



CLAREMONT
FAN COURT SCHOOL

PARENT INFORMATION GUIDE

Junior School - Fan Court 2025/2026

INTRODUCTION

This booklet is designed to bring together helpful information which, in our experience, parents have most needed to know. The formal provision we offer is set out in the terms and conditions and our various school policies which can be found on the website.

If you need further information or have any concerns whatsoever, do not hesitate to contact us using our general email address **fancourt@claremont.surrey.sch.uk** or the main telephone number **01372 463695**.

Our website is **www.claremont.net**

We hope this guide is helpful, and we'll keep you updated throughout the year about any policy or procedural changes via our weekly communications and the parent portal.

Claremont's social media accounts:

 Claremont Fan Court School
 @claremontfancourt

*Be confident in character.
Be strong in understanding.
Be limitless in potential.*



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COMMUNICATION

PHILOSOPHY

We wish to adopt a harmonious and respectful relationship with all Claremont families as we strongly believe this is in the best interests of our pupils.

SOURCES OF INFORMATION

The school's website is a useful source of information, including key policies and procedures. We have introduced a password protected parent portal which allows parents to access general information such as the school calendar and specific information related to pupils. There is a useful feature which allows you to integrate the school calendar with your own online calendar. During term time, the SchoolPost system sends out relevant information to parents and highlights forthcoming events via email, typically on Tuesdays and Fridays.

Information about sporting fixtures is found on the SOCS platform via the parent portal. The school office is staffed between 8.00am-4.30pm during term time, for matters requiring immediate attention please call 01372 465 380.

STAFF CONTACTING PARENTS

We use the contact details provided to us when a child joins the school to send information and in case of emergencies. We ask that all families keep contact information completely up to date either via the school office or by submitting updates using the parent portal. It is a legal requirement for us to hold contact details for two trusted adults (usually parents) per pupil.

PARENTS CONTACTING STAFF

For a specific matter or concern, we always encourage parents to contact the school office directly and without hesitation. Please allow up to 24 hours for a response regarding general matters (as you would expect, teaching and learning together with pupils' welfare are always our top priorities). Communication must always be conducted with courtesy and consideration. If you do not feel satisfied with a particular response, you are always welcome to seek further clarification with senior staff. To ensure that the teacher/parent relationship is based on trust, email conversations must not be shared with other parties or on social media platforms. Email for teachers and coaches who are not Claremont members of staff (e.g. visiting music teachers and sports coaches) must be directed to the head of the relevant department.

Non-confidential, general quick questions are fine at the end of the day when the children are dismissed, but anything of a confidential nature should be dealt with in a booked appointment. Senior staff and the head of the junior school are also available for meetings as the need arises. Meetings can be arranged via the school office. Clarification of fee accounts and similar queries can be made through the bursary.

Changes to pick up arrangements should be sent to the school office at fancourt@claremont.surrey.sch.uk in the first instance.

STAFF EMAIL ADDRESSES

In most cases staff email addresses are constructed using the following format: Initial, followed by surname @claremont.surrey.sch.uk

Example: Mr J Bloggs will have the address: jbloggs@claremont.surrey.sch.uk

MOBILE PHONES

Home contact by pupils during the day is always through a member of staff and usually via the school office. Mobile phones are not allowed to be brought into Fan Court.

PARENTS VISITING SCHOOL

Parents are welcome to visit school during the day for a pre-arranged meeting or when invited to attend an event. However, for the safety and security of pupils, parents must ensure that they sign-in and wear an appropriate badge during their visit. The sign-in location is the Fan Court office.





THE SCHOOL DAY AND WRAP AROUND CARE OPTIONS

PRE-NURSERY AND NURSERY TIMINGS

8.00-8.35am	Early Birds Club
8.35am to 12.00pm	Morning session
8.35am to 3.15pm	Full day
3.15pm-6.00pm	After School Club

Please note:

- Pre-nursery children are required to attend a minimum of two mornings a week.
- Nursery children are required to attend five mornings per week. To support a smooth transition into Reception, children must also attend at least two full days per week by the start of the summer term.

RECEPTION, YEAR 1 AND YEAR 2

7.45-8.20am	Breakfast Club
8.35am	Start of the school day – registration
8.40- 10.30am	Morning session
10.30-10.55am	Morning break
10.55-11.55	Morning session -Year 1 and 2
10.55-12.20	Morning session - Reception
11.55 - 1.05pm	Lunch and outdoor play - Year 1 and 2
12.20-1.30pm	Lunch and outdoor play - Reception
1.05pm - 3.15pm	Afternoon registration and session Year 1 and Year 2
1.30 - 3.15pm	Afternoon registration and session - Reception
3.15pm	End of the school day
3.15-4.20pm	After school co-curricular activities
3.15-4.20pm	Chill Out Club
4.20-6.00pm	After School Club

BEFORE SCHOOL WRAP AROUND CARE

PRE-NURSERY AND NURSERY

Early Birds Club

Early Birds Club is available from 8.00am to 8.35am for Pre-nursery and Nursery children. Pre-bookings for regular and ad hoc sessions are made by logging into the EVOLVE system. There is a charge for the sessions your child attends. Children arriving for Early Birds Club should be registered by a member of staff upon arrival. Early Birds Club drop off is the Pre-nursery classroom side door. Please use the marked bays for parking when dropping Early Birds Club children off. *Please note that breakfast is not available at Early Birds Club. Non-attendance at Early Birds Club is still charged.*

RECEPTION, YEAR 1 AND YEAR 2

Breakfast Club

Breakfast Club is available for Reception to Year 2 from 7.45am in the new dining room. It incurs a charge per session which will be added to your child's fee account for the sessions they attend. There is no need to pre-book. Children will be walked over to Fan Court by a member of staff at 8.20am.

ARRIVING FOR THE SCHOOL DAY

When parking to drop off children please ensure your car engine is turned off, and you escort your child to the staff member at the drop off points, detailed below.

PRE-NURSERY AND NURSERY

Parents or carers must escort their children to the Pre-nursery or Nursery classroom doors (which open out onto the playground) and directly hand over children to staff from 8.30am to 8.40am. Children must not be left without their parent or carer in the school playground before the start of the school day.

RECEPTION, YEAR 1 AND YEAR 2

Children can be dropped off at the Fan Court main gate from 8.20am, or parents/carers have the option to use the "drop and drive off" system, also from 8.20am. This operates to the left of the mini-roundabout and should only be used when it is supervised by a member of staff. Whilst you may need to queue whilst using the "drop and drive off" system, parking in this area is not permitted. Children must not be left in the school playground or dropped off before 8.20am. Year 2 children are not to be dropped directly outside Clearview as this is not a safe drop off point.



LAREMONT FAN
COURT SCHOOL

LATE ARRIVALS

Children who arrive late (after 8.40am) must be brought to the school office by parents/carers. They will be recorded as being late and escorted to class by a member of staff.

WET WEATHER ARRIVALS

On wet weather or extreme weather days parents are able to drop children in Pre-nursery, Nursery, Reception and Year 1, straight to their classroom at 8.20am. Children in Year 2 are directed to the main office where they will be escorted to their classrooms by a member of staff.

COLLECTION AT THE END OF THE SCHOOL DAY

The Fan Court school day finishes at 3.15pm. Children must be collected promptly from the classroom door. Any children not collected within ten minutes will be supervised initially in After School Club which will incur a charge.

Please note that there is NO supervision of the Fan Court play area after school. Therefore, it is essential that parents closely supervise all their children, including younger siblings at pick-up time.

Please note that the banked areas surrounding Fan Court are unsuitable for children to play on – please observe this restriction.

Any request to deviate from this procedure must be clarified in writing to the head of the junior school. In the event of an unavoidable delay please contact the Fan Court office.

In case of playdates or last-minute changes **it is the responsibility of the parent whose child will be collected by another adult to telephone or email the school office and class teacher.** In the interests of safety please do not let your child run alone to the car. A responsible adult must collect your child and for this reason, we will not allow your child to be collected by anyone under 18.

If a parent has informed us that an adult not registered on our systems is collecting their child from school the individual must provide a form of identification before a child is released into their care.

AFTER SCHOOL WRAP AROUND CARE

PRE-NURSERY AND NURSERY

After School Club

This is available to Pre-nursery and Nursery children from 3.15pm to 6.00pm and takes place in Fan Court. There is a fee for children staying beyond 4.20pm. A hot tea is served around 4.45pm. Pre-bookings should be made using the on-line form for regular bookings, and are charged per session. For ad-hoc bookings please contact juniorasc@claremont.surrey.sch.uk or Tel. 07760 627 457.

RECEPTION, YEAR 1 AND YEAR 2

Co-curricular after school activities

For pupils in Reception to Year 2, there is a new exciting co-curricular after school activities programme, running daily from 3.15pm to 4.20pm. Clubs are advertised in the club booklet and places are booked via myEVOLVE. Any children not collected promptly at 4.20pm will be directed to After School Club where they can then be collected. Parents will be liable for a charge if their child joins After School Club at 4.20pm.

Chill Out Club

This is available from the end of the school day, from 3.15pm until 4.20pm for Reception, Year 1 and Year 2 pupils and is based in Fan Court. Booking is not necessary and the club is free of charge. Any children not collected promptly at 4.20pm will be directed to After School Club where they can then be collected. Parents will be liable for a charge if their child joins After School Club at 4.20pm.

After School Club

For Reception to Year 2, After School Club is available from 4.20pm to 6.00pm and takes place in the Stable Court buildings. A hot tea is served around 4.45pm. There is a fee for After School Club. Pre-bookings should be made using the on-line form for regular bookings, and are charged per session. For ad-hoc bookings please contact Mrs Brinkley, our After School Club manager, at: juniorasc@claremont.surrey.sch.uk or tel. 07760 627 457.

TERM DATES

Term dates are published on our website and portal and show the current and the following academic year.

ASSEMBLIES

Assemblies for Reception, Year 1 and Year 2 are held on a Monday and Friday. Regular house and year group assemblies take place during some Friday assembly times. Awards, special acknowledgements and announcements are given in certain assemblies. Each half term the junior school meets for a whole school assembly, Reception to Year 6.

APPOINTMENTS AND LEAVE DURING THE SCHOOL DAY/TERM TERM

The school's policy requires families to ensure their children's holiday plans align with Claremont's term dates, as the school offers generous holiday periods. Permission for absence will only be granted in serious or exceptional circumstances, and requests must be submitted to the head of junior school for consideration. Claremont does not authorise leave during term time for holidays, and homework or classwork will not be provided in such cases. Where possible, routine medical and dental appointments should be scheduled outside of school hours. If an appointment during school time is unavoidable, requests must be submitted in advance via email to fancourt@claremont.surrey.sch.uk. The school will only authorise absence where appropriate, and pupils must be collected from the school office if leaving during the day.

ABSENCE

In cases where a child is unwell, a parent must notify the school office on 01372 463695 by 9.00am and on each subsequent day of absence or use the form on the parent portal, explaining the reason for the absence. Please note that, **in the case of diarrhoea and vomiting, a child must not return to school for 48 hours from the last time of sickness in accordance with the Department of Health guidance.** If a child is absent from school without notification, we will contact parents/guardians to confirm the child's whereabouts. If the school cannot be reassured of a pupil's whereabouts, the police will be informed of a missing pupil.

ATTENDANCE AND PUNCTUALITY

Pupils are expected to attend school punctually each day between 8.20am and 3.15pm with a minimum attendance record of 95%. Considerable importance is attached to punctuality and registration is a legal requirement. We therefore ask for parents' support in ensuring their child arrives on time. Pupils must register at the school office in the case of late arrival.

LUNCH

Our pupils eat a school lunch freshly prepared on site. Children will be provided with a hot main course (vegetarian option) served with fresh vegetables and crudités. Fruit is always available and on some days there is an additional pudding. Children are also offered bread or a sandwich in addition. Lunch should only be consumed in the Fan Court hall. Our menus can be viewed on the parent portal.

A packed lunch is typically supplied for pupils when they are on a school trip. Special dietary needs can usually be accommodated in liaison with your child's teacher, school office and the care centre although we do not offer specific kosher or halal meals. We very much value the social aspect of a shared lunch time experience and this is therefore compulsory element of the day. Refunds cannot be made if a meal is not taken. There are 2 sittings; Early Years (Pre-nursery, Nursery and Reception) and Key stage 1 (Year 1 and 2).

MORNING SNACK

**** Claremont is a nut free school ****

A small mid-morning snack, provided by parents, consisting of healthy food, e.g. fruit, vegetables, one savoury sandwich, or health bar (no chocolate), is allowed. No sweets or crisps please. If you are providing grapes or cherry tomatoes, these must be cut in half. Snacks containing nuts are not permitted. Milk is provided by the school for Early Years children.





ACADEMIC

CURRICULUM POLICY

In Fan Court we provide a broad, ambitious and forward-thinking curriculum encompassing both indoor and outdoor learning.

Details of curriculum arrangements for each stage of a child's school career can be found in the school's Early Years and curriculum policies. Good communication with parents is vital at all stages to support academic progress.

In Pre-nursery, Nursery and Reception we follow the Early Years framework and use the development matters document to plan our curriculum.

In Key Stage 1 we broadly follow the National Curriculum with the main learning areas encompassing: English, mathematics, science, computing, French, classics, history, geography and religious studies, music, drama, art and design; physical education and games, PSHEE and digital citizenship. Character education is a golden thread that runs through our curriculum.

During autumn 1 and the summer term, swimming lessons will take place during one of the scheduled PE lessons for all year groups.

Our curriculum is both vibrant and rigorous with the school mission statement of recognising the God-given potential in each individual at its core. It is designed to give children a secure foundation in the Early Years and prepare the children in Key stage 1 for a smooth transition to Stable Court.

Each pupil's individual class timetable is made available to parents and children at the start of each academic year and is on the parent portal.

CURRICULUM BOOKLETS

There are curriculum maps for each year group provided on the parent portal by term. Each curriculum map provides an overview of the subjects offered in that term and details what is taught in each subject.

TAPESTRY - AN ONLINE LEARNING JOURNAL

Tapestry is an online journal to record your child's learning experiences during their time with us. Each child has their own Tapestry webpage to which you will be provided with online access. In Early Years, you will see photos of your child along with comments made by their teachers, which you are able to comment on. You will have continual access and can expect your child's journal to be updated regularly. This is an exciting opportunity for parents to

have more insight into their child's experiences and learning journey. In Key Stage 1 staff continue to use Tapestry to share key moments and homework with parents. Parents are welcome to share home highlights and outside of school achievements.

Once you have signed the Tapestry agreement form, you will receive an email inviting you to login to Tapestry and change the username and password to make it personal and memorable. Tapestry is a website (www.tapestryjournal.com), which can be accessed on a desktop computer or by downloading the Tapestry app.

Tapestry is only available to members of our school community. Posts will be either accessible and communicated to parents individually or via a group within the community in which your children are involved. You will only have access to your child's individual journal and this cannot be seen by other parents.

HOMEWORK

Reception to Year 2

Reading time is encouraged every night and could also take the form of family reading sessions during the weekends and school holidays. It is the responsibility of parents to update the reading record logbook each day. In addition, Reception children will have a phonics book containing phonemes and harder to read and spell words to practice.

Year 1 and Year 2

Children will be set handwriting, spelling and maths homework each week. We ask that tasks are completed on time. Homework should be posted on Tapestry for marking.



ACADEMIC STANDARDS

Expected academic attainment and target grades are relative to the abilities and strengths of the individual learner and all pupils will be encouraged, supported and challenged to achieve their full academic potential. Whilst academic performance will understandably differ from pupil to pupil we do expect that all children will engage themselves fully in their learning, both in school and at home.

INDIVIDUAL NEEDS

We aim to meet the needs of every pupil by providing appropriate support where necessary or personalising the curriculum. When planning, teachers make suitable and appropriate adaptations to ensure learning is accessible for the children in their class. This might involve tailoring a pupil's timetable or providing additional resources, or expert and specialist teaching for pupils with learning difficulties and disabilities during the school day. The aim of individual or small group lessons is to support development of core literacy, numeracy and study skills and to provide pupils with a range of strategies that enable them to cope independently in the classroom environment, increasing their self-confidence. Every effort is made to accommodate requests, bearing in mind the restrictions of the timetable and teacher availability. Support for pupils whose first language is not English is also available. In Fan Court, we focus on creating a supportive, collaborative and immersive environment to children who are new to learning English.

REPORTS, ASSESSMENTS AND MONITORING PROGRESS

The philosophy of our reporting structure is based on the principles of ensuring parents and pupils have the feedback they need to make improvements and to ensure there is an ongoing dialogue between parents, pupils and their teachers.

The assessment and reporting framework is tailored for each year group and can be found in our Early Years policy and curriculum policy. Broadly, the main annual reporting points are:

Autumn 1	Information evening
Autumn 2	Parents' evening
Spring 2	Parents' evening
Summer 2	Full academic report



PASTORAL

Houses

A vibrant house system lies at the heart of Claremont life. All pupils are allocated to a specific house for the duration of their time in the junior school. The four houses are:

Norwood, Radnor, Longcross and Esher



House competitions allow pupils of all ages and interests to play a part in the advancement of their particular house.

House allocation is at the discretion of the assistant head (pastoral). Siblings typically join the same house. As the senior school has six houses, it is possible for children to be allocated to a different house in Year 7.

PASTORAL CO-ORDINATION

Each child's teacher is able to deal with most enquiries and concerns related to a pupil, at least in the first instance, and we hope that parents quickly come to regard their child's teacher as someone with whom they and their child can have a trusting and positive relationship.

PERSONAL, SOCIAL, HEALTH AND ECONOMIC EDUCATION (PSHEE)

PSHEE is delivered to all pupils through academic lessons and specific pastoral sessions. This curriculum reflects the school's mission statement and includes a character education programme based on a two-year cycle of monthly character qualities.

PSHEE includes age-appropriate topics including family relationships, changes, mindfulness, staying safe online and on social media and resilience.

BEHAVIOUR, REWARDS AND SANCTIONS

Full details about how the school operates its rewards and sanctions can be found in the behaviour, rewards and sanctions policy on the website.

We are always pleased to reward positive contributions to school life – examples of these are house points and certificates. Individuals who merit special mention will be asked to sign the Book of Excellence. Good effort is celebrated in assemblies.

Other roles and responsibilities are offered to the pupils in order to develop their interpersonal and leadership skills. These range from class responsibilities such as snack monitors to more formal roles such as those of house captains, sports leaders, library monitors, Fan Court school council representatives and eco monitors. Pupils in Year 2 can apply for formal positions of responsibility, and all are encouraged to take this step.

DISCIPLINE

Pupils are expected to follow our golden rules: Be kind, take care and work hard. Junior school pupils are expected to behave to high standards at all times and to be a force for good in all their school activities. The following is expected:

- Quiet and orderly behaviour is expected inside the buildings at all times.
- Chewing gum, sweets, crisps and fizzy drinks must not be consumed at school.
- Pupils must not leave litter in the school buildings or grounds.
- School uniform must be worn correctly, including while travelling to and from school. Pupils' appearance should always conform to the dress codes.
- Parents should support the school by helping children complete any homework on time.

We know that our pupils may make mistakes at times, and the premise behind our behaviour management procedures is that we all learn from our mistakes and once sanctions are served, we move forward positively together.

UNIFORM

When wearing smart/formal uniform, blazers should be worn, shirts and blouses must be tucked in, shoes should be enclosed and practical. We recommend Velcro or buckle fastening shoes are worn by children in Fan Court until children have learned to tie their shoe laces. Trainers are not acceptable and shoes should be smart and clean. The navy school all weather coat should be in school at all times.

On days when pupils have games or PE, they should wear their PE kit to school and bring additional sports specific equipment with them in a small bag. Pupils taking part in sports clubs after school should change just before clubs start if they do not have games or PE that day.

Children will require long sleeves and long trousers for Forest School sessions. At times of the year when they may be wearing shorts and t-shirts or dresses, please provide a light, long sleeve top and trousers for them to change into.

HAIR AND JEWELLERY

Hair should be neat, clean, natural in colour and if it touches the shoulder, must be tied up with plain navy blue or maroon hair accessories.

One small gold or silver stud in each ear for those with pierced ears is allowed. No other jewellery should be worn apart from a watch (not a smart or digital watch). Unauthorised jewellery will be confiscated. Earrings must be covered for games and PE lessons.

Makeup or nail varnish is not permitted.

Exceptions to all these rules for religious or other personal reasons, should be discussed with Head of junior school and agreed with them in advance of any change.

LANGUAGE

All pupils should treat their peers and staff with dignity and respect. This includes always using appropriate and inoffensive language and recognising that words can be harmful to others if used carelessly and without thought. Being reasonable, courteous and polite is a basic but essential expectation and pupils should also expect staff to treat them in the same way.





CO-CURRICULAR

OVERVIEW

At Claremont, we believe that a well-rounded education goes beyond the classroom. We foster an atmosphere in which pupils can always “have a go” at trying out something new. Our co-curricular timetable is updated on a termly basis. There is a broad and exciting range of co-curricular activities each term, from chess, art and science, to dance, choir and yoga and traditional team sports.

Children are encouraged to participate in a club and must be committed to the activity.

Details of how to book and up to date information can be found in the club brochure which is shared with parents in advance of each term.

SPORT AT CLAREMONT

With 100 acres of grounds, sport plays a major role in Claremont life. Our principal sports are football, rugby, netball, cricket and athletics.

Matches are carefully arranged, from Year 1 up, based upon pupil numbers, facilities and staffing. We endeavour to give pupils as much opportunity to represent the school as possible. Parents are welcome to attend sports festivals and fixtures.

Parents of year groups participating in Fan Court fixtures will be notified, via email the week prior to a fixture wherever possible. We do not require parents to give consent for their child to participate in each individual match and will assume that they will be able to play unless notified otherwise.

Matches are usually played during school hours.

Refreshments for teams are provided after each home game.

In the summer term we hold an Early Years sports day and a key stage 1 sports day. Parents are welcome to attend these (a date and a spare back up date in case of poor weather are both advertised SOCS).

Please contact the PE office on juniorsport@claremont.surrey.sch.uk should you have any questions relating to PE, games or fixtures.

CELEBRATING SPORTS

In the summer term, we celebrate sporting achievements with pupils in Reception, Year 1 and Year 2 with an end of term assembly.

INDIVIDUAL LESSONS: MUSIC

Individual piano lessons are provided in Fan Court by our visiting school teachers at an additional charge. The music school facilitates lessons and communicates the weekly timetable with pupils and staff.

Parents can request lessons from Reception onwards by contacting the school administrator who will facilitate an introduction to our experienced VMT.

SCHOOL TRIPS AND ENRICHMENT ACTIVITIES

Enrichment activities range from day trips out, workshops to special school days/weeks. All trips are planned using EVOLVE, an online tool for planning and managing education visits and trips. Parents sign up for a myEVOLVE account via the parent portal.

Details of each trip are sent to parents well in advance. Payment for school trips should be made via EVOLVE by the date stipulated in the trip letter. As soon as your payment has been received via EVOLVE the school deems that permission to take part in this trip has been given.

Travel insurance cover is provided for all persons authorised by the school to undertake a journey within the United Kingdom and/or outside the United Kingdom as indicated in the policy schedule which can be found on the website.

The school takes health and safety issues very seriously and all trips are planned with care and include risk assessments. Lead teachers carry emergency contacts for all pupils attending the trip and the school database system enables the school to contact parents if necessary. Please keep the school informed of any changes in your contact details.

Any parent who would like the opportunity to support with trips or special days should express their interest via an email to their child's teacher at the start of the academic year. Parents should be aware that they would need a full DBS check. Please allow 6 weeks for this checking process.

HEALTH AND MEDICATION

PUPILS' HEALTH

The care centre (Tel: 01372 473701) is staffed by a team of experienced and fully qualified nurses who are trained in paediatric first aid. Many school staff also have first aid training and are located throughout the school site.

Parents of pupils joining the school must complete a detailed information form about their child's health. Our school staff can administer over the counter medicines as indicated on your child's health information form.

The care centre is open from 08.15am – 4.15pm. If there is any aspect of your child's health you would like to discuss with the nurse, please contact the care centre on CareCentre@claremont.surrey.sch.uk

Pupils who feel ill or sustain an injury during school time will be checked by their class teacher, teaching assistant or member of staff on duty who all have full paediatric first aid training. If necessary, treatment will be given including medication administered, adhering to the administration of medication policy. The care centre team may be called in some instances. Parents will be asked to collect children who are deemed too unwell to remain at school.

In the case of diarrhoea and vomiting, a child must not return to school for 48 hours after the last time of sickness in accordance with the Department of Health guidance.

FOOD

We operate a food place mat system for lunchtimes, using colour coding for extra vigilance by staff. This helps ensure children are not served unsuitable food where medical or preference has been stated by parents.

MEDICINES

Fan Court pupils may require prescription or over the counter medication during the school day. Parents must notify the school in writing and complete a medication consent form, from the office, and arrange with the school for this to be administered. Without written permission, staff are not authorised to administer any medication unless in an emergency e.g. anaphylactic shock.

The completed form and medicine should be handed to the school office, clearly labelled stating:

- Child's name and form
- Dosage and frequency
- When last taken

The school must be informed of any medical condition, such as asthma, and diabetes. We must also be informed of any allergies or dietary needs. Care plans are written by the care centre with parent's input. A medically "at risk" child must not attend school without the appropriate care action plan. The healthcare information form is on the parent portal.

Some over-the-counter medicines are available in the school office. Should your child become unwell whilst in school, some members of staff are able to administer certain medicines as indicated on your child's health information form. Please complete this form annually.

Parents of children needing specific medication on excursions must hand it to the supervising teacher prior to departure.

EMERGENCY MEDICINES

Any child requiring an adrenaline auto injector, inhaler or other emergency medication should have two supplies of the medication in school. These will be carried by staff in a red bag and placed high up on a peg in the room the child is in e.g. lunch hall. It is the responsibility of parents to keep a record of the expiry date of the medicine so a replacement can be organised when medicine is stored at school.

A care plan will be created in conjunction with the care centre for the administering of emergency medicines and shared with junior school staff.

The care centre and school office have salbutamol inhalers for use in emergencies.

An emergency auto-injector is stored in a box inaccessible to children by the hall entrance in the foyer.

IMMUNISATIONS

Central Surrey Health provide an optional Flu nasal vaccination for pupils in Reception onwards.

TWO YEAR HEALTH AND DEVELOPMENT REVIEW

Two year olds are offered two development reviews. These are carried out by the NHS, usually by a health visitor, and is called the health and development review. The other is carried out by your child's childcare provider and is called an Early Years review at age 2. The reviews focus on different areas, but both will look at your child's development, identify their strengths and see if they need extra support in any areas. Therefore, both reviews are important.

If your child has had an Early Years review, this will be completed and shared with you. You will have the opportunity to review and comment on the findings and then be given a copy. It should be kept in your child's red book, so other health care professionals can access the information. The NHS will contact you separately to arrange your child's health and development review if they have not already done so.



MISCELLANEOUS

FRIENDS OF CLAREMONT

The Friends of Claremont Fan Court School (FoCFCS) is the school's parent association and registered charity, which organises social and fundraising events throughout the school year, including a Christmas fair. The Friends is an integral part of Claremont; and their aim is not only to enrich the education of our pupils but to create and sustain a strong sense of community across the whole school.

The Friends also organise good as new uniform sales termly.

Parents and staff are automatically members of the Friends of Claremont and everyone is invited to get involved, attend, participate and support the events. Support no matter how great or small helps build our community and is appreciated.

If you would like to find out more or get involved, please contact The Friends via: friendsofclaremont@claremont.surrey.sch.uk

LOST PROPERTY

With a very busy and spacious school site, items can be misplaced as pupils move around. It is compulsory that all items which come into school are clearly and securely labelled with the child's name.

Lost clothing and equipment which is found at Fan Court will be placed in the lost property cupboard in the Fan Court foyer. These are emptied at the end of each half term. Any named items will be returned to their owners.

Unclaimed uniform items which are not named will go to the "good as new" sale if in good condition. Other unnamed items will be donated to charity where appropriate.

BLUETOOTH TRACKERS

Claremont does not permit the use of Apple Air Tags or similar tracking devices in school or off site school visits. These pose a threat to the safety of the children and can be an unnecessary distraction for staff. If staff are alerted to the presence of a tag or digital device, they must find it and remove it from the child to avoid the possibility of it having been placed with the child by an unauthorised individual with mal intent.

VEHICLES ON SITE

Fan Court families are welcome to use either the car park adjacent to Fan Court accessed by Claremont Drive or the top car park, approached from the Portsmouth Road (A307). Please observe the 10 mph speed limit if driving within school grounds and note that the limit drops to 5 mph in the top car park to ensure the safety of pupils. Cars should be parked facing forwards and care should be taken when parking due to small children arriving and departing from school. Bays are marked for Claremont Drive users and there is a zebra crossing as well as car park signs near the school to allow for safe movement of all. Children must walk holding their parent's hand when walking near the road or parked cars. Please do not park anywhere on the grass (unless directed to by the school facilities team). Please do not park in the drop off zone, at the entrance to the Clearview driveway, outside the mansion or in the staff car park opposite near the Fan Court swimming pool.

LITTLE FIR CONES

Our parent and toddler group offers weekly sessions for children from crawling age upwards and their parent/carer each Wednesday during term time from 9.15am to 10.30am. The children enjoy themed activities and the group meets in the Fan Court school hall and also makes use of the garden and outside space. A variety of creative and practical activities combined with the opportunity to use the outside space, make friends and enjoy refreshments can be experienced in preparation for starting Pre-nursery. If you would like to find out more information or sign up to attend please email admissions@claremont.surrey.sch.uk.

BIRTHDAYS AND OTHER CELEBRATIONS

Some parents may wish to celebrate their child's birthday if it falls on a school day. Celebrations must take place outside the school day and be coordinated by the parents. On their special day at school, children will be invited to wear the birthday hat and have classmates sing to them. In our Friday celebration assembly children whose birthdays falls that week are sung to by the school staff and children. **With the rising number of children presenting with allergies, we ask that the children do not bring in sweets, cakes or other food to share as part of their birthday or any other celebration.**

Children's party invitations should not be distributed at school as it may cause those not invited or not able to accept to feel excluded.

DOGS ON SITE

Well-behaved dogs, kept on a lead, are welcome to join families for Saturday fixtures but at no other times during the week. From time to time, Rosie, our wellbeing Cockapoo visits Claremont under the supervision of our deputy head, pastoral.

PHOTOGRAPHY AT SCHOOL

The Data Protection Act (1998) covers the fair processing of data and images by the school and therefore must be adhered to. If permission for processing cannot be gained from the subject of an image, then it cannot be made public. This can affect the photographs and videos that the school or the parents may take at events. The school policy technology usage policy and procedure for pupils and parents must be adhered to by parents who wish to take photographs and videos of school events. Please take time to read this policy as it is important that all parents and carers are aware.

At assemblies, concerts and sports events, parents are not permitted to film or take photographs until the conclusion of the event as it is very distracting for the children. At this point, parents are welcome to take photographs of their own children. The head teachers and governors have the responsibility to decide the conditions that will apply so that children are kept safe and that the performance is not disrupted and children and staff not distracted.

During the school year, individual pupil photographs are taken by a professional photographer and are offered to parents for purchase. We also have a school photographer who attends our events for marketing purposes.

GALA DAY

Claremont's gala day takes place toward the end of the academic year. It is whole school event, including and celebrating all our pupils, welcoming all families and friends of the school.

SCHOOL SYSTEMS (available via the parent portal)

	<p>myEVOLVE app (and website)</p>	<ul style="list-style-type: none"> ·myEVOLVE manages trip bookings, payments and consent forms for educational trips and residentials. Parents can also purchase small sundry items in EVOLVEshop such as calculators ·Parents will receive a booking and payment invitation link via email for all school trips. Trips can be booked and paid for via the email link or parents can access their myEVOLVE account to book, pay, consent and view the trips. ·Parents can sign up for myEVOLVE using the parent portal. <p>Support: fancourt@claremont.surrey.sch.uk</p>
	<p>SOCS Sports (website)</p>	<ul style="list-style-type: none"> ·Provides up to date fixture information, contact details, teamsheets and results ·Save site to your phone's homescreen for quick access ·Password for access to teamsheets: Teamsheet26 ·Url: claremontfancourtsport.co.uk <p>Support: juniorsport@claremont.surrey.sch.uk</p>





