

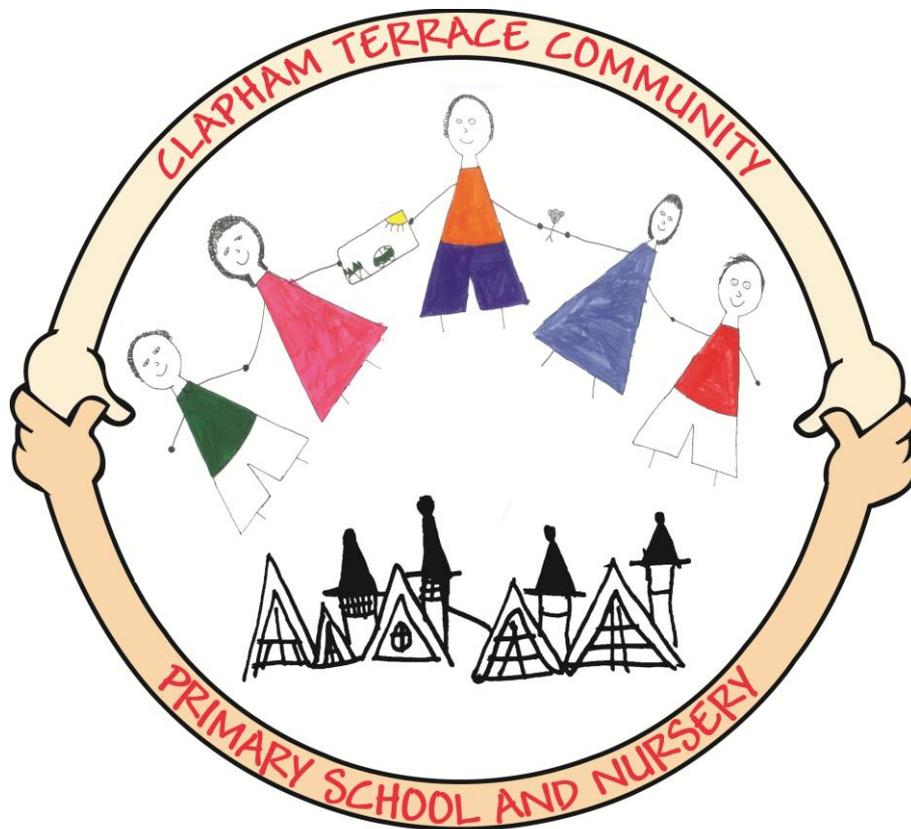
# Clapham Terrace Community Primary School & Nursery

Clapham Terrace  
Leamington Spa  
CV31 1HZ

Tel: 01926 423404

Email: [admin2312@welearn365.com](mailto:admin2312@welearn365.com)

## School Information 2025-2026



This information booklet is designed to provide parents/carers with useful information about all aspects of our school.



Artsmark  
Platinum Award  
Awarded by Arts  
Council England



## School Timetable

	<b>START TIME</b>	<b>FINISH TIME</b>
EYFS	8.45-8.55am Children will enter via the EYFS playground area. Mrs Clarke and the team will greet them outside.  Gate closes at 8.55am.	3.15pm Collect from the EYFS playground. Both blue gates will be open or you can use the entrance on Clapham Terrace to entry the playground
Key Stage 1 Year 1 and Year 2	8.45am Children come into school via the KS1 door and go to their class. Gate closes at 8.55am.	3.15pm
	A TA or a member of the SMT will be on the KS1 door for any messages that need to be delivered.	
Key Stage 2 Year 3 - 6	8.45-8.55am Children come into school via the KS2 door as they arrive and go to their classes.  A TA or member of the SMT will be on the door to take any messages that need to be delivered.  Gate closes at 8.55am.	Year 3 3.20pm Year 3 will use the KS1 door and should be collected from the astro area. The children will be bought out by their class teacher onto the astro.
		Year 4 3.20pm A teacher will walk the children round onto the upper playground to be collected.
		Year 5 and 6 3.20pm The teachers will bring the children out through the KS2 door onto the trim trail and KS2 shelter areas for collection.
The school gates will be locked at 8.55am. Children arriving after this time will need to be bought to the school office and signed in. We have clear start and finish times for registration: the school opens at 8.45am; the school day starts at 8.55am and registration closes at 9.05am.		

### Clapham Terrace House Groups

We have FOUR houses at Clapham Terrace:

**GOBLIN**

**UNICORN**

**PHOENIX**

**DRAGON**

Your child will be allocated a group upon arrival in Nursery or Reception and will remain in this house whilst they are at Clapham Terrace. The House Cup is awarded weekly to the house that earns the greatest number of house points. The Sports Day Shield is awarded to the winning house team. There are many events throughout the year which involve children working in their houses across year groups. House points are awarded to the children as rewards for demonstrating one or more of the characteristics of effective learning.

- Creativity
- Independence
- Persistence
- Resilience
- Active
- Collaboration

# School Calendar

## Staggered intake for New Reception children

**Wednesday 3<sup>rd</sup> September – Friday 5<sup>th</sup> September 2025**

Group 1 Reception 8.50am – 11am

Group 2 Reception 1pm – 3.15pm

**Monday 8<sup>th</sup> September 2025 – Friday 12<sup>th</sup> September 2025**

All reception children join us from 8.50am, stay for lunch and children are then collected at 2pm

**Monday 15<sup>th</sup> September 2025**

All reception pupils start full time 8.50am - 3.15pm



### Autumn Term 2025

**Teacher Training Day – Monday 1<sup>st</sup> September 2025**

School returns on Tuesday 2<sup>nd</sup> September 2025 pupils in Year 1 – 6

School returns on Wednesday 3<sup>rd</sup> September 2025 for children who will be continuing in Nursery

**Teacher Training Day – Friday 24<sup>th</sup> October 2025**

**Half Term – Monday 27<sup>th</sup> October 2025 – Friday 31<sup>st</sup> October 2025**

School returns Monday 3<sup>rd</sup> November 2025

School finishes for Christmas on Friday 19<sup>th</sup> December 2025



### Spring Term 2026

**Teacher Training Day – Monday 5<sup>th</sup> January 2026**

School returns on Tuesday 6<sup>th</sup> January 2026

**Half Term – Monday 16<sup>th</sup> February 2026 – Friday 20<sup>th</sup> February 2026**

School finishes for Easter on Friday 27<sup>th</sup> March 2026



### Summer Term 2026

School returns on Monday 13<sup>th</sup> April 2026

**May Bank Holiday – Monday 4<sup>th</sup> May 2026**

**Half Term – Monday 25<sup>th</sup> May 2026 – Friday 29<sup>th</sup> May 2026**

**Teacher Training Day – Monday 1<sup>st</sup> June 2026**

**Teacher Training Day – Monday 20<sup>th</sup> July 2026**

School finishes for the Summer Holiday on Friday 17<sup>th</sup> July 2026

## Who is who at Clapham Terrace Primary School?

Name	Role	Subject Responsibility
<b>Julie Miles Headteacher</b>		
<b>Teaching Staff</b>		
Mrs Anoushka Clarkson	Deputy Headteacher PPA Cover across the whole school	Inclusion Manager SEND Pastoral Care DSL Mental Health First Aider
Miss Liz Holberton (3 mornings)	Nursery Teacher	
Mrs Lisa Clarke (3 days)	EYFS leader Reception Class Teacher	Art & DT
Mrs Sarah Batchelor (4 days)	Class Teacher Reception and Nursery Class Teacher	English RE
Miss Nicole Wilson	Year 1 Class Teacher	ECT
Mrs Melanie Hallam	Year 2 Class Teacher	MFL
Miss Harriet Hall	Year 3 Class Teacher	Music
Mr Tim Filby	Year 4 Class Teacher	Computing E-Safety External Visits Coordinator
Mr Oliver Mason	Year 5 Class Teacher	PE and Extra Curriculum Science
Miss Harriet Alder	Year 6 Class Teacher	Maths DSL
<b>Teaching Assistants</b>		
Miss Rheanna Sutton	Teaching Assistant Rockets Deputy Manager	First Aid Thrive Practitioner
Miss Stacey Palmer	Teaching Assistant	First Aid
Mrs Dawn Powell	Teaching Assistant	First Aid
Miss Kate Fletcher	Teaching Assistant Rockets Manager	First Aid DSL
Ms Suzanne Rooney	Teaching Assistant	First Aid PPA Cover
Mrs Maria Hall	Teaching Assistant	First Aid
Mrs Helen Goddard	Teaching Assistant	COL Outdoor learning Library
Miss Sophie Mason	Teaching Assistant	GMS
Mrs Jitka Phillips	Teaching Assistant	First Aid
Mrs Elizabeth Connolly	Admin Assistant <i>(Maternity Leave)</i>	First Aid
Miss Louise Duff	Teaching Assistant	First Aid

		Website Support
Varsha Agnihotri	Teaching Assistant	
Madhumita Sutradhar	Teaching Assistant	
Tyler Martin-Cortez	Apprentice Level 3	Support for PE and Commando Joe lead
Vicki Plumb	Family Support and Inclusion Mentor	Thrive Practitioner Nurture and Bespoke Curriculum Lead

<b>Office Staff</b>		
Mrs Annie McAteer, Mrs Lauren Gardner and Mrs Elizabeth Connolly ( <i>Maternity Leave</i> )		
<b>Kitchen Staff</b>		
Miss Mel Hicks	Mrs Thana Mohammed	Miss Tara Blackburn
<b>Midday Supervisors</b>		
Miss Rheanna Sutton – SMDS		
Mrs Varsha Agnihotri	Mrs Jitka Phillips	Mrs Maria Hall
Miss Kate Fletcher	Miss Sophie Mason	Mrs Kyriaki Karagaitanaki
Mrs Madhumita Sutradhar	Mr Tyler Martin Cortez	Mrs Apoorva Singh
<b>Site Staff</b>		
Mr David Rockcliffe	Mrs Linda Hall	Mrs Carol Reading
<b>Designated Child Protection Staff</b>		
Mrs Julie Miles	Mrs Anoushka Clarkson	Miss Kate Fletcher
Mrs Vicki Plumb	Miss Harriet Alder	Mrs Sarah Batchelor
Mr Tim Filby (Online Safety Officer)		
<b>Rockets Staff</b>		
Miss Kate Fletcher		Miss Rheanna Sutton
Mrs Madhumita Sutradhar	Mr Tyler Martin Cortez	Mrs Varsha Agnihotri

# A-Z of Useful Information

## A – Attendance and Absence

### Absence



You must call the office (**01926 423404**) providing a reason for your child's absence. Please call the school on the first day of absence between 8.30am & 9.00am (01926 423404). Absence must be reported daily.

Any absences where a reason has not been given will be unauthorised. You will be issued a letter from the Headteacher for unauthorised absences.

### Appointments



Please make every effort to make doctor and dentist appointments after school hours or in school holidays wherever possible. We appreciate that this may not always be possible, but appointments in the school day disrupt the children's learning.

### Attendance



By law, all children between 5 years and 16 years must be in school and receive a full-time education. As a parent, you are responsible for making this happen.

Once your child is registered at a school, you are responsible for making sure he or she attends regularly and on time. If your child does not attend regularly, or is repeatedly late, the Local Authority (LA) may take action against you.

### Holidays in Term Time



Clapham Terrace Primary School is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial. As a school we do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

It is law that any term time holidays can only be approved by school in **extremely exceptional** circumstances. If a holiday is taken without this approval, the parents could be subject to a significant fine and criminal record, as every unauthorised absence is reported to the Local Authority.

Clapham Terrace Primary School would interpret "extremely exceptional circumstances" in this context as being of unique and significant emotional, educational or spiritual value to the child, outweighing the loss of teaching time. This interpretation will have different parameters from one case to another but in most cases the request for authorised absence is most likely to be refused.

An appointment must be made with the Headteacher to discuss any leave of absence. We advise that you do not book any travel arrangements until you have made an application and discussed the situation with the Headteacher.

### % Attendance:

- Attendance falls below 95% (or there have been 5 occasions of late arrival or unexplained absence) a discussion with the parent/carer will take place to establish why this has happened and explore if any support is required.
- Attendance continues to fall to below 95% or punctuality fails to improve the Parent/Carer will be requested to meet with the Inclusion manager and a 6-week Attendance Monitoring period may be set.

- Attendance/Punctuality fails to improve during Monitoring. The Parent/Carer will be invited in for an Attendance Panel Meeting. This is normally with at least two of the following: Head Teacher, Inclusion Manager or pastoral support Assistant or School Governor. A second 6-week monitoring period will then be set.
- Attendance/Punctuality fails to improve **OR** falls below 85% a referral may be made to the Warwickshire Attendance Service (WAS). They will contact families to find out why absence is high and to offer support and guidance with any issues that are preventing full attendance.

## B – Behaviour

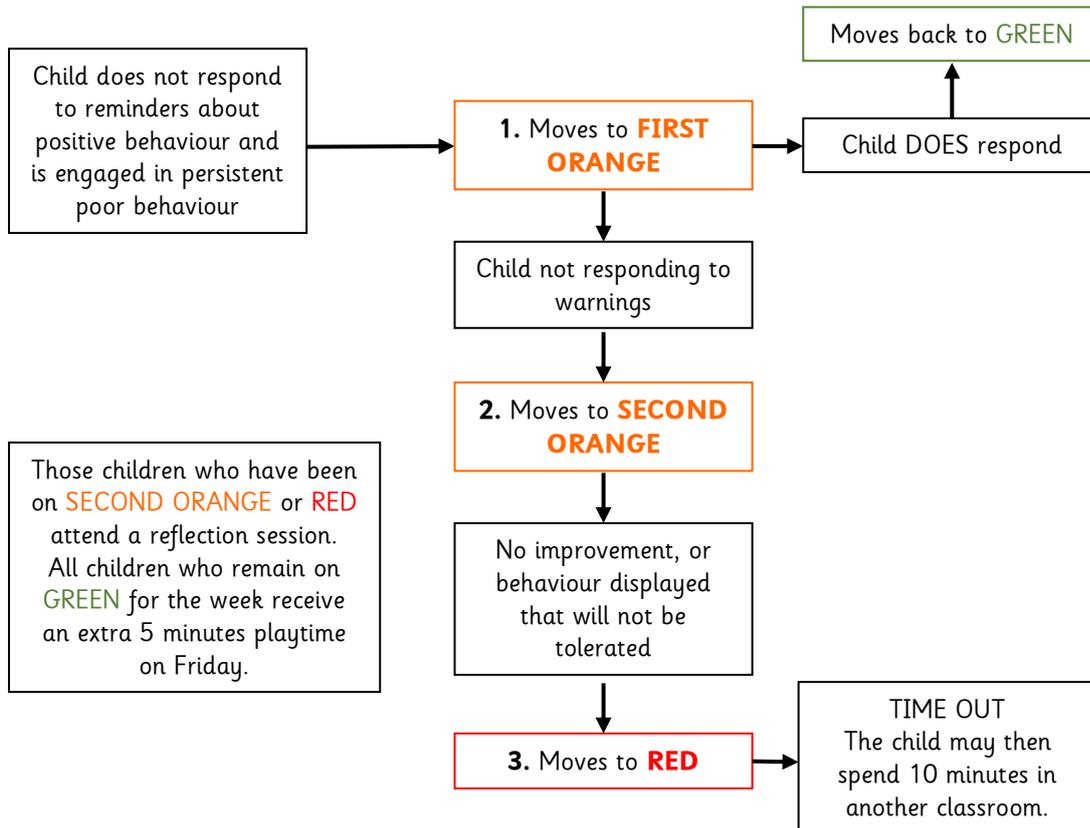


We pride ourselves on our positive behaviour managements systems. The children are awarded house points for good behavior linked to our Characteristics of Effective Learning and there is also 5 minutes additional playtime on a Friday for the all those children who have stayed on 'Green' all week with perfect behaviour.

### Our Positive Behaviour Management System

A child starts each day on **Green**. They can then work their way up to silver and gold by adhering to CARL's (Caring, Achieving, Respectful, Learners) values of working well in class.

When a child does not respond to reminders about positive behaviour and is engaged in persistent poor behaviour, the following stages will be used:-



We pride ourselves on strong communication and partnership with parents, you will be informed if we are concerned about any behaviour that is causing an issue.

We have a proactive and informative PSHE (Personal, Social and Health Education) programme, which educates the children about the wide range of issues around bullying and cyber bullying. We focus on how to keep children safe and what they can do to seek support. Any behaviour that is classed as bullying is dealt with very seriously. Parents are informed and support is given to those involved with appropriate sanctions applied. The children have a talk box as part of their PSHE provision so they can inform us if they have any concerns. All children are taught to identify key adults in school, which they can use as their support network.

Our Behaviour Policy and our Anti-Bullying Policy are both on the website with more information.

## B – Break Time



The children can bring a **HEALTHY** break time snack to school, which should be taken to their classrooms in the morning and placed in their trays. Please note that snacks should be separate from their lunch, as they cannot access their lunch boxes during the morning. We do not allow chocolate, crisps or drinks.



**NO SNACKS CONTAINING NUTS OR SESAME SEEDS.** There are children in school who have severe nut allergies (including sesame seeds and peanuts) and could have an allergic reaction simply by contact with the hand of a child who has eaten nuts.

On Wednesday's, we have a healthy Tuck Shop where snacks can be purchased for 50p.

## C – Communication



Your child's class teacher is your first point of contact for any questions. He or she is available when they bring the children out, or you can speak to the staff on the gate. If you need longer than a quick chat, please arrange an appointment with them around their timetable. A member of the SMT is available every morning and after school.

Appointments to speak to Mrs Miles or a member of the Senior Management Team can be made directly with the school office.

## Cookery



All children in both Key Stages have designated cooking sessions in Carl's Kitchen. They follow a scheme of work progressing through a range of skills. To cover the cost of the ingredients there is a small charge at the start of the half term that the children begin their cooking.

All children in Early Years and Key Stage 1 participate in cooking activities related to their creative curriculum; from September 2025 our HSA have agreed to cover the cost of ingredients for these sessions.

## D- Dinner Time



Dinners can be ordered at a cost of £2.85 per day. We ask parents to order and pay in advance for dinners. Weekly cost is £14.25 or payments can be made for the half-term or term. If you owe us £12.00 or more, we will ask you to provide your child with a packed lunch until you have paid the outstanding amount. Please keep your payments in credit if you can.

**Please note that the cost of dinners may increase, we will notify you of any changes as soon as possible.**

There are three choices available at lunch time which are selected by the children during morning registration. This includes a red option, green (vegetarian) option, and a brown (jacket potato) option daily. A copy of the menu is included on our weekly newsletter and is also available on our website.

**All children in Reception, Year 1 and Year 2** automatically receive a Universal Infant Free School Meal. Therefore, no payment is required from these year groups. We urge you take up the Free School Meal but for those parents who feel that this is not the right option for their child, you can provide them with a packed lunch in a named lunch box. Children are asked to take home their leftover food so that you are aware of what they have eaten (not including opened yogurt pots or unfinished drink cartons, so you

will need to ask them if they finished these items). Please provide a spoon if your child requires one to eat part of their lunch – school is unable to provide cutlery for pupils having packed lunches.

## D – Dress Code



We request that all children whether in uniform or not, come to school appropriately dressed ready to focus on learning and not be distracted by fashionable items. The school day is very varied, and children need to be comfortable and able to carry out activities.

- Sensible footwear, i.e. no flip-flops, open backed sandals, ballet pumps, trainers with wheels, high heels or knee-high boots.
- Wellington boots for wet or snowy weather. These should not be worn in school so a change of footwear is required.
- Sensible clothing lengths i.e. knee length skirts / long shorts / no 'low cut' or strappy tops.
- During winter months children should have, a warm, named, waterproof coat with them at all times.
- During hot weather, shoulders should be covered, no spaghetti strapped tops.
- No hoods up, or hats are to be worn inside school.
- No jewelry other than small ear studs, a watch or compulsory religious items may be worn – these should be removed for PE activities.
- No make-up or nail varnish
- Long hair should be tied back. No patterns or tramlines should be shaved into hair or eyebrows. Hair should not be shaved below a Grade 2
- No role-play outfits unless, of course, it is a dress up day. No onesies.

## Uniform

We have an optional royal blue school uniform, which children can choose to wear.

This consists of:

- Grey, black or navy trousers/skirt/pinafore
- Pale blue polo shirt or shirt
- Royal blue jumper/cardigan/sweatshirt

Uniform can be purchased without the school logo from local supermarkets and stores at very reasonable prices or through My Clothing.

**My Clothing**  
Your **New School** Uniform Service

**14 DAY DELIVERY PROMISE**  
EXTENSIVE SIZE AND COLOUR AVAILABLE!

**5% CASH DONATION TO YOUR SCHOOL!**

**Our Promise:**

- 14 day delivery promise
- Marked heading low prices
- Outstanding quality
- Extensive size and colour choices
- Payments accepted via PayPal
- Your school will receive a 5% cash donation for every embroidered item you purchase
- No minimum orders
- Dedicated customer service team
- Trusted expertise for over 30 years
- Embroidered in the UK
- 98% customer satisfaction score

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### Prices from

- Unisex Embroidered School Polo Shirt £6.80
- Unisex Embroidered School Sweatshirt £10.30
- Embroidered School Book Bag £5.99
- Embroidered School PE Bag £5.99
- V-neck Cotton Embroidered School Jumper from £10.30

It is easy to shop online:

- Go to <https://myclothing.com/>
- Search Clapham Terrace Community Primary School and Nursery
- Choose the quantity and sizes you'd like, then add them to your basket
- Pay easily with a debit or credit card at the checkout
- Your embroidered item will be delivered within 14 days

## E – Extra Curricular Clubs



Each term your child will be provided with a list of lunchtime and after school clubs that, they can take part in. Bookings for Extra Curricular Clubs are made on the School Cloud booking system. Information will be provided to you on how to book a space for your child. After school clubs have a small charge of £2.00 to cover running costs. Any families who are in receipt of Free School Meals will be funded.

## E – Email



We use email as a way of communicating information that DOES NOT require a permission slip or payment. The weekly newsletter is emailed to all parents.

## F - Friday Celebration Assembly



Most Fridays, we have a Celebration Assembly at 2.40pm and parents/carers are very welcome to join us. If your child has been nominated for a Star Learner Award, we will endeavour to let you know in advance by text message.

## F – Forms



We use forms to communicate out trip letters that require your consent. You will receive an email with a link for you to access the link to give your consent and this will include all of the information about the trip/sports fixture with any payment required. Both email addresses will receive the information but only the main contact will receive a text message with the link.

## G – GDPR (*General Data Protection Regulation*)



Clapham Terrace Community Primary School and Nursery aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018).

On your child's admission form, we will collect your consent to collect data. Consent will also be refreshed where any changes to circumstances occur. Parents have the right to withdraw their consent at any time. This form is valid for the whole time your child is a pupil at Clapham Terrace Community Primary School and Nursery.

For full GDPR information, please refer to the policy on our website.

## H - Home Learning

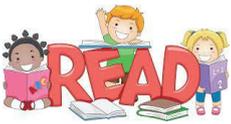


Children benefit greatly from the mutual support of parents and teachers in encouraging them to learn both at home and at school. We see homework and home activities as an important way of establishing a successful dialogue between teacher and parents/carers.

One of the aims of our school is for children to develop as independent learners and we believe that homework is one way in which children can acquire this skill. Homework will consist of weekly reading, spelling, math and English tasks which will be set by the teacher and vary depending on year group – you will receive a homework schedule.

More creative tasks linked to the children's topic areas are set once a half term. The task will be clearly explained in the brief the teachers give out, along with some ideas of how the children can present their learning. The task shouldn't take the children more than an hour to complete.

## Reading



All children are required to read at home/share books **THREE** times a week. This must be recorded in their Home School Reading Record. It is compulsory and teachers follow up any children who have not completed this activity.

## Support for reading

Reading videos to support you with helping your child to read can be found on our website using the following link: <https://www.claphamterrace.info/reading-with-your-child/>

## English

Different year groups have different tasks. Each class teacher will inform you of the homework timetable at the start of the year. Different year groups have different tasks set.

## Spelling

Children are given spelling lists to learn each Friday and they are tested the following Friday. Spellings are given from January in Year 1.

## Math's



Different year groups have different tasks. Each class teacher will inform you of the homework timetable at the start of the year. Different year groups have different tasks set. Practicing times tables, number bonds and basic maths concepts are always useful learning to do at home.

## H - Home School Agreement

We ask all the adults responsible for children at **home** and at **school** to adhere to our Home School Agreement. Clapham Terrace Primary School will provide a safe, supportive and stimulating learning environment in which each child is treated as an individual and the needs of all are considered.

We will encourage children to do their best, to behave appropriately and to take pride and pleasure in their own and others' achievements.

We look forward to **working together** on a basis of mutual respect and help our children become confident and enthusiastic learners.

### Agreement from the School:

- Make the school a happy, caring and successful place
- Encourage children to do their best at all times
- Meet the learning needs of all children through providing an appropriate and exciting curriculum
- Encourage children to follow the school rules/code of conduct
- Never share data or information about children and their families to other parents or carers
- Encourage children to look after their belongings and surroundings
- Actively welcome parents and carers into the life of the school
- Inform parents and carers about what we aim to teach
- Inform parents and carers of their child's progress and discuss this with them in a spirit of partnership
- Provide opportunities for all children to work to their abilities and strengths
- Encourage children to learn outside school
- Treat children with respect

### Agreement for Parent/Carers

- Make sure my child arrives in school on time, is collected on time and attends school regularly
- Inform the school if my child is absent
- Encourage my child to do his/her best at all times
- Check my child's book bag. Read the newsletter and other correspondence sent by email or via forms and respond promptly when required.
- Support my child and give encouragement in all his/her learning including homework and reading at home at least **THREE** times a week.
- Attend teacher/parent meetings and read reports about my child's progress.
- Speak to someone in school if there are any matters of concern that school need to be aware of.
- Let the school know if there are any problems that may affect my child's ability to learn.
- Encourage my child to follow the class charter.
- Follow the Parent Code of Conduct which is issued with the Admission Form

## H - Home School Association



The Home School Association (HSA) is Clapham Terrace's name for the Parent Teacher Association or PTA. We have a very active and welcoming group of parents and carers who organise social events and fun activities to raise money - normally about £8,000 a year - to help fund extra-curricular activities and equipment that the school is not able to include in its normal budget. This helps to promote the family and community atmosphere that is so important to our children's experience of school. The school newsletter and the HSA page on the school website provide details of events. Projects the HSA have funded include the Astro Turf, the Trim Trail, the Kick Wall, the Mess and Carl's Kitchen.

## L – Lost Property



Coats, jackets, cardigans and jumpers do get mislaid at times and we try to reunite found items with their owners. Unnamed lost property items will be placed in the lost property box situated in the entrance hall. Please ensure all items are named as they have a much better chance of being returned.

## M – Medical



The health, safety and well-being of children is paramount and we require up to date information about medical needs and illnesses. It is important that you inform the office of any allergies or dietary requirements so that our information is accurate at all times. This information is passed on to the kitchen staff.

If your child has any allergies, it is essential that we know about them. Children with specific dietary requirements are issued with a **PURPLE** band by the midday supervisors so catering staff can easily identify them.

## **Medical Appointments**

Please make every effort to make doctor and dentist appointments after school hours or in school holidays wherever possible. We appreciate that this may not always be possible but appointments in the school day disrupt the children's learning.

## **Medicine**



Where possible we ask you to try to administer medicine yourselves', fitting in dosages around school hours. We know that on occasions, this may not be possible and therefore the following procedure is applicable:

Clapham Terrace are happy to administer prescribed medicine if the parent/carer has completed an Administration of Medicine Form, however, could we ask that where possible required dosage of medication should be administered before and after school hours.

Staff must always administer medication to a child with a witness and sign the Administration of Medicine Form.

### ***Asthma***



Children requiring inhalers keep them located in their classrooms and can access them at all times. Please can you inform Mrs McAteer, Mrs Connolly or Mrs Gardener, as all children with an inhaler in school require a care plan.

It is essential that we have up to date emergency contact numbers for parents/carers in case a child is ill or has an accident during the school day.

### ***EPI Pens***



If your child suffers from allergic reactions, it is important that the office has all of the details of their condition and all medication is in school with an up-to-date care plan. We have a strict procedure for care of children with severe allergies and it is extremely important that communication is tight between parents and carers.

### **M – Mobile Phones**



Mobile phones are not allowed in school – individual arrangements will only be made in exceptional circumstances. Please contact the Headteacher if you need to discuss this.

### **N – Newsletter**



A newsletter is produced every week providing you with information on what is happening in school and forthcoming events. The newsletter is a vital way of communicating all important dates. It is extremely important that parent/carers read the newsletter each week. The newsletter is emailed out each week.

The newsletter is also published on the school website [www.claphamterrace.info](http://www.claphamterrace.info)

### ***Class Newsletter and Knowledge Organisers***

At the start of each new academic year, your child will bring home a Class Newsletter, which contains lots of information applicable to their class, including Home Learning, dates specific to that term and other important dates. Each term any timetable amendments are communicated. Knowledge Organisers, highlighting key vocabulary and facts, are available on the website and are emailed out half-termly to parents and carers.

### **N – Nuts**



There are children in school who have severe nut allergies (including sesame and peanuts) and could have an allergic reaction simply by contact with the hand of a child who has eaten nuts.

**For this reason, no food produce containing nuts is permitted in school.**

### **P – Parents Evening and Reports**



Parents are invited to attend two parents evenings each academic year. One in the Autumn term and one in the Spring term. We use an online booking system for you to book appointments. Appointments are face to face. Information on

how to book an appointment using the School Cloud will be sent out to you prior to the dates, allowing you plenty of time to book your appointment.

Reports for the end of each academic year are sent out in July.

## P – Payments to school



We encourage all parents to use our online payment system. We use a system called School Money by EduSpot. This links together all our forms of communication including text, email and forms – please see below for further information.

If you have any difficulties using this system then we can accept payment by cash or cheque. If you do have to send money in this way payments received need to be in a sealed envelope, clearly labelled stating what the money is for, whom it is from and how much is being paid.

- Please send payments **into school with your child**, their teacher will collect payments during registration and send them to the office.
- Please send all school dinner payments in on a Monday. School dinners must be paid for in advance for the week, month or term and **NOT DAILY**.



Cheques should be made payable to **Clapham Terrace Primary School WCC**. We encourage bulk payments for dinners, i.e. termly/half-termly.

Bulk payments can also be made for swimming lessons.

## P- PE Kit



The children must have a PE bag and a change of clothes and footwear for PE.

Kit must include:

- Black or navy PE shorts
- White t-shirt
- PE pumps for indoors and trainers preferred for outdoors
- Jogging bottoms and a sweatshirt for the winter months

All items must be named and should remain in a bag in school.

KS2 children who go swimming require:

- a swimming costume (not a bikini) for girls / trunks (not long shorts) for boys

## P – Permission to Walk to School



Children in Year 5 & 6 can, with your consent, walk to and from school on their own. If you would like your child to walk to and from school unaccompanied, you must notify us in writing, giving your consent for this arrangement. This must be done immediately at the beginning of each school year or in advance of the arrangement being set up. Mobile phones are not permitted in school. Only in exceptional circumstances can your child have a mobile phone with them. This must be agreed by SMT, please contact them to

discuss the arrangement.

## P – Pupil Premium Funding



If you qualify under the following criteria, you should apply for the additional funding (Pupil Premium) which is allocated to schools. This is a significant amount of money and it allows the school to provide the high level of adult support that we are keen to maintain.

It also enables us to pay for trips, music tuition, extra-curricular activities and swimming for all children who qualify for support.

- Family receives Income Support or Income-Based Job Seekers Allowance. Please note, Contribution-Based Job Seeker's Allowance does not qualify for free school meals (unless you receive both Income-based & Contribution-based JSA on an equal basis).
- Family receives the Guarantee element of State Pension Credit.

- Family receives Child Tax Credit and has an annual income, as assessed by HMRC, not in excess of £16,190. Please note, families who are also entitled to Working Tax Credit do not qualify to claim free school meals regardless of income.
- Support under part VI of the Immigration and Asylum Act 1999.
- Employment and Support Allowance (Income Related). Please note, Contribution-Based E&SA does not qualify for free school meals (unless you receive both Income-based & Contribution-based ESA on an equal basis).

If you need help applying, please contact Mrs McAteer, Mrs Connolly or Mrs Gardener in the school office who will be able to assist you.

## R – Rockets

### ***Breakfast Club – Blast Off / Rockets After School Club***



Our before school and after school service is called Rockets. We provide care for children in Reception to Year 6 at the beginning of the day from 8am, and at the end of each school day until 6pm. The club is based in the Early Years Hall; children are cared for by qualified staff and supervised as they take part in outdoor activities and crafts.

Rockets is extremely popular - we provide 50 places an evening and places must be booked in advance whenever it is possible. There is a waiting list for certain nights due to its popularity.

### **Session charges are as follow: 2025-2026**

<b>Time of Session</b>	<b>Cost</b>
<b>Blast Off</b> 8am - 8.45am	£4.80
<b>Rockets</b> After school until 4pm	£4.80
<b>Rockets</b> After school until 5pm	£9.30
<b>Rockets</b> After school until 6pm	£12.00

Look out for emails from Nursery in a Box with instructions on how to pay.

Please collect your child on time from Rockets to ensure smooth transition. We ask you to pick up either on the hour or quarter past the hour you are booked in for. If you are going to be late collecting your child, please can you notify Rockets as soon as possible.

## **School Money | Secure Online Payments**



Our online payment system is **School Money**; parent/carers are provided with login details to activate their account. The system can be used to pay for dinners, music, swimming and trips. This is a safe method of payment and is our preferred method of payment. School Money is linked to our forms system, which means you are able to consent and pay for a trip in one app – Teachers2Parents.

## **T- Text Service**



### **Teachers2Parents/EduSpot**

We use our text service to notify parents of important information and to remind you of events. **It is essential that we have your correct mobile number so that you receive text messages.**

You will receive messages about Friday Achievement Assembly, school closures, Home School Association events, clubs and other class information texts. The text service is set to automatically send to the first contact provided on your admission form. If you require both parents to receive, a text please let the office

know who can set up an additional contact in the system. The school is charged per contact so we ask where possible that one contact be used to support our costs.

### **Twitter**



We have a Twitter account where we regularly post information and photographs to keep you informed. Our Twitter account is @ClaphamTerrace1. If you **do not** want your child to appear on Twitter then we ask you to notify the office. Consent is collected via the admission form and this is used to deter where we use photographs of our child.

### **Volunteers**

We welcome any parents who would like to help us. We have a valued team of volunteers who help us with reading, cooking and art projects. Please contact the school office if you would like to help us.

### **W-Website**

We encourage parents to view our website. The address is [www.claphamterrace.info](http://www.claphamterrace.info)  
You can find lots of useful general information, class information and school policies on our website.