



## **Welcome Handbook 2025 - 2026**

Welcome to The Hermitage Infant School.

We are delighted that your child is joining our school community. This booklet will provide you with information that will hopefully answer some of your questions about the school. You will also find lots more information about the school on our school website [The Hermitage School - Inspire, Learn, Achieve](#). If you are unable to find the answer to what you are looking for, our friendly office team are always ready to answer questions, either when you pop to the office, telephone or send an email.

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## **Reception Classes**

There are 2 Reception Classes.

	<b>Class Teacher</b>	<b>Teaching Assistant</b>
<b>Hedgehog</b>	Mrs Curtis	Mrs Noble
<b>Robin</b>	Mrs Molnar (Tuesday – Friday) Mrs Aherne (Monday)	Mrs Vickers

## **Timetable**

<b>8.40</b>	Start of day and general activities
<b>8.45</b>	School gate closes
<b>8.45</b>	Registration
<b>9.15</b>	Phonics
<b>9.50</b>	Curriculum activities with rolling snack times
<b>11.20</b>	Maths
<b>11.45</b>	Lunch
<b>12.45</b>	Registration
<b>1.00</b>	Topic/PSED/P.E./Music
<b>1.20</b>	Curriculum activities
<b>3.05</b>	School Gates opened
<b>3.10</b>	End of the school day

## **Communication**

### **Friday Post**

Every Friday you will be sent the 'Friday Post' with information for the following weeks. [Friday Post - The Hermitage School - Inspire, Learn, Achieve](#)

### **Newsletters**

You will receive a half termly newsletter via Parentmail. This will keep you informed about school life. The Year Group section of the Newsletter explains what the children are learning and suggests ideas for home learning. [Newsletters - The Hermitage School - Inspire, Learn, Achieve](#)

### **Website**

The Friday Post and Newsletter are also published on the website.

### **Dates List**

A Termly Dates List and Events List will also be published during the first week of term. Any changes to these dates will be published in the Friday Post and changes will be made to the Infant Calendar on our website. [Infant School Calendar - The Hermitage School - Inspire, Learn, Achieve](#)

### **Parents Messages**

Parents who wish to pass a message to their child's class teacher are requested to email the school office. It is important to inform the office of any changes to the pick-up arrangements at the end of the day. This also ensures that the class teacher can prepare the child for any changes to their normal

routine. Please note we only allow your child to leave with someone if we have had authorisation from you.

### **SeeSaw**

You will be sent a QR code to join the class SeeSaw page in the Autumn term. Teachers will upload observations so that you are able to see elements of your child's learning journey.

### **Concerns**

If you have any small concerns, please discuss these with your child's class teacher at the end of the day. Please be aware that the class teacher will need to have dismissed their class before they can speak with you. If you wish to speak to the class teacher at length over any matter, please email the school office to make an appointment. If you feel that this concern has not been resolved, please email the school office who will pass your message onto the Year Team Leader, Mrs Larsen or Mrs Spires.

### **Parent/Teacher Consultation Meetings**

The parent/teacher consultation meetings are held virtually. These provides an opportunity to discuss your child's progress and how you can help your child with their learning at home.

Consultation meetings are held during the day in the Autumn and Spring term. You will receive your child's annual report in the Summer term.

### **Book Looks**

Once a term, year groups will hold a Book Looks. These sessions are an opportunity for the children to share learning and celebrate achievements. At these sessions, we encourage you to view your child's learning, both in their books and on the displays, and for you to give lots of praise for their efforts. Class teachers are available for informal discussions at the end of the session. These sessions will usually be in the afternoon and you will get a notification through the Dates List and on the website calendar. Within one of these sessions you will also have the opportunity to visit the school library to share a story with your child.

### **Book Bags**

Within the first few weeks at school, your child will start taking home a reading book and a reading diary, along with sound sheets to practise the phonics sounds that they have learnt that week at school.

Book bags are to be bought **daily** so that your child's reading diary can be looked at during the day. Sound sheets will be sent home on a Friday. The expectation is that you will write a daily comment about how your child has coped with their reading at home. Your child's teacher will write a comment in the diary on a fortnightly basis.

Your child will have a reading diary throughout their time at The Hermitage Infant School. More information will be available at a reading meeting in the Autumn term.

### **HSA**

HSA (Hermitage Schools Association) exists to organise extra-curricular events and raise funds for the school.

### **Local Governing Committee**

The Local Governing Committee have responsibility for the leadership of the school, setting policy and overseeing budgets. For further information on our Local Governing Committee, please visit our website [Local Governing Committee - The Hermitage School - Inspire, Learn, Achieve](#)

### **Home-School Agreement**

You will receive a copy of the Home-School Agreement during the induction evening. If you would like to discuss any points on the agreement, please make an appointment to see your child's teacher, Mrs Spires or Mrs Larsen. [Home-School-Agreement.pdf](#)

## **Praise and Recognition**

We believe that children respond well to praise and we therefore praise throughout the school, recognising effort, hard work and good behaviour through positive noticing. At the start of every school year, the children agree a set of classroom rules with their teacher based on the School Rules 'Ready, Respectful, Safe'. A copy of our Behaviour and Wellbeing Policy can be found on our website. [Behaviour-Wellbeing-Policy-Autumn-2024-2025-v2.pdf](#)

### **Bullying**

Bullying will not be tolerated and will be dealt with in accordance with our Bullying Policy which is available on the school website. [Anti-bullying-Policy-Autumn-2024-25.pdf](#)

### **Celebration Assembly**

Your child will bring home a 'Be The Best You Can Be' and a 'Values' certificate, on occasion. Each week, we hold an assembly in which we celebrate good learning and behaviour.

## **Attendance**

Attendance is required throughout the year unless your child is unwell. Leave of Absence will not be authorised for holidays, unless exceptional circumstance is agreed with the Executive Headteacher. It is important that the continuity of children's education is maintained. Our Attendance Policy can be found on the school website. [Attendance-Policy-Summer-2024-Autumn-2026.pdf](#)

**If your child is unwell, it is important that you contact the school by telephone or email on the first day they are absent.** The school office opens at 8.30 am. Before this time, you may leave a message on the answer machine or send an email. You do not need to send in a letter on your child's return. **If your child is late to school, parents must report to the school office to sign them in.** [What to do if your child is ill - The Hermitage School - Inspire, Learn, Achieve](#)

## **Lunch and Snack**

A hot school lunch is available for all children. If you do not wish your child to have a school meal, please email the school office to request that they have a packed lunch.

It is necessary to have a week's notice, if your child is changing from a school meal to a packed lunch. We have our own kitchen at school and the catering team are able to cater for most special diet. [School Meals - The Hermitage School - Inspire, Learn, Achieve](#)

### **Lunch Boxes**

If a child has a packed lunch the lunch boxes are taken into the classrooms and the children place them on the lunch box trolleys. There is a trolley for each class. The boxes need to be collected at the end of the school day. Please ensure that your child has a well-balanced healthy lunch box (**NO NUTS or CHOCOLATE PLEASE.**) Your child needs to be able to open the food packets, independently. We encourage children to use re-usable plastic boxes for sandwiches etc, instead of disposable boxes and plastic bags, as we are an eco-friendly school.

### **Fruit for Schools**

A Government initiative 'Fruit for Schools' provides free fruit for children, daily.

### **Water Bottles**

Please also bring in a clearly-named bottle containing **water**. Children are able to refill their water bottles throughout the day. Please may we ask that only water is placed in water bottle as we are a Surrey Healthy School.

## **Inclusion**

### **SEND**

The Hermitage Schools ensure that all children are valued equally, regardless of their abilities and/or social, emotional or behavioural needs. We understand that many pupils will have additional needs at some time during their school life and that the best way of helping them is for everyone involved to work together. We are committed to valuing and nurturing each child as an individual who will achieve their best and develop an enthusiasm for lifelong learning. Please speak to your child's class teacher if you would like to discuss your child's additional needs in more detail. Our Inclusion Leader, Mrs Quirk, can also be contacted through the school office.

### **EAL**

The Hermitage Schools are proud of our diversity and we currently welcome families from over 15 countries with over 20 different languages. Many in our community speak English as a second language so we have developed a very skilled team to provide support to these families and children. We have staff with specific skills and experience in speech and language, some are qualified in the use of Makaton. Please speak to your child's class teacher if you would like to discuss your child's EAL needs in more detail.

### **Pupil Premium**

Any qualifying family that registers their eligibility for Pupil Premium, will help raise Pupil Premium money for the school. For 2025-26, the additional funding was £1515 for our school for each registered child. This is money the school can benefit from and use to provide new equipment or maybe more teaching staff or extra support for your child. Your child may be eligible for extra learning support, extra curricula provision or help to pay towards the additional costs of education such as trips and clubs to enable you child to participate fully in their education. We will be checking for eligibility and will meet with eligible families to discuss their child's needs, early in the term.

## **Medical and Health**

### **First Aid**

All staff are first-aid trained and hold an 'Emergency Aid in School' certificate. Our medical area is located in the Office Reception Area. Some staff are also Paediatric First Aid trained.

If a child has a bumped head at school, we will always let parents know by phoning them as well as ensuring that they wear an orange wristband so staff are aware and can continue to monitor them if the child remains in school. Further information can be found in our medical policy. [Supporting-Pupils-with-Medical-Conditions-Policy-Spring-2025-2027-v3.pdf](#)

### **Medication**

We can only administer prescribed medicines to children in school. If your child is completing a course of medicine, but is well enough to return to school, please give doses before and after school and at

bedtime, if possible. If medication is required during the school day, please visit the School Office and complete the necessary forms.

Should your child require long-term medication e.g. an inhaler or epi-pen, we have a form that must be completed. All medication is kept in the medication cupboard and in classroom cupboards.

### **Flu Inoculations**

The Children's Health Team visit the school in the Autumn Term to administer the flu nasal spray to all of the school. You will be asked to complete a permission form for this.

### **Dental**

The Community Dentist no longer visits the School to check children's teeth. Please try to arrange all personal dental appointments after school hours if possible.

### **Medical/Hearing**

The School Nurse carries out health assessments for all children. This assessment will include a record of height and weight, an eye test, and a check for colour blindness. Parents can discuss any concerns they have with the School Nurse. You will be asked to complete a permission form before any health assessment. Appointments are organised by the School Office. You will be advised of assessment results.

### **Illness**

If your child becomes ill during the school day, we will contact you to come and collect your child and take them home. It is therefore important that there is always a contact number available, in school.

### **PE Bags**

PE bags are to be bought in to school on your child's first day and left on their peg. They will be sent home at the end of each half term to be washed. Please bring them back on the first day of each half term.

## **Safeguarding**

The Hermitage Infant School takes safeguarding very seriously and follow The Swan Safeguarding Policy which is available on our school website. [SWAN-Trust-Safeguarding-Child-Protection-Policy-September-2024-25.pdf](#)

If you wish to volunteer in school as a parent helper on a regular basis you must complete a DBS form and attend a Health and Safety Talk with Mrs Larsen.

## **The School Year - Autumn Term**

All dates for all events will be published in our dates list and on our school calendar, available on our website. Further information will be sent to you in our Friday Post.

### **Workshops**

Workshops around some Areas of Learning take place across the Autumn Term on a Thursday morning at 9am in the school hall. These workshops are led by our EYFS leaders and support parents and carers. Topics include -

Phonics and Reading  
Communication and Language (C&L)  
Personal Development (PD)  
Personal, Social and Emotional Development (PSED)  
Maths  
Inclusion

### **School Photographs**

The School Photographer will take individual and sibling photographs of all children in September/October.

### **Harvest Celebration**

Our Harvest Celebration is held on the school playground.

### **Feeling Good Week**

This week promotes our Wellbeing and Mental Health Policy and introduces children to the Wellbeing Wheel and how children can 'Fill each other's buckets' through positive noticing.

### **Anti Bullying Week, including Odd Sock Day**

This supports children to understand what bullying is and highlights how children should respond to bullying.

### **Christmas Pantomime**

The children are provided with the opportunity to see a Pantomime performance within the school during December.

### **Christmas Production**

EYFS and KS1 Christmas production take place in December. Unfortunately, we have to limit the audience to two adults per family per performance due to the limited space in the school hall.

### **Christmas Jumper Day**

Children are welcome to come to school in their Christmas Jumper on this day. Second hand Christmas jumpers are often available from our second hand uniform shop.

### **Christmas Lunch**

All children are welcome to have a school Christmas Lunch at the end of term. The school kitchen provides a traditional Christmas lunch and the majority of children join in.

### **Christmas Party**

This is a fun time of traditional party games. If the children have been really good, Father Christmas may visit.



### **Christmas Service at St Johns Church**

The whole school walk to St Johns Church for a Christmas service. Parent helpers are requested to support with the walk to and from the church.

## **The School Year - Spring Term**

### **Book Week**

Activities are planned across the week to support children Reading for Pleasure.

### **Grandparents Festival**

Children invite their Grandparents to the festival in the Spring Term. A short performance takes place in the classrooms, as well as the opportunity for the grandparents to have a tour of the school and visit to the hall for a cup of tea or coffee. Grandparents are only allowed to attend this event.

### **Children's Mental Health Week**

The Life Space visits the school to discuss how children can support their wellbeing.

### **Science Week**

Activities and lessons are planned to introduce new Science Topics.

### **Class Photographs**

Whole class photographs are taken in the Spring term.

## **The School Year - Summer Term**

### **Groundforce Morning**

This is planned for a Saturday morning and provides an opportunity for families to volunteer and tidy up the school grounds.

### **Farm Visit to Reception**

A farm visits the school so that children are able to see and engage with different animals, learning about how to look after them and how to stay safe around them.

### **Sports Day**

All children are involved in Sports Day, which takes place on the school field and all of the family is welcome to watch. Children are involved in games throughout the morning. After the games, we have a family picnic, weather permitting. Adults are requested to bring something to sit on and a picnic lunch.

### **Annual Reports**

Parents and Carers will receive a copy of their child's annual report during the month of July.

### **Move up Mornings**

Three sessions are planned across the last few weeks in the Summer term for children to visit their new classroom and meet their new class teacher.

### **Meet the Teacher Evening for Parents**

This is an opportunity for Parents and Carers to come and meet their child's new class teacher for the following year. Parents and Carers will also be able to find out about the curriculum and trips/visits that will take place in the following year group.

## Extended Services

### **Breakfast Club**

The Breakfast Club is open from 7:15 – 8:40 am, every morning, for children from The Hermitage Infant School and The Hermitage Junior School. A light breakfast is provided and quiet games are played. There is an option for children to attend from 8am at a discounted rate, not including breakfast.

### **After School Club**

The After School Club is held in the School Hall every day from 3:10 – 5:45 p.m. for children from The Hermitage Infant School and The Hermitage Junior School.

Children in the Infant School who attend the After School Club, will be collected from their classroom and escorted to the Infant Hall. Hermitage children are requested to make their own way to the Junior School Hall. On a Friday the clubs come together in the in Infant Hall.

**If you need to contact the Club Co-ordinators, please use the following telephone numbers during Club opening times (01483 474981, 07788 953112) or The Hermitage Infant School Office during the school day).** Further details can be found on our school website. [Extended Services - The Hermitage School - Inspire, Learn, Achieve](#)

### **Clubs**

We have a variety of Lunchtime and After School Clubs. These start for Reception in the Spring term. [School Clubs - The Hermitage School - Inspire, Learn, Achieve](#)

## School Office Hours

Monday - Friday                      8:30 a.m.                      -                      3:30 p.m.

## Security

Entry to the school building during the day is through the main office doors at the Junior School. All doors have security locks and these will be closed from 8:45am.

All visitors are required to sign in on arrival.

## Complaints

If you have a concern please speak to your child's class teacher in the first instance. If you are still concerned, please speak to Mrs Spires or Mrs Larsen, who are available at the school gates or through contacting the school office, either via email or in person. All issues raised will be looked into and responded to within 48 hours, once the relevant facts have been established. In the unlikely event that you are still concerned, you can follow the next stages of our complaints procedure which is available on our school website. [SWAN-Trust-Complaint-Procedure.pdf](#)

## HSA

All parents automatically become members of the HSA, our parents association, when their children attend The Hermitage Schools. An Annual General Meeting is held in September and the committee are always keen to recruit parents. Please put your name forward if you would like to become involved in any way.

HSA arrange a variety of exciting events during the year, which enable families to enjoy the school community on a social basis. These events also provide the school with much needed extra funds to provide the extra resources that make The Hermitage Infant School an exciting learning environment.

HSA organise two big events during the year, the Christmas Fair and the Summer Fair. Parents are expected to help at one of these events. The help is needed for: setting up before the fairs, clearing away after or for 30 minutes during the fair.

## Uniform

### Girls Uniform

Winter October half-term until end of Spring term	Summer Summer term until October half-term
Charcoal grey skirt / pinafore / trousers	Royal / pale blue and white checked summer dress / Charcoal grey smart shorts
White polo shirt or blouse	White polo shirt or blouse
Grey tights or knee length grey/white socks	Ankle length white socks
School sweatshirt / School sweatshirt cardigan	School sweatshirt / School sweatshirt cardigan
School Coat (optional)	

### Boys Uniform

Winter October half-term until end of Spring term	Summer Summer term until October half-term
Charcoal grey long trousers	Charcoal grey smart shorts
White polo shirt or shirt	White polo shirt or shirt
Grey socks	Grey socks
School sweatshirt	School sweatshirt
School Coat (optional)	

### PE Kit

- Royal blue PE shorts (not cycling style)
- White t-shirt
- Navy jogging bottoms & sweatshirt (without a hood)
- Sensible trainers (NOT PLIMSOLES)

This should be brought to school in a PE bag which can be purchased from the school.

### Additional Information:

- Black velcro/bar or t-bar shoes made of leather or imitation leather (not fabric) should be worn at all times. Open toe sandals, boots, trainers, slip-ons and shoes with heels are not acceptable.
- Long hair must be tied back at all times with sensible **blue** hair accessories.
- No make-up, nail varnish or temporary tattoos allowed at any time.
- Due to the children learning outside, we request that children bring wellington boots to keep in school for the year.

- Small stud earrings are allowed to be worn. Please ensure that your child can remove these independently on PE days, or that they are removed before your child comes to school. No other jewellery is to be worn.

All uniform including coats, gloves, shoes and hats should be **clearly labelled with your child's full name** so that we can return it to your child when it is lost.

The Hermitage Infant School Governors annually compare prices of our uniform suppliers to ensure good value for money.

We request that all long hair must be tied up and no make-up or nail varnish is to be worn at any time. Children should not wear jewellery (including earrings) to school.

<b>Thank You</b>
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We are delighted that you have chosen to join The Hermitage Infant School. We are looking forward to working with you to ensure that your child makes good progress, both academically and socially, and enjoys coming to school.