Cassiobury Junior School
School Handbook

2026-2027

Introduction

Cassiobury Junior School is a friendly and welcoming school with strong links to the local community. We believe that clear communication and consistent high standards lead to a positive experience for pupils, staff and parents. As a result, we have put together this Handbook.

Cassiobury Promise

At Cassiobury Junior School, we have a school promise and vision which is used at various times during the school day.

Work together, learn to share,

Let people be different, show we care,

Never give up, so all can see,

We can be the best, we can be!

General Information

Timings of the School Day

Event	Time
Gates Open	08.35
Gates Close	08.50
AM registration starts	08.50
AM registration closes	09.00
Assembly	09.00
Breaktime	10.45
Lunch	12.00
PM registration starts	13.00
PM registration closes	13.10
Gates Open	15.15
School Ends	15.20
Gates Close / All parents and children to leave before	15.30

Punctuality and Attendance

https://www.cassioburyjm.herts.sch.uk/policies/

A child who is late after the register has closed may be classed as an unauthorised absence, unless a suitable reason is given and this is authorised by the Headteacher. **All children late (after 08.50am) MUST report to the School Office and be signed in by an accompanying adult.**

A frequent pattern of 'lates' would need to be addressed with the parent by the Headteacher and, in some cases, our attached Attendance Improvement Officer from Hertfordshire County Council. As little as 5 minutes late a day will result in your child missing the equivalent of three days of school across the year.

Absences due to illness should be reported to the school before 08.30am by calling 01923 232 411 and selecting Option 1 - Stating your child's forename and surname, your child's class and the reason for absence. You must report your child's absence for each day that they miss school. Please be advised that it remains at the Headteacher's discretion to authorise absences due to illness. Please note! If we do not have a message about your child's absence then we will assume they are missing and at risk.

Religious Observance

If you wish your child to be absent from school for religious observance, such as key Religious Holidays, you must request this in advance in writing. **Please consult the Attendance Policy**. Please note that not all religious events will be authorised.

Please do not email absences to the School Office.

Holidays in term time are **unauthorised *"not having official permission or approval"*** and pupils are expected to be in school each day. Absences taken without permission are automatically recorded as unauthorised. All unauthorised absences are analysed by the County Attendance Improvement Officer. **Please refer to our Attendance Policy**.

The Headteacher may authorise leave from school for pupils in very exceptional circumstances, although this is highly unusual.

Online payment and consent system – School Gateway

The School's method of payment for dinner money, clubs and trips is via our online payment system called the School Gateway. We also use the system to gain your consent for trips online, saving you the need to fill out permission slips. We only accept cash for fundraising activities.

You can access the School Gateway at any time to track how much you have paid, what is outstanding and make payments directly to us through an instant bank transfer (which uses the Direct Debit system to collect the payment from your bank account) or by using your debit or credit card. There is the option to pay online via the payment website or a smartphone app, which can be downloaded for free and is suitable for Android and IOS smartphones. You can access the School Gateway through the school's website.

In order to make the most effective use of the system, we encourage parents/carers to use the instant bank transfer option when making payments as the School incurs the lowest transaction charge through this payment method.

Also, we encourage you to use the **smartphone app,** if you can, as this enables the School to text you for free, should we need to get an urgent message to you.

If you already have a School Gateway account you do not need to do anything at this point. If you do not have a School Gateway account you will need to register for one as soon as possible. To do this you must register for an account on the School Gateway website https://login.schoolgateway.com.

Please note that your bank/debit/credit card details are held securely and not visible or made available to the School.

Regular donations for our Lady Capel Fund are gratefully received. Payments can be made through the School Gateway to contribute towards making Cassiobury Junior a great school.

Communications through Arbor Parent Portal

All communications will be sent via Arbor. Logging in for the first time MUST be done using the Parent Portal on a computer as you need to use the browser version to set up a password.

Logging in couldn't be easier just follow this *link* https://login.arbor.sc . *Y*ou can then select first time logging in and follow the steps to create your account. You will also need to confirm your child's date of birth.

If you need any help we have some great guides on the Arbor Help Centre. If you have any questions please contact the School Office.

To finish creating your account you just need to set a password.

Go to https://login.arbor.sc on a PC or laptop first and click **Forgot your password?** to finish setting up your account.

You can access Arbor from your mobile or computer at any time. We encourage you to use the **smartphone app** as school communication is made via the Parent Portal and App for urgent messages.

To download the App, go to the App Store for IOS or Play for Android phone and select Arbor Parent and Guardian Portal. Select "install" and then "Open". If you have any questions about this please contact the School Office.

Lunches and Charging

The school provides a hot meal choice every day and also accommodates pupils who bring lunch from home. School meals **MUST** be paid for in advance via the School Gateway system.

Please book and pay for your child's school meals via the School Gateway. Meals need to be booked at least two days in advance and are currently £3.15 per meal (subject to change).

Selecting a meal is flexible; you are able to choose any day when you would like your child to have a meal. All meal options are available to select via the School Gateway. School meals run in a three week rotation.

The ingredients of meal options are listed on the school website. Please choose meals appropriate for your child. It is the responsibility of parents to provide accurate allergy/intolerance information and update the school/Arbor with any changes. Parents will be asked to sign a Food Permission/Consent Form and the Food Allergy Form.

If your child has a food allergy or intolerance please follow the below link and complete the online form.

https://primarysite-prod-sorted.s3.amazonaws.com/cassiobury-junior-school/UploadedDocument/18f08ea2-8c91-423f-8ff4-2a6108f67127/yes-chef-catering-ltd-allergy-form_april-2025.pdf

Please return by email to admin@cassioburyjm.herts.sch.uk or drop into the school office.

If your child does not wish to have school meals, please provide a healthy packed lunch with no fizzy drinks or sweets/chocolates or any food containing nuts.

School Office

The School Office is open from 08.30 – 16.30 each day (except Friday when it closes at 16.00), although there are periods when it will be closed for meetings. Our friendly office team will process all queries in a timely manner but have to prioritise according to their workload.

Emails to admin@cassioburyjm.herts.sch.uk from parents and carers will be responded to in a timely manner with the aim of 3-5 working days.

Please send your child to school appropriately equipped for a complete day at school. This allows the office team to focus on their duties. Items for collection are to be left in the foyer.

Please inform the Class Teacher of collection arrangements in the morning before registration as the School Office cannot effectively pass all this information on to classes at short notice.

Your child should know who is collecting them from school before they come in. The school cannot guarantee that they can receive and process various collection messages.

The school will not accept any aggressive or rude behaviour towards any member of staff. In accordance with County procedures, such behaviours could result in a person being banned from the site.

Safeguarding

Safeguarding is a culture which the school is committed to. It requires vigilance from all members of the school community.

The following systems are in place. This is not an exhaustive list:

- Gates are locked at 08.50am and are opened at 3.15pm.
- The perimeter of the school is marked by fencing and/or hedges.
- All adults on site must sign in via the School Office by using the Inventry System. All adults are expected to wear identification badges and should be challenged if not.
- The school welcomes volunteers but requests that they meet statutory safeguarding checks, attend a safeguarding induction and are issued with appropriate guidance.
- Any concerns about children and/or staff can be reported through the school's Designated Safeguarding Persons (DSPs).
- Posters are on all doors notifying all visitors who the DSPs are.
- The school has a legal duty to report concerns to the local authority, without bias or personal opinion.
- Permission must be given for Year 5 and 6 children to be released unaccompanied from the classroom door at the end of the day. Please consent on the School Gateway.
- Year 3 and 4 children must be collected, **by an adult (over 16)**, from the classroom door.
- Children are encouraged to walk, cycle or scoot to school. Cycles and scooters should be parked in the shelter and locked, or elsewhere if directed by school staff. **Please do not scoot or cycle on school grounds**.
- The school has a nominated Safeguarding Governor.
- All offsite visits are subject to rigorous planning and risk assessments.
- It is the responsibility of parents to provide accurate allergy/intolerance information and update with any changes. Parents will be asked to sign a Food Permission/Consent Form for food-based activities in school.

Pupil's Acceptable use Agreement/e-Safety Rules

- I will only use school IT equipment for activities agreed by school staff.
- I will not use my personal email address or other personal accounts in school when doing school work.
- I will not sign up for any online service on school devices unless this is an agreed part of a school project approved by my teacher and agreed by my parent/carer.
- I will only open email attachments if it has been approved by a member of school staff in school or a parent/carer out of school.
- I will only access my own account.
- I will not use or change another person's password or account.

- In school I will only open or delete my files when told by a member of staff.
- I will not tell anyone other than my parents/carers my passwords. I will not use other people's usernames or passwords to pretend to be them online.
- I will make sure that all online contact I make is responsible, polite and sensible. I will be kind and respectful at all times.
- If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell my teacher or my parent/carer immediately.
- If someone says, asks or posts about me anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will not reply. I will tell my teacher or my parent/carer immediately.
- I will not give out my own or other people's personal information, including: name, phone number, home address, interests, schools or clubs. I will tell my teacher or parent/carer if anyone asks me online for personal information.
- Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always seek permission from my teacher or parent/carer if I wish to do this. I will not take, share or upload any image of anyone else without their permission and also, if they are a child, without their parent's/carer's permission.
- Even if I have permission, I will not upload any images, videos, sounds or words that could upset, now or in the future, any member of the school community, as this is cyberbullying.
- I understand that some people on the internet are not who they say they are and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately.
- I understand that everything I do or receive online can be traced now and in the future. I know it is important to build a good online reputation.
- I understand that some personal devices are allowed in school and some are not, and I will follow the rules. I will not assume that new devices can be brought into school without getting permission.
- I will not lie about my age in order to access games, apps or social networks that are for older people as this will put me at risk.
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules my teachers will look into it and may need to take action.
- I will not use AI in school without clear instructions from a teacher.
- I will not upload any image of a pupil or a staff member to AI without consent.

Issue of Medicine to Children in School

https://www.cassioburyjm.herts.sch.uk/policies/

Under the current Hertfordshire Country Council Health and Safety Policy and Guidance, schools are under no obligation to agree to accept responsibility for the administering of medication to pupils. Parents are advised that if their child is required to take regular prescription medication they should arrange for this to be done at home wherever possible and not at school.

If, unavoidably, the child cannot return home at midday or if medication needs to be administered at set times during the school day, arrangements may be made as follows:

Parents are asked to obtain a "Pupil Prescription Medication" form from the School Office, giving all the relevant details in full, thereby giving consent to the school to administering prescription medication to their children. The school will only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage, which must match details on the form. When medicine is administered it will be done in the presence of two adults and the medicine form signed. It is the responsibility of the child to come to the School Office for the medicine. Members of staff are not to seek out children who have forgotten to come for their medicine. Parents and Carers will be informed and asked to collect and dispose of any unused or date expired medicines.

In most circumstances, no medication will be given to children without parental consent.

A copy of the consent form will be retained in school. Unless the medication is a long term prescription medicine, it is assumed that in most cases, the need for medication will be for a period of a few days only.

The school are not able to administer non-prescription medication i.e., cough sweets, hay fever eye drops.

Where the child is self-administering regular or intermittent doses of asthma preparations, parents should make these arrangements quite clear on the form and indicate that this is with their consent. This ensures that inhalers are always available, including break and lunch time and can be accessed during School Trips, Sports Day, Swimming Lessons etc.

Website

Another essential source of information is our school website. The website holds key and statutory information and links to relevant information.

Payments and Consent

All consents and payments should be made through the School Gateway. This includes when consents do not require payment but still need to be processed.

Consents for offsite visits must be received by the deadline stated. Consent given after a stated deadline may not be accepted.

School Trips may be cancelled if insufficient funds are received.

Please consult our Charging & Remissions Policy:

https://www.cassioburyjm.herts.sch.uk/policies/

Homework

Homework is set each week and will focus on developing basic skills in Maths or English such as spellings and times tables. A homework catch up session is available for children who have missed the deadline (this includes completing homework but not having it in school).

All children are expected to read regularly **to** an adult at least twice per week. Reading books and library books can be changed regularly.

The School Office will not be making calls home to have homework sent in. Sufficient time will be given for the completion of homework. Please raise any issues regarding homework, with the Class Teacher, ahead of the deadline.

Informing You about Your Child's Progress

The school has an open door policy and staff members make themselves available to speak to parents both formally and informally. Detailed discussions may require an appointment to be made through the School Office. If this is the case, please let the member of staff know what you would like to discuss so that they can be fully prepared for the meeting.

There are many opportunities throughout the year to find out how your child is progressing at school. These include:

- Parent Consultation Evening
- Written Annual Report
- Sports Day
- Productions
- Musical Performances
- Open Afternoons/Mornings
- Parent Talks

The school runs a programme of assessments over the year and uses these to plan interventions and to make sure that all children are challenged in their learning.

SEND

Mrs Newman is our SEND/Inclusion lead in the school. All parents of children with SEND will be offered a longer parent teacher meeting each term. These are called Support Plan Meetings and review the questions around SEND and identified actions. Our SEND information report is on our school website and is reviewed in the Autumn Term. Please refer to this if you wish to know more about the school's offer.

If you have any concerns around progress, support or provision and/or you would like to discuss adapted provision for your child then please contact Mrs Newman on admin@cassioburyjm.herts.sch.uk email address as Mrs Newman does not work full-time. We really encourage parents to raise concerns, even if in the early stages of the year.

Wellbeing

At Cassiobury Junior School we are proud to have a Wellbeing Lead. Mr Rutherford works through the term and also part of the holidays. He is our Mental Health Lead and also a Designated Safeguarding Lead at the school.

As a non-teaching member of staff, he is able to work during the day with pupils on unforeseen incidents (a bereavement, etc,) mental health support, friendship support, support for children going through difficult times and some behaviour support.

You can contact our Wellbeing Lead through the admin email address or through wellbeing@cassioburyjm.herts.sch.uk

Support is also available at various points during the summer holidays. This should be arranged through the wellbeing address.

Please always inform your child's class teacher about any issues, so that they are aware and can help. They are your first point of contact as Mr Rutherford does not work everyday or maybe offsite.

Concerns and Queries

The school is eager to work with parents for the best outcomes. If you have any concerns then we ask that you follow the protocol of always raising your concern with the Class Teacher in the first instance. If you are not satisfied that your concern has been fully addressed, then please bring it to the attention of the Senior Leadership Team of the school.

The school Complaints Policy may be accessed through the school website. **https://www.cassioburyjm.herts.sch.uk/policies/**

Extra-curricular Activities

It is our aim that each class has at least one offsite visit or onsite enrichment activity per term. This includes a residential visit in Year 6.

From September, the school offers a range of before and after school activities through school staff and external providers. These change termly. A calendar of events will be shared with parents and also via the weekly Newsletter and Website.

Governors

Governors play an important role in the strategic leadership of the school. We are very lucky to have a group of committed Governors who attend many, if not all, school events. They are always available for a conversation, by arrangement.

Further information on our Governing Body can be found on the website.

Cassiobury Schools Association (CSA)

Email address: info@cassioburycsa.org

Both the Infant and Junior Schools share a Parents Association. This is a vital part of our fundraising and hosts many enjoyable events across the school year. Please see their website to find out how you can offer your support.

https://cassioburycsa.org/

Social Media

Social media is a valuable tool when used well but the school operates a zero tolerance policy towards any member of the school community posting or sharing defamatory or bullying material. We believe staff and children have a right to deal with concerns or complaints through the appropriate procedures. WhatsApp and other social media are not the forum to discuss concerns about individual staff or children.

Where such behaviour is discovered, legal advice will be taken. The school subscribes to the services of a County Solicitor.

Separated Parent Policy

The school has a policy for parents that are not together. Many parents amicably work together, some find this more difficult; the school has outlined its role in these situations. We recommend all separated families are familiar with this policy - https://www.cassioburyjm.herts.sch.uk/policies/

Behaviour, Conduct and Appearance

https://www.cassioburyjm.herts.sch.uk/policies/

Behaviour

Our Behaviour Policy can be found on the school website. This is reviewed regularly to reflect government guidelines.

Uniform and Appearance

Uniform

The School Uniform suppliers are Beat School Uniforms and Mapac.

https://beatschooluniforms.co.uk/schools/cassiobury_junior_school_/

www.mapac.com

A second hand clothing option is also available through the CSA.

Almost all uniform can be purchased unbranded from affordable retailers.

The following forms the school's Uniform and Appearance Policy.

Summer Uniform (April – July)		**Winter Uniform (September – April)**
* **All Black** school shoes or black trainers with black soles (not coloured or striped trainers/ sandals/boots/plimsolls) * Black, Grey or White socks, thick grey tights - no patterns * Blue gingham/checked dress (not striped) with short sleeves. * Pale blue cotton shirt * Grey shorts or trousers * Royal blue school jumper, fleece or cardigan with school logo/badge or without * Royal Blue polo shirt (short and/or long sleeved) with school logo/badge or without * Waterproof coat with a hood * White leggings can be worn under summer dresses – **no other colour of leggings is permitted.**		* Black school shoes or black trainers (not coloured or striped trainers/ sandals/boots/plimsolls) * Black, Grey or White socks, thick grey tights- no patterns * Grey skirt (knee length) * Blue gingham/checked dress (not striped) with short sleeves (if weather still warm) * Grey trousers * Grey pinafore dress (knee length) * Royal blue school jumper, fleece or cardigan with school logo/badge or without * Royal Blue polo shirt (short and/or long sleeved) with school logo/badge or without * Warm waterproof coat with a hood
Headscarves may be worn throughout the school year in blue, black or grey. Black trainers are permitted but must be **entirely** black – no colour or white sole trims, laces or logos.		

The following are NOT permitted as part of school uniform:

- **Coloured or striped trainers (unless being worn for PE/outdoor learning), Boots/Plimsolls/Sandals**
- **Long sleeved tops under polo shirts**
- **Temporary tattoos/transfers etc (this rule excludes henna tattoos applied as part of religious observance), Nail polish/ decorations/ make-up, acrylic or false nails.**
- **Piercings – Piercings with studs/rings must be taped over for PE lessons.**
- **Necklaces – discreet necklaces (worn for religious adherence) may be worn under uniform but should be removed for PE.**
- **Watches / fitness trackers are allowed but for obvious reasons smart watches and watches with cameras are not permitted for school. These can be confiscated.**
- **Torn, damaged, defaced or dirty uniform.**

PE Kit

- Black or navy shorts (plain, not branded)
- Black or navy tracksuit bottoms (plain, not branded)
- Black or navy leggings (these must not be worn under school uniform).
- White school polo shirt (short and/or long sleeved) with school logo/badge or white plain polo or t-shirt – **no other logos or branding***
- Navy hoodie with logo or plain navy hoodie.
- Spare Socks
- Trainers (for outside)

*Not branded means no logos or obvious brand names.

Hair

Hair	Not Allowed
• **Discreet decorations/clips etc in school colours** • **Shoulder length hair to be tied back for the duration of the school day** • **Grade 2 haircuts or longer** • **Natural hair is acceptable, braids are acceptable and should be in blonde, browns and greys not bright colours.**	• Brightly coloured and/or oversized hair decorations • Hair dye that is not natural hair colours • Razored/shaved designs • Mohicans • Shaved eyebrows • Coloured braids • Branded sportswear for PE lessons

Snacks and Drinks

All children must arrive at school with a fresh, named water bottle each day. This must contain water and NOT squash or fruit juice.

There is a long gap between breakfast and lunch. A healthy snack can be provided for morning break. The following is not an exhaustive list but offers a sensible guide to what should/should not be provided:

✓	✗
Carrot sticks	Processed fruit snacks
Cherry tomatoes	Crisps
Apples	Chocolate
Bananas	Biscuits
Fresh Fruit	Anything requiring dunking
Raisins (uncoated)	Cakes and Pastries
Cucumber	Nuts or nut products
Oatcakes	Fizzy/sugar drinks
Rice Cakes (no chocolate)	
Yoghurt tubes	
Bread roll / Breadsticks	

All packaging to be thrown in the bin

Lunchboxes

Whilst we cannot dictate what you put in your child's lunchbox, as a school we are aware of the need for the children to receive a nutritious lunch. School dinners should adhere to healthy eating guidelines. All rubbish to be brought home in packed lunch container.

School Milk

We offer a school milk scheme to all of our pupils, run by a company called Cool Milk. The scheme provides pupils with a carton of semi-skimmed milk at break time on school days at a subsidised price. If your child is registered for free school meals and wishes to have school milk there will be no charge as the school will cover this cost, you need to contact Cool Milk to register your child.

If you would like to register your child for school milk please visit their website at www.coolmilk.com

Birthday/Celebration Sweets or Food

Under no circumstances, NO sweets or food to be distributed on school premises by staff or children or parents due to the range of allergies and food rules within the school. This excludes lessons where food is prepared.

Equipment

General Equipment

The school provides most of the equipment that your child will need.

We require you to provide your child with a fully equipped pencil case, please bear in mind that they should be small enough to fit in their trays as they are not permitted to have them on their desks.

All children will need following Equipment in their pencil case:

Blue Handwriting Pen x 2
HB Pencil x 2
Pritt Stick x2
Rulers 30cm clear x 1 (not bendy)
Scissors R/H or Scissors L/H x 1
Erasers x 1
Canister single hole pencil sharpener x 1
Black Fineliners x 2 (only Year 6)
Highlighters Blue x 2
Highlighters Yellow x 2
12 assorted colouring pencils
Pencil Case – that fit in a tray

Calculators are not needed in school.

Please ensure you child has their correct uniform, PE Kit and a coat with a hood.

If your child is in receipt of Pupil Premium, please contact the School Office for the above items.

Kindles/e-readers are not permitted in school.

Any item causing a distraction to your child or others will be removed and will be available for collection by the parent. Please see Behaviour Policy. https://www.cassioburyjm.herts.sch.uk/policies/

Phones/Tablets/ Smart Watches/ Fitbits with Internet Connection

For Safeguarding reasons phones, tablets, smart watches or fitbits and other internet devices may not be used in school and should be handed in each day to the Class Teacher or left at home. This is to prevent photos/videos or unfiltered internet access on school premises.

Phones, smartwatches or devices may be confiscated if they are seen inside the school gates. They must not be out or be used until clear of the school gates. Confiscated items must be collected by the child's parent.

Please note that the school insurance does not cover loss or damage to mobile phones or devices and all responsibility remains with the parent.

Curriculum

The school offers a varied and modern curriculum whilst adhering to statutory requirements. This information is shared in the termly curriculum newsletters and on the school website.

The school promotes British Values throughout the curriculum and this is evidenced around the school. A statement is available on the school website.

The pupils elect a School Council each year and this council meets regularly to address issues and feedback to the SLT on key decisions. The School Council is evenly made up of pupils chosen by their classmates and by the staff to reflect a balance of representation.

The school encourages innovative ways of tapping into the children's enthusiasm by finding a range of stimuli to motivate their learning. This can include, following Government guidance.

- Offsite visits linked to the learning
- Visitors to school
- Onsite learning outside the classroom
- Use of ICT
- Themed days or weeks
- Fundraising
- Clubs and residential trips
- Use of current affairs
- Use of key figures e.g. Mayor, Local MP, Councillors, Business Leaders etc
- Faith leaders
- Growing and preparing their own food
- Sports and Fitness

The school employs a sports coaching company to provide at least 50% of the pupils' PE lessons.

Music

A range of music tuition is available in the school with dedicated space to practise. We currently have peripatetic teachers for brass instruments, clarinet, flute, violin and saxophone. If you are interested in music lessons during school hours, please register via Hertfordshire Music Service https://ukhertfordshire.speedadmin.dk/registration#/ and also inform the School Office. Please do not hesitate to contact the School Office if you have any queries. The school also provides whole class music tuition.

PE

If your child is unable to participate in PE lessons for medical reasons, please email the School Office (admin@cassioburyjm.herts.sch.uk) or complete the form which is available in the School Office lobby. Please state the duration and reason as to why your child is unable to partipate. PE kits must be in school each and every day.

Infant and Junior School Links

The school has strong links between Infants and Juniors. Both schools work together on the curriculum, assessments and planning for the future.

The Heads and Senior Leaders of both schools work together to plan transition arrangements whilst subject and Year Group Leaders liaise on a range of projects. Where possible joint approaches are adopted.

Please be aware that not all information will get shared so please update and inform us of key information.

Charging and Remissions Policy

https://www.cassioburyjm.herts.sch.uk/policies/

Due to the increased number of requests for private referrals, references and assessments, please see the new Charging and Remissions Policy on the school's website. Payment should be made via the School Gateway in the "Payments" request. Please understand that we cannot complete reports at short notice and adequate time in working days needs to be allowed for responses. Please allow 10 working days for the request to be processed. Thank you.

Consumables Charge - Annual Contribution Request

Like many schools across the country, we continue to face increasing financial pressures and rising costs. To help us maintain the broad and balanced curriculum that we pride ourselves on providing, we are kindly asking parents and carers to consider making a voluntary contribution of **£20 per child per year**.

The contribution will help fund the many consumable resources used throughout the school year, including:

- Food ingredients for cookery activities
- Art and craft materials
- Science resources
- Design and technology materials
- Other curriculum-related consumables

These resources play an important part in enriching pupils' learning experiences. For example, ingredients for cookery lessons are fully provided by the school, meaning parents are not required to send items in from home.

The school's Governing Body has considered and supports this request.

The payment request is available from 1st September 2026 in the **"Payments"** section on the **School Gateway**.

Please contact the school office if you would like to make alternative arrangements or discuss any difficulties.

Thank you for your continued support.

KEY DATES 2026/2027

SEPTEMBER 2026	
1st	Inset Day – school closed
2nd	Inset Day – school closed
3rd	Autumn Term starts
11th	Meet the Teacher – 9am
15th	Athletics Festival for new Year 6 playleaders and all Year 3 & 4 children – 1.15pm -3pm
17th	Individual Photos
18th	Jeans for Genes Day
OCTOBER 2026	
1st	Open Morning
14th	Harvest Festival
18th	Joint Concert with Year 5 & 6 Choir – more details to follow – Save the date!
19th	Parent/Teacher Consultations week
26th – 30th	**Half Term**
NOVEMBER 2026	
13th	Children in Need – non uniform
27th	Occasional Day – school closed
DECEMBER 2026	
11th	Christmas Jumper and Christmas Dinner Day – more details to follow
18th	**Autumn Term 2026 ends at 1.05pm – non uniform**
JANUARY 2027	
4th	Inset Day – school closed
5th	**Spring Term 2027 starts**
FEBRUARY 2027	
15th – 19th	**Half Term**
22nd	Lord and Lady Baden Powell (Thinking Day) – Scouting and Guiding uniforms can be worn
MARCH 2027	
4th	World Book Day
24th	SEND Support Plan Meetings after school
25th	**Spring Term 2027 ends at 1.05pm – non uniform**
APRIL 2027	
12th	**Summer Term 2027 starts**
MAY 2027	
31st – 4th June 2027	**Half Term**
JUNE 2027	
18th	Sports Day
25th	Inset Day – school closed
JULY 2027	
2nd	Open Afternoon
5th	Parent/Teacher Consultations week
8th	Transition Day
21st	**Summer Term 2027 ends at 1.05pm – non uniform**
22nd	Inset Day – school closed