

## **THE COLLETON PRIMARY SCHOOL**

Welcome to The Colleton School family! We look forward to working in partnership with you and your child in the coming years.

We hope this pack provides you with the key pieces of information that you will require as your child starts school. If you require any further information please do not hesitate to contact us.

### **GENERAL INFORMATION**

#### **1. Foundation Stage**

All children are now offered a full-time place in the September preceding their 5<sup>th</sup> birthday. The children are admitted to school over a period of two weeks to support transition.

#### **2. School Times**

Morning	8.50am – 11.45am
Afternoon	12.45pm – 3.15pm

On the last day of every full-term school will finish at 2pm.

We request that children are not left unattended on the school site prior to 8.40am when the school doors open, as they are unsupervised before this time. We are proud of the independence of the children at The Colleton and we encourage the children to leave their families at the door. Please follow the one way system around school to drop off and pick up.

We ask that families collect their children promptly at the end of school as lateness does cause distress to the children. Meanwhile, we promise to take good care of your children whilst they are with us.

Please note that children are not allowed to play on or with the playground equipment before or after school.

We do have an Early Morning Drop Off Club with runs from 8.00am until the start of the school day. Prior registration is required; please see a member of the office staff for information or visit our website for details.

The school has an After-School Club which runs from 3.15pm – 6pm. Details can be found on the school website.

#### **3. Attendance – Family Guidelines**

As a family it is your responsibility to make sure that your child attends school, the enclosed leaflet will hopefully answer any questions you may have with regard to attendance. As always, if you have any questions or need advice, please do not hesitate to ask.

#### **4. Telephone**

You are welcome to ring at any time; the office is staffed from 8am – 4pm. There is an answer phone system available, which we try to check regularly, but please do not assume urgent messages will be accessed immediately.

## **5. Visitors**

All visitors, including families attending the school site between 9.00am-3.00pm must sign in at the school office.

## **6. The School Drive**

Please help us to protect the children's safety by never walking down the school drive, especially when bringing young children to school/pre-school. Always use the pedestrian gates and pathways when on foot. Young children need to be trained by your good example.

## **7. Cars**

For safety reasons only authorized cars - Staff, official visitors and disabled badge holders are permitted on to the school site during the day. Please email the school office if authorisation is required.

We operate a 'drop off' and 'pick up' zone for all children during the morning and afternoon. Families of children using this system can enter the car park at 5 mph, go around the car park one way system and drop off/pick up their children off kerb side in the layby.

## **8. Cycles/Scooters/Skateboards**

For safety reasons, bicycles, scooters or skateboards are **not to be ridden on the school site at any time**, except during cycling proficiency lessons.

## **9. Dangerous Objects**

Dangerous objects such as knives and glass in any form must not be brought to school.

## **10. Dogs**

Families are asked not to bring dogs into the school grounds, nor tie them near the pedestrian gates, with the exception of guide dogs.

## **11. Extra Curricular Activities**

We offer a range of activities and music lessons before, during and after school. Most of these are run by external companies and families need to correspond directly with them. Please note that if your child has any peripatetic music lessons during school time please be aware that if there is a school trip or event on that day that your child chooses to attend, they will miss their music lesson. The music teachers do not have to 'make up' for any lessons lost.

## **12. Communication with Parents**

At The Colleton we operate an open-door policy to allow families easy access to the school. This gives families the opportunity to view a child's books and work regularly, in order to provide encouragement and support. Families are also actively encouraged to discuss any problems, concerns or achievements with their child's teacher at the earliest convenience. However, please remember the school is an extremely busy environment and teachers have many children to care for. It is advisable, therefore, to make an appointment to see a teacher. Appointments can be made directly with the teacher or via the school office. Equally, teachers value notes, letters/emails or telephone messages.

Communication is a two-way process and staff will contact families regarding concerns, small or large.

### **13. Smoking**

Smoking is prohibited within the school and the school grounds.

### **14. Medicines**

Medicines will only be given to children during the school day if prescribed by a doctor and we cannot guarantee exact timings. A medication form, which is available from our website, must be fully completed. All medicines must be handed in to the registration teacher and be clearly named. Under no circumstances should medicine of any kind be stored in pupil's bags.

### **15. Emergency Closure**

If at any time it is found necessary to close the school, as much notice as possible will be given to parents. Unforeseen closures / re openings will be announced on Radio Berkshire and Radio 210FM, placed on our website, emailed and texted to parents. Whenever possible, a notice will be placed at the end of the drive and on our answer phone.

### **16. Money**

Whenever money is sent into school, parents/carers are requested to please use an envelope and write on it:

- a) child's name and registration teacher
- b) what the money is for
- c) amount enclosed

Families are asked not to allow their children to bring money unnecessarily. They will be informed if money is required for specific events, e.g. Poppy Collection, Christian Aid Bazaar.

### **17. Communication**

We regularly send out newsletters, letters and flyers. **These are now only sent by EMAIL** (occasionally some letters will still be sent by pupil post) and ALL are placed on our website. If you do have an email address, please inform the office at [admin@colleton.wokingham.sch.uk](mailto:admin@colleton.wokingham.sch.uk). If, however, you are **unable to receive emails** it is very important that you inform the office so that an alternative arrangement can be made.

### **18. School Lunches**

As per Government policy school meals are provided free of charge for children in Key Stage 1 (Foundation/Yr 1 & Yr 2). Your child will be able to choose either a Main, Vegetarian or Jacket Potato meal each morning at registration. Pudding choice is made when the meal is collected.

Key Stage 2 children (Yr 3-6), need to pay in advance for their meals. Families will be given a Scopay code when your child has started at school and you will be able to pay online.

### **19. Scopay**

Once your child has started our school you will receive a letter containing information of our On-line SCOPAY system. This is used for all payments for lunches, trips, events and also for booking family/teacher meetings (when advised). Please ensure you register on this system.

## 20. Abbreviations

FS = Foundation Stage  
YT = Younger Team (Yrs 1 & 2)  
MT = Middle Team (Yrs 3 & 4)  
OT = Older Team (Yrs 5 & 6)  
EDO = Early Drop Off Club  
ASC = After School Club

## 21. Sharing Assembly

This is an assembly to which all family members are invited. It always starts at 2.30pm and entry is through the main Colleton front gate.

## 22. Plays / Productions

These are spread throughout the year in the following order:

- Xmas – play by Foundation Stage and Younger Team
- Easter – play by Middle Team
- End of Summer term – play by Older Team

## 23. Dragonflies and Butterflies

Your child will be placed in one of these groups (siblings will all be in the same group). This is for organizational purposes only as it helps when we visit the Church at Xmas; all the Dragonflies go one day and Butterflies the other.

## 26. Term Dates

Please visit our website for current dates.

## 27. The Colleton Parent / Teacher Association

The Colleton Parent / Teacher Association (or CPTA) is made up of families and teachers. Our goals are twofold. Firstly, we raise funds for the extras in the school that are not covered by normal government school funding and which enhance the children's experience of schooling at The Colleton.

Some of the projects we have funded are;

- the refurbishment of the library
- new sports equipment and kit
- a new multimedia projector system for the hall
- programmable robots for the older children
- And many more.....



At The Colleton we are extremely fortunate to have our own heated, outdoor swimming pool. This pool was built by the families of the school and is funded and maintained solely by the CPTA. All our children have swimming lessons weekly during the summer term and for some, it is the only experience of swimming they get, while for all of them it is a very worthwhile part of their development.

The pool is also open for leisure swimming during the summer afternoon, weekends and holidays and many families make use of it.

Our second goal is to organise fun activities for parents, children or families to enjoy. Each year we hold a Summer Fete and a Christmas Bazaar, both of which are highlights in the school calendar. We aim to raise money at each of these, but we also hope to provide a few hours of fun and games for everyone – teachers, parents, grandparents and children – can socialize and catch up whilst enjoying the festive atmosphere.

In addition to these two main events we also hold a number of events for the children throughout the year which include discos, film nights, and Easter egg hunts and quiz evenings. These are keenly attended and popular with all. Parent/carer events include Quiz nights, Dads football, Mums netball etc. Joining the CPTA is a way to get to know other parents and to involve yourself in your child's schooling. The projects we fund and the activities we organise are always met with great enthusiasm by both school and pupils and it makes the time and effort we put in, all the more rewarding.

We are always open to both new members and new ideas.