



# PARENT HANDBOOK



**All Saints CE Primary  
School & Nursery**

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**We are thrilled you've chosen our school for your child and look forward to working in partnership with you over the coming years.**



We are proud of the pastoral care and education we provide for our pupils and believe it is the values and ethos of a school that make each one unique. The nurturing environment and family feel we create gives our school a special quality, helping us stand out as a place for children to learn and develop.

The breadth of our curriculum and the high standards we set ourselves ensure that we achieve success for all and enjoyment in everything - going the extra mile through exciting and engaging themes woven throughout the curriculum. Pupils learn so much at our school, and

they are enthusiastic in sharing their successes.

This booklet has been designed to provide you with all the information you will need to ensure your child's start at All Saints is as smooth as it can be. If you have any questions or concerns, please don't hesitate to ask us – we operate an 'Open Door' policy and would encourage you to come in or use the details on the front cover to get in touch if you have a query or concern.

I look forward to getting to know you and your child.  
Welcome!

*Philip Asher Headteacher*

## OUR VALUES

We have four core Christian values that guide the way our whole community works, plays, and relates to each other. They are:

**Love:** We take care of each other and our community. (John 15.12)

**Kindness:** We show dignity and respect to all; thoughtful and kind in words and actions. (Colossians 3.12)

**Resilience:** We aim high and take delight in learning. (Philippians 4.13)

**Understanding:** We work inclusively and compassionately. (Romans 14.19)

We celebrate our values and use them to help us with our behaviour choices. Each is separated into a character value, and each half term we choose one as a focus to help us learn more about each other:

LOVE	KINDNESS	RESILIENCE	UNDERSTANDING
COMPASSION GENEROSITY THANKFULNESS <b>Compassion • Generosity</b> <b>Thankfulness</b>	FRIENDSHIP RESPECT TRUST <b>Friendship • Respect</b> <b>Trust</b>	COURAGE PERSEVERANCE SERVICE <b>Courage • Perseverance Service</b>	FORGIVENESS JUSTICE TRUTHFULNESS <b>Forgiveness • Justice</b> <b>Truthfulness</b>
<b>COMMUNITY</b>	<b>DIGNITY</b>	<b>WISDOM</b>	<b>HOPE</b>



# OUR SCHOOL

All Saints Primary School is a smaller than average Church of England School situated in generous grounds. We provide education for children aged 3 to 11 (Nursery to Year 6) and feed into the Bishops Stortford secondary schools. We are part of the Bishops Stortford Consortium of schools and work closely with our local education partners to provide a broad and engaging curriculum.

Our school is organised into eight classes taught by their own, dedicated teacher and supported by our teaching assistants, midday-supervisors and site staff.

Early Years Foundation Stage (EYFS)		Key Stage 1 (KS1)		Lower Key Stage 2 (LKS2)		Upper Key Stage 2 (UKS2)	
Acorns (N)	Oak (R)	Ash (Y1)	Elm (Y2)	Y3	Y4	Y5	Y6

Pupils are taught individually, as a group or as a whole class, but always according to individual needs and in ways that will move them forward in their learning and development.

## SCHOOL UNIFORM

We encourage children to look smart and ready for a hard day at school (yes, even when playing our children are learning!). This helps prepare them for later life and fosters a sense of pride and belonging to our school community. School uniform with logos (marked with \* on the list below) can be bought online from our supplier – see our website for the link. Other items can be found at reputable supermarkets/shops locally. If you have difficulties buying uniform please speak to the School Office.

### Uniform – EYFS & KS1

**Dark grey Trousers / Skirt / Pinafore** *(Dark grey shorts/blue gingham dress may be worn in the Summer Term)*

**Sky blue polo shirt, embroidered\***

**Navy blue sweatshirt/cardigan, embroidered\***

**Dark grey or black socks / tights, (white socks for girls)**

**Black traditional school shoes**  
(Not trainers, boots, open-toed / flashing shoes)

**Navy blue baseball cap\***

### Uniform – KS2

**Dark grey Trousers / Skirt**  
*(Dark grey shorts/blue gingham dress may be worn in the Summer Term)*

**White shirt and school tie**  
(optional: V-neck blouse for girls)

**Navy blue knitted jumper / cardigan, embroidered\***

**Dark grey or black socks / tights**  
(optional: white socks for girls)

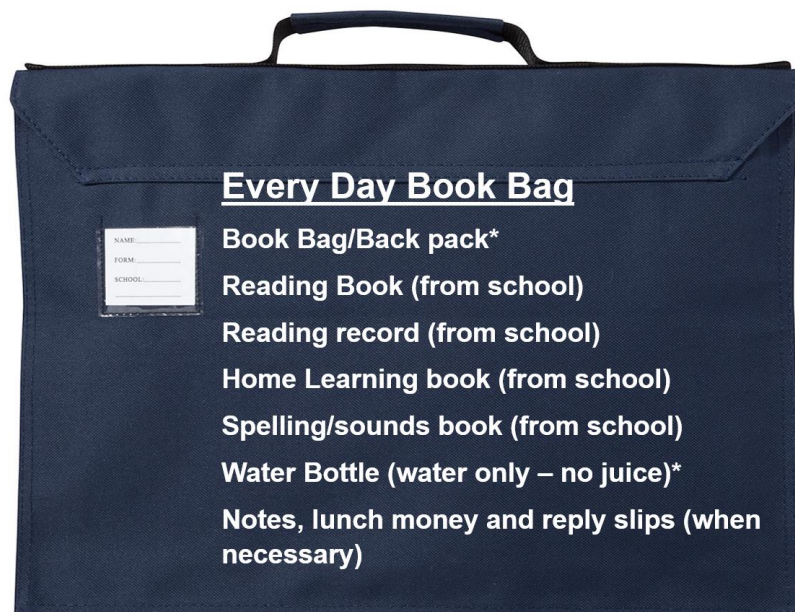
**Black traditional school shoes**  
(Not trainers, boots, open-toed / flashing shoes)

**Navy blue baseball cap\***

**We actively discourage jewellery in school.** Pierced ears should be a plain stud only, which must be removed for PE (by the child – if unable to remove it themselves, then they shouldn't be worn for that day). This is for your child's safety. Please see the full policy (online) for further details.

**Long Hair** must be tied back – shoulder length is a good guide for when to tie back. Fashion haircuts are also strongly discouraged. Hair accessories should be in school colours – no fashion bands/bobbles please.

**Nail varnish** or temporary tattoos should be removed before the start of each school day.



## THE SCHOOL DAY

### DROPPING OFF YOUR CHILD

#### First Day at School

Try to arrive by 8.40am so we can welcome you and help you find your way. Registration is at 8.55am and lessons start promptly at 9.00am, so it's good to get into good habits from the start. Bring your child to the Main Entrance where a member of staff will greet you and show them the way to their classroom.

#### Subsequent Days

The children enter through their classroom door from the playground to the rear of the school building. Children are greeted by their teacher and enter their classroom where they have busy morning work to get on with.

The side gates and doors open at 8.40am so children can come into school – it is best to let them come into the building independently. If you have a message for the class teacher, please do be aware the mornings are busy so it might be better to let the office or Mr Asher know – he's usually on the gate every morning after doors open.

Nursery children enter through their own Gate (to the right of the main entrance) which opens at 8.50am.

### COLLECTING YOUR CHILD

**If not using Little Ladybirds, Nursery** finish at 11.50am (collect from the Nursery gate).

**All other children** finish at 3.15pm and can be collected from where they were dropped off (the gates open after 3.10pm to allow parents onto the playground).

If pupils are being taken out of school at any other time than the usual end of their school day, please collect them from the office where you will need to sign them out.

It is parents'/carers' responsibility to collect their children at the end of their school day, or to make arrangement for their care. To ensure the safety of all children, please help class teachers by informing your child's teacher if someone else will be collecting them or contacting the school office as early as possible if the normal arrangements need to be changed unexpectedly. We will always check if the person collecting your child has permission to do so. It saves lots of time and worry if you tell us beforehand!



Many children like to hang something, for example a small key ring, to their school bag, or PE kit bag so they instantly know which one is theirs, especially if it's one with a school logo.

## BREAKFAST CLUB

We operate a Breakfast Club from 7.50am in school for children in Reception and older.

Parents should register your child and book places in advance (unfortunately there is no facility to 'drop on the day'). Please contact the school office for booking, prices and further information.



Use sew-in or iron-on name labels in EVERYTHING! Pen often becomes illegible or wears off after a few washes!

## EXTENDING THE DAY

We aim to provide our children with as wide a range of opportunity as possible, and through the year we offer a number of before and after school clubs that reflect their passions and interests. These include football, art, sewing, languages, multi-sports, computer explorers and many others. Details are published in advance of the start of term, and some incur a charge to cover expenses (paid directly to the club leader).

We also work in partnership with Little Ladybirds Pre-school and Night Owls for the extended school day or additional Nursery Hours in the afternoon (subject to availability). They are open from 12pm and close at 6.30pm during term time. Please contact them for booking, prices, and further information.

Website: <https://www.earlybirdsandnightowlsclubs.co.uk/>

E-mail: [earlybirdandnightowlclub@gmail.com](mailto:earlybirdandnightowlclub@gmail.com)

Telephone: 01279 771367

## A TYPICAL DAY IN NURSERY/RECEPTION

8:40am	School opens (8.50am for Nursery) – children have morning work or Busy Fingers activities
8:55am	Registration
9:00am	Phonics, followed by Wake & Shake – getting us ready for the day!
9:30am	First lesson (25mins) for Reception, Nursery have a short adult led session. Discover & Do (choosing), including rolling snack (1.5hrs) Second lesson (15mins) for Reception
12:00pm	Lunch (1 hour) – <i>Nursery leave now, or stay and Little Ladybirds continue provision</i>
1:00pm	Topic lesson (25mins) for Reception Discover & Do (choosing) (1hr35mins)
3:15pm	End of the School Day
<i>Nursery and Reception have Collective Worship in their classroom jointly or join the Main School at 10.20am on Mondays.</i>	

## A TYPICAL DAY IN KS1 / KS2

8:40am	School opens – children have morning work or Busy Fingers activities
8:55am	Registration
9:00am	Phonics/Spelling
9:30am	Session 1
10:20am	Collective Worship (20 minutes)
10.40am	Morning Break
10:55am	Session 2
12:15pm	Lunch (1 hour)
1:15pm	Session 3
2:15pm	Session 4 ( <i>Teachers provide a short break between sessions if the children need it</i> )
3:15pm	End of the School Day

# COMMUNICATING WITH SCHOOL

We aim to develop an open and friendly relationship with all our parents/carers, so there is a two way flow of information about each child – home to school, and school to home. In this way, children's learning can be supported and extended, and any achievements or problems can be shared. Please ensure you update us whenever you change your contact information – this is especially important for if we need to contact you in an emergency. You can do this online through the **SIMs ParentLite App**.

## SCHOOLCOMMS – GATEWAY (Messaging and Online Payments)

Please download the SchoolComms Gateway App to receive messages direct to your smart phone. We also send almost all communication out by email, so make sure we have an up to date email address and mobile number. They often end up in 'Junk' or 'Spam' boxes to start with, so check there first. If you haven't received anything after the first week or so, let us know in the office so we can check we have the correct information on file. We also use the App for online payments (we are a cash-free office) – and you can book slots in After School clubs etc. through the app if they are run by school.



## NEWSLETTERS

We aim to send out a fortnightly Newsletter with lots of information. We share upcoming dates, important notices, news from the classes, and celebrate the children's achievements.

## WEBSITE & SOCIAL MEDIA

Our website is a trove of information – do look at it regularly, we are constantly updating it. The latest newsletters, other news/photos, policies, and dates are published there. We also have information from Parent Workshops, and a digital copy of this handbook. If you can't find what you're looking for, let us know. We have a school Twitter feed – [@AllSaintsPriSch](https://twitter.com/AllSaintsPriSch) where we upload news, photos, live feeds from trips, and celebrate children's achievements, and our PTA are on Facebook. Please note that we never publish children's names with photos, and respect parents' consent when using photos online.

## LETTERS FROM SCHOOL

Sometimes, when a reply is needed, paper copies of letters are still sent home for things like trips, consent forms, surveys. Children bring these home in their book bags. Copies can also be requested at the school office.



**Go through your child's school bag daily to see what is lurking inside!**

## TALKING TO YOUR CHILD'S TEACHER

If you need to speak with your child's teacher, you have a number of options:

- Give your child a letter to hand to their teacher, or hand it in at the office yourself
- Catch the teacher first thing, or ask at the office, to arrange a suitable time to talk to them
- A great time to catch them is at the end of the day on the playground too
- Phone the school office and leave a message – remember to say if it's urgent and which child it is for. If we need to, we will call you back as soon as we can.

Additionally, Mr Asher is always willing to meet with parents, and can be found on the playground most mornings, or ring the office to arrange a suitable time.

## COMMUNICATION - FAQ

### How do I let the school know about medical and hospital appointments?

These appointments should be arranged outside of school time wherever possible. If this really isn't possible, then you'll need to send an email or write a letter to the school office. The email/letter should state the date, time, and type of appointment e.g. hospital, doctors etc. If possible, you should include a copy of the actual appointment letter/card as well.

### How will the school let me know if it's closed due to snow?

Whilst the school is determined always to stay open, severe weather conditions such as snow can mean it isn't safe for pupils to be in school. On these rare occasions the school uses Texts, Email, the Herts County Everbridge system, the school website and the local radio station to inform parents the school is closed. Please see the 'Parent' / 'Severe Weather Closure' section on the Website for more information, and to register for the Everbridge system.

### What should I expect at Parent Consultations?

Parent Consultations usually take place in November and March on an evening after school. You will be able to see your child's books and pre-book a 10 minute slot to talk to your child's teacher about how your child is getting on. It's a chance to hear from the teacher, as well as to ask any questions you have. We will share your child's targets and progress so far. They are generally very positive experiences and we aim to meet with every parent. Let us know if you can't make the date, and we'll try to find an alternative. We also run a creche for school age children (3-11) to support parents needing childcare.

The latest and earliest appointments are usually in high demand, so book early! In the weeks before, a letter is sent to all parents with details for our online booking system through Parentmail so you can book an appointment. The letter tells you how to do this, and you can contact the school office for help if you need it.

### What should I do if my child is unwell and unable to go to school?

Please phone/email the school office first thing in the morning to let us know, otherwise school will phone you once the register highlights your child's absence after 9.30am. Ring every day your child is absent, so we can mark the registers accurately. When your child returns to school, please email/write a note to the office to explain the absence, if you haven't already done so. Try to include any appointment cards if a medical appointment was required. Without the phone call and follow up letter/email, absences will be recorded as unauthorised.

### How can I find out what's going on in school in advance, so that I can plan ahead of time?

The fortnightly Newsletter sent out by email lists upcoming dates for the following months, and we publish dates on the Website calendar (on the homepage). We aim to publish dates as early as possible, but sometimes it isn't possible. You can also ring the school office to check/ask.

### Will the school administer medicine to my child?

If your child has been **prescribed** medicine by a doctor/pharmacist, the school office will administer it to your child. If at all possible, please time dosages so that it can be given at lunchtime or avoid the school day entirely. Please ensure that the medicine is clearly labelled with your child's name, the original pharmacy label, and you have completed a medicine form. Medicines must be handed to the office team by an adult, and no medicine should be sent in your child's bookbag.

# FOOD AND DRINK

## SCHOOL MEALS

We are fortunate to offer freshly cooked, nutritious meals onsite every day. Children may also bring in a packed lunch if they prefer. The children eat their lunch in the dining hall together, helping to create our school community. If your child has specific dietary needs, please inform the school office and also complete a separate form online for our catering company. Menus for school meals are available on the Herts Catering Ltd. website, and are sent home regularly: [www.hertscatering.co.uk](http://www.hertscatering.co.uk)

We ask all pupils to register online for school meals using the Hertfordshire County Council website to ensure all pupils receive their entitlement: [www.hertfordshire.gov.uk/freeschoolmeals](http://www.hertfordshire.gov.uk/freeschoolmeals)

**Please do this even if you plan to have packed lunches – our funding is linked to pupils registered for school meals!**

Universal Free School Meals are available for all children in Reception and Key Stage 1. This means these children are entitled to a meal every day, free of charge – please register for this online. Please also register online if you think your child is eligible for 'Free School Meals'. For all other children, school meals must be paid for in advance, either through the SchoolComms Gateway app, or by cheque at the School Office. We are unable to accept cash for school meals.

If your child will be late in to school, please inform us by 9.30am and let us know if they want a school meal so that one can be ordered for them.

## HOME PACKED LUNCHES

We encourage our children to eat healthily by teaching them about balanced diets. Our school meals are nutritionally balanced and we find the following guidelines, as suggested by the School Food Trust, to be helpful for planning packed lunches:



- A starchy food e.g. pitta, wholemeal bread, crackers or bagel
- Meat, fish or a non-dairy source of protein
- At least one portion of fruit
- At least one portion of vegetable or salad
- A milk or dairy food
- A cold (non-sugary) drink

**Please also be mindful that certain items are not permissible in school:** glass containers, cans, fizzy (carbonated) drinks, **nut products** (some pupils and staff are allergic to contact with nuts) and sweets or chocolate are not permitted. **Please ensure lunch boxes are clearly named to avoid any confusion!**

## WATER, SNACKS and MILK

Children are encouraged to drink water throughout the day. The children are encouraged to use a small sports style bottle to drink from – these can be brought in from home. Water is available in school to refill the bottles – no juice or squash please (so we don't have small insects coming into school!). We suggest taking bottles home over the weekend for a thorough clean.



Children in EYFS and KS1 are provided with a free fruit or vegetable snack daily. KS2 children can bring in a fruit or vegetable snack (must not contain nuts, and no sweets/chocolate please). **Milk** is provided free for all children under 5, though others may buy it at a subsidised rate. Please contact the school office.

# GENERAL INFORMATION

## PUNCTUALITY AND ATTENDANCE

Please make every effort to ensure your child attends school regularly (every day) and arrives on time between 8.40am and 8.55 am. Much progress can be lost when attendance is irregular and lots of time can be wasted by tardiness. We will be pro-active in supporting you with this, please speak to us if you are having difficulties with getting your child to school on time. Please also see our Attendance Policy (on our website) for more information.

If your child is absent from school for any reason, please call the school office by 9.30 a.m. We ask you to ring every day when your child is off to ensure that we can mark the registers accurately. Upon their return to school, we also ask that you write a note/email to confirm why your child was absent. Medical evidence may be requested by the Attendance Officer, so it is best to provide this whenever possible.

### Useful Comparisons:

**95% Attendance** or better is the expected rate for all children.

**90%** is like taking one full day off every two weeks.

**80%** is like taking one full day off each week.

Being just **5 minutes** late every day means 16 hours of learning opportunity is missed each year.

## HOLIDAYS AND TERM DATES

Family holidays should take place during the school holiday dates. These are published a year in advance. Recent changes to legislation means days off school during term time can only be authorised in exceptional circumstances. A family holiday is not an exceptional circumstance. A form for requesting term-time absence is available on the school website. Please allow at least two weeks for requests to be processed.

## CELEBRATING CHILDREN

We believe wholeheartedly in celebrating pupil's achievements through our rewards systems and certificates in school. These are shared with the whole school community in our weekly Celebration Assembly and Star of the Week Assembly, to which parents are invited to join us and celebrate our successes! Every child is a member of a House Team and they can earn house points each day. The prestigious Merit Awards are given to individuals for excellent work in class. Children can also be nominated for their demonstration of a school value, with a gold slip given and shared with home. We also have a 'Lunchtime Lottery' for children who have been very helpful or considerate in the dining hall. Two children are pulled out of the box and offered a prize or merit.



If you are unable to attend an event in school, feel free to ask someone else to go in your place whether it is a grandparent, uncle, or aunt. It really matters to the child that they have a grown-up there to look for and show off to!

## SPECIAL EDUCATION NEEDS & DISABILITIES (SEND)

Our approach ensures that the children's needs are met in the classroom as far as possible. From time to time, we may need to ask other professionals to help us achieve this for some children. These children are listed on our Special Educational Needs Register, and we



create individual plans for supporting their learning and development. This support is closely monitored as part of our pupil centred approach, and parents receive regular (at least termly) updates through the year. At every stage, we meet and discuss with parents our observations and the support we are putting in place to help your child achieve and succeed. More information about SEN matters can be found on our website. Please also ask if you have specific concerns.

Our Special Educational Needs Co-ordinator can be contacted directly - Email: [senco@allsaints.herts.sch.uk](mailto:senco@allsaints.herts.sch.uk)

## HOMELEARNING

Reception, KS1 and KS2 pupils receive age appropriate home-learning (homework). We believe this helps our children to consolidate their learning and practice the skills they have developed. It is also a brilliant opportunity for you to be involved in your child's learning in a practical way. Every child is asked to read every day at home – even in the holidays! We also encourage parents/carers to read to their children too. Reading is a vital skill that can also create a great deal of pleasure.

Children may also receive sounds, spellings and/or times tables depending on their age and expectations. KS1 and KS2 children will also receive short tasks linked to class work.



**Encourage your child to read with you every day from labels on food packaging to sign posts – not just their book!**

## BEHAVIOUR

Children in our school behave exceptionally well and are caring towards each other. This is key to their success as learners, since disruptive behaviour prevents learning from taking place. Everyone in school should be polite, friendly, kind to others and respectful of people and property. These expectations are explicit in our school values. We have developed a strong, positive system to help our children manage their behaviour choices and learn about consequences for when their behaviour does fall short of our expectations. Full details of our Behaviour Policy are available on our website (in the Policies section).

### Bullying

As a school we take bullying very seriously. If you or your child feels that they are subject to bullying of any form whilst in school, or if they are having any friendship problems that are worrying them, we strongly encourage you to come and speak to your child's teacher as soon as possible so that we can help resolve matters quickly.

## MONEY MATTERS

We are a cashless office – meaning we accept online payment (through the SchoolComms Gateway app) or cheques only. Cheques should be payable to **All Saints School** and should be sent in a named envelope (Pupil's name, class and reason for payment).

We ask that all payments are made in a timely manner and in advance, most often before term starts. We recommend paying at least half termly. All outstanding payments should be cleared by the end of each

term so that everyone starts each term with a clear account balance. Your online account will show how much is owed, and you can contact the School Office if you have any balance queries.

## BENEFITS

It is important for us to know if you are in receipt of certain benefits. Additional funding for school can be claimed if you are (currently £1300 per child each year) and this money is vital in supporting us improve your child's education in school. Please ask in school, go to [www.hertfordshire.gov.uk/freeschoolmeals](http://www.hertfordshire.gov.uk/freeschoolmeals), or click on the link on our website to find out more.

## CHILDCARE VOUCHER SCHEMES

We accept Childcare Vouchers for payment towards eligible items. This includes breakfast club and some after school clubs. Please ask in the office for more information, and to see if we're already registered with your scheme provider. If not, we'll register!

## SCHOOL TRIPS & CURRICULUM ACTIVITIES

We actively seek exciting learning opportunities for our children but often these come at significant cost. We endeavour to cover this as far as possible and are hugely grateful to our PTA for their support through the year. However, we still need to ask parents to contribute on a voluntary basis for activities such as trips and visitors to school. Without this support many of these would not take place. If you have any concerns about these costs, or any other costs, please let us know.

## MUSIC TUITION (KS2 only)

We are delighted to offer a range of music instrumental lessons in school. The lessons are offered through a mixture of local music teachers and the Hertfordshire Music Service. These lessons are charged on a termly basis at the current rate. If you are interested in taking up this tuition please ask for a booking form from the school office. If paying for lessons would be a barrier for you, please speak with us in the school office. There are waiting lists for some instruments – let us know early if you'd like to be added to them!



## SCHOOL FUNDRAISING

Our Parent Teacher Association (PTA) group help to support school by holding events that raise money towards school activities. The events are great fun, and there's a really wide range of activities – from a quiz night for adults to pupil discos at the end of a term. We also have large community events, such as our Summer Fete (held annually in July).

We also support two charities each year, our School Charities. One is a UK based charity and the other has an international focus. Children hold events, sponsored activities (such as dress up days, Christmas Jumper day etc.) and the collections at our performances and Church services are sometimes towards these charities.

# WAYS TO GET INVOLVED

## GOVERNING BODY

We have an active and supportive Governing Body who help shape the strategic direction and leadership of the school. They work closely with Mr Asher and senior staff on continual school improvement and development. You can find out more about what they do on our website, or if you have a question, concern or suggestion you can email [chair@allsaints.herts.sch.uk](mailto:chair@allsaints.herts.sch.uk)

From time to time vacancies arise for a governor and we hold elections. Look out for nomination forms!

## ALL SAINTS' PARENT TEACHER ASSOCIATION (PTA)

Our PTA do many wonderful things for our school, helping to raise funds for our school and children. Recent investments have included helping to renovate our courtyard area, supporting the purchase of IT equipment, and supporting recent class trips. They also support us by giving up their time and expertise to bring projects to fruition.

Events are organised through the year (such as our Parents' Quiz night, pupil discos and Summer Fete) and you are invited to join in with as many as you can. Many hands make light work, and we like to ensure there's a large support group alongside the named officers – this makes it easier for everyone! If you would like to join the PTA to help organise events, or to just help out at an event, please contact the PTA. There's a PTA Facebook page <http://www.facebook.com/groups/202441499935830/> and an email contact: [pta@allsaints.herts.sch.uk](mailto:pta@allsaints.herts.sch.uk)

## PARENT HELPERS



We always have a need for help during the school day and special events through the school year (such as school trips). It could be listening to readers, tidying the library or helping to prepare a display, sharing a skill or your work with the children, or generally helping out round school. Please contact Mrs Hatch in the school office to volunteer your help and we will sort the rest (DBS check etc). Do also speak to Mr Asher if you have any specific ideas about helping us out in school.

## GOLDEN LUNCH TICKETS

A new initiative from September, every Friday 5 tickets are available for parents or relatives to join their child for lunch in school. The cost for a ticket is an adult meal (ask in the office for current prices) and they are strictly on a first come, first served basis. The children love to have lunch with their family, and they can then spend a little time showing you their work.



# KEY EVENTS THROUGH THE YEAR

## CELEBRATION ASSEMBLY

Every Friday at 2.45pm in the hall. Birthdays, Merits, Lunchtime Lottery, House Points and out of school achievements (certificates, trophies, medals, for sport, dance etc.) are celebrated. Parents of children receiving Merit Awards are invited to come along and join us (you'll receive an email invite the week before). Out of school achievements can also be brought in to school on any Friday – the children should let Mr Asher know they have something to share. We look forward to celebrating with them!

## CHURCH SERVICES

We go to All Saints Church, Hockerill, here in Bishops Stortford for some of our services, but often the church comes to us too! Our services through the year are Harvest (October), All Saints Day (November), Christmas (December), Easter (March/April), Ascension Day (May) and End of the Year Service (July). The services are almost always in the morning from 9.30am and parents are warmly welcomed to join us. The children take part in a variety of ways, singing, reading, performing poetry, drama, and music. We aim to involve all children in each service.

## WOW EVENTS

We arrange special event days and visitors to school throughout the year. These are used to inspire the children in a new skill, activity or topic. We use our Sports Grant for some of these events, and for some we ask a voluntary contribution to help us cover the costs. We also sometimes ask for parent helpers – please do look out for requests and dates in our Newsletter.



## NATIVITY & SCHOOL PLAYS

We love a good performance and offer the children several opportunities to perform throughout the year. Nursery, Reception and KS1 put on a Nativity production at Christmas time. Y3/4 and Y5/6 pair up to perform at Spring and Summer respectively to put on a production, complete with costumes, props and special effects!

## SPORTS DAY – Summer Term

We hold our sports days in the summer, with every child participating. Parents are warmly invited to come and cheer along their children (and all the others!). Children earn house points to see which house will be the Sports Day champion! The format follows a similar routine, with skills tasks for each team, followed by traditional races along our track.

# OTHER USEFUL INFORMATION

## TEACHER TRAINING DAYS (INSET)

There are 5 teacher training days throughout the school year where school is open for staff only. These are not term time days, so pupils have the day off school! They are days provided by the government so teachers can focus on developing their professional work by learning about strategies to support pupil's learning, developing key areas of the school building, or attending training to help keep pupil's and staff safe. They are often just before or just after a school holiday, or at the start/end of a week.

## HOW MUCH UNIFORM TO BUY?

Many parents have asked for guidance on this. Questions to consider: How messy are your children? How often do you wash their clothes?

We'd recommend (from parent's experiences):

- 5 polo shirts, 1 for each day
- 3 pairs of trousers/skirts/dresses
- 2 or 3 sweatshirts/cardigans
- PE kits – 1 set is usually enough as children keep them in school and they only come home for washing at the end of each half term (or sooner if particularly muddy!)

## FOREST SCHOOL

We love getting outdoors into our Forest School! Reception, Y1 and Y2 classes have a session once per week each Friday. Y3, Y4, Y5 and Y6 take turns in alternate half terms, on Friday afternoons. We go out whatever the weather; there is no such thing as the wrong weather, just the wrong clothing!

We ask children to bring in a waterproof coat, a jumper (in colder weather) and wellies (it does get muddy!). We provide waterproof dungarees (courtesy of our PTA). These lessons are a fantastic opportunity for children to develop skills and knowledge of the outdoor world. We have seen a dramatic boost to our pupils' self-esteem and confidence too, as they also develop teamwork and problem-solving skills.

## FINAL TOP TIPS

Taken from parent and staff suggestions!

- ☺ Read the Newsletter when it comes out – especially the dates and information/reminders.
- ☺ Buy shoes with Velcro straps until your child is confident doing buckles or laces. Avoid heels – they are not sensible for running around in on the playground and accidents will happen!
- ☺ If you have missed forms, letters, or think you have, email the office or ask in person – it won't hurt to check!
- ☺ The school number is 01279 836006. Save it on your mobile phone in case you need it in an emergency.
- ☺ For children in Nursery and Reception, find out which days your child has PE so you can make sure they are wearing clothes that are easy to get off and back on. Practice changing with them so they can be independent at doing this – imagine 20 or so children fighting with tights, pinafores and jumpers!
- ☺ And sorting them out afterwards... Name everything!!
- ☺ For Nursery and Reception children, put spare underwear in their PE bag just in case...
- ☺ **Never be afraid to ask something – there are no silly questions! Chances are other parents want to know too.**

