



Parent and Carer Handbook

2026 TO 2027

Practical information for families

Contents

About this handbook	2
Welcome	3
Our Aims.....	3
British Values	4
The five British Values	4
School Information	5
Contact details	5
Online Payments.....	5
School Uniform	5
Buying Uniform	5
Admissions and the school day	6
Admissions	6
School Day	6
Attendance and Punctuality.....	7
Reporting an absence	7
Punctuality	7
Medical appointments	7
Leave during term time	7
End of day and extended provision	8
Collection arrangements.....	8
Wraparound care	8
Enrichment activities.....	8
Learning and school activities	9
Assemblies	9
Physical education	9
Water bottles	9
Educational visits	9
Special educational needs and disabilities	10
Areas of need	10
Autism Resource Base.....	10
Medicines first aid and school lunches	11
Medicines	11
Medical needs and emergency medication.....	11
School lunches	11
ClassDojo and communication	12
Using ClassDojo	12
Contact the school	12
Outdoor Play and Learning.....	13
Play opportunities	13



Clothing for outdoor play	13
Donations	13
Working together	13

About this handbook

This handbook brings together the practical information families need during the school year. Detailed policies and the latest dates are available on the school website. Please contact the school office if you need help finding information or would like it in another format.

Welcome

At Allen Edwards Primary School, we aim to provide high standards of education in an inclusive environment through effective teaching and learning.

Learning should be purposeful, exciting and challenging. Our broad and balanced curriculum is shaped by five drivers: Possibility, Community, Resourcefulness, Collaboration and Communication. These drivers support children to become successful, confident and independent learners.

Pupils' spiritual, moral, social and cultural development is central to our curriculum. Our values of honesty, respect, tolerance, kindness and trust guide our work across the school community.



Our Aims

At Allen Edwards Primary School, we aim to provide high standards of education in an inclusive environment through effective teaching and learning.

Learning should be purposeful, exciting and challenging. Our broad and balanced curriculum is shaped by five drivers: Possibility, Community, Resourcefulness, Collaboration and Communication. These drivers support children to become successful, confident and independent learners.

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British Values

Allen Edwards serves a diverse community. We promote respect for difference, individual rights and the shared values that support life in modern Britain.

The five British Values

- Democracy
- The rule of law
- Individual liberty
- Mutual respect
- Tolerance of those with different faiths and beliefs

These values are reflected in our curriculum, relationships, assemblies and expectations for behaviour. Children learn to listen to different views, understand rules, make responsible choices and treat others with respect.



School Information

Contact details

Please ensure that the school has current contact details for every parent and carer, together with suitable emergency contacts. Tell the school office promptly if a telephone number, email address, home address or collection arrangement changes. The office will provide a Change of Information form.

Online Payments

School-related payments are made through School Gateway. Please contact the school office if you need an access code or help using the system.

School Uniform

- Blue sweatshirt or cardigan with the Allen Edwards logo
- Black trousers, skirt or pinafore dress
- White polo shirt or school shirt
- Black school shoes or trainers
- For PE, a blue Allen Edwards top or plain white T-shirt, with PE shorts or black jogging bottoms

Please label all clothing clearly with your child's name. Children may come to school in their PE kit on their PE day.

Outdoor learning is part of school life. Every child should have Wellington boots and a waterproof outer jacket or coat that can be kept in school. A full change of clothes is also recommended.

Buying Uniform

Uniform is available from School Trends online and I and A School Uniform in store or online. Current supplier details and information about second-hand uniform are available on the school website.

Admissions and the school day

Admissions

Allen Edwards is a maintained school and follows Lambeth Council's admissions arrangements. The nursery offers full-time and part-time places. Children may be admitted after their third birthday, subject to availability and the applicable admissions arrangements.

Families applying for an in-year place from Year 1 to Year 6 should apply through Lambeth Council. Please contact the school office to arrange a visit or ask about nursery provision and any available top-up arrangements.

School Day

Provision	Starts	Finishes
Nursery morning	8:50am	11:50am
Nursery afternoon	12:30pm	3:30pm
Reception	8:50am	3:30pm
Resource Base	8:50am	3:30pm
Key Stage 1 and Key Stage 2	8:50am	3:30pm

Entry and exit are through the Paradise Road gate. The gate opens at 8:50am and closes promptly at 9:00am. Children should be in their classrooms by 8:55am. At the end of the day, the gates open at 3:25pm for collection at 3:30pm.

Attendance and Punctuality

Reporting an absence

If your child will be absent, contact the school as soon as possible and before 9:00am. Call 020 7622 3985 or email office@allenedwards.lambeth.sch.uk. Please give the reason for the absence and, if known, when your child is likely to return. The school may contact you if further information is needed.

For an illness lasting five school days or more, the school may ask for appropriate medical evidence in line with its attendance policy. Evidence may also be requested where there are attendance concerns. Please discuss individual circumstances with the school.

Punctuality

Children should be in their classrooms by 8:55am. The gate closes at 9:00am, and children arriving after this time must report to the school office. The register closes at 9:10am. Arrival and absence codes are recorded in accordance with the school's attendance policy and Department for Education guidance.

The Education Welfare Officer monitors attendance and punctuality. The school will contact families when attendance or lateness becomes a concern so that support and next steps can be agreed.

Medical appointments

Please arrange appointments outside school hours where possible. If an appointment must take place during the school day, provide confirmation such as an appointment card, letter, email or text message.

Leave during term time

Family holidays are not authorised during term time. Requests for leave in exceptional circumstances must be made in advance using the school's leave request form and supported by relevant evidence. The Headteacher will consider each request individually. Unauthorised absence may lead to a penalty notice in line with national and local arrangements.

End of day and extended provision

Collection arrangements

- Nursery and Reception children must be collected by an authorised adult.
- Year 1 children must be collected by a responsible person from the designated gate.
- Children in Years 2, 3 and 4 must be collected from the designated playground area. Contact the office about consent requirements if the collector is under 16.
- Families of children in Years 5 and 6 should arrange collection or provide written permission for their child to walk home independently.

Tell the school promptly about any change to collection arrangements. If you will be late, contact the school office as soon as possible. Children who remain uncollected may be taken to the school office or After School Club, and the published charge may apply.

Wraparound care

The school offers Breakfast Club, after-school enrichment activities and the Sunflower After School Club. Breakfast Club starts at 7:30am. Sunflower Club runs from the end of the school day until 5:45pm. Current charges, booking arrangements and availability are published by the school.

Enrichment activities

Clubs usually run after school for one hour. Details, prices and application arrangements are shared each half term through ClassDojo and on the school website. Places must be booked and paid for in accordance with the published arrangements.

Learning and school activities

Assemblies

Assemblies are held during the week and take different forms. They help children learn about religions, beliefs, cultures, values and moral questions. A weekly whole-school assembly celebrates children's achievements.

Physical education

Children have two hours of PE each week. They should come to school in their PE kit on the day specified by their class teacher.

Water bottles

Children should bring a reusable water bottle with their name clearly marked on it. They may drink water during the school day and refill their bottle at school.

Educational visits

Classes take part in educational visits that support the curriculum. The school will explain the consent arrangements for each type of visit. No child will take part where specific parental consent is required and has not been received.

The school completes a risk assessment for every educational visit. Families may be invited to make a voluntary contribution towards some visits. A child will not be excluded because their family is unable or unwilling to contribute, although an activity may be cancelled if insufficient funding is available.



Special educational needs and disabilities

The school's Special Educational Needs and Disabilities Policy explains how Allen Edwards identifies and supports children with additional needs. The policy is reviewed regularly and is available on the school website.

Areas of need

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health
- Sensory and or physical needs

Autism Resource Base

Allen Edwards has an Autism Resource Base for children with identified needs. Staff work with children, families and relevant professionals to support access to learning, communication, social development and participation in school life.

Support is planned according to each child's needs and the provision set out in their Education Health and Care Plan where applicable. Families who wish to discuss SEND provision should contact the school's Special Educational Needs Coordinator or the school office.



Medicines first aid and school lunches

Medicines

The school can administer prescribed medicines when this is necessary during the school day and the required written information and consent have been provided. Medicines must be handed to the school office by an adult and must not be carried by a child unless this has been agreed as part of their care arrangements.

Staff who administer medicines follow the school's policy and receive appropriate information or training. The school may be unable to administer a medicine if the necessary arrangements cannot be made safely; in this situation, staff will explain the reason and discuss alternatives with the family.

Medical needs and emergency medication

Children with ongoing medical needs may require an individual healthcare plan. Families must provide the medication and devices specified in that plan, such as prescribed inhalers for asthma or adrenaline auto-injectors for a severe allergy. Medication must be in date and replaced before it expires.

School lunches

Children may have a school meal or bring a packed lunch from home. School meals are provided free of charge to primary-aged children attending state-funded schools in London under the current arrangements.

We promote healthy, balanced meals. Packed lunches should include water rather than sugary drinks and should follow the school's guidance. Please give the school office at least two weeks' notice if your child changes between school meals and packed lunches.

Allen Edwards is a nut-aware school because some children have severe allergies. Do not include nuts or products containing nuts in packed lunches. Always check packaging carefully and tell the school about any diagnosed allergy or dietary requirement.

ClassDojo and communication

ClassDojo is the school's main platform for routine communication with families. Teachers use it to share whole-school and class updates, reminders, learning and information about activities.

Using ClassDojo

- Make sure the school has your current email address and that you are connected to your child's class.
- Check Whole School Stories and Class Stories regularly.
- Use direct messages for routine questions for your child's teacher or another relevant member of staff.
- Contact the school office by telephone for urgent messages, absences or changes to collection arrangements.

Staff may not be able to respond immediately during teaching time. The school will share its communication expectations and any updates through ClassDojo or the school website.



ClassDojo

Contact the school

Telephone 020 7622 3985

Email office@allenedwards.lambeth.sch.uk

Website www.allenedwards.co.uk

Outdoor Play and Learning

Play is an important part of every child's development. It supports physical activity, emotional wellbeing, communication, creativity, independence and friendships. Through the Outdoor Play and Learning approach, known as OPAL, Allen Edwards is developing a wider range of inclusive play opportunities during the school day.

Play opportunities

Children can make choices, explore their interests and play with others in different ways. Opportunities may include imaginative play, loose-parts construction, den building, creative activities, ball games, gardening, wheeled play and quieter spaces for talking or relaxing.

As an inclusive school with an Autism Resource Base, we recognise that children experience play differently. Staff aim to provide a range of spaces, resources and levels of support so that every child can take part safely and successfully.

Clothing for outdoor play

Children will usually play outdoors throughout the year unless conditions are unsafe. Every child should keep Wellington boots and a waterproof coat or jacket at school. A clearly labelled change of clothes is also recommended.

Donations

Safe, clean loose parts help children create their own play. The school may request items such as sturdy crates, buckets, fabric, dressing-up clothes, pots, pans, toy vehicles, guttering or plastic tubing. Contact the school before bringing in large items. Sharp, broken or electrical items cannot be accepted.

Working together

Children, staff and families all contribute ideas as the play provision develops. Questions, suggestions and offers of support are welcome through the school office. The OPAL parent information, play policy and current donation list will be available from the school as they are published.