



Thriplow Church of England Primary School

Parent handbook

Thriplow Church Of England Primary School
School Lane
Thriplow
Hertfordshire
SG8 7RH

Telephone: 01763 208213
Email: office@thriplow.cambs.sch.uk

More information is available on our website at
<http://www.thriplow.cambs.sch.uk/>

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Welcome

Thriplow Church of England Primary School is at the heart of the local community. We are a rural school and make the most of our proximity to Cambridge and excellent transport links to enhance our curriculum with educational visits. Through our broad and vibrant curriculum and excellent teaching with a rigorous focus on the 'basics', we aim to ensure that every child reaches their potential. We have high aspirations for everyone.

A positive relationship between school and home is fundamental to children's success, and parents and families are involved in all aspects of school life. Staff are friendly and approachable and families are encouraged to attend Celebration Assembly on Friday afternoons and other events throughout the year.

We hope that starting school at Thriplow will be a very exciting time for children and parents, but we recognise that it can also be a time of worry and uncertainty. We hope that the following information will ensure that your child's transition is easy and enjoyable.

If you would like to discuss any concerns or ask any questions in person, please do not hesitate to contact the school on 01763 208213 or office@thriplow.cambs.sch.uk

Mrs Penty, Executive Headteacher

Our Ofsted and SIAMS reports can be found at
<http://www.thriplow.cambs.sch.uk/website/ofsted-report/>

Our performance tables can be found at
http://www.thriplow.cambs.sch.uk/website/performance_tables_results/

Our aims and ethos

Our Christian Vision

We aim to "**shine our light before others**".

We aspire to be a **school filled with love**, demonstrating God's love by clothing ourselves with kindness and striving for excellence.

Everyone is encouraged to **make a difference** in their own lives, their families and the communities we serve.

The aim of Thriplow School is to provide a happy, safe and stimulating atmosphere where:

- Christian values are promoted.
- Respect for others and personal responsibility are expected.
- An understanding of fundamental British values including individual liberty and tolerance of different faiths and beliefs.
- Children enjoy learning and are confident and willing to try.
- High academic standards are encouraged and the needs of every child are met.
- Teachers, parents and carers work together as partners in their children's education.
- Foundations for life long learning are established.
- Children develop independent learning skills.
- Community spirit is fostered.

Our aims for spiritual development are:

- To develop the ability to use all one's senses.
- To promote an awareness and enjoyment in using one's imaginative potential.
- To foster feelings such as awe, wonder, thankfulness, mystery and joy.
- To develop individual self-confidence in expressing inner thought in a variety of ways.
- To appreciate the role of stillness and silence in different faith traditions.
- To recognise the value of relationships and each person as a person of worth.
- To sustain the self-esteem of pupils in their learning experiences.
- To develop an acknowledgement and awareness of the principles and values by which we live.
- To provide opportunities for the expression of imagination, insight, empathy and understanding throughout the curriculum.
- To promote opportunities for stillness, silence and reflection.
- To foster the emotional life of the pupil, particularly with regard to the experience of feelings.
- To encourage the search for meaning, the quest for learning, and the joy of learning.

The policy will be delivered across the whole curriculum, including school worship, pastoral provision and will be evidenced in other policies.

The staff



Mrs Penty
Executive Headteacher

TBA
Assistant Headteacher



Years 6 / Dragonflies
Ms Karen Gilmour
Class teacher



Year 5/ Mayflies
Mrs Harley
Class teacher



Mrs Fouché
Class teacher

Year 4/Grasshoppers
Miss Hardege
Class teacher



Year 3 / Caterpillars
Mrs McGreal
Class teacher



Year 1 & 2 / Butterflies
Mrs How
Class teacher



Mrs Hirst
Class teacher

**Reception & Year 1 /
Ants**



Miss Batty
Class teacher



Mrs Symmons
Forest Schools Teacher



**Special educational
needs coordinator
(SENCO) Mrs Paterson**

Teaching assistants



Mrs Fisher
Teaching assistant



Mrs Maloney
Teaching assistant
and lunchtime supervisor



Miss Webbe
Teaching assistant and
midday supervisor



Mrs Rushbrook
Teaching assistant and
midday supervisor



Mrs Walker
Higher Level Teaching
assistant

Afterschool Club



Mrs Gough
Afterschool Club Manager



Mrs McDonnell
Playworker

Administrative Staff



Mrs Baron
School Administrator



Mrs Perrin
Administrative Assistant

Our school day

8.50am School doors are opened

9.00am School doors are closed and the Register is taken.

Late arrivals: children arriving late should come into school through the front door by the school office where they will be marked late. Any child's arrival after 9.10am will be marked in the register as an unauthorised absence.

Attendance: see page 12.

Pegs in the corridor: the children have pegs where they can hang their coats and PE bags. If your child needs help hanging up things to start with, we can help them do this.

Things your child will need for school: see page 13.

Please provide your child with a **named water bottle filled with water.**

Things your child will need for school: see page 13.

10.30am Playtime – 15 minutes

At mid-morning break all children in Ants, Butterflies and Bees classes receive a **piece of fruit or vegetable** as part of the government funded fruit and vegetable scheme. Ants Class have a dedicated snack time to create space for learning opportunities including talk, maths and social skills. No child will be forced to eat this snack.

12.15pm Lunchtime – 60 minutes

Lunch is served in the main hall.

Lunches and packed lunches: see page 17.

1.15pm Registration

3.00pm Assembly

Friday celebration assembly – parents invited

Parents, carers and young siblings are invited to this Friday assembly in the main hall where children share their work, certificates are given out to children who have been shining lights in the school community that week, birthdays and events are celebrated. We find this is a good way to gently encourage confidence in public speaking and it is a lovely, positive way to end the school week.

Celebration assembly: see page 10.

3.30pm End of school day

At the end of the day Ants Class parents collect their children from the small gate in the corner of the playground. Please do not come up the slope onto the covered outdoor area. The older children are collected by the door outside their respective classroom.

If somebody else is going to collect your child from school, please email the school office at <mailto:office@thriplow.cambs.sch.uk>.

If you are **collecting several children**, please ensure that their parents have emailed the Office in advance to give their permission.

School calendar and curriculum

Term dates

The school term dates can be found at:

http://www.thriplow.cambs.sch.uk/website/term_dates

Calendar of events

An up to date school calendar can be found at

<http://www.thriplow.cambs.sch.uk/website/calendar>

Curriculum

The current curriculum for each class can be found at:

http://www.thriplow.cambs.sch.uk/website/curriculum_1

Class activities summary

A summary of the class activities for each term can be found at:

<http://www.thriplow.cambs.sch.uk/website/classes>

Weekly school newsletter

Once a week in term time, you will receive a newsletter by email. This gives details of events, requests and important dates, as well as keeping you up to date with the life of the school. Please take the time to read it each week.

The newsletter is also posted on the school website at

<http://www.thriplow.cambs.sch.uk/website/home/8598>

Weekly notices – white board

Parents are asked to regularly check for reminders and updates on the white boards at the back entrance of the main school building.

Regular events

Celebration assembly, 3pm on Fridays

Birthdays in Celebration assembly

When their birthday is announced, children are invited to talk about their special day in Celebration assembly.

Donations of books for the library

To mark a birthday or special occasion, we have a tradition of children donating books for the library. A name plate is put in the front of the book to mark the donation and the contribution is announced in assembly. We have an Amazon Wishlist of books that we would like to add to the Library, but children are welcome to give a particular favourite if they prefer.

http://www.amazon.co.uk/gp/registry/wishlist/KPJO703IEBM0/ref=topnav_lists_1

Storytelling assembly

Once a year, usually in the Autumn term, parents are invited to a special assembly when the classes perform stories or poems that they have been studying in class. Parents are notified of dates through the weekly school newsletter.

Decoration day

This event is funded by the school Parent Teacher Association (PTA) and takes place on the last Friday in November. It is one of the highlights of the school year as it begins the countdown to Christmas!

A maximum of two adults per child are invited to spend the morning helping the children to make Christmas decorations to be used around the school. Please note that we cannot accommodate non-school children.

In the afternoon, the children watch a film while the teachers put up the decorations. After the children have finished watching, they are all very excited to see how their decorations have magically transformed the school.



Christmas Nativity

Reception and Key stage 1 children perform a Nativity play for families to attend. Children are notified of their parts and any costume requirements by a letter in their school bag. Parts are practised extensively during school hours.

There are three performances; a dress rehearsal, a matinee and an early evening performance. In order that the audience and children get the best from the matinee and evening performances we ask that no pre school children attend. They are very welcome to come to the dress rehearsal.

Daffodil Weekend

For one weekend in March or April each year, the village of Thriplow is transformed when up to 10,000 visitors come to enjoy Thriplow Daffodil Weekend & Country Fair, a charity fundraising event organised by the local community. The school plays an active role in the weekend: as a café and marquee venue, through to volunteering and performing music and poetry.

Summer production

Key stage 2 children present performances of their summer musical production for families to attend.

Church services and Holy Communions

The school has very close links with St George's Church in Thriplow and we celebrate Harvest, Christmas and Easter at the Church.

Reverend Angela Melaniphy also holds weekly assemblies and termly Holy Communions in school. Parents are most welcome to join all our church services and Holy Communions.

Attendance

We believe that cooperation between the school and parents is essential to maintain regular attendance which ensures the quality and progression of each child's education. You have a legal duty to ensure your child attends school full time from the term after their fifth birthday.

Absence from school

If your child is absent from school for any reason, please email the school office at office@thriplow.cambs.sch.uk as soon as possible on the first morning of absence giving the reason for their absence.

Authorised absence

Authorised absences may include medical and dental appointments, illness, religious observance, bereavement, educational visits, approved public examinations or performances, including sporting activity, and interviews. If parents know that their child is going to be absent from school for any unavoidable reason they should contact the school as soon as possible.

Absence from school for holidays

If you wish to take holiday in term time (even before your child's fifth birthday), you will need to fill in a form which can be obtained from the School office or online at http://www.thriplow.cambs.sch.uk/website/attendance_and_holidays_in_term_time/14414. It may be necessary to meet with Mrs Penty to discuss the absence. If the absence is unauthorised, you will be referred to the Education Welfare Service and may be issued with a penalty fine.

The school receives termly visits from the Education Welfare Officer who monitors children's attendance.

What to do if your child is ill

Please email the school office at office@thriplow.cambs.sch.uk on the first day of your child's illness. When your child is well enough to return to school, please write a note or email explaining the reason for their absence. In line with NHS guidelines, children with diarrhoea and/or vomiting should be kept off school until at least 48 hours after their symptoms have gone.

What to do if your child needs medication

We are able to administer medication if it has been prescribed for your child. You will need to complete a form which is available from the school office.

Things your child will need for school

School uniform

Sweatshirt With school logo
Reception to Year 5: deep royal blue
Year 6: bottle green

Cardigan With school logo
Reception 1 to Year 5: deep royal blue
Year 6: bottle green

Fleece With school logo
Reception to Year 5: deep royal blue
Year 6: bottle green

Polo shirt Yellow with school logo

Jogging Bottoms, preferably with pockets *Reception Children: deep royal blue or navy*

Outdoor Shoes Suitable for active playtimes (no high heels or slippery soles).

Indoor Shoes

Waterproof coat and Trousers/ All in One. The children will play outside no matter the weather so please provide something that will keep them warm in the winter.

Wellies For outdoor learning

Book bag Royal blue

Water bottle

Waterproof sleeved apron for painting and messy play

It is advisable for Reception children to keep at school an additional set of clothes, including shoes, socks and underwear, in case of accidents.

PE kit

PE T-shirt	In your child's house colours with school logo <u>Bury House</u> = dark royal blue <u>Bassett House</u> = emerald green <u>Barenton House</u> = red <u>Bacon House</u> = sunflower yellow
Shorts	Blue
Tracksuit	Very useful for winter months
Footwear	Plimsolls or trainers.

Naming all items

It is essential that all your child's clothing is labelled.

Purchasing the school uniform

<http://www.YourSchoolUniform.com>

Just type Thriplow in the 'Find your school' link.

PTA preloved uniform

A selection of 'preloved' uniform is also available through the PTA; please contact uniform@thriplow.cambs.sch.uk for details.

Samples of uniform are available in the school office for your child to try on for sizing.

The House system

The school is split into four 'Houses' which are named after the four manors of Thriplow:

Bury = blue

Bassett = green

Bacon = yellow

Barenton = red

During the year, the children participate in many activities in their Houses, and they can earn House points for good attendance, work and behaviour.

Each House has representatives from all the year groups, and siblings will usually be in the same House as their brothers and sisters.

Your child should wear a PE top in their House colour.



School lunches

School meals

All children in Reception, Year 1 and Year 2 are eligible for free school meals, known as universal infant free school meals, regardless of their family income.

At Thriplow the school meals are provided by Chartwells, a leading provider of catering services to schools across the UK. The school lunches they provide are freshly prepared, great-tasting and attractively presented to engage pupils.

All parents are asked to order their childrens' meals in advance online via ParentPay.

The cost of a school lunch for children in Years 3,4 5 and 6 is currently £2.30 per day. Payment for lunches can be made via ParentPay, our online booking and payment system.

A current menu is displayed on the playground noticeboard and is available on the school website.

Special diets

Our catering company has a procedure in place to ensure that the needs of children with medically diagnosed dietary restrictions are met. Their dietitian will tailor the menu for children with certain conditions such as coeliac disease, milk or egg allergies (and others whenever possible) Please speak to the School Office if you wish your child to receive a special diet.

Making payments to school: see page 20.

Packed lunch

If you prefer, your child can bring a packed lunch to school. However, the school would like to encourage healthy, balanced lunches – avoid items such as crisps, chocolate, fizzy drinks etc.

Pupil Premium and Free School Meals

Who is eligible for Free School Meals and Pupil Premium?

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you're in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400.
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit

- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Do I need to apply if my children are in Reception/KS1 and automatically get Universal Infant Free School Meals?

Yes!

If you are eligible for means-tested Free School Meals but have children in Early Years or Key Stage 1 the school will benefit if you make an application even though your children will already be receiving a free meal. Therefore, we would ask that all eligible families apply as soon as possible after their children begin school.

Breakfast Club @ Ladybird Playgroup

Contact details

Ladybird manager: Sharon McGinty

Email: ladybirdplaygroupthriplow@gmail.com

Ladybird landline: 01763 208055

Ladybird mobile (emergencies): 07814 524760

Times

From 8am daily for children aged 4 to 11.

Pre-school and KS1: children are looked after until 9am.

KS2 pupils are allowed onto the playground at 8:50am when the school assumes responsibility for them. They can of course remain in Breakfast Club if you prefer.

Arrival

Please escort your child to the Ladybird area, which is accessible via the playground at the back of the school. Do not drop your child off on the road or drive into the school grounds. This is to ensure the safety of all users.

Breakfast

Choice includes toast, cereal, croissants, yoghurt, fresh fruit and fruit juice.

Registration form

All parents will need to complete a **registration form** available at

<http://www.thriplow.cambs.sch.uk/website/breakfast-club/14409>

How to book

It is advisable to **pre-book the sessions** by email to guarantee a space.

For **last minute bookings**, please call the day before to discuss availability:

In emergencies, please call from 7am.

Costs and payment

Each session costs £4.50 for the first child and £4.25 for any subsequent children from the same family. Childcare vouchers are accepted.

Payment

An invoice will be sent at the end of each month by email and payment can be received by bank transfer.

Account name: Ladybird Playgroup

Sort code: 30-91-74

Account: 38433060

After school Club

Contact details

After school Club manager: Jane Gough

Email: office@thriplow.cambs.sch.uk

Landline 9am – 3.30pm: 01763 208213

After school Club landline after 3.30pm: 01763 208055

Times

After school Club is open for children aged 4 to 11, from 3.30pm until 6.00pm, Monday to Thursday in term-time.

Location

The After school Club is located in the Ladybird area, which is accessible via the playground at the back of the school.

Registration form

All new parents will need to complete a **registration form** available at

http://www.thriplow.cambs.sch.uk/website/after_school_club/14410

Please return it to Jane Gough or the Thriplow School Office.

How to book

Each term, all parents will need to complete a **booking form** available at

http://www.thriplow.cambs.sch.uk/website/after_school_club/14410

Please return it to Jane Gough or the Thriplow School Office.

Places will be allocated on a first come first served basis. Please do not assume if your child 'always comes' that their place is assured. Please note that your place is not secure until payment has been received.

Cancellation

Once booked, if your children do not attend (for any reason) you will still be charged for the session. Unfortunately, this means that if your child is ill on the day and unable to come, we still have to charge you.

If your children cannot attend club on the day, please email office@thriplow.cambs.sch.uk.

Cost and payment

Short sessions up to 5pm: £8.25 or £7.75 each for siblings.

Full sessions up to 6pm: £10.00 or £9.00 each for siblings.

Please make payments online via ParentPay or using childcare vouchers. If you would like to pay by childcare vouchers please contact Thriplow School office on 01763 208213 or email office@thriplow.cambs.sch.uk

Payments to school

Online payment system

We currently use an online payments system, ParentPay; for all payments made to school.

Making a payment is straightforward and no card details are stored in any part of the system. You will receive a unique activation reference number which will allow you to activate your child's account. Once your account is activated you will be able to make online payments and book meals straight away. ParentPay is a free service for you to use.

Fundraising that doesn't cost you a penny

If you shop online, there are websites where a percentage of every purchase you spend can be donated to the school, without costing us or you a penny extra.

<https://www.giveasyoulive.com>

Give as you Live is an award-winning fundraising platform that works with over 4,000+ leading online retailers so a percentage of every purchase is donated to charity, without costing the charity or the shopper a penny extra.

Your supporters sign up to Give as you Live to support your charity, then each time they shop online at supported retailers a commission is paid to Give as you Live by the retailer.

Covers a wide range of online stores, including::

Amazon

Tesco

Sainsbury

Ocado

John Lewis

ebay

M&S

Boots

Debenhams

House of Fraser

ScrewFix

ASOS

Argos

<https://www.micro-scooters.co.uk/scooters-for-schools>

When you purchase a scooter, they will donate money to the school.
Just enter our Unique Reference Number (URN) at checkout: 110835

Parent Teacher Association

All parents are very welcome to come to join the Thriplow Parent Teacher Association (PTA) meetings which are held in the school hall on a Friday morning, approximately once a term.

The PTA exists to support the school, its teachers and pupils. We aim to help improve the working environment and to have a voice within the school community – all of which supports the school ethos.

Class representatives

At the beginning of the school year, the PTA asks for volunteers to be PTA class representatives. The Class Reps are asked to drum up support for PTA events, encourage parents to supply cakes for the PTA cake sales, and feedback any response to PTA events.

Fundraising

Each year, the PTA raises funds to support a wide range of school activities such as Decoration Day, theatre visits, and purchasing equipment. Coffee mornings, film nights, class cake sales etc. all help the overall fundraising activities on a small scale, but more importantly adds to the sense of community and support at Thriplow.

Practical help

By working with the head teacher, we can offer support as a team for some practical tasks like helping the school run the tea shop at Daffodil Weekend, moving the stage and clearing up.

Refreshments

We serve refreshments at the school events e.g. performances and Sports Day.

The PTA can be contacted at:

pta@thriplow.cambs.sch.uk

You can follow the PTA on Facebook at

[PTA @ Thriplow CofE Primary School](#)