



# St Mary's C of E Primary School

*'Learning for Life'*

## Facts on the 14th— September 2017

Dear Parents/Carers

Welcome back to all our St Mary's families and welcome to all new pupils and families who are joining our school this term. Welcome also to Miss S our new Nursery Teacher and to Mrs O'Connor, our new Yr 4 (extra part-time teacher). Congratulations to Miss Grimshaw who married this summer and returns as Mrs Murray and also to Mrs Walker who also married in the holidays and returns as Mrs Young.

The term has begun and there is a really wonderful buzz as the children settle into their new year groups.

Attendance—Congratulations to Hippos class of 2016-17, now Giraffes, for the highest attendance as a class for the Summer Term. The class were rewarded with extra playtime at the end of the Summer term.

Healthy Schools Bronze Award— Congratulations to all St Mary's School (pupils, parents staff and governors). We are continuing this year to have a drive to develop further as a Healthy School. Our children will be thinking about what they can do to support eating healthily and being physically active and developing emotional resilience.

We were also awarded the ECO Schools Bronze last summer. We will continue the drive here too and will be aiming for the Silver Award. This is led by our Eco Council which is made up of pupils, a governor and staff.

In the Summer 2017 we were also awarded the Surrey Schools Sports Games Mark— Bronze award. You will find a new Physical Activity Policy on our website to reinforce our emphasis on developing Physical Activity for all our pupils.

We will be celebrating European Day of Languages on 29th September when we explore different languages and cultures. We will also be focusing on e-safety and how to stay safe on-line during the week of 2nd October.

I hope you were all able to come to our 'Meet the Teacher' event for Years 1-6 today. The parents of our Reception children will be having a 'Stay and Play' meet the teachers session on Thursday 21st and Friday 22nd September. We look forward to meeting everyone then.

With best wishes

Helen Austin

### **School Dinner Money—KS2 Children (Yr 3-6)**

The cost of a school dinner is now to £2.25 per day.

The school office must be notified in writing of any changes to school meal patterns. If you fail to inform the office of changing to a packed lunch from school meals, in writing, you will still be charged.

Please note all school dinners must be paid in advance and any account seen to be a week or more overdue, will be suspended and a packed lunch will need to be provided. If you think your child may be entitled to free school meals please contact Natalie King who will be able to advise you as to whether there may be some future support we can offer if you are eligible.

### **INSET Days**

#### **2017/2018:**

Thursday 4th January 2018

Friday 25th May 2018

Monday 23rd July 2018

### **Changes to the School Day**

A reminder of our changes to the school day:

Reception and KS1 learning times are 8.45am -11.45am, 12.45pm—3.15pm

KS2 learning times is 8.45am—12.00 noon, 1.00pm -3.20pm.

### **Attendance**

Attendance at school is vital for your child's learning and we expect 100% attendance with the exception of where an absence has been authorised by the Head teacher. Please note holidays in term time are not authorised. All absences are treated sympathetically and only exceptionally circumstances may be approved.

Absence forms can be found on our website and in the front office.

### **Absence from school.**

Please can we ask that you ensure the office is informed by 8.45am if your child is going to be absent from school for any reason ie unwell, appointment etc. A message can be left on our answerphone at any time the school is closed. We thank you for your assistance.

### **Gates / Playground**

The gates open onto the site at 8.30am. Please ensure children are on site by 8.40am ready to go into class at 8.45am so that he/she does not arrive late.

Please note children are not permitted to play on the playground equipment before and after school.

### **Break Time Fruit**

Pupils in our nursery, reception and KS1 classes are provided with a piece of fruit or vegetable at snack time. KS2 children may bring in a healthy snack for break time too. This can be fresh or dried fruit but not fruit wonders or similar.

Thank you

### School Photograph

We have our individual school photographs being taken on **Wednesday 4th October.**

Please ensure all pupils are dressed in the correct uniform.



### No Nuts Policy

We would remind all parents and inform our new parents that we have a **NO NUTS** policy at school due to children with severe nut allergies.

Please ensure any food your child brings into school does not contain nuts of any kind.

### Absences

Please read the School's Attendance Policy (Pupil) Autumn 2017 before completing an Absence Request form. This policy can be found on our website. Pupils are expected to attend school 100% of the time unless the absence is authorised by the headteacher. The school will give careful consideration to your request in exceptional circumstances only. Authorisation will only be given if the reason for absence falls into the criteria for authorisation as set out in the policy. Unauthorised leave of absence of 5 days or more may be subject to a penalty notice as follows:-

- **£60 (per parent per child) if paid within 21 days, rising to £120 (per parent per child) if paid after 21 days but within 28 days.**
- If the Penalty Notice is not paid within **28** days, the local authority is then obliged to prosecute for failing to ensure regular school attendance.
- Each parent is liable to receive a penalty notice for each child per parent.

### Mrs Saville—Teaching Assistant

We previously stated Mrs Saville, a Teaching Assistant who left in July had worked at the Manor School which was incorrect. Mrs Saville had worked at St Marys for 19 years and supported several hundred pupils in her time.

We wish Mrs Saville all the best.

### Secondary School Open Evenings

Please find below details of Open Evenings of local Secondary Schools.

Please note Heathside's Open evening was before the publication of these Facts:-

Fullbrook School—Thursday 21st September 2017

Jubilee High School—Tuesday 26th September 2017

Bishop David Brown— Thursday 5th October 2017

### Parent Voice—Next Meeting

Our next Parent Voice meeting is Wednesday 11th October at 2pm. Minutes from the previous meeting can be found on our website. Please email Sarah O'Rourke in the office if you have anything you would like raised at the meeting by midday on Friday 6th October. Items received after this date will be discussed at the following meeting. All parents /carers are welcome to attend

If you would be interested in becoming a class representative, please email Sarah O'Rourke: [office@stmarys-byfleet.surrey.sch.uk](mailto:office@stmarys-byfleet.surrey.sch.uk)

### Parking

Hart Road becomes very congested at drop off and pick up times. To help with congestion, we operate a voluntary one way system in Hart Road, entering from Church Road and exiting on Rectory Lane. Parking in the school car park is not permitted.

At the school entrance by the Church, parking is available in the church hall and surrounding roads. Please do not park on the yellow zig zags or block our neighbours driveways.



## Polite Safety Reminder.....

For the safety of all our pupils, parents, staff and visitors can you please ensure that your child dismounts from their bicycle, scooter, skateboard or rollerblades whilst on the school premises.

Can you please ensure that when travelling to and from school using the above modes of transport that your child is wearing the correct safety helmet and that both the helmet and the bicycle/scooter are locked securely in the school's bike shelters. Please note that any bicycles, scooters etc left on site are at the owners risk and the school is not liable for any loss or damage.

For more information of bicycle safety please visit <http://think.direct.gov.uk/education/early-years-and-primary/parents> and also watch out for the bikeability courses run in school for Yr 6 pupils. Further information will follow once the course dates have been allocated to the school.

Thank you for helping us to keep everyone safe.

### Uniform & Pupils Appearance

The pupils have started the year looking smart in their school uniforms. In addition to uniforms, please note the following which relates to the pupils appearance:

- Jewellery: Only small, simple gold or silver, stud earrings are permissible. (Diamond stud earrings and hoop earrings are not permissible). Earrings must be removed independently by the child for PE and swimming. In the interests of health and safety no other jewellery or body piercing is permitted.
- Hair styles: These should be natural in colour and discreet. Extreme hair styles are not acceptable. Inappropriate styles might include: Shaved designs in hair, hair shorter than a Grade 3, hair dyed in unnatural colours. Long hair (shoulder length or beyond) should be tied back.
- Hair accessories: These must be simple and either plain navy blue, royal blue, black or white. Hair bows must be small (around 6cm max), Alice bands must be plain and Hijabs must again be plain navy blue, royal blue, black or white. For health and safety reasons beaded/braided hair must be tied back and beads must be plain navy blue, royal blue, black or white.
- Make up: Make up, including nail varnish, is not permitted.
- Shoes: Black shoes are required as part of the school uniform. (Trainers are not permissible as a substitute for shoes).



## Extended Services

Please note our new telephone number:

07387 396767

September 2017

Dear Parents

At the start of the new academic year it is always a good idea to remind ourselves of a few, very important health and safety/safeguarding tips to keep our pupils safe whilst attending the breakfast/after school club.

In order to promote the strict safeguarding procedures upheld in school I would like to remind you all of the following club recommendations, of which parents/carers are required to adhere to:-

1. Car park – Under no circumstances must parents/carers of the Hive enter the car park in their vehicle. This is a private car park where staff are aware of the security and nature of this space. For insurance purposes and the safety of the pupils, parking by parents/carers is strictly prohibited.
2. Walking through the staff car park – Keep your child close! Please ensure your child is by your side at all times. Under no circumstances must you allow your child to walk or run ahead or behind you. This is a very busy area of the school so please ensure your child is safe at all times, on exiting the club your child is your responsibility to keep safe. Please use the pedestrian pathways at all times and only cross the vehicle area when needed, being sure to check that it is clear to do so.
3. The Hive Gate – Please press the buzzer on arrival to the club. A member of staff will let you in electronically. Please note that on occasion there may be a slight delay due to staff availability. They are aware you are waiting and your patience is appreciated. On exiting the gate, please do not manually exit the gate without a Hive member of staff releasing you and on no occasion must you allow another person to enter, whether you know them or not. St Mary's operates a very strict safeguarding policy and all visitors **MUST** be known to the staff before entry. Please remove any headwear, e.g. Motorbike Helmets etc. before entering the site.

Your co-operation and understanding is appreciated at all time when attending this facility. The school hold the right to refuse membership to families who are not willing to comply with the health and safety/safeguarding policies of the school.

Thank you.



**Extended Services provision for  
ST MARY'S C of E PRIMARY SCHOOL  
Tel: 07387 396767**

*Do you or someone you know looking for part time work?*

Applications are invited for fun and enthusiastic people to join the current team of Playworkers at The Hive Breakfast and After School Club.

There are various shifts available per week dependent on the needs of provision required. All contracts are based on a casual contract. The club is an extended day club and operates Monday to Friday between the following hours:-

Breakfast Club                    7.45am – 8.45am

After School Club                3.20pm – 5.30pm

The salary is SY3 which equivalent to approx. £8.15 per hour.

Previous experience of working with children in a school or childcare setting is desirable.

We can offer:

- an inclusive environment where every child matters
- a supportive and committed staff team
- children who are enthusiastic about learning
- good training and professional development opportunities
- a pleasant school environment

St Mary's C of E Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to a Disclosure and Barring Service Check and a Disqualification by Association Check.

Please contact Nicki Bold, Extended Services Manager, on the above telephone number or email [admin@stmarys-byfleet.surrey.sch.uk](mailto:admin@stmarys-byfleet.surrey.sch.uk) for further information.





We accept **childcare vouchers** for our Nursery (top-up) pupils and The Hive Extended Services Provision.

At present we are registered to accept the following childcare vouchers:-

Care-4

Computershare

Edenred Childcare Vouchers

HR Services Partnership

Kiddivouchers

Midcounties Childcare

Salary Exchange

If your company/organisation offer childcare vouchers which are not listed above, please contact Katie Creedon, School Business Manager on [admin@stmarys-byfleet.surrey.sch.uk](mailto:admin@stmarys-byfleet.surrey.sch.uk)

St Mary's School are happy to register with all childcare voucher providers.





## **Maintenance/Skills School Database**

As a local community Primary School we very much value the services offered within the local community and try, where possible, to employ local services. We would like to compile a database of all local/school contacts and what services/skills they may be able to offer the school, whether it be plumbing, electrics, handyman services, IT support, training, etc. If you feel you could offer a service which the school could at any point require please do complete the slip below to register your service/skill.

Please note, all accredited services will need to be supported by any relevant qualifications and insurance at the time of enquiry.

We look forward to hearing from you.

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Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Service/Skill: \_\_\_\_\_ Contact No: \_\_\_\_\_

Registered Body (if applicable): \_\_\_\_\_

Insurance held: Yes/No

Qualified: Yes/No

Please return to Katie Creedon, School Business Manager  
St Mary's C of E Primary School, Hart Road, Byfleet, Surrey. KT14 7NJ

## Dates for your Diary

(new dates in bold)

14.09.17	Meet the Teacher—KS1 & KS2
18.09.17	Young Shakespeare Workshop—Yr 6
21 & 22.09.17	Stay & Play Sessions —Reception Classes 2.30—3.15pm
29.09.17	Language Day
w/c 02.10.17	E-Safety Week
04.10.17	Individual Pupil Photographs
09.10.17	Buster Farm Trip—Yr 4
<b>11.10.17</b>	<b>Parent Voice—2pm</b>
13.10.17	Harvest Festival Service—Yr 3 Parents welcome to attend
w/c 16.10.17	Curriculum Week
16 & 18.10.17	Family Consultation Meetings for Nursery & Reception classes 4pm—7pm
w/c 23.10.17	Half Term
<b>30.10.17</b>	<b>Great Fire of London Workshop—Yr 2</b>
<b>06.11.17</b>	<b>Flu Nasal Spray Vaccinations—Yrs R-4</b>
<b>17.11.17</b>	<b>Children in Need</b>
<b>27.11.17</b>	<b>Assessment Week</b>
<b>15.12.17</b>	<b>KS1 Nativity (am) Adults only</b>
<b>18.12.17</b>	<b>KS1 Nativity (pm) Adults &amp; Children welcome</b>
<b>19.12.17</b>	<b>Reception Classes Nativities (am) @ St Mary's Church</b>
<b>19.12.17</b>	<b>Christmas Lunch</b>
<b>20.12.17</b>	<b>Class Parties</b>
<b>21.12.17</b>	<b>Christmas Church Service @ 9.15am Yr 5 Parents welcome to attend</b>
<b>21.12.17</b>	<b>End of term 1.05pm</b>
<b>04.01.18</b>	<b>INSET</b>
<b>05.01.18</b>	<b>Start of Spring Term</b>