



**Welcome Pack
for new families**

Dear Parents and Carers,

Welcome to the Saltford Church of England Primary School community. It is our hope that this booklet will provide you with much of the information you need to help you make a smooth and settled start at our school.

If there is any information you need that isn't provided in this booklet, our school website (www.saltfordschool.org.uk) has very detailed information of all aspects of school life – including a more detailed prospectus.



We are looking forward to welcoming you into our school.

Mrs Sage
Headteacher

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The School Day

The start of the school day is 8.50 am – which is the time registration starts and the school gates are closed. FS/KS1 children should wait at their drop off point with the adult dropping them off at approximately 8.40 am. You should say goodbye to your child outside of the classroom.

We encourage children to walk, cycle or scoot to school, and provide cycle shelters and scooter pods for those who choose to do so. If you do need to travel by car, please be considerate of our neighbours when parking to pick up or drop off.

All children should be in the classroom by **8.50am**. The usual timings of the school day are as follows:

Start of the Day	8.50am
Morning Play	FS/KS1: 10.25am - 10.40am
	KS2: 10.45 – 11.00am
Session 2	10.25/10.55am- 12.00noon
Lunch	12.00 noon – 1.00pm
Sessions 3 and 4	1.00pm – 3.15 pm
Home time	3.15pm

At the end of the day, children are dismissed via the exits of their classrooms. Parents are invited to wait to collect from the agreed collection points for FS/KS1. For children in KS2, parents can give permission to let their child/ren walk home unaccompanied. Full details of our arrivals and departures policy can be found on our school website. However, we highly recommend children in Years 3 and 4 to be dropped off and picked up by an adult.

If you need to make changes to your child's collection arrangements, please speak to your child's class teacher at drop-off. Please avoid contacting the school office.

Uniform

All pupils at Saltford Primary School wear a smart uniform.

The school uniform should be selected from the following list of items:

- Polo shirt (red or white)
- Shirt or Blouse (white)
- Sweatshirt or cardigan (red)*
- Grey, tailored fit dress, skirt or trousers
- Socks (white, grey or black) or tights (grey, black, red or white)
- Sensible black school shoes (EYFS/KS1 – Velcro, KS2 can wear laces)

Summer options

- Grey tailored shorts
- Summer Gingham dress (red check)

PE Kit

- PE t-shirt (red) – a logo shirt can be purchased here:
<http://www.harvem.co.uk/schoolwear>
- Black shorts or jogging bottoms
- Trainers/Plimsolls for indoor PE
- Red Hoodie (optional) - a logo hoodie can be purchased here
<http://www.harvem.co.uk/schoolwear> or black zip up fleece top for outside games in winter
- One piece swimming costume or trunks (for terms when swimming takes place)

*Items marked with an asterisk – it is our preference that they bear the school logo and are available to purchase here:

[Saltford C of E Primary School \(mandsyoursschooluniform.com\)](http://SaltfordCofEPrimarySchool(mandsyoursschooluniform.com))

Please note that jewellery is not allowed in school with the exception of a small stud in pierced ears and a wristwatch.

Food and Drink

The government schemes for universal free school meals and free fruit only apply for children up to Year 2.

Children can request a hot school lunch (current cost £2.73 for KS2 children) which can be ordered during morning registration from Zest Catering. Meals need to be paid for in advance of your child requesting one. Alternatively, they may bring in a packed lunch from home.

Lunch boxes and drinks bottles should be small and clearly marked with the owner's name. Fizzy drinks, glass bottles, breakable flasks and cans are not allowed. Due to the increasing number of children with severe allergies, nuts and seeds are not to be brought into school. We are a nut and seed-free school.

Healthy Break

We encourage children to eat healthy snacks at morning break. This might be a piece of fruit, a snack of vegetables, or a savoury item such as cheese, breadsticks or crackers. These should be placed in lockers in the morning. We provide fruit for EYFS/KS1 in the afternoon.



We do not allow sweets or chocolate as a break time snack.

Free school meals

Children entitled to a free school meal will be provided with a hot meal each day. If you feel that your child may be entitled to free school meals, please do not hesitate to contact the school office or you can register directly and download a registration form [from the B&NES website](#), complete it and email it back to freeschoolmeals@bathnes.gov.uk. Doing this will attract significant additional funding for our school in the form of pupil premium. Further details about free school meals are available from the BANES

website: www.bathnes.gov.uk/services/schools-colleges-and-learning/school-meals-and-catering/free-school-meals

Communication

On joining our school, we ask for a contact email address and mobile phone number. This allows us to send letters, newsletters and other communications to you via email or text through My Child at School (MCAS). There is a mobile app which enables the school to send these messages free of charge when parents download it. For children in EYFS, we also use Tapestry Memos. You will receive information about this from your child's class teacher.

We also share information through our school website:

<https://www.saltfordschool.org.uk/>

If you wish to get a message to a teacher in school, they are available for a quick chat during drop-off and pick-up times. Alternatively, you can contact the school office by phone or email: enquiries@saltfordschool.org.uk or you can leave a message at Reception to be passed to the teacher.

Parent Involvement

Parents and carers are very welcome at our school. We aim to work closely with parents and carers to support the children and to ensure that they are happy and making progress. Members of staff are happy to discuss any aspect of the children's work or behaviour. Parents wishing to see a member of staff should make an appointment through the school office or using the routes mentioned above.

Consultation Evenings are held twice a year – during Term 2 and Term 4 – for parents to meet with the class teacher to look at work and discuss progress. These are run by appointment. We also offer Access events twice a year – during Term 3 and Term 5 – which is opportunity to look through your child's books with them. Parents are also regularly invited into school for events, such as concerts, class cake sales, sports events and fairs.

Attendance

It is our aim for every child to be in school every day. Of course, we know that this isn't always possible, so we set out some guidance on keeping school informed of absence. This helps us check that all children are safe.

Term Dates

Dates for academic terms are published on the school website (<https://www.saltfordschool.org.uk/>) at least 6 months before the start of each academic year.

Illness

If your child is too ill to attend school, please contact the school on the first and each subsequent day of absence on the school absence line before **8.45am**. You can do this by telephoning 01225 872185. If your child is suffering with diarrhoea and/or vomiting, please allow 48 hours after this has ceased.

If you're unsure whether or not your children should attend, we suggest bringing them in and speaking with their class teacher or with the school office. We can always call home if they feel particularly unwell later in the day.

Medical Appointments

We always ask that you make routine appointments outside of school hours. If this is not possible or it is a hospital appointment, please bring in the appointment letter or card to the school office so we can make a copy and approve the absence.

Holidays

Schools are not permitted to authorise holidays. If there are exceptional reasons why you would like to take your children out of school during term time, please request an application form from the school office.

Additional information

Reading folders

FS/ KS1 children do not need to bring their own pencils cases, but are welcome to bring them when they start KS2. Each child will receive a reading folder in October of EYFS or first day for starters in other years. Children will bring books home and parents are encouraged to read with their child/ren each day, a reading log/planner is included for parents and teachers to comment and update on progress.

Swimming

Children swim once a week for the first term of the school year and then from Easter until the end of the school year. **Reception children do not swim during the first term.** Swimming is only possible with parental assistance. Weekly rotas will be shared with a request for you to indicate when you can help. Currently our swimming pool is undergoing refurbishment.

School photos

School photos are organised by the school. Individual photographs are taken in autumn and class photographs in summer. Pictures are taken individually and with siblings in the school. If you wish to include pre-school children, there will be an opportunity to do so. The school will notify of this closer to the time.

Sports days

Two sports days are held each year, one for each Key Stage. Notice is given in the newsletter and school website. All families are welcome to attend and parents are welcome to join in the final parents' activity.

Harvest Festivals

Parents and/or grandparents may attend this short service which takes place once a year, however due to the size of the hall numbers are restricted to two people per family. Children are asked to bring food donations – which are sent to local charities/care homes.

Avoiding Lost Property

In a school with over 430 pupils, it is almost impossible to identify the owner of lost property unless all items of clothing are **named**. Please ensure that you label all clothes that come into school with your child's name. The lost property box is kept in the KS1 corridor.

PTA

All parents are automatically members of the PTA. Meetings are held on a regular basis but even if you are only available to attend occasionally, or if you are able to offer skills or facilities without attending meeting, the PTA will be grateful. It's a great way to have a say in what is happening at the school and to meet new friends. The PTA raises money for the school through a series of events held throughout the year. Tickets are now sold online, unless otherwise stated, and the PTA will give details of how to do this.

The two main PTA events are the Christmas and Summer Fairs.

- Parents are asked to volunteer to man a stall or game for a short period of time
- A game/stall is allocated to a class and the manning rota is posted online for you to offer your time to a slot.
- Children are asked to bring a bottle, teddy or chocolate donation for the tombola – usually in exchange for a non-uniform or “Mufti Day”. Prior notice is given for Mufti Days in the newsletter.
- School Disco – the school disco is in two parts – FS/KS1 and KS2. KS2 is held directly after FS/KS1. Tickets are sold in advance for these events on a first come first served basis (notice given by posters and newsletters). A tuck-shop is run by the PTA and children are able to buy sweets and drinks.

Please see the PTA page on the school website:

<https://www.saltfordschool.org.uk/pta/> for more details.

Useful Terms

Foundation Stage – FS or Reception

KS1 – Key Stage 1 (Years 1 and 2)

KS2 – Key Stage 2 (Years 3-6)

LA – Local Authority

PTA – Parent Teacher Association

Inset Day – The school is closed to pupils for teacher training

Consultation Evening – Parents Evening

Mufti Day – non-uniform day, these are usually for fund-raising.

Home Learning

Homework allows children an opportunity to secure the learning that is covered in school, as well as providing parents with an opportunity to support with their child's learning.

The main elements of homework are:

- Reading with an adult every day and, for our older pupils, independently as much as possible.
- Practising spellings using look, cover, write, check and for Y2 upwards, placing their spellings into sentences to show their understanding of words
- Times Tables Practice or Counting up to 100 for younger pupils – Y2 pupils upwards have logins for Times Table Rockstars which is an app to help their recall and speed
- Maths – each pupil has a doodlemaths login and children are expected to achieve 15 stars per week through this programme.
- Year 6 are given additional homework to support them as they progress through SATs and transition to Secondary School
- Topic – there may be other elements of homework linked to a particular topic your child is learning. This will be at the discretion of the class teacher.

We inform parents of homework timetables at the beginning of each academic year and a copy can be found on your child's class page on our website:

<https://www.saltfordschool.org.uk/classes/>. If ever your child struggles with a task, please let the class teacher know.

Contact Details

If you have any questions that haven't been answered by this booklet, you can contact us in many ways. We look forward to hearing from you.



01225 872185



enquiries@saltfordschool.org.uk



www.saltfordschool.org.uk