



Windlesham School  
& Nursery



# Parents' and Carers' Handbook

September 2024



Preparing children for life



# Welcome to the Parents' and Carers' Handbook

This is designed to give you an overview of School policies, rules and practices. Please keep it to hand, as it will provide answers to any questions you may have about our procedures.

We have designed the handbook as an A to Z of Windlesham. If you cannot find what you are looking for, your child's Class Teacher/Tutor should be the first point of call.

**Acting Headteacher:** Mrs Katherine Croucher

**School Business Manager:** Mrs Samantha Roberts

**Assistant Head:** Mrs Lisa Mack

**Safeguarding Lead / SENCO / Mental Health Coordinator:** Mrs Sinead Kiernan

**Chair of Governors:** Mr Graham Rowlands-Hempel

## Absence

If your child is away from School, please let us know by 8.30 a.m. leaving a message on our answerphone (01273 553645) which includes information about the nature of the illness. This enables us to keep accurate registers and fulfil our legal obligations in this regard. Infectious illnesses must be reported. If your child has a tummy upset, we must ask you to keep them at home for at least 48 hours after the last occurrence of the illness.

If you wish to take your child out of School for any reason, permission must be sought at least a week in advance, with letters or emails addressed to the Headteacher. The school's Absence Policy outlines the approach to authorised and unauthorised absences. We strongly discourage parents from booking family holidays during term time and it is important to note that any such holiday will **not** be authorised. The school recognises the vital importance of good attendance and there is good evidence of the strong link between school attendance and academic performance.

Good attendance over the course of a year is **95%** or above. This equates to no more than **9 days absence**.

Poor attendance, also called persistent absence is **90%** or lower. This equates to **18 days or more absence**.

Severe absence is **50%** or lower, equating to **87 days absence**.

Our school policy states that if your child's attendance drops below 90%, we will arrange a meeting with you to highlight our concerns and to discuss how we can support you to improve your child's attendance. To help parents keep track of absences, we will publish both authorised and unauthorised absences on the written reports that are shared with parents. This includes Grade sheets (Years 3 to 6) and End of Year reports (whole school).

## Admissions

If you register your child's siblings, you are eligible for a 5% discount on their fees. This discount applies only while both children are at the school simultaneously. Should any of your friends show interest in the School for

their children, please ask them to contact our Admissions Department in the first instance.

The School refers to its policy related to the Equality Act 2010 knowing that it is unlawful to discriminate against children in our setting. No child will be excluded or disadvantaged for reasons of ethnicity, gender, disability, culture, diversity, religion or special educational needs. The School will endeavour to make every reasonable adjustment to provide for the needs of every child. There may be some children, whose needs are beyond our scope of provision. For further information, the School's Admissions Policy is available for viewing in the School Office.

## **Aims of the School**

Our warm, caring and friendly School aims to give children a sense of belonging, community and respect for others. Our broad and balanced curriculum, experienced staff and small classes are designed to promote an education tailored to individual needs, encouraging children to develop their particular talents and abilities. We aim to lay strong foundations for each child's future, helping them to develop confidence, a sense of self and potential. We aim to instil in them a love of learning and exploration, encouraging effort and enthusiasm.

## **Beach School**

Following the ethos of Forest Schools, Beach School encourages children to learn from and within their local beach environment. Our curriculum is based on the syllabus outlined by the Sussex Wildlife Trust and pupils from Year 1 to Year 6 participate in Beach School once a term. Our curriculum builds on school-based learning; carefully planned activities teach the children not only about the beach and coastal environment, but also Science, PSHE, PE, History, Maths, Geography, English and Art.

## **Behaviour Policy**

A copy of the School's full Behaviour Policy is available for viewing on the School website. Broadly, it aims to encourage positive behaviour that is conducive to learning. Where sanctions for unacceptable behaviour are

deemed necessary, we would encourage parents to support the School's actions as being in the best interests of the child.

## **Break Times**

Children receive regular breaks during the day, during which they are expected to be outside unless the weather is unsuitable, or they are otherwise directed by a member of staff. A healthy mid-morning snack is provided at morning break. Milk at morning break time can be provided for children in Nursery and Reception as an optional extra. We also require children to bring a bottle of water to drink during the day.

## **Buddy System**

The Windlesham buddy system was introduced to allow our pupils to be socially aware and contribute positively to the lives of others. It develops a sense of responsibility in our older pupils and builds confidence in our younger pupils.

Across the year, there are regular Buddy sessions with activities suggested by teachers and pupils themselves. Examples include paired reading, 'Walk & Talks', buddy lunches and transition letter writing.

Buddy Year Groups are Nursery & Year 4, Reception & Year 5, Year 1 & 6, Year 2 & 3.

## **Calendar of Events**

This is published half termly and can also be viewed on our School website and Parent Portal. It contains dates and times of trips, fixtures, plays, concerts, etc. 'The Week Ahead' (a weekly communication tool between school and home) is emailed to parents and carers each Thursday. This document outlines events for the following week.

## **Choirs**

The School has two choirs, Larks and Nightingales. Children from Year 3 upwards are eligible to join. The choirs practise regularly and perform to parents during the course of the year.

## **Church Services**

We accept children from all religious backgrounds. We generally hold one church service at Christmas which takes place at a local church. Parents are welcome to attend. Please note that these services form part of the School year and all children involved are expected to participate.

## **Class Teachers and Tutors**

The children from Nursery to Year 4 have Class Teachers and the children in Years 5 and 6 have Form Tutors.

## **Clubs**

Clubs run for the entire term, except the first and last weeks. They are optional, chargeable and available to children from Reception upwards. Clubs must be pre-booked. Commitment is expected for the entire term. Please note that unless the club is cancelled by the school, full payment will be charged for the term regardless of attendance.

After-school clubs run from 3.55 p.m. until 4.55 p.m and Lunch clubs run at some point during the lunch hour, depending on the age of the group involved. Morning clubs start at 8.00 am or 8.10 am. A timetable is published each term with full details.

As well as specific clubs, our 'WindleFun' provision is available to all pupils. It runs every day from 3.55 p.m. until 4.55 p.m. with a late session until 5.45 p.m. 'WindleFun' offers a range of activities which may include quiet board games, stories, art and craft, outdoor games and play, films, Lego etc. WindleFun sessions are chargeable and need to be booked at the start of each term.

## **Communication**

The School generally communicates with parents using electronic means: via email and for urgent messages via mobile texting Fiona please check this. We also communicate via an online Parent Portal, details of which will be emailed to you. Every week on Thursday, The Week Ahead is shared with parents via email. This document collates important information about the week or term ahead and contains useful links to letters and parents from

staff. Please ensure that the School is notified of any changes to your home address, telephone numbers or email addresses. We publish news and photos of activities on the School's Classlist accounts, Facebook page, Instagram account, newsletter and on our school website.

## **Concerns and Complaints Procedures**

We aim to resolve all problems as quickly as possible. Your child's Class Teacher/Tutor is always your first point of contact. If your concern is urgent, please leave a message at the School Office. If appropriate, your concerns will also be brought to the attention of the Senior Leadership team. We will endeavour to contact you as soon as possible and certainly within 24 hours.

In terms of complaints, our full Complaints Policy is available for reading on request from the School Office and on the School website.

## **Curriculum Summaries**

These give a brief outline of the programmes of study for each year group. They are brought to the attention of parents on a termly basis and are also available to view on our School website.

## **Dogs**

Dogs (other than registered guide dogs) are not allowed on the premises. Dogs on leads should not obstruct the entrance to the school. They can enter/wait in the front garden but must not be left unattended. If you regularly collect your child with a dog, please let the office know and we can arrange for your child to come to the gate to be dismissed. This follows our Health and Safety regulations for the children's safety.

## **Emergencies**

In the event of an emergency, it is important that we have your up-to-date contact information. Initially this information is included on your registration form. Please let the School Office know if you will be away from work or home for any reason, or if your mobile, work or home contact numbers or email address change, so that we can keep our records completely up to date. It is important to provide two local emergency contact numbers, in addition to your own.

## Fees

Full information on School fees is detailed in the Schedule of Fees issued each year. For any additional queries please contact [admissions@windleshamschool.co.uk](mailto:admissions@windleshamschool.co.uk). Fees should be paid full at the start of each term.

## Friends of Windlesham (FOW)

The Friends of Windlesham is the name of the school's parent group. This is a thriving body of parents who organise a range of events throughout the year. These events are intended to be enjoyed by parents and children alike, and raise money for school equipment/resources and enrichment activities. A parent from each class is invited to act as class representative but beyond this, all parents are encouraged to offer support and get involved in the activities and events. FOW can be contacted at [fow@windleshamschool.co.uk](mailto:fow@windleshamschool.co.uk).

## Governors

The School has a governing body. Our governors include: Mr Graham Rowlands-Hempel (Chair), Mrs Christine Mannion Watson, Mrs Kathryn Duckenfield, Mr Jack Cornish, Ms Elizabeth Brown, Ms Jessica Ridler Baer, Mr Dave Berman and Mrs Mary Middleton. Mr Rowlands-Hempel can be contacted c/o Windlesham School or by email on [governors@windleshamschool.co.uk](mailto:governors@windleshamschool.co.uk). The Board of Governors meets with the Senior Leadership Team once a term to discuss the running of the school.

## Grade Sheets

These are for children in Year 3 upwards. They are designed to inform you of your child's progress and targets. The grades report on Effort, Attainment, Organisation and Behaviour. See 'Reporting' for further information. They are shared at the end of the Autumn and Spring terms.

## Holidays

Please help your child's education by respecting the School's published term dates. It is very difficult for teachers to deliver the curriculum effectively if children take holidays during term time. Please see the section on 'Absence' regarding requesting time out of School.

## Homework and Homework Diary

Homework is set regularly. As well as Reading, Spelling, English and Mathematics homework, children in Years 1 to 6 are set more open-ended homework in the form of Learning Activity Grids. Learning Activity Grids are available on the School website.

All children from Year 2 upwards have a homework diary in which they or their teacher will write details of their homework tasks. Parents should read and sign their child's homework diary **every day** since it is a key communication tool between school and home.

We are always grateful for parental support and appreciate the fact that parents take an interest in their children's homework. There are several ways in which parents can support their child's learning. Most importantly, parents should help their child to understand the importance of homework and provide a quiet, uncluttered space without distractions.

## Houses and Housepoints

Children from Year 1 upwards are put into one of our three houses. They are Arundel (red), Bodiam (blue) and Lewes (green). Staff across the school are also allocated to one of the three Houses. This system encourages relationships to be formed across the school and provides opportunities for pupils to mix with different children of all ages. It fosters a sense of belonging and identity.

House meetings are held regularly. Over the course of the year, there are regular House competitions such as designing a crest, Maths Mastermind, a Spelling Bee and sporting events. As part of our behaviour policy, pupils are awarded House points for demonstrating our school values. Children are recognised for reaching certain totals, but their points also contribute to the

overall House Total. The House with the most points at the end of the term earns a reward.

## Inspections

The School is subject to a thorough inspection by the ISI on a regular basis. Our most recent and successful EQI Inspection Report can be viewed on our website. The school was deemed by the inspectors to be 'Excellent' in terms of Academic Achievement and Personal Development.

## Jewellery and Makeup

Children are not permitted to wear jewellery at School. Earrings are the only exception to this. If you wish your child to have their ears pierced, the best time to do so is the beginning of the Summer holidays. This will allow them sufficient time to get used to inserting and removing their earrings. Staff are unable to do this for them. **Earrings should not be worn to School on days when your child is timetabled for any sporting activity.** Only simple, gold studs may be worn. Children will be asked to remove non-regulation earrings. Children are not permitted to wear nail polish or other makeup.

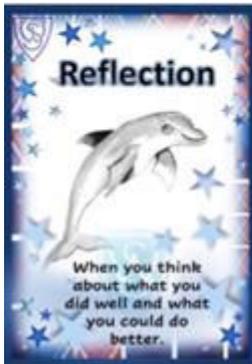
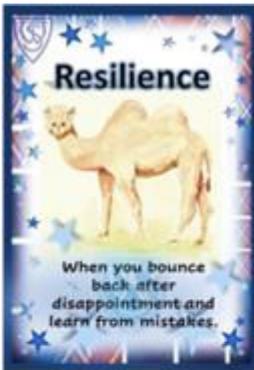
## Late Collection of Children

If a child is not collected within 15 minutes of the agreed collection time, the School will call the contact numbers for the parent or carer. If there is no answer, the School will begin to call the emergency numbers for the child. Messages will always be left on answer phones. If there is no response from the parent/carer within 60 minutes, the School will contact the Local Authority's Social Care Duty Officer for them to make emergency arrangements for the child should they be required. During this time the child will be safely looked after while he or she remains in the care of the School. At least two adults will always stay on the School premises with the child until the parent/carer/Social Care Emergency Services Team arrive. The procedure follows the 'Windlesham School Missing Child Policy and Uncollected Child Procedure'.

## Learning Powers

At Windlesham, we believe in developing a growth mindset in our pupils and we focus on this throughout their education journey. We understand that intelligence is not fixed and by nurturing the right intellectual habits of mind and learning characteristics, children can become active, successful learners.

Our five Learning Powers, each represented by an animal, are taught explicitly as well as being embedded into the curriculum. Developing these character traits will not only enable our pupils to be successful learners, but will also prepare them for the world beyond school.



## Learning Support

Our Special Educational Needs Co-ordinator (SENCO) works with individuals or small groups to assist them with their learning. This is always done in consultation with the Class Teacher. Pupils whose first language is not English are also offered support. In addition, each year group benefits from the support of a teaching assistant. For more information, please see our Special Educational Needs and Learning Support Policy, available on the website.

## Lost and damaged books

Please note that a charge will be made for lost or damaged reading, text and exercise books.

## Lunch

Our Catering Company provides lunch which is eaten in our dining hall. A healthy snack is provided for morning break. **Please note that Windlesham is a Nut-Free, Sesame-Free and Chickpea-Free Zone.** For off-site trips and visits, a packed lunch is provided by the school.

## Medicines

Staff do not normally administer oral medicine except for antibiotics. If the latter is required, please contact the School Office to complete the necessary paperwork. If a child needs to take medicine other than antibiotics during the day, you should make arrangements to administer it yourself. NAMED EpiPens and asthma inhalers are kept at School where appropriate. In such cases, it remains your responsibility to ensure that these do not get out of date and that we have two for your child.

## Meeting your child's teacher

Your Child In... welcome meetings take place within the first two weeks of the Autumn term. It is an opportunity for the Class Teacher or Form Tutor to meet with all the parents of children in their new class. The session

outlines the plans for the year ahead and the programmes of study the children will follow. See also 'Curriculum Summaries'.

## **Merits**

Merits are awarded in our weekly Celebration Assembly, in recognition of positive behaviour that reflects the School's Values and Learning Powers.

## **Mobile Phones**

We do not allow children to have these at School. Any child who has brought a phone, smartwatch or Fitbit to School must hand it immediately on arrival to the School Office. It will then be locked away until the end of the day. We cannot take responsibility for phones, smartwatches or Fitbits which are brought to School and are lost or damaged.

We do not allow the use of mobile phones and personal devices in any part of the school site. Please ensure your phones are put away when picking up your children from school.

## **Music Lessons**

On request, individual music and singing lessons are available throughout the school day with our specialist, peripatetic teachers. Please contact the school office for more information.

## **Newsletter**

The Newsletter is published regularly and distributed to parents. Please take the time to read it carefully, as it often contains important information, as well as news and samples of the children's work. The latest version of our newsletter can always be seen on our website, at [www.windleshamschool.co.uk/category/newsletter](http://www.windleshamschool.co.uk/category/newsletter).

## **Notice Period**

If you need to withdraw your child(ren) early for any reason, including Nursery, a full term's notice in writing is required before the first day of their final term.

If you apply for a place for your child at a state school and decide to accept a place that is offered, a term's notice is required by Windlesham. On occasion, a state school place is offered and must be accepted with very little notice part way through a term. In these instances, a full term's notice remains applicable, and fees will be due for the remainder of the current term plus the whole of the following term.

## **Open Classroom**

Current parents and carers may like to visit their child's classroom to look at their work informally during our 'Open Classroom' events which take place each term. The Open Classroom is a wonderful opportunity for children to show their parents and carers their rooms and share their learning.

## **Owls**

These are awarded to children across the school for outstanding work and learning. Children receive a special sticker and a postcard home to celebrate their achievement.

## **Parent Portal**

Information is provided via the Parent Portal. When your child joins Windlesham School, you will be supplied with login details. The Portal may be accessed via a link, top right on the School website:  
[www.windleshamschool.co.uk](http://www.windleshamschool.co.uk)

## **Parent-Teacher Meetings**

Parents have the opportunity to meet formally with their child's teachers twice during the year. The Parent-Teacher Meetings are held in the Autumn and Spring terms and parents can discuss their child's progress with the Class Teachers, Tutors and specialist teachers. Formal communication in the Summer term is done in writing through the annual School Report.

## **Parking**

Parking in Dyke Road is free before 9 a.m. After this time, it is metered. We ask that parents respect the safety of children and do not park on double yellow lines, zigzag lines, disabled spaces or pavements as this poses a serious hazard to pedestrians. Please do not stop or park in the private car

park of Fairways flats. We encourage families to park further away from the school then walk/scoot the remainder of the way- a Park & Stride approach. To help further we have a cycle and scooter park situated in the front garden.

## **P.E.**

P.E. lessons are part of the curriculum for every child. All children take part in timetabled activities, unless they are injured, in which case a note or email from the parent is required. Please ensure that your child has the correct clothing and footwear for each activity and that it is clearly named. Children should wear their kit to school on designated P.E. days. For swimming, all children must wear a swimming cap (sold by the School office) and bring a towel.

## **Photographs and Videos**

Photos are taken regularly in school as a means of recording and celebrating learning. These photos may be put in pupil books, on display or shared via social media (Classlist, Facebook, Instagram). Parents/carers are asked to complete a photo permissions form, available from the School Office. This enables you to give or deny permission for images/videos to be used/shared in different ways:-

## **Policies**

The School's Behaviour, Online Safety, SEND, Complaints and Safeguarding Policies are available on our School website as well as a selection of other key policies. Information about other policies is available on request.

## **Posts of Responsibility**

Children in Year 2 and above have the opportunity to be a class prefect at some time during the year. Their job is to help the teachers, collect and give out books etc. In addition, the School has a range of 'Senior Positions of Responsibility and Leadership' posts awarded to Year 6 pupils.

## **PTA**

Our Parent-Teacher association is known as the Friends of Windlesham (FOW). See 'Friends of Windlesham' for further details of their activities.

## **Reporting**

At the end of the Summer term, you will receive a full written report on your child's progress throughout the year. In addition, children in Year 3 upwards will receive a separate grade sheet in the Autumn and Spring terms.

## **Safeguarding and Child Protection**

Windlesham School is committed to safeguarding and promoting the welfare of children and believes that all pupils, regardless of age, special needs or disability, racial/cultural heritage, religious belief or sexual orientation have the right to be protected from all types of harm and abuse. Our Safeguarding and Child Protection Policy can be viewed on the School website.

## **Scholarships and Transition to Senior School**

Many children in Year 6 sit entrance and scholarship exams for senior schools. The Headteacher will be available to meet and advise parents about the transition and choice of Schools for Year 7.

## **School Day**

The school operated staggered collection times for each year group and staggered drop off times are also encouraged. One aim of this is to ease congestion on the veranda and to ensure that parking issues on Dyke Rd are avoided. We respectfully request that you try to observe the correct 'drop off' and pick up' times. If you are unable to make these times, please do inform the office.

### **Drop off**

The gate is open between 8.10 a.m. and 8.30 a.m.

Children in the Nursery and Reception should go straight to their classes from 8:10. Children in the Nursery should always be accompanied by a parent or carer. Children in Reception may be accompanied for the first two weeks after their start. After that time, we are eager to encourage their

independence and request that they make their way to their classes on their own.

We encourage parents to drop off Year 1 and Year 2 pupils between 8:10 and 8.20 a.m.

We encourage parents to drop off pupils in Years 3 to 6 between 8:20am and 8.30 a.m.

Supervision is available from 8.10 a.m. for children who need to be dropped off before their allocated time.

### **Pick up**

Nursery and Reception children should be collected from outside their classes at 3:30pm

All other year groups will be dismissed from the Veranda at the times below:

Year 1 and Year 2 - 3.35pm

Year 3 and Year 4 – 3.40pm

Year 5 and Year 6 - 3.50pm

The gate will close at 4pm

### **School Office**

When visiting the School, please report to the School Office. The office is attended between 8am and 5pm. Please leave a message on the answer phone if there is no one to take your call. Any messages for members of staff should always come through to the School Office. Emails should be directed to [info@windleshamschool.co.uk](mailto:info@windleshamschool.co.uk) and any email for a particular member of staff will be passed on to the appropriate person. Any items that come into School during the day (lunches, PE kit, etc.) should be left with office staff and they will be delivered safely. Any forms or letters should be posted in the letterbox in the porch. Please note there is a separate post box for Friends of Windlesham correspondence. Please refer to the School website in the event of possible School closures due to bad weather etc. The School also operates a texting service to relay emergency messages to parents and an email service to forward School letters and communications.

## School Values

Our school values underpin everything we do at Windlesham and the pupils are entirely familiar with them and the role they play in school life: We care for each other, our school and the wider environment.

We respect and show good manners at all times.

We listen carefully and follow instructions sensibly.

We work hard and try our best. We are proud of our learning.

We are honest, fair, kind and inclusive.

## Senior Schools

A meeting is held for Year 5 parents in the Autumn Term at which members of the School's Senior Leadership Team share information about senior schools and the process of selecting, registering and applying for them. We are a truly independent school and not a feeder for any particular secondary school. As a result, we are able to offer advice about a wide range of schools, both state and independent. You can make an appointment to see the Headteacher if you wish to discuss suitable options.

## Sports Matches and Fixtures

Children from Year 3 upwards may be selected to take part in sports fixtures against other schools. Typically, these include netball, football, tag-rugby, swimming and cricket. Parents are welcome at both home and away fixtures. If your child is selected, an email will be sent home and your permission for them to participate will be requested via a link. This must be completed and returned to School before a child can be allowed to play.

## Squads

The school offers several sports squads before school. Children may be invited to join swim squads which run all year (except for the first and last

weeks of term). Other squads, such as netball and hockey, are open to all, but regular commitment is expected.

## **Stationery and Writing Equipment**

Exercise books are provided for all children in both Lower and Upper Schools. Writing implements are provided for pupils in Reception to Year 2 inclusive. In Years 3 to 6, children are encouraged to bring their own fully equipped pencil case to school. As a minimum, children should have handwriting pencils, colouring pencils, a ruler, rubber and glue stick. It is important that items are named. In Years 5 and 6, pupils are introduced to handwriting pens. When your child's English teacher suggests to them that they are ready to use a pen in place of a pencil, a blue ink handwriting pen should be brought into school, for example a blue Frixion pen, Berol handwriting pen or similar good quality handwriting pen. Biro's are not accepted.

## **Suncream and Sunhats**

When the weather becomes warmer, we recommend that you apply suncream to your child each morning, so they are protected when they are outside for playtimes and Games lessons. Pupils should also bring Windlesham regulation sunhats to wear on sunny days and suncream to reapply themselves.

## **Term Dates**

These are generally issued a year in advance. Details are issued in our School Newsletter and then posted on our School website.

## **Tours for Prospective Parents/Carers**

Prospective parents and carers are welcome to visit the School at any time. Tours will usually be led by a member of the Senior Leadership Team and/or our Admissions officer. Tours can be pre-booked by telephone or email. These tours present an excellent opportunity to see our School in action and meet some of our pupils.

## **Trips, Visits & Workshops**

On a termly basis, your child's class/year group will attend/participate in an educational trip or workshop. Trips, visits and workshops are designed to enrich your child's learning experience and we aim to cover a range of curriculum areas with these. When a trip, visit or workshop is planned, you will receive a link directing you to the Parent Portal which details the nature and timing of the trip, equipment needed and the cost of the trip. Your child will not be able to attend without your permission.

Residential trips are arranged for pupils in Year 4 upwards. Details of these are shared at meetings in the Autumn term.

## **Uniform**

### **Winter uniform for Reception - Year 6**

(For the first half of the Autumn term, Summer uniform is worn. Winter uniform is compulsory for the second half of the Autumn term and for the Spring term).

White short or long sleeve blouse/ shirt

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Windlesham tie

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Windlesham jumper or cardigan

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Windlesham tartan skirt (Years 3 - 6), pinafore (Reception - Year 2) with long grey socks (calf length) or grey tights

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Grey trousers with grey socks

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Windlesham blazer

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Windlesham school scarf, Windlesham navy blue, woolly hat and blue gloves

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Blue fleece-lined raincoat

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Black leather shoes (plain black, not patent leather)

## Summer uniform for Reception - Year 6

(compulsory in the Summer term)

Windlesham summer dress with short white socks

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Grey shorts with short grey socks (ankle length),  
white short-sleeve shirt and Windlesham tie

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Windlesham jumper or cardigan

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Windlesham blazer

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Windlesham navy sunhat

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Black leather shoes (plain black, not patent leather)

## P. E. kit for Years 3 - 6

<b>PE/ netball/ athletics/ cricket</b>	<b>Football/ rugby</b>
Windlesham Upper School black and gold track top	Windlesham reversible games top
Windlesham straight or fitted PE top	Windlesham straight or fitted PE top
Windlesham black and gold skort/ Windlesham PE shorts	Windlesham PE shorts
Short white socks (ankle length)	Windlesham football socks
Trainers	Trainers

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Windlesham Upper School  
black tracksuit

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Windlesham sunhat

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Windlesham Upper School  
black track pants

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Football boots

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Shin pads

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Pre-moulded mouth guard

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Optional: Windlesham rain  
jacket

## Swimming

Windlesham swimsuit/ swim

shorts Windlesham

swimming bag\*

Windlesham swimming hat \*

Towel (any design)

\* Items available from the school office

## General items for Reception - Year 6

Windlesham blue smock for art and science, Windlesham backpack and bookbag

Hair bands: blue or grey, plain, no bows. Hair should be tied back off the face. Earrings: plain gold studs, not on P.E, swimming or games days.

Children are not permitted to wear make-up or nail polish.

The Windlesham School uniform can be purchased from Monkhouse Schoolwear Specialists:  
40 Blatchington Road, Hove BN3 3YH tel: 01273 739676

Alternatively, you may wish to order online from their website:  
<https://www.monkhouse.com/school/windlesham-school-urn-114618>

**All items must be clearly labelled.**

All children are expected to wear the Windlesham School uniform as itemised above and are entitled to make uniform choices consistent with their gender identity and/or gender expression.

## Water

Children are encouraged to bring a bottle of drinking water to keep them hydrated throughout the day. There are drinking fountains in School.

## Website

The school's website address is [www.windleshamschool.co.uk](http://www.windleshamschool.co.uk). It contains useful items such as school policies, contact information, calendar dates, etc. and is often the first place to find out recent news. Please refer to the School website in the event of possible School closures due to bad weather etc.