries regarding allergies, medical issues and First Aid, please speak to her directly, or email welfare@gardensuburbprimary.co.uk and she will be able to help you.

Child Protection and Safeguarding

We take our responsibilities in this area extremely seriously.

We follow government policy for safer recruitment. All adults who work in school are cleared through the Disclosure Barring Service (DBS) and we ask for references, before they can start to work or volunteer. All our staff and governors receive regular training on child protection and safeguarding and we have a number of policies in the school that we adhere to in order to ensure the safety and well-being of all the children and staff in our school.

Designated Safeguarding Leads:

Mrs Bhavsar (Head Teacher)

Mrs Berger (Deputy Head Teacher)

Mrs Biljana Elia (SENCo)

Steven Isaacs (Governor) is the Responsible Governor

All can be contacted via the school office (please email officeinfant@gardensuburbprimary.co.uk).

If you are concerned about a child, you must inform the Designated Safeguarding Lead without delay.

Please click [here](#) to check our school website to read our "Child Protection and Safeguarding Policy" and our "Recruitment Policy" and "Online Safety Policy"

General Safety and Security

Site security

We have security gates for entry into the front playground and an entry phone system for access to the school building.

The gates are open during normal arrival/collection times at the beginning and end of the school day. If you need to access the school site at any other time, please press the “Infant” buzzer on the gate in Childs Way which links to the school office and come to reception at the main Infant School entrance (right hand side of the building).

To access the building please firmly press the “Infant” buzzer located on the left-hand side of the main door. Please note, the door cannot be opened unless you press this buzzer.

Parking and Safety

Traffic and parking around the school can present a serious safety hazard for children.

We ask all parents to drive and park responsibly in the local area:

- **NEVER** drive up/park or turn on Childs Way at any time.
- Do not block the slip road off Willifield Green.
- Follow the parking restriction notices in the area.
- Do not drive up or park in the access road for The Pantiles flats (this is a private road and therefore any use is trespassing)

Childs Way is pedestrian and cycle access only from 8.30 to 9.30am and between 2.45 and 3.45pm. There is also no stopping on Childs Way from 8am to 9.30am and from 2.45pm to 4.15pm. There is Barnet CCTV in operation, monitoring Childs Way - you will get a fine if you use this road at school drop-off and pick-up times.

There is also a Controlled Parking Zone in the area immediately around school with residents only parking between 1.00 – 2.00pm.

Please note that the school is within the ULEZ which starts at the North Circular Road

The school car park is strictly for staff use, and should not be used by parents at any time.

Online-Safety

To support the curriculum, we use various resources including computers, iPads and some internet-based software packages.

Online safety is, of course, of primary concern, and the school has very clear, and strictly enforced, policies in relation to child protection and safeguarding of children and online safety. Only suitable sites are accessible in school and use of computers and the internet are well supervised.

All parents and staff are expected to read and agree to an Acceptable Use Agreement, committing to safe use of technology. Once children start school you will be asked to complete various “consents” on The Arbor Parent Portal, which include online-safety permissions and agreements as detailed below:

Photographs of children

In school we regularly take photographs of the children for recording activities within school, book making, display, celebration and record keeping.

In addition, we may take photos for publicity, newsletters, press releases and for use on our website. When your child joins the school, we ask for your permission to take and use their photograph for these purposes. Your child’s image will not be used outside the school unless you have given specific permission.

Website Policy (including use of photographs)

We like our website to reflect the children in our school, and include photographs of the children at work and play. We adhere strictly to the following policy:

- Children's names will be published as their first name only or, if required, first name and last name initial.
- Images of children will not be labelled with their names.
- Children will only be shown in photos where they are suitably dressed.
- Personal details of children, staff and governors, such as home addresses, telephone numbers and e-mail addresses, will not be released via the website or school e-mail.
- Images of children may remain on the school website after they have left school. Parents have the right to ask us to remove these if they would prefer.

Parent photos

Parents are only permitted to take photos in the school hall during assemblies or performances, but these should be taken discretely and not disruptive of the occasion or intrusive for other users of the space. Photos taken by parents of children (other than their own) or staff, should not be shared on social media and parents will be asked to agree to a statement within the consents section on Arbor that they will NOT upload any photographs

or videos on social media.

Official School Photos

Twice a year a professional photographer comes into school to take the official individual and class photographs, which you can purchase. Please give consent on Arbor so your child is included in the class photograph.

Use of mobile phones

For all children's safety we ask you to turn off mobile phones or similar in and around the school building, unless you are using it to take photographs in an assembly (see above), but they must be set to silent.

Hot Drinks

Adults are not permitted to carry hot drinks through the school for health and safety reasons.

Food and Drink in School

After their initial induction, children will start to stay for lunch. Parents are provided with a Google Form to complete on induction, to let us know what lunch they would like their child to have, and to let us know of any dietary requirements.

Hot Lunch: All children are entitled to a free hot lunch in school every day and there are always two options, vegetarian and non-vegetarian, together with a varied salad bar, dessert, fruit or cheese and biscuits.

The meals are prepared by Barnet Catering in our own kitchen on site and are designed to meet the nutritional needs of growing children. No pork, shell fish or nut products are used, and some of our meat is Halal (Halal meats will be served in a white dish, and non-Halal meats will be served in a blue dish). Menus are on a 3-week cycle and can be viewed on the school website [here](#)

If your child has an allergy/intolerance to any food, and you want them to have a hot lunch, they will need to have a personal menu drawn up. If this is the case, please see Ms Gonzalez as soon as possible for the forms to be completed and to provide medical proof of the allergy / intolerance. Your child will need to bring a packed lunch until the new menu arrives (this can take up to 3-4 weeks).

Packed Lunch: If you prefer, you can send in a packed lunch from home for your child. This may consist of a sandwich, a piece of fruit and/or a yoghurt, for example. Please do not send in 'treats' in the form of sweets or chocolate bars, and please do not send any nut products. Grapes must be cut in half lengthways, to prevent choking. Packed lunches should be in a box or bag with the child's name clearly showing. If any cutlery is needed it should be provided in the lunch box.

Changing lunches

If your child wants to change between hot and packed lunch it is very important that you give the office a week's notice of the intended change.

Snack: We provide children with a daily mid-morning snack of a piece of fruit. No other snack is needed, unless your child attends a club after school. These after school clubs only last for an hour and your child may bring one item for a snack (preferably a piece of fruit), and nothing more.

Water: Please send your child in with a water bottle each day filled with fresh water (no squash or juice please). Water bottles should be no bigger than 300ml and should be labelled with your child's name – please ensure they are plastic and not too heavy as the children like to swing them around!

Suitable bottles can be purchased from the uniform supplier, Uniform4Kids.

Water is freely available in classrooms and throughout the school, to refill bottles.

Reception Year Milk: Reception Year children under 5 years old are entitled to free milk provided by the government.

They can continue to receive subsidised milk in reception, after their fifth birthday, which costs parents approximately 24p per day.

We use a company called Coolmilk to run the scheme – If you would like your reception year child to receive a small carton of semi skimmed milk each day, please go to www.coolmilk.com for further information and to register.

We only receive milk for those who have registered and are on the list provided by Coolmilk, so it is important to put your child's correct start date on the form, to ensure milk will arrive at school for their first day (please ensure this is their correct start date so it doesn't arrive too early or too late!)

Free milk will be provided for registered children until the Friday before their 5th birthday. Three weeks before their birthday, you will receive a payment request. If you want your child to continue to have milk after their 5th birthday, please make a payment.

If you do not want your child to have milk after their 5th birthday, you don't need to do anything, it will automatically stop.

Please note if you order after your child has started school, orders received after Tuesday in any week will be processed the following week)

There is no reason for a child to bring any other food or drink into school.

Please do not bring in any birthday 'treats'.

Free School Meals & Pupil Premium

All infant school aged children are entitled to receive a free school lunch under the Universal Free School Lunch Scheme (UFSM), however some of our families are also entitled to a benefit called [Free School Meals](#). If your child is eligible, they may also qualify for the Holiday Activity and Food Programme run by Barnet Council over the main school holidays (click [HERE](#) for further information), and the school can potentially claim extra government funds to improve the school's resources and provide a better service to the children.

From September 2026, FSM eligibility is divided into two main types:

Targeted FSM: For pupils meeting the existing income-based criteria, including household income thresholds.

Your child may be eligible for the free school meal benefit if they live with you and if you receive any of the following:

- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who receive these benefits directly, instead of through a parent or guardian, can also get free school meals.

If you do not qualify for most benefits (also known as having "no recourse to public funds") your child may still be eligible. If this applies to you, please contact the school office or see [guidance for families with no recourse to public funds](#) for more information.

Extended FSM: For pupils from households receiving **Universal Credit**, regardless of income level or the amount received.

Children who are entitled to Targeted Free School Meals (or who have been entitled to this previously in the past six years) are eligible for Pupil Premium funding. This is used by the school to fund valuable support like additional learning support or interventions, additional

teaching staff or after school activities (please see our website for full details of how we currently spend our [Pupil Premium funding](#)).

HOW TO CHECK IF YOU ARE ELIGIBLE

Parents are asked to complete details on the “Starting School” google form which is sent to all parents during the induction process. This provides us with the required information (parent names and national insurance number(s) / NASS number) for the school to complete the check on your behalf.

Once the check is completed (close to the time that they start in our school) we will then let you know of the outcome.

If preferred, parents are also able to do this check themselves by going online to [Home | LGfL FSM](#) where you will find further information and then be able to carry out the check, which only takes a few minutes. Once checked, the school will then be able to see your status and will be notified if you are eligible.

In either case if your child is shown as eligible, they will be re-checked by the school annually as per the DfE guidance (if you no longer meet the criteria, the provision will finish at the end of the academic year – but the school may continue to receive additional funding for a further 6 years)

Those who are not eligible will be re-checked more regularly by the school, and we will notify you if you become eligible in the future.

Parents can opt out of the check, by ticking the relevant box on the form, however we strongly urge all parents to register for the check, even if you don’t think you are eligible. The school carries out monthly rechecks, as circumstances can change (often at short notice) and the recheck will ensure you get your entitlement as early as possible.

If have any queries regarding free school meals / pupil premium, please contact Mrs Dobinson in the school office on officeinfant@gardensuburbprimary.co.uk

Thank you for your support and for helping to make sure the school receives as much funding as possible, to give every pupil the additional support and education they deserve.

Childcare and After-School clubs

Garden Suburb Infant and Junior Schools provide extended childcare through an external provider, "Funtime".

- Breakfast Club takes children from 7.50am and then takes them to class at 8.45am. Breakfast club costs £5.00 per session.
- After-School Club collects children from the playground at 3.20/3.25pm and they can stay until 5.50pm. After-School Club costs £14 per session.
- The After-School Club also does shorter sessions; Up to 4.30pm costs £7.00.
- Please note that late pick up incurs a fee of £4 per child for every five minutes late.
- Holiday Club runs through some of the school holidays from 8.30am until 5.50pm for £35 per day or £25 for half day.

**All rates correct as of 1st September 2025*

Please telephone Funtime on 07506 030 037 directly, email shaz.funtime@outlook.com or go to the club in the dining room so that the team can ensure you have all the information required, collect an application form, and to introduce your child to the staff.

There are several after school activity clubs which are available in the school hall/playground. Full details of these clubs, including eligible year groups, will be circulated to parents prior to booking, and will be set out on the school website, but the after-school provision includes:

- Art
- Chess
- Dance
- Gymnastics
- Multi Sports
- Football
- Taekwondo
- Science
- Little Voices Singing and Drama

For further information on the After School Clubs and Childcare please see our website [HERE](#)

Uniform and Dress code

Our children wear a school uniform, as it gives them a sense of belonging to the school community. Our uniform colours are yellow and navy blue.

It is not compulsory to wear items with the school logo, although we do encourage this. Items with the logo are available from our supplier Uniform4Kids who are based on the Finchley Road in Temple Fortune or online at www.uniform4kids.com or through regular second hand uniform sales. Purchasing uniform via Uniform4Kids helps to raise funds for the school as the supplier donates a percentage of each sale to the school. A current price list, and other information is available on the school website, please click [HERE](#) for details.

The day-to-day uniform consists of the following items (those marked with an asterisk have the school logo):

Top	Yellow short sleeved polo shirt*
Jumper	Navy blue sweatshirt* Navy blue cardigan* Navy blue full zip sweatshirt* Navy blue jumper
Trousers	Navy blue joggers (which can also be worn on PE days) Navy blue shorts Navy blue trousers
Dress/Skirt	Blue/Yellow check print dress Navy blue skirt Navy blue pinafore dress

Please note jeans are not allowed, and all sweatshirts/cardigans/jumpers should be navy blue. No coloured hoodies/sweatshirts should be worn indoors.

Footwear

Footwear should be sensible and comfortable (black or brown) – the children must be able to put them on without adult assistance (laces only if they can tie their own). Open toed sandals can be worn in the summer, but only if worn with socks. Knee high fashion boots are not acceptable for daily wear. Big boots (e.g. knee high or wellies) should not be worn all day – please send in a change of shoes.

The PE Kit consists of:

- Yellow short sleeved t-shirt*
- Navy Blue shorts (if the weather is warm)
- Navy Blue joggers
- Trainers (preferably black)

The PE Kit (these are available from Uniform4Kids) should be worn to school on the days that your child has PE. You will be informed of your child's PE days in September.

Spare clothes:

Children will need a spare set of clothes to bring into school which should be in a **drawstring school bag** (available from Uniform4kids) in case they get wet or have a toilet accident during the school day

Outdoor Wear:

As the children spend a lot of time outside, a suitable coat for outdoor play must be provided – please ensure it is warm and ideally waterproof with a hood.

There are also sun hats with the school logo available for the summer. Although you are not required to purchase a sun hat with a logo, we strongly advise that all children have summer hats for when the sun is hot as there is limited shade in the playground.

Book Bag

In order to take books home, your child requires a suitable bag. The uniform company supply designated “**Book Bags**” that are clearly marked with the school name and have a label for your child's name that fit nicely into their drawers. They are sturdy and can be carried across the shoulder/body and have reflective strips on them. Book Bags can have one small key ring put on them to identify them (as well as having their name) but no more! *Please do not use a back pack as they do not fit into the drawers and take up a lot of space!*

Second Hand Uniform

The PTA hold regular second-hand uniform sales throughout the year, which recycles old uniform (in good condition!) and gives the opportunity to purchase uniform at a much-reduced price.

If you have difficulties with the cost of purchasing your child's uniform, please come to the school office for confidential advice.

ALL ITEMS SHOULD BE CLEARLY MARKED WITH YOUR CHILD'S NAME

Personalised labels are available from our uniform supplier, and many other companies, to ensure all items are labelled correctly.

Our PTA have arranged a special offer with the online supplier STIKINS who give a donation to the School PTA for every order made. They provide:

- Stick-on name labels for clothes
- No sewing or ironing needed
- One pack of sticky name labels for clothes, shoes, & lunchboxes

To make an order just go to www.stikins.co.uk and remember to pop in our school's code 7728 in the School Fundraising Number box. The school gets a donation for every Stikins product you buy using this code.

Jewellery

Children should not wear jewellery for health and safety reasons. If your child has pierced ears, small stud earrings are suitable. Bangles, bracelets, rings and necklaces are not appropriate and should not be worn

Hair

Long hair should be securely tied back in order to avoid accidents on apparatus and reduce the transmission of head lice. Hair bands should be simple and not ornately decorated (no large bows, etc).

All items of school clothing, including PE Kit and bags should be clearly marked with the child's name so lost items can be returned to their owner.

Items which are not labelled are put in the lost property and unclaimed items will be disposed of at the end of each half term.

Parent Teacher Association (PTA)

Garden Suburb School is most fortunate in having an active and enthusiastic Parent Teacher Association who help to raise additional funds for the school.

In past years, the PTA has organised events for parents and children, which have included Cake Sales, Seasonal Fair, Treasure Hunt, School Disco, International Food Fair and a Summer Camp.

As well as being vital fundraisers for the school, these events are also good ways for you to get to know other parents and families in school.

What do we do with the money? In the past few years, money raised by the PTA has funded: playground resurfacing and playground markings; ICT equipment including interactive whiteboards; redecorating and refitting our school hall, including audio/visual equipment; development of our Sensory Room.

All parents are automatically members of the PTA and we look forward to your support in attending and organising future events. Do not hesitate to share your ideas with us!

Contact Details

Head Teacher: Mrs Eileen Bhavsar
Deputy Head Teacher: Mrs Lisa Berger
Special Needs Coordinator (SENCo) and Inclusion: Mrs Biljana Elia

School Business Manager: Mrs Alexia Dobinson
Pastoral Support Officer: Ms Alejandra Gonzalez

Telephone: 020 8455 8198

(Option 1 for Pastoral Support, Option 2 for Business Manager)

Medical/Attendance/Pastoral Support Email: welfare@gardensuburbprimary.co.uk

(For all correspondence regarding absence, late arrivals, change of pick up, medical and general pupil welfare including lunches– this is the main email address for queries about pupils)

Business Manager Email: officeinfant@gardensuburbprimary.co.uk

(For general enquiries, finance and to contact other members of staff including the Head Teacher and Deputy Head Teacher)

Admissions Email: admissions@gardensuburbprimary.co.uk

(For all admissions/transfer enquiries, or for notifying us that children are leaving the school)

SENCo Email: sencoinfant@gardensuburbprimary.co.uk

(To contact our special educational needs coordinator (SENCo))

Website: www.gardensuburbschools.co.uk

Address: Garden Suburb Infant School
Childs Way
London
NW11 6XU

