



St Paul's CE Junior School

Key Information

Communication

Our website

The website serves as an excellent communication tool between St Paul's and our families. Each section of the site includes helpful links, diary dates, consent forms, and up-to-date news. Our weekly Newsletter is shared with all families via ParentMail every Friday.

ParentMail

Effective communication with parents is a vital part of what we do. We want to ensure you receive accurate, timely information about school activities and events, as well as any important updates.

To support this, we use **ParentMail**—a trusted service used by over 6,000 schools, nurseries, and children's clubs to communicate with families.

Why ParentMail is beneficial to you:

- Instantly receive school messages via a free mobile app (available on Android and iOS)
- Complete forms and give permissions quickly and easily
- Stay on top of school meetings and events

How to register:

You will receive an email and/or text message from ParentMail. Please follow the instructions to register. ParentMail is registered with the Information Commissioner's Office (ICO), and your personal information is securely stored and never shared with third parties. Once registered, we recommend downloading the free **ParentMail App** from your app store. If you have an older child at our school you will still need to register/link your younger child to ensure you receive all communications.

Need help?

First, visit the ParentMail help site:

<https://www.parentmail.co.uk/help/parenthelp/>

If you still need support, please contact the school office:

0118 978 5219

office@stpauls.wokingham.sch.uk

Contacting the School Office

We request **all messages are in writing and include your child's full name and class**, including when advising that someone else is collecting your child from school. This ensures information is passed on to the right person, leaving no room for error. Please email office@wokingham.sch.uk.

We ask that appointments are made outside of school hours/during weekends/holidays and if none are available, they are scheduled for as close to the start or end of the school day to minimise the inevitable disruption to learning. We require **evidence of any appointment, such as a screenshot of the appointment confirmation.**

Forgotten Items

If your child forgets their PE kit, swimming kit, water bottle, pencil case or any other equipment for school, we will provide a spare for them to borrow. There is no need to worry about calling into school to drop things off.

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.

Tucasi Online Payment System

We are a cashless school. All payments and any voluntary contributions towards school trips/workshops, pen purchases and payments for clubs are done so through our online payment system SCOPAY.

As new parents, you will be provided with a unique online link code in September which will enable you to set up an account for your child and link other children you have at the school. The system will allow you to view balances, pay for items and print receipts. Please note: you only need the link code when registering. It is no longer required once your account has been activated.

Snacks & School Lunches

Lunches

We have a new catering provider, Inovate, who will be starting with us in September. You will be able to order school meals via their app at a cost of £2.70 per day. These must be ordered in advance on a weekly basis and payment made at the time of ordering. **The deadline for ordering meals for the week will be 9pm on Sunday evening.**

If your child is subsequently off sick, we will let Innovate know and a refund will be triggered. There is a 3 week rolling menu with two main meal dishes (one of which will be vegetarian), as well as a jacket potato or sandwich option. More details of our new lunch system will be posted on our website once final menus and other arrangements have been confirmed.

Playtime Snacks

As a school that has achieved Healthy School status, only healthy snacks are permitted for morning break. This may be fruit, vegetable sticks, dried fruit or a nut free cereal bar.

Cool Milk please visit www.coolmilk.com or contact Cool Milk directly on 0800 321 3248.

Cool Milk is a scheme available to all pupils and you may wish to register your child. Each child who is registered with Cool Milk will receive a plastic bottle of semi-skimmed milk every day, delivered fresh and chilled to the classroom.

- 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.

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 and a watch. These must be removed at home on PE/swimming days. 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:

<https://www.gooddies.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.

PE & Forest School

Games and Swimming

All classes have outdoor Games on Thursdays. Pupils should come to school dressing in PE kit (navy/black shorts or tracksuit, plain white t-shirt) Game lessons take place each week in all but the most extreme weather and pupils should bring their school uniform to school in case they need to change into dry clothes after the session.

Each class has a weekly swimming lesson between Easter and October half term. Pupils should come to school dressed in uniform, including school shoes, 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.

Between October half term and Easter, swimming lessons are replaced with indoor PE.

Swimming timetables will be published at the start of term.

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.

Pupils will need to bring suitable clothing with them on the day 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.

The Forest School Timetable will be shared in due course.

Extra Curricular Clubs

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School 7.45am	Running Badminton (years 4, 5, 6)	Gymnastics	Little Musketeers (fencing)		Taekwondo
Lunchtime 12.50pm	Football Brickies	TheatriKids			
After School 3.30pm-4.30pm	Tennis Multiskills Art Club	Imagineering (years 5 & 6) Sign Language French	Netball (years 5 & 6)	Girls Football Spanish	Chess Football

The majority of clubs are run by external providers and parents book with them directly. Please see our website for full details of costs/dates of sessions: [St Paul's C of E Junior School - Extra Curricular Clubs](#)

In addition, we also run a popular 'Sing-Along-Fun' club where children sing pop songs and Christmas songs. No singing ability is required, it's just for enjoyment! It will run one lunchtime per week for 12 weeks and cost £25 – day of the week tbc. Booking will be via ticketsource and Year 3 parents will be able to make payment in September on SCOPAY.

Places at clubs are limited. To allow equal opportunity for all, club places will be released at 7pm on Monday 14th July.