



# **Frimley Church of England Junior School**

## **Parent Handbook 2017/18**

**Learning Together We Grow**

Revised: November 2017

## Welcome to Frimley!

Thank you for choosing to send your child to Frimley. We hope that your involvement in our community will be a rewarding one and that both you and your child enjoy your time with us.

We decided to put together this handbook to guide our new parents through the process of starting life in our school and arm you all with a better understanding of how it all works. We hope that it provides you with all you need to settle in as a parent or carer at Frimley. Please let us know if you have any questions or suggestions.

At Frimley we are very keen to involve you in your child's learning and we work hard at making sure parents know what is happening in class and supporting you to help your child. We look forward to you becoming part of the Frimley family in the new academic year.

### Our vision statement:

Our vision is to be an outstanding school at the heart of the community where children develop as confident, caring citizens able to discover their potential and embrace the opportunities life brings.

Through Christian values of

Respect

Responsibility

Perseverance

We encourage the children to enjoy learning for life, to care for and respect each other and to take pride in all they do.

**Our motto is: Learning Together We Grow**

### Our aims:

Children are at the heart of everything we do. We live by our values, not our rules. As a learning community we aim for all our children to

- Feel safe and valued as part of a caring community
- Be confident, polite and courteous
- Develop a sense of self-esteem: be well balanced and healthy individuals
- Take responsibility for their learning
- Be independent thinkers who ask questions and are prepared to take risks
- Make a positive contribution to the community
- Understand and respect others

### Our rationale:

At Frimley it is our goal to foster in our students a love of learning, strong morals and character and a genuine respect for others, prepared in every way – intellectually, morally and socially – for the world that awaits them. To this end, our school is not a small school, rather a large family where children are happy, confident and caring.

Our highly dedicated team works hard to ensure that everyone is valued... and enjoys learning! Our motto, 'Learning Together We Grow,' sums up our belief that learning:

- is the responsibility of the whole school
- should be fun
- is for life

## Frimley Learner:

We have developed an aspirational vision of how we would like all our children to approach their learning at Frimley – we call this The Frimley Learner. Both you and your children will learn more about the Frimley Learner throughout your time with us and every child will have the opportunity to become the ‘ultimate Frimley Learner’ through completing a series of tasks and challenges.

## We are Frimley

**L**earning together and independently

**E**nthusiastic - positive, committed, motivated

**A**mbitious - aiming high/aspirational

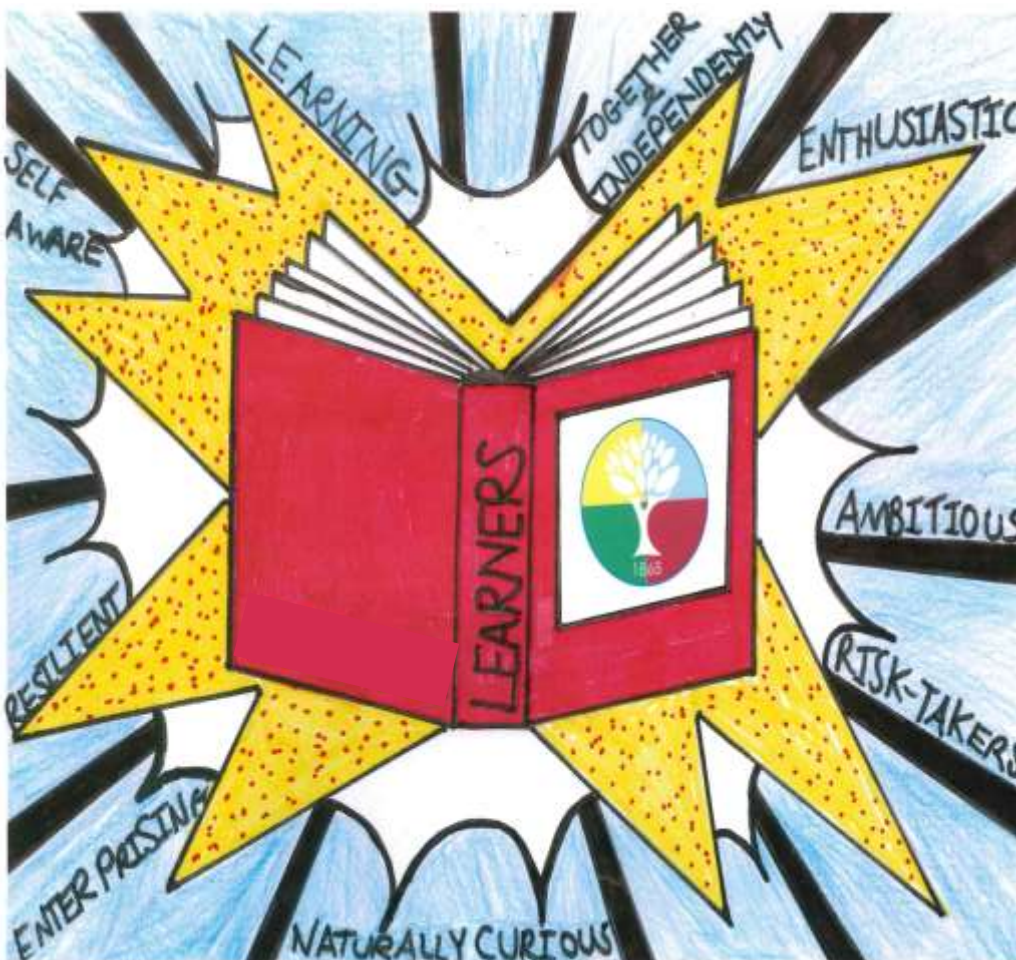
**R**isk-takers – brave, courageous, fearless

**N**aturally curious - inquisitive, interested, eager

**E**nterprising - resourceful/ showing initiative/original/creative

**R**esilient - strong, adaptable, quick to recover

**S**elf aware – mindful, conscious, balanced view of self, confident



We look forward to working in partnership with you to achieve our vision. Your support is crucial to your child's progress at school, particularly in developing positive attitudes towards work and behaviour, so as to achieve the high standards that we expect in both.

### Staff at Frimley Church of England School

Clare	Wright	Head Teacher, Designated Safeguarding Lead (DSL)
Rachel	Farage	Deputy Head Teacher, DSL
Sally	Williams	Inclusion Leader, DSL
Caroline	Hammond	Business Manager
Marian	Carmichael	School Secretary
Lindsey	Carter	Admin Assistant
Trevor	Jones	Caretaker

### Teachers

Emma	Baker	Cover Inclusion Leader
Ben	Callow	
Amy	Chappelow	
Sarah	Griffiths	
Vicki	Hannon	
Carly	Neighbour	
Olivia	Peters	
Nathan	Phillips	
Sarah	Phillips	
Vanessa	Price	
Ailsa	Reehal	
Anna	Stroud	
Emma	Venn	
Louise	Withers	

### Support Team

		Nicky	Martin
Lucy	Curtis	Rachel	Milton
Ginette	Darley	Tina	Pang
Nicola	Doe	Sarah	Romp
Julie	Elson	Claire	Simmonds
Sara	Frampton	Lorraine	Thompson
Emmy	Hall	Gillian	Williams
Carley	Lambert-Gough	Rebecca	Osborne
Sarah	Ludlow	Alex	Vasey

## Governors

First Name	Last Name	Position	Type of Governor	Governor Role
Richard	Forster	Chair	Parent	Chair Resources Committee, Pupil Premium, Sports Funding
Clare	Wright		Head Teacher	N/A
Sarah	Romp		Staff	N/A
Corinne	Diss	Clerk		N/A
William	Woods		Local Authority	Health & Safety & Sites
Phil	Parker		Foundation	Safeguarding, Children in care, RE & Collective Worship
Sam	Laws		Co-opted	Finance
Tony	Ryles	Vice Chair	Co-opted	Chair Children & Learning Committee
Andrew	Barnard		Parent	
Roberta	Wolff			

## The School Day:

08:30	<b>Pupils arrive</b> free flow through the pedestrian gate by front entrance and proceed to their classrooms. Year 3 pupils arrive free flow through the pedestrian gate at the side entrance and proceed to the Year 3 block.
08:40	<b>Registration</b> Lunches are ordered in the classroom by the children and learning begins
10:30 - 10:45	<b>Morning Break</b>
12:00 – 13:00	<b>Lunch Break</b> Children have their break in the playground but during good weather will be allowed on the field.
13:00 – 13:05	<b>Afternoon registration</b>
15:25	<b>End of School Day</b> Children are escorted out of school by their teachers to be collected by their parents from the rear of the school or at the front gates. Children who are not met should be brought back to the school office. <b>If a parent requires a child to leave the premises on their own, please let the class teacher know</b>
15:30	After-school clubs begin
16:15/16.30	After-school clubs finish

### Assemblies:

We hold a school assembly every morning at 8.55am. This is an important part of our school life, a time for sharing and reflection. Themes are broadly of a Christian nature as well as acknowledging the major festivals of others. Parents who are considering withdrawing their children from collective worship should discuss this matter first with the Headteacher.

### Attendance and Punctuality:

The school will continue to give a high priority to good attendance. At primary level, good attendance depends on a positive attitude towards school by parents. At this young age children depend on their parents to get them to school regularly and on time. We are supported by the Educational Welfare Officer in monitoring attendance and punctuality. We thank you in advance for your support in this.

### **School Hours**

Doors open at 8.30 am, when teachers go out on duty. If children need to be at school earlier, please see details under 'Child Care - Morning Club – 8 o'clock club'

Children are encouraged to come in on their own and get settled for the day. At least one of the Year 3 team will be available at the school gate each morning if parents need to pass on important messages. All children need to be in their class by 8.40am every day, when the register is taken and learning begins.

### **Lateness**

If your child arrives after 8.40 am when the gate is closed they will need to go to the school office to be registered by the office staff and provide a reason for their lateness. If your child brings a bike/scooter to school and arrives after 8.40 am, parents might like to consider providing their child with a lock. Children may then secure their bike/scooter against the outside fence, near the main reception, during the school day as they will be unable to access the bike/scooter stands.

### **Absence**

If your child is going to be absent from school, please phone the school office before 9.00 am on the first day of absence. If you do not contact the school we will try to ring home by 10.00 am to check you are aware of your child's absence.

### **Requests for absence during term time**

Children are not normally allowed authorised absence during term time. If however you need to take your child out of school for exceptional circumstances please complete the form available from the school office explaining the reasons for the absence. The form will be submitted to the Headteacher for authorisation. The school is not allowed to authorise holidays in term time.

### **Collection of children at 3.25 pm**

Children will be dismissed at 3.25 pm and will make their way out of the school to the rear playground or outside the front gates. Parents are requested to wait for their children on the rear playground. Teachers will be available at the end of the day if you need to talk to your child's teacher.

To ensure the safety of pupils who are collected by you or other responsible adults the following system has been agreed in the case of your late arrival. If a child leaves school and no-one is there to meet them, they should immediately return to the front office. Children are reminded of these arrangements from time to time, but please remind them at home too.

## Behaviour:

At Frimley, every teacher has the right to teach and every child has the right to learn and play in a non-threatening environment. Staff and pupils work together to create a happy and safe environment for all.

The school has an expectation that all children will behave appropriately in school and that all adults respond to children and other adults appropriately. Adults must demonstrate and model this expectation to all children.

We believe that positive reinforcement of children's achievement in work and behaviour is a way of reaching this expectation.

The ethos of the school is based on mutual respect, encouragement, trust, praise and care and consideration for others. From the beginning we aim to develop a moral code of conduct and a sense of conscience in each child. The children and the teachers draw up a class charter to promote and reinforce this.

Good relationships throughout the school are promoted in an atmosphere of harmony and co-operation where each child's point of view is valued. It is the school's aim to create a positive climate placing the greatest emphasis on praise and reward with less on sanctions.

We look at parents for their maximum support in helping us establish a calm and orderly environment in which children and staff can work happily together.

## Behaviour System:

We are committed to encouraging and celebrating the success of the children. It is important that all receive praise and encouragement in some form on numerous occasions in their school life. Our recognition of their efforts may simply be a 'well done' or a positive comment on a piece of work resulting in sharing success with others and often to the Headteacher for a special word of praise. Positive reinforcement of our expectations will be consistently given and children whose behaviour meets these requirements will be rewarded in a variety of ways. All staff and children are aware of the nature of these rewards. They include 'Star of the Week': one child from each class is chosen as the 'star' linked to the theme of the week. This is celebrated at an assembly at the end of the week. The children can also win house points for their house team, relating to an exceptional piece of work or action/attitude. The number of house points per team is totalled each week, with an ongoing result.

We operate a "Steps to Success" approach for managing behaviour, which is a positive system whereby children are rewarded for good behaviour as well as being provided with the opportunity to correct any poor choices they may display at any time during the day. This approach is centred on the school's 6 key rules for behaviour:

1. We are gentle
2. We are kind and helpful
3. We listen
4. We are honest



5. We work hard

6. We look after property

These rules are for everyone, and for everywhere, in our school. We ask all our parents to familiarise themselves with this system.

Every class has 7 coloured Steps displayed within the classroom and children have the opportunity to move up or down the Steps depending on the choices they make for their own behaviour. All children start on the Green Step every morning and all those who end on the Green Step or above at the end of each day will earn 5 minutes towards a fun Golden Time session which will be organised in every year group on a weekly basis. Children have the opportunity to move up and down the Steps at any point in the day.

The 7 Steps are:

**Gold:** see HT or DHT and certificate sent home

**Yellow:** see Year Leader and sticker given

**Orange:** out to break first

**Green:** expected behaviour (everyone starts here every morning)

**Blue:** Time Out within own classroom

**Purple:** Time Out in another classroom

**Red:** sent to Year Leader or Senior Leader and parents informed

Full details of all matters concerning discipline can be found in our Behaviour Policy available on our website – school information – policies.

#### Child Care:

**After School Club** - We offer an After School Club for children from 15.30hrs to 18.00hrs. Full details can be found on our website under 'Parents' – After School Club.

**Morning Club - 8 o'clock club** - We offer an early morning club for parents who wish to drop their children off early at the start of the day. Please note that breakfast is not provided. Full details are on our website – parents – 8 o'clock club.

**Walking bus to Sandringham** - We have a walking bus from Frimley to Sandringham school daily for those children who register for childcare with Sandringham school after the school day. Further information is available at the school office.

#### Child Protection:

The staff and Governors at Frimley have the safety and well-being of the children in our care at the centre of all we do. The school has thorough and robust child protection procedures that ensure we provide an environment where children are safe and feel safe at all times. We carry out full vetting procedures on all staff, and all volunteers who have regular access to our children are checked against the government's Disclosure and Barring Service (DBS). Our Governors are also DBS checked.

Designated Safeguarding Lead (DSL) – we have three DSL's, Clare Wright, (Headteacher), Rachel Farage (Deputy Head) and Sally Williams (Inclusion Leader).



The DSL is responsible for investigating safeguarding concerns and referring a child if there are concerns about possible abuse, to the Multi Agency Safeguarding Hub and acting as a focal point for staff to discuss concerns. The DSL will liaise with other agencies and professionals as appropriate, and ensure that all school staff receives child protection induction and annual update training. Any pupil currently with a child protection plan who is absent in the educational setting without explanation for two days is referred to their key worker's Social Care Team. The DSL is responsible for providing, with the Headteacher and Chair of Governors, and contributing to the "Audit of Statutory Duties and Associated Responsibilities" to be submitted to the Education Safeguarding Team at Surrey County Council annually.

Any child protection concerns should be referred to any one of our three DSL's: Mrs Wright, Mrs Farage or Mrs Williams.

Full details of all aspects of safeguarding can be found in our Child Protection Policy on our website – school information – policies.

### Closure:

The school will only be closed in exceptional circumstances, such as extreme weather conditions or other emergency situation. If this happens you will be advised by ParentMail and information will be posted on our school website.

### Clubs:

Frimley runs a wide range of lunchtime and after school clubs. Some of these are run by our staff at no additional cost, while some are run by outside agencies for a small charge. A new clubs list is issued each term. Full details of clubs currently available are on our website – parents – clubs.

Children can learn to play a variety of musical instruments. Further details are available at the school office.

### Communication:

The school office is open from 8.15 am to 4.30 pm daily during term times for any general enquiries.

Tel: 01252 835440

Email: [info@frimley.surrey.sch.uk](mailto:info@frimley.surrey.sch.uk)

Website: [www.frimley.surrey.sch.uk](http://www.frimley.surrey.sch.uk)

Telephone calls – normally the phone will be attended throughout the school day. Occasionally your call may be transferred to our voicemail service. Please do leave a message and we will get back to you as soon as we can. The phone line is often very busy at the beginning of the school day, so if your call can wait please phone us later.

Email – please email the office email address ([info@frimley.surrey.sch.uk](mailto:info@frimley.surrey.sch.uk)) with any general enquiries or if you would like to reach your class teacher by email. All messages will be forwarded to the appropriate person by the office staff. On receipt of an email the staff member concerned will aim to reply within 48 hours. We regularly use ParentMail to email information to parents and encourage all parents to provide us with an email address. If you do not have access to email we can provide you with a hard copy.

Letters – on receipt of a letter the staff member concerned will aim to reply within 48 hours by phone or note delivered home by your child. If the request is of a more complex nature your note will be acknowledged and a time scale of response given.

In person – your child’s teacher will usually be able to talk to you before and after school. Please understand that if you wish to talk to your class teacher before school they will need to end the conversation by 8.40 am in order to begin teaching. If you require a longer discussion please phone the office to arrange a convenient time. If you wish to speak to the Headteacher, the Deputy Head or the Inclusion Leader please call the office to make an appointment.

Newsletters – the school newsletter is published once a fortnight and provides you with news of events that have happened in school as well as dates and information about forthcoming events. This will be sent out via ParentMail, posted on the website and a hard copy displayed in the reception area by the school office.

### Computing – online safety:

Given the rate of technological advances and ever increasing use of mobile/hand-held technologies, online safety has become a prime concern to parents and schools alike.

At Frimley we take online safety very seriously. Furthermore, the children are embarking on a new and radically different curriculum of Computing which now teaches children to use and understand programming skills, debug code, explore algorithms and eventually design their own applications and games.

**Children:** Central to all these exciting prospects and rich learning experiences is the theme of online safety. Every year group will be taught discrete modules of online safety at the beginning of the school year. These modules are tailored to the age and understanding of the children and broaden in depth and scope as they ascend through the school. Topics covered will include safely accessing the internet, staying safe when using email, reliability of sites and how to assess this reliability, digital footprints, reporting procedures for unsafe content. The learning does not stop there! Online safety elements will continually be referred to throughout other computing lessons and when using technology in class. Every classroom displays the SMART rules displayed on this website which the children have signed to state they have read and understand their purpose.

**Parents:** Parents play a vital part in helping their child to stay safe online. We regularly hold parent workshops on the subject of online safety to make sure we keep our parents and staff as up to date as possible and also have a number of resources on our website to help parents keep their children safe online – learning – online safety.

We ask you to discuss the issues of online safety with your child. We have a special form, Form 3 Online Safety Form, which is in two parts; parents are required to complete the first section, and your child completes the second section.

### Concerns and complaints:

Raising concerns – if you have any concerns about the education of your child or about the school in general please let us know. Write or phone to speak with the class teacher. The class teacher will inform the Headteacher of any concerns that parents voice. If the problem cannot be resolved easily you will be invited to join the class teacher and appropriate others for a meeting at school to discuss the matter further.

Complaints – from time to time parents and others connected to the school may become aware of matters which cause them to consider a complaint. To encourage resolution of such situations the Governors have adopted a complaints procedure which sets out the school’s approach to dealing with concerns and complaints. Frimley School has adopted the Surrey County Council guidance for responding to concerns. Further details are contained in the document Responding to Concerns about Surrey County Council schools – guidance for parents, which is available on the Surrey County Council website or on request from the school office.

### Curriculum –topic work:

At Frimley we believe that creativity is more than just being good at art or music; it is a way of working, thinking and being that inspires us in whatever we do. It is this idea that is embodied in our school motto ‘Learning Together We Grow’.

Through our curriculum we aim to discover and release every child’s creativity. To fulfil these aims we have developed a curriculum model whereby the core skills needed to make progress in each subject are embedded within a range of themed studies. Each year group explores a variety of engaging topics over the course of a year, starting with a ‘wow lesson’ to enthuse the pupils about the study ahead and a ‘fantastic finish’ to end the theme. This cross-curricular and child-centred curriculum allows for excited and enthusiastic thinkers, with enquiry and exploration being at the heart of learning.

Parents have the opportunity to share in their children’s learning through participating in ‘fantastic finishes’.

**Curriculum Drivers** - Our curriculum is based upon the underpinning rationale that we want to create lifelong learners who have the basic skills to succeed at secondary school and in life. The school has chosen 4 drivers:

- **Enterprise** – developing the ability to solve problems and think creatively, including links with business to develop children’s ability to succeed in the world of work both locally and globally.
- **Wellbeing** – to be able to understand how to care for themselves and develop their spiritual, moral, social and cultural understanding.
- **Learning to Learn** – developing the children’s ability to be resourceful, resilient, reciprocal and reflective in all that they do. This links with the Frimley Learner.
- **The wider world** – developing the children’s understanding of the different communities in which they live (local, national, international); promoting the British values of democracy, liberty, respect and tolerance; furthering understanding of the needs of the environment and sustainability issues.

Our website has full details of the topic work in each year group – including a pictorial guide which we’d love you to print out and stick on your fridge!

### Educational visits – charging for school activities:

Frimley supports a wide range of additional activities and recognises the valuable contribution that they make towards the educational, personal and social development of children. These activities include educational visits and residential trips which we will offer but recognise that they will incur costs. The Governing Body will consider giving financial assistance to families who are experiencing hardship. Please contact the Headteacher for more information. Full details of our Charging and Remissions Policy is on the website – school information – policies – charging and remissions policy.

### Governors:

Our Governing Body at Frimley is very involved in the life of our school and highly supportive. Termly meetings are held when a review of all matters concerning the school are discussed in the presence of the Headteacher and other members of the Senior Leadership Team. Elections for parent governors are held from time to time when nominees are called for and a secret ballot held if necessary.

### Healthy tuck shop:

Frimley operates a healthy snack policy for playtimes – children are only allowed to bring in healthy snacks. No sweets, crisps, biscuits or cakes are permitted. We have a healthy tuck shop run by our Year 6 pupils every morning break with a wide range of snacks available at 40p each, paid in cash on the day.

### Nut Allergies – Surrey County Council No nuts or nut product policy

Please note that because of the increased incidence of nut allergies and the obvious concerns associated with these, Surrey County Council do have a policy that no nuts or nut products are used in food preparation on site (school kitchen).

May we ask that you bear in mind children who have a nut allergy when preparing packed lunches and avoid nuts and nut products wherever possible in school i.e. Nutella, . Some children only have to be near someone eating nuts to start a reaction.

### Home and school contact:

Meet the teacher sessions are held at the beginning of September to give parents the opportunity to get to know their child's teacher at the start of the year.

**Parent evenings and open afternoon** – parent evenings give parents the opportunity to discuss their child's progress on an individual basis and look at their work in the Autumn and Spring terms. Parents can book an appointment online through ParentMail – full details will be sent out in advance. The open afternoon in the Summer term gives parents an opportunity to have a detailed look at all their child's work over the year.

**Reports** – parents will receive a written report about their child's progress in all areas of the curriculum towards the end of the Summer term. This will also include areas for future improvement and a general comment about your child's behaviour and attitude during the school year.

**Home School Agreement** – All parents and children sign this agreement when they start at our school. During the Autumn term a copy of the Home School Agreement will be sent out to all parents in Year 4, 5 and 6, as a reminder of the partnership between the school, child and parents.

**Questionnaires** – each year we ask parents for their opinions about many different aspects of school life and we encourage as many parents as possible to respond. The feedback provided is vital as it indicates areas of strength and formulates ideas for areas of improvement.

### Home learning:

At Frimley we see home learning as part of our partnership with parents in helping children reach their potential.

#### **How can I help my child with home learning?**

Parents and carers should:

- Provide a reasonably peaceful, suitable place in which children can do their home learning – alone or, more often for younger children, together with an adult. There should be no unnecessary distractions e.g. TV or music.
- Make it clear to your child that you value home learning, and support the school in explaining how it can help their learning.
- Encourage your child and praise them when they have completed home learning to a satisfactory standard.
- Try to ensure that the standard of work is on par with that which you have seen in school.

Home learning will always have been explained to your child. Parents may also wish to support the work children are doing in class. An outline plan of the term's work will be available at start of each term on the website – learning – curriculum – curriculum – relevant year group.

### Jewellery and hair styles:

We do not allow children to wear jewellery when in school. The exception to this rule is for children who have pierced ears who are allowed to wear small studs. These must be removed for PE and swimming lessons and the children must be able to do this themselves.

Hairstyles should be reasonable and appropriate for being in a learning environment at school. If hair is longer than collar length it should be tied back with a suitable, small tie/band in a neutral colour, blue or white. Indian braids and beaded hair are not permitted. Extreme hairstyles, which include shaved patterns in the scalp, Mohicans and unnaturally coloured dyes are not acceptable at school. Make-up is not acceptable under any circumstances, including nail varnish and fake tattoos.

### Lost property:

We ask that all items of clothing, stationery and any personal possessions are clearly marked with your child's name. Any lost items will be returned to the office and given back to the child. Any unclaimed items will be disposed of each half term.

### Lunchtime arrangements:

Lunchtime break starts at 12.00 and finishes at 1.00pm. School meals are cooked on the premises and are available for all pupils. Dinner money should be paid online via Tucasi (link on the front page of our website). We will be changing to a completely cashless system as from January 2018 and details will be on our school website. You do not have to order a meal for the whole week. Your child can choose to have a school lunch on one day and a packed lunch another. Meal selection is made each morning in the classroom – there are 3 or sometimes 4 options available. The weekly menu is posted on our website and available in the classroom and school office. Lunches are cooked to order and placed with the catering team by 10.00 am. If your child is taken ill and goes home after 10.30 am our catering team will not be able to provide a refund for the lunch not taken. Free meals are provided for children so entitled. If you believe you are entitled to this benefit please contact the school office. We can assure you of full confidentiality on this matter.

Children who are prescribed a special diet by their doctor can be accommodated by our catering staff. Please ask the office staff for further information.

We hold a parent lunch for each class which has proved very popular for both children and parents alike. Full details will be in our newsletter well in advance.

### Medical matters, accidents and illness:

All staff at the school are trained to administer basic first aid. If your child has an accident whilst at school we will contact you as appropriate. It is very important that your emergency contact details are kept up to date. We will ask you to complete an emergency contact form each year – please remember to tell us if you change your mobile phone number.

Should your child be taken ill at school we will contact you to come and collect them. We will contact the first name on the emergency contact list, and if we cannot make contact, we will work our way down the list of numbers provided leaving messages if necessary.

Should your child have a bump to the head we will contact you to make you aware.

We are not able to administer medicines unless you fill in a form first, available on the website or from the office. All medicines should be clearly labelled with the name and address of the child, the dose and the times of administration of the dose. Medicines should be delivered and collected by a parent or other responsible adult.

If your child has asthma and needs to keep an inhaler in school please let us know by completing the medical details form 2 in the forms pack. Please also remember to make sure that the inhaler is kept sufficiently full and in date as this is your responsibility.

If your child develops an infectious illness of any sort and you are unsure whether they should come in to school, please phone or call in to the office first. We have guidelines and information about infectious periods of most common childhood illnesses.

Head lice (nits) can present a problem from time to time. If your child becomes infected please treat as soon as possible and let us know so that we can send out a general note to all parents to be extra vigilant.

If your child has diarrhoea and sickness they should not return to school for 48 hours after the last episode and they will not be able to swim for 10 days.

If you have to make a medical or dental appointment for your child we would like you to try to do this outside school hours. If you do need to take your child out of school for a medical or dental appointment please let your child's teacher know in advance and report to the school office to sign your child out and in again.

### Milk:

Parents can purchase a carton of fresh chilled milk each day for their child through the school milk scheme operated by Cool Milk. Please visit [www.coolmilk.com](http://www.coolmilk.com) for more information and details of how to register. Registration information is also available from the school office.

### Parent helpers:

We are delighted to welcome parents who come in to school on a voluntary basis for various purposes – we are always grateful for help in school. Assistance varies from a regular commitment such as coming in once a week to help with reading, sewing etc., to helping on school visits, walking the children to church and other specific occasions. We sometimes need help to transport children to sporting events and competitions. We will ask for parents to help with specific projects taking place in the school. We really do value the help parents give us in school and many aspects of school life depend on volunteers. Any volunteer will be given full information and guidelines to ensure full use is made of extra help in school. If you would like to help in any way we would be pleased to hear from you. In line with our Child Protection procedures, all volunteers who will be helping in school on a regular basis will be asked to undergo a DBS check.

The Frimley Parent Teacher Association – the FPTA – consists of friends, parents and staff. We raise funds for the school to spend on extra equipment and resources not covered by the normal school budgets. The FPTA always welcomes new members to their group so please contact them if you feel you could spare some time to help them with their fund raising efforts. Email [fpta@frimley.surrey.sch.uk](mailto:fpta@frimley.surrey.sch.uk). We also have a Facebook page which you are welcome to join. For further information please see the FPTA page on our website – parents – FPTA.

### Road safety outside school gates:

Children crossing Frimley Green Road should do so at the pedestrian lights outside the school. Please make sure your child knows to wait for the green man and check that the traffic has stopped before crossing. We have had a few occasions when cars have failed to stop at the crossing over which we have no control. Bikes and scooters brought in to school remain the responsibility of the children whilst in school. Children should dismount at the school gates and walk with their bike or scooter through the school grounds to the bike shed at the front of the school or alternatively to the scooter park by the entrance to Year 3. Please do not park bikes in the scooter park – all bikes must be parked in the bike shed at the front of the school.

We appeal to all our parents to park with due care and consideration on the roads surrounding the school – this is for the safety of all concerned, in particular the safety of our children and also in respect for our neighbours. Please do not park on the pavements opposite the school or in the Bus Stop outside the school.

### Special Educational Needs and Disability – SEND:

At Frimley we provide an inclusive education for all. We aim to ensure all children have the best opportunity they can to succeed. Every child is different and we recognise that children learn and progress at different rates.

It is important that you, as parents, know what we do for every child, how we assess them, identify the children who need extra help and then how we meet their needs. The questions and responses in the ‘SEN Information Report’ on the website will show you how we do this at Frimley – school information – special educational needs.

If you ever have concerns that your child is experiencing difficulties with any aspect of school life please let us know. We have had experience of a wide range of different Special Educational Needs and as a result we have built up systems, resources and skills to support them. Our Inclusion Leader, Sally Williams, works Monday to Thursday and can be contacted via the school office. Emma Baker is currently providing maternity cover for Sally Williams.



### Special events:

During the year a number of special events are held in the school. These are some of the things we have done in the past:

Harvest Festival service at the church	Carol service
Year 3 production	Christmas parties
Easter service at the church at the church	Years 4 and 6 residential visits
Frimley Fun Day	Year 6 production

Full details of all events will be given in the newsletter well in advance. The website is another source of information for up-coming events.

### Sport:

Teachers at Frimley recognise the importance of sport for every child regardless of their abilities. Children will be given opportunities to experience work in gymnastics, games, dance, run-a-mile, swimming, and athletics to name but a few. The wide range of activities undertaken within the curriculum is supplemented by a range of lunchtime and after-school clubs, some of which are run by external agencies. For full details of what is currently available please see the website – parents – clubs. PE kit should be in school every day, so please make sure your child brings in their PE kit on a Monday and takes it home on Friday for washing, this is because PE lessons may need to change at a moment's notice.

### Swimming:

We are very fortunate to have our own swimming pool which means that every child learns to swim at Frimley. We have weekly swimming lessons with our own qualified swimming instructors.

Parents/pupils should be aware of the following guidelines:

Children are not permitted to use the pool in the following circumstances:

- If they have an open wound
- If they are wearing a plaster
- If they have or have had a stomach upset they will not be allowed to swim for up to **10 days afterwards**, in the interest of **all** children using the pool
- If they are taking a course of antibiotics
- If a child has a problem with a verruca, we advise that they wear an old ankle sock poolside and for swimming
- No talcum powder, aerosols, hair products are allowed in the changing rooms

Please make sure you provide your child with the correct swimming kit and that it is sent into school at the start of the week and is taken home after swimming for washing, this is because the swimming lesson day may need to be changed at a moment's notice and this will ensure that no child misses out on the lesson. Full details of the kit required are on the website – parents – uniform, and follow the links. The wearing of goggles may be permitted if a letter is sent to the swimming instructor in the first instance.

### Testing and assessment:

Effective assessment is essential so that schools can match teaching and learning to children's ability and level of development. Teachers assess pupils in many different ways throughout their time at Frimley. More formal tests are given at various points through the year that provide us with detailed information about their attainment and progress. The results of these tests are shared with parents when appropriate. Year 6 children undergo national assessment in English and maths at the end of Key State 2. These tests are commonly referred to as SATS.

## Uniform:

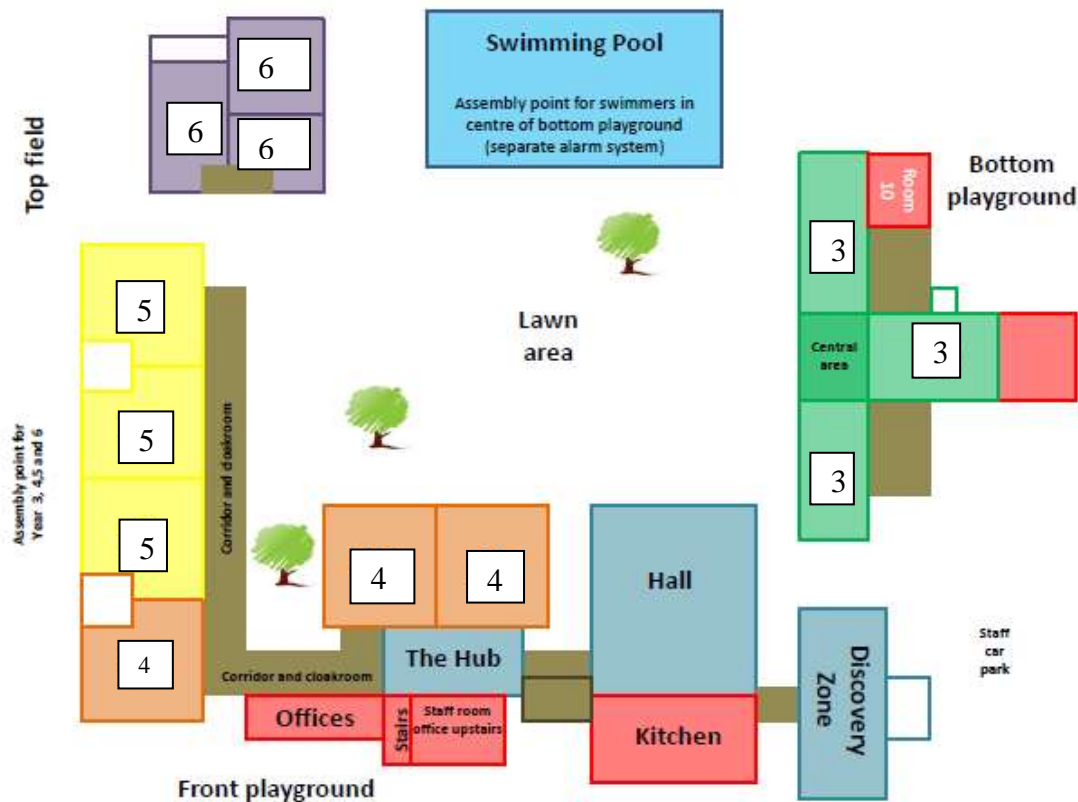
The school's uniform policy is intended to standardise appropriate dress for school, promoting the school and its high expectations, giving pupils a pride in their appearance and identity with the school. Full details of the uniform policy and uniform list are available on the website – parents – uniform, and follow the links. Uniform can be purchased from Brenda's in Camberley – [www.brendas.co.uk](http://www.brendas.co.uk). The FPTA occasionally runs a nearly new uniform stall for the sale of good quality second hand school uniform. Details will be published in our newsletter and on our website.

## Water:

We encourage the children to bring water in to school for use throughout the day. It is important that they have the chance to re-hydrate themselves as often as they want. Water bottles can be refilled in the dining hall and this should be done during normal break times. Please make sure bottles are named.

## Forms to complete and return to school:

There are a series of forms which you have been given alongside this handbook which we ask you to complete and return to school as soon as possible.



## UNIFORM

At Frimley Church of England Junior School all children are expected to wear the school uniform which is both practical and smart. **All uniform/PE & swimming kit are to be named.**

The uniform comprises of the following:

### **Boys**

- Shirt - white shirt
- Ties - house colour stripe (can be clip on) Houses will be allocated on transition day
- Top - school sweatshirt
- Trousers - charcoal grey
- Socks - charcoal grey and plain
- Shoes - plain, black, school shoes - **no trainers or similar**

### **Girls**

- Blouse - white shirt
- Ties - house colour stripe (can be clip on) Houses will be allocated on transition day
- Top - school cardigan or school sweatshirt
- Skirt - charcoal grey (trousers permissible)
- Socks - charcoal grey and plain
- Tights - charcoal grey
- Dress - summer - blue/white checks (white socks can be worn with a summer dress)
- Shoes - plain, black, school shoes (low, flat heels) **No open toed sandals, no trainers or similar.** Boots may be worn in winter to and from school but children must change into school shoes when they are in class.

### **PE Kit**

- Plain shorts (Royal blue only)
- School blue T-shirt with logo
- Track Suit (optional for winter) navy
- Trainers

### **Swimming Kit**

- Towel
- Waterproof swimming hat (compulsory)
- Costume/close fitting trunks

**Hair:** Hairstyles should be reasonable and appropriate for being in a learning environment at school. If hair is longer than collar length it should be tied back with a suitable, small tie/band in a neutral colour, blue or white. Indian braids and beaded hair are not permitted. Extreme hairstyles, which include shaved patterns in the scalp, Mohicans and unnaturally coloured dyes are not acceptable at school.

**Jewellery:** For Health and Safety reasons jewellery should not be worn. If ears are pierced, earrings should be a small stud with no raised stones - plain gold or white coloured stones only, which children are able to remove themselves. Stud earrings should be removed for PE and swimming to comply with Surrey County Council's Health and Safety requirements. A watch may be worn but should be removed for PE to prevent causing injury.

**Make-up:** is not acceptable under any circumstances, including nail varnish. Fake tattoos are not appropriate at school and must be removed without trace.

### **All uniform is available from:**

**Brenda's**, 130 Frimley Road, Camberley, GU15 2QN  
Telephone number: 01276 469697  
[www.brendas.co.uk](http://www.brendas.co.uk)