



**PYRFORD CHURCH OF ENGLAND  
PRIMARY SCHOOL  
Parents' Information Booklet  
2023 – 2024**





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## Contact details

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Surrey  
GU22 8SP

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Email: [info@pyrford.surrey.sch.uk](mailto:info@pyrford.surrey.sch.uk)

## Term Dates 2023 – 2024

<b>Autumn Term 2023</b>	
INSET Days	Monday 4 <sup>th</sup> & Tuesday 5 <sup>th</sup> September
First Day of Term for Children	Wednesday 6 <sup>th</sup> September
INSET Day	Friday 20 <sup>th</sup> October
Half Term	Monday 23 <sup>rd</sup> to Friday 27 <sup>th</sup> October
Last Day of Term	Friday 15 <sup>th</sup> December (finish at 12:00pm)
<b>Spring Term 2024</b>	
First Day of Term for Children	Wednesday 3 <sup>rd</sup> January
Half Term	Monday 12 <sup>th</sup> to Friday 16 <sup>th</sup> February
INSET Day	Monday 19 <sup>th</sup> February
Last Day of Term	Tuesday 26 <sup>th</sup> March
INSET Days	Wednesday 27 <sup>th</sup> & Thursday 28 <sup>th</sup> March
<b>Summer Term 2024</b>	
First Day of Term	Monday 15 <sup>th</sup> April
Bank Holiday	Monday 6 <sup>th</sup> May
Half Term	Monday 27 <sup>th</sup> to Friday 31 <sup>st</sup> May
Last Day of Term	Tuesday 23 <sup>rd</sup> July (finish at 12:00pm)

## Child Protection & Safeguarding Children

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

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

The school's Designated Safeguarding Lead is Peter Wright. Our Deputy Designated Safeguarding Leads are Sarah Bourne, Anne Leahy, Gemma Newman and Louise Vymetal.

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. The DSL can be contacted on [dsl@pyrford.surrey.sch.uk](mailto:dsl@pyrford.surrey.sch.uk)

Our Home School Link Worker is Anne Leahy and she can be contacted on [a.leahy@pyrford.surrey.sch.uk](mailto:a.leahy@pyrford.surrey.sch.uk)



## 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](http://www.valentinoschoolwear.com)

The school also has a supply of good quality pre-loved uniform which is sold in aid of school funds. Please ask at the school office or email [s.alexander@pyrford.surrey.sch.uk](mailto:s.alexander@pyrford.surrey.sch.uk)

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
<p><b>Winter</b></p> <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/grey tights or white socks (with skirts/dresses only)</li><li>• Winter coat</li></ul> <p><b>Summer</b></p> <ul style="list-style-type: none"><li>• Blue checked dress</li></ul> <p><b>PE Kit</b></p> <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 / blouse
- School jumper or cardigan with logo \*\*
- School blazer with logo \*\*
- School tie \*\*
- Black shoes
- Grey socks/grey tights or white socks (with skirts/dresses only)
- Winter coat

### Summer

- Blue checked dress

### 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

Children should be dropped off between 8:30am and 8:40am. Nursery sessions start at 9am (or 8:30am if Early Drop has been paid for)

Year	Entry	Pick Up	Departure
N	To the classroom door	3:00pm	From the classroom door
R	To the classroom door	3:10pm	From the classroom door
1	To the classroom door	3:10pm	From the classroom door
2	Door from Peatmore playground	3:10pm	Door from Peatmore playground
3	Hall doors	3:15pm	Coldharbour playground
4	Hall doors	3:15pm	Coldharbour playground
5	Double doors next to office	3:15pm	Double doors next to office
6	Double doors next to office	3:15pm	Double doors next to office

## Punctuality / Signing In & Out

Children are required to attend school on time and registration starts at 8:40am. Children who arrive after their registration time, must be signed in by their parent/carer at the office, giving a reason for their late arrival so that their attendance can be correctly coded. Persistent lateness will be referred to the Education Welfare Officer.

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 & 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 online form available on the school website. You will receive an email response to your request.

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 the school office have not been informed of the reason, 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 using the online form on the website, phone call, letter or by email to office @pyrford.surrey.sch.uk;
- 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 online on the school website. All medicine must be clearly labelled with your child's name and dosage requirements and given into the school office by the parent/carer.

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. A time will be arranged to meet with the parent/carer to arrange a time to complete this.

It is not the school's policy to administer sun cream. 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 Supporting Children with Medical Conditions Policy has been developed in line with Department for Education guidance and is available on our school website or from the school office.

### **Online Bookings & Payments**

The school uses the Scopay online system for ordering and paying for lunches, booking places at Breakfast Club and Treetops After School Club, giving consent and paying for trips and residential visits and booking parents' evening appointments etc. We also use this to send text and email messages.





When your child joins the school you will be given details of how to create a Scopay account for your child. This can be linked to other children in the school and to those in other schools where they use this system.

### 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 of £6.50 per head is made which includes the cost of breakfast. All bookings must be made via your online Scopay account. Terms and conditions for use must be signed before using the Club and these can be found on the school website.



### Treetops After School Club



Treetops After School Club is open until 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 of £14 is made per child. All bookings must be made via your online Scopay account. Terms and conditions for use must be signed before using the Club and these can be found on the school website.

### Clubs

Various activities take place at lunchtime and after school, including football, gardening, music technology Lego and dance. Some are free and others are subject to a charge. Details are available on the school website under Extended Schools. Any queries should be directed to Miss Bell, our Extended Schools Manager, on [esm@pyrford.surrey.sch.uk](mailto:esm@pyrford.surrey.sch.uk)

### 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.

The menu is available through your Scopay account and it is extremely important that you make your meal choices in sufficient time for your child's meal to be ordered. If your child is changing from school meals to packed lunches, it would be useful if you could please inform the school office.

Meals are free for children in Years R to 2 (Universal Free School Meals), but menu choices must still be made. A school meal will have to be purchased for children in Years 3 to 6. School meals currently cost £2.70 per day. If you wish to provide your own packed lunch, please note:



- No sweets of any kind are allowed
- 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 & 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.

## 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.

## 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. 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, 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)
- NB If you receive Working Tax Credit you do NOT qualify even if you receive Child Tax Credit and your income is below £16,190
- 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 sometimes 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.
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 short written report in the Autumn and Spring terms with a longer 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 and can be accessed via the website.

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

If you are not able to speak to a member of staff at the beginning or end of the day, you may wish to email them. Please email [office@pyrford.surrey.sch.uk](mailto:office@pyrford.surrey.sch.uk) and it will be forwarded to the teacher. Heads of each Phase can also be contacted by email:

EYFS: Mrs Murray ([s.murray@pyrford.surrey.sch.uk](mailto:s.murray@pyrford.surrey.sch.uk))

KS1: Mrs Porter ([c.porter@pyrford.surrey.sch.uk](mailto:c.porter@pyrford.surrey.sch.uk))

Lower KS2: Mrs Brockway ([e.brockway@pyrford.surrey.sch.uk](mailto:e.brockway@pyrford.surrey.sch.uk))

Upper KS2: Miss Wilson ([e.wilson@pyrford.surrey.sch.uk](mailto:e.wilson@pyrford.surrey.sch.uk))

## 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 only in the marked spaces, with consideration and only at these times. Please do not stop on the roundabout inside the car park and ensure that your car engine is switched off when you are waiting.

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 and collect a badge which must 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.

## 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, or email [c.anderson@pyrford.surrey.sch.uk](mailto:c.anderson@pyrford.surrey.sch.uk)

## 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 include Fayres, Quiz Nights and cake sales. They have their own page on the school website.



Friends of Pyrford  
Primary School



## 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 recognised 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 seven main areas:

#### Prime areas:

- Communication & Language
- Physical Development
- Personal, Social & Emotional Development

#### Specific areas:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design

### 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 & Technology  
Foreign Language - Spanish (KS2 only)  
Geography  
History  
Music  
Physical Education  
RSHE (Relationships, Sex & Health 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, 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 Relationships 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 Relationships Education should be complementary and supportive to the role of the parents and should match the emotional maturity of the child.

### **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 Special Education Needs Co-ordinator (SENCO) 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 and are offered to children in Years 4 and 6.