



**PYRFORD CHURCH OF ENGLAND  
PRIMARY SCHOOL**

**Parents' Information Booklet**

**2018 – 2019**





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## Contact details

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## Term Dates 2018 – 2019

<b>Autumn Term 2018</b>	
INSET Days	Tuesday 4 <sup>th</sup> & Wednesday 5 <sup>th</sup> September
First Day of Term for Children	Thursday 6 <sup>th</sup> September
Half Term	Monday 22 <sup>nd</sup> to Friday 26 <sup>th</sup> October
Last Day of Term	Wednesday 19 <sup>th</sup> December (finish at 1:30pm)
<b>Spring Term 2019</b>	
INSET Days	Thursday 3 <sup>rd</sup> Friday 4 <sup>th</sup> January
First Day of Term for Children	Monday 7 <sup>th</sup> January
Half Term	Monday 18 <sup>th</sup> to Friday 22 <sup>nd</sup> February
Last Day of Term	Friday 5 <sup>th</sup> April (finish at 1:30pm)
<b>Summer Term 2019</b>	
First Day of Term	Tuesday 23 <sup>rd</sup> April
Bank Holiday	Monday 6 <sup>th</sup> May
Half Term	Monday 27 <sup>th</sup> to Friday 31 <sup>st</sup> May
INSET Day	Monday 3 <sup>rd</sup> June
Last Day of Term	Wednesday 24 <sup>th</sup> July (finish at 1:30pm)

## Child Protection & Safeguarding Children

Pырford Primary School is committed to the protection and safety of its children.

A copy of our Children Protection & Safeguarding Policy is available on the website and from the school office.

The school's Designated Safeguarding Lead is Rachael Pollard. Our Deputy Designated Safeguarding Leads are Gemma Newman and Katie Hoare. Our Early Years Foundation Stage Designated Safeguarding Lead is Sophie Murray.

If you are concerned about a young person's welfare, you should record your concern and report to the DSL as soon as possible. Likewise, if your concerns relate to the actions or behaviour of a member of staff.



## Uniform

All children must have full school uniform, worn correctly, for daily attendance at school. Parents and carers are asked to co-operate fully by providing the uniform and ensuring children wear it correctly to and from school. Some items are only available from the school's supplier, Valentino Schoolwear. Orders can be delivered free to school for parents to collect.

Shop: 23-29 Broadway, Knaphill, Woking, GU21 2DR  
www.valentinoschoolwear.com

The school also has a supply of second hand uniform which is sold in aid of school funds. Please ask at the school office.

Please ensure that all articles of clothing and other items brought into school are clearly marked with the child's name.

\*\* These items listed below are only available from Valentino's.  
All other items can be obtained from any high street store.

Foundation Stage & Key Stage 1
<b>Winter</b> <ul style="list-style-type: none"><li>• Grey trousers / skirt / pinafore dress / shorts</li><li>• White polo shirt with logo **</li><li>• School jumper or cardigan with logo **</li><li>• School book bag with logo **</li><li>• Black shoes</li><li>• Grey socks (boys) / grey tights or white socks (girls)</li><li>• Winter coat</li></ul>
<b>Summer</b> <ul style="list-style-type: none"><li>• Blue checked dress (girls)</li></ul>
<b>PE Kit</b> <ul style="list-style-type: none"><li>• Red school PE t-shirt with logo **</li><li>• Navy shorts</li><li>• School PE bag with logo **</li><li>• Navy sweatshirt &amp; jogging bottoms</li><li>• Trainers</li></ul>

Optional items of uniform
<ul style="list-style-type: none"><li>• Reversible school jacket with logo **</li><li>• School baseball cap with logo **</li><li>• School hat with logo **</li><li>• School backpack with logo **</li><li>• Scarf</li><li>• Gloves</li></ul>



## Key Stage 2

### Winter

- Grey trousers / skirt / pinafore dress / shorts
- White short or long sleeved shirt
- School jumper or cardigan with logo \*\*
- School blazer with logo \*\*
- School tie \*\*
- Black shoes
- Grey socks (boys) / grey tights or white socks (girls)
- Winter coat

### Summer

- Blue checked dress (girls)

### PE Kit

- White school polo shirt with logo \*\*
- Navy shorts or navy netball skirt
- Navy sweatshirt & jogging bottoms
- Trainers
- PE bag

### Outerwear

In winter, children need a warm waterproof coat. In summer an anorak, mac, cagoule or similar should be brought to school.

### Footwear

Shoes should be suitable for school wear enabling your child to play safely at break times. Children should not wear trainers or boots to school. Open toed sandals and sling backed shoes are not acceptable.

Children may wear boots or wellingtons to school on wet and snowy days but must change into their school shoes when they arrive at school. Again, please ensure that all are clearly labelled with your child's name.

### KS1





KS2



## Personal Appearance

Shoulder length hair should, for safety and hygiene reasons, be tied back from the face. Hair accessories should be plain in style and in school colours. Hair gel, mousse, nail varnish, temporary tattoos etc should not be worn in school. Patterns should not be shaved into hair.

No jewellery should be worn to school. If children have pierced ears only plain metal studs should be worn. They should leave their earrings at home and not wear them to school on the days when they have PE. If a child has just had their ears pierced they should wear their earrings to school but must remove them by themselves for PE and should replace them immediately afterwards. This needs to take place for 6 weeks after piercing. Neither the school nor parents should tape up earrings.



## The School Day

8.30 am	Gates open
8.50 am	Registration
11:45 am	Foundation Stage lunch break
12.00 pm	KS1 lunch time
12.15 pm	KS2 lunch time
1.00 pm	Foundation Stage afternoon registration
1.15 pm	KS1 & KS2 afternoon registration
3.10 pm	Foundation Stage & KS1 end of school
3.15 pm	KS2 end of school

## Punctuality

Children are required to attend school on time and registration starts at 8.50 am prompt. Children who arrive after 9:30 am will be recorded as “late after the register closes”. This equates to an absence and will affect their attendance figure. Persistent lateness will be referred to the Education Welfare Officer.

## Signing In / Out Procedure

Any child arriving at school after 8.50 am will have missed morning registration and must be signed in by their parent/carer at the office, giving a reason for their late arrival.

Any child who has to leave school during the school day for a medical appointment or similar must be signed out and back in again at the office by their parent/carer.

## Attendance and Medical

Attendance at all school sessions is required by law. The only exceptions to this are in cases of illness or where absence has been authorised by the Headteacher. Any requests for absence must be made on the form available on the school website or from the school office. This form must be returned to the Headteacher.

If your child is absent it is essential that you contact the school as soon as possible, especially if this is due to illness of an infectious or contagious nature. If your child is absent and we do not know the reasons, you will receive a text message asking for clarification.

To help with the smooth running of the system, please ensure that you:

- Inform the school if your child is going to be absent from school by phone call, email or letter;
- Provide a doctor’s certificate if the illness is prolonged and the school requests a copy;
- Advise the school if your child is going to be late for any reason.

If a child is ill during the school day they will be taken to the school office where they will be seen by designated staff. A decision will then be taken whether or not to contact parents/carers.



Please inform the school if your child contracts an infectious or contagious disease; these include head-lice infestation, worms, chicken pox, mumps, slapped cheek and German measles (rubella) which can have serious implications for other pupils and staff.

Children with diarrhoea and/or vomiting should definitely be kept off school until at least 48 hours after the last episode.

### **Appointments (Dental, Medical etc)**

Parents are asked not to make appointments during school hours so that children do not miss their time in school. If this cannot be avoided, please notify the school office and your child's teacher so that your child is registered correctly and does not miss being booked in for school lunch. Please do not keep children out of school for the whole day unless absolutely necessary.

### **Medicine**

If your child requires medicine to be administered during the school day, including self-administered medication such as an inhaler, a form must be completed and accompany the medicine. The form is available on the school website and from the school office. All medicine must be clearly labelled with your child's name and dosage requirements and given into the school office by the parent/carer. This permission form must be signed by the parent/carer allowing staff to give medicine to your child.

Inhalers will be kept with the class teacher. Other medicines will be kept in the school office.

Children with serious medical conditions will need a care plan. The Inclusion Leader will meet with the parent/carer to arrange a time to complete this.

It is not the school's policy to administer sun creams. We recommend a 'once' product applied at home before the start of the school day.

### **Supporting Children with Medical Conditions**

We wish to ensure that children with medical conditions receive appropriate care and support at school. We will do all that is reasonable to ensure that we can administer medication and care to enable them to access school life. Our Medical Conditions Policy has been developed in line with Department for Education guidance is available on our school website or from the school office.





## Breakfast Club

The school offers the Early Bird Breakfast Club which is run by school staff and is open from 7:45 to 8:45 am. The children are served a healthy breakfast and daily activities are planned for them, such as games and crafts. Sessions must be booked and paid for in advance and a charge is made which includes the cost of breakfast, currently £5.20. Registration forms are available on the school website and from the office.



## Treetops After School Club



Treetops After School Club is open from 3:10 to 6 pm. Run by school staff it provides a diverse range of activities to keep children engaged. A tea, drinks and snacks are also included. Sessions must be booked and paid for in advance and a charge is made (£13 for the first child and £10 for each sibling attending at the same time). Registration forms are available on the school website and from the office.

## Clubs

Various activities take place at lunchtime and after school, including French, choir, football, hockey and rugby. Some are free and others are subject to a charge. The latest list is available on the school website and from the office.

## Lunches

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 each half-term 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.

Meals are free for children in Years R to 2 (Universal Free School Meals). A school meal will have to be purchased for children in Years 3 to 6. School meals cost £2.30 per day (*from September 2018*). If you wish to provide your own packed lunch, please note:

- No sweets of any kind are allowed.
- No fully coated chocolate biscuits
- No fizzy drinks should be brought in to school.



- **We have several children with severe allergies, therefore children must not bring any food to school that contains nuts.**

## Fruit and Vegetable Scheme

The school takes part in the Fruit and Vegetable Scheme which enables each child In Years R to 2 to receive a piece of fruit or vegetable at break time each day free of charge. We welcome parents to come in at drop off and sort the fruit for distribution to the classes.

Years 3 to 6 may bring in a healthy snack to eat at break time. This could be either a piece of fruit, vegetables or a savoury sandwich.

## Milk Scheme

The school takes part in the Cool Milk scheme. Milk is available free of charge to all children up to the age of 5. Once a child has their 5<sup>th</sup> birthday, milk is still available at a small cost. Details are available from the school office or from the Cool Milk website [www.coolmilk.com](http://www.coolmilk.com)



## Water Bottles

All children should bring to school a named refillable water bottle and encouraged to drink throughout the day. We have water coolers which they can use to refill them.

## Online Payments

The school uses an electronic payment method for parents to pay for dinner money, trips, Breakfast and After School Club and other school activities. This is done via a secure website ParentPay. When joining the school parents are sent full details along 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.



## Pupil Premium

The Pupil Premium Grant is allocated to children from low-income families who are currently known to be eligible for Free School Meals (FSM) in both mainstream and non-mainstream settings and children who have been in care or “looked after” continuously for more than six months. The Pupil Premium also includes pupils eligible for FSM at any point in the last six years (known as the Ever 6 FSM measure).

Schools are free to spend the Pupil Premium as they see fit. However we will be held accountable for how we have used the additional funding to support pupils from low-income families. We are required to publish online information about how we have used the Premium. This will ensure that parents and others are made fully aware of the plans to support the attainment of pupils covered by the Premium.

The allocation of Pupil Premium funding and the ways in which the school has chosen to support children are available on the school website.



## Accessing Pupil Premium

If you think your child qualifies under the 'looked after' or Service Pupil premium, please let our Inclusion Leader or Headteacher know.

In order to qualify for Pupil Premium funding with the additional entitlement to free school meals and free milk, you will need to meet one of the following criteria or be in receipt of one of the following benefits.

- Universal Credit, provided you have an annual net income not exceeding £7,400 (£616.67 per month)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by HMRC)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

If you are currently receiving any of the above, please complete a Pupil Premium application form available from the school office or on the school website. All information will be treated as confidential.



## Communication to Parents

Emails	Letters, messages and reminders are sent by email. Please inform the school if you change your email address.
Letters	Letters are regularly sent home via 'pupil post' and email.
Text Message	Urgent messages and reminders are sent by text message. Please inform the school if you change mobile number.
Newsletter	The newsletter is sent out every Friday by email and is posted on the school website.
Reading Record	This keeps parents/carers informed of reading progress and also enables two-way communication between home and school.
Progress Reports	Parent consultation evenings take place in the Autumn and Spring terms with additional meetings for children on the Special Needs register. Parents/carers receive a full written report at the end of the Summer Term.
Website	The school website holds a host of information. The address is <a href="http://www.pyrford.surrey.sch.uk">www.pyrford.surrey.sch.uk</a>
School Calendar	The calendar is on the newsletter each week.

Parents/carers can write to the school or email [info@pyrford.surrey.sch.uk](mailto:info@pyrford.surrey.sch.uk). Staff members' direct email addresses can be found on the school website.

## Meeting with Staff

Class teachers are available at the door / in the playground at drop off in the morning. If you wish to have a longer conversation please contact the teacher directly to arrange a mutually convenient time. The Headteacher, Deputy Headteacher and Inclusion Leader are available if necessary. Please contact the school office to make an appointment to meet with them.

## Emergency Communication

Emergency messages, for example during bad weather, will be posted on our school website and text messages and/or email communication will be sent out. Please make sure that the office is informed of any changes to phone numbers or email addresses.



## Parking

Parents and carers are not permitted to use the school's staff car parks at any time. This is to ensure the safety of our children.

The Church of the Good Shepherd has kindly agreed that parents may park for drop off and pick up only. We would ask that parents respect this and park with consideration and only at these times. Please do not stop on the roundabout inside the car park.

If you have to park on nearby roads, please do so with consideration for our neighbours. It is illegal to park on the zig-zag lines outside the school. Please do not park in the entrance to the church car park, on the verges or where you may block a driveway.

## Security

During the day all visitors, including parents, should arrive at the main entrance 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.

## Smoking and Vaping

Smoking, including e-cigarettes, is not allowed on the school premises; this includes the playgrounds and car parks.

## Dogs

Dogs are not permitted on school premises. Some children are not used to dogs and get anxious and the behaviour of dogs when in close proximity to small children can be unpredictable. Dog fouling is also an issue.

## School Photographs

Individual photographs are taken in the Autumn term and class photographs in the Summer term. Parents/carers will have the opportunity to purchase a package of photographs.

## Valuables

Children should not bring any valuables into school. The school cannot take responsibility for any items brought into school. If a child needs to bring a mobile phone into school, parents must complete the agreement form in the Personal Electronic Devices Policy (on the school website or available from the office). The phone must be named and left at the office in the morning for collection at the end of the school day.

## Bikes and Scooters

Bikes and scooters cannot be used once inside the school gates and children and adults must dismount. Bike and scooter parks are provided for storage but the school cannot be held responsible for their loss or theft.



## Parent Helpers

The school welcomes any parents or carers, including grandparents, who would be willing to volunteer to help with school activities, eg cookery, reading, supervising children changing for swimming, accompanying children on outings and visits.

All helpers require a DBS check prior to helping out. Please ask at the school office for details of how to apply.

## Friends of Pyrford Primary School

We have an extremely active and supportive PTA, the Friends of Pyrford Primary School. By fundraising through a number of charitable events the Friends help to provide equipment and experiences for the benefit of our children, which the school would be unable to provide through its own resources. They pay for the lease on the school minibus, provided funds for new playground equipment and pay for visits by theatre groups, etc.



Fundraising events included a Christmas Fayre, Circus, Quiz Night, Family BBQ and cake sales. They have their own website [fpps.org.uk](http://fpps.org.uk) for more details.

## Class Reps

Each year parents volunteer to act as Class Representatives for their children's class. They are an invaluable link between the class teachers and the parents. They also become involved in the Friends' fundraising efforts with each year group taking on a specific event or activity.



## 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 core and foundation subjects below.

The children's progress is monitored throughout Key Stages 1 and 2 and is currently formally tested at the end of each Key Stage. They also take the National Phonics test at the end of Year 1.

#### Core Subjects

English  
Mathematics  
Science

#### Foundation Subjects

Art and Design  
Computing  
Design and Technology  
Geography  
History  
Foreign Language (KS2 only)  
Music  
Physical Education

All children will have PE lessons as part of their timetable. Children will not be excused from regular PE unless a letter is written to the class teacher.

In addition to the subjects listed above, there is also a requirement for all schools to teach Religious Education. As a church school, Religious Education plays a central part in the life and ethos of the school. At Pyrford Primary School we aim to promote and contribute to the spiritual, moral, social and intellectual development of pupils and to help them learn about and from religion, by encouraging respect of and tolerance towards those holding beliefs that differ from their own. The Governors of the school 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.

The policy for Sex & Relationship Education has been agreed by the Governors in consultation with parents and staff and is available on the school website and from the school office. The school recognises that Sex & Relationship Education should be complementary and supportive to the role of the parents and should match the emotional maturity of the child. Where parents wish to exercise their right to withdraw their child from Sex Education, they should see the Headteacher to discuss the matter.

### **Special Educational Needs**

Children are all individuals and develop at their own individual pace. Where we feel that a child is not making the progress we would expect, we start a process of identifying and addressing his/her special needs.

The child's teacher, the Inclusion Leader and parents discuss the child's strengths and weaknesses and suggest appropriate strategies or learning programmes. This may include giving a child extra support on an individual or small group basis.

With the agreement of the parents, we may call upon the advice of another professional such as an educational psychologist, speech and language therapist or occupational therapist.

Children whose learning is more severely hindered due to an impairment, specific learning difficulties, emotional/behavioural difficulties etc, may be recommended for a formal assessment. This will give a clearer picture of the child's abilities and may result in an Education and Health Care Plan and extra resources to meet those needs.

Parents are always involved in discussions from the beginning and no decisions are made without parental agreement.

### **Home Learning**

Homework is used to provide children with the opportunity to practice and reinforce what they have learnt, to research 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 organised by the teaching staff and are carefully planned to support the National Curriculum. Offered in KS2, Year 3 spend one night away, Year 4 two nights, Year 5 three nights and Year 6 four nights.