

Pyrford C of E



Primary School

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MISSION STATEMENT

In partnership with the parish, parents, governors and the community, the staff of Pyrford Church of England Primary School seek to offer the children within their care:

- the opportunity to experience a broad and balanced curriculum through good quality teaching, thus enabling them to achieve their optimum academic standards.
- an environment in which they have equal opportunity to develop the necessary self-esteem to become confident and worthwhile members of the school community and society at large.

OUR AIMS

In order to achieve this we will:

- provide the opportunity for every child to acquire the basic skills of literacy and numeracy and the opportunity to practice and develop these through a wide and varied curriculum.
- create opportunities for all children to develop their potential scientifically, technically, creatively and physically.
- promote a positive attitude to learning.
- provide an environment in which children can develop confidence and self esteem; where they will learn to care for themselves, each other and the resources around them, both man made and natural.
- create opportunities for all children to explore the meaning of faith.
- within our Christian community encourage an atmosphere of tolerance and respect where everyone within the school community is treated equally, whatever their differences.
- equip each child with the skills and moral values necessary to contribute fully to society in their adult life.
- create a partnership in which the responsibility for the child is shared between the home, the school and the community.



PYRFORD CHURCH of ENGLAND (~~Aided~~) PRIMARY SCHOOL

Policy for Admission to the School 1st September 2015 - 31st August 2016

As a Church of England ~~Voluntary Aided~~ school the ~~Governing Body~~ Board of Directors is its own Admission Authority. For schools within its care ~~and control~~, the Church of England's prime aim is to provide the best possible education for the children of the parish in which the school is located. This education has a Christian ethos but is open to all children regardless of their families' religious beliefs or affiliations. This inclusive principle underlies the Admissions Policy of Pyrford Church of England (~~Aided~~) Primary School

The school will admit children up to its published Admissions Number (PAN) of 60 children per year into the Reception Year.

If there are more applications than places available, places will be offered in accordance with the criteria listed below and in the following order of priority:-

1. 'Looked after children' and 'previously looked after children'. (**see note 3**)
2. Children with a serious or life-threatening medical condition or children where there are sensitive and/or serious individual and/or family circumstances that make attendance at this school essential. (**see note 4**)
3. Children of staff employed by the ~~Governing Body~~ Directors of Pyrford Church of England (~~Aided~~) Primary School, subject to the conditions detailed in **note 5**.
4. Children whose home is within the geographical boundary of the Ecclesiastical Parish of Wisley with Pyrford and who have a sibling on roll at the school at the time of their admission (**see notes 6, 7 & 8 & map**)
5. Children whose home address is within the geographical boundary of the Ecclesiastical Parish of Wisley with Pyrford. (**see note 8 & map**)
6. Children who meet the requirements of both criterion 7 and criterion 8 below.
7. Children whose home address is outside the geographical boundary of the Ecclesiastical Parish of Wisley with Pyrford but at least one of whose parents worship regularly at, and is on the electoral roll of, an Anglican Church, in the following order of priority: -
 - a. a church in the Ecclesiastical Parish of Wisley with Pyrford
 - b. a church elsewhere, for whom Pyrford would be their nearest Church of England School. (**see note 9**)

8. Children whose home address is outside the geographical boundary of the Ecclesiastical Parish of Wisley with Pyrford but who have a sibling on roll at the school at the time of their admission **(see notes 6, 7 & 8 & map)**
9. Children whose parents wish them to attend this church school.

If it is not possible to offer places to all applicants who meet a particular criterion (1-9 above), places will be offered to children meeting the criterion whose home address is nearest the school. This will be calculated as a straight line measurement from the address point of the pupil's house, as set out by Ordnance Survey, to the nearest school gate available for pupils to use. If applicants cannot be separated on distance, the place will be allocated by lottery.

The school operates a waiting list for any places which may become available in each year group during the year. When such places come up, all children on the waiting list are considered and places are offered according to their status under the above admissions criteria at the date the vacancy is formally notified. Children remain on the waiting list indefinitely until the parent requests their removal or fails to respond to a letter asking if they wish to remain on the list.

If it becomes apparent at any time that a parent/carer has made a fraudulent or intentionally misleading application which has effectively denied a place to another child, the [Governors Directors](#) reserve the right to withdraw the place.

Guidance Notes

1. The Surrey County Council website www.surrey.gov.uk gives full details of how to apply. Applications can be made online through their website, or you can obtain a paper form from them or from the school. Applications for admission and the associated arrangements and timescales will be coordinated as described in the Surrey Local Authority Admissions booklet for that year which gives details of intake in the previous year.
2. As required by current legislation, priority will be given to children with a statement of Special Educational Needs naming the school.
3. 'Looked after' children are in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application to the school; 'previously looked after children' are any children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). A letter from the Children's Services Department confirming the child's status must be submitted at the time of application.
4. If an application is made on medical or other grounds as specified in criterion 2 of the admissions policy:
 - If, at the time of application, a child has a serious or life-threatening medical condition which the parent considers necessitates attendance at this school, this must be stated on the application form and will only be considered if substantive medical evidence is attached. Please note: a letter from a GP will not normally be deemed as sufficient medical evidence. The [Governors Directors](#) reserve the right to consult with their own or Local Authority medical advisors.
 - If there are sensitive and/or serious individual and/or family circumstances which the parent feels necessitates attendance at this school, these must be stated on the application form. Substantive evidence will need to be provided at the time of application, such as a report from a support service.
5. There are two possible conditions. First, the member of staff must have been employed on a continuous basis at the school for two or more years. For normal round admissions the date that will be used to assess the length of time that a member of staff has been employed will be the closing date for applications. Second, a member of staff is recruited to fill a vacant post for which, in the opinion of the

[Governing Body Directors](#), there is a demonstrable skill shortage. Applicants who wish to apply for a place under this criterion must complete a Supplementary Information Form relating to this criterion, obtainable from the Admissions Officer.

6. A child's sibling is considered for admissions purposes to be a brother or sister who shares at least one parent (defined in note 7 below) with the child and who shares the same home address (defined in note 8 below).
7. A parent is considered to be a natural, adoptive, step or foster parent or other legal guardian.
8. A child's home address is considered to be the child's permanent address where he/she lives with at least one parent and where he/she spends the majority of the school week (Monday to Friday including nights).
9. Applicants who wish to apply under criterion 6 or criterion 7 of the schools' Admissions Policy must also obtain a Supplementary Information Form either online or from the school, complete it as detailed therein and return it to the school by the closing date for applications. If the form is not received by that closing date, the child's admission cannot be considered under criterion 6 or criterion 7 and will be considered under the next highest criterion which the child meets. The Governors' definition of regular attendance at your place of worship is no less than once per calendar month. This criterion must have been met for at least one year leading up to the date of application. If a family has recently moved into the area, the school will take into account previous attendance at a church near the family's former home on submission of a Supplementary Information Form relating to that attendance.
10. Pupils are normally admitted into the school in the September of the school year in which they become 5 years old. Parents can defer entry to Reception until the beginning of the term after the child's 5th birthday, but not beyond the beginning of the final term in the academic year for which the offer is made. A child may also take up the place part-time until compulsory school age is reached.

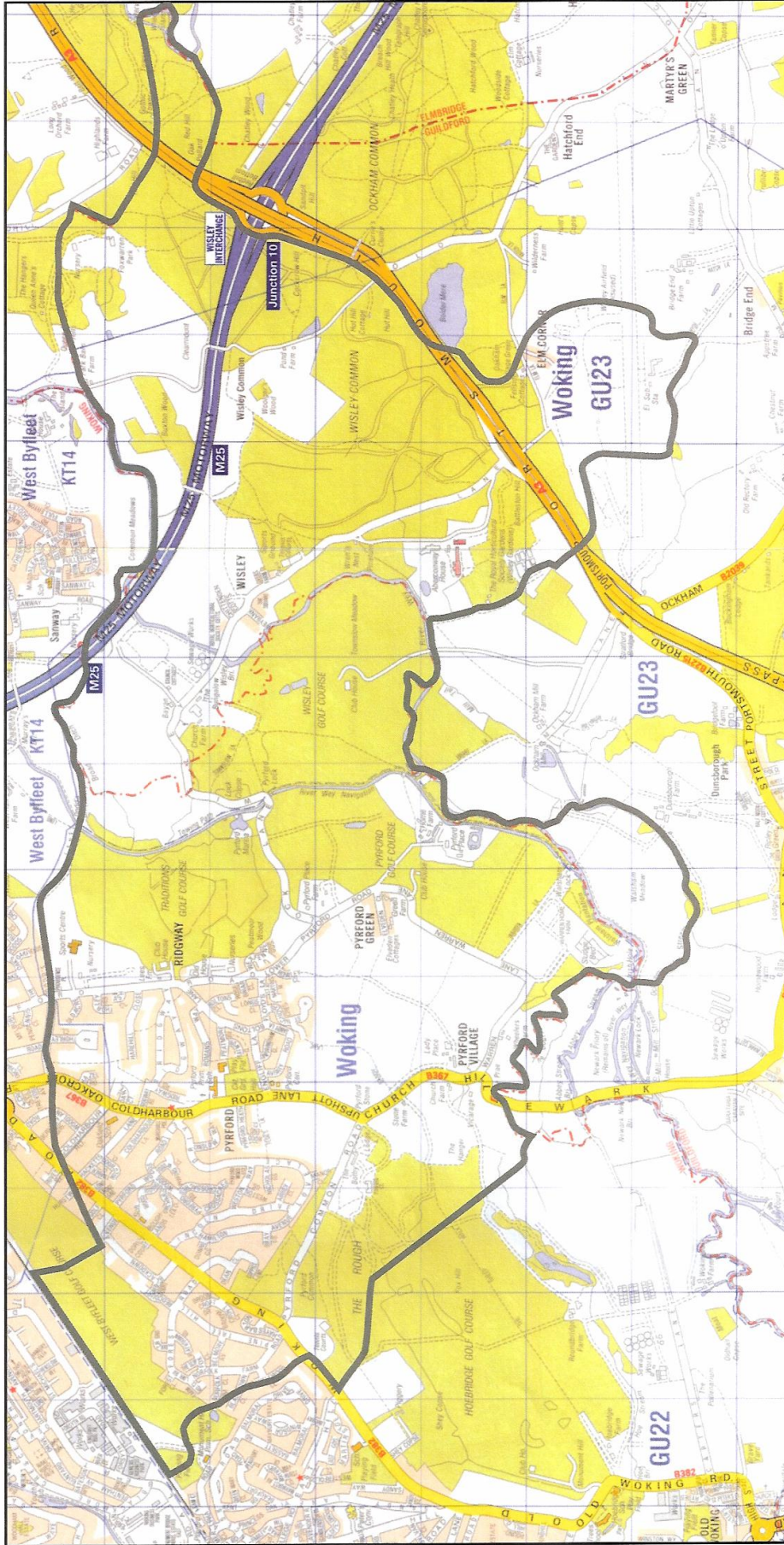
For a small number of summer born children, parents may feel that it would be appropriate if their child's admission to Reception were delayed until the following year, meaning that if a place could be offered, the child would be educated outside their chronological age group. Parents who are applying for their child to enter the school in later years may also choose to seek places outside their child's chronological year group. In all cases, whether for admission to Reception or at a later stage, parents should, in the first instance, discuss this with the Headteacher. Applicants must state clearly why they feel admission to a different year group would be appropriate and submit documentary evidence. Directors will make decisions in the best interests of each child, taking into account the particular circumstances of the case, including the views of the Headteacher. Reasons for the decision will be set out for parents. Please note, however, that the school cannot guarantee or 'hold open' a Reception place for the following year's entry. Please also note that there is no right to appeal if a place is offered that is not in the parents' preferred age group.

11. Please note that children attending the 'Flying Start Nursery' do not have automatic admission to the school. Applications for places should be made as above and the published criteria will be applied.
12. Parents of children not offered a place at the school have the right to appeal against the decision of the [Board of Directors-Governing Body](#). Further details can be obtained from the school office.

For further information regarding admissions to Pyrford Church of England ~~(Aided)~~ Primary School please contact:

Admissions
Pyrford Church of England ~~(Aided)~~ Primary School
Coldharbour Road
Pyrford

PARISH OF WISLEY WITH PYRFORD



HOME SCHOOL AGREEMENT

This agreement is in the form of a partnership and will be signed by the school and the parents, usually on entry to the school. When appropriate it will also be signed by the pupil.

The Directors and staff will provide:

- the opportunity for children to experience a broad and balanced curriculum through good quality teaching, thus enabling them to achieve their optimum academic standards.
- a happy, safe and secure environment where children will have equal opportunity to develop the necessary self esteem to become confident and worthwhile members of the school community and society at large.
- high expectations in both academic work and behaviour.
- information to parents on their child's progress, academically and socially.
- a clear policy on behaviour and discipline.
- an atmosphere of tolerance and respect for all members of the school community, whatever their differences.
- an opportunity for all children to explore the meaning of faith.

In their turn the parents will agree to:

- support their child's education encouraging them to take a full and active part in the life of the school.
- ensure that children attend school punctually, properly equipped and wearing school uniform.
- support the schools homework policy ensuring that homework is completed and returned to the class teacher on time.
- support the school by reinforcing the school's behaviour and discipline policy.
- keep the school informed about any concerns or problems that might affect the child's work or behaviour.

The pupil will agree to:

- try their best.
- behave appropriately according to the class and school rules.
- be polite and respectful towards other pupils and adults in the school.
- come to school on time, properly dressed and equipped, including P.E. kit.
- complete and return homework on time.
- care for themselves, each other and the resources around them both man made and natural.

ORGANISATION

Pupils are normally admitted into the school in the September of the school year in which they become 5 years old. All children are expected to attend full time. Parents have the option to defer either their child's entry to school or their child's full time attendance at school (see Admissions Policy, Note 10 on page 5).

GROUPINGS

The school is made up of sixteen classes, the age span being 4+ to 11+ years.

The staff consists of the Headteacher, 3 Deputy Headteachers, an Inclusion Leader, class teachers and support staff.

Classes are arranged into individual, group and class teaching units and the use of such arrangements varies according to the nature of the lesson and the needs of pupils.

ASSEMBLY / COLLECTIVE WORSHIP

The daily assembly is the setting for the act of collective worship. It is a gathering of the class, Key Stage or whole school at the start of the school day and built around an ethos of Christian worship. The act of collective worship plays a significant role in the implementation of the school aims. The school is therefore pleased to comply with the requirements of the 1988 Education Reform Act to hold a daily act of collective worship based within a Christian framework.

While we would hope that all children will be involved, we recognize the rights of parents to withdraw children from the act of collective worship. To do this, the parent(s) must initially meet with the Headteacher for discussion.

PASTORAL CARE

This care is on-going and shared by all members of staff. The class teacher is the main focus concerning pastoral work.

SECONDARY TRANSFER

At the end of Year 6 children leave to attend secondary school. Parents will receive information regarding this in the previous Autumn Term. Secondary schools hold open days to enable parents to visit the school before making their choice.

CURRICULUM

Teaching and learning are the fundamental purpose of the school community and as such it is recognized that all members of that community have an essential role to play in its success. The school has a Teaching & Learning Policy which provides a focus for the work of the school.

EARLY YEARS FOUNDATION STAGE

When children enter school they go into the Reception Year, which is part of the Early Years Foundation Stage of Learning, and are baseline assessed. They are required to follow a curriculum which encompasses six main areas:

- ✓ Personal, Social and Emotional Development
- ✓ Communication, Language and Literacy
- ✓ Mathematical Development
- ✓ Knowledge and Understanding of the World
- ✓ Physical Development
- ✓ Creative Development

KEY STAGES 1 & 2

All children in Key Stage 1 (Years 1 and 2) and Key Stage 2 (Years 3 to 6) follow the National Curriculum. It is comprised of the following core and foundation subjects:

Core Subjects

English

Mathematics

Science

Foundation Subjects

Art and Design

Computing

Design and Technology

Geography

History

Modern Foreign Languages (KS2 only)

Music

Physical Education

There is also a requirement for all schools to teach Religious Education.

The children's levels of attainments are monitored throughout Key Stages 1 and 2 and are formally tested at the end of each Key Stage to find at which level they are in each of the core subjects. They also take the National Phonics test at the end of Year 1.

RELIGIOUS EDUCATION

At Pyrford Church of England Primary School we believe that in a church school, Religious Education plays a central part in the life and ethos of the school. It contributes to the development of pupils' personal visions of life by helping in their exploration of meaning, purpose and value and provides opportunities for them to appreciate the importance of religion to others.

At Pyrford we aim to promote and contribute to the spiritual, moral, social and intellectual development of pupils. To help them learn about and from religion and by encouraging respect of and tolerance towards those holding beliefs that differ from their own.

We will achieve these aims by enabling pupils to:

- appreciate the distinctive nature of religion and the contribution of religious and spiritual insights and values to the individual's search for the meaning of life.
- develop knowledge and understanding of Christianity and of other principle religions represented in Great Britain.
- develop interest in and enthusiasm for the study of religion and enhance their own spiritual, moral and social education.
- develop the ability to make reasoned and informed responses to religious and moral issues.
- recognize the influence of beliefs, values and traditions on culture and community life.

Legal Requirements

Pyrford Church of England Primary School fulfils the legal requirements of the 1944 Education Act and the 1988 Education Reform Act in that Religious Education is taught

- throughout the school to all pupils receiving full time education.
- according to the Syllabus for Religious Education in Surrey and reflects the fact that religious traditions in Great Britain are in the main Christian, while taking account of the teaching and practices of the other principle religions represented in Great Britain without imposing any particular religion or religious beliefs on pupils.

The Directors acknowledge the right of parents to withdraw pupils from Religious Education in whole or part. Parents should meet with the Headteacher to discuss the matter.

SEX & RELATIONSHIP EDUCATION

The policy for Sex & Relationship Education has been agreed by the Board of Directors of Pyrford Church of England Primary School, following consultation with parents, staff and governors.

We recognise that Sex & Relationship Education should be complementary and supportive to the role of the parents.

We aim to:

- present facts in an objective, balanced and sensitive manner.
- help children appreciate the value of a stable family life but being sensitive to those who do not come from a home where mother and father share responsibility.
- to match the Sex Education to the emotional maturity of the child involved.

Where parents wish to exercise their right to withdraw their child from Sex Education they should see the Headteacher to discuss the matter.

The full policy is available on request from the school office.

SPECIAL EDUCATIONAL NEEDS

- a) The children are helped in all areas of the curriculum by the teacher aiming to match the work provided to the child's ability.
- b) Additional support is given to those children with Special Educational Needs. This is provided by the Special Needs Coordinator and classroom assistants. This enables groups to be withdrawn from classes for specific help, or additional support to be given within the classroom.

MORE ABLE PUPILS

The needs of more able pupils are met within the classroom by the class teacher. Work is planned to provide for a wide range of ability within the school. Activities are built in to extend pupils to enable them to reach their full potential. Children also have opportunities to work alongside pupils from other schools at one-off events or regular sessions, eg more able writers' workshops.

ENGLISH AS AN ADDITIONAL LANGUAGE

The school employs a teaching assistant who specializes in working with pupils who have English as an additional language. She works alongside the teachers in planning work for these children in order to meet their needs both within the classroom and in smaller group sessions.

HOMEWORK

Homework is used to provide children with the opportunity to practice and reinforce what they have learnt, learn facts, research their topics and to prepare for future class work. Children are encouraged to read regularly at home with their parents and independently.

RESIDENTIAL TRIPS

These are organized by the teaching staff and are carefully planned to support the National Curriculum.

In 2014/15 planned trips are :

- Year 3 - activity day and overnight stay at High Ashurst outdoor learning centre near Dorking.
- Year 4 - 3 days at Hindleap Warren Outdoor Education Centre in Sussex.
- Year 5 - 4 days at Fairthorne Manor YMCA Centre in Southampton.
- Year 6 – a week at PGL Osmington Bay in Dorset.

EXTRA CURRICULAR ACTIVITIES

Various activities take place at lunchtime and after school. At present these include art, football, basketball, construction and choir. The kind of activity is dependent on the staff available to organize it. It can run for either one, two or three terms during the school year.

SATS RESULTS

KS1 SATs Results

Comparison of 2014 to 2015

Level 2 and above

	2014 %	National Ave 2014 %	2015 %
Reading test	99	90	95
Writing test	97	86	97
Mathematics test	99	92	99

Level 3 and above

	2014 %	National Ave 2014 %	2015 %
Reading test	68	31	63
Writing test	35	16	38
Mathematics test	57	24	57

Year 1 Phonics screening

2013%	2014 %	National Ave 2014 %	2015 %
69	78	74	83

KS2 SATs Results

Comparison of 2014 to 2015

Level 4 and above

	2011%	2012%	2013%	2014 %	National Ave 2014 %	2015 %
Reading test	94	98	90	93	89	95
Writing test	90	88	91	88	85	95
SPAG	NA	NA	81	92	76	92
Mathematics test	88	97	89	90	86	95

Level 5 and above

	2011%	2012%	2013%	2014 %	National Ave 2014 %	2015 %
Reading test	64	75	62	60	50	65
Writing test	36	39	42	38	33	52
SPAG	NA	NA	57	70	52	68
Mathematics test	52	67	57	52	42	58

Expected Level at end of Key Stage 1 is Level 2 and at end of Key Stage 2 is Level 4

EQUAL OPPORTUNITIES

The school aims to create an environment where all feel valued and their achievements recognised, where differences are sympathetically appreciated allowing development of self-respect.

A climate of warmth and support is developed in which self-confidence and self-esteem can grow and in which children feel able to risk making mistakes as they learn without fear of criticism.

The school aims to deliver a curriculum which reflects the society in which we live and prepares children for the society which they will enter when they leave school. This is done in an environment in which racist, sexist, class assumptions are continually challenged, giving confidence that these can and must be eradicated.

We value every child and aim to give them confidence that their concerns will be taken seriously and dealt with appropriately. As a school we accept that problems do exist and need to be combated in order to ensure that stereotyped assumptions about behaviour, academic standards and roles are not made.

BEHAVIOUR

The Board of Directors seeks to create an environment in the school which encourages and reinforces good behaviour. Furthermore, it is acknowledged that society expects good behaviour as an important outcome of the educational process.

The aims of the policy are:

- To create an environment which encourages and reinforces exemplary behaviour.
- To model acceptable standards of behaviour.
- For all adults to respond consistently to behaviour in the school
- To promote self respect and respect and tolerance of others
- To ensure that the school's expectations and strategies are widely known and understood.
- To encourage the involvement of both home and school in the implementation of this policy.

The full policy is available from the school and can be found on the school website.

SCHOOL HOURS

		Start	Finish
Foundation Stage:	Morning:	8:50 am	11:45 am
	Afternoon	1:00 pm	3:10 pm
Key Stage 1:	Morning:	8:50 am	12:00 pm
	Afternoon:	1:15 pm	3:10 pm
Key Stage 2:	Morning:	8:50 am	12:15 pm
	Afternoon:	1:15 pm	3:15 pm

Please note:

Punctuality: Would parents please ensure that their child is in the playground by 8:45 am. No responsibility can be taken for the children who arrive before 8:40 am. Also, parents should make sure that they are in time to meet their child promptly at the end of school.

Security: During the day all visitors, including parents, should arrive by the main entrance, ring the bell and report directly to the office. All visitors must sign in and out of the visitors' book and collect a badge which should be worn whilst in the school.

Parking: Would parents who bring their children by car please refrain from parking anywhere near the school gates and show consideration to the school's neighbours by not blocking driveways etc. No cars should stop in front of the barrier in the staff car park. The church next door kindly make their car park available at pick up and drop off times only.

Cycling is not permitted in the staff car parks. All cyclists are asked to dismount outside the school gates.

Dogs are not allowed on the school premises; this includes the playground and car parks.

Smoking is not allowed on the school premises; this includes the playground and car parks.

Insurance: Parents and staff are advised that the school cannot be responsible for personal property. Items of value should be covered by individual's own insurance policy.

REGISTRATION

After registration, children may not leave school before the official time unless a request is made by an adult on the morning of the day in question and an adult calls for the child. They should report to the office before taking the child and the child should be signed out at the reception desk.

Children arriving late or returning from an appointment must also be brought to the office and signed in at the reception desk.

Absence from the school should be notified to the office as soon as possible, especially if this is due to illness of an infectious or contagious nature. Children should bring a note on their return to school.

Please notify the school office and your child's teacher of any medical or dental appointments beforehand so that your child is registered correctly and does not miss being booked in for school dinner. As far as possible, appointments should be outside of school hours, so that children do not miss their time in school.

Holidays are not permitted during term time unless in exceptional circumstances. Any requests for absence must be made on the form obtainable from the school office or the website. This form must be returned to the Headteacher.

ABSENCE FIGURES (2013/2014)

Percentage of half-days missed through authorised absences	2.3%
Percentage of half-days missed through unauthorised absences	0.4%

MEALS

Meals are provided daily in the school hall and these are cooked on the premises. The children are supervised throughout the lunch break by Midday Supervisors especially employed for this work.

A menu is sent home for options to be selected, aiming to guarantee that each child receives the meal of their choice. It is extremely important to return the menu by the date indicated on each menu to ensure that a meal is ordered for your child.

Parents wishing to amend the arrangements for their children from having school dinners to packed lunch or vice versa are requested to notify the school office at each menu change.

Meal costs are £2.15 per day, £10.75 for the week (*as at 01/09/15*). See 'Online Payments' section below for how to pay.

All children in Reception and Key Stage 1 are able to receive a free meal.

Free school meals may be available to other children whose parents are in receipt of other benefits. Application forms are available from the school office.

Packed Lunch

Children are allowed to bring a packed lunch to school.

Snacks

Children may bring a healthy snack for break time. This could be either a piece of fruit, vegetables or a savoury sandwich. Children in Reception and in Years 1 and 2 are provided with a piece of fruit / vegetable at breaktime. Sweets may not be eaten at school, either at break time or included as part of a packed lunch.

We have been advised by the school nurse that children should be discouraged from bringing any food to school that contains nuts. This is due to the number of people who suffer an allergic reaction.

ONLINE PAYMENTS

The school has an electronic payment method to pay for dinner money, trips and other school activities. This can be done online using a very secure website called ParentPay. Upon joining the school you will be sent full details together with a user name and password. The school will continue to accept payments by cheque and cash but would like to encourage parents to use ParentPay as much as possible.

BEFORE AND AFTER SCHOOL CARE

The school operates the 'Early Bird' Breakfast Club. It is open from 7.45 to 8.45am. The children are served a healthy breakfast and daily activities are planned for them, such as games and crafts. Sessions must be booked in advance and a charge is made which includes the cost of breakfast (£5 as at 05/01/15). Registration forms are available from the school office and on the school website.

In September 2015 the school is opening 'Treetops' After School Club. It will be open from 3.10 to 6pm. Run by school staff it will provide a diverse range of activities to keep children engaged. A light tea, drinks and snacks are also included. Sessions must be booked in advance and a charge is made (£12.50 for the first child and £10 for each sibling attending at the same time). Registration forms are available from the school office and on the school website.

UNIFORM

Our uniform is available from:

Valentino's

23-29 Broadway

Knaphill

Woking

www.valentinoschoolwear.com

Please look online for details of offers and promotions

Orders placed with them can be delivered to school free of charge.

FOUNDATION STAGE & KEY STAGE 1

Compulsory

Winter boys/girls

Grey trousers / skirt / pinafore / shorts

White polo shirt with logo (Valentinos)

School jumper or cardigan with logo (Valentinos)

School book bag with logo (Valentinos)

Black shoes

Winter coat

PE Kit

Red school PE t-shirt with logo (Valentinos)

Navy shorts

School PE bag with logo (Valentinos)

Summer girls

Blue checked dress

School jumper or cardigan (as winter)

Summer boys

Grey school shorts

White polo shirt with logo (as winter)

School jumper (as winter)



Optional – all available at Valentinos

Reversible jacket
Track suit – navy blue (can also be purchased anywhere)
School baseball cap with logo
School hat with logo
School backpack with logo
Scarf
Gloves

KEY STAGE 2

Compulsory

Winter boys/girls

Grey trousers / skirt / pinafore / shorts
White short or long sleeved shirt
School jumper or cardigan with logo * (Valentinos)
School blazer with logo (Valentinos)
School tie (Valentinos)
Black shoes
Winter coat

PE Kit

PE polo shirt with logo (Valentinos)
Navy shorts or navy netball skirt

Optional – all available at Valentinos

Reversible jacket
Track suit – navy blue (can also be purchased anywhere)
School baseball cap with logo
School hat with logo
School backpack with logo
Scarf
Gloves
PE bag

Summer girls

Blue checked dress
School jumper or cardigan * (as winter)
School blazer with logo (as winter)

Summer boys

Grey school shorts
Short sleeve shirt with tie
School jumper * (as winter)
School blazer with logo (as winter)



** please note this can be optional as pupils will be required to wear a blazer in school at appropriate times*

NB. During PE lessons long hair must be tied back and all jewellery removed, including earrings for pierced ears.

CHILD PROTECTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This means that we have a Safeguarding Policy and procedures in place.

All staff (including support and supply staff, regular volunteers and Directors) must ensure that they are aware of these procedures. Parents, carers, and students are welcome to read the Policy on request.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a young person's welfare. We will ensure that our concerns about our students are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the young person's welfare.

Our Designated Child Protection Officers (DCPOs) are Mandy Munro and Sarah Carrington.

If you are concerned about a young person's welfare, please record your concern, and any observations or conversation heard, and report to the DCPO as soon as possible the same day. Do NOT conduct your own investigation.

If your concerns relate to the actions or behaviour of a member of staff (which could suggest that s/he is a danger to children) then you should report this to the DCPO in confidence, who will refer the matter to the Headteacher (or the Chair of Directors if the concern relates to the Headteacher) who will consider what action to take.

HEALTH

Medical Personnel

School Nurse: Julia King

Medical Inspections

These are held at the school by appointment.

Hair

It is very important that parents inspect their child's head regularly to check for head lice. If a case of head lice is found, it is essential to let the school know, so that other parents can be advised to be extra vigilant in examining their child's head. It is also important that hair should be treated before a child returns to school.

COMPLAINTS

We hope that parents will not feel the need to make a complaint. However, the complaints procedure is as follows:-

1. In the first instance, any problem should be discussed with the class teacher. In the unlikely event that there is no resolution
2. Please make an appointment to discuss the problem with the relevant Phase Leader (Foundation Stage: Mrs Murray; KS1: Mrs Porter; Lower KS2: Mrs Lines; Upper KS2: Miss Wilson). If the issue has not been resolved
3. Please make an appointment to discuss the problem with one of the Deputy Headteachers. If the issue has still not been resolved ...
4. Please make an appointment to see the Headteacher who will investigate your complaint fully and fairly. If there is still no resolution ...
5. Refer to the Chair of Directors, Mr C R Davey, c/o Pyrford Church of England Primary School, who will consider the problem fairly and seek resolution.

We do hope that any complaint can be resolved satisfactorily within the school in a fair and just way.

All complaints are dealt with in our Policy which is available on request from the school or can be found on our website..

COMMUNICATION WITH PARENTS

PROSPECTIVE PARENTS

Visits of prospective parents to meet the Headteacher and to see the school are arranged through the Admissions Officer. Tours are organised in the Autumn Term prior to applications for new entrants in the following year.

A meeting is held for parents of new entrants towards the end of the Summer Term preceding the children commencing school in the following September.

AVAILABILITY OF STAFF AND PARENTS' MEETINGS

Currently three Parents' Meetings are held annually. The first takes place early in the Autumn Term. This provides the opportunity to meet your child's new teacher, to pass on any relevant information, and discuss the planned programmes of study for the coming year.

The second Parents' Meeting is held in the Spring Term. During this visit you have the opportunity to discuss your child's progress, to see his/her books, and to visit his/her classroom to see the displays of work.

The third is held in the Summer Term for those parents who wish to discuss their child's annual report, which is sent home beforehand.

The Headteacher and staff are available at any convenient time. If you have an urgent problem, please feel free to come into the school whenever you wish, but if at all possible, do arrange an appointment beforehand.

NEWSLETTERS etc

Newsletters from the Headteacher are sent out by email each week. In addition, class teachers will send out letters regarding specific information for their class. All newsletters and letters are also uploaded onto our website www.pyrford.surrey.sch.uk.

We also contact parents by email and text so please always ensure that we have your up-to-date contact details.

PARISH OF WISLEY WITH PYRFORD

Pyrford Church of England Primary School is part of the family of church schools within the Diocese of Guildford.

The school enjoys a long-standing relationship with the Parish of Wisley with Pyrford. This relationship continues to grow and the school is grateful to the parish for its annual financial contributions.

At the end of each term and at Harvest, the school attends a service in The Church of the Good Shepherd. These follow various formats and children of all ages are involved in their preparation. From time to time, children are invited to attend or take part in parish services and events. At other times in the year groups of children visit the churches of the parish to study them as part of the curriculum.

Each week a member of the clergy or the parish youth worker and members of the congregation visit the school and lead an assembly.

THE FRIENDS

Aims and Objectives

- Foster extended relationships between the staff, parents and others associated with the school.
- Engage in activities which support the school and advance the education of the pupils attending it.
- Assisting in the provision of educational facilities not provided by state funds.

Boundaries

- Non party-political.
- Non-sectarian.
- All parents with children at the school are members.

Highlights of the past academic year

- Many events were held during the year, some of which were fund raisers and some just fun social events.
- Christmas and Summer Fairs, a Quiz Night, The Summer Ball, a Sponsored Fun Run and cake sales were among the events organized.

News from the Friends is included in the school newsletter, to keep parents informed of forthcoming events and the work of the committee. In the past year funds raised have been used towards providing ICT equipment and resources, theatre visits, reading roundabout resources, etc

ACADEMY STRUCTURE

MEMBERS

Nicholas Aiken

Roy Davey

Peter Simpson

Glyn Willoughby

DIRECTORS

Roy Davey	Chairman	Foundation
Nicholas Aiken	Vice-Chair	Rector, ex-officio
Julia Lamaison		Foundation
Richard Cartledge		Foundation
Chris Newell		Foundation
Julian Walker		Foundation
Robert Tipping		Foundation
Kathryn Krynicki		Headteacher
Sarah Adams		Staff
Shelley Tolley		Staff
Anna Johnston		Parent
James Porter		Parent
Lynette Davies		Clerk to the Governors

TERM DATES FOR 2015-16

Autumn Term

Wednesday 2nd September – Friday 23rd October

Half Term Monday 26th October – Friday 30th October

Monday 2nd November – Friday 18th December

Spring Term

Tuesday 5th January – Friday 12th February

Half Term Monday 15th February – Friday 19th February

Monday 22nd February – Thursday 24th March

Summer Term

Monday 11th April – Friday 27th May

Half Term Monday 30th May – Friday 3rd June

Monday 6th June – Friday 22nd July

Inset Days

Wednesday 2nd September 2015

Friday 18th December 2015

Monday 11th April 2016

Friday 27th May 2016

Monday 6th June 2016

ADDRESSES

Guildford Diocesan Board of Education

Education Centre
The Cathedral
Guildford
Surrey
GU2 7UP

Director of Education : Mr Derek Holbird

Surrey County Council

County Hall
Kingston upon Thames
Surrey
KT21 2DJ

Head of Schools and Learning : Mr Nick Wilson

North West Area Education Office

Quadrant Court
35 Guildford Road
Woking
Surrey
GU22 7QQ

Pyrford Church of England Primary School

Coldharbour Road
Pyrford
Woking
Surrey
GU22 8SP

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website: www.pyrford.surrey.sch.uk

Pyrford Church of England Primary School, a charitable company limited by guarantee
registered in England and Wales with company number 08765738

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GU22 8SP