

# KEY INFORMATION

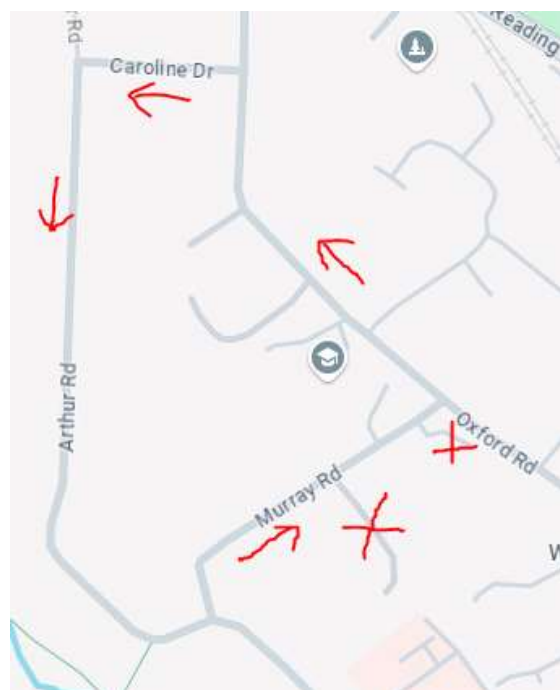
*'One body, every person, growing together.'*



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

Each year, we sent a significant amount of information and reminders out to parents and with how busy life can be, it can be hard to remember everything. We have gathered together lots of key details in the hope that this will be a useful roundup for everyone.

## Parking and Voluntary One Way System



If possible, we ask that parents park away from the schools and walk the last few minutes of the journey. Murray House (the flats on the corner of Murray Road and Oxford Road) has a private carpark which is only for the use of their residents. West Oak Care home is on a private road and no parking is permitted in this area.

In order to ensure a safer school drop off/collection and to ease traffic congestion, we would like to suggest re-introducing a voluntary one-way system on our local roads. This system was in place a number of years ago and improved the safety for pupils and their families in and around school.

This system involves approaching the school by travelling from Oxford Road and turning into Caroline Drive. At the end of Caroline Drive turn left onto Arthur Road, following the road round and then turn left into Murray Road.

We would be grateful for your support in our quest to make the journey to and from school safer and easier. It will also help reduce the knock-on effect on our neighbours.

## Absence Reporting

We no longer have access to the Absence Reporting section of ParentMail. Absences must be reported in writing by emailing [absence@stpauls.wokingham.sch.uk](mailto:absence@stpauls.wokingham.sch.uk)

If your child is not able to attend school due to illness, you must email by 8.15am 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

## 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](mailto: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)**

## 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.

## Lost Property

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

## 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 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.

## Games and Swimming

### Games

#### Thursday

Games – all classes

All pupils should come to school in outdoor PE kit each Thursday

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. **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 6D

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.

**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.

## 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 term Parents' Consultations are scheduled to take place on Wednesday 6<sup>th</sup> November 3.40pm-7.00pm and Thursday 7<sup>th</sup> November 8.40am – 11.30am. Booking is online and further information will follow nearer the time.

## 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.

09/09	16/09	23/09	30/09	07/10	14/10	21/10	04/11	11/11	18/11	25/11	02/12
6T	5B	4P	3D	6S	5M	4R	3B	6D	5K	4L	3H

## School Lunches

Our catering provider is Caterlink. The lunch menu may be found on our website under parents > school meals and menu. The current 'summer' menu is valid until October half term at which point we will email a copy of the winter menu, together with uploading it onto the website.

School meals cost £2.65 per meal and must be paid in advance. We are not able to offer credit to parents. If a child orders a school meal when there is no payment on the account, parents will be telephoned and asked to either put money on the account or bring a packed lunch into school for their child.

**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 a scheme available to all pupils and you may wish to register your child. Milk is available at a subsidised price of 31p 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](http://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](http://www.coolmilk.com) or contact Cool Milk directly on 0800 321 3248. More information on milk is also available from the school.

## 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 2024

4/10	11/10	18/10	25/10	15/11	22/11	29/11	05/12	13/12	20/12
3D	3H	3B	6D	5B	6T	5M	4R	4P	6S

### Spring Term 2025

24/01	31/01	07/02	14/02	21/02	14/03	21/03	04/04
3D	6T	6D	4L	5K	3B	5B	4P

### Summer Term 2025

02/05	08/05	16/05	22/05	13/06	27/06
5L	4R	5M	6S	3H	4L