

Information for New Entrants 2021/22

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THE SCHOOL DAY

8.50am – 9.10am	Morning drop off
9.10am	Registration
11.00 -11.20am	Playtime
12.15pm - 1.15pm	Lunchtime
3.20pm	Playground gate is opened
3.30pm	End of School day

We run a 'soft start' to our school day and pupils can arrive between 8.50am – 9.10am. It is very important that your child arrives at school before 9.10am otherwise they will be marked as late. Late arrivals will show in the register and are monitored by 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 we urge you to use. In the mornings there is also a drop off zone outside the school gate to help with traffic flow. Please do not park in this area between 8.40am and 8.55am. Please note that the car park at the front of the school is for the sole use of staff and disabled transport.

PLAYGROUND AT THE START AND END OF THE SCHOOL DAY

The school gate is opened at 8.50am and just before the end of the school day to allow access into the playground.

In order to keep the playground a safe place the following rules apply:

- Children must not use any of the play equipment or the garden areas
- No bicycles or scooters to be brought onto the school playground.
- No smoking allowed
- No dogs allowed

A member of staff is on playground duty in the mornings from 8.50am.

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 allowed to use the entrance doors at the front of the school. Bicycles/scooters are left at your own risk.

PLAYTIME

At morning playtime all of the children go out together. The government provide a piece of fresh fruit or vegetables for all pupils up to the age of 7. They also provide a carton of milk for children under 5. Both will be given out at the start of this playtime. Children in KS2 can bring in a piece of fruit or vegetables for snack time if they wish.

Once your child turns 5 you can pay a subsidised amount for the milk to be continued, to do this you will need to register your child on www.coolmilk.com

LUNCHTIME

Lunch for Owls begins at 11.50am and ends at 1.15pm. Children can have a hot dinner, a packed lunch prepared by our catering company, or bring their own packed lunch.

SCHOOL MEALS

Children in the Foundation Stage and KS1 can have a free hot dinner (meat or vegetarian) or a free packed lunch (meat or vegetarian) that has been prepared on the premises. This is a brilliant opportunity that is funded by the government and we urge as many of you as possible to take it up. The menu is changed each term and given out to parents so that, if necessary, they can prepare their child for their choice that day. Children tell their teacher their choice in the morning and the dinner will be there for them in the dining room. If your child has any special dietary needs please complete the Caterlink dietary requirements form included in this pack. KS2 can purchase a school meal; the current price for these is £2.10 daily

Please also find information regarding the application for free school meals included in this pack. If you think your family fits the criteria for eligibility, please complete the application form and return this to the school office

The lunch menu for the Autumn term has also been included for your reference. When a new terms menu is produced parents will be able to see this on the school website and in the end of term Newsletters.

During the summer term Caterlink also provide a “packed lunch” option

PACKED LUNCHES

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

ASSEMBLIES

Assemblies take place every day at 3.10pm. A special Sharing Assembly takes place on a Friday from 3pm where children share examples of their work and parents, family and friends are warmly welcomed to attend. The Shinfield Cup is given weekly in Sharing Assembly. Each class teacher takes a turn throughout the year to award the cup and an Amazon voucher worth £5.00. It is given to a child who has made a particular effort either academically, personally or both. Parents are contacted and invited to attend the assembly but sworn to secrecy. Photographs are taken and displayed in the school entrance.

THE END OF THE SCHOOL DAY

Children should be collected promptly at 3.30pm from the exit door. If somebody different is collecting your child please let us know as we will not release children if we are not informed.

BREAKFAST AND AFTER SCHOOL CLUB

The school runs a Breakfast Club from 7.45-8.55am and After School Club from 3.30-6pm. We charge a small fee to attend and all pupils at the school are entitled to attend. Please see the information included in this pack for further details

HOMEWORK

Your child will bring home a reading book each week which we hope you will find the time to share with them. Comments should be recorded in their reading diary. 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 through illness. If they have anything contagious it is important that we inform teachers and parents quickly.

Please phone or send a message via ParentMail by 9.30am in the morning on each day of absence. We require written confirmation for two or more days of absence. This is monitored by the Education Welfare Officer.

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 (copy of Attendance Procedures included in this pack). Wokingham Borough Council Education Welfare are currently issuing Penalty Notices for unauthorised absences of more than 4.5 days.

MEDICINES

We prefer not to give medicines in school. If it is unavoidable we will ask you to sign a consent form giving us your permission to administer the appropriate dose.

ACCIDENTS

If your child has an accident at school it will be dealt with by First Aid trained staff and recorded. If required, a form will be sent home to notify you of any information that we feel is relevant. For more serious accidents we will contact you as soon as possible. Therefore, please ensure that all contact details are kept up to date.

HOME/SCHOOL AGREEMENT

Schools are required to have a home/school agreement, ours was produced after consultation with staff, parents and governors. We hope that you will receive it in the spirit in which it was intended and use it as a starting point in the relationship between home and school.

SCHOOL RULES/BEHAVIOUR & DISCIPLINE 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.

NEWSLETTERS

Newsletters and any other information are sent home regularly throughout the term. Newsletters will be sent at the end of each term but smaller News Bulletins are normally sent home weekly. These news documents are also posted on the school website, and a hard copy can be found in the magazine holder by the office and displayed on the notice board in the playground.

We use a text messaging service when we need to send urgent messages to parents so please make sure that we always have an up to date mobile telephone number for you.

UNIFORM

We expect all pupils to wear the school uniform. Some items can be purchased through the new uniform website, please follow the link:

http://www.brigade.uk.com/content.php?page=select_school&for=parents

We also have some limited, “preloved” items available at a nominal price. Please ask in the office about these.

Winter: Navy sweatshirt with school badge
White polo shirt or plain white shirt
Grey or black trousers or shorts
Grey skirt or tunic
Grey, black or white socks/tights
Black shoes (no heels or boots)

Summer: White polo shirt or white shirt
Grey or black trousers or shorts
Red and white checked dress, tunic or skirt
Grey, black or white socks/tights
Black shoes or closed toe sandals (no heels) – to support independent dressing we encourage Velcro shoes if they do not know how to tie their laces

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 NAME LABELLED

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 is able to 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.

NB Trainers are not part of the uniform except for PE. We ask you to support us by ensuring that your child wears proper shoes to school.

WEBSITE AND LEARNING PLATFORM

The school has a website at www.lambslane.wokingham.sch.uk which is accessible to everyone and contains general information about the school.

PARENT CONSULTATION

Parents' Evenings are held in the Autumn and Spring terms and a written report is sent home at Christmas and 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.

TRIPS

The children are taken on trips to support the curriculum. When this is planned you will be given plenty of notice and asked to give permission via a ParentMail form. To cover the cost of the trip we ask that parents make a voluntary contribution.

Occasionally the children are taken on walks to look at the local area. You will be informed when these are taking place.

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.

PAYMENTS TO SCHOOL

Payments to school can be made by School Money, the school's online payment system, cheque, cash or card at the school office.

We hope that you and your child enjoy the time spent at Lambs Lane. 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.



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.

At Lambs Lane we use ParentMail, to send you emails, keep you informed of events and to complete permission forms. You can also report absences through ParentMail. You can :

- Use a free mobile app on Android and iOS to pick up school messages instantly.
- Have an account simply for school messages (away from your busy email inbox!)
- Connect to other schools, nurseries or clubs that use ParentMail.
- Highlight important messages or archive old messages to make life easier.
- Messages can be sent directly to mums, dads and carers – even grandparents!

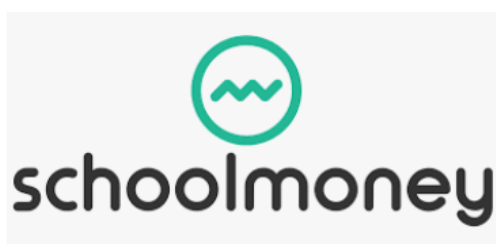
Registering with ParentMail is very easy! Once your details are input on to our system you will be sent an email message from ParentMail, when you receive this please just follow the instructions in the message. This will happen at the beginning of the Autumn Term.

Please be assured that ParentMail 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.

Once registered, if you have an Android or Apple smartphone, we would highly recommend you download the ParentMail App for the best user experience. To do this, simply search for “ParentMail” in your App store.

If you need any additional information or assistance, please visit the help site:

www.parentmail.co.uk/help/parenthelp/ or if you have not received any contact from ParentMail within 7days please contact Mrs Pridmore or Miss Smith in the school office.



In order to make paying for things easier we use an online system called School Money. You can use this to pay for school uniform, school dinners, trips and events.

Once your details are on our system you will receive an email with registration information. If you are unable to use School Money we do accept cash, cards and cheques (payable to Lambs Lane School). Simply bring it to the School Office.

School 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.

<http://www.lambslane.wokingham.sch.uk>

Lambs Lane Primary School
Back Lane
Spencers Wood
Reading
RG7 1JB

Headteacher: Mrs Sharon Finn
Tel: 0118 9883820
admin@lambslane.wokingham.sch.uk