



Elmtree Echo

Issue 1



Respect - Ambitious - Curious - Resilient - Inclusive



A Message from Mrs Ohene

Dear Parents and Carers,



It has been a real pleasure to welcome the children back to school this week. They have returned happy, calm, and full of enthusiasm for the term ahead. It's been lovely to see how much they've grown and to hear all about their holiday adventures.

The children have quickly settled back into routines, engaging brilliantly with both play and learning. We've been especially impressed by their impeccable manners and positive attitude—it's clear they're ready for another exciting year of learning and growing together.

Thank you, as always, for your continued support. We're looking forward to a fantastic term!

Warm regards,

Elmtree Infant and Nursery School

September 2025

DATES

Tuesday 9th September 3.20-4.00pm KS1 Parents and Carers 'Welcome Back' briefing in the school hall/ classroom visits. Please come to the briefing and then you are welcome to visit your child's classroom.

Wednesday 10th September new to Nursery children in for their normal sessions.

Saturday 20th September 10.00am-1.00pm Chesham Green Market- Elmtree will be holding a stall for some of our children to share information about us as an Eco-School.

Week beginning 22nd September- Harvest donation week- please send your donations of food with at least a six-month shelf life) to the school office. We will provide a list of foods nearer the time.

Thursday 25th September EYFS/ KS1 Harvest assembly

Friday 26th September 9.15am/ 2.45am Nursery Harvest assembly

Monday 29th September parent forum in the school hall please join us to give us your views about Elmtree.

Tuesday 30th September new to Reception tour for 2026-2027

Tuesday 7th October new to Reception tour for 2026-2027

Tuesday 14th October new to Reception tour for 2026-2027

Tuesday 14th / Thursday 16th October Reception Beech and Birch parent learning consultations (more information to follow)

Monday 20th / Wednesday 22nd October Maple and ARP parent learning consultations (more information to follow)

Tuesday 21st / Thursday 23rd October 1 Oak and Willow parent learning consultations (more information to follow)

Friday 24th October House mufti-day (more information to follow)



Elmtree Infant and Nursery School

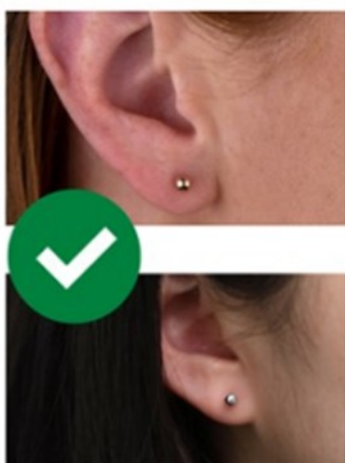
Back to School, Special Edition Newsletter

5th September 2025

UNIFORM REMINDERS

Please ensure your child is in the correct Elmtree uniform.

- Red sweatshirt or red cardigan (with or without Elmtree logo)
- White shirt or polo shirt (with or without Elmtree logo)
- Grey trousers (long or short) or grey skirt/pinafore dress/culottes
- Red and white summer dress or culottes
- Socks - plain (grey or white) or tights (red, white or grey)
- PE Kit in PE Bag - Black jogging bottoms/ red PE shorts, white round-necked PE t-shirt & black plimsolls
- Footwear should be all black (no branding/ other colours)- shoes that can be fastened (velcro), or trainers. NO BOOTS, SLIP-ONS, BLOCK HEELS.



Plain, small, stud, silver or gold coloured earrings



No loops, no drops, no precious (or non-precious) stones, no colours or shapes

SCHOOL EQUIPMENT

Children do not need to bring any equipment into school, as we provide all the necessary resources for their learning. Similarly, there is no need for a school bag. If your child is bringing a packed lunch, a simple lunch box is perfectly fine.

P.E. kits can be sent in a drawstring bag and will be kept at school until we return them for washing.

Thank you for helping us keep things simple and organised.

NO NUTS

At Elmtree, the safety and well-being of our students is our highest priority. For this reason, we are a **nut-free school**. This policy is in place to protect children who have severe nut allergies—some of whom can have life-threatening reactions even from tiny traces of nuts.

Nut allergies are not simply a matter of discomfort; they can lead to *anaphylaxis*, a serious and potentially fatal allergic reaction that requires immediate medical attention.

By ensuring that no nuts or nut products are brought into school, we help create a safe and inclusive environment where all children can learn and thrive without unnecessary risk.

We kindly ask all families to carefully check food labels and avoid sending items containing nuts in packed lunches or snacks. Your cooperation is essential, and we truly appreciate your understanding and support in keeping our school safe for everyone.

PERISHABLE FOODS

Please note that the latest nutritional guidance advises that perishable (fridge items) foods can last a maximum of 4 hours out of the fridge. Please do bear in mind for packed lunches, e.g. for yoghurts, cheese, other dairy products. See guidance document below (page 27).

[Early Years Foundation Stage nutrition guidance](#)

HEALTHY LUNCHES

At Elmtree, we want the very best start for our children. This includes ensuring they eat healthily. Providing healthy lunches is essential for several reasons. Here is our rationale for wanting our children to eat healthy lunches:

1. Nutritional Needs

- **Growth and Development:** Children are in critical stages of growth, requiring balanced nutrition to support physical and cognitive development.

Energy Levels: Nutritious meals help maintain energy throughout the school day, improving focus and learning.

2. Academic Performance

- **Concentration and Focus:** Proper nutrition is linked to better concentration, memory, and overall academic performance.

Reduced Absenteeism: Healthy eating can lead to better health, reducing absenteeism due to illness.

3. Healthy Habits

- **Lifelong Skills:** Schools can play a crucial role in teaching children about healthy eating and making nutritious choices, fostering lifelong healthy habits.

Social Norms: When healthy options are promoted in schools, it normalizes these choices among peers.

4. Preventing Health Issues

- **Chronic Disease Prevention:** Healthy lunches can help combat childhood obesity and reduce the risk of chronic diseases like diabetes and heart disease. Did you know that 10% of Elmtree children were obese or overweight in 2022-2023?

Mental Health: Nutrition affects mental well-being; balanced meals can support mood regulation and mental health.

5. Food Education

- **Culinary Skills:** Exposure to different foods encourages children to explore and develop their tastes, promoting culinary skills.

Cultural Awareness: Offering diverse foods can enhance cultural appreciation and inclusivity among students.

6. Behavioural Benefits

- **Reduced Behavioural Issues:** A well-nourished child is less likely to experience mood swings and behavioural difficulties, leading to a better learning environment.

Better Relationships: Healthy eating can contribute to improved social interactions and cooperation among peers.

7. Community and Environment

Waste Reduction: Emphasizing healthy, whole foods can reduce food waste and encourage mindful consumption.

Healthy lunches at school create an environment that supports not just academic success but also the overall well-being of children, laying the foundation for a healthier future.

PARENT CODE OF CONDUCT

Introduction

Elmtree is an aspirational and inclusive school. At the heart of our vision is educational excellence for all, where each child can flourish and live out the spirit of childhood.

Our mission is to enable each child at our school to flourish by providing a secure, happy and stimulating environment, where they receive consistently good teaching and leave us with a love of learning as thoughtful, caring and confident future citizens who make a positive impact. Our behaviour values form the basis of our approach to promoting positive behaviour and character: ready, respectful, safe and kind. We are confident that all parents and family members will want to support us to grow these values in our school, in our staff, and in each of the young people we have the privilege to teach and care for. At Elmtree, we value our strong relationship with parents and carers. Together, this helps us achieve the very best for the children in a supportive partnership between parents, staff and the school community. As a partnership, our parents understand the importance of a good working relationship to equip their children with the necessary skills for adulthood. For these reasons we welcome and encourage parents or carers to participate fully in the life of our school. The relationship between home and school is based on the principles of care, integrity, trust and mutual respect. We hope that the following guidelines will be adopted by all those who work as partners with the school - parents, carers and visitors.

As a school we are committed to:

- Providing a friendly, safe and caring environment for pupils, staff and visitors to the school.
- Offering high standards & expectations in all areas of school life & learning, within a broad and balanced curriculum.
- Treating all children with dignity and respect.
- Respecting the beliefs, traditions and customs of those in our community.
- Demonstrating that every child is valued as an individual.
- Encouraging children to always do their best and demonstrate a positive attitude.
- Nurturing and protecting children by caring for their safety and wellbeing.
- Having a clear and consistent approach towards rewards and consequences as set out in our behaviour policy and behaviour code of: Ready, Respectful, Safe and Kind.
- Ensuring that the learning environment is challenging and stimulating.
- Providing opportunities to discuss your child's progress.
- Providing clear information through our website, emails, texts, newsletters, letters and notices.
- Responding to concerns in a timely manner.
- Providing a written report in the summer term.
- Contacting you if there is a concern over your child's attendance or punctuality.
- Welcoming you if you wish to contribute to and engage with the life of the school.
- Celebrating your child's academic and personal achievements.

Purpose and Scope

The purpose of this policy is to provide a reminder to all parents, carers and visitors to our school about the expected conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding, whilst fulfilling our commitment to keeping children in our care safe.

Guidance

We expect parents, carers and visitors to:

- Ensure their child comes to school every day, by the start of each lesson, properly dressed and equipped for learning.
- Notify the office at the earliest opportunity if your child is absent/ unwell.
- Inform the school about any concerns or issues that may affect your child's learning or behaviour.
- Approach the school to help resolve any issues of concern.
- Agree not to take holidays during term time.
- Inform the school of any medical needs for your child.
- Provide current contact numbers in case of an emergency.

- Attend parents' evenings and any other discussions about your child's progress.
- Respect and support the behaviour code of our school: Ready, Respectful, Safe and Kind.
- Respect the caring ethos and school values of: Ambitious, Resilient, Inclusive, Respectful and Curious.
- Respect British Values of: Rule of Law, Democracy, Individual Liberty, Tolerance for different faiths and beliefs, Mutual Respect.
- Understand that both teachers and parents need to work together for the benefit of their children.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour.
- Seek to clarify a child's version of events with the school's view to bring about a peaceful solution to any issue.
- Correct own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
- Avoid using staff as threats to admonish children's behaviour.
- Please do not share photos on social media from school activities.
- Park considerately when dropping off or collecting your child by car and do not leave engines running.

In addition to the above please make yourself aware of the school's complaints procedure on our website. If you are unhappy about how the school is carrying out its duties and functions in relation to your child, you should inform the Headteacher verbally or in writing.

If you are dissatisfied with the response, please be aware that you can utilise the schools dedicated complaints procedure which is available on the school website and from the school office.

You will not use any form of social media as a forum for complaints against the school, or to contact school staff. You have read and understand this guidance.

In order to support a peaceful and safe school environment, the school will not tolerate parents, carers and visitors exhibiting the following:

- Breaching the school's security procedures.
- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including school activities and events.

- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper.
- Threatening to do actual bodily harm to a member of school staff, Governor, visitor, fellow parent/carer or student regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying school property.
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication.
- Defamatory, offensive or derogatory comments regarding the school or any of the students/parent/staff, at the school on Facebook or other social sites. (See Appendix 1). Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, Headteacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned. Please see our complaints policy on our website if you would like to make a formal complaint.
- The use of physical aggression, intimidation or humiliation towards your own child, another adult or child.
- Approaching someone else's child to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences). Staff members who are parents of children in our school are required to agree to and sign a set of principles for appropriate ways of working.
- Smoking and consumption of alcohol or other drugs whilst on school property/ entering school property whilst under the influence of drugs or alcohol.
- Dogs/ other animals being brought on to school premises.

Should any of the above behaviour occur on school premises the school may feel it is necessary to contact the appropriate authorities and if necessary, even ban the offending adult from entering the school grounds. We trust that parents and carers will assist our school with the implementation of this code of conduct, and we thank you for your continuing support of the school.

Positive Communication

There are several ways in which parents and carers can communicate with the school.

Face-to-face

Class teachers are often available at the end of the school day. If you have a quick question, this is a great time to ask. If you want a more detailed conversation, please do request a meeting or phone call through the school office.

Email

Email is a quick, effective way of communicating necessary information. Emails received will be acknowledged within 2 working days and responded to within 10 working days. Parents and carers should contact the school via email for a general enquiry as an alternative to telephone or letter. The school email address is: office@elm.odbst.org All staff can be contacted through the office email address.

Telephone calls

Effective telephone communication can sometimes be a problem in a school, where teachers may be teaching full-time or working with pupils at lunchtime or after school. Parents and carers may be frustrated if they feel that a message elicits no immediate reply, when in fact there has been no available opportunity for the member of staff to reach a telephone to return a call. In a non-emergency a return call will be aimed to be made within 2 working days, with any follow up action from the request /query/problem being dealt with within 10 working days.

We welcome feedback and regularly consult with a range of stakeholders. Ultimately the school must make decisions in good faith, which we deem to be in the best interests of our pupils. Whilst it is never our intention to disappoint, it is not always possible to secure agreement or consensus for every decision.

What to do if you need more help or things go wrong

We want to do our very best to educate and care for your children properly, but part of our commitment is always to work to improve standards. If you need further support, if you think that we have not met our best standards, or if your child has a problem at school, we want you to tell us so that together we can put it right. Please contact your child's own teacher in the first instance. It is usually better to see them at the end of the day than at the beginning. They may ask you to wait while they dismiss the class or see them at the office. If you wish to discuss the matter further, then please contact the school office team to make an appointment to meet with your child's class teacher. If you need further support, our leadership team (phase leader or deputy headteacher) will help. We will agree with you a course of action and aim to resolve your concern to your complete satisfaction as quickly as possible.

And finally...

At the heart of our work is the belief that parents are partners in their children's education. We hope that this code of conduct has been useful in explaining some of our expectations. Please do ask if you have any further questions on these issues. We want to work in partnership to ensure that every child in our school is safe, happy and successful. For these reasons we continue to welcome and encourage parents and carers to participate fully in the life of our school.

Appendix 1: Inappropriate use of Social Network Sites

Social media websites are being used increasingly to fuel campaigns and complaints against schools, Headteachers, school staff, and in some cases other parents/students. The Governors consider the use of social media websites being used in this way as unacceptable and not in the best interests of the children or the whole school community. Any concerns you may have must be made through the appropriate channels by speaking to the class teacher, the Headteacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any student or parent/carer of a child/ren being educated in the school is found to be posting libellous or defamatory comments on social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content, which can be posted, on the site and they provide robust mechanisms to report content or activity which breaches this. The school will also expect that any parent/carer or student removes such comments immediately. In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly is the issue of cyber bullying and the use by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying. Thankfully such incidents are extremely rare. We would expect that parents would make all persons responsible for collecting children aware of this policy.

Persons Causing Nuisance / Disturbance on School Premises

Section 547 of the Education Act 1996

School premises are private property and parents have been granted permission from the school to be on school premises. However, in case of abuse or threats to staff, pupils or other parents, school may ban parents from entering school. It is also an offence under **section 547 of the Education Act 1996** for any person (including a parent) to cause a nuisance or disturbance on school premises. The police may be called to assist in removing the person concerned. School is not responsible for organising arrangements for children in the above circumstances. Parents will need to provide alternative arrangements for bringing children to school.

PARKING REMINDERS



DANGEROUS- driving and parking- PLEASE KEEP OUR CHILDREN SAFE!

Last year, we are sorry to report that we had several dangerous driving behaviours that put our children's lives at risk. We want our children to come to school safely, knowing that whether they are walking, scooting or coming by car, everyone is following the Green Cross Code as well as safety rules in the car.

Parking restrictions

Any white and yellow zigzag markings indicate **no waiting, no stopping and no parking**. Parking or stopping on these markings creates dangerous blind spots and makes the area outside school much less safe.

Letting children out of cars in the road

We have seen parents letting their children out on the roadside, with oncoming cars present. Others have paused in the middle of the road to let their children out. This is incredibly dangerous- it disrupts traffic, causes frustration and significantly increases the chance of an accident.

U-turns on Elm Tree Hill

We have seen multiple drivers perform u-turns on Elm Tree Hill. This manoeuvre causes traffic to back up and makes the road unpredictable and unsafe. Please continue driving in the same direction. There is space to turn further up the hill (round the corner), away from the school. **Adding a few minutes to your journey will help keep everyone safer.**

Walking children in the road

We've noticed that some families have been walking along the road during drop-off and collection times, which can be unsafe due to passing vehicles. We kindly ask all parents and carers to use the pavement when walking children to school, even during busy periods. This helps ensure everyone's safety.

Thank you for your co-operation in making drop-offs and pick-ups safer for everyone.



NEVER PARK ON THE ZIG - ZAGS!

Please help to keep ALL our children safe - never park on our Zig Zags

SCHOOL KEEP CLEAR

CLASS INFORMATION 2025-2026

Class	Teacher/ lead practitioner	Support adults
Nursery	Miss Trower	Mrs Zafar, Miss Barker, Mrs Hsu, Mrs Chapman
R Beech	Miss Gettings	Mrs Usman, Mrs Ahmed, Mrs Trofimova
R Birch	Mrs Mead/ Mrs Nowlan-Hunt	Mrs Bandhi, Mrs Chapman
1 Oak	Mrs Engelen	Mrs Buckland, Miss Fry
1 Willow	Mr Curd	Mrs Duddy, Mrs Dickinson, Mrs Jelen, Mrs Hsu, Miss Summerfield, Mrs Saridis
2 Maple	Miss Harvell	Mrs Sergeant, Mrs Saridis, Mrs Birch, Miss Summerfield
Additional resource Provision (ARP)	Ms Michalska	Miss Summerfield, Mrs Saridis

School Attendance



At Elmtree, you will receive an email each half term with an update on your child's attendance and punctuality. This is part of our ongoing commitment to working in partnership with families to support every child's education.

We expect all pupils to aim for at least 96% attendance, as good attendance plays a key role in academic progress, wellbeing, and overall success in school. Moments matter. Attendance counts.

If you ever have any questions or concerns about attendance, please do not hesitate to get in touch. Thank you for your continued support in helping your child make the most of their time at school.

What parents and carers need to know

Why attend every day?

Attending school at Elmtree is crucial for your child's early education for several reasons:

1. **Early Development:** Infant and Nursery children are in a critical stage of brain development. High quality early education at Elmtree provides a stimulating environment that promotes cognitive, social, and emotional development.
2. **Social Skills:** School offers children the chance to interact with peers, helping them develop essential social skills such as sharing, cooperation, and empathy.
3. **Routine and Structure:** School provides a consistent routine that helps children feel secure and understand the flow of daily activities. This structure can be beneficial for their overall development.
4. **Language Development:** Engaging with teachers, support staff and other children in school exposes children to rich language experiences, which are vital for communication skills and literacy development.
5. **Physical Development:** Early education includes activities that promote fine and gross motor skills, such as climbing, drawing, and playing with various materials. Children in the EYFS are supposed to be out of breath several times a day- they are at Elmtree!
6. **Emotional Resilience:** Being in school helps children learn to navigate emotions and build resilience by self-regulating, as they experience new situations and develop coping strategies.
7. **Parental Support:** Early schooling can also be an invaluable resource for parents, providing you with support and information about your child's learning and progress.

Foundation for Future Learning: The experiences and skills gained in early education lay the groundwork for later academic success, making the transition to formal schooling smoother from the early years to key stage one, and then to key stage two (and beyond).

Attending school for at least 96% of the time supports children to thrive in a nurturing environment, setting the stage for lifelong learning and development.

When a child can be absent from school

A child must attend school every day that the school is open, except in a small number of allowable circumstances such as being too ill. Medical appointments such as for the dentist/ GP should be made outside of school timings.

Children should never miss school for reasons such as, but not limited to:

- Holidays during term time (these will not be authorised)
- Shopping
- Birthdays
- To wait in for a repair person
- To take a family member to an appointment

You have a legal duty to ensure that your child attends school every day and is on time.

Taking your child out of school during term time for holidays is also likely to impact on their achievement. There are 38 weeks in the year when schools are open, and 14 weeks when families can take holidays. Head teachers can only authorise a leave of absence in exceptional circumstances.

The effects of irregular attendance

A pupil who misses 10% or more of school (equivalent of 1 day or more per fortnight) is less likely to attain their potential academically.

Missing school can also:

- cause anxiety about returning
- cause difficulties in maintaining friendships
mean missing out on socialising and decline in general wellbeing

Support

We know children may struggle to attend school for a wide range of reasons. We will always work with you to help overcome any issues. Elmtree has strong pastoral support and there are several different ways we can support your child to attend school. If you would like any further information then please speak to our Family Liaison Officer, Miss Snowdon.

Consequences

If your child takes unauthorised holidays or takes longer than the time agreed by the Headteacher, this absence will be recorded as unauthorised. Sanctions could be imposed including:

Your child could lose their school place

You could face a penalty fine (per parent per child)

You could be subject to legal action by the authority that could result in a fine of up to £2,500. If your child has an unauthorised absence, such as taking holidays during term time, re-occurring lateness, or persistent absence for any other reason other than certified illness, the school will refer the matter to the Council for consideration of a Penalty Notice and/or Prosecution in the Magistrates' Court which may lead to a criminal record with a maximum fine of £2,500 and/or 3 months imprisonment.

Regular and punctual attendance is both a legal requirement and essential for your child to maximise the opportunities available to them.

Understanding the impact of lateness and absence for your child



At Elmtree we have a soft start from 8.45-8.55am. Gates close at 8.55am. Registers close at 9.00am. If your child arrives after this, they will be marked as late.

If in a school year a child is late by-	Your child will have lost approximately this much learning-
5 minutes	3.2 days (16 lessons)
10 minutes	6.3 days (32 lessons)
15 minutes	9.5 days (48 lessons)
20 minutes	12.7 days (64 lessons)
25 minutes	15.8 days (79 lessons)

In order to achieve our expected 96% attendance success, children must be in school for at least 184 out of 190 days. This means that no more than 6 school days can be missed to ensure your child achieves their full potential and maximises their learning.

If a child's attendance during the school year is-	Your child will have lost approximately this much learning-
96%	6 days (30 lessons)
95%	9 days (45 lessons)
90%	19 days (95 lessons)
85%	29 days (145 lessons)
80%	38 days (190 lessons)
75%	48 days (240 lessons)



Academic year 2025/26



Wraparound Care for Elmtree Infant School

Before and afterschool care everyday the school is open to children.



premier-education.com



Excellent



★ Trustpilot

Premier Education are honoured to be able to provide the wraparound care at your school.

Our aim is to deliver a top quality, Ofsted registered provision, with a range of stimulating activities in a safe, secure and fun environment, providing an outstanding service for busy parents.

Parents can relax knowing their children are in safe hands as all staff have experience working with primary school children, have been DBS checked, and hold Paediatric First Aid and Safeguarding certificates.

Wraparound care sessions are open to children from Reception to Year 6, with no deposit or registration fee required. You can make Ad-hoc bookings, or book multiple sessions over a half term period. Healthy snacks are provided, with specific dietary requirements also being catered for.

Elmtree Infant School

Before School:

7:45- 8:50am = £6.50

After School options:

3:10-6:00pm = £13.00

3:10-4:15pm = £8.50



**BOOK
TODAY!**

Contact us at:

✉ office-11@premier-education.com

☎ 01296 620097

Ofsted Registration Number: 2542404

