

# Information for New Entrants

## 2026/2027



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Welcome to Lambs Lane Primary School, where we are proud to nurture a happy, inclusive, and supportive learning community. At the heart of everything we do is our school motto: *Reach out and shine*. Our school creed

*Care for everyone and everything, follow instructions, show respect and good manners.* These values guide our pupils every day—helping them to grow not only as learners but as kind, responsible, and thoughtful individuals. We believe that by working closely in partnership with parents and carers, we create a positive environment where every child feels safe, valued, and inspired to achieve their very best.

In this booklet, you will find lots of helpful information about your child's school day and how we will communicate with you. If you have any questions, do not hesitate to come and talk with one of the staff team.

We look forward to welcoming you to our school community.

## **COMMUNICATION**



**Communicating with parents is an important part of what we do, making sure you get the correct information about school news, activities and things that really matter is something we care about.**

**We use a system called Arbor to communicate with our parents and guardians. From here we can send Emails, In-App messages and text messages. A text message will be used to send urgent messages to parents so please make sure that we always have an up-to-date mobile telephone number for you. Text messages are sent from a randomly generated number that is individual to the recipient. This number should not be shared. Parents can reply to a text thread but are not able to generate a text message to Lambs Lane.**

Through Arbor you can:

- Use a free mobile app on Android and iOS to pick up school messages instantly.
- Receive instant communication from school – Email, In App Messages, SMS
- Report absences through the In-App message function.
- Give consents.
- View your child's attendance.
- Sign up to clubs and trips.
- Sign up to parents evening.
- Book school dinners daily
- Book Wraparound care (Breakfast and Afterschool Club)

Registering on the parent portal/Arbor App is very easy! Once you and your child are entered into our Arbor system you will get an email with your log in details.

Arbor is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

You can find some useful information on making the most out of Arbor's Parent Portal and App functionality in the below links:

- [Begin - Introduction to Parental Engagement using the Parent Portal and Parent App – Arbor Help Centre \(arbor-education.com\)](#)
- [A quick introduction to Arbor for guardians and parents – Arbor Help Centre \(arbor-education.com\)](#)
- [Seeing and updating my child's information on the Parent Portal or Parent App – Arbor Help Centre \(arbor-education.com\)](#)

Please do not hesitate to contact Mrs Pridmore or Miss Hill in the school office if you require any additional information, or email: [admin@lambslane.wokingham.sch.uk](mailto:admin@lambslane.wokingham.sch.uk)

## **PAYMENTS TO SCHOOL**

We also use our Arbor system for Payments to school. As well as being the data management and communication system is also the school's online payment system. The below link will provide you with further information.

Arbor accepts Visa and Mastercard but not American Express. You can also use:

**Google Pay** - Parents can set up Google Pay following these instructions: [Download the Google Wallet app](#)

**Apple Pay** - Parents can set up Apple Pay following these instructions: [Set up Apple Pay](#)

Once your details are on our system you will receive a link to Arbor.

## **CONSENTS**

Once you have registered on your Arbor App/Parent Portal you will see the following consents that you are required to confirm or decline:

- Eyesight Testing
- Health Check
- Home & School Agreement
- Photography Consent
- PG Film
- Local Walks and Sporting Events
- Filming of your child
- Digital Software Consent

## **PARENT CONSULTATIONS**

Parent Consultation Evenings are held in the Autumn and Spring terms and available for you to book through the Arbor App/Parent Portal. A written report is sent home at the end of the summer term. However, if you need to speak to us at any other time, please do not hesitate to contact the school office to arrange a mutually convenient time with the teacher.

## **WEBSITE**

We have a very active website which is full of useful information including our policies, curriculum information, community events, PTA news and news updates from school activities - [www.lambslane.wokingham.sch.uk](http://www.lambslane.wokingham.sch.uk)

## **NEWSLETTERS**

News and any other information are sent home regularly throughout the term. We send an information email at the end of each week. This details the week ahead. Newsletters are sent half-termly. These are also posted on the school website: [Newsletters - Lambs Lane Primary School -](#)

## **THE SCHOOL DAY**

- 8.50am – 9.00am Morning drop off
- 9.00am Registration
- 9.30am Registers Close
- 10.30 -10.50am Playtime
- 12.15pm - 1.15pm Lunchtime
- 3.20pm to 3.30pm Playground gate is opened for parents to enter
- 3.30pm End of School Day

The gates open at 8.50am for registration at 9.00am. It is very important that your child arrives at school before 9.00am otherwise they will be marked as late. If a child arrives later than 9:30am, they will be recorded with an unauthorised absence. Absence is monitored regularly by school leaders and the Education Welfare Officer.

## **PARKING**

The road outside the school gets very busy at the beginning and end of the school day. Opposite the school we have a car park for visitor use which you can use. To help keep our children safe and maintain good relationships with our neighbours, we kindly ask all parents and carers to park responsibly when dropping off or collecting pupils.

Please do not park in the drop-off zone or on the zig-zag lines outside the school gates, as these areas must remain clear to ensure children can cross the road safely and to allow traffic to flow smoothly.

We also ask that you park considerately in the surrounding streets, avoiding blocking driveways, access points, or causing inconvenience to residents.

Your cooperation helps us keep our school community safe and respectful of those who live nearby.

Please note that the car park at the front of the school is for the sole use of staff and disabled transport.

**We encourage as many families as possible to walk to school if they can.**

## **THE START AND END OF THE SCHOOL DAY**

A member of staff will open the playground gate at 8:50am and will be available to talk to during drop off time.

The school gate is opened just before the end of the school day, and children should be collected promptly at 3.30pm from their gate or door. If somebody different is collecting your child, please let us know as we will not release children if we are not informed. You can also update authority to collect in the contact section of your Arbor account to provide these details.

If your child is to walk home alone, please update the consent on your Arbor account.

To keep the playground a safe place the following rules apply:

- Children **must not** use any of the play equipment or the garden areas.
- Children **should not** ride bicycles or scooters on the school playground.
- No smoking or vaping allowed.
- No dogs allowed.

## **CYCLING TO SCHOOL**

There is a cycle shelter at the front of the school which is for the use of any children who wish to cycle. After locking their bicycles children should walk round to the playground. They are not permitted to use the entrance doors at the front of the school. Bicycles/scooters are left at your own risk.

Children should wear a helmet. We will not let the children leave the school premises at the end of the school day if they do not have a helmet. Bicycles and scooters should also have working lights during the winter months.

## **PLAYTIME**

At morning playtime EYFS and KS1 children go out together. KS2 children have a separate playtime. The government provide a piece of fresh fruit or vegetable for all pupils up to the age of 7. They also provide a drink of milk for children under 5. Children can bring in a piece of fruit or vegetable for snack time if they wish.

Once your child turns 5 you can pay a subsidised amount for milk to be continued. To do this you will need to register your child at [www.coolmilk.com](http://www.coolmilk.com)

KS2 may also bring in a healthy snack – **No Nuts** please as we are a nut free environment.

## **LUNCHTIME**

Lunch for Foundation Stage begins at 12.00 noon for the first term, whilst the children get settled (12.10pm thereafter) and ends at 1.15pm. Children can have a hot dinner prepared by our catering company **or** bring their own packed lunch. During the Summer Term the school catering company also provide a packed lunch option.

## **SCHOOL MEALS**

All children from reception to Year 2 are entitled to Universal Free School Meals, meaning they can enjoy a healthy school lunch at no cost to families. Even if your child receives a free meal through this scheme, we still encourage all eligible families to apply for Pupil Premium funding. This additional government funding provides extra support for your child's education and can help the school offer resources such as learning materials, trips, and targeted support. Further information can be found on our website.

The menu is changed twice a year and meal choices roll on a three-weekly timetable. Menus are available to parents so that, if necessary, they can prepare their child for their choice that day. There is always a choice of different meals, pasta or a jacket potato. Parents will be able to book their child's school meal directly via their Impact Food App (further details of this app will be rolled out prior to the beginning of term as Impact food are in the process of updating their app provider). If your child has any special dietary needs, please make sure you complete these details in your app. Please also complete dietary details in the medical section of your child's Arbor record.

KS2 pupils can purchase a school meal - current price is £2.57

Parents are responsible for booking meals on the Impact food app. The booking system closes each morning at 8am.

## **PACKED LUNCHES**

These are eaten in the hall alongside the hot dinners. **Please do not include sweets, chocolate, fizzy drinks or any foods containing nut products.**

During the summer term you can order packed lunches through the Impact Food app alternatively to a hot dinner.

## **WE ARE STRICTLY A NUT FREE SCHOOL**

## **ASSEMBLIES**

Assemblies take place most days at 3.05pm. We have a weekly sharing assembly in which Head Teachers awards are given out. If your child has been selected for one of these awards, you will have an email invitation to attend this assembly. Each week the Attendance Owl is awarded to the class with the highest percentage of attendance. The Shinfield Cup is an award given to a child who has made a particular effort either academically, personally or both.

## **BREAKFAST AND AFTER SCHOOL CLUB**

The school runs a Breakfast Club from 7.45-8.50am and After School Club from 3.30-6pm. All pupils at the school are entitled to sign up and attend. Parents can book their wraparound care sessions on their Arbor portal/app. Please see the information on our school website for further details.

## **HOMEWORK**

Your child will bring home at least one reading book each week. Please find the time to read and discuss with them 5 times a week. Please record any reading done at home in their reading diary. We also request that children spend time practice simple counting, recalling number facts or learning times tables – class teachers will inform you of appropriate activities for your child. Other home learning opportunities can be found on the school website.

## **ABSENCE**

Please inform the school office as soon as possible if your child is absent. Please confirm in detail the reason for absence; do not use poorly, unwell or sick. It is part of our Safeguarding Policy to ensure we know where all our pupils are when not at school.

If your child is unwell or not able to come to school for any reason, the school MUST know on the first day of that absence. Please report any absence by 09.00 where possible using one of the following:

**Arbor App** - Use the absence button on the parent app or in-app message area.

**Email** - admin@lambslane.wokingham.sch.uk

**Telephone** - 0118 9883820 option 1 for the absence reporting answerphone.

Please note that sickness or diarrhoea should be **clear 48 hours** before returning to school.

Absence is monitored by the Education Welfare Officer. Please follow the link to our flowchart to hopefully make this process easier for you: [Absence reporting](#)

## **HOLIDAYS**

We urge you not to take holidays during term time. Two weeks per year could mean that your child has missed a whole term's work by the time they leave us at eleven. Holidays will be classed as unauthorised on your child's attendance record (a copy of Attendance Procedures is available on the school website).

Wokingham Borough Council Education Welfare are currently issuing Penalty Notices for unauthorised absences of more than 4.5 days. Three or more penalty notices can result in a criminal conviction.

## **MEDICINES**

In agreement with the regulations laid down by the Health and Safety at Work Act, the school can only administer 'prescribed medicines' where written consent has been given by a parent. A medicine form can be obtained from the School Office where the medicines should be left each morning. The school accepts no liability for such items. Although we have a working practice that staff can administer medicine, staff have the right to refuse to administer the medicine.

If antihistamine is required we will ask you to sign a consent form giving us your permission to administer the appropriate dose. This will only be given for allergies and you will be contacted in advance of administration – if your child needs this for hayfever, please administer the dose before bringing your child to school. If your child needs over the counter medicine during the school day you will be asked to come to reception to administer this yourself.

If your child has a recurring or infectious illness, please would you let us know.

## **ACCIDENTS**

If your child has an accident at school, it will be dealt with by First Aid trained staff and recorded. If required, a message will be sent home via Arbor to notify you of any information that we feel is relevant.

For more serious accidents we will contact you as soon as possible. **Please ensure that all contact details are kept up to date on the Arbor App.**

## **HOME/SCHOOL AGREEMENT**

Our home/school agreement was produced after consultation with staff, parents and governors. We hope that you will use it as a starting point in the relationship between home and school. On Arbor you will be asked to consent/confirm that you have read it and shared it with your child.

## **SCHOOL RULES/ BEHAVIOUR POLICY**

The Behaviour Policy was drawn up in consultation with parents, staff and governors. We hope that you will support the school in enforcing the expectations required. Please find it on our website.

## **TRIPS**

The children are taken on trips to support the curriculum. They provide pupils with first-hand experience that deepen understanding, build confidence, support social development and play an important role in a pupil's learning. They go beyond the classroom and provide experiences that help children understand the world in practical, meaningful ways.

All trips are carefully planned and risk assessed, with pupil safety and wellbeing as our top priority. Parents and carers will receive full information in advance, including costs and any necessary consent forms. We greatly value the support of families in helping us make these experiences positive and memorable for all pupils. To cover the cost of the trip we ask that parents make a voluntary contribution, this can be done via your Arbor app.

Occasionally the children are taken on walks to look at the local area. **You will find the consent for these on your Arbor app/account.**

## **MOBILE PHONES**

We **do not** encourage the students to bring mobile phones to school. However, if they are bringing them in, they **must** leave them with the office team on silent/switched off and collect them at the end of the school day.

## **UNIFORM**

We expect all pupils to wear the school uniform. Items can be purchased through the uniform website, please follow the link: [http://www.brigade.uk.com/content.php?page=select\\_school&for=parents](http://www.brigade.uk.com/content.php?page=select_school&for=parents)

We also have some second-hand items available at a nominal price. Please ask in the office about these.

### **Uniform:**

- Navy sweatshirt or cardigan with or without school logo - Required
- White polo shirt or plain white shirt with or without school logo - Required
- Grey trousers or shorts - Required
- Grey skirt or tunic – Required
- **Blue** check summer dress or playsuit – Optional
- Grey, black or white socks/tights - Required
- Sensible, plain black shoes or plain black trainers – **NO LOGO** – Required – to support independent dressing we encourage Velcro shoes if they do not know how to tie their laces
- Sensible white or black sandals in the summer – Optional
- A pair of outdoor shoes or wellies – Required

### **PE kit should be brought to school on Monday and taken home on Friday.**

#### **For PE:**

- T-shirt in Team Colour (Team colour detail on the front of your pupil information booklet)
  - Navy shorts
  - Navy tracksuit/sweatshirt for winter
  - Plimsolls or trainers
  - A drawstring bag to keep it in

## **PLEASE MAKE SURE YOUR CHILD'S CLOTHING AND SHOES ARE NAMED**

The only jewellery we allow in school is a small pair of stud earrings; however, these are **not to be worn during PE** due to health and safety. Please make sure that your child can remove them unaided or remove them prior to the start of the school day.

Hair should be an appropriate style for school and long hair must be tied back.

Please do not allow your child to wear nail varnish to school. We keep nail varnish remover in school and will ask your child to remove it.



**We look forward to welcoming you and your child to our Lambs Lane community. If there is ever anything that we can do to help or support you and your family, please do not hesitate to come in and speak to us.**