

# Admission Information Booklet

Your step-by-step guide to starting school

Headteacher: Mr Tom Brunson  
High Street Colnbrook Berks  
SL3 0JZ  
Email: [mail@colnbrookprimary.com](mailto:mail@colnbrookprimary.com)  
Website: [www.colnbrookprimary.com](http://www.colnbrookprimary.com)



## Contents

- Welcome

- Our Vision and Values

- Term Dates 2021/22

- Key Information
- Registration
- Punctuality
- Attendance
- Hometime
- Parking
- Extended Services
- Uniform
- Food in School
- Absence/Illness
- Medical Appointments
- Medication in School
- Holidays
- Late Pick-up
- Supporting your child at home
- SEN
- Children's Welfare
- Concerns/Complaints
- Collective Worship
- Class Assemblies
- Parent Afternoons and Reports
- Open Mornings

- Parent Signature Booklet

- Home/School Agreement
- Educational Visits
- Internet Access
- Photographs and Videos
- Reading at Home

- Parental Involvement

- Communication
- Contacting Parents
- PTA
- Volunteering

- Additional Information

- Governors
- Policies

## Welcome to Colnbrook Church of England Primary School

Our aim is to ensure that each child makes a wonderful start to their education here at Colnbrook and feels confident and secure in their new surroundings.

We have a strong team of teaching and support staff and our pupils really do receive many fantastic learning experiences as a result.

*"Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go." Joshua 1:9*

## Our Vision Statement

At Colnbrook we want to grow young people who believe in themselves so they are confident and courageous and not discouraged from their path. They are resilient when faced with challenge. We want our pupils to believe in each other and to feel supported; never alone on their journey.

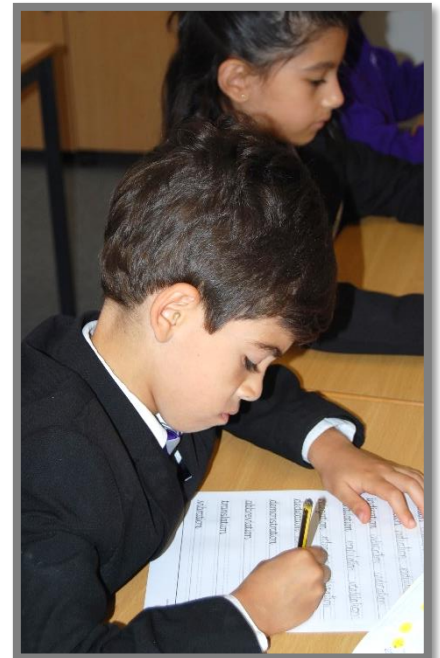
Our pupils will have the strength of character to set themselves aspirational goals in learning and life. They will achieve their best and create their own inspirational story and memories.

## Our Values

Aspiration  
Resilience  
Respect  
Responsibility  
Community  
Compassion

These values are at the heart of everything we do here at Colnbrook Church of England Primary School. They reflect the qualities that staff and governors want the children to develop and display in all that they do.

- Having **aspiration**
- Demonstrating **resilience**
- Showing **respect**
- Taking **responsibility**
- Caring for the **community**
- Showing **compassion**



## Information

We need information from you, so please would you complete all the forms in the accompanying 'Parental Signatures Booklet' and return the booklet to the school office as soon as possible.

## Answering your Questions

We have provided Key Information and answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01753 683661 or send an email to the school office, [mail@colnbrookprimary.com](mailto:mail@colnbrookprimary.com) and we will be happy to help!

## Term Dates

### Term Dates: 2021/22

#### Autumn Term

Wednesday 1<sup>st</sup> September:

Thursday 2<sup>nd</sup> September:

Monday 6<sup>th</sup> September:

25<sup>th</sup> October to 29<sup>th</sup> October:

Monday 1<sup>st</sup> November:

Tuesday 2<sup>nd</sup> November:

Thursday 16<sup>th</sup> December:

Friday 17<sup>th</sup> December:

Whole Staff INSET Day: School closed

School opens

Nursery opens

*(New children – see individual start dates)*

HALF TERM

Whole Staff INSET Day: School closed

School opens

Nursery end of term

END OF TERM

#### Spring Term

Tuesday 4<sup>th</sup> January:

Wednesday 5<sup>th</sup> January:

Friday 18<sup>th</sup> February:

21<sup>st</sup> – 25<sup>th</sup> February:

Monday 28<sup>th</sup> February:

Thursday 7<sup>th</sup> April:

Friday 8<sup>th</sup> April:

School opens

Nursery opens

*(New children – see individual start dates)*

Whole Staff INSET Day: School closed

HALF TERM

School opens

Nursery end of term

END OF TERM

#### Summer Term

Monday 25<sup>th</sup> April:

Tuesday 26<sup>th</sup> April:

Monday 2<sup>nd</sup> May:

30<sup>th</sup> May – 3<sup>rd</sup> June:

Monday 6<sup>th</sup> June:

Tuesday 7<sup>th</sup> June:

Thursday 14<sup>th</sup> July:

Friday 15<sup>th</sup> July:

Monday 18<sup>th</sup> July:

Tuesday 19<sup>th</sup> July:

Wednesday 20<sup>th</sup> July:

Thursday 21<sup>st</sup> July:

School opens

Nursery opens

*(New children – see individual start dates)*

Bank Holiday – School closed

HALF TERM

Bank Holiday – School closed

School opens

Nursery end of term

END OF TERM

INSET Day: School closed

INSET Day: School closed

INSET Day: School closed

INSET Day: School closed

# Key Information

## Registration

### Morning

The school gates open at 8.35am. Children from Year 1 to Year 6 go straight to class and start an early morning task. Pupils in Reception or Nursery wait outside their classrooms until the doors open at 8.40am. The bell rings at 8.45am for registration and all pupils should be in class at this time.

The school gates close at 8.50am. Any pupils arriving after that time will need to sign in at the school reception desk. These pupils will be marked as late in the register. Registers will close at 9.00am. Any pupil arriving after this time will be registered as an unauthorised absence for the whole morning session, unless they have a valid reason for being late (e.g. medical/dental appointment card).

### Afternoon

The Nursery gates will open at 12.15pm and pupils will be allowed into class from that time. The gates will be closed 10 minutes thereafter. Pupils arriving any later will have to sign in at the school reception desk. All pupils arriving after the gate has shut will be marked in the register as late.

Afternoon registration begins at 12.30pm for Reception class, 12.45pm for Years 1 - 3 and 1.00pm for Years 4 - 6.

## Punctuality

The School Attendance Officer (SAO) and the Headteacher monitor punctuality. For pupils who are persistently late, the SAO or the Headteacher may:

- Contact parents/carers by telephone;
- Send a letter;
- Speak to parents/carers directly.

If punctuality does not improve, then parents/carers will be invited in to school to discuss the concerns with the Headteacher and plan a way forward.



## Attendance

At Colnbrook C. of E. Primary School, we have high expectations of attendance from all pupils. The results of missing essential learning can have a huge impact on their future prospects and in some cases affect their ability to engage with the curriculum effectively on their return to school. Regular attendance is vital to ensure children reach their potential both academically and socially. Having a good education will help to give your child the best possible start in life.

### What can parents do to help?

- Parents must support the value of education, including the importance of regular attendance.
- Please arrange family holidays outside of term time, so that your child will not miss any learning.
- Wherever possible, please ensure that routine medical appointments are made outside of school hours.
- Please ensure that your children are in school on time. Children who are late are often distressed, which makes for a poor start to the school day.

## Attendance Issues

If a pupil's attendance drops below 95%, or a pattern of absence emerges over a period of weeks, this is brought to the attention of the Attendance Officer. This instigates an investigation as to why the attendance is falling. If the decrease is for unexplained or unacceptable reasons, or is enough to cause concern, parents will be contacted. A meeting with the Class teacher or a Senior Leader may be arranged to discuss how best to support the pupil. If the attendance still continues to deteriorate, parents and the pupil may be asked to attend a meeting with the Headteacher and Slough Borough Council Officer to initiate an Attendance Action Plan. This gives the parent/carer and the pupil an opportunity to discuss the reasons for absence and /or lateness and a plan put together a plan to improve the situation. It is essential for us all to work together to ensure children have the best possible attendance.





# Key Information

## Hometime

At the end of the school day, all children up to Year 4 must be collected by a parent/carer or a responsible adult (over the age of 16). Children in Year 5 and Year 6 may go home alone provided the school has received written parental consent.

Please inform the school as soon as possible if you are

- Going to be late
- If another parent is collecting
- If a different person to usual is collecting your child (we may ask for identification)

If we are concerned about the safety of child/ren, we will contact you and keep the children at school until we are confident they are going with the right person.

Reception, Year 1 and Year 2 finish at 3.10pm and Years 3 – 6, at 3.15pm.

## Parking

The car park is for staff use only. Please park in the free Village Centre car park in Vicarage Way. You should not use the Ostrich Inn car park and if you do so, there is a charge of £5.00 per day, failing which you will receive a fine of £100. Please do not park across the entrance to the school gates, as this is a safety issue. Please be mindful of residents' access at pick-up and drop-off times, taking care not to block their driveways, and to keep children safe by not parking on the pavements.

## Extended Services

### Breakfast Club

This club is open from 8:00am for children in Reception to Year 6 with the last service of food at 8:20am. The cost is £4.00 per day, including a healthy breakfast, a programme of creative activities and play options and the opportunity for children to socialise across a range of ages, in a safe and welcoming environment.

Bookings are taken and paid for, in advance, at main reception.



### After School Clubs

The school runs a range of clubs on a termly basis. The clubs usually run from 3:15pm until 4:00pm unless otherwise specified. Each term, you will receive a letter with a list of clubs for you to complete and return with your preferences. Most of the clubs are run internally and these are free of charge but sometimes we have one or two clubs which are run by external agencies, for which there is a cost, payable termly in advance.

## Uniform Requirements

*Please ensure that all items of clothing are clearly marked with your child's name. The school will not accept responsibility for lost or damaged belongings.*

### KS1 and KS2 (Years 1-6)

- A black blazer with sewn on school logo (*this must be worn by all pupils with summer & winter uniform*);
- A white shirt;
- A purple v-necked jumper (*optional, but highly recommended, especially in the Winter*);
- A clip-on tie (*Key Stage 2: Years 3-6*);
- An elastic tie (*Key Stage 1: Years 1 and 2*);
- Dark grey trousers or a dark grey knee length skirt for the girls;
- Girls may wear trousers. These should be slim fit (*not skin tight or boot cut bottoms*) and dark grey in colour.
- Plain black socks for boys;
- Plain black socks or knee length white socks for girls, or grey or black tights;
- Black school shoes (*not trainers*) must be worn at all times.

### Optional Summer Uniform

*This may be worn from September - October half term and again after the Easter holiday until the Summer break.*

- Girls - a purple summer dress, white knee length or ankle length socks
- Boys - dark grey school shorts, black/grey socks



# Key Information

## Early Years Foundation Stage Uniform (Nursery and Reception Class children)

- Purple polo shirt with school logo
- Purple sweatshirt with school logo
- Plain black jogging bottoms (no logos)
- White or black plain socks
- Black Velcro trainers
- Purple summer dress, white knee length or ankle length socks
- Grey school shorts, black/grey socks

(Summer uniform can be worn from September until October half term and from after Easter until the summer break)

## PE Kit

*All pupils are expected to wear the full PE kit.*

- Grey Colnbrook sweatshirts;
- White t-shirt with school logo;
- Plain black sport shorts;
- Grey jogging bottoms with the Colnbrook logo (after the October half term until Easter);
- A pair of trainers is also essential.

## Other uniform and dress expectations

### Hair

- Only purple or black hair bands may be worn;
- Long hair must be tied back;
- No patterns, letters or similar should be shaved into hair.

### Jewellery

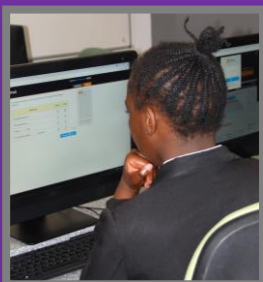
- Small, plain stud earrings may be worn (*these must be covered or removed for PE*);
- A wrist watch may be worn;
- No other jewellery should be worn (e.g. rings, bracelets, necklaces).

### Nails

- No acrylic nails are allowed in school.
- No nail varnish can be worn.

Our school uniform is supplied by School Days Direct and can be ordered at: [www.schooldaysdirect.co.uk](http://www schooldaysdirect.co.uk)

The Headteacher is the final arbiter on matters of uniform and appearance.



## Food in School

### School Lunch

School lunches are produced on our own kitchen and the children are able to order a freshly-cooked, nutritionally balanced meal each day. The menu operates on a three weekly cycle and is available to view on the school website under the 'Parents' section.

### Packed Lunch

The school is committed supporting healthy eating and children should not have any chocolate, sweets or fizzy drinks in their lunchbox. Furthermore, we do not allow any products containing peanuts or any other nut products.

### Drinks

Children are encouraged to drink water regularly during the day and children should bring a water bottle each day.

### Lunch Money

School meals cost £2.20 and must be paid for in advance. Cash should be sent in an envelope, marked with your child's name and class.

### Free School Meals

If your child is in our Nursery class, the Government will provide funding to early years' settings to support children aged 3 and 4. Please complete the enclosed yellow Parent Declaration form.

### Eat for Free Registration Form

If your child is in Reception Class, Year 1 or Year 2, please complete and return the form enclosed in your pack, to register your child for a universal free school.

### Free School Meals Application Form

If your child is in Years 3 – 6 and you are claiming the following benefits, please complete the enclosed application form. The school will then run a check to see whether your child is entitled to free school meals.

- Income support;
- Income Based Jobseeker Allowance (IBJSA);
- Employment & Support Allowance (Income Related) (ESA(IR));
- Support under Part VI of the Immigration and Asylum Act 1999;
- Guarantee Element of State Pension Credit (M1000 Award Notice);
- Universal Credit (where the family's net income excluding any benefit payments is less than £7,400).

Free school meals are also available to children of parents who are in receipt of Child Tax Credit whose annual income does not exceed £16,190. Please note that if you are receiving Working Tax Credit (WTC), your child will not be entitled to free school meals unless you have just become unemployed or have just reduced your hours to less than 16 hours a week.

# Key Information

## Absence/Illness

Children should only be kept at home if they have a serious illness or injury, or have diarrhoea, or have vomiting. If a child has had diarrhoea or vomiting, they should remain off school for 48 hours after the last instance of diarrhoea/vomiting. If a child has a minor illness, e.g. mild headache, stomach ache etc., parents/carers should inform the school and bring them in. If they do not get any better, the school will contact the parents/carers.

### Reporting your child's absence

Parents/Carers are expected to contact the school by 9.30am every day of the absence. The school does not have to accept the parent/carer's reason for the pupil being absent. In this instance the absence will be recorded as unauthorised. The school can insist on medical evidence being provided to authorise an absence. Any cost that this may incur will be borne by the parent/carer, unless otherwise agreed in writing by the Headteacher.

The School Attendance Officer will contact parents/carers of pupils on the first day of absence once registers are completed. Persistent absence will be followed up by the Attendance Officer. If the issue persists then the matter may be referred to Attendance Service.

If a child is likely to be absent for a period of time, the parent/carer should contact the Attendance Officer to discuss the situation. Parents/carers need to keep the school informed.

## Medical Appointments

If an absence relates to a medical appointment, the school may request sight of the appointment card or letter. The school should be informed of any appointment in advance.

## Medication in School

If it is necessary for your child to have medication administered during the school day, then you will need to complete a Request to Administer Medicine form from the school office. Medicines should be taken to the office and collected at the end of the day.



A Health Care Plan will need to be completed for any ongoing conditions. Ongoing conditions such as inhalers are kept in the medical room and must be replaced before expiry.

## Holidays

Headteachers cannot authorise absence for holidays during term time. It should be remembered that this is a Government led directive. Children are required to attend school for 40 weeks each year, leaving 12 weeks for family holidays.

### Request for absence

If you are considering leave within term time, please complete our Request for Leave of Absence form, available from the school office or on our school website. This should be submitted as soon as possible before the date of the requested absence. Leave for holiday and travel during term time will not be authorised as these do not constitute exceptional circumstances. Please be advised further evidence may be required for any authorisation given due to exceptional circumstances. Unauthorised absence during term time could result in fines.

### Absence during the School Day

Any pupil who needs to leave the school with the normal school day must be collected by a parent/carer from the school reception. The parent/carer will need to sign them out. If a pupil has a medical/dental appointment, a written note or copy of the appointment card/letter must be provided.

If a pupil becomes unwell during the school day, the class teacher or a lunch leader should send them to the school reception for assessment. If it is deemed necessary for the pupil to go home, the school will contact the parent/carer. For this reason, it is extremely important that the school has up to date contact details. A pupil will only be allowed home if accompanied by the parent/carer. The pupil will be signed out as an authorised absence.

## Late Pick-Up

The school keeps a record of children who are not picked up from school on time. The school will take further action as deemed appropriate on an individual basis.





## Key Information

### Helping to support children's learning at home

At Colnbrook Church of England Primary School, we recognise and value the contribution that learning in the home environment can make to children's education. This guidance sets out the purpose of and benefits of home learning, and the guidelines we follow when setting home learning activities for our children.

#### Aims:

Our School believes that home learning should:

- Involve parents and carers in their child's education
- Have a clear learning focus
- Consolidate and reinforce a wide variety of skill and understanding in a supportive environment
- Extend in school learning
- Encourage children to talk about what they are learning
- Encourage children to develop the self-confidence and discipline needed to study independently
- Prepare children for the transition to secondary school
- Be manageable for teachers

#### Guidance for Home Learning

Class teachers will communicate expectations for each year group.

### Special Educational Needs

Children with special educational needs are catered for in focused and sensitive ways. All teachers provide a broad and rich curriculum, delivered in engaging ways, to all abilities, but sometimes further support is needed, whether it be with resources to support their learning, or support in small groups. Where necessary, outside agencies may be involved and the school has a home/school link worker who will work very closely with parents and carers. The school has ELSA trained staff (Emotional Literacy Support Assistants) who can provide specialised support to children with ongoing needs.

The school also has a Resource Base catering for children with Moderate Learning Difficulties and Disabilities.

### Issues concerning children's welfare

If you are concerned about any aspect of your child's schooling, the first step is to speak to the Class Teacher. If it is a confidential or complex matter, please do not try to deal with it immediately before or after school but ask to see the Teacher at a suitable time.

### What to do if you have a concern/complaint

Any concerns you may have during your child's time with us should initially be discussed with his or her Class Teacher, but if you feel you need further support, you may wish to discuss it with a Senior Leader. Every effort will be made to resolve your concerns quickly.

### Collective Worship

Collective Worship is held every day. It is a special and sacred time that we celebrate together as a school community. It is a time to pause, reflect and focus on our school vision and values. At Colnbrook, our worship is Christian based, but it is inclusive of all. Whether children have a faith or not, each individual is respected and given opportunities to express themselves in a way that makes them feel most comfortable.

### Class Assemblies

Each class organises an assembly each year, to which parents and carers are invited. These will be held on a Friday afternoon instead of Celebration Worship.

### Parent Afternoons and Reports

Parent Afternoons provide an opportunity for class teachers to praise and recognise children's progress and discuss any barriers to good attendance. Reports are sent home at the end of each academic year.

### Parent Open Mornings

These are organised every half term, where parents and carers are invited into their child's class to watch a lesson. The purpose of these sessions is to see how a lesson is taught, which may hopefully help you to support your child at home.

# Parent Signature Booklet

Along with this booklet, you will also receive in your pack a Parent Signature Booklet. Please read the following information, sign all parts of the Parent Signature Booklet, where indicated and then return it to the school office as soon as possible.

## Home School Agreement

Good communication between school and home is essential. Our home/school agreement outlines what parents can expect of the school and what the school expects from parents in the way of support to ensure that children achieve their full potential. Parents and children are asked to sign this agreement.

## Educational Visits and Offsite Activities

As part of your child's education, various activities will be arranged that will necessitate your child being off the school site. In all such cases the organisation of the activity will adhere to Slough Borough Council's guidelines for off-site and hazardous activities which all staff at the school are familiar with. There are strict requirements to ensure your child's safety and security on educational visits/offsite activities and there is a stringent risk assessment. We take our duty of care very seriously having full regard for the children's welfare and safety. All such activities must be approved by the Headteacher of the school and in the majority of cases you will be informed, and your permission will be sought before your child is allowed to leave the school site. There are, however, a small number of exceptions where it is not practical to seek parental permission for individual visits e.g. to the local church for our regular Family Services.

In the highly unlikely event of any accident arising while your child is in the care of the school, it may be necessary for the teacher or representative of the school to agree to any urgent medical treatment that is deemed necessary by medical personnel.

We hold as many trips and visits as possible and arrange for visitors to school. Parents may be asked to make a small contribution to these, but we make every effort to keep these as low as possible.

If you have any queries or if you would like to discuss any aspect concerning school trips, please do not hesitate to contact the school.

## Internet Access

In their ICT lessons and in other subjects the children are taught how to use the internet as a learning tool. The children only use the internet under supervision to ensure that they do not have access to unsuitable material.

## Photographs and Videos

Pupil photographs on display boards and in publications help create a pride in the children and help to further motivate them when they are recognised for their hard work.

**Photos** – Are you happy for your child's photo image to be displayed in school? (i.e. – notice boards/display boards) or in publications both internal (i.e. photo file in Reception, the school Prospectus) and external publications (e.g. website and newspapers).

**Videos** – Are you happy for your child to be videoed and for that video to be sent out to parents?

We are seeking your permission before we display/publish your child's photo or video your child. If you decide that you do not want your child's photograph taken, please inform your child accordingly.

## Reading at Home

At Colnbrook Church of England Primary School, we want to promote a life-long enjoyment of reading.

In Nursery, children will choose a book from the 'book corner' each day to take home and share with an adult. This will continue in Reception and as children become more confident, they will begin to bring home a phonics reading book that supports the phonics teaching that is taking place in school.

As children become more confident readers, they will bring home a book from the reading scheme. Our fluent readers will choose a book from the library to read at home.

From Reception, children will have a purple reading record book. This provides an opportunity for teachers and parents to communicate about a child's reading. We do find your comments extremely useful.

Each child needs a book bag for keeping safe the book that he/she carries between school and home. A strong school bag is available to purchase.

Please complete the form in the Parental Signatures Booklet in your pack, agreeing to encourage your child's reading at home and especially in the case of younger or less able readers, to share in the experience. You are also asked to help your child to take care of the books brought home. Any books that are lost or damaged will be charged for at the cost price for replacement.

# Parental Involvement

## Communication

The school is committed to ensuring excellent communication with parents and carers. We believe that a positive relationship between home and school is extremely important. We encourage parents to take a real interest in their child's schooling and to work together with the school in helping them to achieve their absolute best.

### Newsletter

We produce a weekly newsletter, which we would encourage you to read. As well as celebrating the achievements of the children, it provides up to date and important information. The newsletter is emailed to parents every Friday.

### Website

Our website is a great resource for keeping updated with events and general information.

### Twitter

Follow us on Twitter to receive regular tweets.

### ParentMail and Text Messaging

Information will usually be sent out by email or text message, but some letters may be sent out in hard copies. Please download the ParentMail App, as indicated below and you will receive messages instantly on your phone.

## Contacting Parents

If your child is taken ill or has an accident, it is important that we can get in touch with you. Please make sure you update us with any changes to your address and telephone numbers for home and work, and please ensure we have the name and address of a friend or relative who can contact if we cannot reach you.

## Parent Teacher Association (PTA)

We have a PTA that is run by parent volunteers and staff. We hold fundraising events and activities through the year to raise money that goes directly back to the children. Some examples of events are, school discos and Christmas and summer fayres. We are open to any suggestions for more ideas! You are automatically a member of the PTA by having a child at the school and we always need help with events and ideas.

## Volunteering in School

We are always delighted to welcome parent volunteers into school to help with reading, supervision on trips and gardening. If you would like to become a volunteer, please ask at the school office.

## Additional Information

### Governors


We have a fully and active Governing Board, which includes parent governors as well as representatives from staff and the local community. The Governing Board has a range of duties and a general responsibility for the performance of the school, with a view to promoting high standards of educational achievement.

Vacancies for parent governors are advertised as they arise.

### Policies

Policies are needed in school to help develop and define a set of consistent rules, regulations, procedures and protocols.

Please visit the school website to view our key policies, including, Child Protection and Safeguarding, Therapeutic Behaviour Regulation, and SEN.



**PARENTS!**

**HELP SAVE US MONEY**

 **ParentMail**

Download the ParentMail App and we can send messages to you instantly for FREE, saving us hundreds of pounds each year!

Download the <sup>FREE</sup> ParentMail App for the best parent experience

- ✓ Respond to school messages from your smartphone instantly
- ✓ Instant access - no need to login

The ParentMail App is available from  Available on the App Store  ANDROID APP ON Google play





Be *Strong* and *Courageous*.  
Do not be afraid; do not be discouraged,  
for the *Lord* your *God*  
will be with you wherever you go.  
~Joshua 1:9

