

KEY INFORMATION 2025-2026

'One body, every person, growing together.'



Safeguarding Team: Julieanne Taylor – Headteacher and Designated Safeguarding Lead
Linda Tritton – Deputy Designated Safeguarding Lead

We are delighted to welcome the parents of new pupils to St Paul's!

Most of our communication is sent electronically via ParentMail. Once your child has joined us, you should receive an email with a link to sign up overnight. Please do action this straight away. Once registered, you'll be able to access school reminders, messages and more. The sign-up process takes less than five minutes. If you have any issues, please don't hesitate to contact Mrs Collins on 0118 978 5219. If you're an existing St Paul's ParentMail user, please remember to link sibling's accounts to ensure you receive all relevant updates.

In the meantime, here is a list of key information to get you started.

We are looking forward to working with you!

Improving Safety and Reducing Congestion Around School



To help make school drop-off and pick up times safer and to ease traffic congestion, we ask that parents and carers park away from the school where possible and walk the final few minutes of the journey.

Please be aware that:

- **Murray House** (located at the corner of Murray Road and Oxford Road) has a **private car park for residents only**.
- **West Oak Care Home** is situated on a **private road**, and **no parking is permitted** in this area.

To further support a safer and more efficient environment, we are suggest a **voluntary one-way system** on local roads.

We encourage drivers to follow this route:

1. Approach the school by travelling along **Oxford Road**.
2. Turn into **Caroline Drive**.
3. At the end of Caroline Drive, turn **left onto Arthur Road**.
4. Follow the road around and then turn **left into Murray Road**.

Your support in following this suggested route and avoiding restricted areas will make a big difference—not only for the safety of the children but also in helping us maintain good relations with our neighbours.

Absence Reporting

Absences must be reported in writing by emailing absence@stpauls.wokingham.sch.uk

If your child is not able to attend school due to illness, please email by 8.50am on each day of the absence, ensuring you give your child's name, class and symptoms. Stating that your child is 'unwell' is not sufficient information for our records.

Any request for term time leave must be in writing on our Leave of Absence Request Form, which can be found on our website under parents > absence reporting

Forgotten Items

If your child forgets their PE kit, water bottle, pencil case or any other equipment for school, we will provide a spare for them to borrow. You do not need to worry about calling into school to drop things off, particularly as the office is exceptionally busy.

We would be very grateful if children could arrive each day with everything they need, including items for extracurricular clubs as this will avoid disrupting learning. Getting your child to pack their bag the night before is a good step towards independence and can save the stress of trying to get everything organised first thing in the morning.

Contacting the School Office

All messages need to be in writing, including when advising that someone else is collecting your child from school. Email office@stpauls.wokingham.sch.uk.

Whenever communicating with school, please remember to **include your child's full name and their class**. This is the most effective way to ensure information is passed on quickly and leaves no room for error.

If you have a medical or dental appointment during the school day, we require evidence of this (such as screenshot of the text message/confirmation of the appointment)

School Lunches

Our catering provider is Innovate and you will receive an email from them with details of how to set up an account/app. From the app you will be able to see the menu for the coming months. School meals cost £2.70 per meal and sufficient money must be on the account to enable a meal to be ordered. Meals must be ordered by 8am each day and may be ordered up to half a term in advance. If you have any queries or if you have missed the deadline for ordering, please email primary@impactfood.co.uk or telephone 0204 542 7211 and the Primary School Support team will assist you. If your child is unexpectedly absent from school a refund will automatically be triggered.

WE ARE A NUT FREE SCHOOL - IF YOUR CHILD HAS A PACKED LUNCH, PLEASE DO NOT INCLUDE ANY NUTS OR CHOCOLATE SPEADS CONTAINING NUTS

Playtime Snacks

As a Healthy School, we encourage children to bring in a healthy snack for morning break. This may be fruit, vegetable sticks dried fruit or a nut free cereal bar.

Cool Milk

Cool Milk is scheme available to all pupils and you may wish to register your child. Milk is available at a subsidised price of XX per child per day.

Each child who is registered with Cool Milk will receive a carton of semi-skimmed milk every day, delivered fresh and chilled to the classroom.

How to register and pay

- Register and pay online at www.coolmilk.com
- You can pay Cool Milk online in half-termly, termly or annual instalments
- Please pay by a Tuesday at 5pm for your child's milk to start the following week

If your child is eligible for free school meals they will also be eligible for free milk. Please contact the school if you would like to arrange this for your child.

If you have any questions regarding school milk, please visit www.coolmilk.com or contact Cool Milk directly on 0800 321 3248. More information on milk is also available from the school.

Games and Swimming

Games

Thursday	All pupils should come to school in outdoor PE kit each Thursday
Games – all classes	All classes have outdoor Games on Thursdays. Pupils should come to school dressed in PE kit: <ul style="list-style-type: none">• Navy/black shorts or tracksuit – shorts must be mid-thigh length or longer (no yoga-style pants)• Plain white t-shirt – no football shirts/coloured sports kit.

Game lessons take place each week in all but the most extreme weather. **Pupils should bring their school uniform to school in case they need to change into dry clothes after their lesson.**

Swimming Lessons

Monday	Tuesday	Wednesday	Friday
3D 5B 3H	3B 4P 5K	4R 5M 6S	4L 6T 6H

Pupils should come to school dressed in school uniform and bring their kit (costume or trunks, towel and swimming hat) to change into at the pool. We ask that swimming trunks are close fitting and not long, baggy Bermuda style shorts and that girls wear a one-piece suit. Swimming hats can be purchased from school on SCOPAY for £2.50.

Please note that earrings are not permitted during any sport sessions and must be removed at home before attending school that day. For this reason, we suggest new piercings should be avoided during the academic year.

Forest School

Forest School is a child-led programme that forms part of our curriculum for every pupil at St Paul's. It takes place in our woodland and focuses on developing personal, emotional and social skills through learner-led, nature-based learning.

Sessions allow opportunities for every child to build relationships with both adults and their peers, often based on trust and self-exploration. It builds self-confidence, self-awareness, empathy, self-motivation and self-control. Reflective activities form a prominent role in Forest School sessions; it is known that the power in learning is in doing the activity, but reflection provides the same power by allowing our children time to articulate thoughts, be it verbally or through art.

Every class has one afternoon session of Forest School each term, the dates of which are shared in our newsletters. In addition to this, during their time with us at St Paul's, every pupil takes part in Forest School for one afternoon, alternate weeks over the course of one term. Each term there are over 50 children across the school who take part in the 'alternate week' Forest School sessions, which are made up of 12-14 pupils from across each year group.

Pupils come to school wearing their school uniform and bring suitable clothing to change into e.g. track suit bottoms, hoodie, T shirt and trainers, to enable them to move around the woodland freely, without being stung by the nettles. Shorts and skirts are unsuitable for the woodland area.

Autumn Term 2025

08/09	16/09	22/09	06/10	13/10	20/10	03/11	10/11	17/11	24/11	01/12	15/12
4L	3B	5M	6S	3D	4R	5B	6T	3H	4P	5K	6H

Spring Term 2026

05/01	12/01	19/01	26/01	02/02	09/02	23/02	02/03	09/03	16/03	23/03	24/03
3D	4R	5B	6T	3H	4P	5K	6H	3B	4L	5M	6S

Summer Term 2026

20/04	27/04	11/05	18/05	01/06	08/06	15/06	22/06	29/06	06/07	07/07	08/07
3H	4P	5K	3B	4L	5M	3D	4R	5B	6T	6H	6S

Class Assemblies

The majority (but not all) of our class assemblies take place on Friday morning. These events last approximately 15 minutes and start promptly at 9.00 am. Parents of the class performing are welcome to join us for these occasions and should **enter the school via the Oxford Road entrance**. The timetable below is subject to change so please check our weekly newsletter for confirmation of dates.

Autumn Term 2025

03/10	10/10	17/10	24/10	14/11	20/11	28/11	05/12	12/12	19/12
3B	5B	6H	4L	4P	4R	6T	5K	3D	6S

Spring Term 2026

23/01	30/01	06/02	13/02	06/03	20/03	27/03
6H	6T	3H	5M	3B	6S	3D

Summer Term 2026

01/05	08/05	15/05	22/05	12/06	19/06
4L	4R	5K	4P	3H	5M

Open Events

Each term we offer an 'open school' event where parents are invited into school during the working day to see classes in action. Parents are welcome to freely visit classrooms and observe for a few minutes.

This year our Open Events are taking place on the following dates:

2.15pm-3.15pm Wednesday 15th October
9am-9.55am Tuesday 10th February
2.15pm-3.15pm Friday 12th June

Parent Consultations

Parents' Consultations will be face to face meetings and you will have the opportunity to look through books and visit classrooms. Meetings with teachers will take place in the main hall.

This academic year Parents' Consultations are scheduled to take place on 5th/6th November 2025 and 4th/5th March 2026.

Booking is online via ParentMail and further information will follow nearer the time.

School Uniform

Our School Uniform consists of:

- Grey school trousers, knee length shorts or skirt
- White shirt or polo shirt
- Burgundy sweatshirt or cardigan with St Paul's logo
- Black, grey or white socks or grey tights
- Blue and white checked dress (optional summer uniform)
- Black school shoes

Trainers or trainer type shoes should not be worn to school. Children may wear a single stud earring (no hoops) and a watch. These must be removed for PE. No necklaces, bracelets or any other jewellery should be worn to school.

Items of school uniform with St Paul's logo can be purchased from Goodies by following the link below.

<https://www.goodies.co.uk/product-category/schools/st-pauls-c-of-e-junior-school-schools/>

All clothing must be clearly labelled. Labels can be purchased from STIKINS using the following link

<https://www.stikins.co.uk/?NAME-LABELS=21479>

Our school fundraising number is 21479. Please use this when ordering as it earns commission for our school.

Mobile Phones/Smart Watches

Valuable and precious items should not be brought into school and anything brought into school is at your own risk. If children bring mobile phones into school they should be handed in to their class teacher at the beginning of the school day. Smart watches are discouraged - notifications and messaging facilities should be disabled.

Lost Property

We appreciate the frustration and stress caused when a child misplaces an item of uniform or their shoes, coat, water bottle etc. If items are not labelled with name and class, it is impossible to reunite them with their rightful owner. Please do check that all items brought to school are clearly labelled and that they do in fact belong to your child - we often have reports of children arriving home in uniform belonging to someone else and the lost property store (the green container near the bike shed) quickly becomes overflowing with items.