



**Welcome**

**to Reception at**

**Send Church of England**

**Primary School**

(September 2024 entry)

Send Church of England Primary School

Send Barns Lane, Woking, GU23 7BS

[info@sendcofe.co.uk](mailto:info@sendcofe.co.uk)

Tel: 01483 223 464

Dear Parents and Children,

Welcome to Send Church of England Primary School.

I am delighted that you have chosen our school for your child.

Send C of E is a great school. Childhood matters to us and at Send the staff work hard to make our school a happy and exciting place.

We strive to create an environment based on our shared Christian values, where every child reaches their spiritual and academic potential.

We believe that by developing a child's skills, resilience, curiosity and independence to become fruitful and effective global citizens.

We look forward to working with you to provide your child with the very best start in life.

With best wishes,

A handwritten signature in black ink, reading "M. McDonnell". The signature is written in a cursive style with a large initial 'M'.

**Mrs. Marianne McDonnell**

Headteacher

# Key dates in the transition process

The key dates for our induction program are below:

## **Week Commencing Monday 24<sup>th</sup> June - Story time Sessions at school.**

Come and join our EYFS teachers for an informal story time in small groups. Please bring a picnic blanket as we hope to be outside on our lovely field. Various dates are available, sign up online <https://buytickets.at/sendchurchofenglandprimaryschool/1256289>

## **July - Calls to Nurseries**

Thank you for providing details of your child's previous setting. The Reception team will contact each setting to discuss each child. We will then be able to arrange visits where needed for more in depth discussions.

## **July (on request) 'Get to know you' phone calls.**

If you have any particular concerns about your child starting school, you can arrange for a 'Get to know you' phone call with either a member of the EYFS team or our SENCO. Please contact the school office to arrange a time.

## **Wednesday 4<sup>th</sup> September - 'Stay and Play' Small Group Sessions**

In groups of 15, children and parents will be invited into school for an hour long stay and play session. During this session the children will have the opportunity to explore the EYFS environment and meet with the Reception team while parents can get to know each other over a cup of tea in the school hall. The sessions will be 9:00 - 10:00, 10:15 - 11:15, 11:30 - 12:30 or 2:00- 3:00. Sign up online <https://buytickets.at/sendchurchofenglandprimaryschool/1256294>

Parents will be able to complete some final paperwork, detailing information such as adults who will be able to pick your child up from school, etc. We also plan to sign you up to Tapestry during this session. A representative from the PTFA will be available to talk about their role in school, how you may wish to get involved and also run their second-hand uniform stall.

## **Thursday 5<sup>th</sup> September, Friday 6<sup>th</sup> September, Monday 9<sup>th</sup> September, Tuesday 10<sup>th</sup> September - Half - Day sessions**

Children will attend either a **morning** 8.45am – 11:30am **or** an **afternoon** 12:45pm – 3:15pm session.

**Wednesday 11<sup>th</sup> September** – All children to attend a morning session. Children will be in school from 8.45am – 11.30am.

**Thursday 12<sup>th</sup> September** – All children to attend a morning session and stay to eat lunch together. Children will be in school from 9:00am – 12:30pm

**Friday 13<sup>th</sup> September** – All children will begin attending school every day. They can either begin full time (8.45am-3.15pm) or may attend on a part time basis with lunch (8.45am- 12.30pm) if their parents wish.

# Term Dates for school year 2024-2025

## Autumn Term

02.09.24 - INSET DAY - School Closed for children

03.09.24 - INSET DAY - School Closed for children

04.09.23 - First day of term for children in Y1-6 & start of settling in process for children in Year Reception, Nursery home visits

11.09.23 - Nursery settling in process begins

28.10.24 to 01.11.24 - October Half Term Holiday

20.12.24 - School closes for the end of term at 1.15pm

## Spring Term

06.01.25 - INSET DAY - School Closed for children

07.01.25 - All children return to school

17.02.25 to 21.02.25 - February Half Term Holiday

04.04.25 - School closes for the end of term at 1.15pm

## Summer Term (there is one additional INSET day in this term tbc)

22.04.25 - INSET DAY - School Closed for children

23.04.25 - All children return to school

05.05.25 - May Bank Holiday - School Closed for children

26.05.25 to 30.05.25 - May Half Term Holiday

03.06.24 - INSET DAY - School Closed for children

22.07.25 - School closes for the end of the school year at 1.15pm

## Settling into Send C of E

### Working with nursery and pre-schools

It is really important to us that your child has a positive transition into school, so during the summer term our teachers make contact with the staff at the nursery or pre-school that your child currently attends. Where possible they talk to your child's key person, to get an idea of your child's interests, likes and dislikes and what they may find easy or challenging about settling into school. Many nurseries and pre-schools send us a transition sheet, very similar to the termly update that you already receive which helps us get to know your child.

## **The transition process**

We believe that the transition process that we have at Send allows both the children and staff to build effective relationships with each other and settle into a productive working environment as quickly as possible.

With two members of staff to around 15 children we begin with a similar ratio to children's existing nurseries and pre-schools, helping children to feel secure in their new environment. Interacting in a small group allows the children time and space to create new friendships. By only having a small group of children in the class, the staff have time to talk with children, finding out what they can do and what they are interested in. They can model how to use the equipment that we have in class, showing children how to care for it and where to put it back when they have finished. In a smaller group we can model the expectations that we have for children's behaviour so that when the whole class is together we are sure of a positive start.

## **Getting to know your child - 'Chatterboxes'**

We ask that over the summer holidays children create a 'Chatterbox' to bring with them when they start school in September. The 'Chatterbox' is a great way for staff to open up discussions with the children and also for children to talk to each other.

To make a 'Chatterbox' you will need a box with a lid; a shoebox, Tupperware container, lunchbox or similar will be perfect. Please make sure that your child's name is clearly written on the box. You can decorate the box (or not) as you wish. Your child and you can decide what can go in the box, but these should be things that your child is happy to talk about (nothing breakable, precious or valuable please). Some ideas could be:

- Photographs of them, their family and of any pets
- A photograph of their favourite toy (you can include the actual toy but please label it with your child's name in case it gets lost)
- A picture that they have drawn and are proud of
- A souvenir from a holiday that they remember
- You might like to ask your child to try writing their name and include this

'Chatterboxes' will stay in the classroom for the first few weeks and then be returned to you.

## **If you have concerns**

If you have any concerns regarding your child starting school, especially if you feel that they may require additional support in any area then please contact our school Inclusion Lead so that we can discuss how best to support you and your child. They can be contacted through the school office or by email [inclusion@sendcofe.co.uk](mailto:inclusion@sendcofe.co.uk)

## **Medical needs**

We support children with a range of medical needs in school and will work with you if your child requires medication for an existing or short term medical issue. If your child has an existing medical condition then we will ask you to complete either a Pupil Medication Request (for conditions like Asthma, Eczema or mild allergies) or a Healthcare Plan (for complex medical conditions or for

children with anaphylaxis). We ask that if your child is prescribed medication (inhalers, epi-pens etc.) that you provide us with two sets so that we can keep one in your child's classroom and a spare in the school First Aid Room. Pupil Medication Request forms are available from the school office. If you have any questions regarding Healthcare Plans, please contact Ms Ann Johnstone, School Business Manager.

### Starting school full time or part time?

Children at Send C of E enter our Reception class in the September after their fourth birthday. Some children will have just turned four and others will be nearly five. Many children will be happy and confident to be in school full time from September, however, for others it can be a challenging time, especially if they are considerably younger than others in their class or have not had much pre-school experience. Being in school for six hours a day also places physical demands on children, which some may not be ready for.

**All parents have the right to request that their child attends school on a part time basis until the end of the term after their fifth birthday.**

As a parent, you know your child best and will be the best person to decide whether your child begins school full time or part time. While by no means exhaustive, the table below shows some common indicators of whether a child may be ready for full time education. It is not a list of criteria that must be reached before a child can come to school, rather it is intended as a tool to help parents understand the demands placed on children that come to school full time. Even if your child does not display indicators in the 'ready for full time' section, they may be well on the way to achieving them and you may still decide that your child will be able to cope with full time schooling.

Ready for full time education	May be more suited to part time education
<ul style="list-style-type: none"> <li>● No longer needs a nap in the middle of the day</li> <li>● Happy to leave parent and play with other children when in a familiar setting</li> <li>● Happy to talk to new adults or children when in a familiar setting</li> <li>● Is confident in approaching known adults to tell them how they feel/ if they have hurt themselves</li> <li>● Can feed themselves with a knife and fork</li> <li>● Can focus on a game or self-chosen activity for a short period (around 10 minutes)</li> </ul>	<ul style="list-style-type: none"> <li>● Still needs a nap during the day</li> <li>● Needs parents close by for reassurance when playing with other children</li> <li>● Nervous of meeting or talking to new adults or children even when in a familiar setting (e.g. family home or nursery)</li> <li>● Doesn't like to share their worries/ concerns with adults even if they are upset</li> <li>● Requires help with placing food on a fork when eating</li> <li>● Finds it hard to focus, even on games or activities of their own choosing for any amount of time</li> <li>● Finds toileting independently hard</li> </ul>

We don't believe that any child who attends Send C of E on a part time basis will be disadvantaged in any way. The teachers monitor all children carefully so that part time children do not miss out on

learning opportunities. Children who start on a part time basis will attend school in the mornings and have the option for staying for lunch. Children usually move to staying for full time at the start of a new term or half term. In the week leading up to being full time, children will stay for a mix of full and half days to prepare them.

If you have any questions about whether your child should begin school on a full or part time basis or would like to talk through what may be best for your child, please get in touch with Ms Wilson (EYFS Lead) who will be happy to discuss it with you.

So that we can begin to register children on our school system, we ask that if parents confirm with us by the Stay and Play sessions on Wednesday 4<sup>th</sup> September.

## Life at Send C of E

### The first few days at school:

From the very first day in school, we try to set up the routines which help children feel secure and happy in school. These will be in place from the first half day session (Wednesday 6<sup>th</sup> September). In the morning, the teaching staff are ready with a big smile to welcome the children into school.

We ask that parents have already said goodbye and given hugs and kisses before you reach the doorway to school. This way, you can wave them off and the children can come into class in a steady flow. We know that some children may find the separation from parents a little difficult at first but please be assured that once they are inside our exciting classroom area they settle quickly, especially when our experienced and caring staff are there to support them. If your child is particularly upset in the morning, we will always call you to let you know that they have settled, or if you are worried you can call us at any time.

Starting school is a really exciting time in a child's life, so really celebrate those first few days, even if they may also be tinged with the emotion of seeing your little ones growing up. A smiley face, a positive attitude and a cheery 'have a wonderful day' from a parent goes a long way to letting children know that school is a fun place to be.

At the end of the day, children will initially be dismissed from the classroom doors. Parents are invited to wait in our outdoor classroom and children will be handed over to the adult who is allowed to collect them one at a time.

### A typical day in Reception class

**8.30am** - The Reception outside area gate opens for children to arrive between 8.30am and 8.45am. **Children must be on site by 8.45am.** Children come into classroom through the outside area. There is always a member of staff from each class on the gate in the morning if you need to speak to someone or pass on any messages.

**8.45am** – The gate closes, children arriving after this time will need to enter the building through the school office. **Parents will need to say goodbye at the office, if necessary, a member of the office team will bring them to class.**

### **During the morning:**

Our morning session is flexible and includes time for:

- Phonics session – every day we have a brief, lively session where children are introduced to the sounds that the letters make and how to use these to read and write words.
- Independent learning time. Children can access any area of our EYFS environment, exploring either the classroom or the outside area. They are free to follow their interests, choosing from a range of available equipment and are supported in their play by our skilled team who question, challenge and extend their thinking.
- Maths session – either as a whole class or in smaller groups. During maths time we count, recognise numbers and number patterns, learn how to combine and subtract amounts in an active, hands-on way. There is also time at the end for sharing the learning successes of the morning.

**11.45am** – Lunch is served in the school hall. The staff go with the children to lunch, helping them as needed with cutting food and pouring drinks. After lunch, children go onto the playground for playtime.

### **Afternoon session:**

During the afternoon session we have:

- A brief carpet session, the focus of which changes across the week.
- Another Independent learning time session
- Tidy up and story time. This is also a chance to celebrate the work that children have done and to talk about the learning that may happen tomorrow.

**3.15pm** – Children will be dismissed through the Reception outside area. We hand over each child individually to their parent or carer at the end of the day.

### **Our Curriculum**

At Send C of E, the curriculum that we deliver meets the requirements set out in the Curriculum Guidance for the Early Years Foundation Stage (EYFS). This sets out the standards that must be met to ensure that children learn and develop well and are healthy and safe. Children develop skills, acquire new knowledge and demonstrate their understanding through seven areas of learning and development.

These are the 'Prime' areas of learning (Communication and Language, Physical Development and Personal, Social and Emotional Development) which focus on developing the skills that children need for healthy development and to become effective learners and the 'Specific' areas (Literacy, Mathematics, Understanding the world, Expressive arts and design) which build on and utilise the Prime skills.



Children in Reception learn through by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside. Our curriculum is designed to be flexible and to work around the interests and needs of that particular class. We take our lead from the children's passions and interests, theming our teaching around them to ensure that children really engage with their learning. As we cannot know what will motivate and inspire the children as they move through the year we don't have fixed topics; instead we follow the interests of the children. We have a fantastic team of teachers and teaching assistants who work with children individually, in groups and most importantly, to extend and develop their learning through play.

### **Attendance**

Attendance is important, young children's brains develop rapidly, which is why poor attendance quickly affects your child's progress. There may, however, be times when your child is unwell. If your child is absent from school, please telephone the school, or email [attendance@sendcofe.co.uk](mailto:attendance@sendcofe.co.uk) with the reason for absence by 9.30am. If your child has been sick or had diarrhoea, please allow 48 hours since the last bout, before returning to school.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which became law on 1st September 2013, state that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Requests for leave of absence are treated sympathetically, but **only in exceptional circumstances can they be approved**. The policy of Surrey County Council to which this school has agreed, states that parents who take their child out of school for five days or more during term time, without the authority of the Headteacher, will each be liable to receive a penalty notice. Penalty Notices will be issued by the Local Authority.

### **Medicines in School**

If your child becomes ill and is prescribed antibiotics or other medication by a doctor then they may return to school after the first 24 hours of taking antibiotics or when they are no longer in infectious (e.g. in the case of chicken pox)

With your permission, we are able to administer antibiotics or other prescribed medicines to children in school, you will be asked to complete a Pupil Medication Request and hand the medication in its original packaging into the office. We have a dedicated fridge for storing medicines which need to be refrigerated. Parents or another nominated adult must collect the medicine from the office at the end of the day. Alternatively, if parents would prefer to come to school themselves to administer a dose of medicine then please liaise with the office know so that we can arrange for your child to be ready.

### **Outdoor Play**

All children will be given the opportunity to play outside throughout most of the day whatever the weather as we believe that being outdoors is an essential component of young children's learning and development. It is important that you dress your child for school appropriately: warm clothes and waterproof coat when it's cold and wet; sun hat and sun screen when it's sunny.

Children can get wet, muddy and messy when they play outside. We ask parents to provide a labelled pair of wellington boots. If you wish, you may provide your child with additional waterproof overalls as well as the required waterproof coat.

We do teach children how to minimise how messy they get and they will get better at this as they get older. It is important to remember that getting wet or muddy does not cause us to catch a cold. If the cold virus is around, we will pick it up regardless of whether we are wet or dry.

### **Snacks**

Children are able to visit the snack table throughout the day and are able to choose from a selection of fruit, milk and water. Our school is part of the government Free Fruit Scheme which provides each child with a free piece of fruit or vegetable each day. We have deliveries several times a week and we always try to have at least two choices available. Children under 5 are also entitled to free milk each day through the 'Cool Milk' scheme and those children whose parents have given permission for them to have milk may help themselves to milk.

We understand that some children need more than fruit to bridge the gap between breakfast and lunch so as a school we also provide cereal and occasional other snacks, including those we cook ourselves!

### **'Bits & Bobs Budget'**

To meet the cost of providing additional snack food and ingredients for cooking, as well as the various arts and crafts materials that we use in the Reception classes, we ask parents for a voluntary contribution to the 'Bits & Bobs Budget' of £3 per half term, which is around 50p per week. Parents may make this voluntary contribution half termly (£3), termly (£6) or yearly (£18). Once registered on our school Arbor system you can make an online payment.

### **School dinners**

All children in Year Reception, Year One and Year Two are entitled to a free school meal each day and our school cook, makes sure that these are so tasty that many of our staff eat them too! The Twelve15 team are able to cater for children who have dietary needs. Please ensure that you have filled in a special diet request form if required. You can access the school lunch menus online on the school website. School meals must be ordered via Arbor, at least 5 days in advance. If you have any queries regarding school meals, please contact the school office.

If you are sending your child to school with a packed lunch, please note that we aim to be a nut-free school. We ask parents/carers not to send nuts or nut products into school. This includes tree nuts such as walnut, almond, hazelnut, cashew, pistachio and Brazil nuts, as well as peanuts.

### **Labelling uniform and belongings**

Please label everything your child wears or brings to school! We will always try to reunite labelled uniform with its owner, but it is very difficult to match unnamed uniform to its owner (especially when it all looks the same!). Sticky or sew in labels are the best as biro often washes away or gets hard to read.

# School Uniform



Please note only the school jumper or cardigan, polo shirt, PE kit and book bag need to have the Send school logo on.

All other uniform items can be purchased from high street stores or supermarkets.



Our uniform suppliers sometimes produce additional items of clothing with the school logo e.g. coats **but these are optional.**

	<b>Winter Uniform</b> (October half term to Easter)	<b>Summer Uniform</b> (Easter to October half term)
Uniform	School jumper White polo shirt Grey trousers or shorts, Navy skirt or pinafore or trousers Grey/ white/navy socks or tights Navy waterproof coat Black shoes – Velcro fastening!	School jumper White polo and shorts <b>or</b> Pale blue <b>checked</b> dress with white socks Sunhat
PE Kit	Separate P.E. kit bag (navy with drawstring), containing school P.E. uniform PE Skort or shorts P.E. shirt with school logo Plimsolls for indoors and trainers for outside	
Other	Book bag Water bottle Named wellies, to be kept in school.	
Hair and accessories	All hair longer than shoulder length must be tied back Hair accessories should be small and in school colours No nail varnish	
Earrings	Children may wear small, plain, gold or silver coloured studs. <b>Hoop earrings are dangerous and should not be worn.</b> Children should not wear earrings while taking part in PE lessons. If your child has their ears pierced, please remove earrings on PE days. We suggest that ears are only pierced during the summer holidays to allow enough time for healing before children come back to school.	
Religious head coverings	If your child wears a religious head covering these should be of a plain pattern and should be in either school colours (navy, black, grey) or neutral coloured (beige, white, cream).	

School uniform is available from:

**Valentino Ltd 23-29**

**The Broadway**

**Knaphill**

**GU21 2DR**

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

# Pupil Premium

## What is the Pupil Premium?

The pupil premium is a government scheme that was introduced in 2011 to improve the education of underprivileged children. It was launched after several research papers suggested that there was a significant gap between the educational performance of disadvantaged children and their classmates. In contrast to the rest of their classmates, many children who are eligible for pupil premium have to face extra challenges daily. These challenges can include attendance issues, lack of confidence and difficulty communicating with others.

The scheme aims to grant schools with extra funding so that they're able to provide additional support for children who are faced with these types of challenges. Its' objective is to help schools unlock the learning potential of their pupils and provide them with a better education. It also aspires to narrow the gap of educational development between children of underprivileged backgrounds and their peers.

## Who qualifies for the pupil premium?

Schools can claim the Pupil Premium funding for children who:

- Are eligible for means tested free school meals, or have been recorded as eligible in the past 6 years, including eligible children of families who have no recourse to public funds (NRPF)
- Are looked after by local authorities, referred to as looked-after children
- Were previously looked after by a local authority or other state care, referred to as previously looked-after children.
- Has a parent serving in the Armed Forces, or a parent who died while serving in the Armed Forces.

If a child is eligible, then the school can claim the following additional funding:

- £1455 for each pupil that is currently, or who was eligible for free school meals based on their family income
- £2530 for every pupil that is currently looked after by local authorities or that has previously been in some form of care and has since been adopted or placed into a child guardianship order.
- £335 for every pupil that has a parent currently serving in the armed forces, or receiving a pension from the Ministry of Defence.

## How do schools spend the pupil premium?

Schools are allowed to spend their pupil premium funding in whatever ways they see fit. This is because teachers and educational leaders are the most qualified at identifying what their pupils need most. However, the government advises that schools carefully plan their spending and ensure that the funding is not simply absorbed into the mainstream school budget. They are encouraged to ensure that spending is carefully targeted to increase the achievements of their disadvantaged pupils. Research has continued to show that if spent in the correct ways, pupil premium funding can help to increase the academic ability of underprivileged children; particularly in core subjects such as Maths and English.

Some of the most common ways that schools can spend their funding include:

- Hiring teaching assistants that can provide additional support during lessons.
- Funding school trips for children who otherwise would not be able to afford them.
- Paying for school equipment and uniforms for disadvantaged children.
- Paying for counselling or family support sessions for children that have a difficult time at home.
- Organising extra-curricular activities such as music, drama and sports clubs.

The pupil premium can increase the educational quality that a school can provide to their disadvantaged pupils. More often than not, other members of the school community will also benefit from the investments made with the pupil premium funding. For example, teachers will be able to spend more one-to-one time with children in class due to the additional support of a teaching assistant.

### **How does Send C of E support children entitled to Pupil Premium?**

In the last academic year, in addition to some of the ways mentioned above (TA support in class, funding trips and visits) children who are entitled to Pupil Premium:

- Are given priority access to after school activity and teacher led clubs.
- Receive funded places at Sport Clubs.
- Chose a new book from the Book Fair, paid for from the premium.
- Receive key uniform items.

### **How can a child receive free school meals?**

It's incredibly important that parents make the school aware if their child is, or was, cared for by the Local Authority, or if you are a service family as this will automatically allow the school to receive this important extra funding.

In order to claim Pupil Premium for children who are entitled to the means tested free school meals, the child's family circumstances are taken into account. To be eligible, their parent must be receiving one or more of the following benefits:

- Income support
- Income-based Jobseeker's Allowance
- Income-based Employment and Support Allowance
- Support as a result of the Immigration and Asylum Act 1999
- Pension Credit
- Child Tax Credit
- Working Tax Credit
- Universal Credit (if a household is earning less than £7,400 per year)

It's also worth noting that if a child receives these benefits directly, rather than a parent or guardian, they are also entitled to free school meals. This can be the case if the child is in care or some form of guardianship programme.

## How do I apply for Pupil Premium?

You can ask us to check if your child is eligible for Pupil Premium **AT ANY POINT** during the school year. We would urge **ANY** parents who think that they may be eligible to apply. It is better to check so that you can be sure, there is nothing to lose!

The information that you supply to register for Pupil Premium will be treated in confidence and will only be used for the purpose of establishing entitlement to Pupil Premium and to contact other sources, as allowed by law, to verify your initial and continuing entitlement. No one will know you have registered and it will not affect any other benefits you are claiming.

If you want your child to have a free, healthy meal at lunchtime that's great – they will get the free meal, saving you more than £350 a year (from Y3 onwards). If you don't want your child to have the free school meals, they can bring a packed lunch from home if they prefer. As long as you qualify and are registered, you still get discounts for some educational activities from the £1,320 extra the school receives.

**You will find a paper copy of the Pupil Premium Eligibility checker form in your pack. Please complete and return this form to the office as soon as possible. All forms are destroyed after processing.**

Please complete the information for EACH resident parent. Will we be able to let you know within a day or two if you are eligible and will be in touch if this is the case. If you have any questions, please get in touch with the school office on 01483 223464.

## The School Run!

### Travelling by car

We encourage parents and children to minimise car use wherever possible by walking, scooting or cycling to school. **The school car park is for the use of staff, blue badge holders and authorised groups ONLY.** If you hold a disabled blue badge then please speak to the school office who will arrange for you to have access to the car park.

**Parking, or waiting, on any part of the school car park SEVERLY limits the access for emergency vehicles and for the safety of our entire school community is not allowed.**

If you need to travel to school by car we ask that:

- You consider car sharing arrangements with other parents wherever possible
- You park in the surrounding roads and walk the remaining distance to school
- You do not park on school zig-zag markings or double yellow lines
- You do not obstruct neighbouring houses driveways or exits

### Walking to school

Please walk if at all possible, school is easily accessible from many parts of Send and we encourage pupils to walk or 'Park and Stride', upping activity levels and helping the environment.

### Scooting & Cycling to School

We provide shelters for bikes and scooters at school for children and adults that wish to use them.

We are also happy for children to keep their cycle helmets (named please) with their school bags. If you or your child are scooting or cycling to school we ask that:

- You ride sensibly and safely and to follow the Highway Code
- You wear a cycle helmet
- You check that any bicycle or scooter is roadworthy and regularly maintained
- You behave in an appropriate manner and consider the needs of others when cycling or scooting
- You ensure that you be seen by other road users, by using lights and wearing high-visibility clothing, as appropriate.

Please note that:

- The decision as to whether a child is competent to cycle, scoot or walk safely to and from school rests with the parent(s)/carer(s). The school has no liability for any consequences of that decision.
- Parents are advised to consider appropriate insurance cover (check home insurance) as the school is not liable for, and its insurance does not cover, any loss or damage to bicycles and scooters being used on the way to or from school or at school.

## **Wrap Around Care**

### **Breakfast Club**

Complete Coaching run the Breakfast Club on-site Monday - Friday 7:30am - 8:30am, which includes breakfast. Please note that advance booking is required, which can be made via their website. Please see the attached leaflet with the full details.

### **After School Club**

We are pleased to be able to offer on-site Afterschool Childcare Monday to Thursday 3:15pm until 5:30pm during term time. The Afterchool Club is run and managed by Send Church of England Primary School. It is open to all current pupils of Send Church of England Primary School.

Booking in advance is required, which can be made using the booking form below and emailing it to: [ajohnstone@sendcofe.co.uk](mailto:ajohnstone@sendcofe.co.uk). Fees and Payments - The charge for the Afterschool Club is currently £3.75 for a half session and £7.50 for a full session.

The charges do not include refreshments therefore, please provide your child with a snack for the club. Fruit will be available if for any reason your child has forgotten to bring a snack with them. Children will be able to refill their water bottles during the club.

Invoices will be raised at the end of each month. Payments must be made by direct bank transfer or childcare vouchers. The school reserves the right to cancel the booking for any pupils where payment is overdue. Fees will be reviewed regularly by governors to ensure they cover the cost of operating the club and a half term's notice will be given for any changes. The Afterschool Club is currently registered to receive childcare vouchers from Computershare, KiddiVouchers and HMRC Tax-Free Childcare. Subject to availability, we will endeavour to accommodate requests for additional ad-hoc sessions. These should be arranged in advance. In an emergency, we will try to accommodate ad-hoc sessions, however this is not guaranteed.

You can find more information about wrap around and book online here:

<https://www.sendcofe.co.uk/page/?title=Wraparound+Childcare&pid=119>

# Keeping in touch with parents

## **Tapestry Online Learning Journals**

At Send C of E we use the Tapestry online system to document and share a child's achievements with parents. Each child has their own, secure online Learning Journal which will contain pictures, videos and observations captured in class accompanied by a commentary explaining what is happening and which areas of the curriculum the activity links to. Parents are also able, and encouraged to post observations of significant moments that happen outside of school e.g. the first time on a bike without stabilisers or when a child recognises some key words when out and about.

A real benefit of the Learning Journal being online is that parents can access the Learning Journal from home; allowing them to both keep in touch with what their child is doing and also celebrate their child's achievements with them. Up to three family members can be linked to each child, so that parents and other family members can keep in touch with what is happening in school. If you cannot access the online Learning Journal you are welcome to pop in after school any day to use our tablets in class.

## **Arbor**

Arbor is our e-mail and text communication system in school. Instead of letters lying unread at the bottom of book bags they are now sent directly to parents to read at their convenience. We also have a text message alert system so that should the school be closed in an emergency e.g. in exceptionally bad weather, parents can be informed as soon as possible. You receive a log in and password once you are registered on our system. Please do contact the office if you have any issues with Scopay.

## **Knowing how well your child is doing**

There are also two formal parents' evenings each year where you will have a chance to meet with your child's teacher to talk through how they are doing emotionally, academically and socially. At the end of Reception, you will receive an End of Year report which describes your child as a learner, including their academic and social skills as well as summing up their achievement against the Early Learning Goals.

## **Parent Information Meetings**

We also hold a number of parent information meetings across the year including sessions on our phonics scheme and maths in the early years.

## **Parent Volunteers**

Parent volunteers are always welcome! If you have some time to spare whether it be regularly or as a one off then we would love to talk to you. In the past, we have had parents volunteer to; help change reading and library books, visit the class to talk about important events in their home culture or religion, bring pets into class for us to meet, come into class to talk about their jobs, accompany trips and help with cooking. Volunteers need to be DBS checked, please speak to Mrs Brown in the office.

## **Communicating with staff**

If you would like to pass on a brief general message about your child then please feel free to catch a member of staff on the Reception gate in the morning. If you have a specific concern about your



child then it is best to arrange a time to speak with the class teacher in person or by telephone. You can also contact your child's teacher by email but please be aware that as emails are not checked during teaching time. All urgent messages should still be communicated via the school office.

### **Newsletters, Website and School Twitter feed**

Keep an eye out for our school newsletter which is sent via email. It contains news of what has happened in school and information about upcoming events.

You can find recent news, copies of past newsletters, school policies and information about the curriculum among other things on our school website. Our school Twitter feed is managed by us and keeps parents updated with successes in school. Find us at [@sendschools](https://twitter.com/sendschools)

## **Information Collection**

The start of any new partnership always seems to involve a host of paperwork. At Send C of E we strive to keep the paperwork that we ask you to complete as to a minimum and only ask you to provide information that we need to keep your child safe, healthy and happy.

The information that you give us in via admission forms allow us to create a record for your child on our school systems and ensure that we have everything in place for them to start in September. Some of the information that we ask you for is required by the Department for Education (DfE). You will be asked to give us:

- Information about your child (name, date of birth, address, home language, medical needs etc.)
- Information about you (Parent's names and contact details)
- Emergency contact information
- Ethnicity information (required by the DfE)

The form also records the various permissions that parents can give around the activities that we do in school. You will be asked what your preference is regarding permission for:

- Visits in the local area
- Use of photographs and video in and outside school
- The 'Cool Milk' scheme
- Parental involvement agreement
- Intimate care
- IT acceptable use
- Emergency consent

If you have any admissions queries, please contact us via email on [admissions@sendcofe.co.uk](mailto:admissions@sendcofe.co.uk).

If you have any questions about the information that we are asking you to provide, you can contact our Data Protection Officer (DPO), Ann Johnstone c/o Send C of E Primary School, Send Barns Lane, Send, GU23 7BS.