



**With God as our Guide, we will value each other
And work together to achieve our best.**

The Marist Catholic Primary School

NEW PARENTS' SURVIVAL GUIDE TO SCHOOL LIFE

Old Woking Road, West Byfleet, Surrey, KT14 6HS
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WELCOME!

Welcome to our Marist family, we hope that you will feel very much a part of our whole school community and that you and your child will thrive in our school.

We hope you will find this booklet a useful source of information - any feedback and suggestions for improvements are always gratefully received.

If you have any questions or concerns at any time you should feel free to ask your child's teacher or at the School Office.

AN A-Z OF GENERAL USEFUL INFORMATION

APPOINTMENTS WITH TEACHERS

There will be circumstances when you may need to let the school know of changes in family circumstances, or concerns regarding your child's time at school. Please feel free to make an appointment to see the Class Teacher in the first instance to discuss any of these matters. This can be organised directly with the class teacher on the playground after school or via the School Office. If you need to take the matter further you can always make an appointment via the School Office to meet with the Headteacher or email direct using head@marist.surrey.sch.uk.

ATTENDANCE AND PUNCTUALITY

Good attendance and punctuality is *really* important for children attending school – it has a direct impact on achievement and the child's sense of well being. It is our philosophy to ensure that all the children have full and equal access to the curriculum and achieve their full potential across all areas of learning. We know that in certain situations medical and dental appointments *have* to be made in school time but we would ask that you try to make routine appointments in holiday time or after school. In the event that a child has to miss school for an appointment please try to bring them in before and return them to school after the appointment so that they miss as little school time as possible.

Absence for non-medical reasons needs to be notified to the office as far in advance as possible but can only be approved at the discretion of the Headteacher in exceptional circumstances. **Holidays in term time cannot be approved.**

If your child is absent through illness or for any other reason, please phone the school absence line, which is 01932 339150, on the **first morning**. As the school

has to keep stringent records of authorised and unauthorised absences, it is essential that when your child returns to school, you write a note explaining the reason for the absence (or send an email to office@marist.surrey.sch.uk). Sickness, involving vomiting or fever, requires that the child remain at home for 24 hours, after the last bout of vomiting.

Parents have a vital role in ensuring that the children arrive at school promptly, to start the day when the bell rings at 8.55am. Children who continuously arrive late do not have the opportunity to establish good working patterns, they may miss essential information at the start of lessons and are immediately at a disadvantage. Lates are monitored daily. If your child arrives late, please take them to the school office where they will be registered and sent to class.

CAR PARKING

To ensure the safety of your children and access for emergency vehicles, there is **no parking or dropping off by parents in the staff car park**. There is a crossing on Old Woking Road for parents who park in Oakcroft Road. We are a Green Flag eco-school and would encourage everyone to walk or cycle to school if possible. If coming by car please consider the possibility of car sharing and/or parking a distance from school and walking in. We would urge everyone to show respect to our neighbours and ensure that cars are parked lawfully and not obstructing access points.

We do have a **morning parking arrangement** with the Harvester Pub on the Old Woking Road and also operate a **Car Share Scheme**, matching parents' journeys to enable you to share lifts. For more information please contact Mrs Duckham, our School Travel Plan Coordinator via the School Office or by email on facilities.manager@marist.surrey.sch.uk. Our School Travel Plan can be seen on the website.

CLASSES

All our classes are named after saints:

EYFS:	St Anne and St David
Year 1:	St George and St Paul
Year 2:	St Francis and St Andrew
Year 3:	St Bernadette and St Matthew
Year 4:	St Theresa and St Patrick
Year 5:	St Cecilia and St Joseph
Year 6:	St Thomas More and St Luke

CLASS WORSHIP

Once a year, and with great excitement, each class takes a turn at leading our morning worship for the rest of the school and to their parents on a Friday morning, incorporating a topic they have been studying. You may be asked to make/supply a costume for this. For the reception classes it is likely to be held in the Summer term! **All parents are invited to watch and it usually starts at 9.00 am and ends by 9.30 am.**

CLASS MASSES

There is a regular program of classes attending the Parish Friday morning Mass. The dates these are published on the school calendar and are highlighted in the Marist mail the week before attending Mass.

CLASS NOTICES

We use our weekly newsletter, The Marist Mail to keep parents informed about what is going on in school. Our Reception classes have a window area that is also used for putting up notices and reminders for parents. Please try to check it regularly to ensure you don't miss anything.

CLASS REPS

We would encourage every parent to take as active a role in the PTA as they can. As part of the links between parents, the PTA and the School, each class will have a class PTA rep – for reception classes there will be two: a new parent and a parent of a child in the class with an older sibling at the school. They act as a liaison between the PTA committee and parents. Contact details are usually found on the class noticeboard, or in the PTA section of the website.

CLOTHING AND BELONGINGS

Please try to label all clothes and personal belongings clearly, i.e. PE kit and uniform plus water bottles and lunch boxes, as many get lost and this can be upsetting for the children. Also make sure your child's coat/blazer has a loop that the child can hang easily over the coat pegs. Coats sometimes fall onto the floor and get trampled on, again causing children to get upset.

Your child's PE bag should be sent in to school at the beginning of the half-term and usually only comes home at the end of each half term, for washing. Please label the PE bag clearly on the exterior, so that teachers can identify it easily.

COLLECTING CHILDREN

When collecting your child at the end of the School day, please wait at the side gate, which leads to the Outdoor Classroom, until the school bell rings to signal the end of the school day then go to the classroom doors. The teacher will bring your child

to the door for collection. The gates will be opened about 10 minutes before the start and end of day.

If your child is being collected by someone other than yourself you **must** inform the teacher in writing, with the name of the person collecting them. Otherwise, the teacher will not release your child to that person.

COOL MILK

Under an arrangement with Coolmilk, free milk is available to all under 5s and subsidised for children aged 5 and over. All you have to do is register via www.coolmilk.com or ask at the school office for a leaflet.

DINNER MONEY

From September 2014 meals are free for all EYFS Reception class children and KS1 children; to help us with our planning, please ensure you complete the Free School Meals form supplied to you and return to the school office as soon as possible.

The school is very fortunate to have the convenience of school lunches prepared and cooked on the premises. There is always a choice and the cooks follow the Healthy School Guidelines. The catering service is owned and run by Surrey County Council.

(For KS2 pupils, dinner money is paid on a half term or weekly basis. Cheques need to be made payable to Surrey County Council (SCC) and will cost £2.20 per day/ £11 per week from September 2016. You can also pay via Parentpay – see later section).

The cost for the half term is included in the newsletter and on the school website. It is also displayed around the school, at the beginning of each half term.

If you believe that your child would qualify for the Pupil Premium ('free' school meals), please check with the School Office. They will be able to confirm your eligibility very quickly and in confidence.

One week's notice is required if your child wishes to change from hot dinners to packed lunches, or visa versa, because the kitchen always has to order the food supplies in advance.

EMERGENCY TELEPHONE NUMBERS FOR PARENTS/GUARDIANS

It is essential for the School Office to have one or more emergency numbers where you can be contacted, should the need arise. Please ensure you have completed

the information sheet enclosed in your pack and return it to the school office marked 'For the attention of the School Office'.

EXTENDED SCHOOL

We run a **Breakfast Club** every day in term time except INSETs from 7.45 in the morning until the school doors open at 8.40. The Club is open to **all** children at the school from Reception to Year 6. It is accessed via the hall door (entry to the school site is through the Old Woking Road gate). Please ring the push bell located high on the wall by the hall door and a member of the team will let you in. A place at Breakfast Club currently costs £3.50 a day, including breakfast from a selection of cereals, fruit juice, toast and fruit. Children can be booked in for every day, regular days each week or, on an ad hoc basis for £4. Booking forms are available from the website or the school office. There are discounts for early payment and payment by standing order – please contact the office for more details).

Our **After School Club** is meant to be more home than school, with healthy snacks available and lots of activities for the children to choose from, including: outside games (weather permitting), art and crafts, construction toys, quiet areas for games and reading and chat, the option to do homework or use the computer, there will be opportunities to play electronic games and the chance to chill with a dvd and lots of occasional activities such as cooking.

The club is open to **all** children at the school from Reception to Year 6, every day of term **except** INSET days and the last day of each term when school ends at 1.15pm. It operates from 3.15 in the afternoon until 6.00pm (last pick-up), accessed via the hall door (entry to the school site through the Old Woking Road gate). Please ring the push bell located high on the wall by the hall door and a member of the team will let you in. A place at the After School Club costs £9.50 a day and children can be booked in for every day, regular days each week or on an ad hoc basis for £10. Booking forms are available from the website or the school office.

The After School Club operates an emergency contact phone line for out of hours calls - 07874 248423.

FAMILY LINK WORKER

The School employs a Family Link worker, Maria Fry, who works with our families when the need arises. At any point if you feel you would benefit from her help, please contact the Headteacher in total confidence (head@marist.surrey.sch.uk).

GOVERNORS' FUND

As we are a Catholic primary school the State does not pay for all our capital expenditure. The Governors have to pay 10% of whatever is spent on capital projects. In order to fund this, the Governors request a minimum payment of £95 per family per annum. The payment is voluntary. It can be by Bankers' Order or Cheque, made payable to the Marist Catholic Primary School Governors' Fund. If you are a taxpayer, making a Gift Aid Declaration enables the Governors to claim back the tax. Please complete the relevant forms which will be given to you before starting at the school or send a cheque on your child's first day of school.

INSET DAYS

These are inservice teacher training days for staff and the children do not come to school on these days. The dates are shown on the term dates information and are on the Annual Calendar for parents and in the newsletters.

JEWELLERY

Jewellery **must not be worn in school**. It is a health and safety directive from Surrey that the wearing of jewellery, ear-rings and ear-studs should not be permitted during PE lessons and sporting activities. The Governors of the school endorse this advice and children will be asked to remove ear-rings or studs should they arrive in school wearing them.

HAIR

Please note that long hair must always be tied back when in school and that extreme hairstyles should be avoided – we would ask that boys do not have cuts shorter than a grade 2 and that no hair gel is applied. We ask for your support in these matters.

KEY STAGES

The School is made up of the Early Years Foundation Stage (Reception or EYFS)), Key Stage 1 (KS1) and Key Stage 2 (KS2). KS1 covers Year 1 and Year 2; KS2 covers years 3 to 6.

LAST DAY OF TERM

Mass is always celebrated on the last day of term, the day finishes at 1.15pm after lunch.

LEFT PROPERTY

All un-named and unclaimed property that is left around the School is kept in a hamper in the school lobby. If labelled, it will always be returned to the child in their class rooms. Sometimes though, it is worth asking other parents to check, as

they may not have noticed that their child has the wrong cap etc.

At the end of each week the hamper is emptied and the items are then hung on a rail under the canopy outside the School Hall. Any unclaimed items still on the rail by the following Friday will be disposed of.

MARIST LEARNER

A Marist Learner is...

- Always ready to learn
- Enthusiastic, willing to have a go and speak up
- A Risk taker in their learning – happy and confident to try something new
- Happy to try and try again
- Not afraid to learn from our mistakes
- Able to learn well with others
- Able to learn well on our own
- Able to reflect on their learning

More information about the Marist Learner is attached separately. It is key to a child's learning that they have the right attitude and mindset and we try to encourage this every day with the eight attitudes for learning.

MEDICINES

We are bound by Health and Safety Regulations to limit the number of medicines kept on site. Whilst we recognise the need to hold medicines for life threatening illnesses, such as anaphylactic shock etc., the school can not be responsible for administering antibiotics, Calpol, cough medicine, etc. but will do our utmost to facilitate it for you. If your child requires medication during the school day please come and see Mrs Morreale in the school office to see if this is something that we can deal with.

For children with a medical condition requiring on-going medication, arrangements will be made for these to be given in school upon completion of a Healthcare Plan, a copy of which is issued to all new starters. Please complete and return to the school office if appropriate.

MUFTI DAYS

At various times in the year we have MUFTI days when the children can come to school in their own clothes or themed costume. These are usually to celebrate a special national event, part of a curriculum theme or as part of a whole school fundraising effort.

MUSIC – INSTRUMENTAL LESSONS

These are run by Surrey Arts Council. At present there are piano, guitar and violin tutors that come to the school and give lessons during the school day. It is advisable to book early as there are often waiting lists. Please contact Surrey Arts Council direct at:

<https://www.surreycc.gov.uk/heritage-culture-and-recreation/surrey-arts>

NEWSLETTERS

The Marist Mail which contains lots of news, information and reminders is produced weekly and posted on the school website.

Full newsletters come out half-termly with a roundup of events with lots of pictures and class articles. Paper copies of both are available from the School lobby. Copies of the current year's newsletters can be found on the school website.

NUT AND OTHER ALLERGIES

Nuts, seeds and kiwis are **not** allowed in school. Please also remember this on the cake sale days, as there are children and staff who have a nut allergy in the school and are in danger of going into anaphylactic shock after being in the presence of these foods.

OPEN AFTERNOONS

These are usually held on one Friday each month, and the Annual Calendar and Marist Mail will confirm the date. From 3.15-3.45pm, your child's class will be open for you to view their work **with them**. This is not a formal event, simply a chance to see your child's work, with your child, if you can. The children love to be able to show you what they have been doing; and it provides a great chance for you to come into the classroom and look around.

At the end of the year there is an Open Evening when you have the chance to walk through the school to see each class room and samples of our work through the year.

OUTSIDE CLASSROOM

The Outside Classroom is the area directly outside the Reception classrooms. It is used as a classroom area to support and extend the curriculum. The Reception classes will use the area at playtimes and lunch-time activities when they first start school. It gives them a chance to 'bond' and get used to school playtimes until they are ready to move into the large play areas.

The resources that are left outside are for learning and we would ask that you do not allow your children to use them for playing, before or after school.

PARENT PAY

In an attempt to remove all cash and cheques from school we are asking parents to use our e-payment method to pay for dinner money, trips, extended school etc. This can be done online using a very secure website called ParentPay.

The week after your child starts school, you will be given a secure online account, activated using a unique activation username and password; you will be prompted to change these and to keep them safe and secure as your Username and Password for future logins. You can then make payments for school items using your debit or credit card, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available. No card details are stored in any part of the ParentPay system.

PARENT TEACHER EVENINGS

These are held in the school hall, one in the Autumn term and one in the Spring term. Each parent is allocated a 10 minute appointment with their child's teacher to discuss their progress and any concerns or issues that you may want to discuss.

Timetables for these appointments go up on the outside of the hall windows, under the covered area, approximately a week before for parents to sign up to. Parents are asked to be on time on the night, or you may miss your 10 minute allocation. Notification about Parents' Information Evenings will be in the Marist Mail.

This is also a chance to view your child's work. All the classrooms are open and your child's work will be left out for you to look through, in the classroom, before or after speaking to the teacher.

Apart from the children at the top end of the school, this is an evening for parents only.

THE PTA

All of our parents are members of the PTA but we need your active support!

The PTA meet each month and all parents are welcome. This year, meetings have been held on Tuesday evenings at 7.30pm, in the staff room. Arrive late or leave early, stay for whatever time you can manage. Every little helps.

The PTA raises vital funds for the school. This year they have financed the new swimming pool changing room, subsidised sporting activities and donated funds to each class for additional resources.

The PTA can be contacted directly by email at PTA@marist.surrey.sch.uk.

If you wish to receive copies of the minutes of the monthly meetings and regular updates of PTA activities, please complete and return the PTA Registration Form in the pack.

In the past year the main events have included:

Quiz Night

Come on your own or make up a table with other parents. It is a great way to make new friends and is great fun (and the teachers always seem to lose!).

PTA Cake Sales

Parents are asked to donate cakes and the children asked to bring in a minimum of 20p up to a maximum of £1.00. They then have an opportunity to buy cakes to bring home at the end of the day. All monies are used to benefit the children. Any unsold cakes, after the children have attended are sold to parents at the end of the day. Helpers are always needed for this, to plate up the cakes and sell to the children. The children come in turn to buy the cakes. Reception are accompanied by the Year 6 children, who help them to choose their cakes and to find the correct money to pay. The children thoroughly enjoy this treat. They are encouraged to save the cakes until home time.

Christmas Fair

A joint event with the Parish this is a good family event with lots going on and lots of stalls.

Second Hand uniform sales

A chance to buy second hand school uniform.

Treasure Hunt

This is a sponsored fun event for the children run in school in the Summer Term.

Lots of questions to answer and lots of fun!

Spring Ball

For the last four years the PTA has run a fantastic Spring Ball for parents at a local hotel – a really super evening and a great fundraiser!

Summer BBQ

A Friday evening event in the Summer term, it is a great fun family evening.

Ice Pops

During the latter half of the Summer term, on the hot days, ice pops are on sale, at the end of the day in the playground. This is run by the PTA and the children love them. They cost 20p each.

SCHOOL BOOK BAGS

These are used to bring in snacks/notes and, later, their homework pockets will also go into these school bags. Reading pockets will be given out by the class teacher. Book bags cost £4 and are available to buy from the School office.

SCHOOL MASSES

A Mass is held at the beginning and end of every term and on Holy Days, starting at 9.00 am. These Masses are open to everyone to attend and it's a lovely way to see your children with their class, singing along to the hymns. Everyone is welcome. In addition each class will join in with the Parish Masses at various points in the School year – all details will be in The Marist Mail and School Calendar.

SCHOOL OFFICE

The school office is open from 8.15am to 4.30 pm for information and support.

Dinner money, school trip consents etc. should be put into an envelope, and clearly marked with the child's name, amount and description of the contents; and placed into the post box on the main front door. Please place any written correspondence here.

Any other letters, such as absence letters or notes about changes to adults collecting your child, may be given to your child's class teacher; your child should be encouraged to remember to hand these in. It is an exercise in responsibility. Alternatively, place into the post box.

SCHOOL TRIPS

In the last year, the reception children have been on a school trip to Bocketts Farm

in the summer term. There are also visits to Our Lady's throughout the year.

For whole day trips parents are asked to provide a packed lunch in a disposable carrier bag (no lunchboxes) and drinks in throw away cartons/plastic bottles. The teacher will inform you whether this is a uniform or own clothes day.

A charge is made for School trips and, whilst your contribution is voluntary, without sufficient money these opportunities may be affected, resulting in cancelled trips or lessons. The Teachers visit the venue prior to the trip day, to undertake a risk assessment.

SNACKS

Don't forget to bring fruit/vegetables (no nuts or kiwis) in a named bag/box and a drink of water for snack break in the morning. The children will be shown where to put their snack/drink and their lunch boxes in the classroom and should be encouraged to do this independently as soon as possible! Fruit/vegetables are provided for free for afternoon snacks for Early Years and KS1.

SUNHATS

Sunhats are available to buy from the school office; either as baseball caps for £3 or Legionnaire caps for £3.50.

START OF THE DAY

The gates are unlocked at around 8.30am and at 8.40 the doors to the school will be opened and children will be able to go straight to class as they arrive. The Reception class staff will be at the door to welcome your children in and help them settle for the start of the day.

By 8.55 all the children should be in class as it is registration time. Any children arriving after this time should go to the main doors of the school and sign in with the Office staff before going up to their rooms.

All the external gates giving access to the playground area are locked just after 9.00am.

Parents and other adults should only access the school from the main entrance and speak with the Office if you need to leave a message for staff – the Office will ensure that messages are relayed!

SURREY'S FAMILY LINE

There is a Family help line supported by Woking Borough Council and Surrey County Council:

Telephone: 0808 800 5678

email: admin@familyline.org.uk - www.familyline.org.uk

SWIMMING

Children in Early Years, KS1 and Year 3 all have swimming lessons in the Summer term using the School Pool. A great opportunity to learn to swim or develop that skill. A small charge is made for the lessons.

TOPIC WEBS

At the start of each half term, a Topic Web for each year group is available on the School website. This is an overview of your child's learning during the half term; it keeps you informed of what your child is doing in school and enables you to help and encourage them at home.

TRACKSUITS

School Tracksuits are optional but if your child wears a tracksuit, it must be a school one. Other colours are not acceptable. Tracksuits are available from the school outfitters.

UNIFORM

We are proud of our uniform and believe that it has a good influence both in and out of school. It fosters a good collective and community spirit and a sense of responsibility. All children attending the school **must** wear the correct school uniform. Jewellery must not be worn in school. The school asks for your support in this matter.

Every item of uniform should be clearly marked with the child's name.

The PTA second hand uniform shop is available termly to buy second hand items of uniform. It is always worth checking before buying new.

The school outfitters are:

Griffiths by Valentino

23-29, The Broadway, Knaphill, Surrey. GU12 2DR.

01483 473357 or 475051

Valentino's are the sole suppliers of The Marist uniform, but the non branded items may be obtained elsewhere.

All children are expected to wear the school blazer on their journey to and from school, **every day**. The children in Key Stage 1, those aged 4 – 7 are also expected to wear the school cap/hat/panama.

Where there is a case of extreme hardship, parents should apply directly to the Headteacher for help in purchasing the School Uniform. All information will be strictly confidential.

The Marist Uniform List

GIRLS WINTER	BOYS WINTER
Plaid Skirt or pinafore dress	Mid grey Trousers
Gold long-sleeved or short-sleeved Blouses	Grey long-sleeved or short sleeved Shirts
Royal blue with gold v-neck band cardigan or sweater	Royal blue with gold v-neck band Sweater
Royal blue /Navy Tights	Grey socks
White Socks	Royal blue & gold stripe Tie
Royal blue Blazer with embroidered pocket	Royal blue Blazer with embroidered pocket
Royal blue and gold stripe Scarf (optional)	Royal blue and gold stripe Scarf (optional)
Royal blue/Navy Coat (to be worn over blazer)	Royal blue/Navy Coat (to be worn over blazer)
Royal blue Beret with embroidered badge - KS1 only	Royal blue Cap with embroidered badge – KS1 only
GIRLS SUMMER	BOYS SUMMER
Yellow check Summer dress – (opt.)	Short trousers – Mid grey
White Underskirt – (opt.)	Grey Shirts – short sleeved, poly cotton
White, ankle Socks – (Not sports socks)	Grey Socks – Mid grey, ankle or long (Not sports socks)
Royal blue Blazer with embroidered pocket	Royal blue Blazer with embroidered pocket
Straw panama hat with royal blue ribbon (KS1 only)	Royal blue cap with embroidered badge (KS1 only)

GIRLS/BOYS GAMES KIT
Navy blue stripe nylon Shorts
White aertex T-shirt with embroidered badge
Track suit – optional,
Plain, white, sports or ankle socks
Plimsolls – black or black or white plain trainers that the children can do up independently.
GIRLS/BOYS FOOTWEAR
Shoes – Plain, sensible, walking shoes (black or navy). NO high heels.

The children wear winter uniform from the October half term holiday to the May Bank Holiday, at the beginning of May. Summer uniform is, therefore worn from May to the end of October. Please wait for a message from the school about when to change uniform.

VOLUNTEER HELPERS

The school enjoys a great wealth of support from parents and grandparents and parishioners in the classroom, helping with hearing the children read or with day to day class activities. Please think about whether this is something that you would like to do, even one hour a week is a great help to the teachers and to your children.

Please note, however, you **cannot** help at the school or on school trips until you have an Enhanced Disclosure from the DBS (Disclosure Barring Service). Ask at the School Office for the DBS information. The school is charged an Administration Charge (currently £7.25) and we do appreciate contributions towards this cost.

Volunteers are also asked to sign a Partnership Code with the school before starting to help in class which sets out our safeguarding procedures and what to do in an emergency as well as our expectations of each other. There will be an afternoon early in the Autumn term for all new parent helpers to meet with Headteacher.

WATER BOTTLES

These are available from the school office at £1.20 and great for your child's snack break/lunch box. Water is available from the drinking fountains and from **all** taps in school. Children are encouraged to re-fill their bottles at the fountain or tap, once they are empty.