

CUTENHOE HILL PRIMARY SCHOOL & NURSERY



Learning for life at Cutenhoe Hill where the social, emotional, spiritual, physical and learning needs of every member of the school community are met."



School Information Pack 2025/2026

Cutenhoe Hill Primary School & Nursery
Cutenhoe Learning Park, Cutenhoe Road, Luton. LU1 3NJ

☎ 01582 359390

✉ admin@chps.uk



Welcome from the Headteacher

Dear Parents and Carers,

A very warm welcome to you and your family from all of us at Cutenhoe Hill Primary! We are delighted to have you join our school community, where children, staff, and governors take great pride in being part of the Cutenhoe Hill Team.

At Cutenhoe Hill Primary, our vision is clear:

Learning for life at Cutenhoe Hill, where the emotional, physical, social, spiritual, and academic needs of every member of our school community are nurtured and supported.

We are committed to helping every child grow into an independent, confident, and enthusiastic learner. Our aim is to foster self-esteem and a love of learning, enabling each child to reach their full potential in a secure, caring, and happy environment.

We believe that a child's happiness and confidence are the foundation for success. That's why we set high expectations and strive for excellence across all areas of learning. Our balanced approach promotes academic achievement, creativity, and a strong sense of community and care for others.

We value our partnership with you and look forward to working closely together to instill in our pupils the values of:

Hard work
Politeness
Self-discipline
Pride in appearance

Our school is guided by three simple but powerful RULES that we expect all children to demonstrate:

BE SAFE

BE KIND

BE POSITIVE

Working together, we can ensure that your child develops excellent learning habits and social skills. Cutenhoe Hill, formerly Surrey Street Primary, has a proud reputation for being a friendly and welcoming school, and we encourage you to get involved in school life whenever possible.

If you have any questions or concerns, please don't hesitate to speak with your child's teacher at the end of the school day, arrange a meeting through the school office, or send a message via ClassDojo.

By joining Cutenhoe Hill, you become part of our school family. We look forward to a long, happy, and successful partnership with you throughout your child's primary school journey.

Warm regards,



Mrs S Jackson
Headteacher

School Structure

Key Stage – Early Years Foundation Stage (EYFS)		
Nursery	Butterfly	
Year R	Poppy	Tulip
Key Stage 1		
Year 1	Ladybird	Robin
Year 2	Apple	Cherry
Key Stage 2		
Year 3	Cardinal	
Year 4	Burgundy	Rouge
Year 5	Ruby	Carmine
Year 6	Crimson	Magenta
Specialist SEND Provision		
KS1 Otters	KS2 Kestrels	
Redwood Unit – Local Authority SEND Provision		
KS1 Squirrels	KS2 Foxes	

All classes have no more than 30 children and are all of mixed ability and have their own class teacher.

Pupils' varying needs are met within the class structure and all children are seen as individuals. Children with special needs are given specific individual help with the Class Teacher and support staff working closely together.



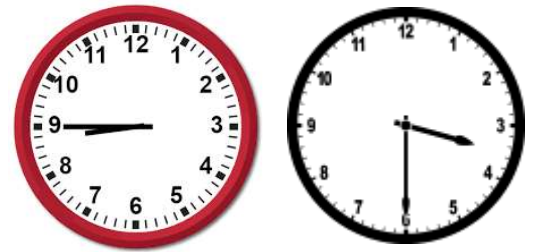
Most parents want their children to get on well in life. It is so important to have a good education behind you to make the most of future opportunities in adult life. Children only get one chance at school and your child's chances of a successful future will be affected by not attending regularly.

At Cutenhoe Hill, we believe that all children have the right to a high-quality education. Where children have additional needs, class teachers and support staff work quickly to identify and support the children with their learning. If you have any concerns about your child, please speak to their class teacher, who will liaise with the school SENDCo.

By law, all children of compulsory school age (between 5 and 16 years) must get a suitable full-time education. Once a child is registered at school, parents are responsible for making sure their child attends punctually and every day.

The School Day

School Doors Open: 8:45am
 Formal Start Time: 8:55am
 End of School: 3:30pm



The school day officially starts at 8.55am and finishes at 3.30pm.

The school gates open in the morning at 8:45am and close at 8:55am. We request that parents ensure children are punctual. All pupils should be in class, ready for registration by 8:55am. Children who are brought into school after 8:55 will need to be taken to the school office and registered as late.

The school gates open in the afternoon at 3:30pm. Any child not collected by 3:40pm, will automatically be put into the After-School Club, where charges will apply.

Arriving on time and being in school every day will ensure your child receives a 100% attendance certificate!

	EYFS	KS1	KS2
Morning Session	8.55am – 11.30am	8.55am – 11.50am	8.55am - 12.05pm
Afternoon Session	12.30pm - 3.30pm	12.45pm – 3.30pm	1.00pm – 3.30pm

NURSERY	
Morning Session 8.45am – 11.45am	Afternoon Session 12.30pm – 3.30pm

**30 Hours are available: 8:45am – 2:45pm,
 Session can be extended till 3:30pm, at an additional charge & subject to availability**

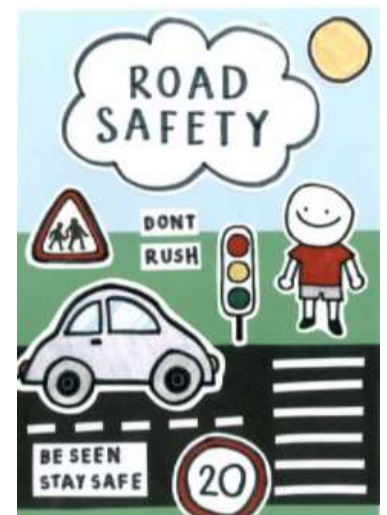


We encourage all of our families to walk to school, where possible.

If you do have to drive your child(ren) to school, please do so with respect for our neighbours and local residents.

It is not acceptable to park or wait on double yellow lines, on the school zigzags or across residential driveways for any period of time.

Parents are not permitted to drive up the hill, unless they are able to provide evidence to support this (Blue Badge).



Medical Appointments

- Doctors and dental appointments should be arranged out of school hours. In the case of an emergency appointment school may ask to see appropriate evidence, such as an appointment card.
- It is school policy to not authorise holidays or trips to embassies during the school term.

Illness

If your child is ill, you must call or email the school office, to tell us why on the first day of absence. If you fail to do so, you will be contacted by a member of our office staff. Unauthorised absences are monitored by our Attendance Officer.

Contact details

Please make sure we have your correct contact numbers!
We require 2 emergency contacts for your child.

Lunchtime Information



School Meal Payments

Dinner money is paid online using **Scopay**. You will receive a link/letter to register once your child has started. Menus are displayed on our website in the Parents section. School Dinners are £2.65 per day or £13.25 per week. Meals must be paid weekly in advance. Kitchen Telephone Number: 01582 359398.

Free School Meals for KS1

All children in Reception, Year 1 and Year 2 are eligible for free school meals. Visit: <https://apply.cloudforedu.org.uk/ofsm/surreystreetprimary> to apply online.

A healthy daily snack is provided for Early Years and KS1 children.

Packed Lunches

Children may bring in a healthy balanced packed lunch, which should be in a lunchbox, clearly labelled with the child's name. **No nuts please!**



Healthy Lunchbox Planning Tool

A balanced packed lunch should include a carbohydrate, a protein source, fruit, vegetables and a small treat

Carbohydrates:

Sandwiches: Tuna mayo, ham and cheese, egg mayo, chicken salad
Try using wholemeal or 50:50 bread for added fiber

Wraps/Pitta bread: Chicken and salad, hummus and veggies

Pasta Salad: with cheese, vegetables, chicken

Homemade Lunchables: Crackers, cheese cubes and sliced meats

Protein:

Meat: Chicken, ham, turkey, roast beef

Cheese: Cheddar, mozzarella, cheese spread, cream cheese

Hummus: use as a filling or a dip

Eggs: Hard boiled or in a salad

Fruit:

Fresh: Apple, banana, orange, berries, grapes

Dried: Raisins, apricots, sultanas

Fruit salad: A mixture of different chopped fruits

Vegetables

Vegetable sticks: carrot, cucumber, celery, pepper

Salad: lettuce, tomato, cucumber, sweetcorn, sugar snap peas

Treat ideas

Yogurt or fromage frais (fruit or plain)

Custard / rice pudding pot

Sugar free jelly

Cereal bar – no nuts please!

flapjack

Drinks

Water, Flavoured water, diluted sugar free squash

Please do not include in your child's lunchbox

Cold takeaway food (e.g. chips / fries)

Chocolate Bars

Nuts

Anything containing nuts (e.g. peanut butter, chocolate spread)

Sweets

Fizzy / Energy Drinks

Please be aware that we are a NUT FREE school!

Snack – KS2

Parents can provide a snack, if required. Please note only fresh fruit is allowed.

Milk

Children who are eligible for Free School Meals can have milk for free, please request this at the office. Should you wish to pay for your child to have milk please register your child for school milk at: www.coolmilk.com

Uniform

At Cutenhoe Hill we believe that the wearing of a school uniform encourages pride in our school and helps children feel like they belong to the school community. We kindly ask parents to ensure their children come to school wearing the correct school uniform at all times. Please note that all children require a book bag, PE bag and water bottle.

White shirt or red polo shirt



Trousers, skirt or pinafore dress



School water bottle



Red cardigan or jumper



Black sensible school shoes



Book bag



In the summer term children can wear:

- Red & white summer dress
- Light grey school shorts

PE Uniform:

White or red plain t-shirt



Black shorts or tracksuit bottoms



Trainers



Red drawstring PE bag



Uniform



- Our school colours are red with white, black or grey
- Shoes – All children should wear black shoes that are strong, practical and sensible. High heeled shoes or boots are not acceptable for appropriate for school.
- Socks & tights **MUST** be plain black, white, red or grey when worn with skirts, dresses or shorts.
- A hijab may be worn provided it is removed or tucked in securely for PE and is of an all-in-one design in red, white, black or grey.
- Book bags - All children are required to bring a book bag small enough to fit inside their drawer. **Rucksacks are NOT permitted in school, due to insufficient space to store them safely.**
- Jewellery – No jewellery is to be worn to school, except for small stud earrings (which must be removed for all sports lessons)
- Hair - Long hair **MUST** be tied up at all times. We do not permit extreme hairstyles, dyed hair or hair with patterns or lines shaved in.
- Make up and nail varnish should NOT be worn to school.
- Your child's PE kit stays at school until half term when it will be sent home to be washed.

and finally,

PLEASE MAKE SURE YOU PUT YOUR CHILD'S NAME ON THEIR CLOTHES

Swimming

You will be advised when your child is due to go swimming.
Your child will need:

Boys - Swimming shorts (above the knee)

Girls - One-piece swimming costume

Plus a towel in a plastic carrier bag.



Uniform is available to purchase online from Prestige Design & Workwear Ltd:

Website: <https://prestigedesignww.co.uk/schools/>

Tel: 01582 883222

Things to remember

- Remember to inform us if you move house or change your contact details.
- Let us know if you have arranged for someone else to collect your child, **please provide them with your password.**
- Check the website for Term Dates and Teacher Training Days.



Keep me handy!

School Address:

Cutenhoe Hill Primary School & Nursery
Cutenhoe Learning Park, Cutenhoe Road, Luton LU1 3NJ

How to contact us:

Call 01582 359390
Email admin@chps.uk
Kitchen 01582 359398

How to contact your child's Class Teacher:

The easiest way to contact your child's teacher is to use ClassDojo –
This can be used to pass on messages and questions.

PLEASE DO NOT USE THIS TO REPORT ABSENCES!



Website:

You can find school policies, lunch menus and a wealth of information.

To pay for school dinners, trips etc:

Payments online at: SCOPAY

If you need assistance setting up your account please contact the office – we can help!

To apply for free school meals:

<https://apply.cloudforedu.org.uk/ofsm/surreystreetprimary>

Communication:

How we keep in touch

- ClassDojo
- Emails
- Updates to our website
- Letters home



Academic Calendar for Community Schools 2025/26

SEPTEMBER 2025						
Monday	1	8	15	22	29	
Tuesday	2	9	16	23	30	
Wednesday	3	10	17	24		
Thursday	4	11	18	25		
Friday	5	12	19	26		
Saturday	6	13	20	27		
Sunday	7	14	21	28		

OCTOBER 2025						
Monday		6	13	20	27	
Tuesday		7	14	21	28	
Wednesday	1	8	15	22	29	
Thursday	2	9	16	23	30	
Friday	3	10	17	24	31	
Saturday	4	11	18	25		
Sunday	5	12	19	26		

NOVEMBER 2025						
Monday		3	10	17	24	
Tuesday		4	11	18	25	
Wednesday		5	12	19	26	
Thursday		6	13	20	27	
Friday		7	14	21	28	
Saturday	1	8	15	22	29	
Sunday	2	9	16	23	30	

DECEMBER 2025						
Monday	1	8	15	22	29	
Tuesday	2	9	16	23	30	
Wednesday	3	10	17	24	31	
Thursday	4	11	18	25		
Friday	5	12	19	26		
Saturday	6	13	20	27		
Sunday	7	14	21	28		

JANUARY 2026						
Monday		5	12	19	26	
Tuesday		6	13	20	27	
Wednesday		7	14	21	28	
Thursday	1	8	15	22	29	
Friday	2	9	16	23	30	
Saturday	3	10	17	24	31	
Sunday	4	11	18	25		

FEBRUARY 2026						
Monday		2	9	16	23	
Tuesday		3	10	17	24	
Wednesday		4	11	18	25	
Thursday		5	12	19	26	
Friday		6	13	20	27	
Saturday		7	14	21	28	
Sunday	1	8	15	22		

MARCH 2026						
Monday	30	2	9	16	23	
Tuesday	31	3	10	17	24	
Wednesday		4	11	18	25	
Thursday		5	12	19	26	
Friday		6	13	20	27	
Saturday		7	14	21	28	
Sunday	1	8	15	22	29	

APRIL 2026						
Monday		6	13	20	27	
Tuesday		7	14	21	28	
Wednesday	1	8	15	22	29	
Thursday	2	9	16	23	30	
Friday	3	10	17	24		
Saturday	4	11	18	25		
Sunday	5	12	19	26		

MAY 2026						
Monday		4	11	18	25	
Tuesday		5	12	19	26	
Wednesday		6	13	20	27	
Thursday		7	14	21	28	
Friday	1	8	15	22	29	
Saturday	2	9	16	23	30	
Sunday	3	10	17	24	31	

JUNE 2026						
Monday	1	8	15	22	29	
Tuesday	2	9	16	23	30	
Wednesday	3	10	17	24		
Thursday	4	11	18	25		
Friday	5	12	19	26		
Saturday	6	13	20	27		
Sunday	7	14	21	28		

JULY 2026						
Monday		6	13	20	27	
Tuesday		7	14	21	28	
Wednesday	1	8	15	22	29	
Thursday	2	9	16	23	30	
Friday	3	10	17	24	31	
Saturday	4	11	18	25		
Sunday	5	12	19	26		

AUGUST 2026						
Monday	31	3	10	17	24	
Tuesday		4	11	18	25	
Wednesday		5	12	19	26	
Thursday		6	13	20	27	
Friday		7	14	21	28	
Saturday	1	8	15	22	29	
Sunday	2	9	16	23	30	

-  School Holidays
-  Bank Holidays
-  Training Day

**Children, Families and Education
Directorate**

Main switchboard: 01582 54 60 00

email: admissions@luton.gov.uk
website: www.luton.gov.uk



Training Days – Please note that school is closed to pupils on the following days:

- Monday 1st September 2025
- Tuesday 2nd September 2025
- Monday 3rd November 2025
- Monday 5th January 2026
- Monday 20th July 2026

Luton



**OPERATION
ENCOMPASS**
In every force. In every school. For every child.



Parent/Carer,

The school has been given the opportunity to take part in a project that will run jointly between schools, Luton Council and Bedfordshire Police

Operation Encompass is the reporting to schools, prior to the start of the next school day, when a child or young person has experienced, any domestic abuse.

Operation Encompass will ensure that a member of the school staff, known as a Key Adult, is trained to allow them to liaise with the police and to use the information that has been shared, in confidence, while ensuring that the school is able to make provision for possible difficulties experienced by children, or their families, who have been experienced a domestic abuse incident.

We are keen to offer the best support possible to all our pupils and we believe this will be extremely beneficial for all those involved.

Signed

A handwritten signature in black ink that reads 'S Jackson'.

Mrs. S Jackson
Headteacher

PRIVACY NOTICE

Surrey Street Primary School is committed to protecting your privacy when you give us your personal data and that of your child.

We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer at finance@chps.uk

Data Controller	Mrs Jackson - Head Teacher, Surrey Street Primary School
Personal Data	Name; Address; medical details; ethnicity, Special educational needs, assessment and behavioural information.
Purpose for using it	To register your child and monitor their attendance and attainment in the school. To provide appropriate pastoral care To support your child's learning and pastoral needs To provide access to school meals
Lawful basis	To carry out the performance of a public task. Consent for photography, trips and internet access. Special category data such as ethnicity and medical details are used in the public interest of supporting each child according to their needs and to take care of their well-being in the school setting.
Who we share it with	Luton Borough Council, education providers, NHS, safeguarding partners, catering services; pastoral support such as counselling. Learning platforms, Sims, School Comms, Schools cash Office, CPOMS and Arbour.
Why we share it with them	To meet the statutory requirement for monitoring by the department of Education. To provide access to education. To provide pastoral care, school meals and safeguarding where necessary To provide educational support eg SENCO or educational psychologist To safeguard children
Any automated decision making	None
Transfer of data to a non-EU country	None
Exercising your rights	You have the right to ask us to amend or delete your data as well as transfer it or limit its use. You also have the right to request a review of an automated decision where you think this is wrong. Each request will be considered individually however, where we are required to keep your data by law we may be unable to action your request. In all circumstances we will explain our decision making in writing to you