Tewin Cowper CofE Primary School

Welcome Brochure

Welcome from the Headteacher



It is my great pleasure to welcome you to Tewin Cowper Church of England VA Primary School.
At Tewin, we believe—just as in Jesus' parable of the mustard seed—that even the smallest beginnings can grow into something extraordinary. As a small village school with big dreams, we are committed to nurturing every child so they can flourish, fulfil their God-given potential, and live life in all its fullness.
As part of our school family, every child is known, valued, and celebrated as an individual. We believe children learn best when they feel happy, safe, respected, and inspired. From the warm welcome at the school gate each morning to the personal goodbye at the end of the day, we work hard to create an environment where every child feels a true sense of belonging. Our Christian values are at the heart of everything we do, shaping our relationships, learning, and daily life together. We have high expectations for every child—not only in their academic achievement but also in the way they care for others, develop independence, show resilience, and embrace responsibility. We want every child to leave Tewin with the confidence, character, and curiosity to make a positive difference in the world.

Whilst we are ambitious for all our children to achieve excellent outcomes in English and mathematics, we believe that a truly outstanding education is about so much more. Our broad, balanced, and enriching curriculum is designed to spark curiosity and inspire children to see themselves as historians, scientists, artists, musicians, athletes, authors, engineers, and much more. Every child is unique, and we delight in helping them discover their talents, develop their passions, and dream big for their future.

We are incredibly fortunate to be part of such a supportive community. Our close partnership with families is central to everything we do because we know children thrive when school and home work together. We also value our strong links with St Peter's Church, the Diocese of St Albans, and our local community, all of which enrich our children's experiences and strengthen their sense of belonging.

I feel privileged to lead such a dedicated team of staff and governors who are passionate about providing the very best for every child. Together, we strive to create a school where children love learning, build lasting friendships, grow in faith and confidence, and achieve amazing things.

I warmly invite you to visit us and experience the joy, kindness, and sense of community that make Tewin Cowper such a special place. We look forward to welcoming you and your family as you begin this exciting journey with us.

Miss Katheryn Wilson
Headteacher

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Time of our School Day

Drop Off and Collection — Please arrive at school on time

The gates open at 8.35am and close at 8.45am. It is important that children arrive before the gates close at 8.45am. Any children arriving after the gates close should enter through the main reception and a late symbol will be marked in the attendance record. The afternoon register opens at 1pm.

If you need to collect your child during the school day for an appointment, or if you are returning them afterwards, please come to the school office first to sign your child in or out of school.

The school entrances get very busy at the start and end of the school day so if you are bringing or collecting your child by car, we would ask you to please adhere to our travel plan. We ask that you please do not drive along Cannons Meadow or park by the school entrances or neighbouring houses. Your help with this will be greatly appreciated.

We encourage children to walk or cycle to school whenever possible.

Morning Session	Lunch Session	Afternoon Session
8:45am - 12pm	12:00pm - 1pm	1pm - 3:15pm

PARKING FOR PARENTS



Lunchtimes

Lunch is eaten in the hall in a fairly informal, happy atmosphere. Children may either bring a packed lunch from home or have a delicious school meal, cooked on the premises by the Hertfordshire Catering Ltd. Staff. There is a variety of food served everyday, ranging from a cold baguette to a tasty roast dinner. School lunches will need to be booked and paid for in advance, (by 8.30am on the day), via the HCL website—Citrus. (NB. it is the responsibility of the parent/ carer to ensure meals are booked in advance and cancelled in the event of absence/sickness.)

The menu is changed seasonally, which is available to parents on the Citrus website however, we will send a copy to parents, too. *Keep an eye out for the Theme Days*

Please note, it is the responsibility of the parent to inform HCL of any allergies/dietary requirements by completing an ***Allergy/Lifestyle choice application*** online via

Special Diet Application - HCL .

All children from R—Y2 (inclusive) qualify for UIFSM (Universal Infant Free School Meals) This will be reflected on your child's Citrus account. You are still required to book/cancel your child's meals, but you will not be charged for the meal.

Did you know that you may be eligible for Free School Meals? The school receives additional funding for every child eligible for Free School Meals (FSM) which enables us to provide additional support in their learning. If you think your child may be eligible for free school meals, please apply/renew by using one of the following methods:

On-line: Apply for free school meals - GOV.UK

Phone: 0300 123 4048

Please remember to provide your child/ren with a full water bottle each day.

Key stage 1 children (Reception to Year 2) are given a free piece of fruit/veg each day at snack time.

OPAL (Outdoor Play and Learning)

At Tewin Cowper Primary School, we believe that play is an essential part of childhood. Through our OPAL (Outdoor Play and Learning) programme, we are transforming our playtimes so that every child has the opportunity to explore, imagine, create and be active outdoors.

Inspired by our school vision •Believe • Grow • Succeed, we see play as a way for children to grow in confidence, develop friendships and learn important life skills. Just like the mustard seed in our school vision, small moments of play can grow into big opportunities for learning and development.

Why OPAL?

Research shows that high-quality play improves children's physical health, emotional wellbeing, creativity and social skills. The OPAL programme helps schools create rich play environments where children can take safe risks, solve problems, work together and develop independence.

By improving the quality of playtimes, we aim to make them the happiest and most exciting part of the school day for every child.

Our OPAL Journey

Our OPAL journey began as part of our commitment to improving children's wellbeing, creativity and outdoor learning opportunities.

Over time we are developing our playground to include a wider variety of play opportunities such as:

- Creative and imaginative play spaces
- Opportunities for building and construction
- Areas for quiet reflection and social play
- Active play spaces for climbing, balancing and movement
- Natural play using loose parts and recycled materials

This journey is ongoing, and we will continue to develop our outdoor spaces to ensure they support children's creativity, curiosity and physical development.

What children gain from OPAL

Through our OPAL programme, children have the opportunity to:

- Develop confidence and independence
- Build friendships and social skills
- Improve physical activity and wellbeing
- Use their imagination and creativity
- Learn teamwork, problem-solving and resilience

Playtimes become a time where children can explore, collaborate and learn through play in a safe and supportive environment.

Working together

Our OPAL programme is a whole-school approach, and we value the support of our families and wider community. As our OPAL journey continues, we may invite parents and carers to support the project through donations of materials or by sharing ideas that help develop our play spaces.



Together, we are creating a playground where every child can believe in themselves, grow in confidence and succeed through play.



School Uniform / Personal Possessions / Jewellery and Hair

We expect all children to wear the correct school uniform and look well presented for school every day.

Getting ready: Uniform

Winter uniform

White polo t-shirt

Logo jumper or cardigan

Grey trousers, skirts or dresses

Black shoes (no boots, sandals or trainers)

White, grey or black socks and/or tights

Wellies and waterproofs for outside play





Summer uniform

Same as winter uniform

Grey shorts

Blue and white gingham dresses or shorts





Getting ready: PE Kit



Round neck sweatshirt

Royal Blue Dri-fit with logo printed

Navy shorts

Navy or Black joggers or leggings



School Uniform / Personal Possessions / Jewellery and Hair

Uniform can be purchased online or in-store from Smarty's:

Hatfield Shop:
Winter Opening Hours End of September to End of July

Monday – Thursday 9-5.30
Saturday – 9-5
Summer opening hours End July to End of September

Website: smartyschoolwear.co.uk
Address:
66 Town Centre
Hatfield
Herts
AL10 0JJ

Preloved uniform is also available; you can contact the PTA if you would like to contact the parent who oversees this. All proceeds are added to PTA funds.

Please clearly label ALL items of clothing, including coats, shoes, trainers, and P.E. kit with your child's name. ***Unfortunately, we do not have room to store all of lost property. Any unclaimed items will be given away at the end of term!***

Personal Possessions

Unless requested by a member of staff for something special, we discourage children from bringing toys or other items from home, as things can sometimes get broken or lost and this can so easily cause upset. Smart watches are not permitted to be worn in school.

Jewellery & Hair

For safety reasons we ask that children **do not** wear jewellery in school, except for religious purposes. A watch may be worn but we cannot accept responsibility for it. If your child has pierced ears, please make sure they **only** wear plain studs in school. Earrings will need to be covered up with micropore tape during lessons for safety reasons.
Long hair must be tied back. Extreme haircuts, coloured hair, and nail varnish are not permitted.

Swimming

We are extremely fortunate to have a heated outdoor swimming pool in the grounds of our school.

Our pupils have use of the pool for crash-course styled swimming lessons over the summer term, with ratios of 6:1 for Willow class and 8:1 for the Chestnut and Oak. Then for parts of KS2 we are capping at 12:1. All students will receive 10 lessons (weather permitting) over a 3 week block.



The pool is maintained by our parent run Swimming Pool Committee. The committee help to organise a weekend 'Swim Festival' for families of Tewin Cowper and open the pool throughout the summer for families to use. The swimming committee are always looking for new helpers to help with organisation and the swimming pool rotas. Without the help of such dedicated parents, we would not be able to have a swimming pool. Please contact the school office if you would like to offer your help.

To cover the cost of running our swimming pool, we ask for a small payment for lessons. This is usually around £50 per child. Payment is made in advance at the beginning of May through Arbor.

A class swimming timetable will be sent out nearer the time.

Children will need:

- A swimming costume or swimming shorts (no bikinis please)
- A towel
- Appropriate poolside footwear such as Crocs, sliders, flip-flops or similar easy-to-wear waterproof shoes
- Long hair must be tied back, ideally in a plait to prevent it getting in the way or a swim hat may be worn

The school will provide armbands for non-swimmers.

The PTA is an integral part of our school, utilising parent's skills and commitment to make our children's learning environment as best as it can be. For many years it has raised thousands of pounds to improve the school facilities for the children. The PTA has helped fund many things over the years from basic classroom resources to new playground equipment.

As a parent of our school, you are automatically a member of the PTA and are warmly invited to come along to one of our informal meetings. We appreciate that time is precious but being involved in the PTA is not a full-time job, it doesn't matter if you can't attend every meeting however new faces bring new ideas! The offering of help before and during events is so valuable, but should you wish to commit a little more time you could always become a general member and take on a regular responsibility.

If you feel that you cannot spare any time to help with events, as we are all hard working, busy people; please consider helping by **giving a monthly donation to our SOS scheme (Support Our School).** This would be a regular confidential, monthly donation to the school, for as little as £5 a month, which would go towards ensuring that your child gets the most possible out of their primary school journey, especially in these times of budget cuts for many schools.



Parental Involvement

At Tewin Cowper Primary School we try to create an atmosphere where parents and carers always feel welcome, and where staff, parents and carers can talk openly and honestly.

If you are volunteering to help in school, you will need to have a DBS check. Please see the school office for more details.

We recognise the key role that parents and carers play in the education of their children and through close partnership we aim to provide the very best education possible for their children. If you have any concerns, or indeed compliments, please discuss them with the Class Teacher, Head Teacher or member of the Senior Leadership Team. In the event that it may be required, the Complaints Procedure and form can be seen on the school website (Policies page).

School Newsletters

We keep all parents and carers informed by means of regular newsletters sent via email at the end of each month. The newsletters are also available to view on the school website at www.tewincowper.herts.sch.uk

Emergency Contacts

It is very important that we have **two** up-to-date contact details so that parents and carers may be contacted if their child is involved in an accident or taken ill. Please ensure that your child can be picked up within 30 minutes of contact, in the event of an emergency.

School Closures

We will only close the school if the road conditions are such that it would be dangerous for staff and children to get to and from school, or any circumstances that create high level of risk to the health and safety of the children and staff. Details of closure will be sent via Arbor, direct to parents' mobiles on the morning of the closure and will be available on our school website www.tewincowper.herts.sch.uk and Herts Direct website www.hertsdirect.org.

***Arbor** will be used for messages regarding short notice cancellations of school clubs and/or school closure notifications.*

Who should you contact?

Please direct all queries or concerns to the school office at admin@tewincowper.herts.sch.uk. Once received, your query will be forwarded to the relevant person and responded to within 48hrs, as per our communication policy.

Alternatively, there are members of staff present at the school gates every morning, who will be more than happy to take a message from you.

Reporting to Parents

At the beginning of the year, parents and carers are provided with a curriculum map which will show the class topics for the year. Parents will also receive a more detailed breakdown from their child's teacher, at the start of every term, showing the subjects that will be taught through the topic, as well as more information on other areas of learning for the term.

Pupil Progress

Parents are invited to two 'Parent Consultations' during the academic year to discuss their child's progress, targets for development and personal well-being.

School Progress Report

At the end of the summer term, parents and carers in all classes will receive a written sum up of the year for their child, informing parents and carers of the progress made during the year. Children in Early Years Foundation Stage (EYFS) will receive a more detailed report along with their learning journey to show the areas of development that have been met.

Homework – Home Learning

Tewin Cowper Primary School is passionate about equipping every child with the academic tools they need to be successful in secondary school and beyond. In order to do this in an informed way, we promote home learning rather that 'homework'. The home/school partnership begins in Reception and continues throughout the school.

Home learning aims to:

- Recognise and celebrate learning that already happens at home
- Promote parents and children reading and talking together
- Providing opportunities for pupils to develop a growth mindset and for pupils to feel proud about pushing themselves beyond what is compulsory
- Encourage perseverance, self-discipline and pupils taking responsibility for their own learning
- Enabling classwork to concentrate on those things that require the teacher's presence.

More information on Home Learning can found on our school website, under Policies.

Behaviour

The behaviour of our children is excellent. We encourage and expect all our children to show care, courtesy and consideration at all times. Praise and encouragement are used to promote and maintain a positive and happy atmosphere in school. Our positive behaviour strategies are embedded in all areas of school life, and reflect our Christian values of Thankfulness, Trust, Perseverance, Justice, Service, Truthfulness, Generosity, Compassion, Courage, Forgiveness, Friendship, and Respect.
The best results in terms of promoting positive behaviour arise from emphasising potential, rewarding success and giving praise for effort and achievement. It is the responsibility of parents and carers to work with the school in helping to foster positive attitudes and behaviour. We believe that good behaviour means that everyone in school is;

· Careful and kind

· Polite and friendly

· Helpful to each other

· Hardworking

· Respectful and tolerant

We expect every child in school to follow our four simple Golden Expectations for a safe and happy school.

Ready - Respect - Safe - Honesty

Parents and carers will be invited to discuss situations where children's behaviour becomes unacceptable or is causing concern.

Please refer to our **Home School Agreement,** which can be found on our website

Financial Help with the Cost of Education

If you think you may be eligible for help with travel costs, music fees, cycle training and/or school meals, please check via any of the following methods:

On-line: Free school meals and other benefits | Hertfordshire County Council

Phone: 0300 1234048

Have your National Insurance number or Home Office number to hand when you apply.

A parent or carer applying for financial help, automatically entitles the school to **extra government funding** towards their child's education. Therefore it is **very important** that if you are entitled to benefits, even if you do not wish to take advantage of a free school meal, or already get a free school meal (Key Stage 1), that you apply via one of the methods given above. Applying online takes 5 minutes and the school office will be informed if your child is eligible for Pupil Premium and can get free meals at school. If you would like the school to complete the application on your behalf, please contact the school office. To say thank you for taking the time to apply, each family who successfully applies for Pupil Premium will receive a sweatshirt or cardigan with school logo (for each child attending this school)

Paying for School Activities and Clubs

The school's preferred method of payment is via the Arbor app. Please see our "Charging and Remissions Policy" for further information on charges for certain defined activities within school. The policy is on our website.

Rewards, Buddies and House Points

We recognise and celebrate positive behaviour and attitudes at all times around the school through informal praise. Wherever appropriate, children's best efforts will be celebrated through display and performance.

Rewards may include the following:

- Positive verbal praise
- Verbal or written praise to parents about their child
- A simple word of thanks
- Written comments in books
- Sending the child to another teacher for praise.
- Send the child and class work to the Head Teacher for a Head Teacher's award
- Individual or group prizes
- House points
- Stars of the week

House Points, House Captains and Vice Captains

Our school has a house points system which fosters a sense of belonging and identity with our school.

Children are divided in to one of four Houses:

- Walters (blue)
- Applegate (green)
- Cowper (yellow)
- Watson (red)

House Points are awarded for exceptional behaviour and sporting achievements. House Points are totalled each term and the house cup is awarded to the winning house in Celebration Assembly.

Buddies

Every child in Reception is allocated a 'Buddy' from Year 4 who will read with them, walk with them to church and help them at lunchtimes.

Medical Information

Please let us know of any problems concerning your child's health. If your child has a serious illness, recurring medical problem or allergy, it is vital that you let us know and keep us updated. Please ask the office staff for a Medical Administration consent form and/or a Pupil Care Plan for long term medical conditions.

Following sickness or diarrhoea please do not send your child back into school until 48hrs have passed since the last episode of sickness/diarrhoea.

Accident/Illness in School

Minor injuries such as cuts and grazes are dealt with in school by relevant staff members who are trained first aiders. If your child has an accident or becomes unwell and is clearly unable to continue to stay at school, we will always contact you or the person nominated by you. All accidents are recorded on our Medical Tracker system and a notification will be emailed to the primary guardians.

Parents will always be informed by telephone of any 'serious' injuries or knocks to the head.

Medicines

All medication can only be administered by school staff with written consent from the parent or carer. Please see the school office for more information or consent forms. Some children will have specific medical needs and will have an individual medical plan drawn up for them in liaison with the school's SEN Co-Ordinator. Forms are available from the school office.

Inhalers

Inhalers are kept with the child in their classroom. It is the responsibility of the parents to inform the school if their child is asthmatic and to ensure the required inhalers are in school and up to date. Children who require asthma inhalers are not allowed to be in school without one.

Allergies

If a child has an epi-pen, we require that this is left in school with the class teacher. Children who require an epi-pen will not be allowed in school without one.

Please be aware that our school is a NUT FREE SCHOOL due to a number of children with severe nut allergies. We kindly request that children do not bring snacks that contain nuts to school.

Term Time Holidays

We strongly discourage families from taking holidays during term-time and no holidays will be unauthorised, except in cases of extenuating circumstances. A written letter explaining your reasons must be sent to the Headteacher in advance of the absence.

Children who attend school every day make better progress and achieve more.

Absences

Parents must provide an explanation for all absences from school, either by telephoning the school office on 01438 717378, by email to admin@tewincowper.herts.sch.uk or in writing to the school. Please note it is the school and not the parent who authorises absences.

Absence from school may be authorised if it is for the following reasons:

- Sickness
- Unavoidable medical / dental appointments (though these should be made, whenever possible, outside school hours)
- Days of religious observance
- Exceptional family circumstances such as bereavement, moving house, music exams.

Absence from school will not be authorised for:

- Shopping
- Looking after parents or siblings who are unwell
- Birthdays
- Holidays in term time (unless the child is under 5 in the term of the holiday)

Following up absences

If no reason has been provided for a pupil's absence by 9.15am, a parent or carer will be contacted by telephone by the school office.



LATENESS ADDS UP!
Being 15 minutes late every day will add up to TWO WEEKS of school missed every year!

Attendance matters...

Did you know?
If your child's attendance is 80%, this means

- 1 day EVERY week
- 6 days EVERY half term
- 12 days EVERY term
- 36 days EVERY year
- 180 days in five years...

...That's nearly ONE WHOLE SCHOOL YEAR! Time missed at school can lead to gaps in knowledge that become difficult to fill. As a parent/ carer it is **YOUR** legal duty to ensure your child attends school every day and on time.



Responsible Internet Use and e-Safety

As part of the school curriculum at Tewin Cowper School, we offer pupils supervised access to the Internet. We will require parents and carers to sign the User Agreement and discuss the rules for using the computers with your child.

Our school internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home, and we can provide references to information on safe internet access if you wish. Herts LEA manage and maintain our internet/email service, and provide information on it at www.thegrid.org.uk

On-line safety information and more advice on managing on-line safety at home can be found on our school website. Whilst every endeavour is made to ensure suitable restrictions are placed on the ability of the children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

A detailed policy, outlining the schools' provision and supervision practises is available on the school website. Should you wish to discuss any aspect of internet use, please do not hesitate to contact the school.

Guidelines for parents

Pupils may only access the internet when in the presence of a member of staff. Pupils are responsible for good behaviour on the internet just as they are in the classroom.

School staff may access any file held on any computer storage system or media that is part of or connected to the school network. The school reserves the right to monitor all communications. Pupils should thus be aware that their files will not always be private.

The following are **not** permitted.

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Using electronic mail to harass, insult or otherwise annoy others.
- Using other people's passwords.
- Accessing any other person's work or files without permission.
- Misuse / malicious damage to computers, software and other hardware.
- Violating copyright laws.

Consequences

Violation of the above rules may result in one of these sanctions;

- Temporary or permanent ban on use of the Internet and electronic mail.
- Additional disciplinary action in line with the school's Behaviour Policy.
- When applicable, police or local authorities may be involved.

Online Rules / Agreement Pupil
Acceptable Use

Please read and discuss the below agreement/rules for internet use with your child on a regular on-going basis as their use of IT develops:

- I will only use school IT equipment for activities agreed by school staff.
- I will not use my personal IT accounts in school when doing schoolwork.
- I will not sign up for any online service on school devices.
- I will only open email attachments if it has been approved by a member of school staff in school or a parent/carer out of school.
- In school I will only open or delete my files when told by a member of staff.
- I will not tell anyone other than my parents/carers my passwords. I will not use other people's usernames or passwords to pretend to be them online.
- I will make sure that all online contact I make is responsible, polite and sensible. I will always be kind and respectful.
- If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell my teacher or my parent/carer immediately.
- If someone says, asks or posts about me anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will not reply. I will tell my teacher or my parent/carer immediately.
- I will not give out my own or other people's personal information, including name, phone number, home address, interests, schools or clubs. I will tell my teacher or parent/carer if anyone asks me online for personal information.
- Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always ask my teacher or parent/carer first if I wish to do this. I will not take, share or upload any image of anyone else with permission from my teacher or my parent's/carer.
- Even if I have permission, I will not upload any images, videos, sounds or words that could upset, now or in the future, any member of the school community, as this is cyberbullying.
- I understand that some people on the internet are not who they say they are, and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately. I understand that everything I say or do online can be traced now and in the future. I know it is important to build a good online reputation.
- I will not bring personal devices e.g. mobile phones, gaming devices into school without getting permission from my teacher.
- I will not lie about my age in order to access games, apps or social networks that are for older people as this will put me at risk.
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules my teachers may need to take action.

Cool Milk


Cool Milk
Free & Subsidised
SCHOOL MILK
Register your child today!
www.coolmilk.com


Is your child registered for
SCHOOL MILK?
Child
UNDER 5
Every child under the age of five is entitled to free school milk. Simply register your child online.
Child
OVER 5
Every child over the age of five is entitled to milk at a subsidised cost of around £20 per term. Register your child and pay online.
Children in receipt of benefits-based free school meals are eligible for free school milk. Speak to the school for further information.
Free milk for under 5s is funded by the Department of Health and milk for over 5s is subsidised by DEFRA.
REGISTER YOUR CHILD TODAY
Register online
www.coolmilk.com
Need help?
Send us a message
at www.coolmilk.com/contact
or give us a call on 0800 321 3248
FIND US ON SOCIAL MEDIA - SEARCH COOLMILKSCHEME