# Welcome to St Polycarp's 2025

ESTO FIDELIS

## A welcome from Mrs Best

Welcome to St Polycarp's and thank you for joining our wonderful school community. This is the start of an exciting journey for your child and for you! We hope your children love learning, make friends and enjoy all that school life has to offer.

As parents, your role in your children's education remains central as we believe that by working together your children grow to be happy, confident, successful learners. We look forward to getting to know your children and indeed your family over the coming months and years.

**Dear Mummies and Daddies,**

**There is a great deal to take on board when your child starts school. We have tried to put key information in this booklet but please ask if you have any questions.**

**We look forward to getting to know you,**

**Your child's Reception teacher**

Contents:


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## Here are the people you will get to know...

Mrs Best — Head Teacher

Mr Peebles — Senior Assistant Head (will be Headteacher from September)

Each year group is split into two classes. The classes are named after birds. In Reception the two birds are Robins and Puffins.

**Robins Class**

Mrs Sperling — Robins Teacher, EYFS Lead and Teaching and Learning Lead ( Assistant Head from September)

Mrs Bentley—Learning Assistant

**Puffins Class**

Mrs Parker and Mrs McGrory - Puffins Teachers

Mrs Warner—Puffins Teaching Assistant

We are available every day before and after school to talk briefly about concerns or queries. If you feel you need a little longer, please make an appointment with the teacher.

In Reception the children have specialist teachers for music (Mrs Ridgeon) and Games and PE (Chelsea coaches and Mrs Ramsden).

# Here are some of the places you will learn...

Robins Classroom

Puffins Classroom

Our shared outdoor space

## Here is what your induction will look like…

4th or 5th September — short 1:1 visits by appointment

8th September 8:45-11:45— your first morning at St Polycarp's

9th September — all children in all day

This is so we can get to know you and you can get to know us. You will get to see all of the exciting things about going to school at St Polycarp's!

## What will my child wear to school?

- Our school uniform list is included with this booklet and includes your PE kit. The Reception children wear a polo shirt and do not need a tie.
- All uniform must be labelled as things can go walk-about!
- Uniform can be bought from Brenda's Schoolwear (https://www.brendas.co.uk/).
- 2nd hand uniform– We have a well stocked second hand uniform shop managed by the PTA—email requests to polys.uniform@gmail.com

**School uniform**

In Autumn and Spring, our uniform looks like this...

...and in Summer, our uniform looks like this...

**PE kit**

St Polycarp's PE T-shirt and a pair of navy shorts. In winter, your children can wear a pair of navy blue jogging bottoms.

**Getting dressed**

It is important that the children are encouraged to be independent in their dressing. They should be able to put on their coats, jumpers and shoes and socks—we can help with buttons and zips where it is needed!

# What does the day look like?

| | |
|---|---|
| 8:30—8:45 | School starts and Reception teachers will open the doors to greet the children. To ensure a smooth and happy transition, parents say goodbye at the gate. Children bring a water bottle to school each day, which they can access at all times. They are also given a snack in the morning. |
| 11:45 - 1:00 | Lunch time! All children in Reception have a universal free school meal. After their lunch the children go outside to play. At the start of the year, they will stay in Reception's outdoor area. |
| 3:15 | Children to be collected by parents (or an agreed adult) from the class teacher via the Reception class gate. |

**An important note**

**Morning drop-off...**

Please wait with your child on the Reception playground until the teachers open the doors. Once your child is confident at school, the morning drop-off system is a great way to drop your child safely without the worry of parking. If you wish to use this system, ask at the school office for further information. When arriving at school via Waverley Lane, please use the pedestrian gate. When entering the school via Tilford Road please use the path adjacent to the school field. Park safely and allow yourself time to 'park and stride'.

**Afternoon pick-up…**

The main playground gate is opened at 3.10. Please wait for your child outside the Reception area on the playground. The teachers will bring your children out at 3.15pm. Please allow extra time to park on the surrounding roads before picking up your child/children as there will be many cars parking at this time.

Please consider our neighbors when parking and do not park on the yellow lines. There is no parking allowed in the church car park. A letter will be sent to you in the first week of school asking you to inform the teacher of your child's home time arrangements. This will include a list of adults who have your permission to collect your child, for example, Grandparents, Au Pairs, childminders etc. Please note, children may attend The Hive club, but other clubs are not available whilst the children are so young.

# What will they eat and drink?

**Morning Snacks**

We ask that each child bring in a named 'sports bottle' of water each day. Our school is an Eco-School and eating healthy snacks is seen as an important part of the school day. Reception and Key Stage 1 children receive a FREE piece of fruit or vegetable every day. On Friday children can bring in a 'Free Friday snack' e.g. packet of crisps, cereal bar, bread sticks or a biscuit. Children are not allowed to bring sweets or bars of chocolate as their snack. Fruit is still available on a Friday.

**Afternoon Snack**

In Reception, we have noticed that the children's energy can often dip in the afternoon. If you would like to send your children in with an extra daily healthy snack then they will be given the opportunity to have their snack in the afternoon. This is optional.

**School meals**

All children in Reception, Years 1 and 2 will have a universal free school meal (subject to Government changes). There are three meal choices each day, one of which will always be a vegetarian choice. Meals should be ordered in advance using ScoPay, You will be sent a registration link for your child's account in September. It is essential that you do this as the food is cooked to order each day. If your child has a medical reason why they should not have School Meals then please speak to Mrs Best. The Reception teaching assistants (Mrs Bentley and Mrs Warner) share lunch duty and monitor how well the children are eating. If there is a concern, Mrs Bentley or Mrs Warner will talk to the teachers who will then speak to you.

**Special Diet Requests for Universal Free School Meals**

If your child has a special diet request i.e. they have a dairy/gluten or wheat intolerance or are vegetarian, then you must complete a Special Diet Request Form.

**Cool Milk**

The school operates the Cool Milk system where you can sign up for your child to have milk every day. If your child would like to have milk, then you must sign up with Cool Milk. If you have any queries regarding Cool Milk then please contact them on: www.coolmilk.com.

# How can we stay informed?

## Website

We aim for our website to be a 'go to' place for parents to get up to date information. Links are sent out to parents to the weekly updates section.

The EYFS page is updated each week with any significant updates and a weekly newsletter will be sent via email. Other updates and notices are also added to the website on a Friday and a link sent to parents. The website also includes resources to support your child's learning.

## Our school newsletter– The Polygraph News

The school keeps parents updated on events and activities in school via the weekly newsletter which is emailed on a Fridy. The Polygraph News comes out every half term to celebrate all the children's learning. The link for this is sent by email . At the end of the weekly newsletter there are dates for your diary for events that are taking place over the forthcoming months. Please check the dates as they are regularly updated. Please complete the email form with this pack and return it to the school office.

## Instagram

You can follow us on Instagram stpolys_school_farnham .

Do you LOVE BUGS?
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ANTS
Do you LOVE BUGS?

**Parents Evenings**

Formal Parents Evenings take place online in October and March. Following parents evening, parents will be invited into school to look at their child's books and classroom. You will receive a written report in the Summer Term and we also hold an Open Evening in July when there is an opportunity to meet staff and celebrate work around the whole school.

**School Trips**

Each term you will receive a trip activity letter which details the trips/visits the children will experience that term. Payment will be requested at this time. The school is now cashless and payments are made online using the SCOPAY system. Cash is only accepted on rare occasions i.e. if there is fundraising for mufti days or certain charities. Your child will be issued with their SCOPAY registration invitation and link code in September. If you have problems with using our online system then please email info@stpolycarps.surrey.sch.uk . Please note, children in Reception do not go on a trip until the Summer term but we have exciting visitors and workshops in the Autumn and Spring terms.

**Helping in School/on Trips**

If you have a special interest (e.g. cooking, gardening, music or a real love of books) then we would love you to come and help us in school. In particular we are always looking for parents, carers or grandparent volunteers to come in to school and listen to our children read.

If you would like to be able to help in school or on a school trip, it is obligatory for all volunteer helpers/parents to be cleared through the Disclosure and Barring Service (DBS). We recommend that clearance be obtained as soon as possible so you can help at any time. The form is completed online and after completing this online you will need to bring your identification documents to the school office for verification. Please ask the School Office for the relevant information to apply online. The information can also be found on the website.

In September, in line with excellent safeguarding practices, parents will need to complete a short application if they would like to volunteer in school.

**Wrap Around Care Provision**

**Breakfast club runs from 7.30– 8.30. Children will be provided with breakfast and activities.**

**After school you will have two options for your children. Late pick up club runs from 3.15-4.15, reception children can start this from September and will be able to use the quiet zone after a busy day at school. The Hive runs from 3.15– 6. In the Hive your children will be provided with food.**

The Hive can be contacted during club hours on 07526 720081. or on

www.stpolycarps.surrey.sch.uk/Home-Learning/

## All about administration!

### Absences

We aim for 100% attendance for all our children. If your child is absent due to illness or has a medical appointment in the morning, you must telephone the school before 8.45am and no later than 9.00am leaving a message on the absence line. You must state your child's name, reason for absence and your relationship to the child. You must ring the absence line **every day** that your child is ill. This is to ensure that your child receives the correct attendance code. If your child is not at school and you have not left a message on the absence telephone line then a member of the office staff will ring to ask the reason for your child's absence from school.

### Medicines

Medicine will only be administered by the office staff if accompanied by a completed Administration of Medicine form. This can be obtained from the school office or downloaded from our website. The school will not administer Nurofen/Nurofen for Children and can only administer Calpol/Calpol 6+. Medicine can only be administered if it is prescribed and in its original packet. If your child is prescribed antibiotics three times a day then please administer these at home. Office staff will only administer antibiotics if they are prescribed four times a day or more.

**Please do not send your child into school with any medicine in their school bags.**

**Any regular medications e.g. inhalers and epi-pens etc. must have a Care Plan in place. Please speak to Mrs Crowley or Mrs Regan in the school office.**

Unfortunately, Head Lice are never far away. Be ever vigilant and use the 'conditioner method' regularly. More information is available on the website.

## What about additional funding?

### Pupil Premium

The Government are supporting families financially and therefore schools by offering a Pupil Premium payment. This is made for children whose parents meet certain eligibility criteria. The payment is made to the school and is used to support these eligible children.

This year we are asking all parents to complete the Pupil Premium Eligibility form to ensure we do not miss any additional funding. Once completed please return the form to the school office. *Please note this is a totally separate Government funding stream from Universal Free School Meals.*

### Service Families

School receives Pupil Premium funding for any families who are service personnel. Please inform the school office if your family is service personnel.

**Please note that all information is treated in the strictest confidence.**

# We are often asked…

**What is the Merit Badge?**

Each Friday, the whole school meets to celebrate many of that week's achievements! At least one child from each class is awarded a Merit Badge which they are allowed to wear to school for a whole week. This allows them to enjoy certain privileges. For example, in the Reception classes, the merit badge wearer is allowed to sit on the sofa at carpet time stand at the front of the line when moving around the school.

**Which playground is which?**

The playground by the field is the Key Stage 1 playground. The one by Reception is the Key Stage 2 playground.

**Which Hall is which?**

The main hall is next to the school office. The Teaching Hall (TH) is right in the middle of the School.

**What is the Rainbow?**

To encourage positive behaviour, we operate a system in class which involves the children's names moving gradually up a chart until they arrive on the 'Rainbow'!! If they are on the Rainbow at the end of a day, this will be celebrated in class.

**How do the Robins and Puffins get to know the older children?**

EYFS children have lots opportunities to get to know children the school. We find this helps them to settle in and learn what it is like to be a St Polycarp's child even quicker! We have paired reading with year 6, attend collective worships, weekly visits from the school house captains and during the summer term they enjoy being on the KS1 playground. We also go to Mass with Year 4, so they can show the children how to sit in the benches and help them with saying the responses.

**How can I help with my child's reading?**

Please read to your child every day. Once your child comes home with a reading book, please read this daily. The EYFS page on the website is full of reading resources for your children, including the sounds they will be earning. Visiting your local library is a great way to spark the love of reading within your child.

**Who is Bertie and who is Barney?**

Bertie (Robins) and Barney (Puffins) are the class bears. They are given to a child on a Friday, with a bear sized backpack and a scrap book. The children will each have a chance to take the bear home for the weekend and create their own scrap book page.

We can’t wait to meet you all!

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