Parent Handbook







Felbridge Primary School

Finding the best in everyone.

Welcome to Felbridge Primary School!

This handbook has been written to try and give a one-stop summary of our school and community. It should be used as a reference for any questions you may have about the school. We've tried to cover as much as possible, but you can also refer to the website - www.felbridgetlt.co.uk – or contact the office for any further information you may require. We're always happy to try and help!

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Contents

Welcome to Felbridge Primary School! 2
Absence and Attendance 3
Additional Needs 3
After School Care Club and Breakfast Club 3
- Breakfast Club 4
- After School Club 4

Assembly 4
Assessment 4
Behaviour 4
Bringing items in from home 5
Book Bag and reading diary 5
Cycling/Scooting to School 5
Communication 5
- Arbor 5

Communication regarding children 6
Contact Information 6
Extra-curricular Clubs 6
Fears and worries 6
Hair, make-up and jewellery 7
- Jewellery 7

Health 7
Home Learning 8
Independence 8
Lunchtime 9
Lost Property 9
Milk 9
Mobile phones 9
Money 9
Parent Helpers 9
PE (Physical Education) 10
Pets 10
Photographs 10
Safeguarding 10
Snacks 11
Stationery 11
Sun Safety 11
Times of the day 11
- Morning: arrivals 11
- Afternoon: pick-up arrangements 11

Toilets 12
Uniform 12
Visits 13
Writing 13
You.... 13
Zzzzzzzzz 13

Tandridge Learning Trust

Absence and Attendance

Please refer to our attendance policy, which is available on the school website or from the office.

If your child is unwell and not able to come to school, please phone or email the school office on the first day of your child's absence. All absences should be followed-up by a written confirmation of the absence, if an email was not sent on the first day of the absence. If we do not hear from you by 9.30am, we will be in touch with you to find out why children are not in school.

We expect children to be in school and on time every day. We want the best for every child in our care and we cannot provide this if they are not in school. Children miss a great deal of learning if they are on holiday in term time and the pace of the curriculum means that it is very difficult for teachers to go back over work that has been missed. Family holidays in term time will **not** be authorised by the school – your child's absence will be marked as 'unauthorised' in the register. If the holiday is for 5 days or more, you are liable to a fine issued by the Local Authority.

If you need to take your child out of school in term time for anything longer than a short appointment (i.e. a half-day or more), you will need to request an absence form that must be completed and returned to school. This is because we need an official record of your child's absence.

If your child has to have a medical appointment during school time, please notify the school in writing prior to the appointment. Any child leaving the school during school hours needs to be signed out by the adult collecting them and signed back in again on their return.

An Inclusion Officer from Surrey County Council is in school regularly to check our registers and meet with our office and leadership team. They will follow up on any poor attendance with families.

Additional Needs

We are an inclusive school with a holistic approach and welcome all children. At Felbridge Primary School, every teacher is a teacher of every pupil, including those with either special educational needs, a disability or medical need. We pride ourselves on offering equal access to opportunities and resources for all our children.

Children's progress is constantly monitored, assessed and analysed to inform future learning. The needs of all children are met through our learning provision. We will provide opportunities to develop and extend special talents as appropriate – this might involve representing the school in dance, music or the Arts, or taking part in specially organised curricular workshops. Occasionally we find that, for one reason or another, a child does not make the progress we expect. This could be in one of a number of areas, and discussions between parents and teachers will lead to the child receiving appropriate help and support. Parents are consulted at every stage of this process. Our Special Needs and Disability Coordinator (SENDCo) is Mrs Rebecca Ruffels, who is readily available should you have any concerns.

After School Care Club and Breakfast Club

We currently have 30 spaces available for breakfast and after school club. We use Arbor to manage our bookings and parents can go into their account to book their children in for the required session on a half term basis.

Breakfast Club

Our breakfast club operates from the school hall. Children can be dropped off through the front door from 7.45am.
Breakfast, activities and care are provided until 8.40am, when the children will go to their classroom ready for the start of the school day. Reception children will be taken directly to their classroom.

After School Club

After school, the children are collected from the office reception area by after school club staff and taken to Squirrel's Den, which is a purpose-built classroom (also used by the Stay & Play nursery) at the back of the school site. It is a well-equipped and comfortable place for them to relax until you arrive to take them home. Children are provided with a choice of activities, including time in the playground, and are given a healthy tea if they are staying beyond 4.30pm.

Parents collect their children from Squirrel's Den by 5.45pm at the latest.
More information about breakfast and after school clubs is provided in a separate leaflet, including booking forms and how to make payment.

Assembly

Assembly is an important part of the school day, when we meet together as a community. It is a time when we place emphasis on the development of values and attitudes towards each other and the world around us. Assemblies are generally non-denominational although they are of a broadly Christian nature in line with DfE guidance. If a prayer is said, for example during a visit by the local church youth team, children are told that they can join in if they wish, or just think about the value of the words being said. Hymns or appropriate songs may be sung – we have a singing assembly once a week where we learn new songs together. We also celebrate and learn about current or historic events and the variety of cultures in the society in which we live.

Assessment

Monitoring and assessing children's learning is a vital and constantly ongoing process, which can take many forms.
Teachers and support staff take account of children's day-to-day responses and work to plan next steps and any interventions required. In Year R staff use an online journal called Tapestry to record observations and notes about children's learning across the many areas of the Early Years curriculum. This is used to inform the end of year EYFS judgements.
In Key Stage 1 and Key Stage 2, we use a variety of assessments to inform our future planning. Once a term, most children will complete written assessments, appropriate for their age, in maths and reading. Teachers also assess writing using criteria linked to the National Curriculum. Interventions for individual pupils or groups are put in place as and when needed.

Behaviour

Felbridge Primary School is a positive place to be in which pupil's self-esteem is nurtured and misbehaviour is a less attractive way to gain attention. We aim to 'catch them being good' and for everyone in the school to be valued, respected and safe. A high level of parental involvement and support is encouraged and expected. We also work closely with other agencies to ensure that children with complex needs and difficulties, and their families, are given appropriate support.

When dealing with inappropriate behaviour, our first approach is to draw attention to children who are following rules and doing the right thing. Minor rule breaking can often be addressed by praising the positives rather than focussing on the negatives. When pupils have to be reminded of the rules, this will be done quietly and calmly with the aim of getting the pupil back on task as soon as possible. The inappropriate behaviour shown will be what is addressed rather than the child.
Our full behaviour policy is available on our website: https://www.felbridgetlt.co.uk/policies

Whatever happens with a child's behaviour, we aim to keep in mind that every day is a fresh start.

If a child's behaviour is causing concern, we will always work with parents. Good behaviour is the result of a partnership between home and school and standards set at home and school should complement each other.
If any pupil lets their standards of behaviour fall to an unacceptable level, we will inform parents and discuss it with them. It may be that sanctions outside school can help to reinforce sanctions being used in school.
If parents are having problems with their child's behaviour at home, we are always happy to discuss it with them and offer advice or suggest where extra help may be available. It can be very effective if children understand that parents and school are working together.
Very occasionally, a child has more serious behaviour issues. When this is the case, and the strategies used in school have not been successful, parents' permission will be sought for us to seek help from behaviour specialists outside the school.

Bringing items in from home

From time to time, your child's teacher may request that specific items are brought in from home to support an aspect of topic work. Use of these will be supervised carefully and then returned once the project has finished. Children are able to bring a book to school if they wish.

At all other times, children's own toys and other personal effects **should not** be brought into school. It is distressing for a child to bring a much-loved toy or artefact to school and have it broken or lost. We cannot accept responsibility if items brought to school are lost, stolen or broken.

Book Bag and reading diary

Book bags are available to buy from the school office. It is very important that younger children have their book bag in school every day. Each child will be given a reading diary; this should be kept in their book bag. When a teacher or teaching assistant shares a book with your child, they will write a short comment in the diary.

Please find five or ten minutes a day to share your child's book with them. ***It makes a huge difference to their progress***. Please write your own comments, sign and date in the reading diary. We like to have a dialogue! Please sign and date the diary just so that we know you have read with your child.

Please take great care to keep water bottles and books separate, as the two don't mix very well! If a book has been damaged beyond repair, we do ask that parents contribute towards the replacement of the book to ensure we always keep a full stock of books in our reading scheme.

Cycling/Scooting to School

If cycling, a helmet should be worn. Helmets are also sensible for scooting too. Bicycles and scooters can be stored in the bike racks on the upper playground. All bicycles/scooters remain the responsibility of the owner, not the school. Locks can be used to secure bikes to the racks. Cycling/scooting on school premises is not allowed.

Communication

Arbor

Arbor is the school's 'Management Information System' which is used to manage many aspects of school life, from storing the information held about you and your children, to inputting their choices for meals, to most communications sent from school.

Parents will be given login details in order to access/edit personal details, as well as to view children's attendance and pay for trips, breakfast and after school club, meals and events. This can be done via a website or the dedicated Arbor app. As we use Arbor to send communications and news updates to you via email as well, it is very important to make sure your details are kept up to date.

In addition, the website, www.felbridgetlt.co.uk, is another way of staying in touch. We will use email via Arbor in the first instance, followed by the website, to announce any unforeseen changes to the school day, for example in the rare case of closure due to extreme weather or power failure. We also make use of our social media channels: @felbridgeschool on Instagram and facebook.com/felbridgeschool on Facebook.
To find out more about your child's learning and progress, we hold two parent consultations during the academic year and provide end of year Records of Achievement, followed by an opportunity to discuss the report with teachers if you wish. Curriculum overviews are available on the school website if you would like to know more about what is being covered in your child's year group.
You can always find a member of staff at the school gates both before and after school if you need to give some information to us about your child or make an enquiry. You can also do this via the school office staff who will deal with your query or ensure that the appropriate members of staff are made aware.
We aim to send out most information via Arbor. Much of the key information about the school is also available on our website, although paper copies and further information are always available from the school office.

Communication regarding children

Should you wish us to know about any issue relating to your child, please either telephone or email the school, write a note to your child's class teacher, or catch us on the gate.
Emails can only be received and sent through the office: office@felbridgetlt.co.uk. If you have any member of staff's email address for another purpose e.g. through FOFPS, this must never be used for matters relating to children. **Please always contact the class teacher first about any issue relating to children.**

Contact Information

Parents/carers must ensure that emergency contact information is kept up to date at all times. It is vital that we have at least three emergency contacts. The school office should be informed immediately if there have been any changes to contact details, or you can update these yourselves via Abor if it is just a minor change.

Extra-curricular Clubs

Information about clubs will be published at the beginning of the school year and termly thereafter. The cut-off date to apply for clubs for the following half term is within the last week of each half term. Applications for clubs can only be made online once your child is at the school.
Occasionally, it is necessary to cancel a club. Announcements regarding a cancellation are made as soon as practically possible by Arbor email. If your child is not met after school because you are unaware of a cancellation, he/she should come to the school office and wait there for collection before 3.45pm when the office closes.

Fears and worries

It is not unusual for young children to develop fears and worries about all manner of things- this is an important part of growing up. These are often associated with the anxiety of a change in routine. Please let the teacher know if this is the case with your child. We can be ready to reassure them if we know that they are likely to become unsettled.

We would like your support in impressing upon the children how important it is to tell the teacher, or an adult in school, if there is anything worrying or upsetting them.

Hair, make-up and jewellery

Long hair must be tied back whilst in school using discreet hair accessories. Hair bands or ties should be plain white, blue, black or grey to match our uniform colours. Large bows, 'cat ear' or novelty hair accessories are discouraged. Tying hair back reduces the chance of pupils passing head lice to each other, is much safer for PE lessons and also looks smarter.
Unfortunately, like all other schools, pupils suffer from the occasional bout of **head lice** and for this reason we ask that you check your child's hair weekly, and treat when necessary (and other members of the family).

Jewellery

Children may wear one pair of small, plain, silver or gold ear-studs (not hoops or hanging ear-rings). The following rules apply for ear-studs and PE/Sport:

Children must remove ear-studs prior to any PE lesson or sporting activity where a collision with a pupil, a piece of apparatus or a ball etc. might occur. They must be removed by the child themselves. Where staff deem the activity safe enough, children who are not able to remove ear-studs should make them safe by taping them front and back. Children in KS2 will be expected to be able to do this for themselves before PE, and children in KS1 should have their piercings taped at home before coming to school on PE days. Please provide your child with appropriate tape in their PE bags. Staff must not be expected to do the taping for pupils. We retain the right to exclude a pupil from PE in any circumstances where it is felt the pupil is at risk.
It is still best to wait until the Summer Holidays to have piercings done, so that they can be removed for PE wherever possible.

A watch may also be worn to school. Nail polish should be removed before school; make-up may not be worn.
Watches should **not** be capable of sending or receiving messages or calls, or taking pictures. We will ask children to take watches off if we cannot be sure they could be used for the above purposes, and to keep them at home. Fitness watches (for example Fitbit Kids) are permitted.

All watches/jewellery allowed under the uniform policy are worn at the owner's risk. The school cannot accept responsibility for any loss or damage.

Health

It will help your child and the school if you:

- ensure your child is fit and well enough to attend;
- provide full details of any health problems he/she may have and keep the school informed of any changes;
- ask your doctor if any prescribed medicines can be taken at times which fall outside of school hours;
- offer to attend the school to administer your child's medication, if appropriate;
- provide full details of any medication requirements and any possible side effects;
- ensure medicines supplied to the school do not exceed their expiry date.

Your child should be at home if he/she is ill, as this is the most appropriate place for recovery and stopping sickness spreading through the school. If your child has vomited at home or at school or suffered from diarrhoea, he/she should not attend school for **48 hours after the last time of being unwell**, as per Department of Health guidelines.

For other illnesses, if your child is well enough to be in school but needs to complete a course of medication, we are able to administer this for you, however only if the medication needs to be taken four times a day. Please speak to the office as you are required to complete a form for our records. For a course of medication that is to be taken three times a day, you are able to do this around the school day.
If your child has an on-going medical condition that requires regular medication, please make arrangements to discuss this with Mrs Warland, our Office Manager.

If your child is asthmatic, we need an **up to date** inhaler in school and we will make sure they have a puff as and when it is needed. These must be named and will be kept in a safe place.

Home Learning

Home learning is an important part of your child's education, as it shows whether he/she can apply what is learnt at school in a different environment. We increase the amount of weekly home learning expected as children move through the school.

In Reception the children will focus on:

- Learning letter sounds
- Sharing books and reading together. This is the most important thing you can do at home, and should be done every day.
- Suggestions of maths games to play at home (as appropriate)

It is very important that you are positive and encouraging. Please avoid over pressurising your child to succeed as this can ultimately work against them by undermining their self-confidence. We would much prefer a child who is confident to 'have a go' than one who is so worried about being wrong that they are afraid to try.

As children move through the school, they will start to be given weekly home learning in addition to daily reading. Older children may also receive additional homework to prepare them for the transition to secondary school and, where a topic has a particular link, we may also set research or design-based topic challenges from time to time.
Written home learning will often be set using each year group's **Google Classroom**. This is an online service for which you receive login details when your child joins us. Copies of spellings and information from teachers will be uploaded in addition to home learning.

Independence

Right from the very start, we will encourage children to be independent. Please start this process at home by encouraging your child to:

- Dress and undress themselves.
- Tidy away their own toys.
- Use the toilet without help: wiping bottoms, flushing the toilet and washing hands.
- Do up their own coat.
- Eat and drink independently.
- 'Have a go' – it doesn't matter if something is not right the first time!

A child who is independent and can:

- Separate from their parents happily,
- Dress, undress, manage the toilet,
- Use a knife and fork,
- Take care of their belongings,

will settle into school quickly and easily.

Lunchtime

We have a dedicated dining room where the children will eat their lunch.

Olive Dining provide our school meals. These are freshly cooked in our own school kitchen each day. Staff supervise the children at lunchtime and will encourage each child to finish their lunch. Whilst help is available, it is helpful if your child can use a knife and fork.
Children in Year R and Key Stage 1 are entitled to a free hot meal every day and we encourage you to make use of this offer.
For children in Key Stage 2, the current cost of a daily hot meal is £2.90 (Sept 25) and details about this will be sent out by the office. (Prices usually increase by a small amount each year so this price is subject to change)

For those who choose a packed lunch, we encourage children to make healthy choices wherever possible. Please support us in this by providing your child with a balanced lunch that does not include chocolate, sweets, fizzy drinks or glass bottles. Water is the most appropriate drink.

Lost Property

Items of lost property will be kept in the school entrance foyer adjacent to the office. ***Please remember to name <u>everything</u>… then it need not be 'lost' for long!***

Ballpoint pens (biro type) are better than 'Sharpies' for handwritten labels as the ink does not bleed or spread. Iron-on and sew-on labels or permanent 'naming' stamps are also an option.

Milk

Milk is available from Coolmilk.com for free to children under five years old and after that for a small charge.

You will be given more information and the opportunity to order milk during the induction process.

Mobile phones

Pupils are not allowed smartphones and smart watches in school.

- Only basic "brick phones" (calls and texts only) may be brought into school — and only by pupils in Years 5 and 6 who walk/travel via public transport to and from school without an adult. This does not includes those who just walk to the gate.
- All phones must be switched off before entering the school site at the gate.
- Phones must be handed in on arrival and will be stored securely until home time in the school office.
- Any child using, showing, or turning on a phone during the school day will have it kept by the school until collected by a parent/carer.
- Exceptions will only apply to agreed medical or safeguarding plans.

Money

We aim to be a 'cashless school', which means that any payments to school i.e. for school meals, school trips etc, will be received through Arbor, which allows parents to pay using a debit or credit card. We can also accept contactless 'tap' payments in the office.

Parent Helpers

We always need extra help in school; this may be around the school, or in the classroom.

You will need a DBS check before you start. Please ask at the office for more information.

If you would like to volunteer in the classroom. Your help will be welcomed, even if you can only give an hour or so to hear children read. A volunteer pack, including safeguarding information and tips on being an effective volunteer, is available from the website:
https://www.felbridgetlt.co.uk/joinasavolunteer

PE (Physical Education)

The children have two PE lessons each week.

Children in **Year R** only should come to school in their PE kit on PE days when they start with us. From **Year 1**, children should do the following:

- If PE is in the **morning**, come to school **in PE kit** with uniform in a bag ready to change into afterwards.
- If PE is in the **afternoon**, come to school **in uniform** with PE kit in a bag. They will stay in PE kit after their lesson.

Pets

Please note that parents and visitors are requested not to bring dogs or other pets onto the school premises at drop-off or pick-up times. Please keep all dogs on a lead when waiting for children.

Photographs

We occasionally record school life at Felbridge by photographing the children. Some photographs may be published, usually on the school website, on Instagram or Facebook (sometimes in the local press).

We need your permission to photograph or make any recording of your child and all parents are asked to complete a 'Photographic images of children consent form'.
Any parents taking photographs at Felbridge events are welcome to use these for private use, **however, images featuring other children should never be published on the internet or on any social networks, e.g. Facebook as their parents may not have given permission.**

Safeguarding

Felbridge Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Child Protection and Safeguarding Policy in place. The policy is available on request or can be viewed on the school website.
If there are concerns about a child's welfare, we may need to share information and work in partnership with other agencies.

All adults and voluntary helpers, who work in school, must have undertaken full DBS clearance. Risk assessments are undertaken in the outdoor area regularly and any activities outside of school are fully risk-assessed before they take place. Recruitment and selection procedures always follow safer-recruitment guidance.

The Designated Safeguarding Lead (DSL) at Felbridge Primary School is the Headteacher: Mrs Emma Thorp. The Deputy DSLs are Mrs Rachael Sims, Mrs Becky Ruffels and Mrs Emma Warland. The Governor with Safeguarding and Child Protection responsibilities is Mrs Kym Stockley and the Chair of Governors is Mr Matt Barcraft-Barnes.

Snacks

All children in Year R, 1 and 2 are given a free piece of fruit or veg (e.g. banana, apple, Satsuma, carrot) each day so children in these years do not need an extra snack. Children in Years 3-6 may bring in a healthy (fruit or veg) snack for break time if they wish.

Stationery

Children in Years R, 1 and 2 are provided with all the stationery, pencils and pens that they will need in school. From Year 3, children are asked to bring a small pencil case to school containing essential equipment: A blue handwriting pen (fine-liner style not biro), HB pencils, a sharpener, rubber, a ruler and a glue stick. They may also have their own colouring pencils if they wish. Children in Key Stage 2 may write in pen, although some will continue to write in pencil for some pieces of work.

A stationery shop providing key items on the list at close-to-cost price is held after school once a week, run by Year 6 children.

Sun Safety

It is a good idea for your child to keep a (named) cap or hat in school during the summer term. You must also remember to apply a good dose of sun cream before the children come to school. Look out for the varieties that offer up to 12 hours protection. We are not able to put sun cream on the children.

Times of the day

Morning: arrivals

The main gate is opened at 8.40am for all children. Registration is between 8.45 and 8.50am and the gate closes at 8.50am. A member of staff will be on duty at the gate. Please ensure your children have safely entered through the gate before leaving. Please try to be here and ready for the gate to open at 8.40am. Classes start their learning promptly after the register.

At the beginning of the autumn term, Year R parents may bring children into school to ensure they are settled and happy.

Afternoon: pick-up arrangements

The main gate will be opened at 3.05pm. Please come onto the playground, just before your child's pick-up time and wait near to the following exit points:

Reception - main school door
Year 1 - green gate by the side of the building, which leads onto the field
Year 2 - green gate by the side of the building, which leads onto the field
Year 3, 4 , 5 and 6 - classroom doors
Year R, 1, 2, 3 and 4 parents - please stand behind the red tiled area on the playground.
Year 5 and 6 parents - please stand behind the wiggly line, near the classroom doors.

	Pick-up time
Years R & 1	3.10pm
Years 2 & 3	3.15pm
Years 4, 5 & 6	3.20pm

Please note the following:

- We will not let any child leave us until we have identified their parent/carer.
- Children in Year 6 may walk home alone if parents have given the office written permission via email or in a letter for this to happen.

- If children are going home with another child or someone else is collecting your child, you ***must*** inform the school office either in person, by email or telephone before the end of the school day.
- If you or the designated adult is not there to collect them, we will not let your child go with someone else, even if your child knows the person well or if the adult says that you have given your permission. This is for their own safety.
- If you are unavoidably delayed, please phone to let us know.

Toilets

The Reception class toilets are adjacent to the classroom. Years 1-4 have toilets for boys and girls in their classroom block, while Years 5 and 6 have separate toilets near their classrooms. For children in Year R, being independent about using the toilet is crucial to a child's early days at school. It is helpful if the children are confident with managing their clothes, wiping their bottoms, flushing the toilet and washing their hands, before starting school.

Uniform

We expect children to look smart whilst they are at school and uniform is a major part of this.
We have a shop in school that sells core elements of our uniform, including sweatshirts, PE t-shirts and shorts and polo shirts with the school logo. Other elements of school uniform such as trousers, shorts, skirts and summer dresses can be purchased more cost effectively from many high street stores.

The following are the school uniform requirements for boys and girls. Items available from school are **underlined.**

- Grey trousers/shorts
- Grey skirt/pinafore dress—these should be 'uniform grey' as available in high street shops and supermarkets (please ask the office for advice if you are not sure).
- White polo shirt, white shirt/blouse, or Felbridge polo shirt (available in blue or white)
- Royal blue Felbridge sweatshirt or cardigan
- Pale blue/white gingham dress for summer (optional)
- Black or grey socks
- White socks or black, grey or navy blue tights
- Smart, enclosed, sensible black shoes with low heel. **(not trainers)**
  For safety reasons, we will not allow open toe sandals or 'jelly' shoes.
  Please don't buy lace up shoes until your child can competently tie them themselves.
  Shoelaces can easily come undone and this can be very dangerous in a busy playground.

For PE:

- Felbridge t-shirt
- Plain blue shorts or Royal Blue shorts (unisex)
- Trainers
- Trainers for outdoor PE
- shoe bag or plastic bag for muddy trainers

Children may also wear navy tracksuit bottoms/leggings and a navy Felbridge PE hoodie in the colder months.

IT IS VITAL THAT EVERY ITEM OF UNIFORM IS NAMED!

Visits

Occasionally, children will visit places of interest in the locality or further afield. This will be as part of the topic work, and we may ask for parents to come along to help with supervision. In order to make external visits, we usually need to ask for a 'voluntary contribution'. This covers the cost of transport (where appropriate), entrance and insurance. These visits cannot take place without your help!

Writing

All writing is good writing, and we encourage children to write about anything and everything as soon as they join us in Year R.

Teachers will initially model writing using non-cursive (not joined up) handwriting, as this matches what they will see in their first reading books. Teachers will then start to model cursive writing, and children will gradually be encouraged to join letters themselves. We aim to move towards an expectation of cursive writing as children move through Year 3.

When encouraging your child to 'have a go' at writing before they come into school, we ask that you avoid using capital letters (except for the first letter of their name).

You….

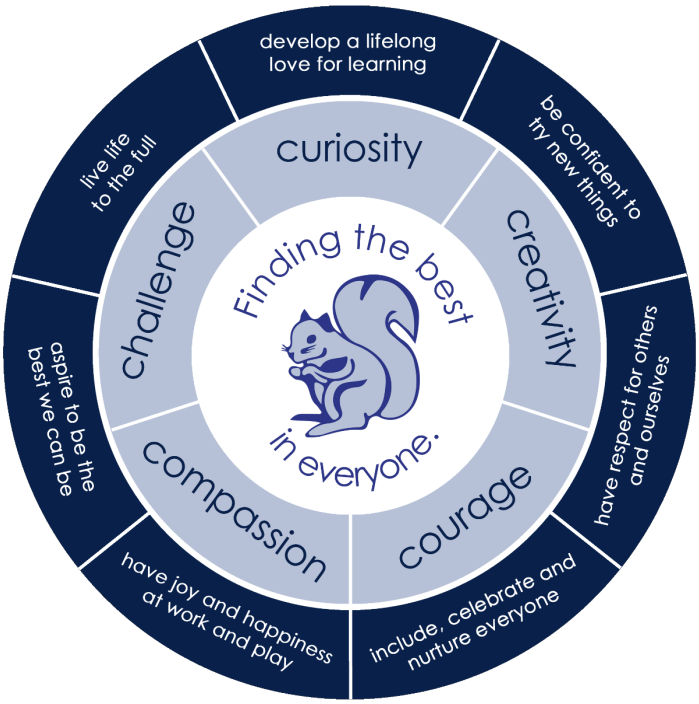
…are the most important people in your child's life. You know them best and we will be most effective if we can work together as partners in your child's education. Please keep us informed of anything, no matter how small, that you feel may affect your child and influence their time at school.

Zzzzzzzzz

……. the end of a happy school day!
Even if children have been at nursery full time, when your child first starts school, they are very likely to be exhausted when they come home. This will soon pass as they become accustomed to the new routine.

If you have any questions about anything in this booklet or indeed anything not in it, then please come and ask straight away. We are always here to help and advise.

Together we will make a great team;
we look forward to working closely with you!



A copy of this document can be found on the school website: www.felbridgetlt.co.uk

Additional paper copies can be requested from the school office.

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Email: office@felbridgetlt.co.uk

Tandridge Learning Trust

Felbridge Primary School is part of Tandridge Learning Trust, an exempt charity and a company limited by guarantee, registered in England with Company Number 8248059. Registered office: Tithepit Shaw Lane, Warlingham, Surrey, CR6 9YB. VAT No: GB 178 4619 66