



ATWOOD PRIMARY SCHOOL

ATWOOD PRIMARY SCHOOL PROSPECTUS

Please note that schools are dynamic organisations and at times, it is necessary to change aspects of school life, and so this prospectus acts as a 'guide' to school life, rather than describing policy.





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PROSPECTUS

Mission statement

All schools in the Pegasus Academy Trust share the same mission statement which explains our values in child friendly terms. We call it 'Pegasus People'. We often talk about how 'Pegasus people' should behave in assemblies, staff meetings and community meetings. We believe it is our values that make us different. You will see a description of what makes a 'Pegasus person' in many locations in our schools and we reproduce it below for those interested in our schools



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Introduction

Atwood Primary School is part of The Pegasus Academy Trust which includes Whitehorse Manor Infant and Junior Schools, Ecclesbourne Primary School, Cypress Primary School and Beulah Infants' School. Pegasus also leads Thornton Heath Nursery School.

Our school prospectus contains information we hope you will find useful. Should there be anything else you wish to know please contact the school office to discuss your query. We welcome prospective parents and carers to the school. Visits can be arranged by contacting the school office where the staff will be more than happy to make an appointment.

Paul Robins: Head of School

Hannah Townsend: Inclusion Manager

Matthew Nolan/ Andre Savarian: Chair of Academy Council

The Pegasus Academy Trust

Lynne Sampson: Executive Headteacher

Jolyon Roberts: Executive Headteacher

Richard Hill: Chair of Directors

The Pegasus Academy Trust is a charitable company limited by guarantee registered in England and Wales. Our company number is 7542114

Admissions: School

Parents of children due to start at the age of 4 or 'Rising 5' and those joining in Years 1-6 must apply through the London Borough of Croydon's website

Children will be admitted into the school in line with the Local Authority guidelines taking the following priorities into account:

- If the child is in the care of the local authority or have previously been in the care of the local authority;
- Medical grounds
- If there are siblings attending the school;
- Distance from the school to the home address;
- Special educational needs and referrals from outside agencies;

Admissions: Nursery

Parents of children who are eligible to start Atwood's Nursery Class at the age of 3 or rising 4, should contact the school office for an application form.

Admissions - General information

Parents have a right to appeal in the event of a place not being available.

Please note that children who attend our Nursery are not guaranteed an automatic place in our Reception classes.

Entry to the Foundation Stage is slightly staggered to enable children to be provided with individual attention and to settle in smoothly.

The School Day

The school day starts at 9:00am.

All doors to classes open at 8:45am, however to support parents both the front gate and the Tandridge Gate to the rear, open at 8.30am. Children are given a late mark after 9:00am. If your child arrives after 9:30am they are given an absent mark (U code).

We encourage children to come into school independently, especially from Year 5 onwards

Lunchtime: Nursery and Reception have a staggered lunch time daily between 11:30am and 12:30pm. KS1 have lunch daily 12:20pm – 1:20pm. KS2 have lunch daily between 12:30pm and 1:20pm

School finishes at 3:15pm

Please note that the main gate and the Tandridge gate are open between 8:30am and 9:00am. After this time, pupils must enter through the main entrance and will receive a late mark. In the afternoon both gates open from 3:00pm. Parents are asked to wait on the playground near to where their child's class is dismissed leaving plenty of room for the teachers to 'hand over' the children!

Any child who has not been collected by 3:30pm will need to wait in the office and Parents/ Carers will need to sign them out.



Nursery Day

Our times for Nursery aged children are slightly different from the rest of the school:

Morning session: 8:45am – 11:45
noon;

Afternoon session: 12:15pm – 3:15pm



Food at Atwood

School Meals

School meals are provided at a cost of **£2.35**. However, in 2023-24 The Mayor of London is funding all Primary School aged children in London to have a free school meal. **(Years Reception to Yr 6)**. Previously, the Universal Infant Free School Meal (UIFSM) offer means that ALL children from Reception to Year 2 are entitled to a free school meal. Parents of children in the Juniors may claim for free school meals if they are in receipt of universal credit or other benefits. Please speak to the school office for more information. Forms are available from the school office and staff are available to provide support and advice in completing the forms. Croydon Council then check this application and let the school know if you are eligible. Eligibility starts from the day the school receives confirmation from the council.

The school uses the 'School Gateway' system which requires dinner money **to be paid in advance**.

School meals are suitable for most dietary requirements offering a vegetarian, fish and meat option. Bespoke menus can be devised for children with food intolerances following a meeting with the school and caterers. Parents/ Carers who prefer to provide a packed lunch are respectfully requested to provide a healthy, balanced lunch with does not include sweets or fizzy drinks.

Catering Partner

Atwood's caterers are Harrison Catering Limited in line with all other Trust schools. Their weekly menu can be obtained from the school office. Further information can be found on their website: www.harrisoncatering.co.uk

Fruit and Milk

Fruit is provided for children in the Foundation Stage and KS1 under the Government Fruit Scheme. Children under the age of 5 are entitled to free school milk.

All children entitled to Free School Meals will qualify for free school milk, if requested.

Milk can be purchased for children over the age of 5 if ordered and paid for in advance (forms are available from the school office).

Children should not bring food or soft drinks into the school.



School Uniform

We believe that our school uniform provides the children of Atwood Primary with a sense of identity, pride and belonging to our school community.

All children are required to wear school uniform. All children must wear black shoes to school. Solid/plain black trainers, with no coloured logos or motifs are permitted.

Our uniform range is available on the Mapac website.

<https://www.mapac.com/education/parents/uniform/atwoodprimaryacademyocr29ee>

We expect hair to be kept sensibly neat and tidy. Mohican hairstyles, colours, extravagant or brightly coloured hair accessories and shaved markings in hair or eyebrows are not acceptable.

PE Kit

Children are required to participate in Physical Education at least once a week. PE Kits are required for every lesson which includes **plain** blue shorts, blue tracksuit bottoms, an Atwood T-shirt (with the Atwood logo) and trainers/ plimsolls.

Please note: children take part in PE outdoors all year round.

Mobile Phones

Mobile phones should **not** be brought to school unless for a specific reason which has been pre-agreed with the school office by written request.

The phone must be handed in to the class teacher at the start of the day and collected at home time.

Atwood and the Pegasus Academy Trust do not take any responsibility for any phones brought to school.

Swimming kit

In Year 4, children at Atwood go swimming. Girls should wear a one-piece costume and boys must wear trunks, not board shorts. Children must also bring a pair of goggles and a swimming hat.

Please note: Swimming is a required subject within the National Curriculum and therefore is **not** optional.

Jewellery

For health and safety reasons jewellery should not be worn in school with the exception of small studs. In Juniors, children are allowed to wear a watch but this must **not** be a 'smart watch'.

The Academy Trust does not take any responsibility for any items brought into school.



Attendance and Punctuality

We aim for 100% attendance for every child.

Doors to the school open at 8:45am and children are expected to be in class by 9:00am. Children arriving after this time will be marked as late.

Children who arrive after 9:00am must report to the school office to record the time of arrival and reason for lateness. Persistent lateness will be referred to the Head of School and our Attendance Officer.

Children arriving at school after 9:30am will be marked as an unauthorised absence. Any unauthorised absence will be monitored by our Attendance Officer.

The gates to the school site are closed promptly at 9:00am.

To avoid misunderstandings, parents are asked not to request entry to the classroom after registration as it is disruptive to the class.

The school monitors each child's attendance and the Attendance Officer will work with families whose child's attendance or punctuality is not acceptable.



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It is the legal responsibility of Parents/ Carers to ensure that their child attends school every day unless they are unwell. Parents are expected to inform the school of the reasons for any absence by our StudyBugs app or coming directly in person to speak to a member of the office staff by 9:30am on the 1st day of absence. We may require a letter/ note or medical evidence of any absence in writing when the child returns to school. Failure to do this will result in the absence being marked as unauthorised.

If the school does not hear from a Parent/ Carer, a message via StudyBugs is sent requesting a reason. If a satisfactory reason is not received following the message being sent, the absence will be followed up with a phone call and/ or a formal letter.

Authorisation will not be given for outings, shopping trips or family visits. Holidays need to be taken during school breaks and not during term time. In exceptional circumstances, permission may be given by the Head of School for leave. Requests for exceptional absence must be made in advance using the appropriate form which is available from the school office or on the Trust's website:

<https://www.pegasusacademytrust.org/attendance>

Any appointments off site (such as dental, hospital, GP, school examinations, visits to new school) will require evidence such as letters and/or appointment cards. For more information about our attendance policy and procedures, please visit our school website:

<https://www.pegasusacademytrust.org/attendance-2>

Travel and Data Protection Notice

Commitment to sustainable Travel

We are committed to:

- ✓ improving the safety of journeys to and from our schools;
- ✓ reducing the number of car trips made by staff and parents;
- ✓ increasing awareness of the alternatives to driving;
- ✓ encouraging the use of walking and public transport school journeys and during visits, especially for KS2 children. Staff at the school are very experienced with taking large numbers of children on public transport but we do also remind children before each trip of their responsibility to act safely.

The most popular form of transport for children at Atwood Primary School is walking and or scooting. Many of our children live close to school and parking facilities around the school are limited. We encourage all parents and staff to avoid driving whenever possible.

Please note that parents/carers are NOT permitted to park in the Methodist Church car park or the Majestic Wine car park.

Data Protection Fair Processing Notice

Schools, Local Authorities (LAs), various government agencies, the London Borough of Croydon (Social Services and Education departments) and Croydon Primary Care NHS trust all process information on pupils in order to run the education system, and in doing so have to comply with the Data Protection Act 1998. This means, among other things, that the data held about pupils must only be used for specific purposes allowed by law.

Information on what these agencies use this information for is contained in Croydon education department's fair processing notice which can be found on their website.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing.

In order to fulfil their responsibilities under the Act the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the information requested.

Regulations also provide a pupil's parent (regardless of the age of the pupil) with the right to view, or to have a copy of, their child's educational record at the school. If you wish to exercise this right you should write to the school or provide us with 24 hours' notice.

The Curriculum

- When we talk about the curriculum we mean all the experiences in learning that we provide at school.
- We make learning interesting, practical and enjoyable and explain to our children what they are going to learn and the targets they will need to help them make progress and realise their potential.
- We have high expectations and praise effort and achievement.

All children follow the National Curriculum from the time they start primary school.

The National Curriculum is divided into three main stages:

- The Early Years Foundation Stage (from birth to 5): Nursery and Reception
- Key Stage 1 (ages 5 to 7): Years 1 and 2;
- Key Stage 2 (ages 7 to 11): Years 3 to 6.



The Early Years Foundation Stage (EYFS)

The Early Years Foundation Stage is the first part of the National Curriculum focusing on children from 0-5.

There is a strong emphasis on learning through play and exploration. The outside classroom is considered as important as the inside classroom. Children are encouraged to be independent learners and are supported in making their own choices and decisions. This helps to build confidence, self-esteem and resilience.

The children develop their social skills and learn how to work and play together harmoniously for example learning how to take turns, share with their peers and listen to others.

The curriculum is delivered through a topic based approach. The following are the areas of learning in the Foundation Stage:

- ✓ Communication and Language
- ✓ Personal, Social and Emotional Development
- ✓ Physical Development
- ✓ Literacy
- ✓ Maths
- ✓ Understanding the World
- ✓ Expressive Arts and Design



Key Stage 1

In KS1 we place a lot of emphasis on the core subjects: maths, English and science. There is daily teaching of phonics, reading, writing and number skills and plenty of opportunity to practise the skills learned.

Subjects include:

History, Geography, Computing, Art & Design, Design & Technology (DT), Music, Physical Education (PE), Relationship and Sex Education (RSE). Religious Education is based on the Croydon Syllabus.

Topics are planned carefully to ensure that they provide children with a balanced and broad curriculum which is engaging and challenging, developing children skills and understanding of their world.

At the end of Year 1 children are assessed through the national Phonics Screening Check (PSC).



Key Stage 2

In KS2 children continue working on their basic skills. Reading, writing and maths skills are extended throughout these years.

Other subjects are taught through a topic curriculum which is designed and planned to build on the knowledge, skills and understanding gained in KS1 and foster independent working.

Children in Year 4 take part in the Multiplication Tables Check or MTC which is assessed using a test on a laptop.

Before leaving Atwood children in Year 6 are assessed in English and Maths. Children are awarded the level they achieve in the Statutory Assessment Tasks (SATs). They are also assessed by their Year 6 teacher in writing. Science is also assessed by the teacher. We use these levels to measure the progress the children have made between the beginning and the end of KS2.



Collective Worship

Collective Worship is an integral part of the school week. Each week and throughout the year, children come together in either their classes, as a Key Stage or as a whole school to sing, hear stories from a wide range of backgrounds and to take time just to reflect.

Collective Worship has a theme which is either social, spiritual or moral enabling the children to have time to think and reflect. Children's successes are celebrated and various awards given out and successes celebrated.

Every week we hold an assembly in which Atwood's children receive recognition for upholding our core values.

Home Learning

All children are expected to read at home every day whilst older children may be provided with tasks appropriate to their stage of development usually in English and maths. Children will also be expected to learn their times tables and spellings.

Sometimes, the children may research a more open ended subject linked to their topics.

Visits, Visitors and Journeys

We believe it is important to provide our children with opportunities to go out of school and visit different places of educational interest.

This not only enhances the curriculum and takes learning beyond the classroom but also gives children the opportunity to encounter new experiences. In the past we have visited museums, theatres, parks, places of worship, libraries and galleries. Visits often take place with children from other schools in the trust.

In Year 4, children take part in Camp Atwood, which is spent under canvas on our beautiful playing fields.

In Year 5, children take part in a 2-night residential trip and take part in a range of outdoor and adventurous activities.

In Year 6, children are given an opportunity to take part in a longer residential visit. This will include a range of water sports as well as other adventurous activities.



Special Educational Needs

In common with all schools in the Pegasus Academy Trust, Atwood is an inclusive school.

We recognise that every child is unique and makes their own individual contribution to our school.

We believe every child is entitled to reach their full potential within a happy, caring environment, where everyone is able to make a contribution and feels valued member of our community.

All children are entitled to have access to broad and balanced curriculum.

- ✓ Some children may need extra help because of learning difficulties, physical disabilities or social, emotional or behavioural needs:
- ✓ Some children need help for a short time, some all of the time:
- ✓ Some children have particular gifts and talents which need nurturing.

A range of support is offered to children who need extra help which may mean they receive a slightly different programme from other children in the class or have access to specialist resources. We employ a number of Teaching Assistants who support children in the class. The Inclusion Manager works closely with the class teachers to identify and monitor children who have any Special Educational Needs. These children are given additional support plans to support their learning.

Staff in the Pegasus Academy Trust follow the government's code of practice for SEND.

If a child has identified Special Educational Needs we will work with the Parents/ Carers at every stage, ensuring that they are involved in all decision making. Parents/Carers will be kept informed and invited to regular review meetings.

English as an Additional Language

Some of the children who attend Atwood speak another language at home. Small group and individual support is provided to these children, where appropriate, so that they can quickly develop their spoken and written English.



Safeguarding Mission Statement

At Atwood Primary School, we are committed to safeguarding and promoting the welfare of children and staff. We expect staff, governors, visitors and volunteers to share this commitment.

The school has policies, guidelines and procedures that reflect our mission. These are in line with national and local legislation. For further information, please contact the school office or visit our website: www.pegasusacademytrust.org

Safety and security

The school prioritises children's safety. All entrances and exits to the school are secured during the day through the main entrance and via the school office.

The school has a health and safety policy. Staff have attended appropriate training relevant to their position in the school.

Several members of staff are qualified in first aid and paediatric first aid.

All members of staff and regular visitors to the school are checked against records held by the Disclosure and Barring Service to ensure their suitability to work with children.

Child Protection

The Children's Act gives every child the right to be protected from any form of abuse or exploitation and to have any enquiries made to safeguard them from any harm. The school has policies and procedures in place to respond to any concerns that may arise.

The Head of School, Inclusion Manager and the After School Care Leader are the designated safeguarding leads for all aspects of child protection.

Staff monitor children's welfare and are trained in carrying out school policy and reporting and concerns. The school has legal duty under The Children's Act to refer any cases which cause concern to the relevant authorities. This may include social services where appropriate.



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Behaviour

Schools in the Pegasus Academy Trust share a common behaviour ethos. We believe every member of our school community has the right to feel safe and happy and great emphasis is placed on establishing and maintaining high standards of behaviour.

Good behaviour is expected of every child. We believe in the importance of our children developing self-discipline and having high self-esteem so that they are able to make the right choices and decisions to enable themselves and others to thrive and be happy at school.

Put very simply, at Atwood, we believe that all members of our school community should adopt the Terrific Trio-

- ✓ **Kind Words**
- ✓ **Kind Thoughts**
- ✓ **Kind Actions**

We celebrate the efforts and achievements of all our children.

The Pegasus Academy Trust has high expectations of the conduct of all parents, staff and visitors whilst on school site. Copies of the school behaviour, conduct and exclusion policies are available from the school office.



Equal Opportunities Statement

We take seriously the responsibility to provide equal opportunities for all groups and individuals in our school community, regardless of culture, gender, socio economic group or ability.

We recognise that 'equal' does not mean the same.

We aim to provide all the children in our care a curriculum that meets and is suited to their individual needs

Racial Harassment

We regard racial harassment as a hostile or offensive action against individuals or groups, because of their skin colour, ethnic origin, religious or cultural background.

We are proud of the diversity of our school community and will take any concerns about racial harassment very seriously. Any reported incidents will be investigated in accordance with school policy.

Partnership with Parents

We believe that the relationships between home and school are important and our aim is to foster a positive partnership. Before a child starts at Atwood there will be an opportunity to meet with you to talk about your child.

Parents/Carers receive regular news updates from the Head of School which informs of the main school activities and curriculum development. These are also posted on the Academy Trust's website:

<https://www.pegasusacademytrust.org/news/atwood-primary-school>

Meetings are held through the year to explain the curriculum. Teachers have informal contact with Parents/Carers after school to help each child to be happy, confident and successful at school.

Open evenings are held during the year for more formal contact between Parents/Carers and teachers to discuss the children's progress and targets. At the end of the year each child will receive a written report

Parents/Carers are encouraged to accompany classes on school; trips and attend events at school. The support of Parents/Carers is fundamental to the school and all are encouraged to share their skills with us.

Staff

The executive Headteachers and the Head of School are assisted in the running of the school by the Senior Management Team.

Most members of the teaching staff have responsibility for a specialist area of the curriculum.

The school has large number of teaching assistants who work alongside teachers in the classroom to support children's learning. Some assistants have specific responsibility for children with Special Educational Needs.

There is also team of office, premises and IT staff.

Academy Council

Within The Pegasus Academy Trust each school has an Academy Council. The Co-Chairs of the Academy Council at Atwood Primary School are Matthew Nolan and Andre Savarian; they can be contacted via the school office.

Minutes are taken of all meetings which are available to be seen by request to the Head of School.

The Chair of the Academy Council can be contacted in writing care of the School Office.



Anti-Bullying

We believe that pupils learn in a supportive, caring and safe environment without fear of being bullied. Bullying affects everyone: it is unacceptable and will not be tolerated in any of the schools run by The Pegasus Academy Trust.

We believe that only when all issues of bullying are addressed will pupil be able to fully benefit from the opportunities available. Any reported incidents will be investigated in accordance

1. Bullying is ongoing. It is not the same as a conflict between two individuals or a random unprovoked aggressive act;
2. Bullying is deliberate and often premeditated;
3. Bullying is unequal – it involves a power imbalance (this can result from size, number, higher status or as a result of having access to limited resources).

Copies of policies are available from the office or on the Trust's website:

<https://www.pegasusacademytrust.org/policies-and-forms>

'Wraparound' care at Atwood Primary School

'Wraparound' care is a way of describing the care that schools provide before and after school hours. As these are extra hours there are additional payments should parents wish to use this facility. However, the Directors of the Pegasus Academy Trust run this provision on a 'not for profit' basis and therefore our rates are, in most cases, noticeably less expensive than commercial providers available locally.

Breakfast Club

Our Breakfast Club is run by SAS Academy and runs from 7.30am to 8.45am in the Extended Schools Building.

Breakfast and a range of sporting activities are provided.

Sessions cost £6.50 per session.

Bookings can be made via the SAS online booking system:

www.sas-academy.class4kids.co.uk

Extra- Curricular Activities

Extra-curricular activities are organised by our Extended Services Leader Suzanne Christopher.

Clubs are regularly reviewed to offer variety and we use a range of local providers. Letters are sent each term offering after school activities to children and clubs are offered on a 'first come, first served' basis through our magic booking system.

Costs can vary depending on the activity and times that they run. The average cost per session is £6.50.



After School Club

We run an 'in house' After School Club available to all children from Reception to Year 6. This club is run by school staff. The provision will be overseen by our Extended Services Leader and a deputy manager who will ensure that the activities offered and the care provided are of the same high standard that we see in our other schools.

The After School Club is available from 3:15pm until 6:00pm. A light tea is offered around 4:30pm as part of the cost.

Payments are made through our magic booking system which offers parents/carers the flexibility of booking on an ad hoc basis. Bookings and cancellations can be made by 12pm lunchtime on the day you need the service. We do not require any deposit or a contract for you to use the service. If you would like your child to register for this club, please ask for a registration form at the office.

The Wider Community

Our children and their families represent a wide range of cultural and ethnic backgrounds, something which we celebrate within our curriculum.

We offer after school activities: this we believe enhances the curriculum and also enables children to increase their understanding of diversity.

We are always seeking ways of increasing our links with our local and wider community.

We also work very closely with the Friends of Atwood Primary School or [FOAP](#).

Charging policy

There are no charges for day to day school activities. There are charges for 'Extended schools' sessions.

Voluntary contributions are requested for educational visits and some in-school workshops, such as theatre groups. We rely on these contributions to support us in funding exciting educational experiences for children.

Financial assistance for those on free school meals may be available. Please contact the office for further information.

Complaints

If a Parent/ Carer has a complaint they should, in the first instance, report the problem to the class teacher, or Deputy Head of School. If the parent/ Carer is still dissatisfied they should contact the Head of School. If the parent/ Carer is still dissatisfied they should contact the Executive Headteachers who will investigate and try to resolve the issue.

If the Parent/ Carer is still dissatisfied then they should follow the guidance contained in the complaints policy of the Pegasus Academy Trust which is available from the school office upon request, or on the Trust's website.



Medical Matters

The school is always willing to discuss any medical concerns with a Parent/Carer about a child's health and to arrange a visit by the school nurse if appropriate.

Illness in School

If a child becomes ill during the day, the Parent/ Carer will be contacted immediately and given the details. The Parent/ Carer will be expected to make arrangements for their child to be collected immediately.

A child who has vomited or had a bout of diarrhoea must not return to school for at least 24hrs, to ensure that they are clear, before they have contact with other children. If it is deemed to be winter vomiting virus, children need to be clear for 48hrs before returning to school.

Medicines in School

As a rule, medicines should not be brought to school. However, children with a continuing need for medication, for instance in cases such as asthma, severe allergy or ADHD are allowed to keep their medication in school.

Clear instructions for use and dosage must be given to the school and a form is provided for parents to authorise their child to take such medicines. In all cases, any other short term medicine needs to be prescribed by a doctor. If a member of staff agrees to assist your child in taking their medication, this is done on an entirely voluntary basis and with the Parent/ Carer taking full responsibility.

Contact numbers

It is the responsibility of Parents/ Carers to ensure the school has up to date telephone numbers and other relevant information in case of emergency.

Head Lice

Parents/ Carers are expected to check their children for head lice and immediately treat thoroughly. Information on the treatment of head lice is available from the school office.

Hot Weather

Atwood has many natural shaded areas which children will be encouraged to use. During very hot weather and excessive heat, it may be necessary to have indoor play.

Children are able to bring sun caps, sun hats and sun cream to school which Parents/ Carers are asked to label clearly with their child's name and class.

We encourage all children to drink plenty of water during hot weather.

Younger children who require help in putting on sun cream will need to have agreement from their Parent/ Carer. We advise against bringing sun glasses into school as they can be easily broken or lost: there are sufficient shaded areas for the children.

**Atwood Primary School
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020 8657 7374**

Email: atwadmin@pegasusacademytrust.org

Website: www.pegasusacademytrust.org

Head of School: Paul Robins

Chairs of Academy Council: Matthew Nolan/ Andre Savarian

