Part of the Aylsham Cluster Trust.

Welcome to Aldborough Primary School's guide to starting school.



Here are the answers to questions you wish you had asked, but didn't know you needed to!

As there is no school uniform what should my child wear?

Our school is a non-school uniform school. This reflects our core value of individuality and our ethos as a rural primary school. Below are our expectations for the children's clothes:

Children should wear comfortable, suitable clothes with sensible shoes which are 'fit for purpose'. No flip flops, Crocs, open/bare shoulders, 'hot pants' style shorts or 'belly tops', ripped jeans or football kit. No sequined tops (except for December) or shoes that flash. In the warm weather all open toed sandals must be worn with socks.

Hoodies are not allowed in school. Parents are encouraged to buy a school sweatshirt which can be worn for PE and as everyday wear in school. Branded logos should be kept to a minimum. This can be purchased from Birds of Dereham. See their website www.birdsofdereham.com



The only jewellery allowed in school is one pair of stud earrings. Children should only wear plain alice bands (no cat's ears etc. please)

All clothing should be clearly labelled – Name tags are great but writing in permanent marker pen on the label or inside of clothing will do the job just as well. This saves parents' time rummaging through the lost property bin!



All children take part in PE. The children in Key Stage 2 and Cherry Blossom Class come into school in their PE kits on the day they do PE. Chestnut Class children will need a PE bag which is left in school for each half term. Our PE kit is: white T-shirt, plain dark navy or black shorts, plain dark navy or black jogging/tracksuit bottoms, (school) sweatshirt/or navy sweatshirt and trainers. The children will need this kit throughout their time at Aldborough. Children should not wear earrings on their PE days or when they go swimming.

On the days when children have their Science or Art lessons they should wear clothes that are suitable for more 'messy' activities. Children should not be worried about any of the clothes that they wear for school.

The children will also need wet weather gear for their Forest School day which will include extra welly socks. This will be outlined to each class individually.

Summer Sun.



When we are lucky enough to get the sun, all children when playing outside, need to have a named hat to wear. Sun screen should be in their bags at school labelled with their name. The children should be able to apply it themselves. Also, ensure your children's clothes are suitable for the weather conditions and there is not too much skin exposed to the sun. Children can bring sunglasses to school to wear during the summer however they are the child's responsibility and parents must sign a disclaimer in the office.

Winter weather.



Please make sure once the colder weather arrives your child has a coat at school. For severe weather, welly boots or sturdy shoes, a clearly labelled hat and gloves would be a good idea as well. Children having Outdoor Learning/Forest School definitely need a warm waterproof coat and waterproof footwear/wellies, welly socks are also a really good idea.

Attendance.

Section 7 of the Education Act 1996, places a duty on parents to ensure that their child of compulsory school age receives a suitable education, either by regular attendance at school or otherwise.

At Aldborough we are committed to providing all children with the best education possible. In order to do this we need all children to attend regularly and punctually throughout the year. With families, learners and staff all working together, attendance at Aldborough Primary school will be

consistently excellent. It has been proven that there is a definite link between excellent attendance and positive achievements.

When does school day begin and end?



Lessons start promptly at 8.55am. Children really dislike being late to class, so please arrive at school in good time. A member of staff will be on duty on the front playground from 8.45am each morning when the children are then invited to come into school.

School ends at 3.15pm. All KS1 children are escorted by the class teacher to the front playground and KS2 children to the tennis Courts where they will meet their parents. The side gate is opened by the Oak class teacher who will then see their class children off site. If any parents are not at school to collect their child, the child will be placed into After School Club until arrival.



If there is an emergency and you know you are going to be late to collect, please phone the school on 01263 761264. Please be advised that the office is manned until 4.00pm Monday to Thursday and 3.30pm on Friday.

We encourage all children to be registered with the After School and Breakfast Clubs so these can be accessed in emergencies if needed.

School Clubs



Breakfast Club is available from 8.00am. Places for children can be pre-booked in advance, however this is not essential. The cost is £4.50 per session, which includes a selection of breakfast items and drink.

After School Club is open every day Monday – Thursday 3.15pm – 5.30pm. Two sessions are available: Session 1: 3.15pm – 4.30pm at a cost of £6.00, Session 2: 3.15pm – 5.30pm at a cost of £10.00 per session. During the session the children can take part in activities and a drink and snack is provided.

All charges for attendance at school clubs are added onto the child's Pupil Asset school account.

The journey to and from school.



It is best to walk to school if possible. There are good footpaths to use and you can park at the 'park and stride' car park at the end of Chapel Road, near the allotments, and easily walk from there.



If you do drive, there is an informal one way system around the village to the school at drop off and pick up times. It works clockwise, so you drive up the hill with the school on your left and then away from school straight ahead or along Middle Hill.



Between 8.45am and 8.55am, when a member of staff is on duty on the playground, you can 'stop and drop' your child at the front school gates, if they are in KS2 (years 3 - 6). The idea is that you pull up momentarily to let your child out of the car safely and into the school gate. Do **not** park on the yellow zig-zag lines as these ensure the drop off area is free from vehicles. Please always **drive very slowly** near the school.



What about?

What about Snacks and Lunches?



School lunches are freshly cooked and prepared on the school premises. All children in Reception, Years 1 & 2 have a hot school meal provided, free of charge, under the Government Universal Free School meals scheme. No packed lunches are allowed, unless there are exceptional circumstances. The menu is changed on a termly basis and is emailed to parents if any changes are made.

Children in Year 3 - 6 can have a two course hot meal or a packed lunch. The hot meal costs £2.85 per day. Packed lunches are encouraged to be healthy

and waste free. If you think you may be eligible for free school meals, please speak to the office and they will look into this for you or you can go to the website:

https://www.norfolk.gov.uk/education-and-learning/schools/school-meals-and-milk to make an application.



At morning break all Reception and KS1 children are offered a school provided freshly baked healthy snack and drink. KS2 pupils are welcome to bring a snack please make sure this is healthy and does not contain Nuts. Water is freely available all day to children via water fountains in the classrooms. Chestnut and Cherry Blossom classes are offered a piece of fruit at afternoon playtime.

What about payment to the school?



Aldborough Primary School is a cashless school. All expenses such as music lessons, food, trips and clubs are paid for through Pupil Asset, the school management system. Once your child is in the school system, with a family email address, you can access their account on the Pupilasset portal: www.pupilasset.com. Please keep your account settled regularly.



What if?

What if my child is ill and cannot go to school?

Parents need to contact the school before 8.55am on each day their child is absent. The school has an answer phone so any messages can be left outside school hours. Name and reason for absence are required. Any leave of absence can be requested from the Head Teacher. Please email, or use the application form on the school website, with full details giving reasons for the



request. Term time holidays will not be authorised unless they are due to exceptional circumstances.

If your child has had sickness or diarrhoea, they must have 48 hours between the last bout and their return to school. These are standard Government guidelines to prevent the spread throughout the school. There are Government guidelines regarding infectious diseases which can be viewed online, however, if you are uncertain regarding this please contact the school to discuss.

What if my child is taken ill at school?

The school will contact the parents or named person on the Emergency Contact list. If a mobile phone is your contact number please ensure it is switched on and you can be contacted at all times. It is extremely important that you notify the school if any contact details change.

What if I want someone else to collect my child from school?

If you would like an alternative person to collect your child from Chestnut class, please make sure your child, and the class teacher is aware who is collecting them. For all other classes please make sure your child is aware of who is collecting them. If there are any changes throughout the day please call or email the office who will pass the message onto class. Any person collecting your child should be on your Authority to collect form, completed on entry to school.

When can I speak to the Class Teacher?

If you need a quick word with the teacher after school on the playground may be the time however, if you wish to have a more private word you can arrange an appointment to see them. It is not encouraged for parents to go into class before school as the teaching staff are getting ready for the day. If you need to get a quick message to the teacher you should speak to the office who will pass it on.

Reading at Aldborough



Aldborough Primary School puts reading at the heart of its curriculum and offers a 'real reader' approach where children experience books in their real context.

Parents are encouraged to read with their children at least 3 times a week and be involved in their reading at school. Each child in Chestnut class is given a free book bag and reading record. Books can be borrowed from school and changed regularly. During the Autumn term, new parents will experience our approach to reading. They will receive clear guidance on how to support reading. Our EYFS Co-ordinator, Mrs Meyrick, is on hand to answer any questions, as is the Reading Co-ordinator, Mrs Cuthill.



How can you help us?

Can I help in the school?

Parents, family friends and grandparents, male and female, are always welcome in school. The children really benefit from their skills and experiences. If you would like to help, please speak to the Class Teacher, Head Teacher or office staff. Also, if you have an idea for an after school club which you would like the school to consider, please speak to or email the office or Head Teacher.

Safeguarding and Child Protection

We take Child Protection very seriously at Aldborough. All volunteers are expected to comply with the latest regulations. Any adult regularly spending time with our children must undertake a DBS check. See our 'Safeguarding for Visitors and Volunteers' booklet.

The Friends of Aldborough Primary School

Once your child joins the school all parents automatically become a 'Friend' of the school. Joining in with The Friends activities is a great way of making new

friendships with other parents. The work that the Friends do is extremely valuable to all members of the school community, please support them if you can. There are so many ways you can give them your support, baking and buying cakes, giving an hour or so to man a cake stall, helping at 'Bingo' night for a few examples. The Friends fundraising makes school trips affordable for families and the school. Every bit of help by a parent makes such a big difference to so many people.

Home/school communication.

The school sends home lots of information by text and email. We are trying to use more electronic ways of communicating and less paper copies. Please keep the school informed of any changes of mobile numbers, email addresses or home addresses, also any emergency contact detail changes i.e. grandparents.



Photographs

Can I take photographs at school events?

We actively encourage families to participate in and celebrate their child's learning through class assemblies and Family Learning days. There are other events throughout the school year at which photographs are taken and you are also welcome to take some of your child.

Photographs taken by staff at the school are regularly shared on the school's Facebook page, however, we do request that parents do not share their own photographs on social media.

Family Wellbeing

At Aldborough we recognise that life can be tough at times, however old you are. Within the school staff there are Wellbeing adults who regularly support the children with any arising mental health, friendship or day to day issues. We also have Mental Health First Responders on site to help adult members of our community should they have a need. We recognise that it is not always easy to be a parent/carer and this is a way for the school to support anyone who may be struggling. Maybe you just need to offload to someone who will listen in a

non-judgmental way, or maybe you just don't know where to turn and need someone who can help guide you to services and other agencies who can help. Please contact the school office if you feel you need to access this available support.

Our website and Facebook are also excellent sources of information.

USEFUL INFORMATION:

Aldborough Primary School

Tel: 01263 761264

email office@aldborough.norfolk.sch.uk
www.aldborough.norfolk.sch.uk
After School Club: 01263 768965
email: afterschoolclub@aldborough.norfolk.sch.uk

Aylsham High School

Tel: 01263 733270
email: office@aylshamhigh.norfolk.sch.uk
www.aylshamhigh.com
Aylsham Cluster Trust website www.aylshamcluster.co.uk

www.nspcc.org.uk

Childline: 0800 1111

Adults concerned about a child: 0808 8005000

Nelsons Journey: 01603 431788

TERM DATES: www.norfolk.gov.uk/education-and-learning/schools

THE AYLSHAM CLUSTER TRUST

It Takes a Whole Community to Educate a Child