

**4<sup>th</sup> September 2023**

Dear Families,

A very warm welcome as we start the new academic year. We are looking forward to welcoming your child to school on Wednesday, 6<sup>th</sup> September for the first day of the 2023-2024 academic year. The sunshine is a wonderful sign of the exciting year ahead. This letter provides you with our school Vision, Values, **Key Information**, **Home-School Agreement**, and **'Who Does What'**.

The Swiss Cottage School  
'Vision'



The positive school culture and ethos are supported by our 'School Values'



### Key Information

<b>School Day</b>	School day starts at <b>9:30am</b> . School day finishes at <b>3:30pm</b> . We embrace a model which promotes the importance of transitions due to the diversity of need. Transition into the school day begins at 9:15am and transition home begins at 3:15pm.
<b>Pupil Absence</b>	Call the school on 0207 681 8080 State your child's full name, class, and reason for absence.
<b>Contact Details</b>	Please ensure the school has your current: - Phone numbers, emergency contact numbers, email address, house address - Doctor/GP surgery name, address, phone number You can provide this by emailing <a href="mailto:admin@swisscottage.camden.sch.uk">admin@swisscottage.camden.sch.uk</a> or in person with the reception team.
<b>Medical Information</b>	Please ensure the school has updated information on medicine and allergies.
<b>Home-School Communication Book</b>	Daily communication between the teacher and family. A useful way to share information and daily updates. During the first two weeks we will use a 'Transition Communication Book'.
<b>Weekly Newsletter</b>	Provides specific updates. At the start of each half term you receive the overview details including dates for 'Evidence for Learning' Uploads.
<b>Website</b>	General information on the school including term dates for this year: <a href="http://www.swisscottage.camden.sch.uk">www.swisscottage.camden.sch.uk</a> <a href="https://swisscottage.camden.sch.uk/parents/termdates">https://swisscottage.camden.sch.uk/parents/termdates</a> This includes term dates for the academic year: <a href="http://swisscottage.camden.sch.uk/for-parents/term-dates/">http://swisscottage.camden.sch.uk/for-parents/term-dates/</a>

# Home-School Agreement

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## As a school

We will do our best to:

- Ensure our school values and ethos are positive and supportive.
- Support your child's wellbeing and safety by providing a safe, supportive and caring learning environment.
- Help and encourage your child to reach their full potential.
- Monitor and communicate with parents and carers regularly on your child's progress.
- Communicate between home and school through
  - Regular Evidence for Learning uploads with photos, videos and learning commentary.
  - Home/school communication books that are filled in daily by staff and should be updated by families.
  - Families and teachers can communicate by email or phone depending on family preferences. Any incidents are reported home, and teachers will also share the positives.
  - There are termly Progress Review meetings as well as additional Annual Review meetings. We also hold multi-agency meetings with families.
- Respond to communications from parents in a timely manner within school working hours. Reception is open from 8:30-4:30pm. Teachers are teaching during the school day, and able to respond to messages from 3:45-4:30pm.
- Address any concerns with parents or carers where necessary or refer you to the relevant staff member or agency.
- Offer opportunities for parents and carers through our programme of coffee mornings, workshops, Family Learning Weeks, and annual events.

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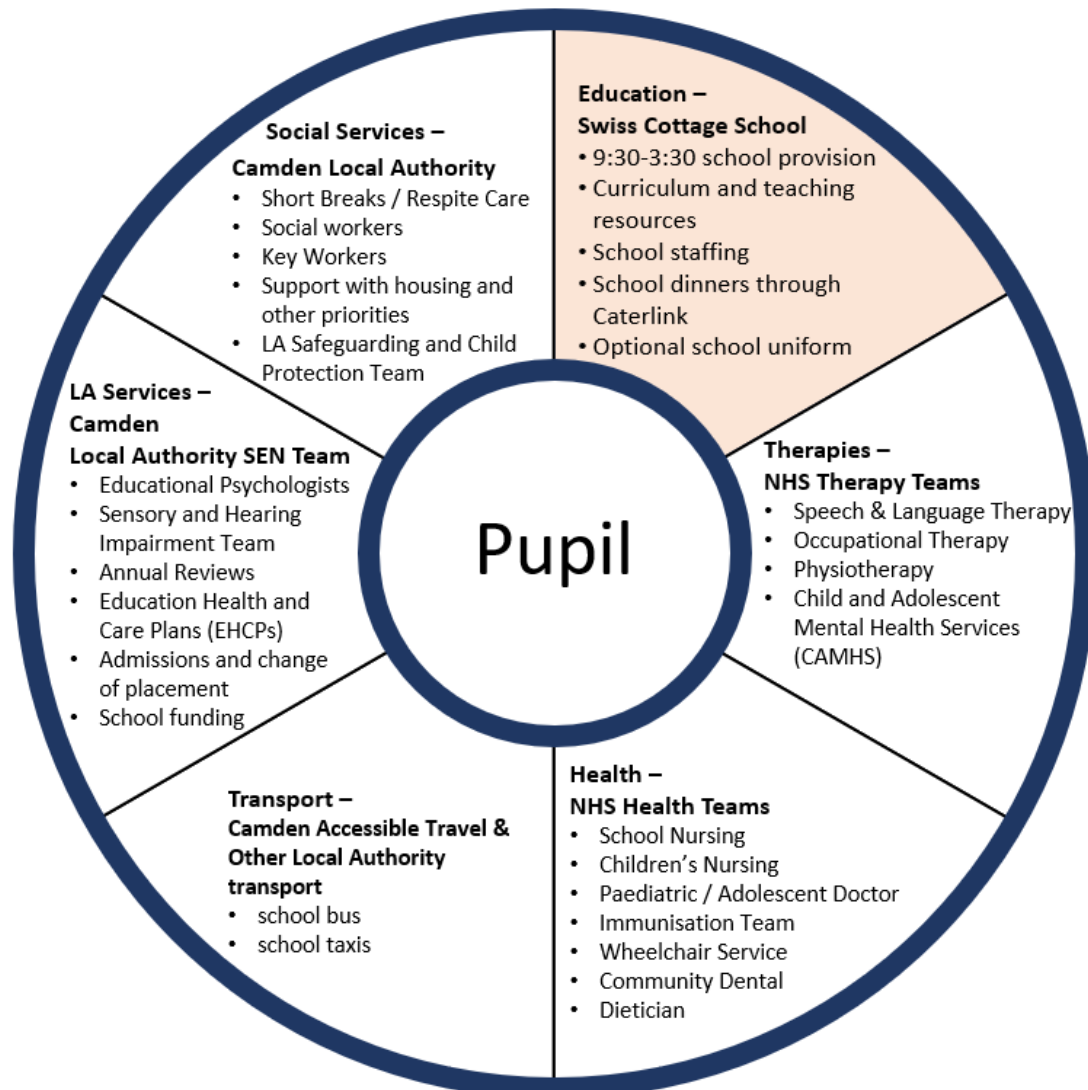
## As the Parent/Carer:

I will do my best to:

- Work in partnership with the school teams to get the best outcomes for my child.
- Treat all members of the school community with care and respect.
- Engage in parent meetings and work together with the school in order to achieve the best outcomes for my child.
- Read all communications sent home by the school and respond where necessary.
- Communicate to the school any concerns that I have about my child that may affect their behaviour in school or ability to learn
- Communicate with school staff during core school hours (8:30-4:30pm for reception; messages for teachers will be responded to after their teaching is finished and not during learning time).
- Make sure communication with the school is respectful. I recognise that abuse against staff or other parents will not be tolerated.
- Follow the school's policies around attendance- notify the school if my child will be absent and request approval for holidays during term time.

## Who Does What?

Swiss Cottage School, Development and Research Centre is a community-maintained special school in the London Borough of Camden. We appreciate that you are liaising with a range of different Local Authority teams for your child. This overview outlines what the **school is responsible for in orange**, and the teams responsible for the other services supporting your child and family.



Information on transport arrangements from Camden or other Local Authorities will come directly from those teams.

Please let us know if there is anything we can do to support your child’s transition to the new academic year. We look forward to see you soon!

Yours Sincerely,  
Swiss Cottage School