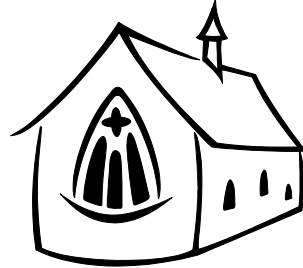


All Saints Infants School

Learning with love and laughter...

This is the day the lord has made - we will rejoice and be
glad in it. Psalm 118:24



All Saints
Infants School

LOVE, RESPECT & FORGIVENESS

Information for Families

Welcome to All Saints Infant School - we hope this booklet gives you all the information you need regarding life at All Saints, however if you do have any further questions, please do not hesitate to get in touch on:

Naheed Raza - Office Manager admin@allsaints.reading.sch.uk

Susannah Daniel - Headteacher sdaniel@allsaints.reading.sch.uk

The School Day

Our school day starts at 08.40 and we expect all our children to arrive on time to ensure that they have the best possible start to their day. Children who arrive after this time are registered as late. All late arrivals should use the main entrance and confirm the reason for being late to the office staff. Families of children who are frequently late will be invited to attend a meeting with the Headteacher and the Attendance Support Worker to find a way of working together to ensure that our children come to school on time every day.

School finishes at 3.10 and our children need to be collected promptly from the playground please - they are available to collect from 3.05. You will be asked to fill out a form before you start with us informing us who will be/is allowed to collect your child each day. We will not release your child to anyone who you have not registered with us.

Absences and Emergencies

Families are asked to let the school know if their child is absent and the reason for the absence. This should be done via a phone message or email by 08.30 on the day of absence and for every day that your child is absent. The correct email address to report an absence is absence@allsaints.reading.sch.uk. If families do not let the school know the reason for absence on the first day, then the Office Manager will phone to check that everyone is safe. If families fail to give a reason for absence, it is recorded as an unauthorised absence.

If your child becomes ill in school, we will try to contact you or nominated persons named on your child's admission form. It is important to include a nominated person who lives locally and is available to collect your child if the need arises. Please ensure you notify the school office of any change of contact details including telephone numbers for the above reason.

If a child has a minor accident in school i.e. a graze, then he/she will be attended by a member of staff trained in First Aid. If your child sustains a more serious injury or becomes very unwell, we will try to contact you. If we cannot get in touch with an adult with responsibility for your child, we will contact the emergency services for treatment whilst continuing to make every effort to get in touch with you. All accidents involving children are recorded.

Absences during Term Time

In line with Government legislation we do not grant any leave of absence during term time unless there are exceptional circumstances. In case of exceptional circumstances, a request

for leave of absence must be made to the Headteacher on a leave of absence form (available from the school office). Any application should be made well in advance and families are strongly advised to apply for leave of absence before making any arrangements.

Please be aware that if you take your child out of school for any unauthorised leave of absences during term time, you may be issued with a Fixed Penalty Notice. A Fixed Penalty Notice is issued per responsible adult per child.

Administration of Medicines

School staff have no legal or contractual duty to administer medicine to children or supervise them taking medication, and we would rather not do this unless it is absolutely essential.

If you do need your child to take doctor prescribed medication during the school day, then you will need to complete a medicine request form which is available from the school office. If the Headteacher agrees that medicine can be administered, the medicine must come into school clearly labelled with the name of the child, contents and the dosage to be administered. Please see our Supporting Pupils at School with Medical Conditions Policy which can be found on our website.

School uniform

Our school uniform is incredibly important to us, and we expect our children to be in full school uniform every day. All our logoed uniform can be purchased from PMG Schoolwear online at <http://www.pmg-schoolwear.co.uk>

Our uniform is:

Grey trousers, shorts, dress or skirt
White or Red Cotton Polo Shirts with collar
Red pullovers/cardigan with All Saints logo
Black shoes - no trainers or boots
Grey socks or red or grey tights

An ASIS baseball cap or plain red cap can be worn in the Summer Term - no other baseball caps are allowed

ASIS Book bag or plain red book bag

In the summer term our children can wear a red gingham dress with a collar and sleeves and white ankle socks.

Long hair must be tied back and hair accessories must be **PLAIN** red, white or black - no bows are allowed and hairbands can only be worn if they are plain and flat.

PE Kits

For PE lessons the children need:

Red "T" shirt with school logo

Plain black PE shorts

Plain black plimsolls

Black /white socks

Plain black tracksuit (winter)

Red PE hoodie with logo - this is optional and can only be worn on PE days

ASIS PE bag or plain red PE bag

PE kit must be brought into school on a Monday morning in our All Saints PE bag. The bag will remain in school for the rest of the week as PE lessons may have to be rearranged due to bad weather or other circumstances.

It may also be a good idea to ensure that your child has spare underwear and shorts in their PE bag in case of accidents. No other bags should be brought into school.

Earrings can be worn to school but they must be very small studs and your child must be able to remove them themselves for PE - staff will not support with this. They must then be able to keep these safe themselves - we take no responsibility for earrings in school.

If your child wants to wear a watch to school it must be a small, plain analogue watch and again they will need to remove this for PE and take full responsibility for it.

No other jewellery is allowed to be worn in school and no nail varnish please.

Please ensure that all items of school uniform are **clearly named** as lost property is very difficult to find if there is no name; especially if you are looking for a red jumper or cardigan!

We will be using the outside area in all weathers, so please ensure your child has appropriate clothing. We want the children to be as independent as possible so please think carefully about buckles, buttons and avoid lace up shoes if possible.

Snack Time

Children will have a healthy snack before playtime. They can select from a range of fruit and vegetables provided by school. Children in Foundation receive free milk if they want it. Your child will need to bring in a water bottle with them every day - please note that children should only have plain water in their water bottle.

Please remember to inform the school office of any allergies that your child may have.

School Meals

All Infant children are entitled to free school meals. The school meals are provided by Crumbs and the children eat in the Junior School dining room. The menu and order form is sent out at the end of each term ready for the start of the next one.

All lunches have to be pre-ordered every term on the order forms provided and you must choose either the vegetarian or non-vegetarian option for the entire term. Orders need to be made by the date shown on the order forms provided.

If you do decide to provide your child with a packed lunch, then you will need to ensure that you provide your child with this for the entire term - we do not allow children to swap mid-term between a school lunch and a packed lunch - and that you comply with our Packed Lunch Policy which can be found on our school website.

The school receives additional funding for some children whose families are entitled to certain benefits. If you are asked to provide this information, then please ensure that you do because we use this additional funding to support your child both in the classroom and beyond.

Pledge & Book Looks

We have a pledge at All Saints which is our promise to our children that we will support them in becoming global citizens ready for the next stage of their learning and indeed ready to go out and make a difference to our society. We hold a pledge service on the last Friday of every short term in All Saints Church - all families are invited to attend. The service is followed by a book look, three times a year, in your child's class - this is an opportunity for you to look at your child's learning with them and celebrate the progress they have made.

Meeting with your child's class teacher

We hold a coffee morning at the start of the year - this is an opportunity for you to meet your child's class teacher and ask any questions you may have about the upcoming academic year.

In addition, you are welcome to meet with your child's class teacher throughout the year at a mutually convenient time to discuss your child's progress.

Out of School Activities

When we are planning to take the children out of school on a longer visit, we do insist that you return a 'Form of Permission' signed by an adult with responsibility for the child. We will not take children on a trip unless this form is signed. Families may be asked to make a voluntary contribution for any outing organised by the school and the school reserves the right to cancel any trip if the level of contribution is not sufficient to enable the activity to take place.

Birthdays

Children are allowed to wear their own clothes on their birthday if they want to. If their birthday falls on the weekend or in the holiday - they can wear their own clothes on the Friday before. If this happens to be a whole school celebration day - they can choose another day that week.

No sweets or treats are to come into school to be shared.

Communication with families

We will communicate with you via email - so do please ensure that we have your most up to date email address.

We will send out your child's curriculum to you at the end of every short term - these are also shared on our website. This will detail what they will be learning for the following term. We also send out a half termly newsletter that will be sent out at the end of every short term.

If you wish to communicate with us, then email is our preferred form of contact. We always aim to respond to families within five working days. The school has several email addresses so please contact us in the following way:

If you have a question for a member of staff about our school please email:

questions@allsaints.reading.sch.uk

If you want to send a positive, happy, thank you message please email:

thankyous@allsaints.reading.sch.uk

If you want to speak directly to the Headteacher please email:

sdaniel@allsaints.reading.sch.uk

Collective worship

There is an act of daily collective worship in school or in our church every day. Families have the right to withdraw their child from any session of Collective Worship if they wish but are asked to meet with the Headteacher to discuss this.