

Dear Parents and Carers,

I would like to warmly welcome you to Morden Primary.

I hope you enjoy reading our brochure – I believe it reflects the diversity and achievements of Morden Primary School.

We believe Morden is a highly successful school and that is down to our happy and friendly children, dedicated and hardworking staff and exciting and engaging learning environment. Working together in partnerships with parents, we strive towards our school motto – Learn, Achieve, Enjoy!

Our main school aim is to ***ensure that all children reach their personal best.***

At Morden I have high expectations of children, staff and parents. I am very proud of the team of staff who work together to ensure that the children receive their entitlement of the best possible education. I expect parents to take an active role in their children's experience at Morden and to work with the school to ensure their child maximises their future life chances and opportunities.

Our website is extremely interactive and informative and will give you a flavour of what life at Morden is like on a day-to-day basis.

We are very proud of our children and our school and we know you will love being part of our Morden Primary Community.

We look forward to meeting you.

Yours sincerely

Peta Blow

Mrs Peta Blow
Headteacher



About our School



The school was founded in 1731. Its long standing in the community has resulted in Morden Primary being established as a local, friendly school which holds a parent and school partnership most important as we feel this offers the best possible education for your child.

Over that time, the school has grown from a small infant school to a one form entry (3-11) Primary School.

At Morden we believe children should reach their personal best through learning, achieving and enjoying.

"The school offers exceptional pastoral care. The Headteacher sets high expectations for behaviour. Positive relationships are evident between staff and pupils and create a happy atmosphere around the school"

Ofsted 2018.



Vision & Values

We have high aspirations for the children at Morden Primary and **our vision** is that we ensure we are preparing children to be successful in the ever-changing world and community they will grow up in.

Our aim is simply put through our school motto – **Learn, Achieve, Enjoy: Reaching your personal best!**

At Morden Primary **our values underpin our vision and aim:**

- **Respect**
- **Responsibility**
- **Resilience**
- **Challenge**
- **Teamwork**

Children are rewarded weekly in assembly for demonstrating these values and we encourage them to aim for the "high five" values.



Hummingbird



At Morden, **every child** receives a **hummingbird achievement card** and can work towards earning stickers for demonstrating their personal best. Children aim to earn bronze, silver, gold and platinum certificates and badges. When a platinum hummingbird certificate and badge has been achieved, children work towards being awarded with a special hummingbird badge.

Why the hummingbird? In Native American culture, the hummingbird symbolizes hope for accomplishing that which seems impossible. **Our hope is that every child who walks through our door accomplishes their personal best.**

There are various ways for children to gain hummingbird stickers. Trying their best and demonstrating good work is one way children earn a Hummingbird sticker. Hummingbird stickers are given to those children demonstrating the Morden Values (Respect, Responsibility, Resilience, Challenge, Teamwork). At Morden we value children striving to be the best they can be.

Parental Involvement

We believe that the best possible experience for each individual child is achieved when home and school work together. The expectations of staff, parents and children are set out in our home school agreement which we ask parents to sign when your child starts at Morden and it is kept in their school record in the office.

Absence and Attendance

It is the responsibility of parents to ensure their children come to school. Absence other than for sickness is not allowed. We work closely with

the Merton EWO (Education Welfare Officer) to monitor children's attendance.

Medical appointments, where possible, should be made after school hours or in holiday time. Family holidays should not be booked during term time. The Government's guidance does not authorise holiday leave during term time.

Parents should phone the school on the first day of a child's absence, and indicate why the child is absent and when they will be expecting their child to return.

Please see our website www.morden.merton.sch.uk for more detail on our attendance policy.



The School Day (Reception-Year 6)



Children need to arrive at school on time in order to start their day in a calm, orderly way. We open the school doors at 8.45am in order to ensure that the children are in their classes on time. A senior member of staff greets the children each morning.

Registration is at **8.55am**. After this time, your child will be deemed late.

It is important that you collect your children on time at the end of the school day. We finish at 3.15pm. Morning Nursery ends at 11.30am.



For safety reasons, we will not allow a child to leave school with an adult we do not know or with a sibling under 16 years old. It is important that the office is informed when there is any change to the normal routine of who collects your child.

Nursery hours

Morning session: 8:30 – 11:30am
Afternoon session: 12:15 – 3:15pm

30hr provision: 8.30 – 3.15pm
(limited spaces)

Reception-Y2

Start time 8.55am
Lunch time 12.20pm-1.30pm
Finish time 3.15pm

Y3-Y6

Start time 8.55am
Lunch time 12.35pm-1.30pm
Finish time 3.15pm

Break times

Children at Morden play well together with access to a range of activities. Children are only permitted fruit at playtime.

Breakfast Club

We operate a breakfast club that runs from 7.45am to 8.45am. Any child from Reception to Year 6 can attend. Days can be variable; whether you need a place every day or odd days occasionally. These must be pre-booked. The children are provided with a healthy, nutritional breakfast and have the opportunity to socialise and interact with others before the start of the school day.

After School Club

Children can attend the St Helier after school club which runs every day. Children are picked up from the school and taken to the club via a walking bus. Further information can be obtained from the school office.



Behaviour

We expect the children at Morden to be responsible, make good choices and show respect for the whole school community. We work in partnership with parents and carers to encourage good behaviour. Good behaviour is rewarded in a weekly behaviourally themed assembly.



We expect parents to act as positive role models for all children. We expect that the respect we promote between the children is modelled by all the adults involved with the children. Threatening or violent behaviour will not be tolerated.

"The school is a calm of purposeful learning environment." Ofsted 2018.

We have the following Golden Rules:

1. I will respect myself, others and school property.
2. I will try my best to do my work and not disturb others.
3. I will keep my hands, feet and unkind thoughts to myself.
4. I will move sensibly and quietly around the school.
5. I will tell the truth even if it is difficult.

Help us to keep your children safe

We do not permit the wearing of any jewellery in



school. The exceptions are a watch and if your child has pierced ears, only stud earrings may be worn. Hoop earrings and rings are not permitted and are considered a health and safety hazard.

Following LA safety guidelines, earrings must be removed for all PE activities and swimming lessons. Removing, storing and replacing earrings is the sole responsibility of the child. If your child is unable to remove their earrings, they must tape them for PE and swimming lessons. We consider it unnecessary for pupils to have mobile phones and electronic equipment (PSP's, IPods, MP3 players etc) in school and take no responsibility for any loss or damage if this advice is not followed.

We expect that all staff including volunteers, have a full and active part to play in protecting our pupils from harm. Full details are available in our Safeguarding policy on our website.

Children are not permitted to dispense their own medication at school. A permission to dispense consent form must be completed at the office and all medication is stored in the office.

Across the country every school has a designated Safeguarding Leader (DSL) responsible for child protection and they have a legal duty to report to Social Care any children who appear to be at risk and are giving cause for concern.



Please ensure that the information on your child's emergency contact form is kept up to date and that you advise the office immediately of any changes to phone numbers or addresses.

"Leaders and Governors have a thorough understanding of the community the school serves. Pupils said that they feel safe in school."
Ofsted 2018

Clubs

Children at Morden are fortunate to have hard working and dedicated staff members who volunteer their time to lead clubs at both lunchtimes and after school. Some of these clubs include art club, board games, dance, drama, football club, tennis, fitness, ICT, maths games, netball, and running club.

Musical and Drama activities



We encourage drama across the curriculum and develop children's performance skills across the school. In the Foundation Stage and KS1, children participate in a Christmas nativity. KS2 children lead a Christmas carol concert which is held at St Lawrence's church and parents are invited to attend this service.



KS2 children are also encouraged to audition and participate in the Summer term musical.

This is held at St Lawrence's parish hall on the stage and tickets are sold to family and friends of the school prior to the performance.

Home Learning

At Morden we believe home learning is an important link between home and school. It supports and extends the curriculum, can raise children's achievement and creates independence. Home learning may include spellings, times tables, literacy and maths related work and topic based tasks. It is also expected that children will read every night for at least 10 minutes. With younger children, this involves reading to an adult.

With older independent readers, this involves the child reading individually. Parents are expected to sign their child's home/school reading record. KS1 and KS2 children also complete half termly projects linked to the work they are studying in topic.



Learning Environments



At Morden we pride ourselves on creating attractive and stimulating environments which are conducive to learning.

Displays are used in a positive way to highlight key themes and illustrate examples of work from all ages and all curriculum areas. Classrooms are appealing and attractive making good use of space, display and learning prompts.

Uniform

All children from Nursery to Year 6 are required to wear uniform. We believe that it not only looks smart, but contributes positively to the ethos of the school. School colours are royal blue with the school logo highlighted in white and gold. School uniform can be ordered online via our website or directly with www.mapac.co.uk

Nursery Only

Grey elasticated trousers or tracksuit bottoms

White polo shirt

Blue school logo jumper

Suitable school shoes.

Boys – Reception-Year 6

Grey trousers/shorts

Black, grey or white socks

White shirt (Y1-Y6)

Polo shirt (Early Years only)

Blue school logo jumper

School tie

(KS1 elasticated; KS2 regular tie)

Girls – Reception-Year 6

Grey skirt/trousers

Black or grey socks with trousers, white socks with dresses/skirts

White shirt (Y1-Y6)

Polo shirt (Early Years only)

Blue and white summer dresses

Blue school logo jumper/cardigan

School tie

(KS1 elasticated; KS2 regular tie)

PE kit – Reception-Year 6

T-shirt to match the colour of their allocated hummingbird team; black shorts

Black school logo tracksuit bottoms/plain

black tracksuit bottoms

Black plimsolls (indoor)

Trainers (outdoor)



Outdoor

Blue school logo fleeces (outdoor only)



Educational Visits

At various times throughout the school year there are many opportunities to take learning outside the classroom into the surrounding locality or further afield. Being so close to central London we have an exciting and stimulating range of places of interest to support and extend curriculum topics. Parents are asked for voluntary contributions; without which these trips could not take place. Wherever possible, we make use of Transport for London's free travel scheme for schools.



In Year 5 & 6 children are offered the opportunity to take part in a week's long bi-annual residential trip which compliments many areas of the curriculum as well as being a great life experience. Activities offered are often ones which children may not normally have access to, and provide children with a fantastic boost to self-confidence. Year 3 & 4 are offered an overnight residential. Charges for such trips are in accordance with the school's 'Charging and Remissions' policy.

Healthy School

Morden Primary is a healthy school. We actively encourage all aspects of a healthy lifestyle, with a particular focus of healthy eating. For children's lunches parents can select between school dinners or packed

lunches. A broad range of nutritional school dinners are cooked on site every day.

Packed lunches should be healthy and contain only one treat. On Mondays, we do not permit chocolate or crisps – a rule created by the children!

Children in KS1 & EYFS are entitled to a daily free school meal under the infant universal free school meal scheme.

House Teams

At Morden we have five teams which are based on our hummingbird theme. They are:

Comet – Yellow

Firecrown – Red

Rufous – Orange

Xantus – Green

Zafiro – Blue

Children are placed into one of these teams in Reception and will move through the school in this team.

Team points are given as rewards for achieving their personal best; good behaviour; effort with work; goodwill and kindness towards others; and for motivation. Weekly totals are recorded in assembly, with termly rewards given to the winning team.

PTA

Every parent is an automatic member of the PTA when your child joins our school community. The PTA raises money for those additional treats and experiences that the school budget cannot provide. We have regular tuckshops, raffles and film nights. We look forward to you joining our team.



Curriculum



At Morden Primary, our school curriculum is broad and balanced. Our curriculum includes all learning and other experiences that our children take part in.

Nursery and Reception children work on the Early Years Foundation Stage Curriculum which is statutory.

Outdoor learning is a key element of this experience. Further information on the Early Years and Foundation Stage Curriculum can be found at:

<https://www.foundationyears.org.uk/wp-content/uploads/2012/03/Development-Matters-FINAL-PRINT-AMENDED.pdf>

In Years 1-6, the National curriculum subjects are taught through a topic based approach. However, not all subjects can be linked to an over-arching topic and are therefore taught discretely. Information on the National Curriculum can be found at: <https://www.gov.uk/government/publications/national-curriculum-in-england-primary-curriculum>

We believe curriculum enrichment and enhancement is essential for supporting our school motto "Learn, Achieve, Enjoy".

Each class participates in regular visits to enhance the curriculum and develop children's cultural capital by visiting museums, art galleries, zoos and places of worship amongst other places. We hold an annual Book Week, Maths Week, Aspiration Week and Anti-bullying Week. Also, we have

Science Day, a biannual French Café, a biannual International Day and Arts Week, In addition we have Sports Day and participate in many of the borough's inter-school PE tournaments. The children perform in nativities in EYFS and KS1 and a carol concert for KS2. KS2 audition, rehearse and perform in a summer musical. Our Y6 children also annually sing to the elderly visitors from FISH (Friends in St Helier) when they deliver the annual food hampers during Harvest.

Literacy

At Morden, we teach all three key areas for the Study of Literacy. These are:

- Speaking and Listening
- Reading
- Writing.

We believe that developing good literacy skills are crucial to a child's education as it enables a child to fulfil their educational potential. Communicating is integral to everything that we do. Opportunities to develop literacy skills are sought across the whole curriculum with a cross-curricular approach to learning.

Speaking and Listening

The children experience a range of speaking and listening activities. Opportunities are provided for children to express and develop ideas, engage in discussion and exchange views sensitively, competently and coherently.

Reading

The key to all learning is reading.

Our aim for reading is to equip the children with the skills and desire to read for



both information and pleasure. Reading is of upmost importance at Morden. We use a phonic approach to the teaching of reading and children are taught basic sounds in the early years.

We encourage children to read both silently and aloud from a range of material. We have an inspiring 'Alice in Wonderland' themed school library and children are allowed to borrow a book each week during their class reading session.

Younger children take home a reading scheme book to support their learning. We encourage parents to be supportive at home and hear their children read every night for 10 minutes and record this in their child's home/school reading diary. We also encourage parents to read to their children, sharing books together.

Children in KS2 have access to an accelerated reading programme where they strive towards earning stars and prizes termly for completion of online quizzes and comprehensions.

Writing

We encourage children to write in a variety of both narrative and non-narrative forms using a growing vocabulary and accuracy in spelling and grammar.



Spelling is linked directly to our phonics work. We encourage children to plan, draft

and edit their own writing. Children are taught a cursive script of handwriting and are encouraged to develop a fluent and legible style.

Children work towards gaining their "pen licence" in recognition of handwriting that is neat, legible and joined. We foster an attitude of pride in their presentation.

Maths

At Morden our aim is for children to develop a positive attitude to mathematics and learn to use the knowledge and skills they are developing with confidence, understanding and pleasure.

We encourage children to become mathematical thinkers and so encourage pupils to develop their thinking skills through regular investigations.

Parents are encouraged to help their children at home, by ensuring the pupils' maths home learning is completed; helping children to learn their multiplication tables and number bonds; and by using mathematics in a range of real life practical situations such as cooking, shopping and timekeeping.

"You have improved the teaching and the development of pupil's problem solving skills in mathematics. This is a strength of the school."

Ofsted 2018.



Science

In science we teach the children scientific knowledge and understanding through different types of science enquiries. We want to encourage children to be curious about the world around them and to enjoy exploring and observing science in everyday life.

We believe that it is important that children develop an understanding of important scientific ideas and processes and they are able to confidentially communicate this knowledge to others.

Computing



Computing is taught both as a discrete subject and as a cross curricular element of other subjects. We aim to give all children access to, and experience of, a range of appropriate technologies as part of their whole school experience. Children have access to the Computer suite alongside a variety of other equipment including iPads, roamers, interactive whiteboards and digital cameras.

Music

All children at Morden Primary have weekly music lessons. We have a music specialist who teaches lessons in KS2 and also leads singing assemblies in each Key stage. Singing is at the heart of our music learning and is also experienced in class all through the school from nursery to Y6. We have a performing arts studio for music lessons.

This is where we also rehearse our choirs, carol concerts and end of year KS2 Musicals. We embrace the use of technology in music and use iPads for music composition and recording live performances.



Personal, Social, Health and Education (PSHE)

We believe that PSHE is an important subject which encourages children to be confident, tolerant and healthy individuals. At Morden, we have 3 themes:

- Health and Well Being
- Relationships
- Living in the Wider World

This programme promotes children to think and discuss openly their responses to a variety of social situations and how to accept responsibility for their behaviour.

We promote a healthy attitude to living and the environment through our commitment to our daily Morden mile and active learning breaks.

At Morden we have a School Council made up of 2 children from every class, who meet fortnightly. The issues discussed at these meetings are raised by children during Class Councils and this ensures strong Pupil Voice at Morden Primary.





PE

Children enjoy two P.E. lessons each week at Morden, covering a range of different sporting and physical activities such as hockey, outdoor adventurous activities and gymnastics. We also work closely with local sporting organisations, for example Wimbledon Tennis, providing the children the opportunity to work with specialist coaches.

At Morden it is our aim for all children to leave primary education being able to swim 25 metres. Children enjoy a total of 3 terms of swimming at the local pool. Through our work with the Morden School Sports Partnership, children have the opportunity to represent the school in a variety of sports tournaments and matches. The school has achieved the P.E. Gold Sports Mark award.



History

History is taught starting with the children's individual experiences and developing their own understanding of time and place. A variety of skills are explored, looking at artefacts and investigating historical

evidence to discover how people used to live. They learn how to research and draw conclusions and how past actions have impacted on our present existence.

Art & Design

At Morden Primary School children are given opportunities to develop and explore ideas through a variety of artistic mediums for example, painting, collage, print making, digital media, textiles and sculpture. They will use a range of materials to represent observations, ideas and feelings, and design and make images and artefacts. There is a sketchbook club, which develops the children's ideas.

Design and Technology

"Design is a funny word. Some people think design means how it looks. But of course, if you look deeper, it's really how it works."

Steve Jobs – CEO & Co-Founder of Apple.

Design and Technology is concerned with practical problem solving and creativity. We offer opportunities for children to investigate, design, make and evaluate common place items. Each class explores 3 different DT units of work through the school year. This includes the study of food technology which support the school's Healthy Eating focus.



Geography

Geography inspires children to become curious and fascinated about their world. It deepens a child's understanding and develops their skills to investigate human and physical processes.

Children's knowledge of our diverse world (places, people, resources and natural and human environments) develops through comparisons of their local community with the wider world.

We aim to stimulate the children's enthusiasm and curiosity about their surroundings and the wider world, through our teaching of Geography.

RE

We believe that RE encourages a reflective approach to living, a knowledge and understanding of religious beliefs and practices and a development of personal skills in forming reasoned opinions. RE makes a strong contribution to the spiritual, moral, social and cultural development of the pupils. Children will also be given the opportunity to learn about and appreciate the major world religions represented in the United Kingdom.

Modern Foreign Languages

French is taught in Key Stage 2 where the focus is on spoken language and cultural understanding. Children develop their knowledge progressively each year, building on learnt topics to communicate with greater fluency and confidence. There is a French Club for KS1 children to introduce them to the joys of language learning. We also hold a French Café Day biannually.

English as an additional language

We are privileged to have a culturally diverse school population. In fact 40% of

the children in our school have a first language other than English with a total of 22 other languages spoken. Through extra support, use of visuals and providing resources in languages other than English, we aim to help all children succeed in their education.

Special Educational Needs

At Morden Primary School we are committed to ensuring that all children have equal access to education. We recognise that all children learn in different ways and at a different pace. Some children may need extra support and this may involve being placed on our Special Educational Needs register. This will mean that an individual education plan is written for the child three times per year by the class teacher and Inclusion Manager, to help target exactly what steps the child needs to take in their learning.

"Leaders have ensured that pupils have access to a range of small group interventions with highly trained staff across the school."

Ofsted 2018.



Home Learning Policy

Why give home learning?

- It provides opportunities for children to practise concepts and skills that have been introduced during the week, and for children to prepare for concepts and skills that will be taught.
- It is an important opportunity to rehearse key skills such as times tables, spellings and phonics.
- Home Learning extends school learning by using resources at home and in the wider community (eg. computers/tablets, libraries, museums, parks etc).
- As children get older, home learning helps them develop the confidence and discipline needed to become independent learners and to be prepared for the requirements of secondary schools.
- Home Learning provides opportunities for parents and children to work together to share and enjoy learning experiences.
- It can further stimulate enthusiasm for learning.

Home Learning at our school

Many of our staff are also parents and therefore we understand that home learning can sometimes be a source of stress and conflict for families. That saying, at Morden we still believe that home learning is important to consolidate and practise skills and research current class topics. For Key Stage 2, it is also an important preparation for transition into secondary school expectations.

Expectations regarding reading at home and times table learning have not changed and more details can be seen in the grid below. Home learning is not optional – it is expected.

Home learning will be celebrated in assemblies and through displays around the school. If home learning is regularly not completed, this will be discussed with the child and parents. Continued failure to carry out home learning may result in children being supported to complete an aspect of the home learning during school time; such as at playtime or lunchtime.




It is our policy not to give home learning over the holidays and half term breaks as we encourage families spending time on cultural and social development such as family holidays, visits to museums/parks/galleries/zoos. **The exception will be in Year 6 and 2** in the run up to SATs where revision and further preparation may be required.

Some home learning tasks may involve an online activity such as completion of a Maths Whizz, TT Rockstars, an online (learning) game or research.

How parents and carers can help:

- Provide a suitable place for home learning to be done.
- Give guidance and explanations where appropriate and give encouragement during tasks.
- Encourage children to become increasingly responsible for completing home learning tasks and inform the child's teacher if the child is spending too long completing a task or having difficulty with the task.
- Give time to hear reading and read to the children at least 5 times per week.
- Support children to complete home learning projects and tasks on time.
- Speak with your child's class teacher if your child is struggling with their home learning.

Home Learning Expectations in Years 1-6

<p>Reading 5 x per week</p> 	<p>All children should read to or with a parent/carer/sibling a minimum of 5x per week, and collect signatures in their reading record book. Children may read a range of texts, which may differ from their school reading book. Children will also receive weekly comprehension which may count as 1 of the 5 signatures.</p>
<p>Half term Project (linked to the class topic)</p>	<p>Children should complete a project linked to their topic which will be provided by their class teacher.</p>
<p>Maths Whizz</p>  <p>Maths Whizz</p>	<p>Children are expected to complete 40 minutes across the week. www.whizz.com</p>
<p>Practising times tables</p> 	<p>School have purchased https://trockstars.com/ for children to practise their times tables. Ongoing practising of times tables is expected throughout the school. Expectations from the National Curriculum are as follows: by the end of Year 2, children should know their 2x, 5x and 10x tables; by the end of Year 3, children should also their 3x, 4x and 8x tables; by the end of Year 4, children should know ALL times tables up to 12 x 12.</p>
<p>Spellings/Phonics</p>	<p>Spellings or phonics will be sent home for children to learn.</p>

Home Learning Expectations in Early Years

<p>Reading 5 x per week</p>	<p>As above</p>
<p>Half term Project (linked to the class topic)</p>	<p>See above</p>
<p>Maths activity</p>	<p>To support current learning</p>
<p>Phonics for the week</p>	<p>Weekly phonics activity linked to the phase that the children are on. <i>Nursery will start phonics home learning dependent on their intake point.</i></p>

For more information about the specific learning in Maths and Literacy each term, please refer to curriculum maps on the school website or termly objectives listed on the reverse of the home learning grid.



Attendance & Punctuality Expectations

This document highlights the school's expectations with reference to attendance, punctuality and requests for absence or leave during term time.

Regular attendance and good punctuality is essential to ensure your child has the best opportunities in life.

Morden Primary expects children to attend school regularly and be punctual.

September 2019

The law states that children must attend school regularly and punctually.

PUNCTUALITY

When a child is late to school, they miss important aspects of school life. Often it means they are walking into assembly late, which is upsetting for them. Lateness disrupts your child's learning AND the learning of others in the class.

Procedures:

- Main school **starts at 8.55am.** Nursery: **Morning Nursery starts at 8.45am**
Afternoon Nursery starts at 12.15pm
- **After 8.55am** a child is considered late. Parents **must sign** the late book in the office and give an explanation for their child's lateness.
- Nursery children are considered late: **Morning Nursery after 8.55am**
Afternoon Nursery after 12.25pm
- If a child is late twice in a week, a 5-minute detention may be given at playtime (Not Nursery Children).
- Any child who is more than 30 minutes late will be recorded as having an unauthorised absence.
- **School ends at 3.15pm.** Parents **must ensure** that their children are picked up **on time.** Failure to do so could be considered a sign of neglect and may result in further action being taken. For each ½ hour that a child is collected late, a £10 charge may be applied.

ATTENDANCE

Reasons for absence:

The school has a legal duty to record all absences. It is the school's decision whether an absence is authorised or unauthorised.

Unauthorised Absence:

The following are not considered to be legally valid reasons for children not attending school:

- Going shopping
- Keeping parents company
- Looking after a house or another child
- Visiting relatives
- Birthday treat
- A day out or an extended weekend
- Taking a holiday at alternative times due to cheaper prices or better weather

Children's attendance is monitored regularly by the School's Education Welfare Officer (EWO).

Discretionary Absence

Every case will be examined on its own merit. Factors such as past attendance, attainment, previous requests for holiday, time of year and your child's year group will be taken into consideration.

Reporting Absences:

The parent/carer should telephone the school **by 9.00am** to report their child's absence. There is a voicemail facility to report absences. When leaving a message please state clearly your child's full name, year group and the reason for their absence. **Upon the pupil's return to school, the parent/carer should send in a note explaining the reason for the absence.**

When a parent agrees to send their child to Morden Primary, they agree to abide by the rules and regulations decided by the school.

We thank you for your cooperation and support in ensuring that your child has excellent attendance and punctuality whilst at Morden Primary School.



Dear Families,

PENALTY NOTICES

As a result of Ofsted, Government and Local Authority expectations, we would like to remind you that Morden Primary School implements penalty notices for unauthorised absence from school. This is in line with all other Merton schools. Please see the details below:-

Penalty Notices to Address Poor Attendance in School

A Penalty Notice may be issued as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and will be used by the London Borough of Merton in the following circumstances: -

Leave of absence in term time (5 days or 10 sessions or more). **Please be aware that The Education (Pupil Registration) (England)(Amendment) Regulations 2013, which became law on 1st September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.**

In such cases the Headteacher/Governing Body has to judge whether there are exceptional circumstances and may request that the Local Authority Issue Penalty Notices when the absence is not authorised. Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.

The issue of a Penalty Notice will also be considered where it is judged that a parents is failing to ensure their child's regular school attendance. This will be considered if the attendance is below 85%, or if it was the previous school year in the event of a request being made in the Autumn Term and there are 10 or more unauthorised sessions in the previous 6 school weeks, which **may include a pupil arriving late after close of registration.**

Headteacher: Mrs P. Blow
Deputy Head: Mrs A. Kira

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Fax: 020 8685 5459

e: info@morden.merton.sch.uk

w: www.morden.merton.sch.uk



Sustainable Travel
Accredited & Recognised
sustainable level

If you believe at any stage that your child's absence from school may leave you liable to receive a Penalty Notice, it is extremely important that you take action without delay to secure their regular attendance. If you have any questions or require further support to achieve an improvement, please contact the school or the education welfare officer.

Penalty Notice relating to Exclusions

If a child is excluded from school, Section 103 of the Education and Inspections Act 2006 places a duty on parent/carers to ensure that their child is not in a public place without justifiable cause during school hours. This duty applies to the first five days of each exclusion. Failure to do so will render the parent/carer liable to a Penalty Notice. (Alternative education provision will be made available from the sixth day of any exclusion).

Amount Payable for a Penalty Notice

The amount payable for a Penalty Notice issued in any of the above circumstances is £60 if paid within **21** days of receipt, rising to £120 if paid after **21** days but within **28** days. If the Penalty Notice is not paid, the recipient will be prosecuted in the Magistrates Court for the offence for which the Notice was originally issued. This will result in further costs imposed by the London Borough of Merton and by the Magistrates Court.

Please be aware that each parent is liable to receive a Penalty Notice for each child who incurs unauthorised absences, for example, if there are two parents and one child, each parent will receive one Penalty Notice.

If there are two parents, and two children incur unauthorised absences, each parent will receive two Penalty Notices, which in this case would amount to £120 each if paid within 28 days.

Advice and support is available from our Educational Welfare Officer by contacting your local Education office on **0208 545 4021**.

We hope that this will improve our overall attendance figures and in turn improve outcomes for our pupils.

Yours sincerely,



Mrs P Blow
Headteacher

Headteacher: Mrs P Blow
Deputy Head: Mrs A Kira

Morden Primary School
London Road
Morden, Surrey
SM4 5PX

Tel: 020 8648 4168

Fax: 020 8685 5459

e: info@morden.merton.sch.uk
w: www.morden.merton.sch.uk



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Uniform Policy

June 2019

Introduction

It is our policy and expectation that all children wear the school uniform when attending Morden Primary School.

We provide a complete list of the items needed for the uniform in the prospectus pack, on the website and a list is available from the main office.

Morden Primary colours for uniform are royal blue (cardigans/sweatshirts) and white (polo tops/shirts/blouses). The jumpers and cardigans must have the Morden Primary bell tower logo and can be purchased, along with all other items of uniform, online at:

<http://www.mapac.com/education/parents/uniform/mordenprimarieschoolsm45x>



Aims and Objectives

Our policy on uniform is based on the notion that it:

- ✚ Promotes a sense of pride in our school;
- ✚ Engenders a sense of community and belonging;
- ✚ Is practical and regarded as suitable wear for school in terms of health and safety;
- ✚ Is smart and identifies the children with our school;
- ✚ Prevents children from coming to school in fashion clothes that could be distracting to the class;
- ✚ Reduces the risk of bullying by making the children feel equal to their peers in terms of appearance;
- ✚ Reflects the ethos and culture in the school;
- ✚ Prepares pupils for secondary school policies regarding the wearing of uniform.

Jewellery

On grounds of health and safety we do not allow children to wear jewellery in our school. The exceptions to this rule are:

- ✚ Small stud earrings in pierced ears
- ✚ Simple watch (this does not include novelty watches)

We ask children to either remove or cover up these objects during PE lessons and games lessons to prevent them from causing potential injury.

Hair Policy & Extreme Hair Cuts

Morden Primary does not permit 'extreme' haircuts that could serve as a distraction from learning for themselves and other pupils (this includes colours and shaved-in 'logos' or words).

Parents will be contacted where this is the case and advised of the need to correct this. A record will go on file where this has been the case.

All long hair (regardless of gender or ethnicity) must be tied up in pig-tails/plaits/bunches/pony tails or held back with a suitable plain head band. School colours should be used for hair accessories (blue, white or black only). There are no exceptions to this rule.

Makeup and Nail Varnish

Makeup and nail varnish are not permitted at school. Parents should ensure their children do not come to school wearing either. Children will be asked to remove makeup and nail varnish.

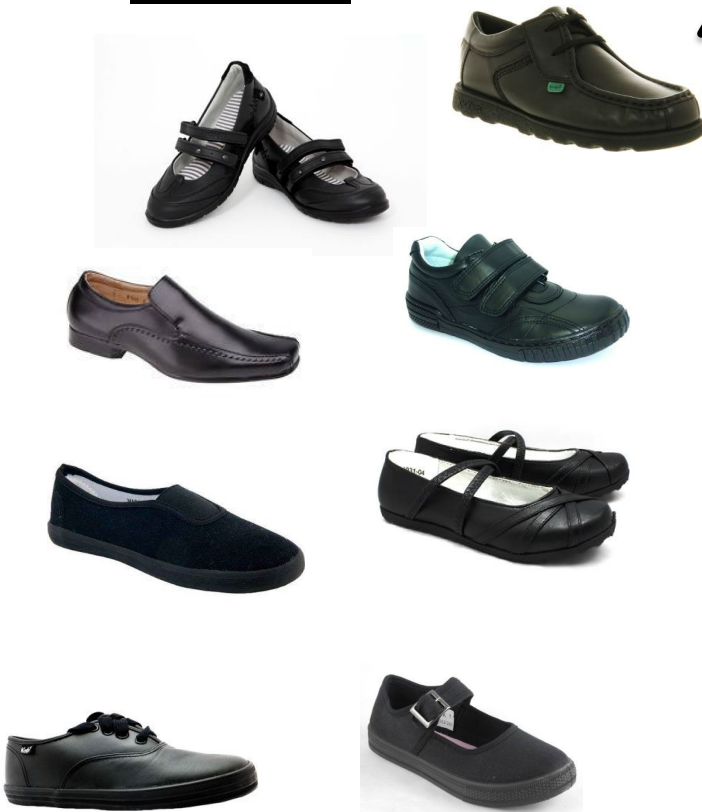
PLEASE NOTE: Please be aware that school cannot accept responsibility for lost or damaged items (including jewellery, watches, shoes, hair accessories).

Footwear

Morden Primary wants all children to grow into healthy adults. We believe that it is not appropriate for children to wear shoes that have platform soles, flip flops, ugg-type boots, 'Toms' type espadrilles or high heels whilst at school. Therefore, we do not allow children to wear such shoes in our school. Shoes for Morden Primary should offer good support and offer protection.

We require and expect all children to wear black suitable shoes. Trainers and plimsols should be used for PE lessons only. In any case, a change of footwear should be brought into school for PE.

Permitted



Not Permitted



Items of Clothing "School Uniform"



Boys	Girls
Royal Blue Morden Jumper with logo or Grey trousers or Grey Shorts	Royal Blue Morden Cardigan with logo Grey trousers/Grey Skirt/Grey Pinafore Grey Short/Culottes (Summer) Blue and White "gingham" dress (Summer) Tights – grey or white only may be worn
Black shoes/Plimsolls Grey, black or white socks	Black shoes/Plimsolls Grey, black or white socks
Years 1 -6 White Shirt with school tie <i>KS1 is an elasticated tie; KS2 is a regular tie</i>	Years 1 -6 White Shirt/Blouse with school tie <i>KS1 is an elasticated tie; KS2 is a regular tie</i>
Nursery and Reception (EYFS) White polo shirt or White Shirt	Nursery and Reception (EYFS) White polo shirt or White Shirt/Blouse
Blue Logo Book bag and Blue Logo PE bag	
OPTIONAL: A blue fleece, embroidered with the school logo. Please note, this fleece is in addition to the school jumper, and may not be used instead of the jumper.	

PE Kit

PE is not optional! A change of clothing for any physical activity is essential. Children must bring a PE kit into school that can be changed into from their normal school uniform. It is important that children are not doing PE in items of their normal school uniform, such as polo tops. No football tops are permitted.

Boys	Girls
T-shirt with embroidered or printed school logo in the child's hummingbird team colour (Red, Blue, Orange, Green and Yellow)	
Black shorts	
Black track suit bottoms (Winter only)	Black track suit bottoms or black leggings (Winter only)
Trainers (outside) Plimsols (inside)	

Sun Hats/Caps should be brought into school for the summer months.

The Role of Parents and Carers

We require all parents/carers who send children to Morden Primary to support the uniform policy.

- We believe that parents have a duty to send their children to school correctly and appropriately dressed and ready for their daily school work and routines.***
- One of the responsibilities of parents is to ensure that their child is wearing the appropriate school uniform; that it is clean and in a good state of repair.***

Monitoring & Review

This policy will be reviewed in line with the policy review framework through Governor committee meetings. A copy of this policy is available online at www.mordenprimary.merton.sch.uk

Families Causing Concern

As outlined above our school operates a full uniform policy and therefore requires all pupils to wear the full uniform every day. If we notice that pupils have not been wearing the full uniform or parts of it (including shoes) the class teacher will give two verbal warnings. If there is no improvement, we shall write to you to inform you to correct this immediately. This is without exception.

Please see the attached letter that we send when we have concerns over the standard of dress. We take this very seriously so that all focus in our school can be about learning and improving attitudes to learning.

Teachers and TLA's may check uniform on entering classes in the morning and may provide you with reminders directly in order that you have time to address this.



Letter from Uniform Policy



Dear Parent/Carer

Name:

Class:

Date:

Your child has not been wearing the correct school uniform. This is a requirement in our school. It helps promote a sense of pride and positive attitudes to learning.

As you are aware from the Uniform Policy there are no exceptions to the wearing of the required uniform.

We have noticed that:

Please address this immediately. If you need to purchase additional items of school uniform, this can be done via the following website:

<http://www.mapac.com/education/parents/uniform/mordenprimaryschools45x>

You may also wish to search the lost property for missing items too.

I trust you shall help us to see an immediate improvement in this matter.

Yours sincerely



Mrs P. Blow
Headteacher

Key Stage Leader



Morden Primary School Good Handwriting Guide

Our aim is for all children to develop a writing style that is clear, quick and fluent in order to cope with the everyday writing demands of school and life.

The handwriting script we follow is:

a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

All children at Morden Primary School will have had varying amounts of handwriting experience before they start to learn cursive (joined-up) style. Some will find the transition between print to joined-up easier to make than others.

Children will be exposed to a variety of print and cursive styles for reading, such as in books, labels and fonts on the computer.

We value the input of pre-handwriting activities, which will lead into a smooth transition to cursive writing.

How can parents encourage pre-handwriting skills?

These activities will encourage and support early handwriting skills:

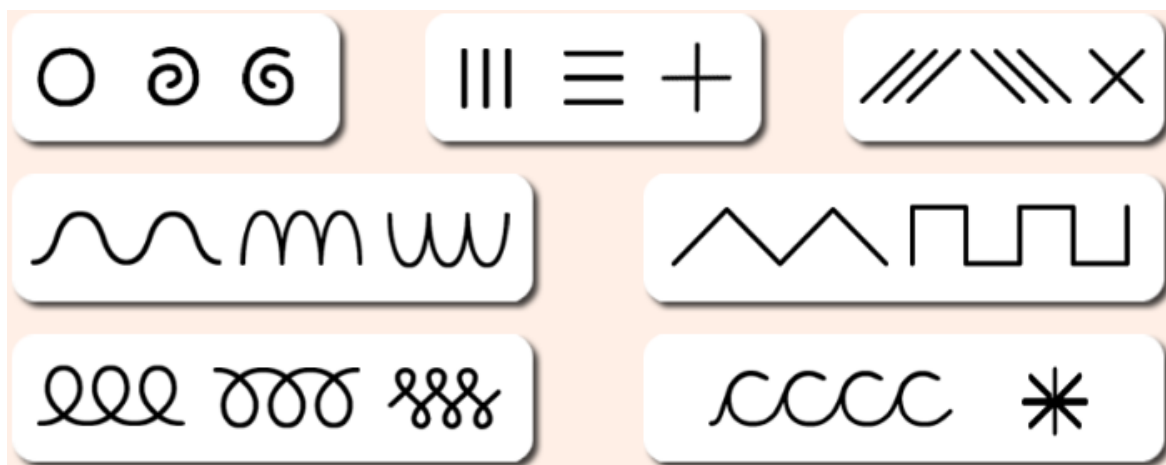
- Threading, sewing, construction etc.
- Picking up small objects with fingers or tweezers
- Cutting with scissors – especially along straight, curved and zig-zag lines
- Jigsaw puzzles
- Tracing line drawing
- Following mazes with a pencil or felt tip
- Free drawing and painting
- Dot-to-dot pictures
- Colouring in pictures with crayons or felt tips

Tracing and copying patterns

A child has a lot to learn at this stage, namely:

1. Perception of the pattern
2. Hand and arm muscle control
3. Correct pencil grip
4. How to stop the paper from moving.
5. Left to right movement of a writing pattern.
6. Handwriting practise requires physical skills and concentration.

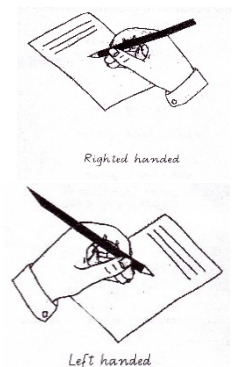
Examples of patterns:



Pencil Grip

As soon as possible, children should be encouraged to adopt a satisfactory pencil hold which will enable them to write effectively in a relaxed manner. In the tripod grip, the pencil is held lightly between thumb and forefinger about 3cm from the point, with the middle finger providing extra support.

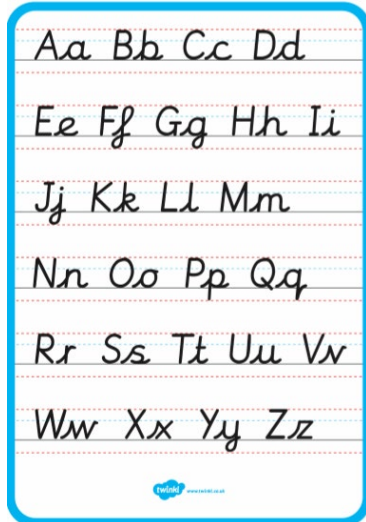
For left-handers, the method of holding the pencil is much the same as for the right-hander except that the grip should be about 4cm from the point. This makes it easier to see what is written.



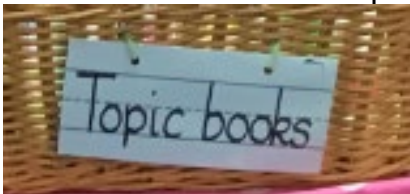
Handwriting is developed through:

- Regular handwriting sessions linked to spelling or phonics work (which could include kinaesthetic warm up activities)
 - Nursery using ball and stick letter formation;
 - Reception to match current phonics learning (letters and sounds sequence) showing leading in and lead out strokes;
 - Year 1 and 2 to match current phonics learning (letters and sounds sequence);

- Key Stage 2 in line with national curriculum spelling patterns and statutory spellings.
- Use of a cursive script;

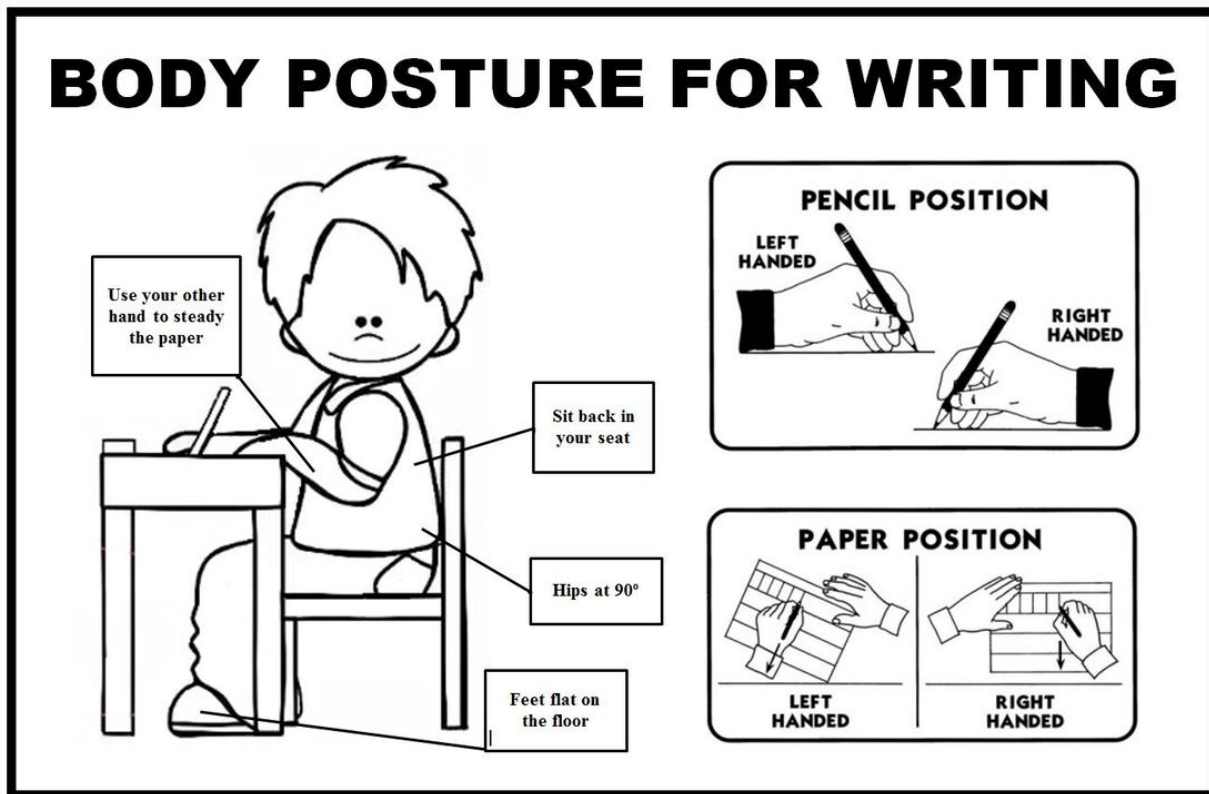


- Development of cursive forms with correct entrance & exit strokes and ascenders/descenders;
- Knowledge of the associated terminology: ascenders, descenders, exit strokes, entrance strokes;
- Modelling of correct formation by staff;
- Use of sentence strips on working walls to encourage accurate modelling;



- Modelling of the correct pencil grip – see progression;
- Interventions for children who need additional support with handwriting*;
- Understanding the needs of left handed children;
- Use of a variety of scripts on displays, worksheets and computer presentations but for modelling, handwritten displays and handwriting lessons, cursive script must be used;
- Use of large tri-grip pencils in EYFS and KS1, where standard pencils will begin to be used according to children's needs;
- From Year 3, all children use handwriting pens unless they have a specific identified need which requires them to use pencil to support motor control.
- Children in Year 5 and 6 are encouraged to provide their own pens to school (also blue ink.)
- Encouraging the correct posture, poise and paper position for handwriting.

BODY POSTURE FOR WRITING



Handwriting interventions:

Where pupils require extra support for handwriting and presentation, advice should be sought from the Inclusion Manager in-line with the child's IEP or individual needs.

The school has a variety of programmes and strategies to support motor skills and handwriting:

- Pens Pals
- Right from the Start (Teodorescu)
- Speed Up
- Twinkle
- Multi-sensory activities, such as tweezers and beads and theraputty
- Nexus

Where a child has an Occupational Therapy (OT) programme, this should be followed.

It may also be necessary to allow a child to use other means of recording their ideas, for example:

- Video
- Voice recording (through Ipads or Easy-Mic)
- Typing on Ipads or computers
- An adult transcribing for them

Helping at home

If you would like to help your child at home, please remember:

1. To practise the style of handwriting done at school.
2. To provide a variety of writing tools e.g.—felts, pencils, crayons, paintbrushes.
3. Encourage your child to sit properly and hold the pencil correctly.
4. Give praise, encouragement and above all, make it a fun activity!



A Guide to Reading with Your Child at Home

At Morden Primary School, children are exposed to a range of reading experiences. Each day we have a Guided Reading lesson where children participate in a range of reading activities, including:

Shared reading - done as a whole class; teacher models fluent, expressive reading, focusing on strategies. Children are encouraged to join in.

Guided Reading – done with a small group; specific focus on strategies children need to be introduced to, develop, practise or apply.

Class Story – sharing of a class picture book/novel.

Regular independent reading

Reading aloud individually – this is a one to one activity that parents, governors and volunteers do in our school. It is predominantly for younger readers, reluctant readers or children who need additional support.

Home-school reading – reading at home with parents that should take place at least 5 times a week.

Reading in the community – reading at the local library, visiting authors.

Reading at Home with Your Child

Reading is not just a 'school activity'. Home reading is very important and helps children develop reading skills more quickly. Research shows that children who are read to or read with an adult regularly make far greater progress in their learning than those who don't.

We expect younger children and children on book bands to read with an adult at least 5 times a week. Parents are required to sign the reading diary that comes home each day to indicate this has been done.

Older children who are deemed 'free readers' are encouraged to read to a parent or alone at least 5 times a week with an adult signing their reading diary to indicate this has been done. Children who have at least 5 signatures in their reading diaries each week are awarded a hummingbird sticker for this achievement.

All children – regardless of age- should bring a book bag to school daily. This is not only to ensure letters and home learning make it home, but also to protect school books which are costly to repair or replace.

Reading Books

Children who are reading within book band levels will bring home one book matching their reading ability at a time. It is intended that this is read at home with an adult and will be changed by the class teaching and learning assistant when returned to school.

Children who are above the book band levels will choose a book from the school library to bring home.

Children in Year 2 and above also bring home an accelerated reader book that once the book has been read, they can take a quiz at school to see how much they have remembered and understood.

Phonics

Phonics are the sounds that letters make. Phonic development begins in Nursery and continues all the way up to Year 6 if necessary.

We teach children phonics so that they can break words into their sound parts in order to read or write down a word.

At Morden Primary School we using *Jolly Phonics* alongside the Letters and Sounds planning documentation. *Jolly Phonics* gives each sound an action – it is a visual, auditory and kinaesthetic (hands-on) approach that helps children learn how to read.

How Can You Help Your Child Read?

You have already taught your child so much, including how to talk. Just as children learn to talk by imitating their parents and having conversations with them, so they will best learn to read when reading becomes a normal part of family life.

- Let your child see you enjoy reading
- Share books together as often as possible
- Make a point of reading words around the house and local area e.g. road signs
- Encourage your child to look for the letters in their name in other words
- Share your own writing with them e.g. shopping lists, birthday cards
- Read and teach your child nursery rhymes – the sounds and rhythms will help with their reading
- Go to the school or local library to borrow books
- Ask questions about the books you read together:
 - What do you think this story is going to be about?
 - What do you think is going to happen next?
 - Have we read any other stories like this one?
 - (About the character) How do you think she/he is feeling?

- Where is the story taking place?
- What was your favourite part?
- Don't do all the talking and remember to let them ask questions
- Encourage your child to re-tell the story in their own words or using puppets or props

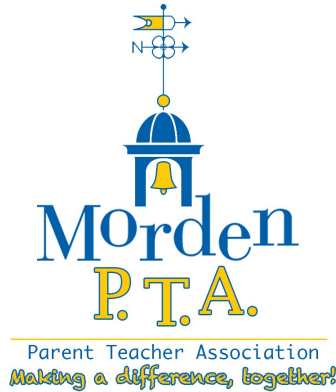
Do's and Don't

Do

- Continue to encourage and praise your child
- Encourage them to bring books home from school
- Keep reading aloud with your child – however well they are reading
- Talk about the book you are reading together
- Avoid stress or boredom
- Read regularly to your child, but remember that other adults or older siblings can share reading too

Don't

- Force your child to read
- Cover the pictures in a book
- Dwell too much on mistakes – give words if needed to allow reading to flow
- Make comparisons with other children or siblings



An introduction to the Morden Primary Parent Teachers Association

The following information is just to let you know a little bit about who we are and what we do.

What is a P.T.A?

The PTA is a partnership between people associated with Morden Primary, who have the common goal of aiding the advancement of the education of pupils in the school in particular by promoting cooperation between, Parents, Staff, Governors, Friends, the Local Education Authority and others associated with the School.

- Engaging in activities or providing facilities or equipment, which support the school and advance the education of the pupils.
- Welcoming all new parents, carers and friends encouraging them to participate in the activities of the Association.

Your involvement with the school automatically makes you a member of the PTA. How active a member you choose to be, is down to you. Both parents and teachers alike may find opportunities to get involved if they want to, even if they only have a limited amount of spare time to give. It doesn't matter how little or how much time you can spare, as your involvement has a huge impact on the PTA's ability to support the children and the school.

What does the PTA do?

The main focus of the PTA, and indeed most PTA, is to raise money for the school in order to provide "**extras**" for our children that are not included as part of the main school budget. These extras are things like support for sports teams, projects such as extra play equipment or even specialist Information Technology software or hardware that supports the national curriculum. These projects are developed in collaboration with the teachers and Senior Leadership and Management Team.

The PTA also likes to support the social life of the children and the school community. Where possible the PTA likes to provide opportunities for parents and community members to meet, have fun and get to know each other whilst also raising funds for a very worthy cause - our children!

What does being an active member mean for me?

What we hope to promote in the PTA is that, as a parent and by playing a part on the committee it allows you to feel more involved with your children's education, get to know more about the people who are educating them and have a greater knowledge and understanding of how the school works.

The children also benefit from involvement with the PTA, as the work and fundraising helps to improve school life and enable richer educational opportunities.

For example over the last year the PTA has raised in excess of £5,000.00 and supported three major projects:

1. Purchase of an archway for a garden area.
2. Purchase of a class set of recorders.
3. Purchase of lighting and stereo for performances.
4. Purchase of book corner reading material.

How we keep you informed

Events will be publicised in the school's newsletter. The PTA's business, future events and fund raising is discussed at regular PTA meetings, to which everyone is very welcome.

The PTA Committee hope that you have found this information useful and hope this has answered any questions that you may have had about the PTA and how you can become involved.

It can all sound a bit daunting, but although being actively involved in the PTA does mean some commitment, it also gives a lot of fun, satisfaction and ultimately **benefits our children**.

Dates of future meetings will be posted on the school website; we look forward to seeing you there. If you would like any further information on how to get involved, please contact the committee via the school office or the school website. Please address any letters or notes:

For the attention of

Jo Carter – Chair of the PTA

PTA CONTACT INFO

My name is _____

My child's name is _____

I prefer to be contacted by : email phone

Please provide both your email address and phone number(s) in case we are unable to contact you via your preferred method of communication:

Email _____

Telephone (home) _____

Mobile _____

Any special skills, interest, abilities (eg building, baking, cooking, painting, gardening, entertaining, organising)?

Thank you!

19th November 2018

Dear Parents and Carers,

Morden Primary School Fund

What is the point of School Fund?

School Fund is an account which provides for many items in the school which enhance and enrich your child's learning experiences at Morden Primary. For example, it is used to pay for reward stickers, certificates, competition prizes, Golden Time games and equipment, special art and display materials, seeds and gardening tools plus special books for children.

We do not receive money in our main school budget to fund these extras.

How much is the school requesting?

Each school year: £10 for the first child in each family, £5 per sibling. (This is very reasonable compared with many other schools, particularly high schools).

How can I make a payment?

You can make the donation through your ParentPay account. We cannot accept any cash/cheque payments to the school.

Remember, Morden's School Fund is YOUR CHILD'S FUND.

Yours sincerely



Mrs P Blow
Headteacher

Headteacher: Mrs P Blow
Deputy Head: Miss A Fletcher

Morden Primary School
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Morden, Surrey
SM4 5PX

Tel: 020 8648 4168

Fax: 020 8685 5459

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w: www.morden.merton.sch.uk



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**At Morden Primary School we have a
PSA
(Parent Support Assistant)
Mrs K Rogers**



This is a role that has been developed to enable parent/carers, access to a member of school staff who can provide you with information about the school and the many local services that are offered by the Local Authority.

Within School

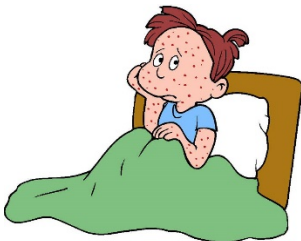
- Direct and confidential support for parent/carers.
- Support and advice concerning your child's behaviour.
- Provide information about school matters.

Local Services

- Family centres
- Family support team
- School Nurse
- School Dentist
- Home start
- Refugee services
- Universal Credits

The school also holds a coffee morning every Friday morning, where you can meet other parent/carers in a relaxed informal atmosphere.

Measles - Children should go back to school four days after the rash has started.



Chicken Pox - Children should go back to school once all the spots have crusted over.

German Measles — Children should go back to school 4 days after the rash has started.

Slapped Cheek

Children do not need to stay away from school.

Mumps

Children should go back to school 5 days after the start of swollen glands.

Whooping Cough

Children should go back to school 5 days after starting antibiotics. Non-infectious coughing may continue for many weeks. If no antibiotics are prescribed children should remain off school for 21 days from the onset of the illness.

Scarlet Fever

Children can return to school 24 hours after starting appropriate antibiotic treatment.

Please let the school know of any of the above illnesses, as pregnant members of staff and vulnerable children may be affected.

What else do I need to know?

Medicines in school

Children can come to school even if they are taking medicines.

If the medicine is 3 times a day, please administer it at home - before school - after school and at bed time.

If the medicine is 4 times a day, please bring it to the school office where the office staff will be happy to assist you. The medicine must be prescribed and have the prescriptive label attached. A permission to dispense form must be completed.



Further advice:

Contact NHS Direct on: 111

www.nhsdirect.uk

Local pharmacy — see your local pharmacist for help and advice

Information in this guide is taken from the Guidance on Infection Control in Schools and Other Childcare Settings - September 2014



Email: info@morden.merton.sch.uk

Telephone: 0208 648 4168

Should my child go to school today?

Remember every day counts!

If your child is unable to attend school as they are unwell you **MUST** inform the school office on the first day of absence by 9am.



Telephone **0208 648 4168** and leave a message on the absence line stating your child's name, class and reason for absence.

On the first day your child returns to school please send in a note explaining the absence. We are legally required to record a reason for every absence so please assist the office staff by keeping us informed.

Headache, Earache & Stomach Ache

Children with any of the above can go to school if you feel they are well enough. If symptoms persist, please seek medical advice.

Raised Temperature

Children can return to school 24 hours after the temperature has returned to normal.

Coughs and Colds

Children can go to school. If your child is asthmatic, remember they may need their blue inhaler more often. An inhaler can be kept in the school office and will be taken with the teacher on any external trips.



Flu and Swine Flu

Children should go back to school when recovered — this is usually about 5 days.

Sore Throat, Tonsillitis & Glandular Fever Children with any of the above can go to school if you feel they are well enough.



Diarrhoea and Vomiting

Children can return to school 48 hours after the last episode of diarrhoea or vomiting.

Impetigo

Children can go back to school when their lesions are crusted or healed, or 2 days after starting antibiotics.

Head Lice

Children can go to school with head lice but they must be treated for the condition to prevent further spreading.

Parents should treat their children and other family members by wet combing with a nit comb and conditioner or other medicated lotion available from your pharmacist.



Threadworm

Children can go to school when they have started their treatment. Everyone at home should be treated.

Hand, Foot and Mouth, Warts, Verrucae & Molluscum Contagiosum

Children can go to school. Verrucae should be covered in swimming pools and changing rooms.

Conjunctivitis

Children can go to school once they have been treated. They should be encouraged to wash their hands to prevent further spread of infection.

Morden Primary School

Child's Name _____

NEW CHILD ADMISSION

Enclosed consent forms must be completed, signed and returned to the school office.

- Admission Form
- Home School Agreement
- Lifetime Consent Form
- Responsible Use of the Internet
- Child Media Policy
- Pupil Premium Form.

CONFIDENTIAL

Admission Form

About Your Child:

First Name: (as it appears on birth certificate)			
Preferred First Name: (if different from above):			
Surname:			
Gender:	MALE/FEMALE	Date of Birth:	/ /
Current Home Address Details:	Postcode		
Home Telephone Number (landline):			
Contact Email Address: (this will be used for school letters etc)			
Is your child adopted?	YES/NO If yes , please provide a copy of the certificate to the school.		
Are there any court orders affecting your child?	YES/NO If yes , please provide copies to the school.		
Does your child have a statement of special needs? (or an EHCP?)	YES/NO If yes , please provide copies to the school.		
Is your child in the care of a Local Authority?	YES/NO If yes , please confirm which Local Authority.		

Ethnic / Cultural details for your Child:

Ethnicity: Please circle one	White British	Indian	Any other white background_____
	White Irish	Pakistani	
	Black African	Gypsy/Roma	Any other black background_____
	Black	White & Asian	Any other Mixed background_____
	Caribbean	White & Black African	Any other Ethnic group_____
	Bangladeshi	White & Black Caribbean	Refused
	Chinese		
Nationality (as it appears on passport):			
Country of Birth (as it appears on passport):			
First Language:			
Other Languages spoken at home:			
Date of entry into UK (if applicable)	/ /		
Religion			
Status:	Asylum seeker? YES/NO Refugee? YES/NO *Delete as appropriate		

GDPR 2018: The school is registered as a Data Controller with the Information Commissioner's Office. We have a duty to protect information we hold and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE. Please see our privacy notice for further details



Family Contact Information:

Should an emergency occur at school it is sometimes necessary to contact a parent/ carer during the daytime. Please indicate below telephone numbers for each parent/carers to be contacted during school hours.

Mother/Carer's Title:	Mrs/Miss/Ms *Delete as appropriate
Mother's Full Name:	
Mobile Telephone No:	
Work Telephone No:	
Home Address if different to child:	
	Postcode
Home Telephone Number (landline):	
Do you have parental responsibility?	Yes/No *Delete as appropriate
Are you Service Personnel? (e.g. armed forces)	Yes/No *Delete as appropriate

Father/Carer's Title:	Mr
Father's Full Name:	
Mobile Telephone No:	
Work Telephone No:	
Home Address if different to child:	
	Postcode
Home Telephone Number (landline):	
Do you have parental responsibility?	Yes/No *Delete as appropriate
Are you Service Personnel? (e.g. armed forces)	Yes/No *Delete as appropriate

In the event of us being unable to reach a parent/carers, please give details of up to two people who may be contacted in the event of an emergency to act on your behalf.

Title:	First Name:	Surname:
Relationship to child:		
Daytime Tel:		Mobile Tel:

Title:	First Name:	Surname:
Relationship to child:		
Daytime Tel:		Mobile Tel:



Separated Parents:

Please provide an address for a parent not living with your child, if they wish to be informed of your child's educational progress (eg. school reports or invitations to parent/teacher meetings) as they are entitled to this information and to be on the contact list.

Title	First Name:	Surname:
Relationship to child:		
Home Address:		
Postcode:		
Daytime Tel:	Mobile Tel:	
Contact Email address: (This will be used for school letters etc)		
Do you have parental responsibility:	Yes/No *Delete as appropriate	

Additional Information: MEDICAL

Name of Doctor:	
Name of Medical Practice:	
Address:	
Phone No:	
Does your child have any known medical conditions? E.g. asthma, nut allergy, historical head trauma, allergy etc.	YES/NO If yes , please explain:
Has your child been diagnosed with asthma?	YES/NO If yes , please attach a copy of their medical plan to confirm this.
Does your child regularly take medication (e.g asthma inhaler)?	YES/NO If yes , please ask the office for a permission to dispense form.
Does your child have any known dietary needs (food allergies, vegetarian etc?)	YES/NO If yes , please explain:
Name/Telephone No. of any Social Worker, Family Support Worker etc involved with the family:	
Has your child ever attended speech therapy?	YES/NO

Meal Arrangements for your Child:

ALL children in Reception, Year 1 and Year 2 receive a school meal which is free of charge.

Meal Arrangements:	School Meal OR Packed lunch (Circle one)
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Mode of Travel:

Please tick ONE box for how your child will travel to school. If your child will use more than one mode of travel the longest element of the journey by distance should be recorded.

Walk	Train	Car/Van	Bus	Taxi	Bicycle	Car Share	Other (please state):
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Extra Funding:



Pupil Premium and Free School Meals

Your child's school can claim additional funding from the Government if you complete this section and are found to be eligible under the Pupil Premium scheme. This funding is worth up to £1320 per eligible child. This money can be used by schools to provide additional support, fund new equipment or provide additional staff.

If found to be eligible, your child will also receive school meals free of charge, a saving of hundreds of pounds to you for the cost of school dinners.

Childs Name:

Childs D.O.B:

Parent 1 details

Surname	
National Insurance Number	
Date of birth	

Parent 2 details

Surname	
National Insurance Number	
Date of birth	

Declaration

- I agree that the details provided above are accurate
- I agree to allow Merton to hold these details and complete checks to confirm eligibility status while the child named attends a Merton school
- I accept that Merton will check eligibility via the DfE checking service and that I will be contacted if there is any change to my eligibility status

2 year old funding

Has your child received a funded two year old nursery place	YES	NO
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Signed: _____ (Parent/Carer)

Previous School Information

Print Name: _____

Date: _____

Other Members of the Family:

Please list any other children in the family who currently attend Morden Primary:

Name of Child	Date of Birth	Girl/Boy	Class

Previous School, Pre-School, Nursery or Playgroup attended:

Name of School:	
Address:	
Telephone Number:	
Date your child started at this school:	
Date your child finished at this school:	

Signed: _____ (Parent/Carer)

Print Name: _____ (Child's Name)

Date: _____

Consent

During your child's school life certain activities require your signed consent before your child is allowed to participate. These are listed below with separate letters enclosed to sign off as applicable.

This information will be used throughout your child's time in school.

I understand that I can withdraw consent at any time by writing to the school office.

	Please Indicate
Home School Agreement As a parent/carer, I commit to the responsibilities as set out in the Home and School Partnership Agreement (copy attached to be signed)	YES / NO
Lifetime Consent Form for School Trips I give permission for my child to go on educational trips (excluding residential trips)	YES / NO
Responsible Use of the Internet I give permission for my child to have access to the internet on the terms set out in the school's Pupil Internet Access Policy - * can be viewed on school website	YES / NO
Swimming Permission I give permission for my child to attend swimming lessons in Years 3 & 4 (a separate letter will be sent out giving exact details shortly before the lessons are due to take place)	YES / NO
Child Media I give permission for my child's photograph to be used as outlined in the Child Media section of the Consent document.	YES / NO
I give permission for my child to watch PG rated films and other appropriate media.	YES / NO

*School website: www.morden.merton.sch.uk

Hard copies of all school policies can also be obtained from the school office, on request.

Signed: _____ (Parent/Carer)

Print Parent's Name: _____

Date: _____

Child's Name _____ Child's Class _____

Home School Agreement



By signing our home school agreement, you are agreeing to the following:

Everyone in the Morden community: the staff, governors, parents and children all work towards the common goal of providing the best possible outcomes for our children. Working together and treating each other with respect is vital for us to be able to achieve this goal.

The school will:

- Ensure appropriate procedures are adhered to so the children are kept safe, including teaching online safety.
- Develop and display the Morden Values of: Respect, Responsibility, Resilience, Challenge and Teamwork.
- Teach the children the necessary life skills through the national curriculum and always encourage them to achieve their personal best.
- Encourage good choices and responsible behaviour using the golden rules.
- Make the learning environment engaging and challenging.
- Have regular meetings with parents to discuss your child's progress.
- Provide parents with an end of year report telling them about their children's progress, future targets and attitudes to school life.
- Keep parents informed about school & PTA events and activities through regular communication.

Signed on behalf of the school:

Signed  Date: 15.7.19

The parent/carer(s) will:

- Support and display the school's values of Respect, Responsibility, Resilience, Challenge and Teamwork.
- Positively promote the school— verbally and online.
- Make sure your child arrives at school by 8.55am (Nursery start times are 8:30am and 12:15pm) and is collected promptly at 3.15pm. (11:30am for morning Nursery).
- Ensure your child maintains good attendance (96% and above) and provide a letter of explanation for any absences.
- Support your child's learning by helping with activities sent home. E.g. reading, spellings to learn, times tables, number bonds and topic based projects.
- Support the school's promotion of a love of reading by reading to, or with your child, as often as possible. (at least 5 times a week)
- Attend parents' evenings to discuss our child's progress.
- When possible, attend class assemblies, school productions (especially when my child is involved) and curriculum meetings to support your child.
- Behave appropriately to all members of the school community.
- Support the School's fundraising and PTA events.

Parent's / Carer's signature _____ Date: _____

The pupil will:

- Display the Morden values of Respect, Responsibility, Resilience, Challenge and Teamwork.
- Follow our golden rules :-
 - 1) I will respect myself, others and school property.
 - 2) I will try my best to do my work and not disturb others.
 - 3) I will keep my hands, feet and unkind thoughts to myself.
 - 4) I will move sensibly and quietly around the school.
 - 5) I will tell the truth even if it's difficult.
- Use the internet responsibly, following our Acceptable Use Policy.

Child's Signature _____ Date: _____

Lifetime Consent Form for School Trips and Other Non-Residential Off-Site Activities



The Government has reviewed the guidance on organising school trips and other offsite activities. Although it is no less rigorous than before it has allowed schools to no longer request consent for individual school trips.

At Morden Primary we have taken the decision to ask you to sign a one-off Lifetime Consent Form.

We will send you information about each trip or activity before it takes place. This letter will also indicate any lunch arrangements.

Please sign and date the form below if you are happy for your child:

1. To take part in school trips and other activities that take place off school premises
2. To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information:

The trips and activities covered by this consent include;

- All visits which support the national curriculum excluding residential trips
- Both on-site and off-site sporting fixtures during the school day
- Swimming Lessons (Year 3 & 4 only)

We will send you information about each trip or activity before it takes place. You will be given the opportunity, at that time, to withdraw your consent should you not wish your child to participate in a particular trip/activity.

Responsible Use of the Internet

As part of our pupils' curriculum enhancement and the development of ICT skills, Morden Primary provides supervised access to the Internet, including email.

Our school operates a filtering system that restricts access to inappropriate materials.

Every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials. However, although the risk is small, the school cannot give an absolute guarantee that undesirable material will not find its way around the filter before the filtering service catches up with the unsuitable provider and we cannot be held liable in these circumstances.

A copy of all the policies related to computing and online safety are available on our website, www.morden.merton.sch.uk. You may ask to view a copy of the policy upon request at the school office.

If you refuse consent your child's access to the Internet will be restricted.

Swimming in Years 3 & 4

During Years 3 & 4 children have the chance to improve their swimming skills with tuition from the experienced swimming teachers at Morden Leisure Centre. Teaching your child to swim forms part of the National Curriculum and is therefore mandatory for every child.



A letter containing exact details will be sent home prior to your child's lessons, which will give you full details of when the swimming lessons will take place.

Child Media

The new Data Protection Act has changed the way schools process Pupil Data. We are now required to clearly state what our legal basis is for processing personal data about your child. For most school activities we believe our basis is "*processing is necessary for the performance of a task carried out in public interest or in the exercise of official authority vested in the controller*". In other words, the Department of Education has given us the authority to provide Education Services to your child.

To comply with the General Data Protection Regulations 2018, we need your permission before we can photograph or make any recordings of your child to use in this way. **By consenting on the front cover's summary consent sheet, you are agreeing to the following:**

I give permission for my child's photograph to be used within the school, including exercise books and profile folders and school displays.
I give permission for photographs of my child to be used externally by school with no name linked . e.g. school brochure, charity events, school website, local press, class photographs, class assemblies, musicals & nativities.
I give permission for photographs/films of my child to be included on the Morden Primary School social media accounts, such as Facebook, Twitter and Instagram, without name identification .
I give permission for the school to share information with external clubs including parent contact telephone numbers and collection arrangements IF my child attends a club.
During school productions/ class assemblies we understand that many parents may wish to film their child. However, all adults in attendance must agree to the following terms and conditions: <ul style="list-style-type: none">• All filming is for personal use only and must not be shared with external agencies.• No video, film or still photography from school events may be posted to any form of social media.• Some school events may not be suitable to be filmed and/or have photos taken. In this situation the school will explain this and insist that parents follow the guidance given.

This information will be used throughout your child's time in school.

Consent can be withdrawn at any time by writing to the school office.

REMINDER

Completed booklet to be returned to the school office with your child's birth certificate and passport, if latter is available.

For office use only

Consent Form indicated and signed: Date: _____ Initials: _____

Birth Certificate Photocopied: Date: _____ Initials: _____

Passport Photocopied: Date: _____ Initials: _____

The Child will:

* display the Morden values of Respect, Responsibility, Resilience, Challenge and Teamwork.

* Follow our golden rules :-

- 1) I will respect myself, others and school property.
- 2) I will try my best to do my work and not disturb others.
- 3) I will keep my hands, feet and unkind thoughts to myself.
- 4) I will move sensibly and quietly around the school.
- 5) I will tell the truth even if it's difficult.

* Use the internet responsibly, following our Acceptable Use Policy.

Child's Signature _____ Date: _____



Home—School—Child
Partnership Agreement

Reviewed January 2020

Children learn best when home and school work in partnership.
Together we will show respect for each other, having courtesy
even when opinions differ.

We respect all members of the school community, regardless of
gender, race, culture, lifestyle choices or religious beliefs.



Home—School—Child Partnership Agreement

Child's Name _____

Date: _____

The School Will:

- Ensure appropriate procedures are adhered to so the children are kept safe, including teaching online safety.
- Develop and display the Morden Values of: Respect, Responsibility, Resilience, Challenge and Teamwork.
- Teach the children the necessary life skills through the national curriculum and always encourage them to achieve their personal best.
- Encourage good choices and responsible behaviour using the golden rules.
- Make the learning environment engaging and challenging.
- Have regular meetings with parents to discuss your child's progress.
- Provide parents with an end of year report telling them about their children's progress, future targets and attitudes to school life.
- Keep parents informed about school & PTA events and activities through regular communication.

Signed on behalf of the school:

Date: _____

The Parent/Family will:

- Support and display the school's values of Respect, Responsibility, Resilience, Challenge and Teamwork.
- Positively promote the school— verbally and online.
- Make sure your child arrives at school by 8.55am (Nursery start times are 8:30am and 12:15pm) and is collected promptly at 3.15pm. (11:30am for morning Nursery).
- Ensure your child maintains good attendance (96% and above) and provide a letter of explanation for any absences.
- Support your child's learning by helping with activities sent home. E.g. reading, spellings to learn, times tables, number bonds and topic based projects.
- Support the school's promotion of a love of reading by reading to, or with your child, as often as possible. (at least 5 times a week)
- Attend parents' evenings to discuss our child's progress.
- When possible, attend class assemblies, school productions (especially when my child is involved) and curriculum meetings to support your child.
- Behave appropriately to all members of the school community.
- Support the School's fundraising and PTA events.

Parent's / Carer's signature _____

Date: _____



Please hand completed paperwork together with the following to photocopied:

- **Child's Passport**
- **Full Birth Certificate**
- **Proof of address**

Your child cannot start school unless completed paperwork and the above has been received.

Thank you.