



PARENT HANDBOOK



All Saints CE Primary
School & Nursery

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www.allsaints.herts.sch.uk

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 lots of information you will need to help 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
<p>Compassion • Generosity Thankfulness</p>	<p>Friendship • Respect Trust</p>	<p>Courage • Perseverance Service</p>	<p>Forgiveness • Justice Truthfulness</p>
COMMUNITY	DIGNITY	WISDOM	HOPE



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 a 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

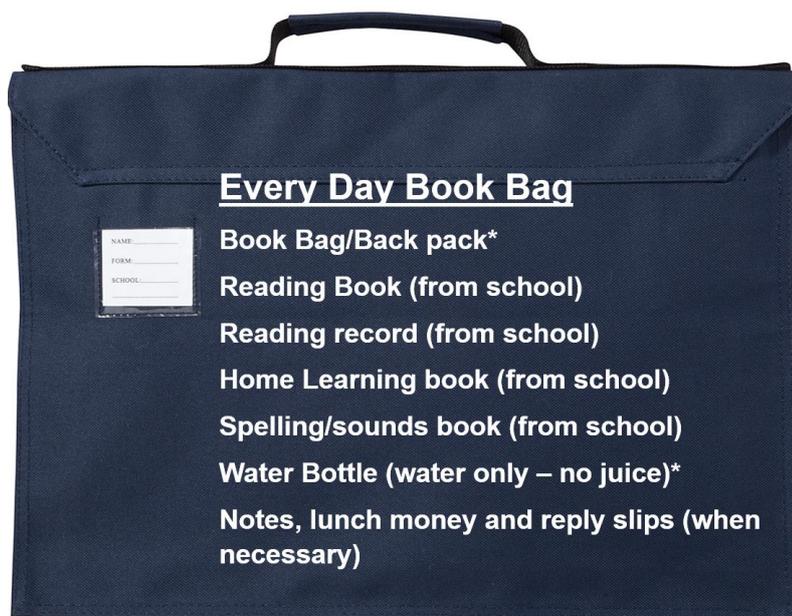
We encourage children to look smart and ready for a full day at school (yes, even when playing our children are learning!). This helps prepare them for later life and fosters a sense of purpose, pride and belonging to our school community. School uniform with logos (marked with * on the list below) can 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. We don't insist on embroidered items, and the Governors operate a small fund to support parents in particular hardship. Please contact the school office if you feel you may need this support.



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 Uniform 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

COVID has changed a number of our systems, and at times they have changed often. Please look out for updates via email or our website for the latest information about Drop Off and Collection arrangements (times, locations on site etc.).



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.

DROPPING OFF YOUR CHILD

First Day at School

Our welcome pack will guide you where to go but do 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 is good to get into good habits from the start.

Subsequent Days

The gates and doors open at 8.40am but look out for any COVID updates for start times. Learning starts straight away; they have busy morning work to get on with, so arriving on time is important!

The EYFS children enter school through the Nursery gate, and parents can follow them through down to the Reception gate where you will say goodbye for the day.

KS1 and KS2 children come through the Playground gate, where parents say good bye. The children then enter their classroom through the class doors and are greeted by their teacher.

Any messages?

If you have a message for the class teacher, please send this via the school office (email, phone), or note through your child. Mr Asher and other members of our Senior Team are on the gate each morning and will be happy to pass on messages too.

COLLECTING YOUR CHILD

NURSERY: If you are not using Little Ladybirds, Nursery finish at 11.50am (collect from the Nursery gate).

All other children normally 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). Please look out for COVID updates for staggered finish times.

If pupils need to leave school at any other time, please collect them from the main office, where you will need to sign them out.

Parents/carers need to make arrangements for their children at the end of the school day, either for collection or childcare. We have over 200 children to get to the right place, so please let us know as soon as possible if you have to change your arrangements. 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!

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 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 emailed out to all parents, and some incur a charge to cover expenses (paid directly to the club leader).

Little Ladybirds & Night Owls

We work in partnership with Little Ladybirds Pre-school for additional Nursery Hours in the afternoon (subject to availability). They are open from 12pm and close at 3.15pm.

Night Owls operate from 3.15pm - 6.30pm during term time, on site, providing home from home childcare for after school. Please contact them for booking, prices, and further information.

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

E-mail: 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 daily in class or with the rest of school.</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** or through the school office.

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 the office know so we can look into it for you. 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. Please do read it!

WEBSITE & SOCIAL MEDIA

Our website has lots of information about curriculum, activities, policies, reports and other information – along with the latest Newsletters and news updates. We are constantly updating it. If you can’t find what you’re looking for, let us know. We have a school Twitter feed – [@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.

ONLINE FORMS & LETTERS FROM SCHOOL

Sometimes, when a reply is needed, we send links to online forms, for trip consent, surveys or choosing options. Rarely, paper letters/forms are sent home. Children bring these home in their book bags. Copies can also be requested at the school office, and we are always willing to help fill anything in, just let us know.



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 can:

- Give your child a letter to hand to their teacher, or hand it in at the office yourself,
- Email or ask the office to arrange a suitable time to talk to them,
- 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.
- A great time to catch them is at the end of the day at pick-up time.
- 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.

The mornings are not the best time to try to speak to your child's teacher – they are busy settling in the children and getting learning going for the day.

COMMUNICATION - FAQ

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

Medical appointments should be arranged outside of school time wherever possible. If they can't, then you'll need to send an email or 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?

We are always determined to stay open, however severe weather conditions such as snow can mean it isn't safe for pupils to be in school. On these very rare occasions the school uses Texts, Email, and the Herts County Everbridge system to inform parents the school is closed. Please see the Severe Weather Closure section (under 'Parent') on the Website for more information, and to register for the Everbridge system. We will also now be able to offer remote learning in some form if we do have to close.

What should I expect at Parent Consultations?

Parent Consultations usually take place in November and March. We are currently using online video meetings. You will be able to 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.

The latest and earliest appointments are usually in high demand, so book early! An email is sent out a few weeks before, with links to our online booking system. Parents can attend one appointment from two locations through the video system, but if you need separate appointments, please let us know.

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 contact you once the register highlights your child's absence after 9.30am. Tell us **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, we are required to record absences 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 and how do I let you know they need it?

We can administer **prescribed** medicine and some types of over-the-counter medicine (allergy, pain relief only). It is best to time dosages so that they avoid the school day, but we know this isn't always possible. Please ensure that the medicine is clearly labelled with your child's name, with the original pharmacy label & packaging, **and you have completed a medicine consent form (online)**. Medicines must be handed to a member of staff, and no medicine should be sent in your child's bookbag.

FOOD AND DRINK

We ask **all** pupils to register online using the Hertfordshire County Council website to ensure all pupils receive their entitlement: 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, not whether they actually eat them!

SCHOOL MEALS

We are fortunate to offer freshly cooked, nutritious meals onsite every day. The children eat their lunch 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

Universal Infant Free School Meals are available for all children in Reception and Key Stage 1. This means these children are entitled to a school meal every day, free of charge – please register for this online use the link above. We also offer **Free School Meals** related to means tested income. The registration link above will also tell you if you qualify for this.

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, 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

Children may also bring in a packed lunch if they prefer. 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 allowed 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. Please send them in with 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 or sticky spills everywhere!).



Children in EYFS and KS1 are provided with a free fruit or vegetable snack daily. KS2 children can bring in a fruit, cereal 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. We order milk in the term before. Please contact the school office for more information.

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 mean days off school during term time can only be authorised in exceptional circumstances. The definition of an 'exceptional circumstance' is one that will not be repeated, and so family holiday is not considered 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. We do treat each circumstance individually and fairly. You can find out more in our Attendance Policy (on the school website).

The children absolutely love sharing the adventures and activities they get up to with you. This is because they enjoy spending good times with their family and sharing it with their friends. It is best to be open and honest about any reason for absence, we will likely find out anyway!

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 usually (COVID permitting) invited to join us and celebrate!

- Every child is a member of a **House Team** and they can earn house points each day.
- Prestigious **Merits** are given to individuals for excellent work in class, and children accumulate them to achieve a Merit Milestone.
- We have weekly '**Shout Outs**' to celebrate individuals for their contribution or efforts that week.
- **Lunchtime Lottery** tickets recognise those 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 to learning ensures that the children's needs are met in the classroom as far as possible. From time to time, we may need to put in additional support, or 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

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 may also receive short tasks linked to class work, posted on our Google Classroom platform.



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, 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 School Policies section).

Anti-Bullying and Anti-Racism

As a school we take bullying and racism very seriously. If you or your child feels that they are subject to bullying of any form whilst in school or feel they have been a victim of a racist incident, we strongly encourage you to come and speak to your child's teacher or Mr Asher as soon as possible so that we can help resolve matters quickly. You can find our Anti-bullying and Anti-racism policy on our website (in the School Policies section).

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) to avoid confusion or loss.

We ask that all payments are made in a timely manner and in advance, ideally 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.

UNIVERSAL CREDIT & BENEFITS

If you or your child are eligible for certain benefits, our school may also be eligible for additional funding (currently around £1300 per child each year). This is known as the 'Pupil Premium Grant', and is vital in helping us to support your child's education in school. It isn't a personal grant for your child, but is added to the wider school funds. Please go to 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. 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 try to cover the costs 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. For pupils eligible for Pupil Premium Grant (see above), we can offer financial support for these trips. The Governors also operate a small hardship fund for other families.

MUSIC TUITION

We are delighted to offer a range of music instrumental lessons in school. Depending on the instrument, they are available for children in Y3 and older (guitar/ukulele is available to those in Y2). 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 either use the contacts below or speak to 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!



Hertfordshire Music Service Hertfordshire Music Service (hertsmusicservice.org.uk)	<ul style="list-style-type: none">• Flute• Recorders• Clarinet• Piano• Violin• Others are available, see the weblink
Hertfordshire College of Music Music In Schools - Music Classes with HCM (hcmusicacademy.co.uk)	<ul style="list-style-type: none">• Guitar/Ukulele
The Drum Truck Home - Music Truck Mobile Lessons	<ul style="list-style-type: none">• Drums

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), and our Christmas Fayre (in December).

We also try to 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. Recently, during the pandemic, we have supported the local Bishops Stortford Food Bank with donations.

COLLECTIVE WORSHIP

As a Church of England Primary School, we hold daily Collective Worship (often known as 'Assemblies'!). The difference between assemblies and Collective Worship, is that we include a short prayer, and often use a biblical theme as inspiration for exploring a community value.

We value this time and the children enjoy coming together as a whole school to think about the school Values, current events, special themes, listen to visitors (such as Fr Simon, our parish priest), and be reminded (or learn about) stories from the bible and what they might tell us today.

No child is required to pray, rather they are invited to make a prayer their own by joining in, or to use the time for thinking about the value for themselves. We also celebrate and include festivals from other faiths, as part of a diverse community.

If you have any questions about our Collective Worship, or RE curriculum, please do get in touch and we'll be happy to help.

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

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

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

Every Friday, 5 tickets are available for parents or relatives to join their child for a school meal 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. Please let us know any specific dietary requirements at the time of booking.



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). Parents are warmly welcomed to join us for all of these. 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!

- ☺ Name everything – 200 blue jumpers tend to all look the same...
- ☺ 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. Small or very low heels only – helps to avoid any accidents when running around on the playground!
- ☺ 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 – you'll also know it's us ringing you!
- ☺ Children wear their PE kit for the day they do PE – it saves time changing in school.
- ☺ Name everything!! Cannot state this enough.
- ☺ For Nursery and Reception children (and older if needed), 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.**

