



Furneux Pelham School



Welcome to Our School
Information Brochure

2023-2024

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 will explain some of the events that will occur and some of the procedures currently in place.



School starts at 8.45am

8.40am Car park gates open for 'Stop and Drop' [parents can drop their children off]. The gate to the hall is opened and pupils can enter the school. In addition, the black gate by the pond is opened and reception children and parents walk around to enter their classroom from the playground.

For safety reasons please use the pedestrian entrances and do not walk through the car park.

From year 1 onwards, we expect pupils to enter via the hall door. Parents of pupils in reception can take pupils to the classroom door. If you need to give a message to a teacher please speak to the member of staff manning the hall door and they will happily pass the message on.

8:50am The hall door is closed and the gates are locked to keep the children safe.

If you are late please come to the main entrance where your child will be signed in.

If you need to collect your child during the school day please go to the school office, where your child must be signed out. If you know in the morning that your child will be collected by another adult please let us know.

School finishes at 3.15pm.

Please wait on the playground for the children to be dismissed from class. KS1 children will need to be collected from their class door/gate so we can ensure their safety. Teachers are available to chat with parents at this time, but they will dismiss pupils first—let them know that you would like to speak to them and they will be with you in a few minutes.

If you find that you are unable to collect your child on time please telephone the school office so that we can reassure your child.

Please note that you are responsible for your child until they enter the school building and after they come out.

We particularly ask that **NO CHILDREN use the play equipment** before or after school. For the safety of others on the school site, we ask that if dogs are brought to the school site, they are tied up at the posts on the grass at the front of the school and are 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

Correspondence is mainly by email, either directly to the class teacher or to the school email address admin@furnexp.herts.sch. Letters regarding trips will also be sent out electronically and largely your responses will be sought through Arbor or by email. You are of course, welcome to come and see us in the office if we can help with anything, but please bare in mind that first thing in the morning between 8:30 and 9:30 is a very busy time for us.

Coming into School

If you are visiting school and not just calling in with a query or a message you will be asked to sign the visitors book and must wear the badge that you will be given.

Newsletters and Information for Parents

A detailed e-bulletin is sent out every Wednesday to keep you up to date with school information and upcoming events. The bulletin also highlights what learning and activities the classes have been enjoying.

Teachers send out a termly letter with information about the curriculum and how you can help your child in their learning.

The vast majority of our letters and communications are sent out by email.



Medical Conditions

You will need to input any relevant health information for your child on their Arbor Student Profile when they start at our school and we ask you to ensure these are kept up to date. It is very important that we know about any pre-existing or current medical conditions.

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

Medical and Absence Procedures

Administering Medicines

No over-the-counter, non-prescription medicines (including creams and cough sweets) are allowed in school without the express permission of the Head.

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



Please hand the medicine and form to the office and then collect it at the end of the school day. Children will not be allowed to collect the medicine.

Children who require asthma inhalers and epipens will require the completion of a medical plan. Before your child starts, please contact us if this will be required. This is completed by the parent 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 epipens.

Illness in School

If your child is unwell whilst at school we will contact you and 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. If staff observe an injury and you have not informed us they may contact you to clarify the circumstances.

Pupil Absence Through Illness

Please ring the office on 01279 777344 **before 8.50am** if your child is ill. Past experience has shown that messages sent by any other means do not always get through or the incorrect information is given.

Your child should not attend school if they have been sick or have an infectious / contagious disease until they are clear. The school has guidance on the exclusion times, so please ask for advice if you need it.

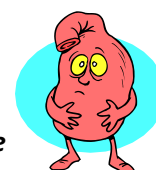
In the case of a sickness /diarrhoea bug, please keep your child at home until 48 hours after their last incident to minimise the risk of spreading the bug.

Children displaying mild symptoms of a cold can continue to attend school as long as they are well enough. If your child tests positive for Covid-19, they should be absent from school for three days. They may return after this time if they no longer have a temperature.

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 which is available from the office or can be downloaded from the school web site. 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.



Parental Involvement in School

Helpers in School

We welcome parents [and grandparents!] into school and actively encourage your involvement with your child's education. Many of the activities that are carried out in school such as help with reading, times tables, trips, sports activities etc would not be possible without our dedicated band of volunteers.

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

If you would like to volunteer please speak to the class teacher in the first instance or pick up a leaflet from the office.

Consultations with Teachers

Children make the best progress when parents and school work together. The teachers are always available at the end of the school day and will be pleased to discuss any issues or questions you have.

At the beginning of the school day teachers like to focus on the children so please don't disturb them for a chat unless it is **very** urgent. The school office are happy to pass along urgent messages and can be contacted about making an appointment with the class teacher. Where possible, please ensure you have informed the class teacher about different picking-up arrangements either in the home-school diary or via the class teacher's email address.

If there is a problem with your child's 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.

We hold 'Meet the Teacher' meetings early in the autumn term for parents to hear some of the class routines and discuss how best to support their child's learning in the coming year.

Later in the autumn term and in the spring term we hold parent consultation evenings (Y1—Y6) to discuss children's progress. A written record of this meeting is given to you. Your child's Annual School Report is sent out in the second half of the summer term.

We also have an afternoon at the end of the year where children can share their work with family and friends.

Sharing Assemblies

A Sharing Assembly is held on a Friday afternoon at 2.45pm where the whole school share and celebrate learning and school highlights from the week. Birthdays are celebrated for children who have had a birthday in the previous week. They blow out the candles and choose a treat from the Birthday Box.

Y6 House Captains share the number of points collected that week and we also regularly display items of lost property in the hope that parents may recognise and reclaim something! You are more than welcome to join us for any Sharing Assembly. We alternate between Key Stage 1 and 2 in order to ensure the hall doesn't become overcrowded.



Lunchtime and Snacks

School Lunch or Packed lunch

Our school lunches are provided by Hertfordshire Catering Ltd who ensure the meals are nutritionally balanced. The menus, which are sent home for your information and are on the website, are rotated on a three week cycle and changed several times a year.

All children can get a free school meal if they're in reception class, year 1 or year 2 paid for by the government under the Universal Infant Free School Meal (UIFSM) scheme. From year 3-6, meals are charged at £3.35 (as at April 2024) per day

School meal options are chosen at morning registration so if your child is going to be late to school please let the office staff know which option they would like for lunch.

Some parents choose to send their child with a packed lunch on some days of the week. Please ensure all containers and bags are clearly named and drinks are in a watertight container. You can help your child's independence by ensuring items are easy to open.

Fizzy drinks and confectionery are not allowed. As we often have children with nut allergies please be careful not to include food containing nut products.

We will send the menu out to you in advance and request you let us know on which days your child would like a school meal or if they would like a packed lunch on certain days. We ask that children stick with their chosen school meal/packed lunch pattern for the half term.

If your child is taking a long time to eat their lunch or regularly eating very little we will let you know so we can work together to encourage them.

Snacks and Drinks

All our classrooms are provided with drinking water and each child needs a named water bottle which can be used for drinks during the day and taken outside in hot weather. Children should take their water bottles home daily to be washed and refilled. Please encourage them to do this.

No drinks, other than water, should be brought into school.

If parents wish they may buy milk for their child at a reduced rate subsidised by the European Union which children can drink during the morning break. Letters are sent out termly asking parents if they would like their children to benefit from this service.

All KS1 children are provided with a free daily portion of fruit by the Government.

If you think that your child needs an additional snack or they are in KS2 raw vegetables, fruit, or cheese are acceptable. These need to be prepared and put into a reusable, named container that can be opened by the child and taken home each night for washing.

As with packed lunches confectionery is not allowed and please **do not send in any food containing nuts.**



Uniform

We encourage all the children to take a pride in their appearance and to ensure they make every effort to look smart and tidy in their uniform. We appreciate parents' support in this.

You can order the uniform items with our school badge on from www.myclothing.com and enter the school name 'Furneux Pelham School'. There is a direct link on our school website.

The ties are not available online but are kept in stock and you can buy them from the school office, by making payment on Arbor and letting the school office know that you have made a purchase.

All items of uniform **must be named** as without this information it makes it a lot harder to find the owner of lost property!

- ◆ Grey tailored trousers, shorts, culottes, skirt or pinafore.
- ◆ White shirt and navy tie, or white revere blouse (no tie necessary for blouse).
- ◆ V-neck jumper or cardigan with school badge.
- ◆ Blue and white check dress/playsuit if preferred in 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.



P.E.

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

Uniform continued

The children will also need:

- ◆ A Furneux Pelham bag for books and occasional letters.

The school book bag is used for your child's reading book and diary. Please write their name clearly on the outside of the reflective strip. This will help both your child and the staff to locate the correct bag quickly and easily.

There is no need to add any other identifying items eg keyrings as they simply get in the way and cause issues with storage.

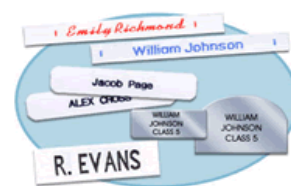
- A Furneux Pelham drawstring PE bag.

Again please name this clearly on the outside. PE kits need to be in school every day and can be left on your child's peg. We will send them home at least every half term for washing and to check that it still fits. You may of course take the kit home on a Friday but please ensure that it is brought back on the Monday.

- A sun hat.

ALL clothing and belongings, including shoes, need to be clearly labelled—it is amazing what ends up in lost property!

Named items can be returned to your child immediately. Unnamed items are placed in the lost property bin but space is limited so we have regular clear outs.



For health and safety reasons no jewellery is permitted in school, except for stud earrings. Boys and girls will be asked to remove stud earrings for PE and swimming or you must cover them 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

In cold and /or wet weather please ensure that your child has a warm, waterproof coat suitable to wear for outdoor play. As we spend a lot of time outside, we also ask that every child has a named pair of wellies in school.

We also like to use the school field whenever possible throughout the winter but ask that children have a change of clothing as they will get muddy!

In the summer we ask that long lasting 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. This includes our Tea Timers After-School Club (see overleaf).

When children first start school they are often very tired so because of this there may be fewer clubs for the youngest children.

Some clubs run throughout the year whilst others may only run for a term. Many clubs are run by outside providers but school staff also run after-school clubs. As places are limited we ask that once signed up your child attends every week.

The school office can supply you with details of all our clubs if you are interested.



Furneux Pelham School Association [FPSA]



The FPSA, through its committee, organises fund raising and social activities to support the work of the school. Often the funds support a major project but in addition the FPSA subsidises trips and workshops as well as purchasing equipment and treats for the children including their 'Welcome to School' bears and leavers hoodies!

We hope that all parents will become involved by supporting the events and maybe joining the committee. The Annual General Meeting is held in September and new parents are most welcome.

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 club can be used on a regular or adhoc basis.

The charge is £5 per session, or part thereof. This includes a breakfast option (juice and toast). You are able to use your childcare vouchers for this club, you just need to register Furneux Pelham School as your provider. School will then credit this to your Arbor Account.

At the club 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 you must have read the club's terms and conditions (see over and available on the school website) and indicated your agreement to these by marking your consent on Arbor.

After School Club

Furneux Pelham school's Tea Timers Club runs every day from 3.15—6pm. The club can be used on a regular or adhoc basis. Different intervals, e.g. 3.15—4.15, 3.15—5.15 etc. can be booked.

All the children are provided with a drink and snack to begin the session. The charge is £5 per hour. If the booking runs to at least 4.45pm, this includes a light tea.

You are able to use your childcare vouchers for this club, you just need to register Furneux Pelham School as your provider. School will then credit this to your Arbor Account.

At the club 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 Tea Timers After-School Club you must have read the club's terms and conditions (see over and available on the school website) and indicated your agreement to these by marking your consent on Arbor.

Furneux Pelham Early Birds Breakfast Club

For your child(ren) to attend The Furneux Pelham Early Birds Breakfast Club (EBBC) you must have read the club's terms and conditions (also available on the school website) and indicated your agreement to these by marking your consent on Arbor.



Together we care, inspire

Terms and Conditions

Registration

1. Before a child can be accepted into the club, parents must ensure they have read the club's terms and conditions and marked their consent on Arbor to show agreement to these.
2. Parents then need to register the child for the club on Arbor.
3. Parents must ensure that the Student Details section on Arbor is up-to date, particularly emergency contact details and any medical or allergy information.

Bookings

4. All sessions must be paid for in advance by ensuring your 'Wraparound Care' account on Arbor has been topped up to be in credit to cover the charge of any booked sessions. Please note that you will not be able to book a session for your child if your account is not in credit.
5. All bookings should be made via your Arbor Parent Portal or Arbor App.
6. Bookings can be made up to 7:30am on the day.
7. Bookings are available a term at a time.
8. Sessions have a maximum capacity – if this has been reached, you will not be able to book on Arbor, please contact the school office to see if we can help.

Fees

9. The cost of booked sessions must be paid in advance by ensuring your 'Wraparound Care' account on Arbor has been topped up to be in credit to cover the charge of any booked sessions.
10. We accept childcare vouchers from all the major providers. Please select Furneux Pelham as the childcare provider when transferring payment. School will then credit this to your Arbor Account.

Amendments or Cancellations

11. If you have booked your child to attend the EBBC and they are ill or no longer need to attend a session, please contact the school office to amend or cancel the booking in advance. Please note that the charge for the session is only taken from your account when attendance is marked, so you will only be charged for the sessions that your child attends.

Drop off arrangements

12. When an adult over the age of 18 delivers the child to the EBBC they will be signed in by a member of staff to ensure accurate registration.
13. Although a wide variety of activities will be on offer, including the opportunity for children to do their home learning, we will not make children take part in an activity that they do not wish to do. We can encourage them to take part – however we will not make any activity compulsory. The emphasis will be on choice and enjoyment.
14. The EBBC will run from 7.45am, breakfast will be served until 8.25am.

School policies

15. Staff cannot be held responsible for any lost or stolen items.
16. All school policies and expectations (for example behaviour, health & safety, child protection etc.) will apply to the club.
17. The EBBC reserves the right to exclude any child whose behaviour is disruptive and prevents the provision of a safe, stimulating and happy environment for other children. This option will only be used in extreme circumstances and as a last resort after extensive consultation with parents/guardians and the child concerned.
18. The EBBC has a duty of care for the safety and welfare of all children. There may be times, for example in the case of child protection concerns, where information will be shared with the school's Designated Safeguarding Lead who will take appropriate action if needed.

Instructions for all required tasks on Arbor can be found on the school website.

Furneux Pelham Tea Timers After-School Club

For your child(ren) to attend The Furneux Pelham Tea Timers After-School Club you must have read the club's terms and conditions (also available on the school website) and indicated your agreement to these by marking your consent on Arbor.



Together we care, inspire

Terms and Conditions

Registration

1. Before a child can be accepted into the club, parents must ensure they have read the club's terms and conditions and marked their consent on Arbor to show agreement to these.
2. Parents then need to register the child for the club on Arbor.
3. Parents must ensure that the Student Details section on Arbor is up-to date, particularly emergency contact details and any medical or allergy information.

Bookings

4. All sessions must be paid for in advance by ensuring your 'Wraparound Care' account on Arbor has been topped up to be in credit to cover the charge of any booked sessions. Please note that you will not be able to book a session for your child if your account is not in credit.
5. All bookings should be made via your Arbor Parent Portal or Arbor App.
6. Bookings can be made up to 2pm on the day.
7. Bookings are available a term at a time.
8. Sessions have a maximum capacity – if this has been reached, you will not be able to book on Arbor, please contact the school office to see if we can help.

Fees

9. The cost of booked sessions must be paid in advance by ensuring your 'Wraparound Care' account on Arbor has been topped up to be in credit to cover the charge of any booked sessions.
10. We accept childcare vouchers from all the major providers. Please select Furneux Pelham as the childcare provider when transferring payment. School will then credit this to your Arbor Account.
11. Late collections after 6pm will incur an additional fee of £5 per 15 minutes due to staff remaining after hours with your child.

Amendments or Cancellations

12. If you have booked your child to attend the Tea Timers After-School Club and they are ill or no longer need to attend a session, please contact the school office to amend or cancel the booking in advance. Please note that the charge for the session is only taken from your account when attendance is marked, so you will only be charged for the sessions that your child attends.

Collection and drop off arrangements

13. At the beginning of the session, children will be collected from their classroom or other after-school activity and signed into the club.
14. All the children are provided with a drink and snack to begin the session. If the booking runs to at least 4.45pm, this includes a light tea.
15. At the end of the session, children must be collected by an authorised person (over the age of 18) and signed out.

School policies

16. Staff cannot be held responsible for any lost or stolen items.
17. All school policies and expectations (for example behaviour, health & safety, child protection etc.) will apply to the club.
18. The Tea Timers After-School Club reserves the right to exclude any child whose behaviour is disruptive and prevents the provision of a safe, stimulating and happy environment for other children. This option will only be used in extreme circumstances and as a last resort after extensive consultation with parents/guardians and the child concerned.
19. The Tea Timers After-School Club has a duty of care for the safety and welfare of all children. There may be times, for example in the case of child protection concerns, where information will be shared with the school's Designated Safeguarding Lead who will take appropriate action if needed.

Instructions for all required tasks on Arbor can be found on the school website.

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 that 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 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 and drop their children off. A rota of parent helpers ensure the children walk safely through the hall door 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 send parents an email. We will also try to ensure information is on the website but this cannot be guaranteed.





Furneux Pelham C of E School

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