

Upper School
Parent Handbook
Thomson House School

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THE ETHOS OF THE SCHOOL

Balancing tradition and innovation, Thomson House aims to cultivate the habits of excellence and wellbeing, so that its pupils may flourish, achieve academic success and lead fulfilling lives. To achieve this, Thomson House School anchors its curriculum on fostering three fundamental qualities: curiosity, kindness and courage.

Curiosity

Thomson House aims to kindle the spark of intellectual curiosity in its pupils. Our teachers are passionate about learning and they are first-class professionals. They will foster inquisitiveness and empower our pupils with the skills to explore the world around them. With rigorous foundations in English, Maths and Science, our pupils will be disciplined and creative thinkers and confident communicators. Thomson House pupils aim to excel in all areas of school life.

Kindness

Thomson House School passionately believes that its pupils' wellbeing is inextricably linked to that of their communities. Therefore, it aims to promote an ethos of kindness and community service throughout the school: Thomson House is dedicated to a green agenda - including a walk to school programme, promotion of healthy eating, recycling and sustainability and using bikes and scooters. Through charitable fund-raising we support those less fortunate than ourselves. The character-building curriculum encourages children to support their community in school and out of school.

Courage

Thomson House believes that courage is a fundamental quality in empowering pupils to flourish. Our pupils are confident and resilient, with an utter belief in the power of effort. They have the courage to seize opportunities, to fail and pick themselves up. To foster this, we will build a culture of high expectations, offer three hours a week for Physical Education, offer an extensive enrichment programme, offer first-class wellbeing provision and offer a strong emphasis on public performance to build self-esteem.

STAFFING

Head Teacher

Designated Safeguarding Lead (DSL)

Mrs Jackie Sanders

jsanders@thomsonhouseschool.org

Deputy Head

Head of Teaching and Learning

Designated Safeguarding Lead (DSL)

Mrs Hannah Hannington

hhannington@thomsonhouseschool.org

Assistant Head Teacher - Pastoral

Designated Safeguarding Lead (DSL)

Miss Ros Williams, rwilliams@thomsonhouseschool.org

Assistant Head Teacher - Academic

Mrs Chloe Coltman, ccoltman@thomsonhouseschool.org

Year 6 Teaching Team

Teachers:

Mr Seb Twigden, stwigden@thomsonouseschool.org

Mr Roland Belton, rbelton@thomsonhouseschool.org

Assistant Teachers:

Mr Mark Naylor, mnaylor@thomsonouseschool.org

Year 5 Teaching Team

Teachers:

Miss Isabella Gale, igale@thomsonhouseschool.org

Mrs Galina Agarwal, gagarwal@thomsonouseschool.org

Assistant Teacher:

Ms Eram Sheih, esheikh@thomsonouseschool.org

Year 4 Teaching Team

Teachers:

Mr Alan Groves, agroves@thomsonhouseschool.org

Ms Renata Guilger, rguilger@thomsonhouseschool.org

Assistant Teacher:

Mrs Mony Dimitroff, mdimitroff@thomsonouseschool.org

SENco: Miss Ross Williams, rwilliams@thomsonhouseschool.org

Spanish Teacher: Mrs Fozia Marawat-Ahmed, fmarawat-ahmed@thomsonhouseschool.org

Music Teacher: Mrs Isabel Saunders, isaunders@thomsonhouseschool.org

PE Teacher: Nick Attenborough, nattenborough@thomsonhouseschool.org

Office Manager: Ms Suzanne Coughlan, scoughlan@thomsonhouseschool.org

Admin Assistants:

Mrs Danijela Hawkesworth, dhawkesworth@thomsonhouseschool.org

Mrs Natasha Koletsi, nkoletsi@thomsonhouseschool.org

Mrs Marianne Coates, mcoates@thomsonhouseschool.org

Premises Manager: Mr Robert Bayliss, rbayliss@thomsonhouseschool.org

TERM DATES FOR 2026 - 2027

Autumn Term 2026

Thursday 3rd September 2026 – Friday 11th December 2026

Half Term – Monday 26th October 2026 –Monday 2rd November 2026 (Inclusive)

Spring Term 2027

Tuesday 5th January 2027 – Thursday 25th March 2027

Half Term – Monday 15th February 2027 – Friday 19th February 2027 (Inclusive)

Easter Holiday 2027

Friday 27th March 2027 – Friday 9th April 2027

Summer Term 2026

Monday 12th April 2027 – Tuesday 20th July 2027

Half Term – Monday 31st May 2027 – Monday 7th June 2027 (Inclusive)

Inset days:

Tuesday 1st September 2026

Wednesday 2nd September 2026

Monday 2nd November 2026

Monday 4th January 2027

Monday 7th June 2027

Friday 18th June 2027

THE SCHOOL DAY

8.20am	Doors open for Year 4, Year 5 and Year 6
8.30am	Registration/ morning school begins
12.00-2.00pm	Lunch for Upper School
3.50pm	Home time for Year 4
4.00pm	Home time for Year 5 and Year 6

ARRIVING AND LEAVING

In line with Thomson House School's aim to be a green school, parents walk, cycle, scoot or use public transport to get their children to and from school each day.

For Upper School (Y4&Y5), the doors of Howgate Road will open at 8.20am. Year 6 will enter via the door on Vernon Road at 8.20am. The children will be greeted at the door by a member of staff. Parents are asked to leave their child at this point for the child to enter the school independently. Please be punctual because if your child comes in late, he or she may feel flustered and may miss important information about the day's activities. We are keen to instil values such as punctuality and good manners from day one. Children will come in through the gate and go straight to their classroom.

If late, please bring your child to the office (Howgate Road entrance) where they will be registered and sent to their classroom. Their late arrival will be noted on the child's attendance record.

At the end of the day, the Howgate Road door (for Year 5 exit) and the door on the corner of Howgate Road/Vernon Road (for Year 4 exit) will **open at 3.50pm**. Parents of Year 4 and Year 5 will need to wait outside and teachers will dismiss their children when they can see the adult who is collecting them. We ask children to shake hands with their teachers, make eye contact and say goodbye. Again, please be punctual as children can become anxious when parents arrive late.

Year 6 will exit via the doors on Vernon Road. Parents may wait outside to collect their child or, if permission has been given, a Year 6 child will be released by staff to walk home by themselves.

If children are to be collected by a different adult than their normal arrangement, please let the school office or a member of the teaching team know in advance and avoid making changes during the day if possible. If this is unavoidable, please call or email the school office in good time.

UNCOLLECTED CHILDREN

If for any reason children remain uncollected after the end of the school day, they will be taken to the school office. Office staff will attempt to contact parents, followed by the emergency contact numbers held for that child. If office staff cannot establish contact with parents/emergency contacts, they will hold the child until 4.15pm, at which point they will call alternative provision, usually social services. If we make contact with you but you are unable to get to school or arrange for your child to be collected, we may look to release them to our Wraparound care provider who provide our extended care provision onsite. You will be charged a fee for this by them.

WALKING TO SCHOOL POLICY

Parents and children are expected to walk, cycle, or take public transport to and from school. The school has no car parking facilities and for the sake of our neighbours we actively discourage parents from parking in nearby roads. We expect you to sign and abide by our pledge to walk to school which all parents receive. By signing it you will be indicating your support to our commitment to sustainable travel. Children in Reception to Y5 are expected to be accompanied by an adult on the way to and from school, door to door.

PREPARING YOUR CHILD FOR SCHOOL

If you are new to Thomson House School, please take a moment to read the following advice – a new school is an exciting but also a daunting event. Preparation will help your child feel safe, secure and ready to take on new challenges. Here are a few tips to prepare your child for school:

- Be open with them about the change, show them the school website and encourage them to ask questions;

- Be positive about the changes but listen to their concerns and tell them that all the adults will help them if they are unsure or worried;

- Encourage your child to talk to other children and play with them during playtime and lunch time;

- Ask them: What did you enjoy about school today?

- Help them to build resilience if they take time to settle. Explain this is normal and they need to look for the positives and be persistent

- Tell them to talk to their teacher or a friend if they are finding it difficult to settle in.

ATTENDANCE

It is essential for your child to be in school promptly every day. If your child is unwell, please let us know as early as possible that day by calling/emailing the School Office (schooloffice@thomsonhouseschool.org) or by reporting the absence on Arbor. If we have not heard from you by 9am we will call you to verify the absence. This is in the interests of the safeguarding of all children.

Please note a child should not return to school for 48 hours after the last episode of sickness and/or diarrhoea to limit the spread of any infection.

Every child's attendance is monitored and the school's attendance target is 98%. If your child falls below 90%, we will be in contact to discuss the reasons why. Monitoring attendance is a legal requirement for schools.

If your child becomes unwell during the school day, we will call you to collect them and take them home. We cannot look after sick children at school so please ensure we have a contactable person on our records for this eventuality (medical and emergency forms must be completed for each child).

There is zero tolerance at Thomson House for any other reason for absence. Holidays should **not** be taken during school term time. Requests for holidays during term time will not be authorised unless there are exceptional circumstances. Please see our Attendance Policy on the THS website for further details.

Should a pupil need to leave school before the end of the day to attend an appointment, for example, the parents or carers must notify the school in writing – this can be via email or hard copy. The school will respond with confirmation. As far as possible, appointments should be taken outside of school hours, as it is disruptive for children to leave before finishing time.

SAFEGUARDING

At Thomson House School we take the safety of our children extremely seriously. All staff are trained in safeguarding procedures annually and the children have regular lessons, as part of the well-being programme, on how to keep themselves safe both in and out of school. The Designated Safeguarding Leaders are Ros Williams, Jackie Sanders and Hannah Hannington.

In the event of serious safeguarding concerns, the school has the right to contact, with or without parents' consent, SPA (Single Point of Access) at the London Borough of Richmond. SPA may involve other agencies in these discussions. The school will keep parents informed, where appropriate, however please remember that the school will follow guidance given by SPA and the other agencies. Please see the school's Child Protection Policy on our website.
As part of the curriculum, the children are all taught road safety rules; safety around the level crossing and Mortlake station; internet safety; which adults to trust; anti-bullying.

We expect that ALL parents and children will follow the school's safety messages.

UNIFORM

Uniform for Upper School







Upper School children will wear a tie and pale blue shirt. There is an optional blazer that can also be worn. All branded uniform is available through Sanco. Non-logo items can be bought in any of the major supermarkets.

Autumn/Spring	**Summer**
Grey trousers or Navy Skirt	As for Autumn/Spring terms, but with grey shorts instead of trousers or sky-blue chequered summer dress.
Pale blue collared shirt	
V-neck navy jumper or cardigan or slipover with the Thomson House lion emblem  available at Sanco.	
Navy blue or grey socks or tights	
Black school shoes (NOT Trainers)	

Optional navy storm coat with Thomson House lion emblem available at Sanco or any navy-blue jacket/coat of choosing. 	

From Year 1, a sky-blue shirt or blouse with buttons will replace polo shirts. However, the PE kit remains the same.

PE kit



Our PE kit comprises a Thomson House navy sweatshirt with lion logo, navy blue tracksuit bottoms or navy PE shorts, sky-blue polo shirt, white socks and navy or white trainers will also be needed. On the days when pupils have PE, Lower School should come to school already in their kit. Parents will receive the class timetable with PE days at the beginning of September.



Middle School (Y2) and upwards will be expected to change into their PE kit **at school.**

There is also an optional PE bag which can be used for both PE and swimming. It can also be used when the children go on school trips to carry their packed lunch.



Bags



Middle School – Y2 and upwards should have a school backpack.

Shoes

Please make sure your child has proper black school shoes – trainers, boots and ballet shoes are not acceptable for young children's feet on a daily basis.

Hats





There are optional hats for winter and summer. A beanie for winter and a summer hat.

PLEASE LABEL WITH NAMES ALL ITEMS OF UNIFORM, PE KIT, SHOES, BAGS AND DRINKS CUPS!

Where to buy

The uniform is a combination of Thomson House branded items available at Sanco School wear **only**. All uniform is purchased online from Sanco School wear.

Non branded items are available from most high-street stockists (John Lewis, Primark, Tesco, Marks and Spencer).

Help with Paying for School Uniform

A School Uniform Fund, provided on the basis of means assessment (linked to PPG eligibility), will also be available for families. Please contact us about this if you'd like to find out more. There are also second-hand uniform sales, run by FOTH (Friends of Thomson House) once a term.

JEWELLERY, HAIR AND NAIL VARNISH

Children are not to wear any jewellery to school, except for plain stud earrings. Hair must not be extreme in style or length, including patterned shavings.

Hair must be a natural colour and only plain blue, functional hair accessories are allowed. Make-up and nail varnish are not permitted.

LOST PROPERTY

All uniform items should be **clearly named**. Any lost items, including sports kit, will be put into the Lost Property box which can be found in the main hall at Vernon Road for Upper School children and near the entrance to the Vernon Road Hall for Upper School children. At the end of each half-term, unnamed property is put on display for parents to claim. Any unclaimed items will be sold.

CARE OF PROPERTY

All items of uniform **must be labelled with your child's name**.

Pupils must accept their share of responsibility in keeping classrooms tidy. Bags and coats should be left neatly in areas provided. Personal items should **not** be brought into school (especially toys/trading cards/mobile phones etc.) unless being used for learning.

If money is exceptionally required, e.g., for a fund-raising cake stall, parents and pupils will be informed in advance.

Please be aware that Thomson House School cannot accept responsibility for the loss or damage of any sums of money or valuables, including mobile phones/watches etc.

Pupils may not take other people's property without their expressed consent.

MOBILES & OTHER ELECTRONIC DEVICES

Children are **not to bring mobiles** or any other personal electronic devices into school, including smart watches.

LUNCH

All children will have a cooked school lunch at Thomson House School. A hot meal and a vegetarian alternative are provided daily on the menu, from Pabulum, our caterers. We expect children to know how to use a knife and fork and how to sit at a table.
Please inform the Class Teacher and the School Office if your child is vegetarian, kosher, halal, has a food allergy or any other dietary requirements.

All children are expected to eat lunches provided by the school.

FREE SCHOOL MEALS

Any family on benefits, income support or earning less than £7,400 will be entitled to free school meals and accompanying funding. There is a list of eligibility criteria on the Department for Education website (https://www.gov.uk/apply-free-school-meals). If you think you may be eligible, please ask at the School Office. There are many **benefits for your child** if you are eligible for free school meals – see the website for further details.

NUTS

Please note the school is a **nut-free** environment. All food, break-time snacks, cakes and biscuits for fund-raising sales and birthdays must **not** contain any nuts or nut ingredients.

SNACKS, MILK & WATER

Children under the age of 5 years, will receive complimentary milk. If you would like your child to continue to receive milk beyond the age of 5, then you need to visit the Coolmilk website and register your child. http://www.coolmilk.com

There are water fountains within the school building. Water is essential for children to maintain their hydration throughout the day and has been proven to aid brain function. Your child should bring a named water bottle to school each day, for use in the classroom. This can stay at school for the week and be topped up at our drinking water stations. It must go home at the end of the week to be washed or replaced.

Children can bring a healthy snack of fresh fruit or vegetables to eat at breaktime. No processed foods please.

BIRTHDAY CELEBRATIONS

At Thomson House, we understand the importance of celebrating birthdays and we appreciate that parents and children may like to mark this special occasion with the class. We have

recently found a way to not only allow everyone to share in a child's celebrations at the time, but to provide a lasting reminder of the birthday for years to come.

Instead of bringing cake or sweets into school, we ask that pupils who wish to share a gift with their friends, donate a 'Birthday Book' to the school library. This is a lovely way for children to have their special day remembered and for the library to be well stocked and full of high-quality books.

If your child would like to join the Thomson House Birthday Book Club, they can donate a book to the library during their birthday month. The book list can be found here: https://amzn.eu/cGcQnWy.

THS CURRICULUM

Thomson House School prides itself on having a broad and rounded curriculum. Parents can find details of each year group's curriculum on the school website. In addition, at the start of each school year the Class Teachers host a curriculum evening which explains the learning journey of the year ahead.

THS ENRICHMENT FUND

The school has an Enrichment Fund into which parents can donate a regular sum of money which allows the school to provide enriched learning opportunities for the children. The fund is spent on workshops, visitors and theme weeks above and beyond the basic curriculum offer. The termly theme weeks are when the whole school is off-curriculum and a variety of engaging and exciting experiences are used to motivate and inspire children's curiosity around their learning.

In addition, we have other events such as the annual pantomime, theatre groups, West End Musical workshops, farms in school, ducklings hatching, authors, scientists, artists, musicians, sportsmen and women – all impact the children's excitement about learning and provide eye opening opportunities for our pupils! **We ask that parents donate on a regular basis, if they are financially able to do so.**

THS EXTRA-CURRICULAR CLUBS

A further way in which we enrich the curriculum is through our offer of extra-curricular clubs. Children love to take part in a variety of different clubs during their time at Thomson House. Each child is encouraged to do two weekly clubs each term. A club's list will be circulated for you to help your child to choose. We ask you to book promptly to avoid disappointment as clubs have limited spaces and are very popular.

We can help with financial assistance for clubs, if parents are recipients of Free School Meal funding and / or Pupil Premium Funding.

TRIPS AND VISITS

Pupils take part in several educational trips, off-site learning and visits each year. Parents are given information regarding these events well in advance. For most trips there is a small charge which is a voluntary contribution, however, if parents do not pay, the trip may be at risk of being cancelled. Financial assistance is available for some parents – please contact the office for further details.

You will be asked to sign a consent form for local trips when you join THS, which you should complete and return. You will then be asked to give consent to each trip on Arbor app as and when they happen. You will need to notify the Class Teacher or the School office if you do not want your child to attend a trip. A full and detailed risk assessment is carried out for all trips prior to any visit. The school's policy regarding off-site Learning is available on the website.

WRAPAROUND CARE

Our wraparound care is provided through Platform Sports Coaching. They provide care from 7.30am – 8.20am and again from 3.30pm - 6.15pm.

You can book a place for your child on the PSC website https://platform-sports-coaching.class4kids.co.uk/camp/1. The link to their site can also be found on the THS website. The cost is on the website. In the mornings, children can be provided with breakfast. In the evenings, children are provided with a snack and will have access to art & crafts activities, games and outdoor activities.

THS WEBSITE & ARBOR

Certain information is available on the website. However, please remember that as the website is in the public domain, the information is generic. All the information you require is stored on Arbor.

Arbor is used by the school as the main source of communication between school and parents – for push notifications, emails, photos of school trips, requests from teachers, information about the week/term ahead. It is vital the parents regularly use the app and make it their first port of call for information finding.

You can download Arbor from the AppStore or from Google Play.

PHOTOGRAPHS, VIDEO RECORDINGS & SOCIAL MEDIA

Images of the school, pupils and staff may not be circulated or posted in the public domain (e.g., by email, on social networking sites e.g., on YouTube etcetera) by parents.

Pupils are made aware of their responsibilities in this regard through the e-safety curriculum.

From time to time the school will use un-named photos of pupils for *bona fide* promotional purposes e.g. newsletters, prospectus, etc. Likewise, photos, video clips, children's work will be published on our school website. You will find in your pack a form which will allow you to notify the school of your wishes with regards to the use of photos/video clips or for your child's name to appear on our website.

ASSEMBLIES

Monday	Site based assembly, wellbeing themes, 8.40-9.00am
Tuesday	Phase assembly at chosen point in school day
Wednesday	Site based singing assembly, 8.40-9.00am
Thursday	Class based assembly at chosen point in the school day

Friday	Alternate weeks, Sheen Lane pupils, celebration assembly, 9.00am - 9.30am at Vernon Road. Parents are warmly invited to join this assembly.

BEHAVIOUR

At Thomson House we expect everybody in our community to treat one another with respect and courtesy at all times. You will find a copy of our Behaviour Management Policy on our website which outlines the systems in place for promoting good behaviour, anti-bullying and exclusions.

If you have concerns about another child behaving inappropriately with your child, please inform your child's class teacher and allow the school to deal with it rather than dealing with it yourself.

The behaviour of adults is as important to us as the behaviour of the children. We expect adults in school to behave with respect and politeness. This includes parents – Thomson House School expects parents to be respectful and polite to staff and children. If any parent behaves in a threatening manner (verbal or physical) to a member of staff or a pupil, they will be at risk of not being allowed on school premises.

COMMUNICATION BETWEEN HOME AND SCHOOL

Thomson House prides itself on its open-door policy and encourages strong links between staff and parents. A successful learner is a child who is supported in their learning at home as well as at school. If parents have any concerns about their child at school, they should first speak to the Class Teacher. Informal meetings can usually take place at the end of the school day, but occasionally, due to time constraints and other commitments, it may be necessary to make an appointment.

If parents feel the concern has not been adequately dealt with by the class teacher, then do please ask to see a member of the Senior Leadership Team. The Head Teacher is always available (appointments can be made via the office) should you wish to speak directly, although for matters relating to your child, the Class Teacher should be the first point of contact followed by a member of the Senior Leadership Team.

Your child will receive a reading record book once they start to bring reading books home. This can also be used for short messages to the teacher.

For administrative matters, the School Office is the main contact. The school produces a weekly Bulletin on Fridays containing details of forthcoming events, staff news and any general information regarding the school. Most letters and notices are also sent home to parents via Arbor, although you may occasionally receive direct emails. We endeavour to keep paper consumption to a minimum.

Parents are asked to notify the School Office immediately in writing of any change of address, email address or telephone number.

PARENTS' CONSULTATIONS

Parents' Consultations for each year group are held twice every school year, once during the Autumn and Spring terms. You will receive dates of Parents' Consultations in the Bulletin.

At the end of each term, we host an open morning/afternoon where parents are invited in to see the children's books, displays and a range of work from the year.

Please note that if parents are separated or divorced, this does not entitle them to two separate meetings. Only one meeting will be offered for each child.

REPORTS TO PARENTS

Parents will receive one written report at the end of the school year. However, communication between teachers and parents will be ongoing throughout the year, and we encourage informal communication at drop-off and pick-up.

LOCAL ACADEMY COMMITTEE

The Local Academy Committee is responsible for the strategic development of the school. The LAC meets six times throughout the school year. Many members of the committee link

to specific areas of the curriculum (e.g., PE; Literacy; Numeracy; Special Educational Needs; Safeguarding; Early Years) and visit the school regularly for monitoring purposes. The Chair of the Committee, Kelly McEvoy, is available for parents to contact if they feel the school has not dealt with any issue appropriately. You can contact Kelly via email: kmcevoy@thomsonhouseschool.org

PARENT COMMITTEE MEMBERS

The Local Academy Committee includes two Parent members, who are elected by the parent body. They can be contacted via the School Office. Parent members hold regular 'surgeries' which are open to any parent who wishes to raise any issues or concerns.

FOTH

FOTH (Friends of Thomson House) is a voluntary body aiming to engage in activities that support the local community and raise funding for the school as well as external charities. It does not involve itself in curriculum or class issues which should be dealt with directly by individual parents with Class Teachers, Senior Leadership Team or the Head of School.

Further information will be provided at the first FOTH meeting shortly following the start of term. A date will be circulated to parents.

We encourage parents to support FOTH events by joining the committee, organising and attending events. It's a great way to make new friends and find out more about Thomson House School life!

MEDICAL MATTERS

On joining the school, parents are requested to complete a medical form for their child/children. It is essential that parents inform the school, in writing, if any of these details change. If a pupil feels unwell, they should let their Class Teacher know, who will assess the situation and make a decision whether the child is well enough to return to class, requires rest or needs to go home. Parents will be telephoned if their child has to be collected. No pupil should contact home requesting to be collected; this decision will always be made by a member of staff.

A written record is made of all pupils sent home for illness.

If your child is required to take medication during the hours of the school day, a parent or carer will need to come to school to administer this medication. Please let your child's Class Teacher know and email the Admin Team (schooloffice@thomsonhouseschool.org) in advance. A member of staff will bring your child to the School Office, where the child can be given the medication.

Please see the THS Medical Policy for further details.

SECURITY

For security reasons, the school gates are locked during the school day. At the beginning and end of the school day, staff will monitor the entrance and exit of children and visitors. If you wish to enter the school during the school day, please do so via the main front door on Howgate Road. Please inform your class teacher or email the school if someone new will be collecting your child from school. If the person is someone new to the staff, please provide them and us with a password which they can then provide when asked for it

FIRE ALARM PROCEDURES

In the event of a suspected fire emergency, the alarm will sound and pupils will be led quickly and in silence to designated assembly places to gather, where a register will be taken. Fire notices and exit routes are posted up in classrooms.

LOCK DOWN PROCEDURES

In the event of a major incident, the school may be required to follow lock down procedures to ensure the safety of all pupils and staff. If the school is in lock down mode at the start or end of the day, parents will be informed via Arbor, via email and via text.