

PARENT HANDBOOK

2024-25

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.

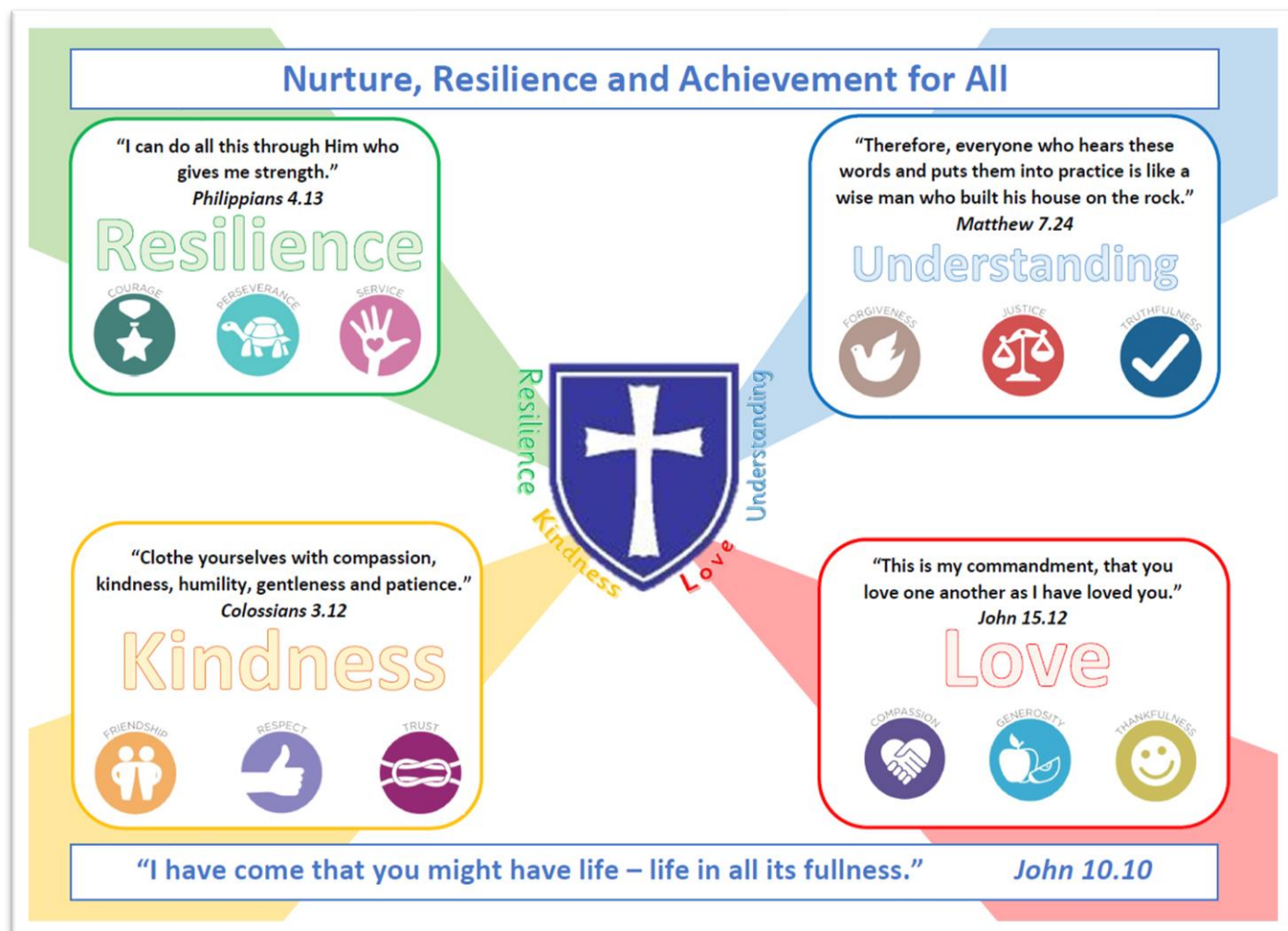
This handbook should provide you with the information you need to ensure your child's start at All Saints is as smooth as it can be. If you have any questions or concerns, please don't hesitate to ask us – we operate an 'Open Door' policy and would encourage you to come in or use the details on the front 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)	
Acorns (N)	Oak (R)	Ash (Y1)	Elm (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](#). Although based in Harlow, free delivery is available to school during term time. Other items can be found at reputable supermarkets/shops locally.



The PTA sell pre-loved uniform – £1 per item. Contact uniformpta@allsaints.herts.sch.uk to see what stock they have!

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 & KS1

- 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*)
- Navy blue baseball cap***

Uniform – KS2

- Dark grey Trousers / Skirt / Shorts** (*Blue gingham dress may be worn in the Summer Term*)
- White shirt and school tie*** (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*)
- Navy blue baseball cap***

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 **Nursery 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 are asked not to follow their children through the gates, thank you.

Registration for all children is at 8.50am 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.

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



*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.*

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 9.30am, 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!

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.



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

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. 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](#) and 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
8:50am	Registration
8:55am	Phonics, followed by Wake & Shake – getting us ready for the day! First lesson (25mins) Discover & Do (choosing), including rolling snack (1.5hrs) Carpet session – singing songs, counting, and rhymes
12:00pm	Lunch (1 hour)
1:00pm	Topic session (25mins) Discover & Do (choosing) (1hr35mins) Story time - Reception join <u>Collective Worship</u> on Mondays and Fridays.
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
8:50am	Registration
9:00am	Phonics/Spelling/Reading lesson
9:30am	Session 1 (English)
10:40am	Morning Break
10:55am	Session 2 (Maths)
12:15pm	Lunch (1 hour)
1:15pm	Session 3 (Science, Geography, History, PE etc.)
2:15pm	Session 4
2.50pm	Collective Worship – different on each day. See our <u>website for more info.</u>
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.

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. It is the best way to stay in touch with us. [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 aim to send out a fortnightly [Newsletter](#) (by email). 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 send links to online forms, for trip consent, surveys or choosing options. Rarely, paper letters/forms are sent home. Children bring these home in their book bags. Copies can also be requested at the school office, and we are always willing to help fill anything in, just let us know.

TALKING TO YOUR CHILD'S TEACHER

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

- Hand them 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, then you'll need to send an email or write a letter to the school office in advance of the appointment. The email/letter should state the date, time, and type of appointment e.g. hospital, doctors etc. If possible, you should include a copy/screenshot of the actual appointment note/email/text as well.

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 twice a year** for all children. They usually take place in **October and March**. You will be able to pre-book a 10-minute slot 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 first thing in the morning to let us know (office open from 8am), and **before 9.30am**. 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 expect them to be in school). When your child returns to school, please email/write a note to the office to explain the absence, if you haven't already done so. 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!

A helpful guide is available here: [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk)

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 ring the school office to check/ask.

Will the school administer medicine to my child?

We can administer **prescribed** medicine and some types of over-the-counter medicine (allergy, pain relief only). Try to time dosages so they avoid the school day, or lunchtime if you can't avoid it. Medicines must be clearly labelled with your child's name, the original packaging, and a pharmacy label. **You must complete a [medicine consent form](#)**. Medicines must be handed to a member of staff, and **no medicine (including throat sweets/lozenges etc.) should be sent in your child's bookbag.**

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 are unable to accept cash or cheques for school meals.

We ask **all** pupils to register online for school meals using the Hertfordshire County Council website to

ensure all pupils receive their entitlement: www.hertfordshire.gov.uk/freeschoolmeals **Please do this even if you plan to have packed lunches – our funding is linked to pupils registered for school meals!**

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

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** (some pupils and staff are allergic to contact with nuts) and sweets or chocolate are not permitted. **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 (avoid 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!). We suggest taking bottles home over the weekend for a thorough clean.



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 snack (must not contain nuts, and no sweets/chocolate please). **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 AND ATTENDANCE

Please make every effort to ensure your child attends school regularly (every day) and arrives on time between 8.40am and 8.50am. Much progress can be lost when attendance is irregular and lots of time can be wasted by 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. Please also see our [Attendance Policy](#) (on our website) for more information about how attendance is managed.

If your child is absent from school for any reason, please call or email the school office by 9.30 a.m. There are often legitimate reasons for absence – illness is one – but it still counts as absence. You need to provide a reason, and school is required to record this. If no reason is provided, absence is then marked 'unauthorised' and will be followed up. A helpful guide is available here: [Is my child too ill for school? - NHS \(www.nhs.uk\)](http://www.nhs.uk)

When your child returns to school, please email/write a note to the office to explain the absence, if you haven't already done so. Try to include any appointment cards if a medical appointment was required. Medical evidence may be requested by the Attendance Officer, so it is best to provide this before being asked whenever possible. Attendance is considered a safeguarding matter and is very closely monitored by the school and Local Authority.

Useful Comparisons:

96% Attendance or better is the expected attendance for all children (DfE).

90% is like taking one full day off every two weeks (19 days missed in a year).

80% is like taking one full day off each week (38 days missed in a year).

Being just **5 minutes** late every day means 16 hours of learning opportunity is missed each year.

HOLIDAYS AND TERM DATES

Term dates are published a year in advance on our website. Family holidays should only take place during the school holiday dates. Recent changes to legislation mean days off school during term time can only be authorised in exceptional circumstances. A family holiday is not considered an exceptional circumstance. A form for telling us about planned term-time absence is available on the school website. Please allow at least two weeks for requests to be processed. Your children will be excited about any trips they're going on – they will tell us. After all, 'Truthfulness' is one of our school values...!

CELEBRATING CHILDREN

We believe wholeheartedly 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.

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. At every stage, we meet and discuss with parents our observations and the support we are putting in place to help your child achieve and succeed. More information about SEN matters can be found on our website. Please also ask if you have specific concerns.

Our Special Educational Needs 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. These expectations are explicit in our school values. 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.

UNIVERSAL CREDIT & BENEFITS

If you or your child are eligible for certain benefit support, our school may also be eligible for additional funding. This is known as the 'Pupil Premium Grant' and is used to offer additional support for children (such as reduced or free trips, holiday meal vouchers, 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 tutoring, 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. If you have any concerns about these costs, or any other costs, please let us know.

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

Our [PTA](#) help to support school by holding events that raise money towards school activities. The events are great fun, and there's a wide range of activities – from a quiz night for adults to pupil discos at the end of a term. We also have large community events, such as our Summer Fete. Please also join in with the 50/50 club! We also collect used batteries and printer Ink Cartridges – both of which earn a small commission for the PTA.

We also try to support 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. 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, and supporting recent class trips. 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 Mrs Hatch in 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 at 2.30pm 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.

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 and Y5/6 pair up to perform at Spring and Summer respectively 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 days 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

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.

HOW MUCH UNIFORM TO BUY?

Many parents have asked for guidance on this. Remember not all items need to be embroidered.

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

- 4 or 5 polo shirts for KS1 / white shirts in KS2 - 1 for each day
- 3 pairs of trousers/skirts/dresses
- 2 or 3 sweatshirts/cardigans

- PE kits – 1 set is usually enough – children come to school in their PE kit, so don't need other uniform on that day normally!

REMEMBER TO NAME EVERYTHING!

FOREST SCHOOL

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.
- ☺ Buy flat soled shoes with Velcro straps 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.
- ☺ Let us know if your contact details change – we don't know otherwise!
- ☺ **Name everything!!** – socks, shoes, jumpers, coats, scarves, gloves, hats (they really do all look the same!).
- ☺ For Reception and Year 1 children, put spare underwear 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:

Mrs Hatch/Miss Kimberley, School Office: admin@allsaints.herts.sch.uk – for general and wider school information

Absences: absences@allsaints.herts.sch.uk to inform school of or give reasons for absences.

Mrs Perryman, Finance: finance@allsaints.herts.sch.uk – for school meal payments, after school clubs, breakfast club, trips and medical needs.

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

Safeguarding / Welfare Support: dsl@allsaints.herts.sch.uk – for concerns about safeguarding or welfare support (such as holiday meal vouchers).