



PARENT HANDBOOK 2026-27



**All Saints CE Primary
School & Nursery**

We are thrilled you've chosen our school for your child and look forward to working in partnership with you over the coming years.



We are proud of the pastoral care and education we provide for our pupils and believe it is the values and ethos of a school that make each one unique. The nurturing environment and family feel we create gives our school a special quality, helping us stand out as a place for children to learn and develop.

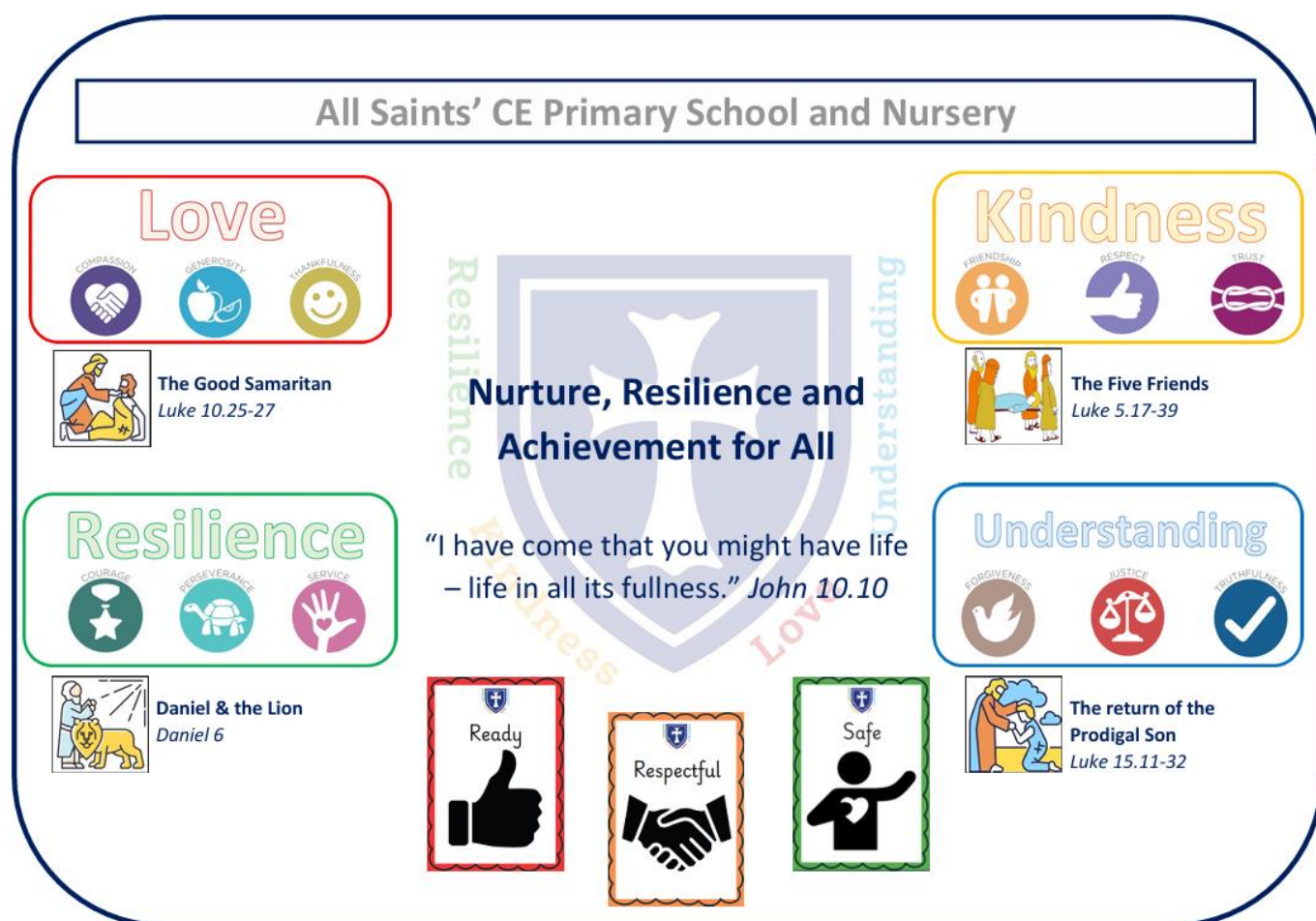
This handbook should provide you with the information you need to ensure your child's start at All Saints is as smooth as it can be. If you have any questions or concerns, please don't hesitate to ask us – we operate an 'Open Door' policy and would encourage you to come in or use the details on the front cover to get in touch if you have a query or concern.

I look forward to getting to know you and your child. Welcome!

Philip Asher **Headteacher**

OUR VALUES

Surrounded by God's love, we aim to achieve a **Nurturing** environment, building **Resilient** learners who can go on to **Achieve**, helping children develop a firm foundation for their future life. In our school, everyone is respected and valued, so they can fully participate and do their best.



OUR SCHOOL

All Saints Primary School is a Church of England School situated in generous grounds. We provide education for children aged 3 to 11 (Nursery to Year 6) and feed into the Bishop's Stortford secondary schools. We work closely with all our local schools as members of the Bishop's Stortford Consortium, and the Envision Group. This helps us to continually improve and provide a broad and engaging curriculum.

Our school is organised into eight classes taught by a teacher and supported by our teaching assistants, midday-supervisors and site staff.

Early Years Foundation Stage (EYFS)		Key Stage 1 (KS1)		Lower Key Stage 2 (LKS2)		Upper Key Stage 2 (UKS2)	
Nursery	Reception	Y1	Y2	Y3	Y4	Y5	Y6

Pupils are taught individually, as a group or as a whole class, but always according to individual needs and in ways that will move them forward in their learning and development.

SCHOOL UNIFORM

We encourage children to look smart and ready for a full day at school (yes, even when playing our children are learning!). This helps prepare them for later life and fosters a sense of pride and belonging to our school community. We have chosen items that are hard-wearing and durable, suitable for frequent washing, and safe for all school activities.

School uniform with embroidered logos (marked with * on the list below) can be bought online from our supplier – see our [website for the link](#). Free delivery is available to school during term time. Other items can be found at reputable supermarkets/shops locally.

Top
Tips

The PTA sell pre-loved uniform – £1 per item.
Sales are held on 2nd Tuesday of each term.

The Governors regularly review the costs of our uniform, and they also operate a small fund to support parents in particular hardship. Please contact the school office in confidence if you feel you may need this support.

Uniform

EYFS, Years 1, 2 and 3

Dark grey Trousers / Skirt / Pinafore / Shorts (Blue gingham dress may be worn in the Summer Term)

Sky blue polo shirt, embroidered*

Navy blue sweatshirt/cardigan, embroidered*

Dark grey or black socks / tights, (white socks for girls)

Black traditional school shoes (Not trainers, boots, open-toed / flashing shoes)

Optional: Navy blue baseball cap*

Uniform- Years 4, 5 and 6

Dark grey Trousers / Skirt / Shorts
(Blue gingham dress may be worn in the Summer Term)

White shirt
(optional: V-neck blouse for girls)

Navy blue knitted jumper / cardigan, embroidered*

Dark grey or black socks / tights
(optional: white socks with skirts)

Black traditional school shoes (Not trainers, boots, open-toed / flashing shoes)

Optional: Navy blue baseball cap*

Wellies are required for playtimes and lunchtime. This is part of our Adventurous Play. Most families have a pair that stays at school.

We discourage jewellery in school. If your child has a pierced ear, they must wear a plain stud only, which must be removed for PE (by the child – if unable to remove it themselves, then they shouldn't be worn for that day). This is for your child's safety. Please see the [full policy](#) for further details.

Long Hair must be tied back – shoulder length is a good guide for when to tie back. Fashion haircuts are strongly discouraged. Hair accessories must be in school colours – no fashion bands/bobbles please.

Nail varnish or temporary tattoos should be removed before the start of each school day.

PE Kit: The children come dressed in their PE kit on PE days – saves lots of time changing!

Forest School – when they have their sessions, the children will need long sleeve clothing / jumper, waterproof coat and wellies / suitable footwear (it gets muddy). We provide waterproof dungarees.

THE SCHOOL DAY

DROPPING OFF YOUR CHILD

Reception children: come to the **EYFS Side Gate at 8.40am** and follow the path down to the Reception classroom (through the wooden gate). A member of staff will greet the children and help them settle in.

Year 1 to Year 6: enter through the **playground side gate from 8.40am**. A member of the senior team is usually on the gate to welcome the children. Parents say goodbye at the gates.

Registration for all children is at 8.45am so children must arrive by then. Lessons start promptly, so it's good to get into good habits from the start. We find most children settle very quickly, but on their very first day it may be appropriate for parents to help them in. Children are greeted in class by their teacher and have morning activities to get on with.

Any messages? If you have a message for the class teacher, you can tell the member of staff on duty at the gate/reception door, or let the office know (in person, by email or by phone). Class teachers are not available in the mornings to meet with, unless arranged in advance through the school office.



PE Kit

Plain navy PE shorts

Sky blue embroidered T-Shirt (or polo shirt in KS2)*

Trainers for outdoor games (Not plimsols or football style boots)

Plain navy joggers/sweatshirts may be worn for outdoor games in colder weather (no hoods)

Optional: Drawstring Bag*

PE kit is worn all day on PE days



Every Day

Optional: Book Bag / small back pack*

Reading Book (from school)

Reading record (from school)

Home Learning book (from school)

Spelling/sounds book (from school)

Water Bottle (water only – no juice/squash)



*Many children like to hang a **small** item, for example a small key ring, to their school bag, or PE kit bag so they instantly know which one is theirs, especially if it's one with a school logo.*

Going to be late arriving?

Please aim to arrive on time. Late is any time **after 8.50am**. This is when the side gates are closed. When you arrive, come to the main entrance. You will need to sign your child in and provide a reason for being late (this is required in the registers). **If you will be later than 9.10am, please ring the school office.**

COLLECTING YOUR CHILD

This is a summary of our [Collection from School policy](#) available on our website.

Children in Reception and older classes finish at 3.15pm and are **all collected from the playground**. The side gate opens 5 minutes before and parents collect from outside their child's classroom (siblings will wait, don't worry!).

Children in Year 5 and 6 can walk home by themselves, [with parental permission](#). Please ask the school office about giving this. Otherwise, all children must be collected by a parent (older siblings **must** be 14 or older to collect without parents).

At all other times, (during the day for appointments etc.) please collect them from the office where you will need to sign them out and provide a reason (required for the registers/safeguarding).

Someone else collecting

To ensure the safety of all children, please tell us if someone else will be collecting your child through the school office. We will always check if the person collecting your child has permission to do so. It saves lots of time and worry if you tell us beforehand!



Use sew-in or iron-on name labels in EVERYTHING! Pen often becomes illegible or wears off after a few washes!

Running late to collect?

Let us know as soon as you can if you will be late – this helps us support your child (they do get upset if you're not there) and we can plan how best to look after them. You will need to collect them from the main entrance if it is after 3.25pm.

Please do try to be on time, though we recognise occasionally it's not possible. If you are regularly late, we do not have staff available to care for children routinely at the end of the school day, so please consider using Night Owls to avoid any issues. It is parents'/carers' responsibility to collect their children at the end of their school day, or to make arrangement for their care. We have safeguarding policies in place for children routinely collected late. Thank you.

BREAKFAST CLUB

We operate a Breakfast Club from 7.50am in school for children in Reception and older. Parents need to register their child and book places in advance (there is no facility to 'drop on the day'). More info is on the [website](#). Contact the school office to register your child.

AFTER SCHOOL CLUBS and CHILDCARE

We aim to provide our children with as wide a range of opportunity as possible, and through the year we offer before and after school clubs that reflect their passions and interests. Details & booking info is published in the newsletter and on our website. Some are charged directly by the club leader, others are charged by school or free.

We also work in partnership with Night Owls for childcare after school (subject to availability). They are open from 3.15pm to 6.30pm during term time. Please contact them for booking, prices, and further information.

Website: <https://www.earlybirdsandnightowlsclubs.co.uk/>

E-mail: earlybirdandnightowlclub@gmail.com

Telephone: 01279 771367

A TYPICAL DAY IN RECEPTION

8:40am	School opens - children have morning work or Busy Fingers activities
8:45am	Registration
8:55am	Phonics, followed by Wake & Shake – getting us ready for the day! First lesson (15mins) Discover & Do (choosing), including rolling snack (1.5hrs) Carpet session – singing songs, counting, and rhymes
12:00pm	Lunch (1 hour)
1:00pm	Topic session (15mins) Discover & Do (choosing) (1hr35mins) Story time - <i>Reception join Collective Worship</i>
3:15pm	End of the School Day

A TYPICAL DAY IN KS1 / KS2

8:40am	School opens – children have morning work or Busy Fingers activities
8:45am	Registration
9:00am	Phonics/Spelling/Reading lesson
9:30am	Session 1 (English)
10:20am	Morning Break
10:40am	Session 2 (Maths)
12pm	Lunch (1 hour)
1pm	Session 3 (Science, Geography, History, PE etc.)
2:15pm	Session 4
2:50pm	Collective Worship – different on each day. See our website for more info.
3:15pm	End of the School Day

COMMUNICATING WITH SCHOOL

We aim to develop an open and friendly relationship with all our parents/carers. This means children's learning can be supported, and any achievements or problems can be shared. Please ensure you update us whenever you change your contact information – this is especially important if we need to contact you in an emergency. Please let the school office know when things change.

We aim to respond to emails and messages within two working days – often it is much quicker. Please note that for staff who work part-time, they will not be able to respond on their non-working days. If it is urgent, please contact the office and they will ensure an appropriate member of staff responds.

ARBOR Parent Portal

We send almost all communication out electronically – email and app notifications. The [ARBOR page](#) on our website explains how we use the ARBOR Parent Portal for communication, parent contact details & consents, payments, club bookings and more. Download the ARBOR App for your smart phone. Make sure we have an up-to-date email address and mobile number. They sometimes end up in 'Junk' or 'Spam' boxes to start with, so check there if you haven't received anything after the first week! Any problems, let us know.



TAPESTRY

For Nursery and Reception, we use the online Early Years platform called [Tapestry](#). Download the app for ease of checking it every day. We post updates, observations, photos, comments, and messages direct

from the classes. You can also share things done at home – WOW moments, new skills, journeys and any other news. Please do – it's part of us working in partnership together.

NEWSLETTERS

We send out a fortnightly [Newsletter](#) (by email) to all parents/carers. We share upcoming dates, important notices, news from the classes, and celebrate the children's achievements. Please do read it!

We also send out Curriculum Newsletters each term, sharing themes and learning. You can find these on our website too: [Curriculum Information](#).

WEBSITE & SOCIAL MEDIA

Our [website](#) has lots of information about curriculum, activities, policies, reports and other information –along with the latest Newsletters and news updates. We are constantly updating it. If you can't find what you're looking for, let us know.



Go through your child's school bag daily to see what is lurking inside!

We have a school [Facebook Page](#) and Instagram page where we upload news, photos, live feeds from trips, and celebrate children's achievements, and our [PTA are on Facebook](#). Please note that we never publish children's names with photos, and respect parents' consent when using photos online.

ONLINE FORMS & LETTERS FROM SCHOOL

Sometimes, when a reply is needed, we request a response via Arbor, or we send links to online forms, for trip consent, surveys or choosing options. We do not send home paper slips for consent etc. however some forms are paper based for external providers, agencies and accessing external support.

TALKING TO YOUR CHILD'S TEACHER

If you need to speak with your child's teacher, you can:

- Hand them or send in a letter/note, or hand it in at the office.
- Email or ask the office to arrange a suitable time to talk to them.
- Phone the school office and leave a message – remember to say if it's urgent and which child it is for. If we need to, we will call you back as soon as we can.
- Speak with them at the end of the day at pick-up time (there is often longer to speak at this point)
- Arrange a meeting/phone call with them at a mutually convenient time (through the office, or at drop off/pick up).

Mr Asher and our SENCO (Mrs Moore) are always willing to meet with parents and can be found at the main gate most mornings or just ring/email the office to arrange a suitable time.

COMMUNICATION - FAQ

How do I let the school know about medical and hospital appointments?

These appointments should be arranged outside of school time wherever possible. If this really isn't possible, and the appointment is MORE than 5 days away, then please complete the [Leave of Absence online form on the website](#). If it is within the next 5 days, please email the school office with the date, time and reason. It is also helpful to include a copy of the appointment reminder/card/message.

How will the school let me know if it's closed due to an emergency (like weather)?

Whilst the school is determined always to stay open, severe weather conditions such as snow can mean it

isn't safe for pupils to be in school. On these rare occasions the school uses Texts, Email, the school website and the local radio station to inform parents the school is closed. Please see the '[Parent](#)' / '[Severe Weather Closure](#)' section on the Website for more information.

What should I expect at Parent Consultations?

Parent Consultations are **held in person twice a year** for all children. They usually take place in **October/November and March**. You will receive a letter with details to pre-book a 10-minute slot on Arbor to talk to your child's teacher about how your child is getting on. It's a chance to hear from the teacher, as well as to ask any questions you have. We will share your child's learning journey so far. They are generally very positive experiences, and we aim to meet with every parent. We do run a creche for school age (including Nursery) children.

The latest and earliest appointments are usually in high demand, so do book as soon as you can. An email is sent out a few weeks before, with links to our online booking system.

You will also receive an **annual report in the Summer Term**, usually sent out in July. This is the formal report to parents, and summarises your child's achievements, progress and engagement in school.

What should I do if my child is unwell and unable to go to school?

Please phone/email the school office as soon as you can in the morning and **before 9.30am** to let us know – the office opens from 8am, but we have a voicemail system. Unless the illness has a defined absence period (such a vomiting/diarrhoea which requires 48hrs), tell us on **each day** your child is absent (otherwise we will expect them to be in school). If we don't hear from you, we will send a text message or phone you to find out – but it's better to tell us first! Policies may require us to verify the reason provided. Please be as supportive of this process as you can – we don't disbelieve you, we have a legal duty to be certain.

How can I find out what's going on in school in advance, so that I can plan ahead of time?

The fortnightly [Newsletter](#) sent out by email lists upcoming dates for the following months, and we publish dates on the Website calendar (on the homepage). We aim to publish dates as early as possible, but sometimes it isn't possible. You can also email the school office to check/ask.

Will the school administer medicine to my child?

Try to time dosages so they avoid the school day if at all possible. We can administer **prescribed** medicine and **some types** of over-the-counter medicine (allergy and pain relief only). Medicines must be clearly labelled with your child's name, the original packaging (including any leaflet), and a pharmacy label if prescribed. Medicines must be brought in by an adult (do not give them to your child with a note). **We must have a completed [medicine consent form](#).**

Please note- throat lozenges and similar health items are considered medication and must follow the same procedure as above. Please do not allow your child to bring them in their bags.

FOOD AND DRINK

SCHOOL MEALS

Freshly cooked, nutritious meals are available onsite every day. Meals are ordered by the children in the morning – no need to pre-book. There are multiple menu options available each day (meat/vegetarian and cold/hot). Children may also bring in a packed lunch if they prefer.

Meals are available free of charge for all children in **Reception, Year 1, and Year 2**. For all other children, school meals must be paid for in advance, through the Arbor Parent Portal.

We ask **all** pupils to register online for school meals using the Hertfordshire County Council website. This process checks if your child is eligible for Free School Meals under the targeted or expanded criteria:

www.hertfordshire.gov.uk/freeschoolmeals **Please do this even if you plan to have packed lunches or know you are not eligible – it ensures no child is missing out, and school funding is linked to pupils registered for school meals! Thank you.**

If your child has specific dietary needs, please inform the school office and complete the separate form online for our catering company. Menus and the allergy information for school meals are available on the Herts Catering Ltd. website: www.hertscatering.co.uk

Please note – allergies and intolerances must be supported by medical evidence to enable our caterers to provide their alternative menus. If you are in a testing phase, or it is more a personal preference, then we advise you to check the menu each day and ask your child to choose the item most suitable. Alternatively, you may feel more comfortable providing a packed lunch.

HOME PACKED LUNCHES

We encourage our children to eat healthily by teaching them about balanced diets. Our school meals are nutritionally balanced and we find the following guidelines, as suggested by the School Food Trust, to be helpful for planning packed lunches:



- ✓ A starchy food e.g. pitta, wholemeal bread, crackers or bagel
- ✓ Meat, fish or a non-dairy source of protein
- ✓ At least one portion of fruit
- ✓ At least one portion of vegetable or salad
- ✓ A milk or dairy food
- ✓ A cold (non-sugary) drink

Please also be mindful that certain items are not permissible in school:

- ✗ glass containers
- ✗ cans
- ✗ fizzy (carbonated) drinks
- ✗ nut products (including cereal bars, spreads - pupils and staff are allergic to contact with nuts)
- ✗ sweets
- ✗ chocolate (including chocolate coated cereal bars, fruit bars etc.)

Please ensure lunch boxes are clearly named to avoid any confusion!

WATER, SNACKS and MILK

Children are encouraged to drink water throughout the day. Please provide a small sports style bottle for them to drink from (not metal ones – they're very noisy and often awkward to carry). Water is available in school to refill the bottles – no juice or squash please (so we don't have small insects coming into school or sticky spills).



Children in Nursery, Reception, Year 1 and Year 2 are provided with a free fruit or vegetable snack daily. KS2 children can bring in a fruit or vegetable-based snack (must not contain nuts, and no crisps/sweets/chocolate). Milk is available to order at a subsidised rate (it is free for all children under 5). An email is sent out termly for parents to order. Please contact the school office for more information.

GENERAL INFORMATION

PUNCTUALITY, ATTENDANCE and TERM DATES

Please make every effort to ensure your child attends school every day and arrives on time between 8.40am and 8.45am. Much progress can be lost when attendance is irregular and lots of time can be lost to tardiness. We will be pro-active in supporting you with this, please speak to us if you are having difficulties with getting your child to school on time.

You need to provide a reason for any absence and school is required to record this. If no reason is provided, absence is then marked 'unauthorised' and will be followed up.

As a general guide – children who are mildly unwell can usually come to school unless they have a high temperature or have vomited/had diarrhoea. We will always send children home if they are not well enough to stay in school. A helpful guide is available here: [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/when-to-call-the-doctor/child-when-to-call-the-doctor/)

Medical appointments should be booked for outside school time whenever possible. Evidence of these may be requested by the Attendance Officer, so it is best to provide this before being asked.

Term dates are published a year in advance on our website. Family holidays should be taken during the school holiday dates. Days off school during term time can only be authorised in exceptional circumstances (rare, significant, unavoidable and short). A family holiday is not considered an exceptional circumstance.

Please be honest about the reasons for absences to avoid difficult conversations and disappointment. Your children will be excited about any trips they're going on if you're planning a term time holiday – they will tell us. After all, 'Truthfulness' is one of our school values...!

Attendance is considered a safeguarding matter and is very closely monitored by the school and Local Authority. Policies may require us to verify the reason provided, particularly if your child's attendance has dropped below 95%. Try to be as supportive of this process as you can – we don't disbelieve you: we have a legal duty to comply with.

Please see our [Attendance Policy](#) (on the website) for more information about how attendance is managed in our school.

What to do to let us know about an absence:

Planned absence (medical appointment, exceptional leave, other leave)

Complete the online form on our website: [Absence Form - Pupils](#)

Please do this even if you know it will not be authorised (for example a family holiday) – it saves a lot of worry on our part, and a possible safeguarding response! It can take up to two weeks for these forms to be processed, so if the absence is in the next few days, email absences@allsaints.herts.sch.uk to alert us to the form. Thank you.

Emergency/unexpected absence (illness etc.)

Please call or email the school office **by 9.30 am:** [01279 836006](tel:01279 836006) absences@allsaints.herts.sch.uk

Statistics

Check your child's attendance record through the Arbor Parent App – this can be a useful place to see what they're statistics are like. Remember – above 95% is considered to be good attendance. Less than 90% is considered 'persistently absent'. We send out warning letters if attendance falls below these benchmarks.

CELEBRATING CHILDREN

We believe in celebrating pupil's achievements in school. We use lots of 'in the moment' praise to encourage and recognise the effort pupils have made. This centres around our Values and expectations as a school. We also use stickers and will share achievements with parents as often as we can. Our Behaviour Curriculum outlines the way we recognise children routinely.

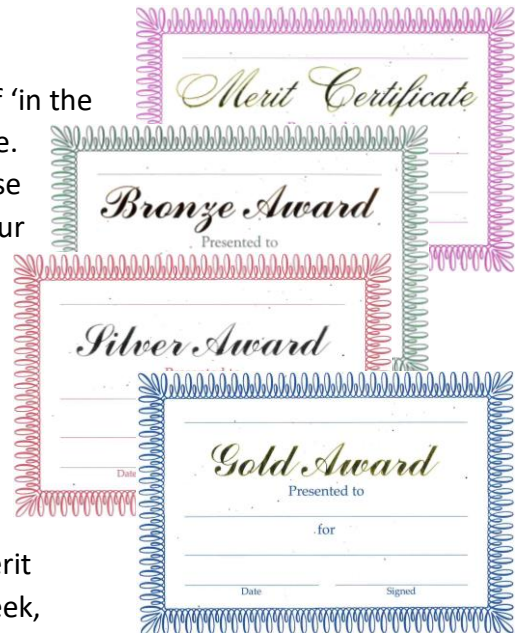
Every child is a member of a House Team, and they can earn house points each day. The prestigious Merits are given to individuals for excellent work in class, working towards 'Merit Milestones'.

These are shared with the whole school community in our weekly Celebration Praise on Fridays, to which parents of children receiving Merit Certificates are invited to join us and celebrate their successes! Each week, teachers also 'shout out' a few children in their class who have caught their eye in their learning. These are listed in our Newsletter too.

Children achieving things at home are welcome to share these in school too – we can put them in the Newsletter too (sometimes with a photo if one is available!). Just email the school office to let us know.



If you are unable to attend an event in school, feel free to ask someone else to go in your place whether it is a grandparent, uncle, or aunt. It really matters to the child that they have a grown-up there to look for and show off to!



SPECIAL EDUCATION NEEDS & DISABILITIES (SEND)

Our approach ensures that the children's needs are met in the classroom as far as possible. From time to time, we may need to put in place additional support, or ask other professionals to help us achieve this for some children. These children are listed on our Special Educational Needs Register, and we create individual plans for supporting their learning and development.



This support is closely monitored as part of our pupil centred approach, and parents receive regular (at least termly) updates through the year. More information about SEN matters can be found on our website. Please also ask if you have specific concerns.

Our Inclusion Co-ordinator can be contacted directly - Email: senco@allsaints.herts.sch.uk

HOMELEARNING

Reception, KS1 and KS2 pupils receive age-appropriate home-learning (homework). We have used the available research to develop our approach. It helps our children to consolidate their learning and practice the skills they have developed. **Every child is asked to read every day at home** – even in the holidays! We also encourage parents/carers to read to their children too. Reading is a vital skill that can also create a great deal of pleasure.

Children may also receive sounds, spellings and/or times tables depending on their age and expectations. KS1 and KS2 children also receive short maths tasks linked to class work.



Encourage your child to read with you every day from labels on food packaging to sign posts – not just their book!

BEHAVIOUR

We are rarely disappointed by the behaviour choices children in our school make – they behave exceptionally well and are caring towards each other. This is key to their success as learners, since disruptive behaviour prevents learning from taking place. Everyone in school should be polite, friendly, kind to others and respectful of people and property. This expectation applies to all people – pupils, staff and parents/visitors. We have developed a strong, positive system to help our children manage their behaviour choices and learn about consequences for when their behaviour does fall short of our expectations. Full details of our [Positive Relationships & Behaviour Policy](#) are available on our website.

Bullying and Prejudice-based Incidents (Racism, Homophobia etc.)

As a school we take bullying and prejudice-based incidents very seriously. If you or your child feels that they are subject to bullying of any form whilst in school, or if they are having any friendship problems that are worrying them, we strongly encourage you to come and speak to your child's teacher as soon as possible so that we can help resolve matters quickly. [Our policy is on the website.](#)

MONEY MATTERS

We are a cashless office – meaning we only generally accept online payment (through the Arbor Parent Portal). If you need an alternative, please contact the school office.

We ask that all payments are made in a timely manner and in advance. All outstanding payments should be cleared by the end of each term so that everyone starts each term with a clear account balance. Your online account will show how much is owed, and you can contact the School Office if you have any balance queries.

We also use our online system for collecting donations towards school activities, and for charitable giving too (we try to raise money for local and national charities through the year). Look out for emails with links to relevant fundraising pages.

FREE SCHOOL MEALS, UNIVERSAL CREDIT & BENEFITS

If you or your child are eligible for certain benefit support, they may be eligible for free school meals. Our school may also be eligible for additional funding known as the 'Pupil Premium Grant'. This is used to offer additional support for eligible children (such as reduced or free trips and access to free holiday childcare through the Local Authority). We also use this additional funding to put in place any additional support for your child if needed (such as activity groups, access to after school clubs etc.). Please go to www.hertfordshire.gov.uk/freeschoolmeals, or click on the link on our website to find out more.

CHILDCARE VOUCHER SCHEMES

We accept Childcare Vouchers for payment towards eligible items. This includes breakfast club and some after school clubs. Please ask in the office for more information, and to see if we're already registered with your scheme provider.

SCHOOL TRIPS & CURRICULUM ACTIVITIES

We actively seek exciting learning opportunities for our children but often these come at significant cost. We endeavour to cover this as far as possible and are hugely grateful to our PTA for their support through the year. However, we still need to ask parents to contribute on a voluntary basis for activities such as trips and visitors to school. Without this support many of these would not take place. Your contribution is always for your own child – it is not used to subsidise other children. If you have any concerns about these costs, or any other costs, you can contact our school office or Mr Asher in confidence to talk about ways we might be able to help.

MUSIC TUITION

We are delighted to offer a range of music instrumental lessons in school. The lessons are offered through a mixture of local music teachers and the Hertfordshire Music Service. These lessons are charged on a termly basis at the current rate. Please see the [page on our website](#) for more information about booking. There may be waiting lists for some instruments!



SCHOOL FUNDRAISING

All parents are automatically a member of our [PTA](#). They support school by holding events that raise money towards school activities and projects. The events are great fun, and there's a wide range of activities – from big family fun days to pupil discos at the end of a term and not forgetting occasional bake sales. We also collect used batteries and printer Ink Cartridges – both of which earn a small commission for the PTA.

Please consider joining the merry band of parents who arrange activities – the more the merrier (and the easier it is for everyone involved). See below for how to get involved.

We try to support a range of charities each year. Children hold events, sponsored activities (such as dress up days, Christmas Jumper day etc.) and the collections at our performances and Church services are often to charities chosen by the children. Please look out for information in the Newsletter.

COLLECTIVE WORSHIP

As a Church of England Primary School, we hold daily [Collective Worship](#) (often known as 'Assemblies'!). The difference between assemblies and Collective Worship, is that we include a short prayer, and often use a biblical theme as inspiration for exploring a school value. We also sing together!

The children enjoy coming together to think about the school Values, current events, special themes, listen to visitors, and be reminded (or learn about) stories from the bible and what they might tell us today.

We welcome a range of visitors through the year to supplement Collective Worship. This includes our local vicar, Fr Simon Vivian, from All Saints Church, Hockerill.

No child is required to pray; they are invited to make a prayer their own by joining in, or to use the time for thinking about the value for themselves. We also celebrate and include festivals from other faiths, as part of a diverse community.

If you have any questions about our Collective Worship, or RE curriculum, please do get in touch and we'll be happy to discuss them with you.

WAYS TO GET INVOLVED

GOVERNING BODY

We have an active and supportive Governing Body who help shape the strategic direction and leadership of the school. They work closely with Mr Asher and senior staff on continual school improvement and development. You can find out more about what they do on our website, or if you have a question, concern or suggestion you can email chair@allsaints.herts.sch.uk

From time-to-time vacancies arise for a governor and we hold elections. Look out for nomination forms!

ALL SAINTS' PARENT TEACHER ASSOCIATION (PTA)

While your child attends our school, you are automatically a member of our PTA. They do many wonderful things for our school, helping to raise funds for our school and children. They also run the 'pre-loved' uniform sales.

Events are organised through the year, and you are invited to join in with as many as you can. Many hands make light work, and we like to ensure there's a large support group alongside the named officers – this makes it easier for everyone! If you would like to join the PTA to help organise events, or to just help out at an event, please contact the PTA. There's a [PTA Facebook page](#) and an email contact: pta@allsaints.herts.sch.uk

Recent investments have included helping to renovate our courtyard area, supporting the purchase of IT equipment, purchasing play equipment for our Adventurous Play, and supporting class trips and curriculum days. They also support us by giving up their time and expertise to bring projects to fruition.

PARENT HELPERS

We always need help during the school day and for special events through the school year (such as school trips). It could be listening to readers, tidying the library or helping to prepare a display, sharing a skill or your work with the children, or generally helping out round school.

If you'd like to help, please complete the application form on our school website ([Parents / Volunteering in School](#)). If you need help with the form or want to talk more about volunteering in school, please contact the school office.

Do also let us know if you have any specific ideas about helping us out in school!



KEY EVENTS THROUGH THE YEAR

CELEBRATION PRAISE

Every Friday in the hall. Shout Outs, Merits, House Points, Sharing and out of school achievements (certificates, trophies, medals, for sport, dance etc.) are celebrated. Parents of children receiving Merit Awards are invited to come along and join us for Merit Presentations (you'll receive an email invite the week before). Out of school achievements can also be brought into school on any Friday – the children should let Mr Asher know they have something to share (it's good to email in by lunchtime too in case they forget to let him know!).

CHURCH SERVICES

We go to All Saints Church, Hockerill, here in Bishops Stortford for some of our services, but often the church comes to us too! Our services through the year are Harvest (October), All Saints Day (November), Christmas (December), Easter (March/April), Ascension Day (May) and End of the Year Service (July). The services are usually at 2pm in the afternoon and parents are warmly welcomed to join us (we often need help walking down to church too). The children take part in a variety of ways, singing, reading, performing poetry, drama, and music. We aim to involve all children in each service.

WOW EVENTS

We arrange special event days and visitors to school throughout the year. These are used to inspire the children in a new skill, activity or topic. We use our Sports Grant for some of these events, and for some we ask a voluntary contribution to help us cover the costs. We also sometimes ask for parent helpers – please do look out for requests and dates in our Newsletter.



NATIVITY & SCHOOL PLAYS

We love a good performance and offer the children several opportunities to perform throughout the year. Nursery, Reception and KS1 put on a Nativity production at Christmas time. Y3/4 pair up to perform at Spring and Y5/6 in the Summer to put on a production, complete with costumes, props and special effects! Some are ticketed (to meet fire regulations in our hall!!), others are 'just turn up'. Look out for letters/newsletter information.

SPORTS DAY – Summer Term

We hold our sports day in the summer, with every child participating. Parents are warmly invited to come and cheer along their children (and all the others!). Children compete in houses and earn points to see which house will be the Sports Day champion! The format includes skills tasks for each team, followed by traditional races along our track.

OTHER USEFUL INFORMATION

HOW MUCH UNIFORM TO BUY?

We'd recommend (from parent's experiences):

- 3 or 4 shirts – roughly 1 for each day (they don't need one for PE days)
- 2 or 3 pairs of trousers/shorts/skirts/dresses
- 2 or 3 sweatshirts/cardigans
- PE kits – 1 or 2 sets – children come to school in their PE kit, so don't need other uniform on that day normally!

REMEMBER TO NAME EVERYTHING!

210 Blue Cardigans/grey trousers/black shoes all look the same....

TEACHER TRAINING DAYS (INSET)

There are 5 teacher training days throughout the school year where school is open for staff only. Please do look out for these in the Newsletter and Term Dates List.

These are not term time days, so pupils have the day off school (including Nursery)! School staff use these days to focus on developing their professional work by learning about strategies to support pupil's learning,

developing key areas of the school building, or attending training to help keep pupil's and staff safe. We try to time them to be just before or just after a school holiday, or at the start/end of a week.

FOREST SCHOOL

All year groups take part in Forest School lessons through the year. Nursery and Reception have a session every week. All other classes go out for a half term (look out for the email reminders).

We love getting outdoors into our Forest School! This is where children get out into our field and wooded areas on site, explore, build dens, make nature art, enjoy a campfire (and associated treats!), and have fun. It's a great chance to build self-esteem, confidence and learn about the world around them. Reception go out every week, all other classes have sessions for a half term.

We go out whatever the weather; there is no such thing as the wrong weather, just the wrong clothing!

We ask children to bring in a waterproof coat, a jumper (in colder weather) and wellies (it does get muddy!). We provide waterproof dungarees (courtesy of our PTA).

FINAL TOP TIPS

Taken from parent and staff suggestions!



- ☺ Read the Newsletter when it comes out – especially the dates and information/reminders.
- ☺ Velcro straps are vital until your child is confident doing buckles or laces. Avoid heels of any size – they are not sensible for running around in on the playground and accidents will happen!
- ☺ If you have missed forms, letters, or think you have, email the office or ask in person – it won't hurt to check!
- ☺ The school number is 01279 836006. Save it on your mobile phone in case you need it and to see if it is school calling you.
- ☺ Keep your contact information up to date on Arbor – we won't know otherwise.
- ☺ **Name everything!!** – socks, shoes, jumpers, coats, scarves, gloves, hats.
- ☺ For Nursery, Reception and Year 1 children, put spare underwear (and maybe spare bottoms) in their PE bag just in case...
- ☺ **Never be afraid to ask something – there are no silly questions! Chances are other parents want to know too.**

Useful E-mail Addresses:

School Office & Mr Asher: admin@allsaints.herts.sch.uk – for general school information

Absences: absences@allsaints.herts.sch.uk

Finance, Clubs and Meals: finance@allsaints.herts.sch.uk

Mrs Moore, INCO: senco@allsaints.herts.sch.uk – for support with Special Educational Needs, Mental Health and Wellbeing

Safeguarding / Welfare Support: safeguarding@allsaints.herts.sch.uk – for concerns about safeguarding or welfare support.