



# Parents' A–Z Handbook 2018-19

## A

### Absences

If your child is absent we will always need to know the reason why. A telephone call to the school office by 9:30am on the first day of absence is important. If your child is absent and we do not know the reason why, we will text you via our Groupcall system for you to ring and let us know. When your child returns, we require a written note of explanation.

If you wish to request to take your child out of school during term time an Application for Leave of Absence form must be completed (this can be downloaded from our website). The Education (Pupil Registration) (England) Regulations 2006, and Amendments 2013, outline the conditions under which leave of absence may be granted. Regulation 7 states that "leave of absence should only be granted due to the special circumstances relating to that application". The Governors, in conjunction with those from other Berkhamsted Schools, have agreed the following "special circumstances" which may be authorised by the Head of School:

- Family/carer trauma or funeral
- Weddings – immediate family members (1 day) maximum
- Religious festivals
- Visits to new schools prior to relocation

The government's 2013 Amendments withdrew the ability of Head of Schools to authorise holiday in any circumstances.

We would urge parents to comply with these procedures in order to avoid your child incurring unauthorised absence marks. We regularly monitor the attendance of all children and will contact you if we feel that levels of absence are affecting your child's progress.

See also **Sickness**.

### Ages and Classes

Since the National Curriculum was introduced, schools name each year group in the following way:

Stage	Year name	Age of child
Lower Key Stage 2	Year 3	7-8 years
	Year 4	8-9 years
Upper Key Stage 2	Year 5	9-10 years
	Year 6	10-11 years



## Annual events

These are some of the highlight events of our school year.

September	<ul style="list-style-type: none"><li>■ You are invited to our 'Meet the Teacher' evening.</li><li>■ Each child has an individual photograph taken by a professional photographer. It is parents' choice whether they purchase the photo or not. Brothers and sisters may be photographed together if requested.</li></ul>
October	<ul style="list-style-type: none"><li>■ We celebrate a Harvest Festival in early October. We collect donations of non-perishable items (such as tinned food) and give these to a local charity for people in need.</li></ul>
November	<ul style="list-style-type: none"><li>■ Parents receive an interim review and summary of the targets set for your child.</li><li>■ Our first Consultation Evening of the year is an opportunity to find out how your child has settled in, how they are progressing, and to discuss the targets we have set for them and how you can help them achieve these.</li></ul>
December	<ul style="list-style-type: none"><li>■ Towards the end of this term Year 3 perform in a Christmas production. Pupils may take on an individual speaking part, group part, choir, stagehand, lighting or sound. We appreciate help with costumes and props and will ask for items that we need.</li><li>■ We enjoy a traditional Christmas lunch in school, in which everyone is encouraged to share.</li><li>■ Your child will attend their first school worship in St Peter's Parish Church. These in-church acts of worship take place about 4-5 times during a school year; everyone is every welcome to attend. Dates and times are announced in our Friday bulletin.</li></ul>
February	<ul style="list-style-type: none"><li>■ We host our main Consultation Evenings where you can talk to your child's teacher about their work and progress and how you can help at home.</li></ul>
May	<ul style="list-style-type: none"><li>■ We take Year 6 leavers' group photos. It is parents' choice whether they purchase the photo or not.</li></ul>
June	<ul style="list-style-type: none"><li>■ We host a sports day, to which you will be invited.</li></ul>
July	<ul style="list-style-type: none"><li>■ Pupil Annual Report and Consultation Evening</li></ul>

## Assessment

Keeping records and making assessments of the children's progress is a vital part of the educational process. Two kinds of assessment take place in school:

- Assessments made by teachers:  
Observations and samples of children's work are kept over a period of a school year and form the basis of teachers' records. This may also include tests. A summary of your child's progress is sent to you at the end of the school year in the form of a Report.
- National Curriculum Tests (often known as SATs):  
These tests are carried out nationally and are compulsory. Children are tested at the age 11 and reports will be made available to you at the end of Year 6.

From September 2014, the new National Curriculum removed all 'levels' of assessment. We now assess the extent to which your child is mastering the breadth of skills and knowledge for their age group.

[Click here to view more about our curriculum](#)



## Attendance

Children line up on the playground and come into the classroom at 8.50 am. It is important for children to be on time for school so that they do not miss the first part of the day. If children arrive at school late it makes for an unsettled bad start to their day and also causes disruption for the whole class. **Poor attendance and punctuality affect a child's attainment and progress.**

Since the regulations on school attendance came into effect in 1994, children who arrive after 9.30am lose their attendance mark for the morning session.

If children are late they should come in the front door and report to reception. If the register has already been called the child will be marked late. If they arrive after 9.30am they will be marked late and a mark of absence recorded in the register. Please help us by helping your child to arrive at school on time.

## B

### Behaviour

At Thomas Coram we think of our school as a family. Our rules are 'common sense' ones to ensure the smooth running of the community and the safety of the people in it. In order to establish a school where everyone can achieve their full potential, we have high expectations with regard to behaviour. Care and respect for other people are the most important things for all of us to observe. Payment will be requested for any damage caused to school property.

We expect children:

- To work hard, to take pride in their work and the school and to look after it.
- To treat other children's work with the same care as their own.
- To respect the property of others and the school's and to keep the school a safe and tidy place.
- To be helpful and understanding towards the adults who are there to help them and who are responsible for them while they are at school.
- To do everything necessary to make the school the sort of caring community where they can make the best possible progress in their work and play safely.
- To refuse to retaliate if they are provoked.
- To come to school every day and be punctual.

There are rare occasions when it is necessary to use sanctions to make sure that rules are kept. You as parents will always be informed if your child is giving cause for concern. It may for example be appropriate to give you a weekly report on your child's behaviour. In more serious circumstances exclusion from school may be thought necessary. However, you would usually be involved long before a situation like this arose. We would like to stress that the majority of children never give cause for concern.

The school has a behaviour policy that is based on the rights and responsibilities of parents, staff and children within the school community. You and your child will be asked to sign a home school agreement indicating that you agree to comply with this policy.

[Click here to view our Behaviour Policy](#)



## Break snack

Children may bring a healthy snack to eat during morning break. This should be a small healthy snack, eg pieces of fruit or vegetables, a health food bar or a plain biscuit, not less-healthy items like crisps or chocolate or items that are too large. If grapes or cherry tomatoes are brought into school, we suggest they are cut in half so as to minimise the likelihood of choking. **Nuts or products containing nuts must not be sent into school.**

## C

### Clothing, Jewellery and Valuables

Clothes always go astray from time to time. It is very important that you label your child's clothing so that it can be identified and returned. This is particularly important for coats and jackets, which sometimes go home with the wrong person by accident. Named lost property will be returned when found; unnamed lost property is collected and displayed at the end of term. Unfortunately things do get lost and whilst we do our best to keep things safe we cannot be responsible for lost or damaged items. Please help us by labelling all your child's personal belongings!

Children should not bring valuables or toys to school as these can too easily be lost. If money is brought to school for any reason, it must be given to the class teacher at the beginning of the day for safekeeping. Please note that children in Years 3 and 4 are not allowed to bring mobile phones to school. Children in Years 5 and 6 may bring a mobile phone to school which must be switched off before they enter the school grounds. Phones must be handed to the class teacher at morning registration and collected at dismissal.

For the above reasons, and for the children's own safety, jewellery must not be worn in school. Plain studs may be worn in pierced ears. For health and safety reasons in some subjects (eg PE, D&T, Science), we may insist that earrings are removed or covered with a plaster supplied from home.

See also **Uniform**.

### Clubs

We offer children a wide range of clubs at lunchtime and after school. These provide opportunities for children to develop a broader range of interests and may include a variety of sporting and musical clubs, languages and chess. We will try to offer new and alternative clubs at different times in the year.

[Click here for more on extra-curricular clubs and activities](#)

### Collecting your child from school

Parents must collect children in Years 3 and 4 from their classroom door, or arrange for a responsible adult over 16 years to do so. In the interest of your child's safety, please let us know in advance if you are asking someone else to collect your child.



## **Collective Worship**

All publicly funded schools in England must provide a daily act of collective worship for all their pupils. In Church of England schools this must reflect the traditions of the Church of England.

Our daily act of collective worship takes place daily at 1:15pm. On a Friday, an individual class leads this – which also includes the distribution of certificates and awards. Local clergy or other church members lead some of our collective worship. Some collective worship will take place in St Peter's Church or the Chapel at Ashlyns School.

Parents have the right to withdraw their children from aspects of RE and the daily act of Collective Worship. If you feel that there may be a problem with this aspect of your child's education, you should discuss it with the Head of School.

## **Complaints and Problems**

We hope you do not have reason to complain, but if you have any worries or concerns, please come and talk to us about them. It is usually best to talk to your child's class teacher first, at a mutually convenient time, which can be arranged with the school office. We pride ourselves on our good relationships with parents. Please do talk to us if you have a concern so that it can be resolved quickly.

[Click here for our complaints procedure](#)

## **Consultation Evenings and Reports**

During the autumn term, we offer you the opportunity to meet your child's teacher with a more detailed opportunity offered in the spring term. If you have any concerns about your child's progress at any time of year, we are very happy to arrange a convenient time to discuss this. Towards the end of the school year, your child's teacher will produce a report commenting on your child's achievement and progress. The report focuses on how your child has worked and how they can improve.

## **Contagious Diseases**

If your child catches measles, German measles, mumps, chicken pox, whooping cough or has diarrhoea or an unexplained rash, please let the school know at once. Your child will not be able to return to school until your local doctor has confirmed that he or she is well enough. This is to minimise the risk of contagious diseases spreading throughout the school. Absence due to vomiting and/or diarrhoea requires children to be free of symptoms for 48 hours before their return.

## **Curriculum**

Early in the autumn, you will receive an overview of the curriculum for the year. You will also receive each term, at the start of new topics, information about learning to be covered and how you can help support your child's progress at home.

[Click here for more information on our curriculum](#)



## D

### Dogs

Dogs are not allowed onto the school site at any time for health and safety reasons.

## E

### Email

For environmental and efficiency reasons most our communications with you in the future will be by email or text using the Groupcall system. It is therefore essential that we have your correct email address. Our weekly bulletin will be sent to you each Friday with details of forthcoming events. If letters require you to return a completed reply slip and you are unable to print, we are happy to accept a handwritten reply.

### Equipment

Pupils should have 1 pencil case containing some named, basic equipment: pencils, a 30cm ruler, a pencil sharpener, a pair of scissors (small pair with rounded ends), a set of coloured pencils, a glue stick, a highlighter pen, an Art overall or old shirt with long sleeves and (not for pupils in Year 3) a black roller ball or fountain pen.

## F

### Free School Meals

In Key Stage 1 all children receive universal Free School Meals. As children move into Key Stage 2, you have to apply to continue receiving them.

If you think that your child may qualify for a free meal you can apply online at

[www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk) or by calling 0300 123 4048, where you will be talked through the eligibility criteria.

All children use their finger to pay at the till for their meal. Free school meal credit does not roll over to the following day.

Children in receipt of free school meals may also be eligible for discounted peripatetic music lessons. Please enquire at the school office for further information.



## **The Friends of Thomas Coram (our PTA)**

We have a school association which comprises parents and staff representatives. They are an invaluable asset to our school, organising many money raising and fun community events. Contact them at [friends@thomascoram.herts.sch.uk](mailto:friends@thomascoram.herts.sch.uk) for more information or to talk to someone about how you can get involved.

## **G**

### **Getting to School**

In the interest of your child's health, and to avoid danger to other children, we actively encourage you to walk or cycle to school rather than drive. There is a sheltered bicycle stand on the school grounds. To encourage children to cycle safely we may also provide opportunities for 'Bikeability' (cycling proficiency) courses during the holidays. Children should only cycle to school when they have passed their Bikeability course and completed the required school form. Please secure bikes that are left at school, as we cannot take responsibility for lost or stolen items. Skateboards are not allowed.

### **Groupcall**

We use Groupcall to send texts and emails to parents. In the case of text messages, the system will send a text to the first mobile phone number in the pupil's information. Please ensure that you notify us of any changes to your contact information as soon as possible.

## **H**

### **Head Lice**

From time to time there can be an outbreak of head lice in all schools, when this happens we need your help and support.

Please tell us at once if your child has head lice, it is not a sign of dirty hair - quite the opposite in fact! We will of course keep this information confidential; however, we can then alert other parents to look out for head lice on their children.

Head lice are easily treated with a lotion from your health centre or chemist. Once treated, your child may return to school.

### **Homework**

Homework usefully reinforces and extends children's learning where it is relevant to the work that children are doing at school. We use the term "homework" in its widest sense to include any learning activity that children, individually or with their parents, undertake outside school.

We believe that homework can make a positive contribution to raising children's achievement. Working at home fosters the following:



- making work in school more meaningful and relevant
- autonomy
- parental support and interest
- enrichment and extension of the curriculum
- challenging activities
- opportunities to learn in different contexts
- the development of skills

What a child is asked to do at home is based on their individual ability and aptitude and what is sent home is entirely at the discretion of the teacher who makes a professional decision about the value to the child of completing homework.

All pupils take their Planner home daily. Pupils should read for at least 15 minutes every day, the time increasing as they move up through the school. This is intended to promote opportunities for sharing books with a parent or other member of the family. It is important that as pupils become fluent readers, parents and carers take the time to reflect upon the child's understanding of what has been read, and this can be recorded in the reading record. By listening to your child read, you make a major contribution to the development and progress of their reading skills.

Children may also be given other activities such as learning spellings, completing reading journals, researching an aspect of a topic or theme, learning maths facts, solving mathematical problems or finishing off activities.

## House System

Each year group is divided into four Houses: Cook, Drake, Frobisher and Nelson. On some occasions, Houses compete against each other in sporting events and weekly totals of house points achieved in each house are announced.

Malala	Yellow
Luther King	Blue
Pankhurst	Red
Mandela	Green

## I

**Illness** see **Sickness** and **Medicines**

## L

**Lunch Time** see **Meals**



# M

## Meals

Children may either have a school meal, provided by Shire Catering Ltd, or bring a packed lunch. School meals are cooked on the premises and there is a choice of main dishes followed by dessert. Salad and a vegetarian main option are provided every day. As water is available to all children, pupils are not allowed to bring their own drinks to have with a school meal.

There is a charge for school meals, which is currently **£2.50 per meal**. Parents pay in advance for meals online via WisePay. Should your child miss a school meal due to absence from school, you will not be charged. Pupils' fingers (with permission) are scanned to deduct the daily amount from their school meal balance. Children may swap between packed lunch and a school meal as long as they indicate this at morning registration and have sufficient money on their WisePay account. See **WisePay** for more information.

If you think you might be entitled to free school meals please see **Free School Meals** for more details.

## Medicines

The Local Authority has strict guidelines about the giving of medicines in schools. Staff cannot generally take the responsibility for administering medicines to children. With the exception of asthma pumps, or where a child is receiving regular medication prescribed by the doctor on a long-term basis, we suggest that if children are taking medication, they are kept at home until they have completed the course of treatment and are well enough to return to school.

If your doctor prescribes medication but is well enough to be in school and you cannot come in to administer it, you will be asked to complete a consent form which gives us full details of the pupil's medication and dosage. A consent form is also required for asthma inhalers, which should be clearly labelled with the name of the child and should show the dosage prescribed by the doctor on an official label. Children keep their inhalers in the school office. If you have any worries about medication, please speak to the Head of School. Please note that the school reserves the right to refuse to administer medication.

If you need to administer medicine to your child during school hours, we would be grateful if you could arrange to do this at the start of end of break or lunch time/worship (10:30am, 10:45am, 12:15pm or 1:35pm) in order to minimise disruption to pupils' learning.

## Mobile Phones

See **Clothing, Jewellery and Valuables**.

## Musical Instrument Tuition

We offer tuition in a range of instruments provided by peripatetic teachers employed by the Hertfordshire Music Service. Some lessons are taught individually and some are taught in small groups with children of similar ability. There is a cost involved in this. Contact the admin team for more information.

If you think you might be entitled to remission of music fees please call 0300 123 4048 or use the link below to find out more.



[Click here to find out more about remission of music fees](#)

## N

### Nuts

We are a nut-free school and therefore nuts (or products containing nuts) must not be brought into school at any time.

## P

### Packed Lunch

It is not always easy to create an exciting packed lunch for your child, but you should provide nourishing foods that are good for them and avoid things like crisps and sweet snacks. Please note that sweets are not allowed as part of a packed lunch. Nuts or products containing nuts must not be sent into school.

Drinks can be brought as a part of a packed lunch provided that they are not fizzy, not energy drinks, and are not in glass containers or cans. Water is available freely in the dining room.

### Parental Involvement

There are so many things that you can do to support the school and we really do need your help. We need you to help your own children as much as possible by talking to them about what they do at school and taking an interest in what they are learning. Being enthusiastic and praising children when they do good work goes a long way towards making children feel positive about school and helps them to have the confidence to do well. Try to find time to read and share stories with your child and extend their learning by asking questions about it.

Getting your child to school on time and making sure that they have everything they need for the day is another very important contribution you can make.

We really would like you to come to the various school events – Consultation Evenings, Concerts, Exhibitions, Festivals, Special Events and School Fairs. The children and staff are pleased when you come along as it makes them feel that all their hard work is worthwhile.

Parents are always welcome in the classroom helping with reading, crafts, music, cookery etc. So many parents have skills that would be invaluable to the school; please let us know if you are willing to help. You could work with a group or an individual child. We will need to arrange for a Disclosure and Barring Service (DBS) check. If you would like to help, please speak to a member of staff in the office.

### Parking

In the interest of children's safety, parents are urged to take extreme care when parking near to the school. There is considerable congestion at the top of Swing Gate Lane and **there are no facilities on the school premises for parents to park or drop their children off. The car park**



**is strictly for staff only**, although some parking is available in the Velvet Lawn car park. It is an offence to park on the yellow zig-zag lines. Please be thoughtful and considerate to others.

## Planner

We issue each child with a book called a Planner. In this, you can communicate any questions, concerns or requests that you might have regarding your child's progress. We read these books regularly and sometimes put notes in them. The book has a page for every week to record their reading and for you to record when your child practises their reading with you. Homework tasks are also written in this book. It is important that your child brings their Planner to school each day.

**PTA see Friends**

# R

## Religious Education

Religious Education (RE) plays a particularly important part in children's spiritual, moral, social and cultural development. Our teaching of RE covers Christianity with Islam (in Years 3 and 4) and Buddhism (in Years 5 and 6). An RE event, each term, covers Judaism, Hinduism and Sikhism.

Parents have the right to withdraw their children from aspects of RE and the daily act of Collective Worship. If you feel that there may be a problem with this aspect of your child's education you should discuss this with the Head of School.

[Click here to find out more about our school curriculum](#)

**Reports** see Consultation Evenings and Reports

# S

## School year

### Autumn Term 2018

Tuesday 4 September – Thursday 25 October

*Autumn Half Term: Monday 29 October – Friday 2 November*

Monday 5 November – Thursday 20 December (early closure)

### Spring Term 2019

Tuesday 8 January – Friday 15 February

*Spring Half Term: Monday 18 February – Friday 22 February*

Monday 25 February – Friday 5 April (early closure)

### Summer Term 2019

Wednesday 24 April – Friday 24 May

*May Bank Holiday: Monday 6 May*

*Summer Half Term: Monday 27 May – Friday 31 May*

Monday 3 June – Tuesday 23 July (early closure)



Term dates for future academic years may be found at [www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk).

## Sex Education

The governors of the school have agreed that Sex Education be included in our school curriculum. The teaching of Sex Education is supported by high quality resources and materials. Parents have the right to withdraw their children from all or part of sex education, but not from teaching the biological aspects of human growth and reproduction necessary under the National Curriculum for Science.

[Click here to find out more about our school curriculum](#)

## Sickness

If your child should fall sick during school time, they will be looked after by one of our staff and, if necessary, you will be called for. The same would be the case if your child had an accident at school.

In an emergency, we may call an ambulance or take the child to hospital ourselves, but they cannot be treated without a parent or carer present so you would have to get to the hospital as soon as possible.

It is for these reasons that **we MUST know how and where to contact you during the day**. If your contact details change, please notify the school office immediately. Please help us by keeping your contact details up to date.

Absence due to vomiting and/or diarrhoea require children to be free of symptoms for **48 hours** before their return.

See also **Absences** and **Medicines**.

## Site access for parents

Parents dropping off children (particularly in Year 3 and 4) are welcome to bring them onto the lower Key Stage 2 playground in the morning. (This is the first playground you come to when entering by the pedestrian entrance.) A teacher will be on duty; other teachers will come out at 8:50am. Pupils will line up and be led inside by their teacher. Whilst this time might be useful for a quick question or comment, please remember that staff's primary concern at this point in the day is to collect their class and get them inside and learning.

At the end of the day, parents are again allowed onto the lower Key Stage 2 playground. Children in Years 3 and 4 will be collected from their classroom door; children in upper Key Stage 2 (Years 5 and 6) will be dismissed from their classrooms without a collecting adult present. To begin with, Year 5 may be walked onto the lower Key Stage 2 playground and dismissed from there. We would ask that you would kindly clear the playground quickly at 9am and 3:30pm.

If you have different collection arrangements for your child, ensure your child's teacher is informed in advance.

At all other times and to access other areas, parents must use the front door and report to reception if they are on site.



## **Special Educational Needs and Disabilities (SEND)**

The school's statement on equal opportunities acknowledges that everyone in the school has rights. Children with special educational needs and disabilities have a right of full access to the National Curriculum.

Our school has been designed to enable all children to have access to the facilities at the school. In addition, we are resourced to meet the needs of children with impaired hearing. We have good access to all rooms and facilities for children with special toileting needs.

Whatever the child's special need, the class teacher is the key figure in intervention and assessment, although there may also be involvement from other professionals such as an Educational Psychologist.

The school is committed to the early identification of children with special educational needs and adopting clear and open procedures involving close co-operation with parents who should be fully and actively involved in their children's education. Within available resources we are committed to providing the highest possible quality support for children with special educational needs.

[Click here for our SEN Information Report](#)

## **Sport**

Children are encouraged to take a full part in sports activities as part of the PE curriculum, which includes gymnastics, dance, athletics, outdoor education, swimming and team games. We are very fortunate to have the indoor and outdoor facilities to enrich provision for sporting activities. After school activities include opportunities for some children to develop skills with a view to competing with other schools.

For swimming, pupils are required to bring a suitable swimming costume, hat and towel. Year 5 currently have weekly swimming lessons at Sportspace, Berkhamsted.

[Click here to find out more about our school curriculum](#)

[Click here for more on extra-curricular clubs and activities](#)

## **Supermarket Voucher Scheme**

Friends of Thomas Coram run a successful supermarket voucher scheme and with your help this could raise even more funds for our school at no cost to you.

FOTC purchase gift vouchers/cards on your behalf from the local supermarkets and the school earns a discount on the total value purchased. The more voucher/cards we order, the bigger the discount and the more money we raise for our school. You then pay for your goods and services using these vouchers/cards.

If you would like more information about taking part in the scheme, please contact Friends of Thomas Coram.



## Supervision

Although staff are on the premises before and after school, there is no formal supervision in the playground before 8.30am and after 3.35pm. Children are supervised by teachers during morning break and by our midday supervisor team during the lunch break.

[Click here for more on extra-curricular clubs and activities](#)

# T

**Term Dates** see the **School Year**

## Times of the School Day

8:30	School gate opened
8:55-9:10am	Registration
9:10-10:30am	Learning
10:30-10:45am	Morning Break
10:45am-12:15pm	Learning
12:15-1:10pm	Lunch Break
1:10-1:15pm	Registration
1:15-1:35pm	Collective Worship
1:35-3:25pm	Learning
3:25pm	Dismissal

Children should ideally arrive at school around 8.40-50am. Children should not be sent to school before 8.30am as there is no one to supervise them.

## Transfer to Secondary School

Children transfer to secondary school when they have completed their 6th year at primary school. The Local Authority publishes a leaflet called "Starting Secondary School" which explains the transfer procedure in detail. This leaflet is sent to you from school in the September before transfer. Alternatively, you can download it from the Local Authority website (see link below).

[Click here to find out more about transferring to secondary school](#)

## Transport Information

The 500 bus, operated by Arriva, stops at the bottom of Swing Gate Lane. The 502 bus from Northchurch, operated by Little Jim's buses, and the 354 bus from Chesham, operated by Vale Travel, both stop outside Ashlyns School.

For information on public transport please go to [www.intalink.org.uk](http://www.intalink.org.uk) where details of bus routes and up to date timetables may be found.

The school is not responsible for the buses.

## Trips, Visitors and Charges



Children will regularly make educational visits to a wide variety of places of interest as part of their learning activities. When your child registers for school, you will be asked to sign a permission slip giving us permission to include your child on any local outing planned for the class. We will of course give you full information, nearer the time, regarding any trip we plan to offer your child.

Visitors are also invited into school, on occasion.

We may ask for a contribution towards the cost of school trips. Whilst this is a voluntary contribution, the school does not have the resources to meet the full cost of these trips/visitors and, without some contribution, the event may not be able to run in the future. We ask for your support in making your child's education a rich and meaningful experience. If you feel you are unable to pay, please contact us in writing to the Head of School.

Every year we take pupils in Year 4 and 6 on residential school journeys. In 2018 Year 4 visited an activity centre in Norfolk and Year 6 visited an activity centre in Devon. The school uses its resources and strategies to help keep prices manageable for parents.

## U

### **Unauthorised Absences**

Unauthorised absences are those where we have not been informed or where the reason for absence is not considered to be satisfactory. The class teacher or a member of the admin team will follow up these absences.

If we are concerned about your child's attendance, we may refer the matter to our Attendance Improvement Office from the Local Authority, who will get in touch with you if he or she is concerned about your child's attendance.

### **Uniform**

School uniform is available to buy online from School Essentials. Your order can then be delivered to school. Pupils should come to school looking smart and tidy in our uniform, which is a sign that they want to be part of our school family, giving them a sense of identity.

For PE, children are also expected to wear uniform kit. In the winter months, we encourage children to wear a black/dark tracksuit if it is cold.

[Click here to see our current range of school uniform items](#)

## W

### **Water**

We expect pupils to bring a named water bottle, from which they are allowed to drink water during lessons. Pupils have access to refill their water bottle during the day from the water point in the dining room.



## **WisePay**

The school uses an on-line income system (WisePay) where you can put money directly onto your child's school meal account, pay for visits (day or residential), school events and music fees using your credit/debit card. Your username and password will be generated two days after your child has been admitted into the school and can be accessed by the WisePay link on our school website. You can manage your WisePay account when you are signed in by clicking on My Wise Account. This will give you information on your last five online payments, school meal balance and transactions.