

Potters Gate C. of E. Primary School

An Academy in The Good Shepherd Trust

Parent Information



Potters Gate, Farnham, GU9 7BB

Tel: 01252 715619

Email: school@potters-gate.surrey.sch.uk

www.potters-gate.surrey.sch.uk



WELCOME

Mission Statement

At the heart of our school, the children's well-being and safety is centred on a creative and aspirational curriculum, with everyone motivated to succeed and fulfil their unique destiny.

Our nurturing school community allows children the opportunity to find joy in learning and to believe in themselves and others, through an inclusive environment.

We are driven to provide our children and families in the town centre with an holistic experience which engages the head, the heart and the hand to guide them to success, through our Christian values.

Welcome to Potters Gate Church of England Primary School. We pride ourselves on our strong community links and family-friendly approach.

We work alongside St Andrew's Infant School, to enable us to provide enriched education, that every child deserves, with high academic standards and a holistic nurturing ethos.

We hope that your whole family will quickly feel part of the Potters Gate community.

Who's Who?

These are some of the adults who work at school that your child may well talk about when they come home.

Headteacher Ms Venables

Deputy Head Mrs Trottier

SENDCo Mrs Carpenter

Pastoral Lead Mrs Canton

ELSA Mrs Fazakerley and Mrs Jones

Home School Link Worker

Ms Hollie Brightman

School Office

Ms Elder

Mrs Richmond

Ms Whitby

Mrs Sotheron

Mrs Langhorne

Middy Supervisors

Miss Sims

Mrs Simner

Mrs Jackson

Mrs Grange-Cook

Mrs Duncton

Premises

Mr Shaun Elliott & Mr Melvin Antonio

School Day

Gates open at 8.35am

Early morning work is an essential part of a child's learning and takes place straight away.

Registration is at 8.50am

Home Time is at 3.20pm (3.10pm for Reception)



Children in Years 1 to 6 should make their own way to their classrooms. There are two gates open in the morning for children in Years 1 to 6 to use; the side gate onto the playground on Potters Gate and the top playground gate on Beavers Road. Please queue in an orderly fashion along the pavement and please be careful of the parked and moving cars.



Being Ready For School

Children should come to school in school uniform or PE kit depending on their PE day. Children should always have a warm waterproof coat in the colder months and a sun hat in the warmer months. The school has a wealth of outside learning areas which the children use throughout the year. We have a huge field, pond area, wooded area and sensory garden. We plan learning to take place inside and outside whenever possible so the children sometimes spend a large part of their school day outside. A named water bottle (ideally sports cap) should be brought in each day. Please no squash or juice. Children may **NOT** bring toys to school. Children will be loaned reading books each week which will be changed regularly at school.

Children in Reception and Years 1 to 2 are encouraged to use a Potters Gate book bag. We have limited space on coat pegs, so backpacks for older children are not encouraged.

Please refer to the Food and Drink section for details about snacks.

Please put your child's name on everything that they bring to school.



Traffic

Potters Gate and Beavers Road are now part of the School Street Scheme which is designed to keep children safe on the roads around school. This means that between the hours of 8am and 9am and 3pm and 4pm, cars are not permitted to drive along these roads. There are ANPR cameras positioned at the junctions and if you drive in the School Street zone between the prohibited hours you will receive a fine from Surrey County Council. Please also note that the bottom end of Potters Gate is a one-way street.

Parking

Parents have 20 minutes free parking in The Upper Hart car park at drop off and pick up. You must display a school parking permit in your windscreen. There are two versions: one for Reception and one for the rest of the school. One free permit per family is available from the School Office .



School Uniform

School uniform items with the school logo are purchased from Brenda's School Uniform shop, 130 Frimley Road, Camberley, GU15 2QN or at www.brendas.co.uk (*Items indicated in italics.*) If you wish to use a school computer or need assistance with purchasing online ask in the school office. Any items not in italics can be bought from any supplier, including Brenda's.

Autumn & Spring

Red sweatshirt or cardigan with school logo

Grey trousers or shorts / grey skirt or grey pinafore dress

Plain red or white polo shirt (no tie) in Reception and KS1

White shirt with school tie in KS2

White, black or grey socks / tights

Black shoes

Red Book Bag with school logo

Summer

Red sweatshirt or cardigan with school logo

Grey trousers, skirt or shorts / red gingham dress

Plain red or white polo shirt

White, black or grey socks

Black shoes

Sun hat

Red Book Bag with school logo

Children should bring a named coat and a named water bottle to school every day.

P.E. Uniform

Black shorts

Red t-shirt with school logo

Red hoodie with school logo

Black jogging bottoms

Inexpensive trainers

Second-hand uniform is also available to buy. Contact the Friends of Potters Gate at pottersgateuniform@gmail.com.

Jewellery

For health and safety reasons children must not wear any jewellery to school. They may wear an inexpensive watch — NO Smart watches please. If children have pierced ears they may only wear small studs, no hoops please. Earrings must be removed for PE. If your child is not yet able to take out and put back their earrings they must not wear earrings to school on the days that they have PE. We are not able to remove earrings.

Food and Drink

The Government provides funding for all children in Years R, 1 and 2 to receive a free cooked meal at lunchtime and a fruit / vegetable snack at break time. However, the children may bring a packed lunch to school. We ask that these do not include nuts, sweets (including chocolate bars), cans or glass bottles. We are a nut-free school and we ask that no children bring any nut products in their sandwich box. This includes chocolate nut spread e.g. Nutella.

School lunches are booked online by you at least a week in advance. You can mix and match school lunches and packed lunches depending on your child's preferences. However, if a school lunch is not ordered on a day for your child, you will be asked to bring in a packed lunch.

On starting at school, you will be issued with a ScoPay code, which will allow you to book lunches online.

The only breaktime snacks allowed to be brought in are fruit, vegetables and cheese.

As part of our healthy eating policy, we ask that parents do not send in sweets, cakes or gifts on children's birthdays. We always sing to the children and they are invited to talk to the class about their birthday celebrations.



School Absence

We have to account for every absence, noting whether it is authorised or not authorised. Term – time holidays will be unauthorised unless there are exceptional circumstances. It is very important that children attend school regularly and holidays taken during term time are discouraged. Please refer to the Attendance Policy on the school website for further information. If leave is required, please ask the school office for an Application for Leave of Absence Form.

Sickness

If your child is absent from school, please phone or e-mail us straight away. A message can be left on the school answerphone. We ask that you inform us by 9.15am at the latest. If your child has sickness or diarrhoea, we ask that they do not return to school until 48 hours after the last bout of D&V.

Medication

We are allowed to administer medication that has been prescribed by a doctor, such as antibiotics, eye drops and inhalers. You will be asked to complete a form from the school office.

Please notify us of illnesses such as asthma, allergies etc which may require an inhaler or epi-pen. You will be asked to complete a special form. We may ask you for photographs of your child so that all staff know who they are and details of their medication / condition.

Please do not put medication in your child's bag. It must be handed in to the school office.

First Aid

If children have minor injuries during the school day they will be treated appropriately. For some injuries a note will be put in their book bag advising you of what happened and the treatment given. If your child injures their head, we will contact you. If we are concerned about a sick or injured child we will contact you at once. Sometimes parents pop in to have a look and then decide if their child should go home or stay at school.

Please check your child's hair regularly for head lice.



Playtime & Lunchtime

We encourage children to go the toilet at breaktimes. Children under 5 are entitled to Free School Milk. During the lunchtime, children will be looked after by Middy Supervisors, either on the field or playground. The children will have the opportunity to play a variety of games and activities. Play Leaders will initiate play with outdoor equipment.



Communication

The school office will send most communication by email or text. Please ensure that your contact information on Arbor is up to date.

A twice termly newsletter will be sent home offering a round-up of the half-term and key dates for your diary.

Our school website is a useful place to start if you require information about the school.

www.pottersgate.surrey.sch.uk

School policies and documents can also be found here. You will also be able to find information on curriculum maps and much more.

Paper copies can be printed if required, and letters can be translated into other languages.



Dates

Our calendar is kept up to date and can be found on the school website, which also details term dates, holidays and INSET days.



Child's Progress

The home school reading record provides an opportunity for both parents and teachers to comment on the children's progress in reading.

We hold a parents' evening each term. Parents' evenings are an opportunity to talk to your child's class teacher about your child's progress and see their work. A written report is sent to you at the end of the Summer term.

If the teacher is concerned about your child, they will discuss concerns with you as soon as possible. If you have any concerns, please have an informal chat with the class teacher at the end of the school day or email them via the school office.

If your child is finding some aspects of learning difficult, the class teacher will ask for your views and will seek advice from Ms Alexis Carpenter, our Special Educational Needs Co-ordinator (SENCo). Ms Carpenter is a very experienced teacher who has many materials and strategies that help children with their learning. Your child will be set specific targets and, if appropriate, outside agencies will be consulted. You will always be told before this happens and will be invited to meetings about your child.



Your support for your child's education is crucial to their progress. Please tell us if there are any adjustments we need to make to help you support your child, for example: letters in large font, or Braille, providing a signer, explaining things over the phone.



The teachers are available at the end of the day for a brief word should you have any concerns about your child. If you need to discuss an issue for longer they will make an appointment to see you as soon as possible. Mornings are busy for teachers as they are setting up for the school day ahead.

The Headteacher or Deputy Head, and another member of staff are usually in the playground before and after school to talk to parents. On days where Ms Venables or Mrs Trotter are not available, please go to the school office to make an appointment to see one of them.

Home School Link Worker

Hollie Brightman, our Home School Link Worker, is available to talk to parents and children about worries or concerns to do with your child or your family. She is contactable through the school office and works Tuesdays, Wednesdays and Thursdays. A class teacher can help refer you if required.

Behaviour

We emphasise positive behaviour and self discipline. All children are supported to follow the school rules which are to be Ready, Safe and Respectful. Children are rewarded for good behaviour in a number of ways including whole class reward systems, certificates for demonstrating our school values, postcards home and earning house points.

If children do not make the right choices in their behaviour we follow the steps that are outlined in our behaviour policy. We work closely with parents when children are finding it difficult to manage their behaviour.

When concerned about your child, even over the smallest issues, please talk to the class teacher. It is also vital to pass on any information from home to the class teacher that could affect your child in school.



Child Protection

Potters Gate School and Care Club believe that all children have a right to be safe and protected from abuse, neglect and witnessing the mistreatment of other children and adults. Our Designated Safeguarding Lead and Deputy DSLs deal with concerns raised by children, staff, parents and carers. We have a duty to take Child Protection concerns seriously and this may include contacting other agencies.

Helping In School

We welcome parents and grandparents into school to help in class. Parents help with a variety of activities including hearing children read, playing maths games, cooking, sewing, artwork and computer work. This help may be in your child's class or another class. Early in September you will be asked to indicate your interest in helping in school. We do have to ask all volunteers to agree to be checked by the Disclosing and Barring Service, to attend a workshop and to provide references.

PTA

All parents are automatically members of the Friends of Potters Gate. The 'Friends' Association organise a mixture of social and fundraising events for children and their families. We love to welcome new parents to our committee, so please get involved. It is a great way to become part of the school community and get to know other parents.

Local Committee

There are two parent representatives on the Local Committee. They are elected to serve for a four-year term. For further information on the Local Committee, please refer to the website.



Faith Team

We also have a Potters Gate Faith Team. This is a group of people including parents, staff and community members. The team is responsible for monitoring and enhancing the Christian distinctiveness of our school. If this is something of interest to you please talk to Ms Venables, Headteacher.

School Trips

Children will experience a full range of educational visits, from local visits to museums and the park, a full day to Windsor castle or the longer Year 4 and Year 6 Residentials.

Forest School & Space2Grow

We are very lucky to be able to offer children the opportunity to learn outside the classroom at our Forest School site and local garden, Space2Grow.



PE

Children will have two PE lessons per week. The class teacher will let you know which days. Children in Reception will have one PE lesson per week.

Reading

Every classroom has a book corner which is full of high-quality books to encourage the love of reading from the youngest age. Your child will bring home a reading book linked to their reading and phonics level; this will be changed weekly with their teacher's guidance. Children will have a weekly visit to our school library where they can pick a book of their choice to take home to read.



Non-Uniform Days

These are days when the children do not have to wear school uniform. Usually these are to raise money for a charity or to help with the preparations for school fairs. It is not intended that the children wear fancy dress, or buy new clothes for the occasion!

INSET Day

This is a day for staff training. Children do not come into school.

There are at least seven INSET days during each school year. In effect, it is an extra day's holiday for the children. Please refer to the website for all INSET dates and school holidays.

Playground Sales

Once a year, each year group has a playground sale, usually after school on a Friday. They may sell cakes, toys, books or other items which raise money to fund enrichment activities for classes. For a cake sale, parents are asked to send in some cakes to sell. Cakes do not have to be home-made but they do need to be nut-free please.

Extracurricular Clubs

Information will be distributed termly with details of all the various clubs on offer, before school, during lunch and after school. Clubs usually include: French, dance, football, chess, art and many more.

Class Assembly

This is when the children will do a presentation for parents and grandparents around an aspect of the work that they have been doing in class. The children will do one of these each year. These are usually at 9.15am on a Thursday. You are invited to come and watch.

Celebration Assembly

The teachers nominate children each week to receive a Headteacher Award in a weekly assembly. These are for children who have displayed the Christian Value that we are focussing on that week.

School Council

Each class has two school councillors. They seek the views of their class on a range of issues and feed these back to the Headteacher and teachers for action, for example, choosing the new playground equipment.

Play Leaders

Older junior children are responsible for getting out the playground toys each lunchtime. They also play with the younger children and teach them games and initiate play.

Care Club & Breakfast Club

Potters Gate Care Club and Breakfast Club is open from 7.30am before school and until 6pm after school. Various sessions are available to book, although early booking is essential. Please ask the school office for further information if you wish to use this service.

Welcome To Our Reception Families

Welcome to Ladybirds and Bumblebees Classes

We are so excited for you to join us and become part of the Potters Gate School Community. We hope the following information helps with a smooth transition into school life.

Starting School

Gates open at 8.35am
School starts at 8.50am
School ends at 3.10pm
The children will start school in small groups according to their age. They will be full-time from their first day. Details on when they will start will be emailed to you in May.

What happens each morning?

Children may be brought through the gates from 8.35am. Please come through the Reception playground gate to drop off your child at the door. A member of staff will greet your child. Please let them know if your child is attending a school club or Care Club, so this information can be added to our end of day notes. The morning is a very busy time for teachers, so please allow them to focus on the children at the morning drop off. If you require a discussion with the teacher, please speak with them at the end of the day.

Make sure that a member of staff knows that your child is there, say goodbye and then leave. If a child is upset when parents leave, the teacher will comfort them and involve them in a play activity. Once the children are busy they will soon settle. We discourage parents from entering the classroom as this can be upsetting for the other children.



The children will have access to a healthy snack and milk each morning. If you prefer to send in your own snack, it must be fruit, vegetable or cheese only. Milk is provided as part of the "Cool Milk at School" scheme. Milk is free for under-fives. Children will receive milk automatically until they are 5, unless you opt out of the scheme. You are welcome to pay for milk after your child has turned 5.



Please put your child's name on everything that they bring to school.

What happens at the end of the day?

The small Reception outdoor area will be opened at 3.05pm. Please then wait at the Reception outdoor area, lining up at the sign displaying the name of your child's class. The children will be on the carpet, ready with their belongings, and a teacher will send them out one at a time. We will only let children leave with parents/guardians, unless you have told us that someone else will be collecting.

If someone else is collecting on your behalf, please email the school office with a photo or password, with 24 hours notice unless it is an emergency. If someone else will be regularly collecting your child, such as a family member or childminder, please email a photo of this person to the school office. The teacher will add this to our class 'going home book'.

We don't allow children to bring in toys because we do not want them to get lost or for other children to take them home. Please no big keyrings / bag charms.

Learning

Once the children have settled in to school, you will be given a Tapestry log-in which allows you to see what your child is doing each half term.

We love to see things that the children have done at home and examples of things they have made: pictures, models, photos and things that interest the children. You can add these to Tapestry.

Homework will be set via Tapestry. You will be given reading books on the home visit; these may not have words to begin with. These wordless books are really important to help you to build your child's vocabulary and imagination. Parents' help with reading is very important in these early stages. It is important to encourage your child's progress, so please try to hear your child read every morning/evening and record a brief comment in their reading record.

Teaching staff will ensure their books are changed each week. Your child will be read with once a week.

When they are ready, the children will bring home books with words. In addition, they will visit the school library where they will have the opportunity, once a week, to choose a book to take home. Your child will receive a sound mat, name writing card, and a number line to keep at home.

Items to bring in (NAMED)

- water bottle
- warm, waterproof coat
- wellies*
- waterproof trousers/puddlesuit*
- sun hat for sunny days
- Potters Gate book bag
- named black plim-soles*
- rucksack with nappy bags, wet wipes and spare clothes*

* To be left at school

Reception children have a wonderful outside learning area which is used daily. Please make sure that children can take off and put on their shoes by themselves before they start school. Please also teach children how to put on their coat. The coat flip method is a great technique.



Welcome To Our Reception Families

Please return the book bag to school every day. On PE day, the children wear PE kit to school (see uniform list). We ask your child to bring a red Potters Gate book bag to school so that their school-work and reading books can remain flat. Your child needs to bring a small rucksack with spare underwear, socks/tights and spare clothes (again, all clearly named).



We also ask that you make an annual voluntary donation to go towards the purchase of consumables such as cooking ingredients and craft supplies. You will receive separate information about this.

The Reception children are very lucky to have a sensory garden in which to learn about nature. We welcome parent volunteers to help maintain the area each Friday afternoon with the children. We also welcome parents to support children with reading, crafts and dice games Monday-Thursday mornings. If you are able to volunteer in school, please email the school office for more information.

More information will be given at the Meet The Teacher meeting.