

St Andrew's C. of E. Infant School

An Academy in The Good Shepherd Trust

Learning to Learn, Learning for Life

Parent Information

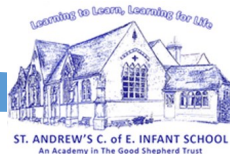


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Tel: 01252 716305

Email: info@standrews-infant.surrey.sch.uk

www.standrews-infant.surrey.sch.uk



WELCOME

Mission Statement

At the heart of our school the children's well-being and safety is centred on a creative and aspirational curriculum, with everyone motivated to succeed and fulfil their unique destiny.

Our nurturing school community encourages children to find joy in learning, and to believe in themselves and others, through an inclusive environment.

We are driven to provide our children and families in the town centre with an holistic experience which engages the head, the heart and the hand to guide them to success, through our Christian Values.

Welcome to St. Andrew's C of E Infant school. The school has been at the centre of Farnham since 1860 and prides itself on strong community links and family friendly approach. We work alongside Potters Gate School, to enable us to provide the wonderful, enriched education that every child deserves, with high academic standards and a holistic nurturing ethos.

We are sure that you will enjoy your time with us and you will be keen to embrace this new part of your family's journey.

Who's Who?

These are the adults who work at school that your child may talk about when they come home:

Headteacher Ms Venables

Deputy Head Mrs Trotter

Senior Leader Mrs Lloyd

SENDCo Mrs Carpenter

School Office Mrs Wickham

Pastoral Lead Mrs Canton

Home School Link Worker

Ms Hollie Brightman

Cook Lynn Segar

Midday Supervisors

Mrs Sturch

Mrs Vas-Burchett

Mrs Nazir

Premises Toby Jenkin

School Day

Gates open at 8.25am
Early morning work is an essential part of a child's learning and takes place ahead of registration.

Registration is at 8.40am
Home Time is at 3.10pm



Each morning children will be met at the gate by school staff. Parents say goodbye to their child at the gate, enabling them to walk in independently. Staff will be on hand to encourage less confident children. During the Autumn Term, parents of Reception children will escort their child directly up the playground to the classroom door, where they will say goodbye. The gate will be closed at 8.40am.



Being Ready For School

Children come to school in school uniform or PE kit depending on their PE day. Children should always have a warm waterproof coat in the colder months and a sun hat in the warmer months. The school has a lovely playground and canopy, enabling outside learning and play throughout the year. Learning takes place inside and outside whenever possible, therefore the children sometimes spend a large part of their school day outside. A named water bottle (ideally sports cap) should be brought in each day. Please no squash or juice.

Children may NOT bring toys to school.

Children will be loaned reading books each week, which will be changed regularly at school.

Children require a St Andrew's book bag, which should be brought in each day. We have limited space on coat pegs, so backpacks (if being used for clubs) should be small.

Please refer to the Food and Drink section for details about

Please put your child's name on everything that they bring to school.



Parking

Free parking is currently available in the Waggon Yard Car Park between 8.20-8.40am and 3.00-3.20pm Monday – Friday, providing you display a school permit.

Permits are available from school at the beginning of the school year, **1** per family. The council issues them once a year so please try not to lose them. Parking fines are issued if permitted time is exceeded. Parents parking at any other time will need to purchase a ticket.

For safety's sake we strongly recommend you use the car park. Please do not use the lanes around school for children's safety, even if you are late.



School Office

Always keep the School Office up to date with any changes such as contact details. Let the Office know by 9.15am on the first day of absence. If your child will be absent Call: 01252 716305 option 2 or email: info@standrews-infant.surrey.sch.uk

Please check your child's book bag on a daily basis.

Trips are to be paid for via Sco-Pay and you will be given a Sco-Pay log!

The office is usually manned between 8.15-4pm daily, apart from 12.30-1pm when it will be closed for lunch. Please avoid this time.

School Uniform

School uniform items with the school logo are purchased from Brenda's School Uniform shop, 130 Frimley Road, Camberley, GU15 2QN or at www.brendas.co.uk (*Items indicated in italics*). If you wish to use a school computer or need assistance with purchasing online ask in the school office. Any items not in italics can be bought from any supplier, including Brenda's.

Autumn & Spring

Blue sweatshirt or cardigan with school logo

Grey trousers or shorts / grey skirt or grey pinafore dress

Plain white polo shirt or *blue polo shirt with logo*

White, black or grey socks / tights

Black shoes (no laces)

Blue Book Bag with school logo

Summer

Blue sweatshirt / cardigan with school logo

Grey trousers or shorts / blue gingham dress

Plain white polo shirt or *blue polo shirt with logo*

White, black or grey socks

Black shoes (no laces)

Sun hat

Blue Book Bag with school logo

Children should bring a named coat and a named water bottle to school every day.

P.E. Uniform

Navy shorts

Blue t-shirt with school logo

Navy hoodie with school logo

Navy jogging bottoms

Velcro plimsols or trainers (no laces)

Second Hand Uniform is available to buy through the School Office. All money raised will be donated to the PTA. Lost Property is kept in the School Office. Please ensure all clothes are named.

Food and drink

The Government provides funding for all children in Years R, 1 and 2 to receive a free cooked meal at lunchtime and a fruit / vegetable snack at break time. However, the children may bring a packed lunch to school.

We are a nut free school and we ask that no children bring any nut products in their lunchbox. This includes chocolate nut spread e.g. Nutella.



School lunches are booked online by parents at least a week in advance. You can mix and match school lunches and packed lunches depending on your child's preferences. However, if a school lunch is not ordered on a day for your child, you will be asked to bring a packed lunch in for your child.

On starting at school, you will be issued with a ScoPay code, which will allow you to book lunches online.

The only breaktime snacks allowed to be brought in are fruit, vegetables and cheese.

As part of our healthy eating policy, we ask that parents do not send in sweets, cakes or gifts on children's birthdays.

School Absence

We have to account for every absence, noting whether it is authorised or not authorised. Term time holidays will be unauthorised unless there are exceptional circumstances. It is very important that children attend school regularly and holidays taken during term time are discouraged. Please refer to the Attendance Policy on the school website for further information. If leave is required, please ask the School Office for an 'Application for Leave of Absence Form'.

Sickness

If your child is absent from school, please phone or e-mail us straight away. A message can be left on the school answerphone. We ask that you inform us by 9.15am at the latest. If your child has sickness or diarrhoea, we ask that they do not return to school until 48 hours after the last bout of D&V.



Medication

We are allowed to administer medication that has been prescribed by a doctor such as antibiotics, eye drops and inhalers. You will be asked to complete a medical form from the School Office.



Please notify us of illnesses such as asthma, allergies etc which may require an inhaler or epi-pen. You will be asked to complete a medical form. We may ask you for photographs of your child so that all staff know who they are and details of their medication / condition.

First Aid

If children have minor injuries during the school day, they will be treated appropriately. For some injuries, a note will be put in their book bag advising you of what happened and the treatment given. If your child injures their head, we will contact you. If we are concerned about a sick or injured child we will contact you at once. Sometimes parents pop in to have a look and then decide if their child should go home or stay at school.

Please check your child's hair regularly for head lice.

Playtime & Lunchtime

During lunchtime, children will be looked after by Midday Supervisors. The children will have the opportunity to play a variety of games and activities. Play Leaders will initiate play with outdoor equipment.





Communication

The School Office will send most communication by email or text. Please ensure the School Office has up to date email addresses and mobile numbers.

A weekly Newsletter will be emailed, which details key dates for your diary.

Our school website is a useful place to start if you require information about the school.

www.standrews-infant.surrey.sch.uk

School policies and documents can also be found here along with information on curriculum maps and much more.

Paper copies can be printed if required and letters can be translated into other languages.

Dates

Our calendar is kept up to date and can be found on the school website, which also details term dates, holidays and INSET days.



Child's Progress

The home school reading record provides an opportunity for both parents and teachers to comment on the children's progress in reading.

Twice a year, we hold a parents' evening when there is an opportunity to talk to your child's class teacher about your child's progress and see their work. A written report is sent to you at the end of the Summer term.

If the teacher is concerned about your child they will discuss concerns with you as soon as possible. If you have any concerns, please have an informal chat with the class teacher at the end of the school day or email them via the School Office.

If your child is finding some aspects of learning difficult the class teacher will ask for your views and will ask advice from Miss Alexis Carpenter, our Special Educational Needs Coordinator (SENCo). Your child will be set specific targets and, if appropriate, outside agencies will be consulted. You will always be told before this happens and will be invited to meetings about your child.

Your support for your child's education is crucial to their progress. Please tell us if there are any adjustments we need to make to help you support your child, for example: letters in large font, or Braille, providing a signer, explaining things over the phone, wheelchair access.

Reading

Every classroom has a book corner which is full of high-quality books to encourage the love of reading from the youngest age. Your child will bring home a reading book linked to their reading and phonics level; this will be changed weekly with their teacher's guidance. Children will have a weekly visit to our school library where they can pick a book of their choice to take home to read.

The teachers are available at the end of the day for a brief word should you have any concerns about your child. If you need to discuss an issue for longer they will make an appointment to see you as soon as possible. Mornings are busy for teachers, as they are setting up for the school day ahead.

Mrs Lloyd, Senior Lead and other staff members will be on the playground before school if you need to speak to someone. Appointments with Ms Venables or Mrs Trottier, should be made via the School Office.

Home School Link Worker

Hollie Brightman, our Home School Link Worker, is available to talk to parents and children about worries or concerns to do with your child or your family. She is contactable through the school office and works Tuesdays, Wednesdays and Thursdays. A class teacher can help refer you if required.



Child Protection

St Andrew's School believes that all children have a right to be safe and protected from abuse, neglect and witnessing the mistreatment of other children and adults. Our Designated Safeguarding Lead and Deputy DSLs deal with concerns raised by children, staff, parents and carers. We have a duty to take Child Protection concerns seriously and this may include contacting other agencies.



Behaviour

We emphasise positive behaviour and self discipline. All children are supported to follow the school rules which are to be Ready, Safe and Respectful. Children are rewarded for good behaviour in a number of ways including whole class reward systems, certificates for demonstrating our school values and earning House Points.

If children do not make the right choices in their behaviour we follow the steps that are outlined in our behaviour policy. We work closely with parents when children are finding it difficult to manage their behaviour.

When concerned about your child, even over the smallest issues please talk to the class teacher. It is also vital to pass on information from home, that could affect your child in school, to the class teacher.

Helping In School

We welcome parents and grandparents into school to help in class. Parents help with a variety of activities including hearing children read, playing maths games, cooking, sewing, artwork and computer work. This help may be in your child's class or another class. Early in September you will be asked to indicate your interest in helping in school. We do have to ask all volunteers to agree to be checked by the Disclosing and Barring Service, to attend a workshop and to provide references.



PTFA

All parents are members of the PTFA. Volunteers are welcome to organise or help with events or to help on an occasional basis, for example, running a stall at one of the fairs. There is an AGM in the Autumn Term and the committee meets no more than once a month. Fundraising events include the annual Christmas & Spring Fairs, Sponsored Bounce, Quiz Night and the annual Farnham Charity Bike Ride jointly organised by the Hedgehogs and St. Andrew's School. In recent years, the parents have raised money for Sound Clouds, iPads, the library, musical instruments, an outdoor canopy and numerous other resources for the school.



Faith Team

We also have a school Faith Team. This is a group of people from school staff to Local Committee members to parents. The team is responsible for monitoring and enhancing the Christian Distinctiveness of our school. If this is something of interest to you, please talk to Ms Venables, Headteacher.

School Trips

Children will experience a number of trips out including: local visits to Farnham Museum and Alice Holt, as well as full day trips to Windsor Castle, West Wittering beach and Gilbert White Field Study Centre. Parents will be asked to contribute to the cost of these trips and parent volunteers will also be required for them to take place.

Forest School & Space2Grow

We are very lucky to be able to offer children the opportunity to learn outside the classroom at our Forest School site and local garden Space2Grow.

PE

Children will have two PE lessons per week. The class teacher will let you know which days.

St Andrew's Church

We work closely with the church to support the children in their understanding of our Christian ethos. We regularly visit the church for special assemblies and welcome all faiths to join us.



Local Committee

There are two parent representatives on the Local Committee. They are elected to serve for a four-year term. The members are responsible for supporting decisions about the running of the school. For further information, on the Local Committee, please refer to the website.

Non-Uniform Days

This is a day when the children do not have to wear school uniform. Usually these are to raise money for a charity or to help with the preparations for school fairs. It is not intended that the children wear fancy dress, or buy new clothes for the occasion!

INSET Day

This is a day when the children do NOT come into school but staff are present for training. There are at least seven inset days during each school year. Please refer to the website for all INSET dates and school holidays.

Playground Sales

Throughout the year, each class will be responsible for at least two cakes sales, where parents are asked to contribute cakes. Money raised will go towards class funds for trips and experiences. Please ensure cakes are nut free.

Extra Curricular Clubs

Information will be distributed termly with details of all the various clubs on offer: before school, during lunch and after school. Clubs include: French, dance, musical theatre, gymnastics, art and many more.



Year Group Assembly

This is when the children will perform a presentation for parents and friends around the work that they have been doing in class. The children will perform one of these each year. These are usually at 9.15am on a Thursday and you are invited to come and watch.



Celebration Assembly

The teachers nominate children each week to receive a Headteacher award in a weekly assembly. These are for children who have displayed the Christian Value that we are focussing on that week.

Play Leaders

Year 2 children are responsible for getting out the playground toys each breaktime. They also play with the younger children and teach them games and initiate play.



Care Club

Breakfast Club

St Andrew's Care Club and Breakfast Club is open from 7.30am before school and after school until 6pm. Sessions are available to book via ScoPay, once registered. Please ask the School Office for further information if you wish to use this service.

Welcome To Our Reception Families

Welcome to Caterpillar Class

We are so excited for you to join us and become part of the St Andrew's School Community. We hope the following information helps with a smooth transition into school life.

Starting School

Gates open at 8.25am
School starts at 8.40am
School ends at 3.10pm
The children will start school in small groups according to their age. They will be full time from their first day. Details on when they will start will be emailed to you in May.

What happens each morning?

Children may be brought into school from 8.25am. Please come to the Reception Classroom door to drop off your child off.

Make sure that a member of staff knows that they are there, say goodbye and then leave. If a child is upset when parents leave, the teacher will comfort them and involve them in a play activity, such as play dough. Once the children are busy they will soon settle. If you are concerned when you leave your child, call the school a little later on to enquire how they are. We discourage parents from entering the classroom as this can be upsetting for the other children. Goodbyes should happen at the door.

The children will have access to a healthy snack and milk each morning. We encourage children to help themselves to a variety of fruit or vegetables. If you prefer to send in your own snack, it must be fruit, vegetable or cheese only. You are welcome to pay for milk after your child has turned 5.

More information will be given at the Meet The Teacher meeting.



Milk is provided as part of the "Cool Milk at School" scheme. Milk is free for under-fives until the day of their fifth birthday, and for those who receive income support. Children will receive milk automatically until they are 5, unless you opt out of the scheme.

What happens at the end of the day?

Please wait outside the Reception classroom door at the end of the day. Your child will be ready with their belongings and a teacher will dismiss them one at a time. We will only let children go with parents or carers, unless you have told us that someone else will be collecting. If someone else is collecting on your behalf, please email the School Office with a brief description.

Please put your child's name on everything they bring to school.



We don't allow children to bring in toys because we do not want them to get lost or for other children to take them home. Please no big keyrings / bag charms.

Learning

Once the children have settled in to school, you will be given a Tapestry log-in which allows you to see what your child is doing at school each half term.

We love to see things that the children have done at home: examples of things they have made, pictures, models, photos and things that interest the children.

Homework will be set via Tapestry. You will be given reading books on the home visit; these may not have words to begin with. These wordless books are really important to help you to build your child's vocabulary and imagination.

Parents' help with reading is very important in these early stages. It is important to encourage your child's progress so please try to hear your child read once a day and record a brief comment in their reading record book.

Teaching staff will ensure children's books are changed once a week and your child will be read with once a week. When they are ready, the children will bring home books with words.

In addition, they will visit the school library where they will have the opportunity, once a week, to choose a book to take home. Your child will receive a sound mat, name writing card, and a number line to keep at home.

Items to bring in (NAMED)

- water bottle
- warm, waterproof coat
- wellies*
- waterproof trousers*
- sun hat for sunny days
- St Andrew's book bag

* To be left at school



Reception children have a wonderful outside learning area which is used daily. Please make sure that the children can put their coat on and do it up by themselves.

Please return the book bag to school every day. On PE day, the children wear PE kit to school (see uniform list).

