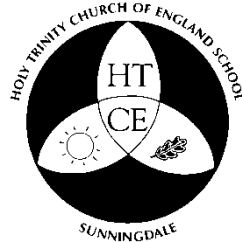


Holy Trinity Church of England Primary School



Believe • Achieve • Inspire •



Holy Trinity is a one form entry voluntary aided primary school for pupils aged 4-11 years, providing an excellent, all-round education.

'I know there is nothing better for people than to be happy and do good as they live.'
Ecclesiastes 3:12



Welcome

It is a privilege as Headteacher to welcome your family to Holy Trinity Church of England Primary School. A school where the care and achievement of every pupil is central to all that we do. Your child will experience an enriching and engaging time here through our innovative curriculum, exceptional pastoral care and a strong community ethos. The access and opportunity to a wide range of activities and resources will inspire, motivate and enable your child to succeed.

Our Christian vision for our school is for all

'our pupils to flourish in an inclusive, inspirational place of learning where we are happy, respectful, kind and safe.'

'I know there is nothing better for people than to be happy and do good while they live.'
Ecclesiastes 3:12

We strive to achieve this through our ethos, policies and full curriculum opportunities.

Most of the information you need to know about our school policies and procedures can be found on the school website at <http://www.holytrinityschsunningdale.co.uk>. Please do take some time to familiarise yourself with these.



In the meantime, this booklet aims to highlight just a few key points to help you get started. If you have any questions or concerns, please don't hesitate to ask a member of staff for help or give the office a call. On behalf of the Staff and Governors we are delighted that you have selected our school and will be joining us in September.

Mrs Jo Griffith, Headteacher



'I know there is nothing better for people than to be happy and do good as they live.'
Ecclesiastes 3:12

Meet the Reception Class Teachers

Mrs Tomes

(Monday to Thursday morning)



Mrs Lawrence

(Thursday afternoon & Friday)



Reception class Teaching Assistants:

Mrs Medows

(Monday to Wednesday)



Miss Fearn

(Thursday & Friday)



Transition and Starting School

We are looking forward to meeting you and your child and welcoming you into our school. We know that starting Reception class can be a big change and so we are keen to ensure the transition is smooth so that you and your child feel happy and confident. If your child currently attends a nursery or pre-school setting, Mrs Tomes and Mrs Lawrence will be visiting them to meet your child and begin to get to know them.

The teachers will also be offering home visits to talk with you about your child and give you the opportunity to get to know our school staff too.

In addition to this, the children are invited to join us in July for two afternoon sessions in school to get to know the classroom and meet their new peers.

In September, for the first week the children will be in school for half days. Then the children will be in school for full days going forward. We have found this system to work really well to help the children settle in and have a happy start to their school days.

We work really hard to cultivate good communication and relationships between staff and parents as we know how important and beneficial this is for your child's wellbeing and education. Mrs Tomes and Mrs Lawrence will be communicating with you about how your child is settling into school in September.

The School Day

Start Time

The school day starts promptly at **8.45am** each day with registration and all children are expected to be in class by then. Parents are asked to vacate the premises so it can be secured for the day. Reception age children enter the class using the entrance up the ramp to the rear of the school (Church Road).

Dropping off at School

You may escort your child to the gate at the entrance to the Reception outdoor area and hand them over to a member of staff between 8.30am when classroom doors open, and up to **8.45am when school starts**. The area outside school becomes congested with cars and there is no parking on site, so walk if you can, or park in the Broomhall Recreation ground and take a short walk up Station Road to school (park and stride). We ask that you give consideration to residents and do not use the Village Hall car park as this is private and in operation daily for the preschool.



End of Day

School finishes at **3.15pm**. Please collect your child from the ramp to the rear of the class (Church Road). Your child will be passed directly to you or a nominated adult with prior arrangement. If someone different is picking up your child, please let the class teacher or teaching assistant know in the morning, or for last minute changes please telephone the school office as soon as you can. For safety reasons, children will not be handed over to anyone without prior permission from a parent/carer.

School Lunches



School lunches are provided by Wilson Jones Catering. Menus are set each term and provide a balanced diet. A meat and vegetarian option is available each day. All pupils in Reception Class, Year 1 and Year 2 in state-funded schools are offered free school meals. It is helpful if you select the meal with your child before they come to school so they know what they will be eating on the day. You must inform the school if your child has an allergy to certain foods or cannot eat certain foods for religious purposes. If you prefer, you can provide your child

with a packed lunch. Please ensure it is nutritionally balanced. We do not allow sweets, chocolate bars or fizzy drinks in school. Please be mindful that we have a number of children with life threatening nut allergies and so it is vital that packed lunches contain **NO NUT PRODUCTS**.

Reception Class are the first group to go for lunch each day at 11.45am. The staff will be available to support them through this process.

Attendance

We are ambitious in our targets in this area because a high level of school attendance is essential for a child to achieve their full educational potential. It is vital that you read and support our Attendance Policy which applies to every child in school. Please ensure that holidays, in particular, are only booked during published school holiday dates. A copy of the term dates for this year is included in this pack for your information and can be found on the school website and weekly newsletter.

Term Time Absence

Should your child need to be absent from school for any reason, you must complete a 'Request for Term Time Absence' form in advance (available from the school office or from the Virtual Office; Attendance tab on our website) and return this for the attention of the Headteacher. Please see the Attendance Policy for more information or speak to a member of the office staff.

Medical Information and Sickness

If your child is unwell and unable to attend school, please call the school office by 9.15am on each day of their absence and leave a message on our absence line. Your child should be kept away from school for at least 48 hours from the last episode of any gastric upset or vomiting.

Uniform

We are very proud of our school uniform and it is an important part of our identity as a community. We believe that a uniform reflects the high standards to which all pupils should aspire. Please see our website for full details and a link to our uniform provider, www.thedirectclothing.co.uk, to place your orders.

All orders for Reception children should be placed online. You can arrange for the uniform to be delivered to your home or to school to be collected.

Reception children need the green book bag but **DO NOT** need the back pack at this stage. Please buy an elasticated tie to make life easier for you in the mornings and for your child getting dressed before and after PE (this will be for Reception Class only).

On your child's birthday, as a special treat, they are invited to wear their own choice of clothes rather than their uniform. If your child's birthday falls on a weekend or holiday, they may choose the day they wear their birthday clothes.



Curriculum

General Overview

Teaching in the Reception Class follows the Early Years Foundation Stage curriculum. Learning and development is underpinned by the three characteristics of effective teaching and learning. These are;

Playing and exploring - children investigate and experience things, and 'have a go'.

Active learning - children concentrate and keep on trying if they encounter difficulties and enjoy achievements.

Creating and thinking critically – children develop their own ideas, make links between ideas, and develop strategies for doing things.



There are seven areas of learning and development. The prime areas run through and support learning in all other areas;

- **Communication and Language,**
- **Physical Development**
- **Personal, Social and Emotional Development**

The specific areas are;

- **Literacy**
- **Mathematics**
- **Understanding the World**
- **Expressive Arts and Design**



Take a look at the class page on our website to see the termly curriculum overview of the learning. Within each area of learning there are Early Learning Goals. We recognise that every child progresses at a different rate and by observing and working with the children we are able to assess progress and plan for next steps in their learning, providing support or extra challenges.

We work hard to ensure the children have access to learning in a fun and stimulating way. We provide practical and engaging learning and aspects of core discrete learning opportunities. Much of the curriculum is tailored around the children's interests and ideas.

**We like riding
our balance
bikes.**



**We like acting
out stories.**



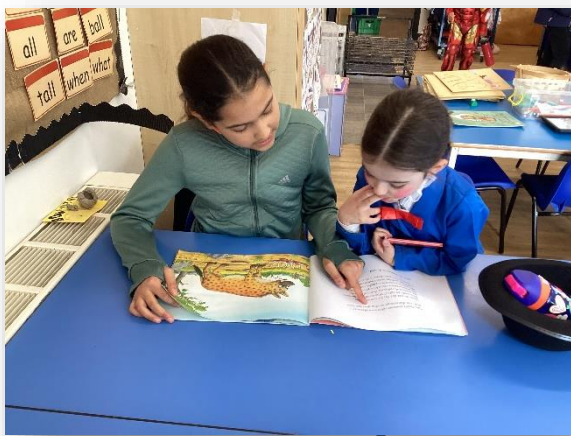
**We like
being
creative.**



**I enjoy a new
challenge.**



**We like creating
music.**



**We enjoy
reading.**



Outdoor Learning

Forest School

We are very fortunate to have a Forest School on site. The Reception children visit this weekly where they take the opportunity to explore the environment and the curriculum in a fun and challenging way. Wellington boots and jackets are a must!



The children explore outdoor themes and engage in physical activities.



'I know there is nothing better for people than to be happy and do good as they live.'
Ecclesiastes 3:12

Trips

Your child will be invited on school trips to enhance their development and to experience real life learning. This will be throughout each school year and include local walks and a summer outing. The class teacher is the lead person who arranges trips. Location will vary each year as they link to our topic areas of learning.



Learning Journals

WOW Moments and Observations

We enjoy sharing the children's achievements and successes both from within school and at home. We regularly observe the children to find out what progress they are making and assessing which areas of the curriculum they need further support with.

We record these observations in each child's individual pupil learning journal. To support us with making accurate assessments of your child and to enable us to share successes please remember to complete our 'WOW' slips. These will be sent home on a regular basis.



Communication

Communication is important and we want you to feel informed and able to approach us with any concerns or questions. Please speak to your class teacher in the first instance, should you wish to discuss anything about your child, the class routines and expectations.

Mrs Tomes' and Mrs Lawrence's Reception Class email is reception@holytrinityprimary.org

If you need to inform the school of any changes to family circumstances or details, please inform the office staff.

More generally, we issue a newsletter every Friday via email. This is also posted on the school website.

Collective Worship



Reception Class will be gradually introduced to Christian themes and Bible stories within the class and by the end of the year the class will be attending Collective Worship regularly with the whole school. Your child will have the opportunity to attend church and take part in a class assembly for parents to view. As a Voluntary Aided Church School, we feel this is a special time for coming together through faith and reflection time. Collective Worship is themed around our Christian values and the Christian calendar of events. We welcome other religions and religious leaders into our school.



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Wellbeing and Pastoral Care

Arrangements for Administration of Medicine

Pupils may be required to take prescribed medication during normal school hours for various reasons. Governors, the Headteacher and the staff are not legally obliged to administer medicines in schools. However, it is reasonable to accept that we may do so provided that the following conditions are observed:

- Full details of the prescribed medication are provided by the parent, via a 'Request for the School to Give Medication' form which is available from the school office and is on our website in the Virtual Office tab.
- Parents supply the medication which is **CLEARLY** labelled by a chemist with contents, dosage and the child's name in **FULL**.
- That one member of staff, known to the child, is designated to whom the responsibility for receiving, storing and administering the medication has been assigned.
- Secure storage for the medication is provided or if necessary a fridge.

A record is kept of the dates and times of administration, details of the dosage and medication given and the **FULL** name of the child concerned.

Use of Inhalers

The use of inhalers may provide a special case for the control of administration, depending upon the frequency needed. All inhalers are securely stored within the classroom where the child is regularly based, and for administration under supervision by an adult to take place.

Fruit and Vegetable Scheme

Under the Government's School Fruit and Vegetable Scheme, each child aged four to six in Local Authority maintained schools are entitled to receive a piece of fruit or vegetable each school day. Our school participates in this scheme which reinforces our commitment to healthy eating. All children in Reception Class, Years 1 and 2 are offered a free piece of fruit or a vegetable during each day. The fruit and vegetables are fresh and of good quality. The aim is for the children to have a positive experience of fruit and vegetables. It is a great way to help us teach our children the benefits of healthy eating.



If you do not wish your child to participate in the scheme, you must let us know. It is essential that you inform us of any religious dietary requirements or allergies your child may have so that we can ensure they are not given anything that may harm them.

Visitors into School

We welcome visitors into school. Here are just a few...



**Theatre production:
Can Bears Ski?**



Learning about the outdoors



Learning about Fossils



A Local Doctor

'I know there is nothing better for people than to be happy and do good as they live.'
Ecclesiastes 3:12

Buddy System

When your child starts school they will be assigned a Year 6 buddy. This is a highly successful transition project which enables your child to have an older buddy they can turn to and receive help and support with friendship building, routines, learning and help with resources. The children really enjoy the partnership and making new friends throughout the school.



Breakfast and After School Club

We offer our own Breakfast Club from 7.30am each week day morning. Places are offered on a first come, first served basis so if you need Breakfast Club provision please send in the registration form as soon as possible. This is available online and in your induction pack.

After school care for our pupils is provided by Sunningdale Pre-School next door to our school. Pupils are collected safely from school by pre-school staff. For more information, please call Sharon Sparkes on 01344 623331.

After School Activities

We offer a wide variety of after school clubs throughout the year, many of which are run by outside providers for approximately an hour. Some clubs are only available to older children so please check if you are unsure. Details of these will be available on our website as they become available.

Termly Fund

In order to fully fund activities such as visiting theatre groups or trips out of school, we require you to contribute to the termly fund for Reception Class (£20 per term). You will pay this via ParentPay – you will receive an activation letter for you to set up your ParentPay account once your child is registered in September. We know how beneficial these activities are so please do contribute termly so that we can continue to provide them. Thank you!

Safeguarding and Child Protection

Child safety and welfare is the responsibility of everyone. All our staff receive regular training and will raise any concerns they have about a child's welfare and safety. If you have concerns about any child, please speak to one of our Designated Safeguarding Leads:



Mrs J. Griffith



Mrs C. Barnes



Mrs F. Fargher



Miss S. Harding

or contact us through the school office on 01344 620716. You can also email the DSLs on:
dsl@holytrinityprimary.org



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