



Tillingbourne Junior School

Handbook 2025-2026



New Road, Chilworth
Guildford GU4 8NB
01483 504 384

www.tillingbourne.surrey.sch.uk

info@tillingbourne.surrey.sch.uk

Headteacher: Mr Ben Stevenson

Chair of Governors: Ms Jane Browne

Table of Contents

OUR VALUES	5
RIGHTS RESPECTING SCHOOLS	5
ADMISSIONS POLICY AND ENTRY PROCEDURE	6
INDUCTION FOR YEAR 3 PUPILS	6
PUPILS WITH SPECIAL EDUCATIONAL NEEDS	6
TRANSPORT	6
ATTENDANCE	7
ABSENCE	7
LATE ARRIVALS.....	7
LEAVE OF ABSENCE.....	7
ABSENCE AUTHORISATION	8
MEDICAL APPOINTMENTS	8
CHANGE OF ADDRESS/CONTACT DETAILS/CHILD’S CIRCUMSTANCES	8
ADULT HELPERS.....	8
PARENT TEACHER ASSOCIATION (PTA)	8
COMMUNICATION – ADVICE & SUPPORT	9
COMMUNICATION WITH FAMILIES.....	9
PARENTS’ EVENINGS AND REPORTS.....	9
MEETINGS WITH TEACHERS	10
HOMEWORK	10
READING RECORDS.....	11
SPELLINGS.....	11
DAY TO DAY ROUTINES.....	12
THE TIMING OF THE SCHOOL DAY	12
BEFORE & AFTER SCHOOL ACTIVITIES	13
CAR PARK.....	13
ELSA AND HOME-SCHOOL LINK WORKER	14
FOOD AT SCHOOL	14
HEAD LICE	15

ACCIDENTS.....	15
ILLNESS DURING THE SCHOOL DAY	15
MEDICINES.....	15
MEDICAL CARE PLAN	15
SCHOOL NURSE.....	16
EMERGENCY CONTACTS	16
SMOKING/VAPING.....	16
READY, RESPECTFUL, SAFE	17
PRaise, ENCOURAGEMENT AND REWARD	17
SCHOOL HOUSES	17
ANTI-BULLYING.....	17
ASSEMBLIES	18
CURRICULUM.....	19
ASSESSMENT.....	20
SPECIAL EDUCATIONAL NEEDS.....	20
CONTINUING PROFESSIONAL DEVELOPMENT	20
STAFF ABSENCE	21
VISITS AND VISITORS	21
RESIDENTIAL VISITS	22
CHARGING	22
FOREST SCHOOLS.....	23
SWIMMING.....	23
OTHER INCIDENTAL PAYMENTS	23
ONLINE PAYMENTS.....	23
CHILD PROTECTION AND SAFEGUARDING	24
ONLINE SAFETY	24
SECURE SITE.....	24
SCHOOL CLOSURE.....	25
UNIFORM.....	25
EQUIPMENT.....	25
MOBILE PHONES.....	26

LOST PROPERTY	26
VALUABLES	26
POLICIES.....	27
COMPLAINTS POLICY	27
DATA PROTECTION	27
EQUAL OPPORTUNITIES.....	27
TEACHING STAFF	28
SUPPORT STAFF	30
APPENDIX A: SCHOOL UNIFORM	31
APPENDIX B: TERM DATES - ACADEMIC YEAR 2025/26	33



Our Shared Vision

We are delighted to welcome you to Tillingbourne Junior School, part of the Learning Partners Academy Trust. We hope this handbook helps you understand key aspects of life at Tillingbourne and begins a meaningful journey of partnership with you as we work together to help every child thrive.

At Tillingbourne, our mission is for every child to:

- **Love learning** – developing curiosity, creativity and a genuine excitement for discovering new things.
- **Find their strengths and talents** – exploring a broad and rich curriculum that helps every child recognise what makes them unique.
- **Achieve more than they thought possible** – growing in confidence and resilience to meet challenges and exceed expectations.

OUR VALUES

At Tillingbourne, we believe that children thrive not only through what they learn but also through who they become. Our values are woven through every aspect of school life and help our children grow into kind, capable and confident individuals.

Children are successful at Tillingbourne because they are:

- **Aspirational** – they aim high and believe in their potential.
- **Responsible** – they make thoughtful choices and contribute positively to our community.
- **Resilient** – they persevere when things are challenging and learn from mistakes.
- **Curious** – they ask questions, explore ideas and enjoy discovering new things.
- **Confident** – they believe in themselves and are willing to take risks in their learning.
- **Caring** – they show kindness, empathy and respect for others and the world around them.

These values support everything we do and help our children become the best version of themselves—both in school and beyond.

RIGHTS RESPECTING SCHOOLS

Tillingbourne School is a GOLD Rights Respecting School (RRS). This recognises our achievement in putting the United Nations Convention on the Rights of the Child (CRC) at the heart of our policies, practice and ethos. A Rights Respecting school not only teaches about children's rights but also models rights and respect in all its relationships. We instil in our children the belief in their fundamental rights:

The right to learn

The right to be heard

The right to be me



Admissions and Transport

ADMISSIONS POLICY AND ENTRY PROCEDURE

For transition into Year 3 or in year admissions, applications should be made to the Surrey Education Admission team at schooladmissions@surreycc.gov.uk

0300 200 1004

You are welcome to tour the school in advance of your application – please contact the school for more details.

INDUCTION FOR YEAR 3 PUPILS

- Prior to September, our Lower Phase Leader will visit all children joining Tillingbourne Junior School at their infant school.
- Tillingbourne School staff will liaise closely with all feeder schools to ensure that the transition is as smooth as possible.
- Children are invited to join their year 3 class for a day during the second half of the summer term
- In June, Mr Stevenson and staff will meet parents/carers to discuss general school routines and to answer any queries parents/carers may have.

PUPILS WITH SPECIAL EDUCATIONAL NEEDS

Pupils with SEND, including those with disabilities, are admitted in the same way as other pupils. Special transition arrangements are set up for these pupils. Please see page 20 for more information on special educational needs.

TRANSPORT

Home to School transport is provided to certain villages to and from school. Please visit the Surrey County Council website for more information. Alternatively, you can contact the Transport team at travel.assistance@surreycc.gov.uk or on 0300 200 1004. Please ensure that your child understands that a high standard of behaviour is expected on the coach in line with expectations of behaviour in school. Children will only be permitted to travel on the coach if their behaviour is safe.

Attendance

ATTENDANCE

We expect children to attend school every day, unless they are ill, and to arrive on time, ready to begin their day. This is essential if children are to get the best from their education. Being punctual and attending every day forms a good habit for life and a popular Breakfast Club is available before school to assist with this.

ABSENCE

If your child is ill, please telephone the school **as early as possible on the first day** that your child is absent. The school needs to be informed on every subsequent day of illness, or told of the expected period of absence. Parents/carers must follow the up to date Public Health England advice for notifiable illnesses- Unless treated, children should not be sent to school with a contagious illness, including conditions such as conjunctivitis and impetigo which may not result in feeling unwell, but will spread easily to other pupils.

Following sickness or diarrhoea, children should not be sent back to school until 24 hours after the last episode. Any child who is not well enough to attend during the school day will also be deemed not well enough to attend any after school event on the same day.

Following registration, parents will be contacted if a child is absent without explanation, so that the school can check the child is safe.

LATE ARRIVALS

Morning registration is at 8:50am. If children arrive late for school, after 8:50, parents need to accompany their child to the school office so that they can be signed in and marked 'late'. By law, pupils arriving after 9:30am will be marked 'absent' for the morning session.



LEAVE OF ABSENCE

Headteachers are not permitted to grant any leave of absence during term time unless there are 'exceptional and unavoidable circumstances'. It is anticipated that such situations will be rare and thus parents/carers must clearly illustrate why the request is considered unavoidable and exceptional and can only be undertaken during term time.

Please note that term time holiday will not be authorised. Parents will appreciate that careful planning goes into lessons and learning is sequential; it can be very disruptive to children's education if they are absent during term time. Progress is likely to be adversely affected if attendance drops below 95% in any academic year.

Permission for leave of absence from learning for any reason other than illness during term time should be sought in advance, using a form available from the school office or our

website. Pupil attendance is regularly monitored and supported by the Education Inclusion Service and they will follow up with the families of any individuals whose pattern of attendance is causing concern.

ABSENCE AUTHORISATION

All absences need to be explained to the school either by a written note, phone call or e-mail. Otherwise the absence will be deemed to be unauthorised.

MEDICAL APPOINTMENTS

If children need to leave school to attend a medical appointment in the school day, the school should be informed in advance, where possible. Children need to leave school accompanied by an authorised adult who will sign the child out from the office. This allows us to have an accurate list of children in school in the event of any emergency.

CHANGE OF ADDRESS/CONTACT DETAILS/CHILD'S CIRCUMSTANCES

We ask parents to inform the school immediately if their child moves to a new address or if any contact details change. A change of address would not usually affect the child's right to attend the school, but it is vital that we have up to date contact details for every child and his/her family. Should your child undergo any change in circumstances please inform the school.

Getting involved

ADULT HELPERS

Many adult volunteers help in school in a variety of ways. In the Autumn Term a message is sent out asking for helpers in the classroom. This can be listening to children read or other classroom support. All regular helpers are subject to a Disclosure and Barring Service (DBS) check. Some adults accompany school visits. All offers of help are gratefully received. We ask all helpers and volunteers to read our document on Safeguarding of children at Tillingbourne.

PARENT TEACHER ASSOCIATION (PTA)

Tillingbourne Junior School has a PTA which supports the school in a wide variety of ways. All parents are automatically members of the PTA. Both social and fundraising events are held and parents are encouraged to become involved as much as possible. The PTA Annual General Meeting is held in the Autumn Term. Events and activities organised by the PTA are detailed in the monthly newsletter, and parents are asked to support as many of these as they can. Many 'extras' have been provided over recent years as a result of the PTA's efforts.

Communication

COMMUNICATION – ADVICE & SUPPORT

The Headteacher and staff are available, either informally or by appointment, to offer support or advice on any matter concerning your child's education, and we hope you will feel free and welcome to contact us if we can help in any way.

Parents can communicate with the school by telephone, letter, e-mail, talking to teachers or by meeting with the Headteacher. We ask parents to come into school via the main entrance to talk to us about any matter at any time. A member of staff may be available to see you immediately or an appointment will be made to see a specific person at a time that is mutually convenient.

COMMUNICATION WITH FAMILIES

Information including our monthly newsletter, visits, changes of dates, etc. are sent out by email. This enables us to communicate effectively and quickly with parents and carers. We can also send out text alerts. Please ensure we have your most recent email and mobile details.

This year we are moving to Bromcom for communications, and a welcome email will be sent to parents using the Bromcom messaging service. Bromcom's MyChildAtSchool (MCAS) can be used to access and update your child's details, along with other services.

Parents are also invited to use the school website which is a valuable resource for parents and children - www.tillingbourne.surrey.sch.uk



PARENTS' EVENINGS AND REPORTS

- Parents' evenings are held three times a year. For parents' evenings, we operate an online appointment system.
- Consultation appointments with the SENDCO ("Special Educational Needs Co-Ordinator") are arranged for children with Special Educational Needs.
- Parents will receive an annual formal, written report which includes details about the progress and attainment that their child is making. Parents are asked to read and acknowledge receipt of the report.
- At least one parents' curriculum information evening is held annually to keep parents informed about developments within the school or nationally.

MEETINGS WITH TEACHERS

Teachers are always happy to meet with parents to discuss their child. We ask that parents try not to have discussions with teachers at the start of the school day, as the work of the day has already begun. The office staff will be happy to give any message to the child's teacher. Parents are welcome to arrange after school meetings at mutually convenient times, either by talking to the teacher at the end of the day, or by telephoning the school office. School policy is that emails from parents will always be responded to within 5 working days – however usual practice is that we respond more promptly if there are specific worries or concerns about a child's wellbeing. All safeguarding concerns will be dealt with immediately.

Homework

HOMEWORK

At Tillingbourne, we see homework as a valuable extension of your child's learning journey—an opportunity to build independence, practise key skills, and deepen understanding beyond the classroom.

We know that children learn best when school and home work in partnership. Homework provides a chance for you to be involved in your child's education, whether through supporting routine tasks or enjoying shared learning experiences. It also helps children develop good habits for later life, such as time management, responsibility and perseverance.

We also recognise the importance of balance. Children need time to play, relax, and take part in activities outside school. Our approach to homework aims to complement family life and not overwhelm it.

Our aims for homework are to:

- Support children to make strong progress in their learning;
- Encourage independence and self-motivation;
- Strengthen the link between home and school;
- Provide opportunities for learning that go beyond the classroom;
- Reinforce what has been taught in lessons through regular practice.

What to expect:

Children will receive a range of homework activities across the week, including regular English and maths tasks. These are usually set through our online learning platforms, such as **Learning by Questions**, although paper copies are available if needed.

Homework is thoughtfully planned to match each child’s ability. Where appropriate, tasks are adapted to ensure that all children—including those with additional needs—can participate confidently and successfully.

As children move through the school, the amount and level of homework increases gradually in preparation for secondary school. However, we do not set homework on Fridays to be completed at weekends.

If you have any questions or concerns about homework, please don’t hesitate to speak with your child’s class teacher. We’re here to support you and your child every step of the way.

Y3/4	<p>Children should:</p> <ul style="list-style-type: none"> • read out loud at least 5 times a week– either independently or with an adult discussing books. Reading record books will be used by children to keep a track of their reading • complete a weekly maths activity which should last around 20 minutes • complete a weekly writing task which should last around 20 minutes
Y5/6	<p>Children should:</p> <ul style="list-style-type: none"> • read out loud at least 5 times a week, an increasingly wide range of texts – either independently or with an adult discussing books. Reading records will be used by children to respond to reading. • complete a weekly maths activity which should last around 30 minutes • complete a weekly writing task which should last around 30 minutes

READING RECORDS

Reading remains a high priority at Key Stage 2. Our reading curriculum includes reading lessons for all children which take place 4 times a week plus a range of additional planned reading opportunities and reading interventions if needed. Home-school reading records remain an important record of a child’s home reading which teachers review as part of their assessment practice.

Parents and/or pupils should record the title and author of the book/text being read, and the child’s response to it. As children’s reading becomes more advanced, they are encouraged to reflect more deeply on what they read. It is still highly valuable for parents to hear children read and contribute to the reading record to reinforce the value of strong reading habits.

SPELLINGS

We mainly teach spellings through a systematic phonics based spelling program. Each child will bring home the spellings in their reading record which appear in the National Curriculum for their year; some children may have lists from previous years. These words can be learnt and practised at home. Children will be assessed on their knowledge of these spellings throughout the year.

Day to Day Routines

DAY TO DAY ROUTINES

- School gates will be open between 8.30 and 8.45 a.m. During this time children will independently enter their school building via the school wooden gate to the playground and their respective entrances. Children will put their belongings in their lockers and enter their classrooms. Registers will close at 8.50 a.m. Children arriving after this time will be marked as late.
- Should you need to bring your child to school before 8.30 a.m. they must be booked into Breakfast Club or a before school organised activity club. All children will need to be present in their classroom for registration at 8.50 a.m. In order to settle pupils quickly, parents are asked not to enter the school playground during the morning or the buildings at any time. Should parents wish to talk to the school office or raise a specific, urgent matter with a teacher, they need to come through the main entrance. Parents may telephone or email the school to pass on any information or concern they feel the class teachers should be aware of during the day.
- At playtimes, pupils will play outside unless it is raining hard, so please ensure that your child has appropriate outdoor clothing with them each day. Pupils eat in the dining room on a rota system. School lunches are available, and must be booked and paid for in advance using the on-line payment system. Details are available from the school office. Healthy eating is promoted as much as possible.
- Pupils can walk to and from home without being accompanied by an adult with parental permission – please inform the office in writing.
- If you are delayed when collecting your child, please contact the school office.
- All gates and doors to the school grounds are open for arrival and departure, but are closed once school has started in order to keep children secure within school.

THE TIMING OF THE SCHOOL DAY

7.45 – 8.30am	Children using Breakfast Club can arrive and enter school via the playground gate (before 8.15am) and the school office (after 8.15am)
8.30am – 8.45am	Children to arrive at school
8.45am	School gates close
8.50am	Registers closed and lessons begin
10.20am	Assembly
10.35 - 10.50am	Morning break
12.00 – 1.00pm	Lunchtime

2.45pm	Car park gate open for parents to park
3.15pm	School gates to playground open for parents/carers to enter
3.20pm	End of school day
3.20 - 5.45pm	After T's wraparound care available

BEFORE & AFTER SCHOOL ACTIVITIES

Tillingbourne offers a breakfast club every school morning from 7.45 am to 8.30 am. The cost of this is currently £7.50 per session and includes a healthy breakfast.

We also offer an after school club, After T's. This club runs from 3.20 until 5.45 pm. The charge for this is currently £13.50. We accept child care vouchers or the government's tax free childcare vouchers where you can get up to £500 every 3 months (up to £2,000 a year) for each of your children to help with the costs of childcare.

Details of other clubs run by the school and by third parties during and after school are sent out each term, and are published on the website. Some activities are free and there is a small charge for others. Any parent who has a particular knowledge or skill and would like to run an after school club is very welcome to discuss this with the Headteacher. Parents running a club would need to have an appropriate qualification, particularly for some sports, and be subject to DBS checks.

CAR PARK

At the front of the school we have some limited parking facilities for parents and carers. We ask that these are used with consideration for others and with the safety of the children as the key concern. Drivers are asked to only park in designated bays and to always accompany children across the car park. Children need to be taken to or collected from the playground and must not be left to cross the car park on their own.

Please aim to promptly leave the car park to enable space to be available for other parents who may be queuing to park. There are not enough parking spaces for everyone so patience is necessary. Other means to travel to school are recommended, which reduce reliance on one car for each family:

- To walk, cycle or scoot to school if at all possible. Cycle and scooter racks are available. All cyclists and 'scootists' should dismount and walk in school grounds. We ask that all children who cycle to school wear a bike safety helmet.
- To use car sharing arrangements where possible.

When parking outside the school, please be considerate of local residents and parking restrictions.

Users of the school car park do so at their own risk, and the school does not accept liability for any accidents, damage or loss incurred to vehicles.

Children are not supervised before 8.30 a.m. and therefore parents and carers must not leave their children unattended on the school site before this time unless they are attending supervised clubs.

Wellbeing

We are committed to the care of all of our children and work closely with parents and carers to ensure that the wellbeing of children is at the heart of all school policies and practices.

ELSA AND HOME-SCHOOL LINK WORKER

Pupils may have barriers to learning caused by social and emotional needs such as poor self-esteem, social and communication difficulties, bereavement, difficulties at home. In such cases, they may be referred to our ELSA (“Emotional Literacy Support Assistant”) who supports children to access their learning. Children may be supported on a one to one or drop-in basis, or within small groups. Parents will be informed and meetings for children will take place weekly or as required. Where appropriate, our ELSA works alongside other agencies. Where a family is experiencing difficulties that are impacting significantly on a child’s progress, the school may be able to offer support through our Home-School Link Worker (HSLW), who is able to work with families and outside agencies. The school is committed to confidentiality within the responsibilities of safeguarding children at all times.

FOOD AT SCHOOL

All children are asked to bring drinking water to school every day in a named bottle (not glass). Pupils may bring a healthy mid-morning snack such as fruit, vegetables, or a healthy cereal bar.

Popular, hot meals are available at school, cooked on the premises by our kitchen staff. These must be ordered and paid for in advance. Each morning children choose from a menu of 3 options for their lunch when they arrive at school – this ensures maximum choice is available. The cost per meal is £2.90 from September 2025. Parents who choose to send their child with a packed lunch are encouraged to provide healthy food and to use a **named** sensibly sized lunchbox (no plastic carrier bags please). Please do not send sweets, chocolate bars **or nuts (including peanut butter or Nutella spread)** as some children are allergic to them. Lunchtime supervisors oversee pupils eating lunch, and will report to

class teachers any pupils that they are concerned about. Children will bring home anything that is left over in their packed lunch so parents can see what their child has eaten over the day. See also the section on Charging, for information about eligibility for free school meals.

HEAD LICE

Head lice is a recurring problem for all schools, and is very difficult to eradicate. Parents of any child found to have eggs will be asked to treat them that evening. Parents of any child found to have live lice will be asked to take them home for treatment immediately, in order to minimise the potential for spreading. The child can return to school as soon as the hair is treated.

ACCIDENTS

The school has designated staff who are first aid trained. An injured child will be sent to the school office for first aid. All first aid is recorded. Most injuries are minor and our first aiders make the decision, based on their knowledge, whether a parent needs to be sent for or informed.

Should a child receive any injury to the head, a telephone call is made to inform parents of this. If a child has a more serious accident, we will telephone parents to discuss the best course of action. On the rare occasions that it is necessary to call an ambulance, parents will be asked to try to reach school in time to travel with the child. If this is not possible, a member of staff will accompany the child to hospital.

ILLNESS DURING THE SCHOOL DAY

If a child is ill during the school day, and is unable to stay at school, we will telephone parents and ask them to come to collect them. Please ensure that the school has at least two up-to-date telephone numbers of a parent/carer/relative/friend who can be contacted during the school day.

MEDICINES

Members of staff are **not** permitted to administer medicines in school without a Parental Agreement Form being signed. Children can self-administer medicines under supervision if we have written authorisation from parents. Short term courses of antibiotics or medicines should, where possible, be given before children arrive and on their return home. All medicines must be handed into the office and must be in their original package.

MEDICAL CARE PLAN

Should a child develop a condition that requires emergency drug administration e.g. nut allergy anaphylaxis, medical forms must be completed. These are available from the school office. Children who have epipens will need to have two named epipens in school. One will be kept in a secure medical cupboard near the school office, and one with the teacher in the

classroom, in a named box.

Children are responsible for their own asthma inhalers. All inhalers should be clearly named and in original box, kept with the child and taken home at the end of each term. Parents are asked to provide a second inhaler to be kept in the medical cupboard as an emergency backup, and to ensure inhalers are in date.

If a child is on maintenance drugs i.e. those which must be taken every day to stabilise a chronic condition, guidance does allow staff to administer these on completion of a form which is available from the school office. It is the parent's responsibility to inform the school about any changes in administration of maintenance drugs.

SCHOOL NURSE

The school nursing team for Surrey can be contacted directly on 01883 340922. Pupils may also be referred to the school nursing team by school staff.

EMERGENCY CONTACTS

It is very important that we have at least two contact numbers for the adults whom parents would like us to use as emergency contacts. In the case of an accident or illness, we use the list of contacts in order of the priority indicated by parents. It is helpful if the emergency contact is someone who can reach the school reasonably quickly and who is regularly available. Many parents make mutual arrangements with parents of their child's friends; please remember to keep us up to date with current phone numbers

SMOKING/VAPING

The school has a no smoking or vaping policy, both inside the building and in the grounds.



Behaviour - being the best we can be

READY, RESPECTFUL, SAFE

At Tillingbourne we have high expectations of behaviour of everyone in our school community. All children are supported to have a clear understanding of good behaviour through our 3 school rules: Ready, Respectful and Safe. Our Behaviour Policy outlines how this is achieved in more detail.

PRAISE, ENCOURAGEMENT AND REWARD

Every opportunity is taken to praise, encourage and reward children for a whole range of achievements and actions. Tillingbourne's philosophy is that specific praise and encouragement are essential if we are to nurture happy and well-motivated children; these are far more powerful and more positive influences than, and should always be used in preference to, punishment. A house point system encourages collective responsibility and rewards achievement and effort. There is a weekly Celebration Assembly, at which the 'Star of the Week' from each class is praised. School teams give a match report to the rest of the school; children with individual achievements are invited to share them. Opportunities for children to share good work are built into the curriculum.

We encourage children to take responsibility and be leaders in school as we believe that this provides children with excellent skills for life and helps them to contribute to the school community. Opportunities include the roles of: House leaders, Digital Leaders, School Council, Eco Leaders, Sports Leaders/Crew, Mental Health leaders, Food Council, EAL champions, Reading Champions and Play Leaders.

SCHOOL HOUSES

There are four houses: Holmbury (red), Leith (blue), Chinthurst (yellow) and St Martha's (green) and house points – between 1 and 3 - are given to children as rewards.

A tally is kept in each classroom and the weekly house total is announced in the Friday assembly. Each half term the house with the most points is awarded the House Cup. The children are encouraged to realise the value of contributing to their house's total points and the importance of working as a team.

Two children from each house are elected by the pupils in each house as their house captains.

ANTI-BULLYING

Bullying will never be tolerated at Tillingbourne. Incidents of bullying are extremely rare because the school promotes a climate of care and respect for one another, and personal, social, health, economic and citizenship education is given a high priority. Everyone needs to know that unkindness is unacceptable if we are to maintain our happy community. We all

have a responsibility to ensure that others' right to feel safe is enforced. However, if unkindness does occur, it is addressed straight away and parents are kept informed if the matter is serious or not resolved immediately. The staff are aware of the subtle nature of some bullying and are constantly vigilant; parents and pupils are urged to inform us at once if they know of any behaviour which causes concern.



ASSEMBLIES

Assemblies form a vital part of the spiritual, moral, social and cultural education provided by the school and they play a major role in establishing the ethos and standards of the school. A daily act of collective worship is a legal requirement. Each class will hold an assembly for parents and carers to attend during the year.

The pattern of assemblies for each week is as follows:

Day	Type of Assembly
Monday	Whole school assembly – School Values
Tuesday	Whole school assembly – Music / Singing
Wednesday	Year group assembly - in class
Thursday	Whole school assembly - Weekly Themes
Friday	Whole school assembly - Celebration

Curriculum

CURRICULUM

The curriculum at Tillingbourne aims to ensure that our children are caring, aspirational, curious, responsible, resilient and confident lifelong learners. We believe that learning should be challenging, rewarding and an enjoyable experience for everyone in school; it should be fun. Through our purposefully constructed and ambitious curriculum, we equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. Carefully crafted teaching and learning experiences help children to lead rewarding lives as they build a sense of self and of their potential, and gain confidence in their talents, interests and abilities.

Our curriculum incorporates the statutory requirements of the National Curriculum and identifies the key concepts, knowledge and understanding which best meet the learning and developmental needs of the pupils in our community. The aim of our curriculum is for pupils to have the requisite skills to be successful, independent and motivated learners in readiness for their next stage of education

- Well-being is a fundamental component of the curriculum for all pupils. This includes health education and involves the PE curriculum which all pupils are expected to participate in. If a child is to be excused from PE a parental note is required. For an extended period of time, a doctor's note is required.
- Our website contains information about what the children learn in each year group and how the curriculum in each year group builds on prior learning.
- Collective worship and Religious Education are non-denominational but broadly Christian in character and follow the Surrey syllabus. In practice, every attempt is made by all staff to allow for all religious perspectives, although particular emphasis is placed on the need to reflect on religious and moral issues to form an informed opinion and belief. The importance of living a life based on these principles is stressed and the issue of faith is explored in this context. All members of the school community are expected to respect others' right to worship as they choose.
- Much of the Relationship and Sex Education curriculum is taught as part of Science and PSHE and takes place progressively throughout the school.
- Parents have the right to withdraw their children from school assemblies, RE and Relationship and Sex Education lessons; however the biology curriculum is mandatory for all pupils. Parents are strongly advised against withdrawing children as it can lead to misconceptions and therefore are asked to discuss this fully with the Headteacher before taking such a step.

ASSESSMENT

Tillingbourne Junior School monitors every child's progress through a planned programme of assessment, analysis and action. Progress is tracked for each child to ensure that it is at least good and that achievement matches potential. It is not the policy of the school to rank children or give them any feeling of pressure or failure, although we do identify children who have not made progress and intervene to try to accelerate future progress to eradicate the prior underachievement. The information gained from our assessments also helps us to keep parents properly informed and to monitor the effectiveness of our own teaching. Statutory assessments take place at the end of Key Stage 2 (Year 6).

SPECIAL EDUCATIONAL NEEDS

Tillingbourne Junior School is proud to be an inclusive school. We strive to ensure that all pupils have access to a broad, balanced and differentiated curriculum relevant to their needs. Potential areas of special needs are: Cognition and Learning, Communication and Interaction, Social Emotional Mental Health, Multisensory Impairment (hearing or vision), physical or medical needs. We aim to identify ways in which all pupils can reach their potential and to provide a supportive framework for all pupils with special educational needs and disabilities (SEND), taking into account the nature and degree of each child's needs.

SEND pupils are integrated into classes with the support of the Special Educational Needs Co-ordinator (SENDCO), teachers and teaching assistants as appropriate. Support may take the form of; differentiated classroom activities, individual or small group support in or out of the classroom, specialist support from the SEND Team or outside agencies such as Learning Language Support, Behaviour Support, Speech and Language or an Educational Psychologist.

Tillingbourne is a school which welcomes pupils of all abilities and backgrounds and ensures that all have the best possible access to the curriculum, in line with the Equality Act of 2010. The school has an 'accessibility plan' which is reviewed regularly to meet pupil's needs. In order to ensure that pupils with SEND are not treated less favourably than other pupils, our SENDCO, Teachers and Teaching Assistants adapt the curriculum to meet each individual pupil's needs, holding regular discussions with parents and pupils about how to best meet those needs. Targets and interventions are reviewed termly with the SENDCO, class teacher, Teaching Assistants and parents to discuss outcomes and next steps to support learning. Pupils in need of specific behavioural support will have Individual Behaviour Plans (IBPs) which are also reviewed termly. Parents are fully involved at the appropriate stages of the identification and assessment procedures.

CONTINUING PROFESSIONAL DEVELOPMENT

Tillingbourne Junior School believes that the right to learn applies to everyone working in the school. Our members of staff are encouraged to keep up to date and to extend their knowledge through a range of in-service courses and private study. There are seven days

(INSET days) during the year when the school is closed to pupils, in order to facilitate whole staff development activities. In addition, teachers may attend specific professional development activities during the school day. On these occasions, their class will usually be covered by a Higher Level Teaching Assistant (HLTA).

STAFF ABSENCE

On rare occasions, class teachers may need to be absent from school due to illness or personal reasons. Our year teams work closely together to ensure that your child will continue to follow the planned curriculum and will usually be taught by our experienced Higher Level Teaching Assistants whose role it is to cover classes. Parents will be informed in the rare event of an extended period of absence; however due to issues of confidentiality it is not always possible to be exact about when a member of staff is able to return to work.

VISITS AND VISITORS

Children's learning experiences are enhanced by the involvement of visitors from the community as well as through a range of visits to a variety of venues.

All educational visits and visitors enhance and enrich children's understanding of the school curriculum. Information about the visit or visitor, any specific lunch arrangements, clothing needs, likely time of return to school, request for voluntary contributions towards the cost and help will be sent to parents in advance. Please be aware that we are committed to providing enrichment activities for your child but these can only go ahead with contributions from parents to ensure that they are financially viable. General consent to all trips and visits is requested at the beginning of each school year. Parents will need to inform school in writing if they do not wish their child to attend a visit.

Teachers ensure that all medicines needed for specific children are taken on a visit. Teachers undertake risk assessments and ensure that practical and safety needs can be met. In order to meet the recommended adult to child ratio, we sometimes ask for additional adult helpers, who will be made aware of their roles and responsibilities and asked to read our document on Safeguarding of children at Tillingbourne.

As an inclusive school we endeavour to include all children in all visits wherever possible; however this may require adaptation to the timetable for individuals with specific needs. A child will only be prevented from participating on the visit if there are significant concerns around health and safety and reasonable adjustments cannot be made.

Charging & Voluntary Contributions

RESIDENTIAL VISITS

We are committed to a program of residential activities which are currently offered to pupils in year 4, 5 and 6. As well as being fun, all these visits have a strong educational element, and are used to support the classroom curriculum. It is strongly recommended that **all** pupils take part in these activities. Parents experiencing financial difficulty should speak to the Headteacher or School Business Manager in confidence.

CHARGING

The approximate cost contributions for all activities and trips, including residential visits, were as follows for the year groups for 2024/2025:

Year 3 - **£115**

Year 4 - **£400**

Year 5 - **£315**

Year 6 - **£600**

Although the school cannot charge for school-time activities, we will invite parents and others to make voluntary contributions equal to the cost of the activity. The contributions are voluntary by law, although the only way the school can subsidise them is to take money from other areas of the curriculum and the number and quality of enrichment activities we can offer depends largely on the support of families. As the pressures on school budgets increase, without parental contributions the school may need to cancel some of these valuable opportunities. Where parents are unable to make such contributions because of financial circumstances, they are asked to inform the Headteacher or School Business Manager who will treat the matter in the strictest confidence; as a caring school community, we would not wish to deprive a child of a valuable learning experience through lack of funds. However, if sufficient parents are unable to contribute, the visit may not go ahead, so we ask all parents to contribute as much as they can.

If you receive Universal Credit or other Income-related Employment and Support Allowances you may be eligible for free school meals. You may also be able to receive help with paying for residential trips, before and after school clubs and holiday activities. Even if your child prefers to bring a packed lunch rather than to have a school meal, please do apply as it helps both you and the school financially. (Forms can be obtained from the school office or from our website under "Parent Info").

Residential educational activities undertaken as a part of the school's curriculum work inevitably carry a charge for board and lodging. For parents of children eligible for pupil

premium funding, a contribution will still be requested. Parents are asked to speak to the Headteacher or School Business Manager, in strictest confidence, if they fall into this category and are unable to meet the full costs. Our aim is that every child should have the opportunity to benefit from these important, developmental experiences.



FOREST SCHOOLS

Outdoor learning is a valuable part of the curriculum maximising use of our excellent school grounds. Years 3 and 5 work with a Forest Schools teacher in our woodland area. To enable the school to provide this enrichment activity parents are asked for a contribution throughout the year.

SWIMMING

During their time at Tillingbourne all children will have swimming lessons at Cranleigh swimming pool; this is part of the National Curriculum and it is expected that all children take part. Parents are asked to contribute to the transport and teaching costs for this activity.

OTHER INCIDENTAL PAYMENTS

Parents and carers are also asked to contribute to materials where children wish to take items home e.g. contribution for Food and Nutrition learning towards ingredients for cookery.

Educational off-site visits, theatre workshops and visiting speakers enhance the formal curriculum. A minimum donation is usually requested for these to be viable and they may have to be cancelled if insufficient support is forthcoming. Parents are notified of upcoming visits by letter, and asked to make their contributions through our on-line payment system.

ONLINE PAYMENTS

We use an online payment system for parents/carers to pay for school meals, trips, breakfast club, afterschool club etc. From September 2025, we will be using Bromcom for our online payments.

Safeguarding

CHILD PROTECTION AND SAFEGUARDING

All staff who deal with children have a very clear duty to report any concern they may have about any child's well-being. There are well-established national procedures for dealing with such a situation. All staff, governors and visiting instructors have been cleared by the Disclosure and Barring Service as having no record which would prevent them from working with children. The Headteacher is the Designated Safeguarding Lead (DSL) at Tillingbourne Junior School and the Deputy Head, SENDCO and School Business Manager are also fully trained. If a child is subject to a court order, then parents or carers must make that known to the Headteacher. Should parents have any concerns about a child regarding Child Protection they need to speak with the Headteacher. Should these concerns be about the Headteacher, parents are required to directly contact the Chair of Governors via the school office. If a child is at imminent risk emergency services should be contacted immediately.

All adults working in school have a duty to report any concern regarding child welfare to the Designated Member of Staff who will in turn take advice from the appropriate authorities. There is a standard procedure to which we must comply, which may involve multi-agency working. The child's interests are always placed first. Please note that we are obliged to report ALL concerns, no matter how small, and to act on them without prejudice.

ONLINE SAFETY

Our whole school commitment to teaching children how to use the internet safely is underpinned by our comprehensive On-Line Safety policy. This key policy details our robust practice and procedures for staff, children, parents and visitors which help us all to be safe on line. We also have 'Online Safety Guidelines' displayed in every classroom, which the children follow to keep themselves safe while using computers. These guidelines will be sent home for parents to look at with their children at the start of the year.

SECURE SITE

In order to keep your children safe, we operate a 'secure school' during the working day that allows entry to the main buildings only through the main door. All adults working within the school wear identification badges at all times. All visitors are asked to sign in, and are given an identification badge. The main doors have a security access locking system, which is controlled from inside.

Parents are asked to observe the following:

- To deliver and collect children from the playground at the beginning and end of the

school day.

- Unless special arrangements have been made for a specific event, only enter the building through the main entrance and sign in.
- To supervise children very carefully on school premises. **Children should never be allowed to run freely in car park areas and should be accompanied at all times when walking to and from parked cars.**
- Not to bring dogs within the school grounds with the exception of the carpark area where dogs must be kept under strict control.

SCHOOL CLOSURE

In the rare event of a decision being made to close the school, e.g. because of adverse weather conditions, parents will receive a notification via the SCOPay Messaging Service. Please ensure that we have your up to date mobile contact details.

Uniform and Equipment

UNIFORM

Appendix A has details of our school uniform.

- Children should **wear PE kit on the days that they have PE.**
- Children are not allowed to wear jewellery at school, except for watches (that do not have internet access) or items of religious significance. If ears have been pierced for more than six weeks, earrings should be removed for PE – it is ideal if they are not worn at all on PE days. If a child has pierced ears, plain studs only may be worn, and must be taped up for PE. Pupils should supply their own tape. Children will not be able to swim with earrings in.
- **Parents are asked to ensure that ALL items of clothing are clearly named.**
- Long hair should be tied back with a **plain** hair band or scrunchie.
- Footwear should be black trainers or a sturdy pair of black shoes.
- A spare pair of trainers (any colour) should be kept in school for PE and outdoor play on the field(s).
- Pupils will play outside unless it is raining hard, so please ensure that your child has appropriate outdoor coat/jacket with them every day.

EQUIPMENT

Children are expected to take full responsibility for their own classroom equipment. Please ensure that everything is named so that, if it is lost, it can be returned. All children are allocated a small locker. Children should bring in a small bag containing their daily items and

clothing small enough to fit in their locker. Your child should bring in one small pencil case containing: a glue stick, colouring pencils, eraser, green biro, pencil sharpener and pencils. Please support your child's learning by not sending in 'toy-type' stationery equipment. Children should not bring personal items of value to school, including toys, as staff cannot be held responsible for their security and safety.

MOBILE PHONES

Children should not bring mobile phones into school. However if a parent requires their child to have a phone because they are travelling to and from school independently a phone may be sent in. On arrival at school the phone must immediately be handed into their class teacher, and collected at the end of the school day. Your child is not allowed to use their phone on the school site. The school does not accept responsibility for any loss which might occur.

LOST PROPERTY

Parents are asked to ensure that all personal property brought to school is clearly named. Found items which are clearly labelled will be returned to the owner. Other items will be placed in lost property in the main building. Children are expected to check lost property themselves for any missing items. At the end of each half term, unclaimed, unnamed items will be donated to our clothing bank or disposed of.

VALUABLES

Children should not normally bring money or valuable items to school. However, there are occasions where there are cake/ice cream/book sales. If it is necessary for a child to have money, it should be given to their teacher in a named purse/envelope and collected at the end of the school day. The school accepts no responsibility for loss of valuables in school.



Policies

POLICIES

The school website aims to provide the community with a range of helpful information. This includes our policy statements for Admission, Safeguarding, Behaviour Improvement, Anti-bullying and Complaints

COMPLAINTS POLICY

Tillingbourne Junior School has adopted the Learning Partners Academy Trust Complaints Policy of which the following is a summary. A full copy is available on request from the school office or electronically online in the “About Us” section of our website under “Policies”.

The relevant class teacher should attempt to resolve all complaints by parents or pupils involving the education and well-being of pupils in school. By addressing issues early, before they grow, we hope that most concerns will be dealt with effectively at this stage. However, if the class teacher is unable to resolve the complaint the schools’ Complaint Policy will be followed. The complaint will pass to the Headteacher who will work with the complainant(s) to resolve the complaint within the framework of the complaints policy. If the complaint is against the Headteacher then this will be dealt with by the Chair of Governors or the CEO of the Trust. If the complainant does not agree with the resolution they have the right to appeal within 15 days of the initial decision to a panel of the Governing Body/Trust. Should the complainant remain dissatisfied with the panel’s decision, the course of appeal for the complainant is directly to the Secretary of State or, in some circumstances, Ofsted.

DATA PROTECTION

Tillingbourne Junior School aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR).

Information about how we process personal data is outlined in our privacy notice which can be found on our website.

EQUAL OPPORTUNITIES

Tillingbourne Junior School has an Equal Opportunities Policy which applies to all staff, governors, visitors and pupils. Discrimination on grounds of age, gender, transsexual status, sexual orientation, race, colour, religion or beliefs, disability, nationality, ethnic or national origins will not be tolerated in any circumstances. The site offers as full access as possible to disabled pupils, parents, staff, governors or visitors and we are working to improve this. Pupils’ needs are met as closely as possible, with amendments being made to the curriculum or presentation of work to make it accessible. The Accessibility Plan required by the Disability Discrimination Act 1995 is available for inspection if required.

TEACHING STAFF

Staff		
Ben Stevenson	Headteacher	
Emma Lines	Deputy Headteacher	Curriculum development/ Assessment / Vulnerable groups (CLA/EAL/DA/YC) / Initial Teacher Training
Christa Wijnja	School Business Manager	
Gaby O'Meara	SENDCO	Leads Special Educational Needs
Emma Lines	Year 3 Teacher	Leads: English
Charlotte Newman	Year 3 Teacher	Leads: Science
Tim Barnett	Year 3 Teacher	Leads: English
Jude Pitcher	Year 3 Teacher	Leads: Geography
Gill Witter	Year 3 Teacher Forest Schools Teacher Food and Nutrition teacher	Leads: DT (food and nutrition)
Willa Baird	Year 4 Teacher	Leads: Music
Amelia Brown	Year 4 Teacher	Leads: Geography and Eco Schools
Amanda Regan	Year 4 Teacher	Leads: Art
Fran Sherfield	Year 4 Teacher	Leads: PSHE & RSE
Lucy Dorrington	Year 4 Teacher	Leads: DT & RE Year 3 Transition coordinator LKS2 Phase Leader Pupil Premium Strategy Lead
Chloe Jackman	Year 5 Teacher	Leads: Maths Upper School Phase Leader
Sally Quinn	Year 5 Teacher	Leads: Maths
Melissa Van Heesewijk	Year 5 Teacher	Leads: English
Gabby Peach	Year 5 Teacher	Leads: DT

Laura Hammond	Year 6 Teacher	Leads: History
Sean Gibson	Year 6 Teacher	Leads: PE
Izzy Ross	Year 6 Teacher	Leads: Computing
Kristy Hunt	French Teacher	Leads: Modern Foreign Languages and EAL
Harry Good	Sports Coach	

SUPPORT STAFF

Administrative Staff	Vicky Baldaro Sarah Coombes-Jackson Tracey Tarling Sarah Thomson	
Caretaker	Alan Froud	
Learning Mentor/ELSA	Sandra Haynes	
Home School Link Worker	Chris Albrecht	
Higher Level Teaching Assistant	Linda Hern Sarah Martin Katherine Smith Holly Kiri	
SENDSCO Assistant	Sandrine Cansell	
Teaching Assistant + Lunchtime Supervisor + After T's	Janet	Brewer
	Louise	Campey
	Sandrine	Cansell
	Jeanette	Capewell
	Emma	Dewhirst
	Vicky	Elliott
	Tilly	Fish
	Sandra	Haynes
	Harry	Dawes
	Holly	Kiri
	Orlagh	Lazopoulos
	Jo	Marin
	Zoe	Mason
	Kate	McCarthy
	Lizi	Morgan
	Katherine	Philp
Sarah	Ringrose	
Nancy	Schmidt	
Kathy	Smithers	
Oksana	Yaremachenko	
Crossing Patrol	Geoff Hitchcock	
Librarian	Emma Dewhirst	
IT Technician	Tom Brook	

APPENDIX A: SCHOOL UNIFORM

TILLINGBOURNE SCHOOL UNIFORM POLICY

Tillingbourne's school uniform provides a collective identity and a practical set of clothes for learning. At Tillingbourne, we firmly believe in the philosophy of a school uniform being worn with pride. Where possible, branded items are kept to a minimum and generic items are available. These items can be obtained from many high street or on-line stores.

Please see below the requirements for school uniform at Tillingbourne

Daily School Uniform – essential

Item	Colour	Branded with Tillingbourne logo	Optional	Where to buy
trousers <u>or</u> shorts <u>or</u> skirt <u>or</u> pinafore	grey	no	no	highstreet stores or online retailers
Polo shirt	white	optional	no	https://www.earthuniform.com/ or highstreet stores or online retailers
Sweatshirt or School V neck <u>or</u> cardigan	red	yes	no	https://www.earthuniform.com/
Pleated Gingham Summer Dress	red	no	yes	highstreet stores or online retailers
Socks / tights	Grey, black, white	no	no	Highstreet stores or online shops
PE Tillingbourne sports T-Shirt	red	yes	no	https://www.earthuniform.com/
PE Tillingbourne hoodie	red	yes	no	https://www.earthuniform.com/
PE Shorts	black	no	no	https://www.earthuniform.com/ or highstreet stores or online retailers
PE Tracksuit-jogging bottoms or leggings	black	no	no	https://www.earthuniform.com/ or highstreet stores or online retailers

Other Items – essential

Black shoes or trainers with closed toe (required, non-branded, no boots or high heels)

Another pair of sports trainers to be kept at school for PE days/on the field (required, non-branded)

Bag (required, non-branded)

Coat (suitable for season, non-branded)



PE UNIFORM

PE uniform can be worn on PE days (twice weekly).



Cost of School Uniform

We appreciate that the cost of school uniforms can be a barrier for some parents and cause an unnecessary financial burden. If you are struggling with the cost of school uniform, we encourage you to contact us as soon as possible to discuss options available. Most items can be bought from high street shops and online retailers. We also have a second-hand school uniform shop which offer a selection of items for a small donation.

Lost Property

Please ensure all uniform is named. All named items will find their way back to the Year Group, but any unnamed items will be given to the second-hand shop at the end of each half term if unclaimed.

APPENDIX B: TERM DATES - ACADEMIC YEAR 2025/26

Autumn Term 2025

Thursday 4th September 2025 - First day of Autumn Term (no staggered start)

Friday 25th October 2025 - Inset Day, school closed

Monday 27th - Friday 31st October 2025: Half term

Friday 19th December 2025 - last day of Autumn term, 1.10pm finish

Spring Term 2026

Monday 5th January 2026 - First day of Spring Term

Wednesday 28th January 2026 - Inset Day, school closed

Monday 16th - Friday 20th February 2026 - half term

Friday 27th March 2026 - last day of Spring term, 1.10pm finish

Summer Term 2026

Monday 13th April 2026 First day of Summer Term

Monday 25th - Friday 29th May 2026 - half term

Monday 1st June 2026 - return to school

Monday 29th June 2026 - Inset Day, school closed

Friday 17th July 2026 - last day of Summer Term, 1.10pm finish