

# Welcome to



**Clarendon School**  
**Primary Centre**

## **Starting in Stars Class Information Handbook for Parents and Carers**

### **An introduction to Star's Class**



Clarendon School Primary Centre  
Buckingham Rd, Hampton TW12 3LT  
Telephone: 020 8941 2623  
Email: [info@clarendon.richmond.sch.uk](mailto:info@clarendon.richmond.sch.uk)  
Website: [www.clarendon.richmond.sch.uk](http://www.clarendon.richmond.sch.uk)

## **Welcome to Star's Class**

Starting a new school is an exciting and sometimes daunting time. We aim to create a feeling of warmth and security in a structured and stimulating environment. We hope that this will be the beginning of a long and happy association with Clarendon School. At Clarendon we view all students as individuals and in partnership with parents, we provide valuable experiences which lay the foundation for future development.

Within this booklet you will find general information about the school and in particular Star's Class and how it runs. We hope that you will find it useful. If you need any further information, please do not hesitate to talk to a member of the school staff or visit our website [www.clarendon.richmond.sch.uk](http://www.clarendon.richmond.sch.uk). You may also like to watch our school film 'Our Little Dreams' and see our school song on there too.

### **Star's Class Teachers**



**Angela Mason**



**Sinead Allen**

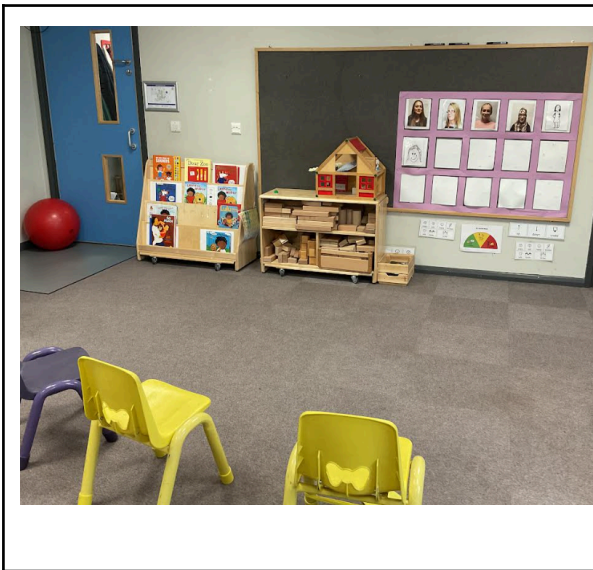
### **Star's Class Support Staff**

Stars Class is supported by our Nursery Nurse and a number of additional Teaching Assistants to support children during the school day.

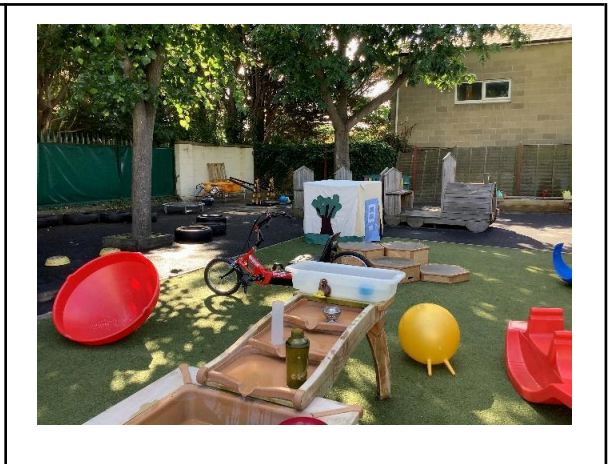
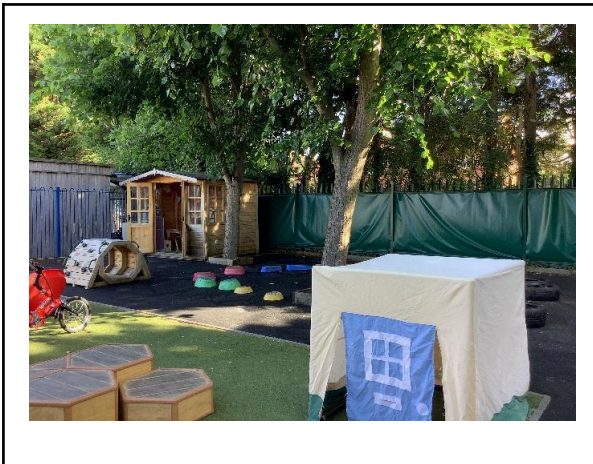


**Sarah Black** Nursery Nurse

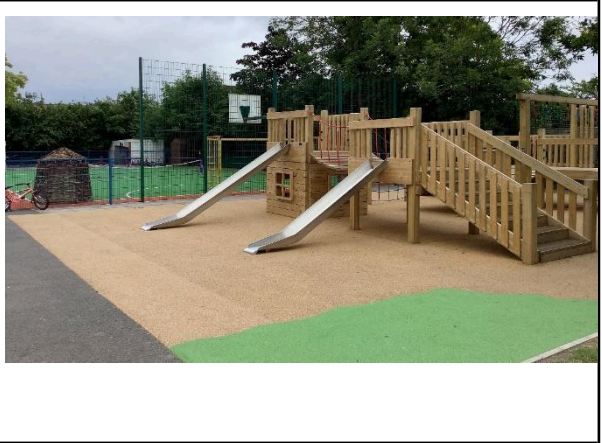
**Star's Classroom**



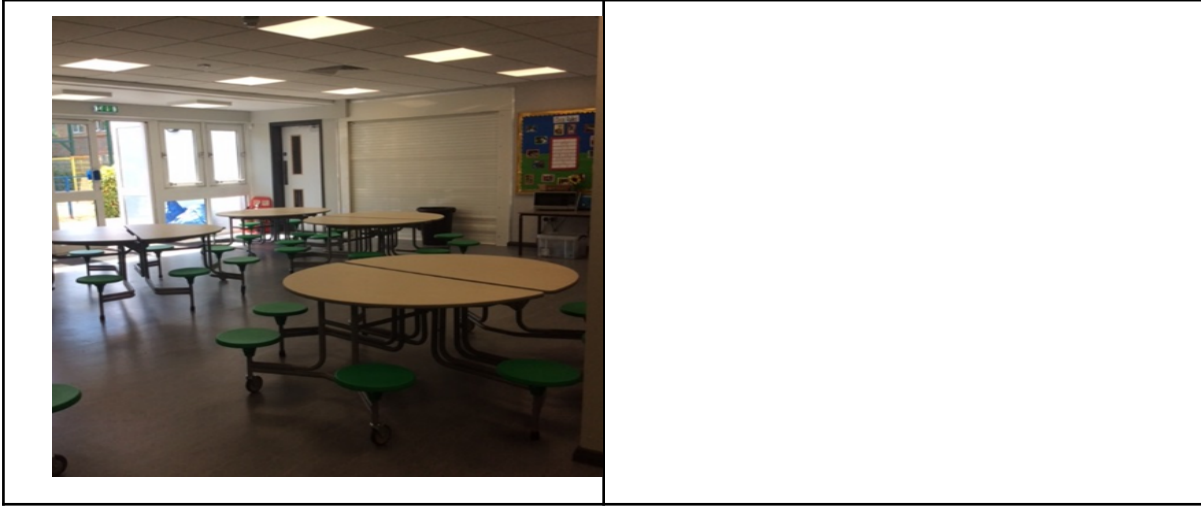
**Our outside area**



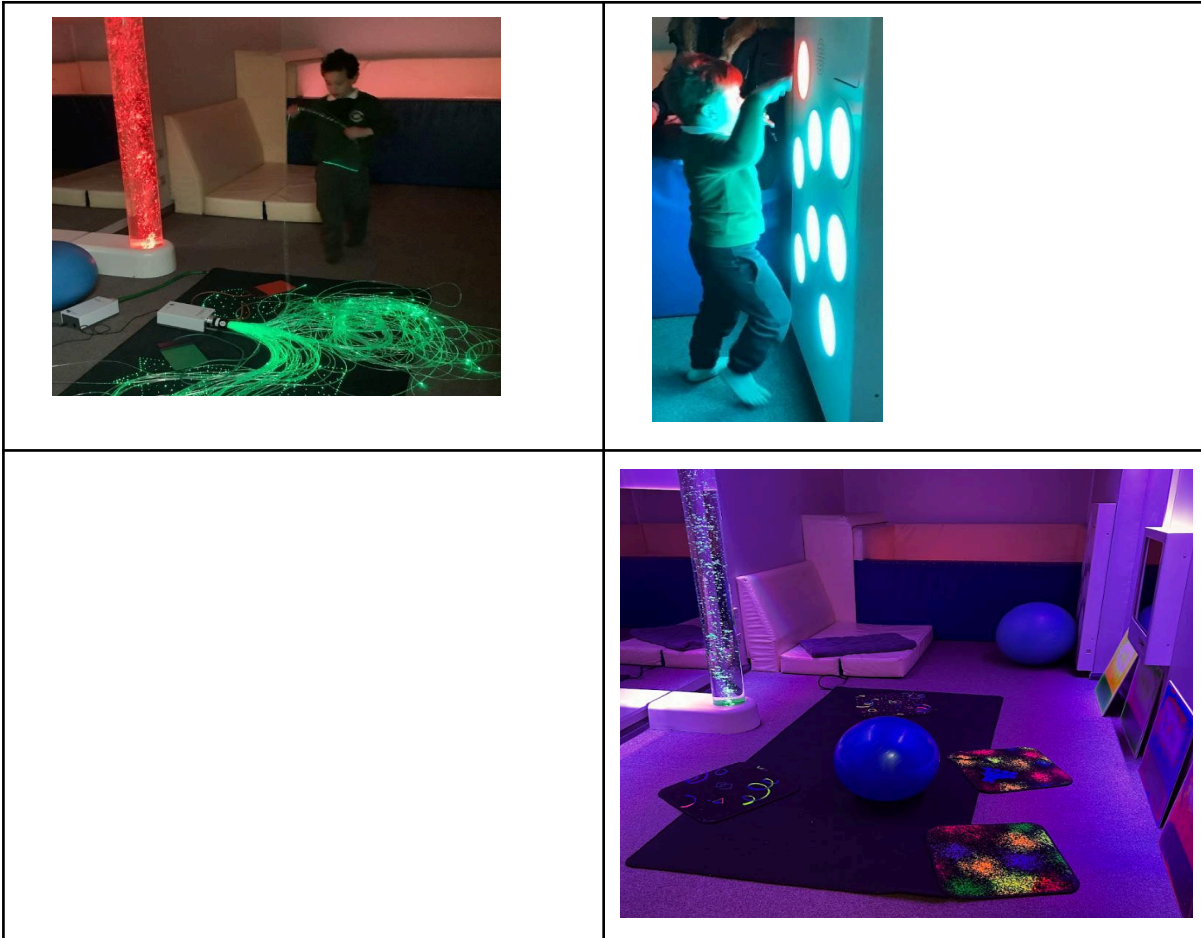
## The big playground



## The Dining Hall



## The Sensory Room



## **The first day and settling in**

We welcome new parents and carers to come with their child to Star's Class on the first morning at **8:50 am** on **Wednesday 3rd September 2025**. Please enter through the Star's Class playground gate. If you think it will help your child to settle in, one parent or carer is welcome to stay with their child until either breakfast time at 9:15am or when the class goes to assembly at 9.30am. Some children take longer than others to settle at a new school, therefore please do not worry if your child takes longer; we will get there by working together.

We ask each family to share a selection of 5 to 10 photographs showing the people and activities that are familiar to their child. We will use these to create a 'This is me' book for your child to use whilst at school.

## **Key Person**

In September a key person will be allocated to work closely with your child. Alongside the class teachers, your child's key person will monitor your child's development and progress throughout the year. Your child's key worker will also be responsible for other students in the class.

## **Other key staff**

Julie is our Family Engagement Coordinator and works from the Primary centre on Wednesdays and Thursdays. If you would like to speak with her please contact the school office.

Heidi is our welfare coordinator and will coordinate with you regarding any medication your child may take regularly. Please ensure you have completed the relevant paperwork.

## **Curriculum & Teaching**

The Star's Class curriculum covers all seven areas of the Early Years Foundation Stage (EYFS) Framework; communication and language, physical development, personal, social and emotional development, literacy, mathematics, understanding the world and expressive arts and design. Students are encouraged to develop skills through play-based learning. These areas are taught through a combination of adult directed activities

and student directed learning inspired by student's interests and the school's topics cycle. Stars' staff consider each student's developmental stage and use a number of teaching techniques to plan tasks designed to help students take the next steps in their learning. These techniques will include communication aids (AAC), sensory diets, Makaton, visual timetables, SCERTs, Attention Autism, Intensive Interaction, Cued Articulation and TEACCH (amongst others).

As part of our life skills curriculum, when appropriate we will work on road safety and towards visits to the local playground. This enables our children to experience learning outside the classroom and to generalise skills. The curriculum overview can be found on the school website each half term.

## **Routines**

The children begin each morning at **8:50am** with active learning outside. We then have breakfast together and assembly. The students will have sessions for phonics, early reading skills, maths, attention autism (bucket activities), sensory activities, music, movement, singing and story time with the class group. At all other times they are free to self-select activities which include mark making, construction, small world, art, role play, bikes & trikes, sand and water play. They may choose activities on offer outside or in, but please be aware that activities will continue outside in all weathers and seasons, so please ensure your child has appropriate clothing. Pupils will also have the opportunity to visit the sensory room as needed each day.

Stars Class sessions run from **8:50am to 3:00pm**. There is currently a lunch break from 12:00pm to 12:30pm and a break time from 1:00pm to 1:30pm.

## **Dropping Off and Collecting Your Child**

Star's Class opens at **8:50am**, once the staff have set up the outside learning area.

If your child comes to school on transport, their key worker will greet them from their minibus or taxi when it arrives and bring them to the classroom.

If you bring your child to school, the Star's Class playground gate will be opened for you as you arrive from 8:50 am (please aim to arrive by 9:00am)

and then again at 15:00 pm for home time. If you arrive after the main school gate has been closed, you will have to buzz through to the school office who will notify the class team of your child's arrival.

We have a relaxed start to the day, however please ensure you arrive promptly at home time as it can be very upsetting for a child if they are the last one left and also takes staff away from their end of day duties.

Your child must be collected by an adult. If a different adult will be collecting your child, please let the school office and the Star's Class staff know in advance.

### **Illness and Absences**

Children who become ill during the school day are looked after by the Stars' staff and if necessary, parents will be contacted and asked to collect their child. It is very important that we have an up-to-date contact telephone number on which we can contact you during the school day. To avoid the spread of viruses, please do not bring your child to school if they have a fever, vomiting or diarrhoea. Your child should not return to school until 48 hours after the last bout of vomiting or diarrhea. Please telephone the school office if your child is going to be absent. Please note, absences will only be authorised for reasons such as illness or genuine family emergencies. We strongly recommend you do not take your child on holiday during term time as this can be very disruptive to their learning and friendships. Term-time holidays will not be authorised.

If your child has an appointment that cannot be taken outside of the school day, please notify the school office and your child's key worker.

### **Food and Drink**

We have sinks in each classroom from which drinking water is available. Please provide a clearly named water bottle or let us know if your child drinks from a cup and we will provide one so that they can continue to use this skill. We also kindly request that you provide snacks such as fruit (no citrus), raw vegetables, rice cakes or bread sticks at the start of each week. The children will share these during snack time.

Fruit, toast, cereal, water and milk will be provided for children at breakfast time. We recommend all children eat our healthy school lunches. Some children choose to bring a packed lunch, but the majority choose a school dinner. All primary aged children are entitled to a free meal provided for them by school. There is always a range of food available, including a vegetarian option. If you choose to send a packed lunch, please note that we do not allow sweets, glass bottles, fizzy drinks or cans in packed lunches. Sugary foods and chocolate should be kept to a minimum.

We are a NUT FREE and CITRUS FREE school. We have children and staff who have allergies to nuts and citrus fruit and could be seriously ill if they come into contact with these. Please do not send any nut products into school or include oranges in lunch boxes.

## Uniform

The school has a uniform policy. Most uniform items can be purchased locally from stores and supermarkets. If you wish to purchase items with the school logo, such as jumpers, these can be purchased from the school office. If your child finds wearing a school uniform difficult please speak to the class teacher.

A uniform list is enclosed in your welcome pack and can also be found on the school website. Please ensure that every item is clearly named including shoes, coats and hats/gloves.



In Star's Class **we go outside every day**, in **ALL** weathers throughout the year. We do messy play, play dough, painting and gluing activities and we have access to mud, sand and water play inside and out every day.

We provide aprons, but please appreciate that your child might come home messy. We encourage you to send your child to school with clothes you do not mind getting spoiled. We try to ensure our paint and glue is washable, however if your child does get paint on their clothes, we recommend that you soak them in cold water before washing them in the machine.

It is school policy that no jewellery is worn, including watches, as they can get lost or cause injury. If your child has pierced ears, they will be able to wear studs only. No hoops please. Please note: school cannot be held responsible if valuable items are lost or damaged.

### **Class Kit**

In Star's Class, children learn in the classroom and in the outside learning environment all year round. Consequently, pupils need equipment for learning inside and outside in **all weathers**. Your child will need:

- Waterproof footwear such as Wellington boots.
- A **waterproof** coat & trousers or an all-in-one suit (not just water resistant).
- Warm clothing layers in the Autumn and Winter months.
- Sun hat and sun protection lotion in the Spring and Summer.

Pupils will also need spare clothes in a small bag (to remain in school) and items required for changing and personal care if required (such as pull ups and wipes).

Your child will need a book bag or small bag (e.g a supermarket bag for life) which will go between home and school. In it will



be your child's home school diary (if they travel by AfC transport), any letters for your information and occasionally work they have produced. We ask that children **do not** bring large bags into school, e.g. backpacks, as we do not have space to store these in class.



All clothing, including shoes and bags should be labelled with your child's name.

## Special Occasions

We like to celebrate the children's birthdays, as it is an important time for them and it makes them feel very special. If you would like to bring something in for the class to share to celebrate your child's birthday, please ensure there are no small parts, nuts or citrus. We also celebrate festivals and special days, this helps the children gain an understanding of the different cultures and religions in our community. Parents are welcome to contribute ideas for activities and any information on festivals they celebrate within their cultures and families.

## Documentation

Please ensure that all the forms you have been given by the school are completed and returned before your child starts in September. It is vital that we have all the information we need to ensure that your child is safe and happy. We need up to date contact details (including emergency contacts), medical information and photograph permissions. These were sent home in your information pack. We also need to know who will be collecting your child from school each day (family or transport). If there have been any changes since completing the paperwork, please notify the school office immediately.

## Jack the dog



Jack, our school dog is a friendly cocker spaniel. He is based in Comets class but visits other classes to see all of the children and staff at Clarendon Primary. He also enjoys playtime; spending time with the pupils and staff. Jack is training as a school therapy dog and helps to support the pupils, improve self-esteem, regulate and

calm and develop empathy and emotional literacy. He has also helped children to overcome their fear of dogs and learn how to behave around dogs in the environment.

## Queries or Concerns

At Clarendon, we have an open-door policy. You can talk to your child's key person or the class teachers if there are any concerns. If there are urgent issues, then please see any member of Stars' staff. If you feel you need more time, you are welcome to arrange an appointment with your child's key person or class teacher. Once a term you will have a chance to meet with the staff to discuss the progress of your child. Dates of these meetings will be given to you in advance and can be found on the school website.

The school has a texting and emailing service and will contact you with reminders and information.

### **Safeguarding**

The school is committed to safeguarding the safety and welfare of all its pupils. The school's safeguarding policy details the steps that will be taken if concerns arise about the safety or welfare of a child. If any parent, carer or teacher has concerns about the welfare of the pupils, these should be addressed to the Designated Safeguarding Lead (DSL). Further information can be found in our safeguarding and child protection policies, which are available on our website.

### **Specialist Therapy Team**

At Clarendon Primary Centre we have Speech and Language Therapists, and Occupational Therapists, plus access to an Educational Psychologist. The professionals work alongside the teaching teams as required to support individual students and classes. We also offer 'Family Group' to Clarendon Primary centre families, providing an opportunity for a family member and child to work with other parents in school, helping and supporting each other. Our Family Partnership Worker is available to speak with parents and to provide support. Please contact the school office if you require more information.

### **Please remember**

You can always ask for help and advice from us before and after school, however, sometimes you may need to make an appointment.

School starts and finishes on time. If you are going to be late due to unforeseen circumstances, please phone the school to inform us.

If you make arrangements for your child to be collected by someone other than yourself, even as a one off, the school must be informed in advance for safety reasons.

If you change address, telephone numbers or work details then please inform school straight away in case of an emergency.

If your child doesn't have the equipment they need during the day we may need to contact you to bring these to school.

Throughout the year you will be invited to school for special events and assemblies including Christmas celebrations, sports day and parents' evenings. Please do your best to support your children and attend.

We believe that the parents, children and staff are partners and we must all do our best to support each other.

### **Thank you**

We hope this booklet has been of help to you. If you have any questions or concerns, please contact the Star's Class teachers via the school office. Finally, we are looking forward to your child starting in Star's Class on **Wednesday 3rd September 2025** at **8:50am** and working in partnership with you to ensure the very best care and education for your child.