

The Marist Catholic Primary School



Parent Guide
2023-24

Welcome to our Marist Family. We hope that you will feel part of our school community. If your child is starting school for the first time, you will have lots of questions and we hope that we will answer them in this leaflet. In our experience, working in partnership with parents is the best way to ensure that your child is happy and successful in school.

The Marist is a busy and vibrant place with lots happening. There are many ways to keep in touch so that you are well-informed about your child's school day.



Tapestry: An interactive online platform designed to track your child's progress throughout Early Years



Scopay: This system enables parents to pay for school lunches, trips, clubs and events



The Marist Mail: Our weekly newsletter



www.marist.surrey.sch.uk: The Marist website



https://twitter.com/TheMarist_WB: The Marist Twitter account

Please check in regularly. In addition our EYFS staff will send school pings or speak to you in person for reminders, so don't worry that you'll miss something. You will be asked to fill in a photo permission slip when you first arrive. This enables us to capture moments throughout your child's time in school. For safeguarding reasons, we do not use children's names on our Twitter account.

The **school office** is open from **8.15 am** to **4.00 pm** for information and support.

Tel: **01932 344477**; email: **office@marist.surrey.sch.uk**

There is a letter box on the wall to the right of the main school entrance which is emptied regularly through the school day; please use this for any written correspondence as it will ease congestion in the reception area and save you waiting to be seen.



What will my child learn at The Marist?

First and foremost, The Marist is a Catholic school with Gospel Values.

Our Values

And now I give you a new commandment: love one another. As I have loved you, so you must love one another. If you have love for one another, then everyone will know that you are my disciples. (John 13: 34-35)

With Christ as our guide,

The values Christ embodied, the Gospel values, are the basis of our school life. The Gospel values are: love, forgiveness, reconciliation, justice, faith, integrity, humility, service, peace, hope and prayer.

We learn,

We learn in a safe, encouraging community of high expectations for the achievement and conduct of all. The British Values- democracy; the rule of law; individual liberty; mutual respect for and tolerance of those with different faiths – underpin our curriculum. We encourage all our children to develop the qualities of a Marist Learner: enthusiasm, perseverance, confidence, reflection, collaboration and independence.



We love,

At The Marist, rules about how we behave are based on this commandment: "Love one another". We believe that it is important to value and respect others; forgiving and reconciling when mistakes are made.

We achieve together.

We work hard so that learning is stimulating, challenging and engaging. Our expectations for all children are high, for both work and behaviour. We celebrate the talents and achievements of all so that children can develop spiritually, academically, physically and emotionally.



What are the school rules?

Our school rules are:

We love one another as Jesus loves us.

We are ready.

We are respectful.

We are safe.

How does the school develop learning?



We refer to our children as Marist Learners and set out the values and attributes we know are essential to successful learning:

A Marist Learner...

Is ready to learn

Respects the learning of others

Is prepared to rise to a challenge

Is aware of safety in lessons and when using resources

Takes risks in learning

Reflects on learning

Loves others as Jesus loves us

At the start of each half term, an overview and knowledge organiser 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.

Instrumental lessons

These are run by Surrey Arts Council. At present there are piano, guitar, violin and cello tutors that come to the school and give lessons during the school day, at a subsidised cost to parents. 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>

What are the routines for dropping off and collecting my child?



Your child will have a short induction phase, details of which have been sent to you.

After this period, children can be brought onto the school site from 8.30am. Classrooms doors open at 8.40am.

All the external gates giving access to the playground area are locked at 8.55 am.

Outside of Drop-off/pick-up times, 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 staff will ensure that messages are relayed. **EYFS staff are available on the door at drop-off/pick-up times to speak with you directly.**

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 end of the school day then go to the classroom doors at 3.15pm. The teacher will bring your child to the door for collection.

Occasionally, you will see that an INSET day is being held. These are in-service 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, on the school website under School Information – School Calendar.

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

Attendance and Punctuality

Good attendance and punctuality is essential for children attending school – it has a direct impact on achievement and the child's sense of well-being. In order for your child to learn and progress, they need to be in school every day. In addition, we've noticed that children find arriving late to class embarrassing and stressful, so do try to be on time for school. We know that in certain situations medical and dental appointments have to be made in school time, but generally we request that routine appointments are made in holiday time or after school. In the event that a child has to miss school for an appointment, please 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 will not be approved and fines may be issued to parents who take their children out of school in term time.

Any advice on the school run?

Getting children to school in the morning can be a stressful experience. Our top tips for a good morning are:

- Encourage children to pack their bags and get out their uniform the night before
- Go to bed on time: tired children don't learn – guidance about healthy sleep patterns is available in our 'Marist Learner At Home' leaflet
- Insist that children are dressed before breakfast: you can eat toast in the car, but you can't come to school in your pyjamas!
- Allow more time than you think you need – there are some traffic hotspots in the local area and children don't like being late to school as they miss important morning routines
- Don't allow TV or gadgets in the mornings as children find it hard to tear themselves away
- Walk if you can, even for some of the way

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. Please do not park on the double yellow lines on the corner – we'd rather you were a bit late than cause an accident. We would encourage everyone to walk, scoot 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.

What if my child is ill?

It is essential for the School Office to have at least two (preferably three) emergency numbers where you can be contacted, should the need arise. Please ensure you keep the School Office up to date with these and at least two other emergency contacts.

If your child is absent through illness or for any other reason, please phone the school absence line, which is 01932 339150, each morning of absence. Sickness, involving vomiting or fever, requires that the child remain at home for 48 hours after the last bout of vomiting.

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 cannot be responsible for administering antibiotics, Calpol, cough medicine; however, we will do our utmost to facilitate it for you. If your child requires medication during the school day please come into 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. Please ask at the office if this applies to your child.



What are the arrangements for lunch, snacks and drinks in school?



We are strictly a nut-free school. Nuts and seeds are not allowed in school as there are children and staff who have a nut allergy and are in danger of going into anaphylactic shock after being in the presence of these foods.

Children should have a named water bottle with them at all times, as the water fountains are no longer in use. However taps in classrooms are all drinking water and children are encouraged to fill their own bottles regularly.

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.

Don't forget to bring fruit/vegetables (no nuts) in a named bag/box and a drink of water for snack break in the morning. Snacks of other kinds will not be permitted unless this is something prearranged with the school for particular medical or dietary reasons. 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.

School 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. If you believe that your child would qualify for the Pupil Premium ('free' school meals in KS2), please check with the School Office. They will be able to confirm your eligibility very quickly and in confidence. This may also mean we can access further support for your family.

The school is very fortunate to have the convenience of school lunches prepared and cooked on the premises. Choices for your child's school meal should be made in advance via the Scopay app.



What should my child wear and what do they need to bring to school?



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 and we expect parents' full support enforcing our uniform rules.

Please note that long hair must always be tied back when in school, extreme hairstyles should be avoided, and that hair gel should not be applied. We ask for your support in these matters.

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. New piercings should only be made in the first week of the summer holidays so that ears have sufficient time to heal over the long break.

Every belonging your child brings into school should be clearly labelled. In our experience sewn-on labels are the most effective for clothing, and vinyl labels or sharpies are useful for water bottles or lunchboxes. All un-named and unclaimed property that is left around the School is hung on a rail under the canopy outside the School Hall. If clearly labelled, items will be returned to pupils 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 cardigan etc. Any unclaimed items still on the rail at the end of each half term will be disposed of. Please do not complain to us that your child has lost an item if you have not labelled it! We support children in independently managing their belongings but you can support them by labelling everything they bring into school.

The PTA second hand uniform shop is available termly to buy second hand items of uniform. It is always worth checking before buying new. Send an email to PTAuniform@marist.surrey.sch.uk with details of what you need, including size.

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. A full list of school uniform is available on the school website.

All KS1 and KS2 children are expected to wear the school blazer on their journey to and from school, every day. The children in Key Stage 1 (Y1 and 2) may wear the school cap/hat/panama. Sunhats are available to buy from the school uniform supplier; either as baseball caps or Legionnaire caps for £5.99.

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.

Uniform for EYFS

All Reception children wear a blue PE tracksuit and white polo shirt, with the Marist logo. They will also have a navy, fleece-lined waterproof coat, also with the Marist logo. These items are available from Valentino's, our school outfitters. During the Summer term in Reception, as the children begin to get ready for the transition into Year 1, they may wear the school Summer uniform. They will be able to continue to wear their tracksuits for PE in Year 1, as well as their school coats, over their uniform.

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 £5.99 and are available to buy from the school outfitters.

Pencil cases

Older children bring in their own pencil case which should be non-branded clear plastic. It should not contain any novelty items.

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. Jewellery, very thin straps and open-toed shoes are not permitted on Mufti days.

What does being a parent at The Marist entail?



We know that your child will be happier and more successful at school if there is a strong parental partnership. We endeavour to communicate effectively with parents and seek and act on feedback where appropriate. Our Marist community includes parents just as much as children and there are several ways that parents can support their child's school.

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 £100 per family per annum. The payment is voluntary. It can be made via Scopay or by setting up an on-line banking regular payment. Details on the school website at <https://www.marist.surrey.sch.uk/surrey/primary/marist/site/pages/schoolinformation/governors/governorsfund>. If you are a taxpayer, making a Gift Aid Declaration enables the Governors to claim back the tax.

The Marist 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. The PTA raises vital funds for the school, which include financing the Outdoor Classroom on the main playground, renewing reading books for our younger children and providing additional sets of class iPads.

PTA events include the Summer BBQ, the Advent Fayre and school discos, as well as organising the uniform swap shop and many events for parents, families and children throughout the year. The PTA can be contacted directly by email at PTA@marist.surrey.sch.uk and we welcome any ideas to support PTA funds.

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 has 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, and also provide invaluable support as a parent forum group to discuss ideas and provide parental feedback to the school leadership team.

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

Virtual Parent Teacher Evenings (Autumn and Spring terms)

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.

Appointments are made on-line with a warning email informing parents when the Parents Evening system will be open. Parents are asked to be on time, or may miss the 10 minute allocation. Notification about Parents' Information Evenings will be in the Marist Mail.





Volunteering in school

The school enjoys a great wealth of support from parents and grandparents and parishioners in the classroom, helping with hearing the children read or supporting 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 until you have an Enhanced Disclosure from the DBS (Disclosure Barring Service). Send an email to info@marist.surrey.sch.uk for more information. The school is charged an Administration Charge (currently £10.00) 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. **This is arranged by the Safeguarding Lead at Xavier MAT.**

Family Support

From time to time, it may be that circumstances at home become challenging and a situation may be impacting on your child's well-being at school. If your family require support due to a child's additional needs, medical needs or family difficulties, please approach Mrs Fanzo who will be able to signpost you to appropriate support, either in school or externally.

School Masses

A Mass is held at the beginning and end of every term and on Holy Days, starting at 10.00 am. These Masses are open to everyone to attend and we usually welcome parents and parishioners to worship as a school community.

Class worship

Once a year 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. It's always worth putting a message on the class contact groups to see if anyone has last year's costume to borrow. 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. After the assembly, parents will be invited into classrooms to see the workbooks and displays.



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