



**St Paul's – Compassion, Courage, Community**

## **Parent's Guide**

Telephone: 01252 400222

Email: [head@stpaulstongham.com](mailto:head@stpaulstongham.com)

Dear parents/ carers,

Welcome to St Paul's C/E Infant School, Tongham. I am delighted to be able to welcome you to our school.

As you probably know, the government asked us to stay open for keyworker children and then from 1<sup>st</sup> June allow children in years R and 1 to come back to school. At this point we expected the government to extend this to other year groups.

Last Monday the government let us know that we would not be opening for any more children this term. They said that they hope we will reopen for all from September. I understand that more information is due by Thursday this week (18<sup>th</sup> June)

In more normal times we would have sent out forms, information on visits and meetings and uniform orders by now. However, at this time we are working with guidance that does not allow visitors into school and does not allow for groups of children to mix or change rooms or settings. Also the manufacturing companies for the uniform are not yet back at work.

I would like to reassure you that as soon as we have any information from the government I will be able to plan properly for induction and will write and let you know the details.

For now, we have put together some written information which I hope will be some help. Please do feel free to call us on 01252 400222 (the office is staffed from 9.30-2.30) or email me at [head@stpaulstongham.com](mailto:head@stpaulstongham.com) if there is anything else that you would like to know or any other questions you would like to ask.

Please be assured that we want to make your child's schooling as exciting and positive as we can collectively make it.

The St Paul's team are looking forward to meeting you very soon!

Kind regards

Sue Brown  
Headteacher

### **Class Names and Classes**

We have three classes at St. Paul's – one for each age group. Assuming that we return to our before Covid-19 normal we will have the same classes and teachers.

The first class – the Reception class is called Beech class – this is taught by Mrs Nicky Laxton and Mrs Caroline James.

Year 1 – Rowan Class – this is taught by Mrs Jenny McGregor.

Year 2 – Elm Class – this is taught by Miss Sally Avery.

Teaching assistants support the work of the school.

### **School times**

Officially, the school day begins at 9am and ends at 3pm. Before Covid-19 the school door opened at 8.55am so that children could come in for a 9am start and they were taken out into the playground by their teachers at 3pm and collected by parents/carers.

We expect that we will still need to ensure increased handwashing and will most likely have a 20 minute drop off window and a 20 minute collection window.

### **Nurturing Childcare (Tongham Daycare)**

Tongham Daycare is based on our site and provides after school childcare from 3-6pm and Breakfast Club from 7.30am. They also offer holiday childcare. They are registered with OfStEd to provide childcare Sessions can be booked by telephoning 01252 400221. We hope that they will be fully operational again in the Autumn term.

### **Parking**

In common with most schools there is no parking available for parents on the school site. The governing body has developed a policy having consulted with parents and the local police.

### **Bikes and Scooters**

We wish to encourage healthy lifestyles and so for parents and children who travel to school in this way we are pleased to be able to offer a bike/scooter shelter. For health and safety reasons we ask that parents do not allow their children to ride bikes and scooters in the playground.

### **Illness at school**

If your child becomes ill at school we will telephone you or one of your named contacts to ask that he/she is collected. It is vital that we have at least two contacts.

### **Uniform**

All children are expected to wear the uniform as detailed below.

#### **Clothing**

Grey skirt, pinafore, school trousers (not leggings) or shorts

Red or white polo shirt\*

School sweatshirt\*, red jumper or cardigan

Strong flat shoes- maximum heel 2 ½ cm (not trainers)

In the summer, red and white gingham may be worn.

#### **Other**

A clear plastic sports top water bottle

A drawstring bag for P.E. kit

School Book Bag (provided by the school – replacements available at £5.94)

#### **Hair**

Hair that is of shoulder length or longer must be tied back in a pony-tail, bunches or plait.

#### **Physical Education (PE)**

In non-covid-19 times, all children need blue or black shorts and a red T-shirt (to be kept in a drawstring bag)

For the safety of all, jewellery such as necklaces and bracelets should be kept for out-of-school use.

If a child has pierced ears he/she may wear stud earrings to school. All earrings must be removed for safety reasons for P.E. sessions. If a child can't remove his/her own earrings, parents should ensure that they are not worn on P.E. days.

All clothing and footwear must be named.

\*Available from school but can be purchased from most school uniform providers. Our manufacturers hope to be producing again very soon and then commit to a 2 week turn around so we plan to order plenty in through the summer so that it is available for the start of September.

### **Milk**

Milk will be offered to every child each day. St Paul's manage this service and charge just £1 per week, payable in advance either half termly or termly by way of cash or cheque at the School office. We have oat milk for children intolerant or allergic to cow's milk.

Children under 5 years in Beech class receive their milk free up to their fifth birthday, at which time we will contact you to ask if you wish us to provide your child with milk at the above charge. Those children who are entitled to Free School Meals (where parents are entitled to income support) will continue to receive their milk free. The children drink their milk at playtime.

### **Fruit or vegetable snack**

All children are offered a piece of fruit or vegetable to eat on a daily basis. Before Covid-19 this is part of the NHS "5 a day" scheme. We hope that this will be reinstated but if it is not we will seek other ways of providing this.

### **Drinking Water**

We ask that all children bring their clear bottle with plain drinking water every day so that they can have a drink of water at any time during the day. Children should not bring juice, flavoured water or squash in these bottles. It is only plain drinking water that they have free access to all day.

### **Lunches**

We fully embrace the standards for food in schools. As part of the universal free school meals scheme all children in school are entitled to a free meal and so there is no charge to parents.

Meals are freshly prepared every day in our own school kitchen.

We are able to meet the vast majority of religious dietary and medical dietary needs such as allergies but please speak to the headteacher if you have any concerns.

### **Absence from school**

If your child is unwell he/she needs to be kept away from school. At school we need to keep a record of absences so please telephone us on the first morning of absence. If we are not informed of a reason for absence it is recorded as unauthorised (truancy). The registers are regularly checked by Surrey's Educational Welfare Officer.

If a child has been physically sick or had diarrhea he/she should not return to school for 48 hours.

With current Covid-19 rules any child with any symptoms, however mild, should not attend school and should be tested.

Wherever possible medical appointments, such as dentist and optician, should be made outside of school times. Where this is not possible children should be collected and dropped off again to ensure the minimum amount of school time is missed.

From September 2013 the regulations about absence from school changed and headteachers are no longer able to authorise family holidays. In very exceptional circumstances, leave during term time could be authorised, for example, for a child to compete in a sporting event, where a child has a performance licence or for a family wedding (though the authorised leave would be limited to the days of travel and the wedding) A form to request such leave is available from the website or the school office. In line with Surrey policy,

parents who take children out of school for unauthorized leave may be subject to a fixed penalty fine of £60 per child per parent.

### **Allergies and Medicines**

Please let us know if your child suffers from any allergies or medical conditions.

If a child needs to complete a course of prescription medicine but is fit enough to be at school, we are happy to administer this but must have signed written consent from you to include the timing and dosage. A form is available from the school office. Parents should hand the medicine into the school office at the start of the day and collect it at the end of the day.

Non-prescription medicines will only be administered in exceptional circumstances and must be authorised by the headteacher. An example of where this would be acceptable is for a paracetamol medicine for pain control following injuries.

If your child needs an inhaler or epipen please ask your doctor for additional supplies so that they can be stored in the office. Please place the inhaler/epipens in a named bag, in the original packaging clearly showing the child's name and include dosage information. We use the asthma UK school cards and ask that parents complete these where appropriate.

### **Toys and other personal belongings**

Unless requested by the child's teacher the children should not bring toys or other valuable personal possessions to school.

### **Communication**

If at any time you have any questions or concerns please do talk to the class teacher. We have a very open policy and school staff will be pleased to answer any questions that you may have.

Classteachers are also happy to communicate with parents by telephone or via e-mail.

Every term parents are given the opportunity to come and talk to the classteacher(s) about the progress of their individual child.

### **Watches and Jewellery**

For the safety of all, jewellery such as necklaces and bracelets should be kept for out-of-school use. Please see uniform(above) for further information.

If a parent wishes to have a child's ear(s) pierced we ask that this takes place at the beginning of the summer holidays, allowing almost six weeks before the start of the new school year, as a child cannot take part in any PE unless the earrings can be removed.

### **Home School Partnership Agreement**

We are required to have a home school partnership agreement. We have an agreement which has been agreed by all of the local schools.

The agreement simply formalises what schools will do and what we expect of parents and children. An agreement is included with your pack.

### **Personal Information**

We do need to keep information such as home address, telephone number and emergency contact information. From time to time the office will send out a copy of the information that we hold but if there are any changes during the year please let them know.

In line with the General Data Protection Regulations (GDPR) you will receive a privacy notice containing full information on how the information is stored and used.

### **Financial support**

If families are entitled to certain financial benefits (listed below) the following support is available

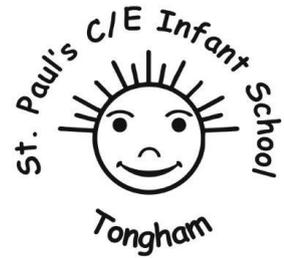
- Free Milk at any age
- Reduced cost school trips and visits

- Support with school uniform costs
- Additional resources to enable children to attend and make progress in school, for example, books to enable completion of home learning and transport to school.

Some families may also be entitled to additional benefits such as free 2 year old places at a nursery or childminder of their choice.

The school also receives additional funds to support children. We use funds to provide additional teachers and other staff to accelerate children's progress.

- Income Support (IS)
- Income Based Job Seeker's Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that their annual income is less than £16,190 (as assessed by Her Majesty's Revenue and Customs) and they are not in receipt of Working Tax Credit.
- Income Related Employment Support Allowance



## Home School Partnership Agreement

### ***Success through Partnership***

St Paul's School is part of West Surrey Foundation. Together, the 6 West Surrey Foundation schools (Ash Grange Primary, Ash Manor, St Paul's C/E Infant, Walsh Memorial C/E Infant, Shawfield Primary, Walsh C/E Junior) have developed this home school partnership agreement to support our work in developing an active partnership between home and school to assist understanding and to ensure that all of children and young people in our 6 schools achieve more than they thought possible.

### **St Paul's core values are:-**

Compassion, Courage, Community

### **We aim to:**

- Enable children to become confident, resourceful, enquiring, independent and happy;
- Enable children to be self assured and eager to learn;
- Develop children's self-esteem and help them build positive relationships with other people;
- Develop children's self-respect and encourage children to respect the ideas, attitudes, values and feelings of others;
- Teach and promote Christian Values and a love of God;
- Show and encourage respect and tolerance for all cultures and people;
- Enable children and families to understand their community and help them feel valued as part of this community and contribute to it;
- Help children grow into polite and honest citizens;
- Help children to develop into reliable, positive and responsible citizens;
- Help children to be proud of their achievements, have realistic expectations of themselves and be successful in all that they do;
- Develop children's ability to express their feelings in a controlled way;
- Work with parents as partners in their child's learning;
- Identify any possible barriers to learning and work to remove those barriers.

We believe that people learn best in different ways. At St Paul's we provide a rich and varied learning environment that allows individuals to develop their skills and abilities to their full potential, building on previous experiences.

### **The school will:**

- Be open and welcoming
- Provide a safe and stimulating environment
- Meet the spiritual and moral needs of all children
- Inform parents of the progress and attainment of their individual children and contact them if there are any concerns about this or about behaviour, attendance or punctuality
- Encourage all children to do their best at all times and provide additional support and nurture when necessary
- Support children to become responsible, mature and independent
- Inform parents of all general school matters and policies
- Inform parents of school events and encourage and welcome parents to take part
- Set home learning tasks and provide feedback, as appropriate to age of children
- Provide a curriculum to meet the needs of all children

**Our family will:**

- Make sure my child arrives and is collected on time
- Make sure my child attends regularly
- Make sure my child wears uniform and has the correct equipment and PE kit
- Attend parent teacher meetings and take part in other school activities
- Ensure that my child is supported to complete home learning tasks
- Support the policy on attendance, ensuring that family holidays are not taken during term time
- Support the school's policy and guidelines on behaviour
- Support the school's policy on food and drink
- Let the school know about any changes, problems or concerns that might affect my child's work behaviour or happiness
- Not use social media in a way that could cause any offence to the school its staff and its pupils or the wider school community

**I will:**

- Behave as school expects
- Be caring, polite and helpful
- Show respect to others
- Work hard and always strive to do my best
- Wear the proper uniform with pride
- Bring all the equipment that I need every day
- Complete and return my home learning on time
- Care for the school and its surroundings
- Participate in a range of activities outside the classroom
- Use all technology responsibly and safely

	<b>Signature</b>	<b>Name</b>
<b>Parent(s)</b>		
<b>Child (from Yr 1)</b>		
<b>Headteacher</b>		<b>Sue Brown</b>