



Information Booklet for Parents & Pupils



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Tel: 01252 716 305

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

Website: 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 our school

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 our strong community links and family friendly approach.

We work alongside Potters Gate School, to enable us to provide the sort of wonderful, enriched education that every child deserves, with high academic standards and an holistic nurturing ethos.

We are sure that you will enjoy your time with us and hopefully 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:

Head teacher Mrs Venables
Deputy Head Mrs Trotter
SENDCo Mrs Carpenter
School Office Mrs Wickham

ELSA Mrs Canton
Home School Link Worker
Mrs Hollie Brightman

Cook Sally Raitt
Midday Supervisors
Mrs Sturch
Mrs Bales
Mrs Nazir
Caretaker Melvin Antonio

Communication

The School Office will send most communication by email. Trip letters containing parental consent will be sent home as a paper copy.

A weekly Newsletter will be sent home offering a round up of the week and key dates for your diary.

We may host information sessions via Zoom and individual parent evenings are held during the Autumn and Spring terms. In the Summer term you will receive a detailed report, a record of your child's achievement, and will be invited to an informal open evening.

Teachers are available at the end of the day for a brief word should you have 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. If you wish to make an appointment with our Headteacher Jayne Venables, please do this through the School Office.

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

www.standrews-infant.surrey.sch.uk

Dates

Our calendar is kept up to date and can be found on the school website.



How does the school manage 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 postcards home.

Early Years Curriculum

We structure our Early Years curriculum using the Development Matters as a guide for children to reach their full potential. We develop curiosity, independence and a love of learning through adult led and child initiated play.

Early Years works on a free flow basis, where children have access to learning activities both inside and outside of the classroom.

The curriculum is enriched with regular visitors and visits to our local area including our allotments, Forest School and places of interest.



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.



Learning Tools

We use learning tools at St. Andrew's to support the key skills that children need to make progress in their learning. For example managing distractions, noticing and collaboration.

Classes

Reception—Caterpillars

Year 1—Butterflies

Year 2—Otters

Finding Your Classroom

Reception enter through the third door on the right.

Year 1 enter through the second door on the right.

Year 2 enter the first door (main entrance)

We encourage all children to enter their classrooms independently.

Parking

Free parking is currently available in the Waggon Yard Car Park between 8.35 -8.55 am and 2.55 – 3.15pm 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 should buy a ticket.

For safety's sake we strongly recommend you use the car park. Please do not use the lanes for children's safety.

Toilets

Children are able to go independently to the toilet as they need to. Accidents do happen and these are handled sensitively at all times. We keep a supply of spare clothes in case of accidents. These must always be washed and returned to school after use.

The expectation is that children are clean and dry and able to manage the toilet independently by the time they start in Reception.

If this is an issue please speak to the class teacher.

Part-time or Full-time?

Our admission policy states that Reception children should attend full time from the September they start school.

School Lunch

Hot lunches are cooked on site in our kitchen and served in the hall. The Government provide funding for all children in Years R to 2 to receive a free cooked meal at lunchtime. These need to be pre-ordered through our Scopay system. Packed lunches are eaten at the same time and we ask that these do not include nuts or sweets. We are a **NUT FREE SCHOOL.**

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

Playtime & Lunchtime

Reception children will mix with the other year groups, once the teacher feels they are ready. We encourage children to go to the toilet during playtime and have their fruit provided by the school, as well as milk (if under 5). Milk for over 5s can be purchased online.

Lunch time is from 12 midday to 1pm. When all the children are in the playground, they are looked after by Midday Supervisors.

At lunchtime the children have a variety of things to do. Children will always go outside, unless it is very wet, in which case they are supervised indoors. Coats are essential. In the Summer, children need a sun hat and to have sunscreen already applied. All members of staff are alerted to any food allergies etc.

Please send your child in with a named water bottle. Please can we ask that no squash or juice or provided.

Times

Gates open at 8.35am

Classroom doors open at 8.40am

Early morning work is an essential part of their learning.

Registration 8.50am

Please drop off and pick up your child at their classroom door.

Pickup 3pm

Start of the day

On arrival at school the children come straight into the classroom, independently. There is a bell to mark the start of school. Children arriving after this time are marked as late in the register. If you arrive after 8.50am the doors will be locked so please accompany your child to the main door, it is essential that you tell the office staff your child is in school and give the reason for being late so they can update the register. It is important that the register is an accurate record of children present in case of fire or any other emergency when the building would be evacuated.

Safety

Please ensure that the school gate is closed when entering the school during school hours. If someone else is collecting your child please inform the class teacher or the school office.

Absence

We have to account for every absence, noting whether it is authorised or unauthorised. Term time holidays will be unauthorised. Authorised absences are for exceptional circumstances as detailed in attendance policy. Term-time absences (other than illness) will require an Application for Leave of Absence Form from the school office.



Unwell Children

Children should not be kept at home for a slight snuffle or cough, as they should build up their resilience. However, you should assess whether your child is well enough to sustain a day at school or could spread an infection before sending them in. Children should remain at home for 48 hours after bouts of sickness or diarrhoea.

On the morning of the absence you must report the reason for absence to the school office.

Make sure we have up to date contact number and, if relevant, up to date medical information. Please ensure you are contactable during the school day.

Medication

Oral medication can only be administered with written permission and must include clear instructions on dosage and timing. This should be brought to the office on the first day of treatment. Please collect your child's medication from the school office at the end of each day.

Inhalers, epi pens etc. will be kept in the office and be accessible at all times. Written permission will be needed. Parents are responsible for making sure that medication is within the expiry date.



Reading with your child

Children will have reading books in their book bags everyday, which will be changed on a weekly basis. We ask that you read with your child at least 3 days a week and record this in their reading record.

Sharing books with your child at home will encourage a love of reading and nurture their learning potential so please have fun and read with them.

Phonics and high frequency words will be sent home once the teacher feels that your child is ready.



Helping in school

You can help in your child's class or another class if you prefer. Help is valued in all aspects of the curriculum, including reading with children, and supporting art and craft, cooking, IT, technology and practical maths and science activities.

Adult help is required to go on educational visits and local trips.

We recommend that you do not help in your child's class until they have settled - usually at least half a term.

You will be expected to abide by the school's policy of confidentiality and have DBS clearance. Details can be obtained via the school office.

School Office

Always keep the school office up to date with any changes such as phone numbers. Let the office know by 9.15am on the first day, if your child will be absent Call: 01252 716305 option 3 or email: info@standrews-infant.surrey.sch.uk

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

Please pay for trips and contributions separately.

If you pay by cash, please pay the **exact** amount.

One week's notice is required if you would like to change meals

The office is usually manned between 8.15-12.00 & 12.30-3.45pm except for Wednesdays, when it is manned between 8.30-11.30am.

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 with school logo or blue 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 with school logo or blue 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 / tights

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. Requirements

Navy shorts

White t-shirt with school logo

Navy hoodie with school logo

NEW

Navy jogging bottoms

Velcro plimsols or trainers



Lost Property

The lost property drawer is underneath Billy's bed (in the school office). Please feel free to see if any of your child's belongings are in there. **All clothes must be named.**

Local Governing Committee

The Local Governing Committee (LGC) have overall responsibility for the running of the school. LGC Members are listed on our website. St. Andrew's shares a LGC with Potters Gate. LGC represents parents, staff, the local community and the church. The Executive Headteacher is a LGC member. The LGC meets twice a term. Our LGC members act as critical friends to the school. Parent Governors are elected every four years. When vacancies arise parents are written to seek nominations. If there is more than one nominee a sealed ballot is held.

Will I have to pay for any part of my child's education?

Education in state schools is free. There are no charges. School budgets, however, do not stretch to 'extras' and schools ask for contributions. Extras at St. Andrew's include:

Educational visits - contributions cover coach and entrance fees.

Visits from theatre groups - usually twice a year.

We also request a donation of £10 per term per family.

No child is ever excluded from taking part but without sufficient contributions, special events could not take place. We seek only to cover costs - no profit is made.

PTFA

All parents are members of the PTFA. Volunteers are welcome to organize 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, the Sponsored Bounce for the children and the annual Farnham Charity Bike Ride jointly organised by the Round Table and St. Andrew's School. Social events include; quiz nights, film nights, coffee mornings and class social evenings. In recent years the parents have raised money for Sound Clouds, iPads, the library, musical instruments and numerous other resources for the school.

More information to follow.



St Andrew's Church

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





Children will be walked to Care Club after school or After School Clubs if pre-booked for this service.

Breakfast Club

Care Club also offers a Breakfast Club between 7.30am until 8.40am. The children will be walked to St Andrews from Breakfast Club. You will need to register for Breakfast Club and also pre-book this.

Child Protection

St Andrews School and Care Club believe 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.



School Jargon & Traditions

Mufti Day This is a day when the children do not have to wear school uniform. Usually mufti days are put on to raise funds for charities or to help with preparations for school fairs. It is not intended that children wear fancy dress or buy new outfits for these days.

INSET Day this is an In-service Training Day for staff and the children do not have to come to school. There are 6 INSET days per school year.

Cake Sales twice a year, each year group has a cake sale after school. The money raised goes to the class teachers, to buy items for the class / arrange activities for their class. Parents are asked to send in some cakes to sell, cakes do not have to be home-made but they do need to be nut free. Children from all classes buy the cakes from a stall set up in the playground.

Class Assembly This is when the children will do a presentation for parents and friends about the work that they have been doing in class. The children will do one of these each year and you will be invited to watch.

Celebration Assembly

The teachers nominate children each week to receive a Head Teacher's Award in a weekly assembly. These are for children who have demonstrated their understanding of the school values that week. The children will be invited to the front to receive their award.

Forest School Each child will get to experience Forest School located up at Potters Gate, where they learn to love their outdoor environment through learning and play.



Play Leaders Year 2 children are responsible for getting out the playground toys each lunchtime. They also play with the younger children and teach them new games.

Trips children can expect 2-3 trips and outings per year. Trips will include Wisley, West Wittering and Windsor.

