



Furneux Pelham C of E School



Roots to grow,
Wings to soar

Welcome to Our School

2025-2026



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Term Dates

School Term and Holiday Dates 2025 / 2026

Autumn Term 2025

Inset Day	Wednesday 3rd September 2025 (school closed)
Children return	Thursday 4th September 2025
Half Term	Monday 27th October to Friday 31st October 2025
Occasional Day	Friday 28th November 2025
School closes	Friday 19th December 2025 at 1.30pm

Spring Term 2026

Inset Day	Monday 5th January 2026 (school closed)
Inset Day	Tuesday 6th January 2026 (school closed)
Children return	Wednesday 7th January 2026
Half Term	Monday 16th February to Friday 20th February 2026
School closes	Friday 27th March 2026 at 1.30pm

Summer Term 2026

Inset Day	Monday 13th April 2026 (school closed)
Children return	Tuesday 14th April 2026
Bank Holiday	Monday 4th May 2026
Half Term	Monday 25th May to Friday 29th May 2026
School closes	Wednesday 22nd July 2026 at 1.30pm
Inset Day	Thursday 23rd July 2026

Time for School

Starting a new school is a significant milestone in the life of a child and an important event for parents. This booklet explains some of the procedures currently in place and information about events.

School starts at 8.45 am.

The car park gates will be opened at 8.40 am for 'Stop and Drop' where children can be dropped off outside the hall door. From the start of the school year until Christmas, parents of pupils in reception and nursery can accompany the children to the classroom door. Access to nursery will be through the wooden gate at the end of the path next to the school's main entrance.



For safety reasons please use the pedestrian entrances and paths to avoid walking through the car park.

The gates are locked promptly at 8.50 am. If you arrive at school after this time please sign in at reception.

If you need to collect your child during the school day please go to reception to collect and sign out.

If you have arranged for another adult to collect your child, please send your class teacher a message via ClassDojo.

School finishes at 3.15 pm

Please wait on the playground for the children to be dismissed and collect from their class door/gate.

If you are unable to collect your child on time, please telephone the school office on 01279 777344 as soon as possible, so that the class teacher can be made aware.

We particularly ask that children do not use the play equipment and log area before or after school. If dogs are brought to the school site, please make sure that they are kept at the front of the school and not brought round onto the playground.

The road outside the school can become busy at drop-off and pick-up times. Please be considerate of local residents and other road users at these times.

The School Office

Home to School Correspondence

If you need to contact your class teacher please send a message via ClassDojo. Any other correspondence should be sent to the school office at admin@furneuxp.herts.sch.

Letters regarding trips and other activities/events will be available via ClassDojo with a paper copy being sent home. Permission slips should be returned to the class teacher and any payments should be made via Arbor.

The school office is open from 8.30 am to help with any queries.

Newsletters and Information for Parents

This is sent out by email every Friday to keep you up to date with learning and activities for the week, school information and any upcoming events.

Informal updates and some key messages will also be sent out on an ad hoc basis through ClassDojo. You will receive an invitation from ClassDojo to connect when you join the school.

Each term class teachers send out a learning overview with information about the curriculum and how you can support your child in their learning.

Coming into School

If you are visiting the school please sign in at the school office.

Medical Conditions

All relevant health information should be added to the Student Profile on Arbor when they join and kept up to date. Please notify the school of any new medical conditions during the school year.

All children are seen by the school nurse during their reception year.

Holiday Absence

It is very important that your child attends school every day.

Where this is not possible through factors other than illness, a request must be made *in advance* by completing a Leave of Absence Request form. This is available at the school office. Please read the guidance very carefully before deciding to make a request. Please note that, unless there are exceptional circumstances, most requests will be unauthorised. The full Attendance Policy is available on the school website.



Medical and Absence Procedures

Administering Medicines

Over-the-counter or non-prescription medicines (including creams and cough sweets) will not be allowed in school without the express permission of the Head.

For all prescribed medication, parents **must** complete an authorisation form which is available from the school office or downloaded from the school website. All medicines will be administered by a member of staff.



Medication should be handed in with a completed form and collected from the school office.

Children who require asthma inhalers and auto-adrenaline injectors will require the completion of a medical plan. Before your child starts, please contact us if this will be required. This is completed by your child's GP and informs us of symptoms to look out for and doses of medication. Medication should be labelled with your child's name. Please ensure that they remain in date and note that the school, because of its rural location, requires two auto-adrenaline injectors.

Illness in School

If your child is unwell whilst at school we will contact you to make appropriate arrangements. Please provide us with three contact numbers in case you are unavailable.

If, in the case of an emergency, we are unable to make contact a member of staff would seek medical help. In this case we would be acting in loco parentis.



Existing Injuries

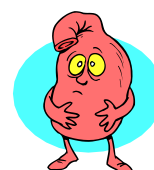
If your child arrives at school with an existing injury please let us know. We may contact you for clarification if an unexplained injury is noticed by a member of staff.

Pupil Absence Through Illness

Illness must be reported to the school office **before 8.50am**. Please ring 01279 777344 and leave a message if unanswered.

Your child should not attend school if they have been sick or have diarrhoea or an infectious/contagious disease until they are clear. If you need guidance on exclusion times please contact the school office. In the case of sickness/diarrhoea please keep your child at home for at least 48 hours from the last incident to minimise the risk of spreading.

Children displaying mild symptoms of a cold can continue to attend school as long as they are well enough.



Parental Involvement in School

Helpers in School

We welcome parents and grandparents into school and actively encourage your involvement with your child's education. Sports activities, trips and help with reading would not be possible without volunteer support.

All staff and volunteers that work with children are required to be checked by the Disclosure and Barring Service (DBS). This is arranged through the school office.

If you would like to volunteer please speak to your class teacher.

Consultations with Teachers

Children make the best progress when parents and school work together. If you need to contact your class teacher, please send a message via ClassDojo.

If we have any concerns regarding behaviour or attendance we will contact you to discuss this. We will also contact you if we are concerned about their development or progress. The first point of contact is always your child's class teacher but please ask at the school office if you would like an appointment with the Headteacher.

Parents are invited to a 'Meet the Teacher' meeting in the autumn term for parents to find out about the upcoming curriculum and any activities planned for the year.

Parent consultation evenings for children in Years 1—6 are held twice a year and an annual progress report is sent out mid year.

Collective Worship

Collective worship is held throughout the week. Achievement assembly, led by pupils, takes place on Friday afternoon to celebrate learning and school highlights from the week. Any children who have had a birthday in the previous week will receive a card and a badge.

Sporting achievement is also recognised, led by the Year 6 House Captains.

Use of Images

When taking photos and videos of school events for personal use please remember that that images **cannot** be posted or distributed online. This is to safeguard all members of the school community. Please refer to the Child Protection Policy on our school website.





Typical Costs Throughout the Year

We provide a broad, balanced and enriched curriculum for our pupils. Activities and experiences are carefully planned to enhance the curriculum and whilst we aim to make these as cost effective as possible, on occasions there will be a charge to families. A summary of chargeable items is listed below to help you plan ahead.

School lunches

Nursery £
Year R –2 Funded by the Government (Universal Infant Free School Meals).
Year 3–6 £3.50 per meal per day, paid half termly in advance through Arbor.

Early Birds (breakfast club)

£6 per session including breakfast. Childcare vouchers can be used as payment.

Tea Timers (after school club)

Childcare until 6pm at £6 per hour or part thereof. This includes a light tea if staying beyond 4.15 pm. Flexible session times and a wide range of intervals are available.

Extra-curricular activities

In addition to our free of charge school-led clubs we offer several activities led by outside providers, including performing arts, Spanish, football and golf. Payment is direct to the providers and costs between £5-8. Details are sent out at the beginning of each term.

Trips/workshops

We aim to ensure that each class has the opportunity to attend a school trip and/or workshop each term. The cost for each trip can vary between £5-25 and workshops are generally between £1-15. Parents are asked to pay a maximum of £60 per child per year which can be paid in advance through Arbor.

Swimming

Year 3 attend swimming lessons in the spring term which is subsidised by the FPSA. The cost is around £40 for ten lessons.

Social Action Day

The whole school takes part in fund raising activities to benefit a single, chosen charity.

Decorating Day

We spend a whole day before Christmas making decorations for the children to bring home. A donation of £3 per child is requested to help pay for resources.

We sometimes ask for small donations to cover the costs of other activities such as cookery.

Lunchtime and Snacks

School lunches

Our school lunches are provided by Hertfordshire Catering Ltd who ensure the meals are nutritionally balanced. The menu is available on the school newsletter and website. These rotate on a three weekly cycle and are updated during the year.

All children in Reception, Year 1 and 2 are eligible for a free school meal under the Universal Infant Free School Meal (UIFSM) scheme. For Nursery and Years 3-6, meals are charged at £3.50 per day (as at June 2025).



School meal options are chosen at morning registration. If your child is late to school, the school office will ask for this information when you check in.

If your child brings a packed lunch to school, please ensure that it does not contain fizzy drinks, chocolate or sweets. Please also make sure that there are no products containing nuts to avoid any risks associated with nut allergies.

Please note that children are able to have a combination of school and packed lunches through the week, although we do ask that a regular pattern is followed as far as possible and that this remains in place for the whole half term.

Food allergies and intolerances

If your child has a food allergy or intolerance and meets the qualifying criteria, your child will be provided with a delicious and nutritious menus designed especially for their medical requirement. You will need to go to www.specialmenu.hcl.co.uk and create an account.

If you are in receipt of certain benefits eg Income Support, Tax Credits or Universal Credit, you may be eligible for free school meals. Please check eligibility and apply at www.gov.uk/apply-free-school-meals. If you need any help with this please contact the school office.

Snacks and Drinks

All children should come to school with a named, refillable water bottle. No other drinks are permitted.

The School Milk Subsidy scheme provides milk to all children either free of charge (for those under 5) or at a reduced rate. A letter is sent out each term with subscription details.

All KS1 children are provided with a free daily portion of fruit by the Government. An additional, healthy breaktime snack can be brought in from home but **must not** contain sweets, chocolate or nuts.



Uniform

Uniform items with the school badge can be ordered from www.myclothing.com. Please see the school website for details.

Our uniform

- Grey tailored trousers, shorts, culottes, skirt or pinafore.
- White shirt and navy tie or white, reverse blouse (no tie necessary for blouse).
- V-neck jumper or cardigan with school badge.
- Blue and white check dress/playsuit (for warmer weather).
- Grey tights or white/grey socks and black/navy school shoes (black/navy or white flat sandals may be worn in warmer weather – but socks must be worn).
- Navy blue cap with school badge for summer (optional).



Ties cost £4.00 for an infant elasticated tie or £4.50 for a junior tie. Please make payment on Arbor and collect from the school office.

P.E. uniform

- Sky-blue polo shirt with school badge.
- Navy shorts.
- White sports socks.
- Navy blue round neck sweatshirt with school badge and plain navy blue joggers.
- Plimsolls or trainers.
- An optional Furneux Pelham fleece is also available.

Nursery

- White polo shirt.
- Navy blue round neck sweatshirt with school badge.
- Navy blue jogging bottoms or leggings.
- Plain black school shoes or trainers.



Uniform continued

The children will also need a Furneux Pelham book bag and drawstring PE bag. Both items are available at www.myclothing.com.

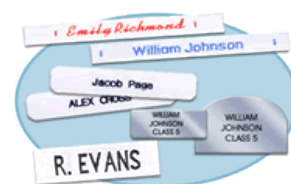
Please make sure both items are easily identifiable. Keyrings should not be attached to the bags so not to hinder storage in lockers.

PE kits will be kept in school and sent home at the end of each half term for washing. If kits go home for any other reason, please make sure they are returned promptly.

All clothing and belongings, including shoes and wellies, must be clearly labelled. Name labels can be purchased at www.stikins.co.uk. Please enter code **7676** when you make a purchase as this generates commission for the school.

Any unnamed items will be placed in lost property which can be accessed via the school office. This is emptied at the end of each summer term and any unclaimed items will be donated.

Jewellery is not permitted in school, with the exception of small stud earrings. During PE and swimming, earrings should be removed or covered with tape.

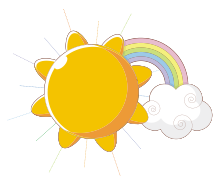


Long hair must be tied back. Hair bands and slides should be plain.

Fashion accessories such as nail varnish, transfers, hair gel and decorative hair slides/ties are not appropriate for school.

Playtime Weather - Rain and Shine

Please make sure that your child has weather appropriate outer wear ie a waterproof or thick coat for wet or cold weather and a sun hat in the summer. Children in nursery and reception should also have a pair of wellies in school.



During hot weather, we ask that sunscreen is applied before school.

After School Clubs and FPSA

After School Clubs

We offer a wide range of after school clubs and activities for children to join including performing arts, netball, golf and Spanish.

Details are sent out at the beginning of each term with information about times, dates and how to book. Places are limited and we ask that once signed up your child attends every week.



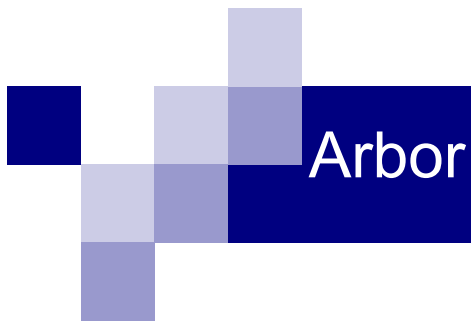
Furneux Pelham School Association (FPSA)

The FPSA, through its committee, organises fund raising and social activities to support the work of the school. Funds are used to support a major projects, subsidise trips and workshops and purchase equipment.

We hope that all parents will become involved by supporting the events.

The FPSA always welcomes new members to its committee to support the work of the school. The Annual General Meeting is held in September and all parents are invited to attend.





What is Arbor?

Arbor is the Management Information System that we use in school to hold all core school data such as information about pupils and parents, manage and receive payments and communicate with you. There is a Parent Portal to which you have access to enter and view your child's information and make payments for school trips and other items as necessary. This can be done on a PC or through the Arbor App.

What do I need to do?

First, we need you to register for parental access so you will receive a communication from Arbor on how to do this. Please look out for this information and follow the instructions to access the Parent Portal.

Arbor Help Centre>Students and Guardians> Parent Portal and Apps>Getting Started and Logging in

If you have any queries, please contact Rachel Newman at sbm@furnexp.herts.sch.uk.

What do I need to do on the Parent Portal?

Once you have successfully logged on, you will see your 'Dashboard', that gives a quick glance of the student's daily timetable, meals, notices and current attendance.

Please access your child's profile by clicking the **View Student Profile** button.

This allows you to see basic information about your child that we have already entered, and highlights any unread notices or actions needing to be completed.


You can add, edit or delete any information where there is an arrow symbol. Just click the field, click the **Edit** button, then edit or delete. All changes you make will be approved by school.

For further support please visit the Arbor Help Centre: [Parent Portal and the Arbor App as a parent](#)

You can also access this section of the Help Centre by clicking **Help** in the Parent Portal or Arbor App.



Information to be added to Arbor

<p>Student Details</p> <p>This section contains the student's personal information. Any information with the  symbol to the right can be amended.</p>	<p>Click on the student details to amend. A slide over will then appear for you to update the information. Once updated select Save Changes.</p> <p>Please enter Ethnicity and Language *</p> <p>You can also enter any other information.</p> <p>* Schools have a statutory requirement to collect this data. For more information please contact sbm@furneuxp.herts.sch.uk.</p>
<p>Student Contact Details</p>	<p>As a primary guardian you can see and amend the child's contact details. You can only see postal addresses that you also live at with the child.</p> <p>Please check the details are correct and make any amendments necessary.</p> <p>New contact details can be added by clicking +Add. You can edit or delete any contact details where there is an arrow symbol.</p>
<p>Family, Guardians & Contacts</p> <p>This section displays all guardians linked to the student's profile. You can only see and update your own details.</p>	<p>If you need to update another guardian's details they will need to log in and update if they are a primary guardian, or you can contact your school to make any changes for you.</p> <p>Please add any additional contacts (in order of priority) who be contacted in the event that neither parent can be, and tick they are authorised to collect them from school.</p> <p>Click +add and enter the contact information. When you are happy with the new information click Add Guardian/Contact. The new guardian will show as Pending until the school approves the changes. Once this has been done, you won't be able to see the other contact's details. You'll need to contact school to request further changes to their details if needed.</p>
<p>Meal Preferences and Dietary Requirements</p>	<p>We will assume that your child has opted for a school lunch unless advised otherwise. Any changes to meal patterns should remain in place for the whole of the half term.</p> <p>Please enter any dietary allergies or requirements and make sure that this information is accurate and kept up to date.</p>



Information to be added to Arbor

Previous Schools	This information is optional.
Medical	<p>Click on the section to update. Amend the details on the slide over and click on Save Changes.</p> <p>Please enter the details of your child' doctor, their immunisations to date and any allergies.</p> <p>If your child has suffered from any of the following, please enter in the Medical Conditions section:</p> <ul style="list-style-type: none"> Injury resulting in hospitalisation Condition requiring continuous medication r treatment Serious accident Asthma Seizures (fits) Diabetes Heart condition Sight problems Hearing problems Speech and language difficulties Nose bleeds Any other condition that may affect school life

Consents

At the beginning of each school year you will be prompted by Arbor to give consent for a number of polices and procedures. Full details will be given on Arbor and you will find the relevant policies on the school website.

Extended Care

Early Birds Breakfast Club

Furneux Pelham Early Birds Breakfast Club (EBBC) is open from 7.45am each morning until the start of the school day.

The charge is £6 per session, or part thereof and this includes a breakfast option (juice and toast).



Tea Timers After School Club

Furneux Pelham School's Tea Timers Club runs until 6 pm (or 5.30 pm on Fridays) and can be booked in 15 minute intervals. The club can be used on a regular or adhoc basis. The charge is £6 per hour or part thereof.

All the children are provided with a drink and snack to begin the session and a light tea if the booking runs to at least 4.45pm.

Childcare vouchers can be used for both clubs if you register Furneux Pelham School as your provider. Credit will be added to your Arbor Account.

At the clubs children have access to fun activities such as crafts, games, construction toys etc. During the summer months they often use the outdoor facilities of the school and sporting activities are available.

For your child(ren) to attend The Furneux Pelham Early Birds Breakfast Club or Tea Timers Club you must have read and agreed the terms and conditions (available on the school website). Agreement is indicated by marking your consent on Arbor.

Travel and Parking

Travel and Parking Arrangements

When dropping off and picking up your children please remember to park safely and considerately.

The zigzag lines outside school are not areas for dropping children off and it is illegal to stop on them. We also request that drivers are considerate to our neighbours and **do not** park over their driveways, on pavements or on the grass verges.

To aid congestion on the roads and to maximise the children's safety when coming to and from school we operate two systems.

Firstly we ask that parents who drive to school use the ring road known locally as 'The Hat' at dropping off and picking up times, driving in one direction only - past the pub and up the hill then turning left past the school.

Please do not turn around outside the school or at any of the junctions close by as this is dangerous for the children crossing and causes severe congestion. We appreciate your cooperation in this matter.

In the mornings we operate a 'Stop and Drop' system. Parents are able to drive into school from 8.40am to drop their children off and a member of staff will help the children walk safely into school.

At all times please use the pedestrian entrances and not the car park which is for staff use only.

We encourage children to walk to school or use bicycles/scooters which can be left in the cycle shelter. However please be aware that the school cannot accept responsibility for loss or damage to bikes/scooters that are left there.

To ensure everyone's safety we do ask that bikes and scooters are not ridden in the school grounds.

Severe Weather

In the event of severe weather or we have to close the school for any reason, we will contact parents via ClassDojo. We will also try to ensure information is on the website but this cannot be guaranteed.





Furneux Pelham C of E School

Headteacher: Mrs Sarah Cook

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Herts. SG9 0LH

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Email: admin@furneuxp.herts
Website: www.furneuxp.herts.sch.uk