



Trinity Oaks
CofE Primary School

Parent Handbook

Respectful, Kind and Compassionate,
Thankful, Resilient, Aspirational.



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VISION

Where acorns flourish into mighty oaks. (Isaiah 61:3 – They will be oaks of righteousness)

MISSION

Rooted in God's love and Christian values, we are a school who treasure each individual, enabling them to flourish and achieve.

VALUES STATEMENT

*We are **thankful** for the uniqueness of everyone in our community, created in God's image, fostering relationships with integrity rooted in God's love. We value and **respect** all people in our community. Our pupils, staff and families work together with **kindness** and **compassion** to support each other. We are **resilient** learners who recognise that perseverance and risk-taking is the key to our **aspirational** goals and successes.*

VALUES

Rooted in love, we are...

Respectful – interactions with others (Matthew 7:12)

Kind and compassionate – displaying integrity towards others (Galatians 5:22-23) / interactions with the world around us and the community in which we live (Ephesians 4:32)

Thankful – being grateful for what we have, the privileges that we are afforded (1 Thessalonians 5:16-18)

Resilient – risk takers, perseverance (Philippians 4:13)

Aspirational – aiming high, being the best we can be (Ecclesiastes 10:7)

BEING A CHURCH SCHOOL

Trinity Oaks is part of the Southwark Diocese.

Schools can talk about educating the whole child and teaching children to be good citizens but as a Church School at the heart of its community we believe it means much more than that. At Trinity Oaks all that we do is driven by our values. We teach respect for other world religions whilst maintaining Christian values at the heart of our ethos and teaching.

All staff are committed to developing children's understanding of the Christian faith and priority is given to the spiritual development of the individual by promoting a sense of curiosity and excitement about the world and their place in it. At Trinity Oaks we want to establish an atmosphere which gives children a secure, happy and stimulating environment in which to learn and develop as young adults. One aspect of this is that as staff, we have a commitment to being positive role models and a mutual respect for everyone.

Church of England schools are both distinctive and inclusive. You do not have to be a Christian to send your child to a Church of England school, although there is an expectation that members of our community respect the school's Christian ethos.

As a Church School Trinity Oaks will be inspected under the Statutory Inspection for Anglican and Methodist Schools (SIAMS) guidelines. The inspection focuses on looking for aspects of the school which make it distinctive as a Church School, and will occur within a five-year period.

The 2023 SIAMS Framework shines a spotlight on these key elements – theology, school context, and vision – looking at how this translates into how the school supports the community to flourish.

Trinity Oaks School Prayer

This is our school
Let peace live here
Let the rooms be full of happiness
Let love be all around
Love of one another
Love of everyone
Love of life itself
And love of God
Let us remember
That as many hands build a house
So many hearts make a school

Amen

SCHOOL CONTACT DETAILS

Trinity Oaks C of E Primary School
Brookfield Drive
Horley
Surrey
RH6 9NS

01293 776935

office@trinityoaks.surrey.sch.uk

www.trinityoaks.surrey.sch.uk

Studybugs – if you haven't already, please download the free Studybugs app, or register on the Studybugs website, and use it to tell us when your child is ill and unable to attend school or to send messages to your child's class teacher/the school office. <https://studybugs.com/about/parents>

STAFF 2023 – 24

Headteacher Mrs Elizabeth Woods

Deputy Headteacher Mrs Marnie Fisher

<i>Year Group</i>	<i>Class Name</i>	<i>Teacher</i>	<i>Teaching Assistant</i>
Nursery	Acorns	Mrs Cerys Barrow	Mrs Tina Oliver
Reception	Apple	Miss Roz White	Mrs Claire Woodings
Year 1	Fig	Miss Hattie Burrage	Mrs Lucy Kell Mrs Kirsty Izod
Year 2	Olive	Mr David Cotmore	Mrs Jo Lyon-Lee Mrs Thushara Mendez
Year 3	Willow	Mrs Katie Walker and Mrs Aga Nelson	Mrs Anna Andrade
Year 4	Cedar	Mr Phillip Stockwell	Mrs Natalie Griffiths Mrs Tania Killick
Year 5	Palm	Mrs Sophia Sutherland	Mrs Jo Shackleton
Year 6	Oaks	Ms Laura Putland	Mrs Gemma Denyer

Specialist Staff

Peripatetic Music – Sue Ballard

Creative Arts – Laura Clauson

Intervention Staff

HSLW/ELSA – Katy Whitford

Administration Staff

School Business Manager – Mrs Tamzin Marsh

School Secretary/Admissions – Ms Claire Hoskins

Admin Assistant – Mrs Sarah Earl

Wrap around care

Treetops Breakfast Club – Gemma Denyer, Tanya Dalton, Ella Sharman (Elastics Gymnastics)

Camp Glide After School Club. With effect from Monday 30th October this will be Treetops After School Club, run by Trinity Oaks staff.

Lunchtime

Senior Midday Meal Supervisor – Tanya Dalton

Midday Meal Supervisor – Holly Langridge

Bank staff – Sue Lampard

Kitchen staff are employed by Twelve15

Caterer – Max Romanzin

Catering Assistant – Kirsty Harding

TERM DATES 2023-24

	<i>Start of term</i>	<i>Half term</i>	<i>End of term</i>
AUTUMN	1 September 2023	Monday 23 – Friday 27 October 2023	15 December 2023
SPRING	2 January 2024	Monday 12 – Friday 16 February 2024	28 March 2024
SUMMER	15 April 2024	Monday 27 – Friday 31 May 2024	23 July 2024

INSET (IN SERVICE TRAINING) DAYS

There are 5 in-service training days during the year:

1st September 2023

4th September 2023

15th December 2023

2nd January 2024

3rd June 2024

TERM DATES 2024-25

	<i>Start of term</i>	<i>Half term</i>	<i>End of term</i>
AUTUMN	2 September 2024	Monday 28 October – Friday 1 November 2024	20 December 2024
SPRING	6 January 2025	Monday 17 – Friday 21 February 2025	4 April 2025
SUMMER	22 April 2025	Monday 26– Friday 30 May 2025	22 July 2025

SCHOOL HOURS

<i>Year Group</i>	<i>Start</i>	<i>Lunch</i>	<i>Finish</i>
Nursery	8.30am	11.30am – 12.00pm	3.00pm
Reception	8.40am	11.30am – 12.30pm	3.10pm
Year 1 to 6	8.40am	12.00pm – 1.00pm	3.10pm

Nursery

Acorns Nursery has its own entrance door where children are met by Miss Barrow or Mrs Oliver when they arrive. Acorns Nursery morning session starts at 8.30am and the afternoon session starts at 12.00pm.

Children coming in for lunch before the afternoon session should arrive by 11.30am.

Although pupils in the Acorns Nursery are not of statutory school age, we encourage parents to develop good habits regarding attendance and punctuality in readiness for school.

Reception and Years 1 to 6

The school gates open at 8.40am and children can go straight into their classrooms. Classroom doors and the school gates are shut at 8.50am. Children arriving after this time should be taken to the school office to be signed in by an adult.

At the end of the day, gates open at 3.10pm and parents collect their children from the classroom door. The children are sent out to parents/carers by a member of staff.

Teachers are available to speak with parents at the door for quick messages. If you need a longer conversation please make an appointment by messaging your child's teacher on Studybugs.

Children in years 4, 5 and 6 may be given permission to walk to and from school independently. Please download a permission form from the school website or speak to the school office.

School gates are locked at 3.20pm to safeguard children in after school clubs.

DAILY TIMETABLE

8.40am	9:00am	Decided by year group	11:30am – 1.00pm	1.00pm	2.40pm	3.10pm
Morning drop off <i>Gates close by 8.50am</i>	Register <i>Registers close at 9.00am</i>	Break	Lunch <i>Staggered start times for different year groups</i>	Register <i>Start of afternoon session</i>	Worship	Home time

ABSENCE

The safety and wellbeing of the children is of paramount importance to us. Therefore, we request that parents send a message via Studybugs by 8.30am if their child is going to be absent from school so that all children can be accounted for when the registers are taken. If no message is received, we shall attempt to contact parents via Studybugs and telephone. If we are unable to make contact with a child's parents, we will then telephone the emergency contacts you gave to us when your child joined the school. If no satisfactory reason for the absence is given then it may be considered to be an "unauthorised absence". Our Attendance Policy is available on the school website and our Attendance Guidance Leaflet is sent via Studybugs to all parents at the start of each term.

It is also important that your child is punctual; consistent lateness is detrimental to children's progress and disrupts the start of the day for the class. If your child is late, please bring them to the school office to sign them in.

If it is absolutely necessary for your child to be absent from school during term time for any other reason, please fill in a Leave of Absence Form, which is available from the school office. There are very clear rules governing the authorisation of absences, and in line with Surrey County Council's recommendations and guidance, we have started to fine parents who take their children out of school for unauthorised reasons.

You may be fined if your child has:

- 5 or more unauthorised days off in a six week period
- 10 incidents of being late for school in a six week period
- any 10 sessions (5 days) of unauthorised absence in a half term
- if your child gets stopped on a Truancy Patrol Stop

The fines are £60 per parent, per child, so this can mount up if there are several children. This amount will double if not paid within 21 days.

Full details of the Code of Conduct relating to Penalty Notices are available on request in school.

AFTER SCHOOL CLUBS

We aim to offer a variety of indoor and outdoor clubs, run by staff and external providers. At the end of each term, a letter will be sent to parents about which clubs are on offer for the following term and how to book and pay for a place for your child. Details can also be found on the school website.

BEHAVIOUR MANAGEMENT

The school's behaviour policy can be found on the school website.

The school's behaviour policy is based on praise and co-operation with clear rewards and sanctions.

The school will aim to ensure that:

- There will be a calm and disciplined atmosphere in the school where good behaviour is the norm
- Children will be self-motivated and responsible for their own behaviour
- Rules for good behaviour will be clear, simple and accepted by all
- There will be an atmosphere of mutual trust and respect between all adults and children
- Staff, parents and children will work in partnership to achieve these aims

Strategies will include:

- The use of public praise and quiet reprimands
- Charts, celebration worships and proud walks
- Speaking to parents
- Leadership responsibilities

Racist Behaviour

We do not tolerate any form of behaviour that discriminates on the basis of race, colour and culture. Should a racist incident occur, details must be entered into the serious incidents book, by the Headteacher. There are firm sanctions for the perpetrators of such incidents, which follow the school's behaviour management policy.

Bullying

Similarly, we do not tolerate any form of behaviour that involves bullying. All reports of bullying will be dealt with in a serious and sensitive way, in line with the school's anti-bullying policy.

BREAK and SNACK TIME

Morning break is decided by class teachers to fit around teaching time. A bell is rung at the end of play for children to line up in silence. Break time may be changed to fit in with learning and the activities of the day. On these days the class teacher will decide when break will take place and organise supervision.

Pupils in EYFS have a drink of milk and a fruit snack. This is organised in classes and is an enjoyable shared time for the children.

Pupils in Year 1 and 2 are provided with fresh fruit. This is to be eaten either at story time or during morning break time.

Children in Years 3 to 6 are encouraged to bring in a piece of fresh fruit, which can be eaten during morning break.

Sweets or fizzy drinks are not to be brought into school at any time.

Milk

Fresh milk is available every day, free of charge, to all children in Acorns Nursery and Reception. If your child is allergic to milk, please ensure you inform the school office.

Drinking Water

We encourage children to drink plenty of water during the day. Children may bring drink bottles to drink water during lessons. The bottle must be clear plastic and non-spill. No glass is allowed. Water is provided for children in Early Years. Drinking water fountains are available around the school, and all cold water taps in class are mains fed and therefore drinking water.

COLLECTIVE WORSHIP

At Trinity Oaks CofE Primary School we have close links with the Horley Parish Team Ministry. This is made up of the three churches of St Bartholomew, St Francis and St Wilfred. We firmly believe in partnership and welcome members of the Clergy and Leaders into school and onto the governing body.

The Christian faith is central to life at Trinity Oaks. Reverend Les Wells is a frequent and welcome visitor to the school and regularly leads Collective Worship. We have also established links with Horley Baptist Church and visitors have been invited to come to help lead Collective Worship on an occasional basis.

The children and staff will attend Church for important celebrations and the school also helps to promote church events to Parents where relevant.

For more information on the Churches please click on the link below:

<http://www.horleyteamministry.org.uk/>

The school also has close links with the Southwark Diocese to support school development.

As a Christian School we gather together to worship everyday. These worships have 4 key elements to them:

Gather: We gather together and greet each other. We all come to play a part in this community. We are preparing to meet God.

Engage: We engage with the big things and the little things in life. We encounter Jesus and the stories of the Bible. We are listening for God’s message for us.

Respond: We respond to what we have heard and seen. We respond together as individuals. We are given the opportunity to worship God.

Send: We are sent out to love and serve one another and to make a difference in the world. We are all dismissed with God’s blessing.

Day	Time	Collective Worship
Monday	2.40	Whole School – Bible study
Tuesday	2.40	Horley Ministry Team
Wednesday	2.40	Phase worship
Thursday	2.40	Singing worship
Friday	2.30	Celebration worship

COMMUNICATION

COMMUNICATION OUTLINE				
Office@ Email	Studybugs	Facebook	Google Classroom	IRIS ParentMail
Confidential letters of concern	Reporting absence	Community events/news	Curriculum details	Payments – school trips, teacher-led clubs, lunches, uniform etc
Queries from non-parents	Reporting change in home time arrangements	Photos of fundraising	Weekly updates from class teacher	Permissions & forms – school trips, data collection etc
Medical evidence	Messages to/from teachers	FOTO events	Termly curriculum overview	Parent/teacher meetings – booking appointments
	Questions for the office/teachers		Spellings	
	Reminders and updates from the school		Useful websites to support learning	
	Letters			
	Newsletters			
	Academic Reports			

COMMUNICATION EXPECTATIONS

As a parent, what can you expect from the school:

From the teachers

- Teachers will be at the classroom door at the beginning and end of day if you want a quick word
- Messages sent to teachers via **Studybugs** will be responded to within 24 hours
- Any behaviour concerns will be communicated in line with behaviour policy
- Classroom information posted on Google classroom—weekly updates
- Half termly curriculum letters and homework posted on Google Classroom
- You will be told about any additional support your child is receiving—booster groups or interventions
- Meet the teacher meeting in September
- Parent/teacher meetings in November and March
- End of year written report

From the office

- School office staff will answer questions, take messages and pass on concerns when you telephone the school or leave a voicemail message
- Emails sent to office@ before 3.30pm will be acknowledged on the same day and responded to or forwarded to the correct member of staff. Emails received after 3.30pm will be acknowledged and dealt with the following working day. Please use Studybugs for all day to day messages and only use email for confidential information.
- First aid updates will be sent to parents via Studybugs
- Messages and attachments will be sent to parents via Studybugs – school trips, clubs and events
- Invoices will be sent via IRIS ParentMail – breakfast club, nursery lunches, nursery additional hours etc
- Permission forms & Payment items will be set up on ParentMail with clear cut-off dates and reminders will be sent for the completion of permission forms etc
- Parent/teacher meeting slots will be set up on ParentMail at least two weeks in advance of meeting dates with a clear cut-off dates for booking
- The school website and calendar will be kept up to date

From the leadership:

- There will be a member of staff at the gate at the beginning and end of the day if you have any quick messages or concerns
- Newsletters will be sent at the beginning and end of each half term
- The school has an open door policy on meeting with parents
- Community events will be posted on the school Facebook page – church services and events, external clubs who hire our premises, events in the local area

From the PTA

- FOTO will send out a newsletter each term via Studybugs
- Regular updates will be posted on the school Facebook page
- Events will be advertised on the school notice boards
- Regular messages will be sent via class WhatsApp groups

DROP OFF and PICK UP

Drop off at the beginning of the day

There are currently 3 points of entry to the school in the morning and the 3 gates used are: the Nursery gate, Lake Lane gate and the Hall gate

Gates will be open from 8.40am and a member of the leadership team will be available to greet parents and children and address any small issues. Parents are not encouraged to meet with the teacher at the beginning of the day – if you would like to speak with your class teacher about any issues please ask to book an appointment or send a Studybugs message. This is to support the teacher and children in getting off to a great start to the day.

Class teachers open classroom doors at 8.40am and wait at the door to welcome the children and ensure a good start to the day. Parents are encouraged to drop their child at the classroom door. Parents of Nursery children are encouraged to help their child to hang up their coat and send them into the classroom.

KS2 children (years 4 – 6) may be dropped at the school gates. Staff on duty will then ensure that they go into class promptly.

Gates are locked at 8.50 am when registers are taken. Children arriving after this time **MUST** come into school via the front reception door and register with the office as 'late'. Registers close at 9.00 and if any child is not accounted for by 9.30 am office staff will contact parents/carers to confirm the reason for absence. Registers are taken by classroom teachers via Studybugs and lunches are ordered at the same time using Studybugs.

Collection at the end of the day

The Hall gate and Nursery gate will be opened at 3.10pm by school staff. Teachers or another member of the staff team will see classes out of school at the end of the day and stay on duty in the playground until all of the children have been collected.

Junior aged children (Years 3, 4, 5 and 6) may meet their parent at the gate as long as they can be seen by school staff.

We understand that occasionally parents will be late to collect their children due to circumstances beyond their control. All children not collected by 3.20pm will be taken to the school office and can be collected from there. Children who are regularly not collected on time will be taken to Treetops After School Club and parents will be invoiced.

Parents can nominate other adults to collect their children and this information is collected when they start school. We quickly get to know grandparents and childminders but if pick up arrangements change please inform school by **Studybugs** message if possible, or by telephone, before 2.45pm.

We do not allow parents to collect a friend's children on an ad hoc basis. Parents should notify the school office if they would like to make an arrangement with another family.

Any person nominated by parents to collect their child must be mature enough to be responsible. We do not specify an age as it will depend on the child however they must be older than Primary school age.

No adult other than one named by parents will be allowed to leave the school with a child. In the event that someone else should arrive without prior notification, the school will telephone the parent/carer immediately to clarify collection arrangements.

Travelling to School

We encourage all children to walk/bike/scooter to school. Secure cycle and scooter parking is available at both ends of the school. Children in Year 6 may cycle unaccompanied. Cycle helmets must be worn.

If it is necessary to bring your child to school by car please respect our neighbours and do not park on zigzag lines.

Parents should not drive into the school car park at drop-off or pick-up. ***The carpark is for staff and external visitors only.***

Walking home

No child in the Early Years and Key Stage 1 (Years R, 1 and 2) should walk to school on their own or be left on their own on the school premises before or after school. ***We strongly recommend that children in Year 3 are still brought to and collected from school but this is ultimately a decision for parents. For older pupils in Year 4, 5 and 6 parents need to decide if their child is ready for this responsibility.*** Permission and arrangements for children leaving the school alone at the end of the day have to be confirmed in writing by the parent/carer.

EMERGENCY CLOSURE

On the rare occasion that the school may have to close due to an emergency or extreme weather conditions, information will be available on our school website. A board will be placed at the main door to give updates and someone will usually be able to answer the telephone. We will also send Studybugs messages.

FIRST AID, MEDICINES IN SCHOOL and ILLNESS

Grazes, small cuts, minor bumps and nose bleeds

Children will be seen by a first aider, assessed and treated as appropriate. The incident will be recorded in the accident book. The teacher will be told and will inform the parent/carer at the end of the school day or via Studybugs.

Bumped Head

Head has swelling or the skin is sore, cut or grazed. Children will be seen by a first aider, assessed and treated as appropriate. The incident will be recorded in the accident book and a bumped head note will be completed and given to the teacher. Parents will be informed via Studybugs or a telephone call from the school office.

Suspected Broken Bones or Concussion

The child will be assessed by a first aider. If the child has a suspected broken bone or concussion then a telephone call will be made to the parent/carer and then an ambulance will be called if needed.

An ambulance will be called immediately if a child has been knocked unconscious. This will then be followed by a telephone call to the parent/carer. A member of staff will stay with the child and accompany them to the hospital if the parent/carer or relative cannot be there. This staff member will stay with the child until an appropriate adult has arrived.

All incidents involving a doctor or hospital visit will be recorded on the Surrey County Council Accident reporting portal.

Medicines in School

If your child requires any form of medication whilst at school (liquids, tablets or creams), **a parent/carer must bring the medication to the school office and complete and authorisation form**. Please do not leave medication in your child's school bag. Children are not permitted to self-medicate.

Normally medicines are not administered in school. Antibiotics or other prescribed medicines which are taken 3 times daily should be given to the child outside of school hours. When a child needs to take a prescribed course of medicine 4 times daily, parents/carers are able to request, by completing and signing the authorisation form, that the school can dispense the medicine.

Any container must be labelled with:

- a) the child's name
- b) the name of the medicine
- c) dosage and timing
- d) any further details of importance.

Medicines that are not prescribed or advised by a doctor will not be administered by school staff

In the case of asthma medication, we expect children to have an inhaler kept in school at all times. They are kept in the school office (or with them in KS2) and are accessible for the children when required. If your child has an allergy which requires an EpiPen, this will be kept in the school office and all relevant staff will be made aware. For children with certain ongoing medical conditions (epilepsy/allergies etc) we will complete an Individual Health Care Plan which is updated annually or if changes occur.

Please keep us informed of any changes in your child's medical condition.

Illness

The school office provides the initial point of contact for minor first aid and children who become ill during the school day. Please keep us up-to-date with any changes to emergency contact numbers so that we can contact you if necessary. Children will not be allowed home unaccompanied if unwell.

If a child is reported as ill by parents in the morning or gets sent home from school due to illness, they are not permitted to return to school that same day.

ILLNESS	ISOLATION PERIOD AT HOME
Chicken Pox/Shingles	Until all spots have crusted over
Conjunctivitis	While eyes are weeping
Hand, foot and mouth	48 hours
Impetigo	Until all sores have crusted over and healed or 48 hours after starting antibiotics
Scarlet Fever	24 hours after starting antibiotics
Sickness & Diarrhoea	24 hours after symptoms have gone—single incident 48 hours—continued incidents or if there is an outbreak at school
Slapped Cheek	There is no need to stay away from school but please inform us as this illness can be harmful for pregnant women

Nut Allergies

We often have children in the school with nut allergies. Parents are requested not to send any nuts, or any nut-based products (e.g. peanut butter), in to school for snacks or packed lunches, as this could put children's health at risk.

Emergency Contacts

A list of emergency contacts is kept on the Reception Desk and is also available on the SIMS system. Every effort is made to keep emergency contact numbers current. Please assist with this by passing on information to the Admin staff promptly.

FOTO

Friends of Trinity Oaks is our 'PTA'. They fundraise for the school and also organise social events for parents as well as the children! This year's committee is Sarah Shaw/Phillipa Powell – Co-Chairs; Natalie Jefferies – Secretary; Natalie Mitchell – Treasurer and Laura Pike – Committee Member. You can email them on friends@trinityoaks.surrey.sch.uk or join the Facebook group

<https://www.facebook.com/groups/friendsoftrinityoaks/>

HOME LEARNING

Children will receive homework during the week. This will include reading and practising spellings on a weekly basis. It may also include times tables, literacy and numeracy tasks. The quantity and nature of the work will depend on the child's age. Exact details will be sent at the start of the school year.

Homework is an essential part of the children's education and is a great opportunity for parents to support their children with their learning. Please note that all work set as homework is expected to be completed.

HOME SCHOOL LINK WORKER (HSLW)

Home School Link Workers work with children and families to support them in different ways and some examples include: children who are anxious or withdrawn; parents and carers experiencing difficulties managing their child's behaviour; parents, carers and children who are experiencing change, such as parental separation or bereavement. Katy Whitford is our HSLW and she can provide: a chance to talk in a confidential and non-judgemental environment; one to one support and advice; parenting guidance on developing and maintaining positive discipline; help to access grants; links to other agencies.

You can contact Katy by email kwhitford@trinityoaks.surrey.sch.uk or catch her at the school gates.

LUNCHES

Children order their lunch choices when they register each morning – meat, vegetarian or packed lunch.

All children in EYFS and KS1 who order a school lunch will receive the meat option unless parents have indicated that their child is a vegetarian. Our catering team can provide meals to suit a wide variety of dietary requirements (medical/ethical or religious) and parents should complete a dietary requirements form which is available from the school office. Children in EYFS and KS1 can choose to bring a packed lunch but we encourage all children to have a school meal as they are universally free of charge up until the end of year 2.

Children in KS2 can choose their lunch each morning when they register. Please ensure the school office have an up-to-date dietary requirements form if your child requires a special diet. The daily charge is £2.70

which is payable through ParentMail. If your child is in KS2 and is entitled to receive free school meals (if you receive certain means-tested benefits), please come to the school office to complete a form so that we can submit a claim on your behalf.

Our catering team is headed up by our French chef, Max, from Twelve15 which is a local company working in partnership with Surrey CC to provide tasty, nutritious meals for our children and staff. Please visit their website to see the current menu <https://itstwelve15.co.uk/menu/>

If you wish to provide your child with a packed lunch. Please visit the school website for guidance on healthy, balanced packed lunches.

MOBILE PHONES

Children are not permitted to bring mobile phones into school or to wear SMART watches with access to the internet/messaging apps. Children are not permitted to take phones on trips, visits or residential. The only exception to this rule is for children whose parents have given permission for them to walk to or from school unaccompanied and they should hand in their phone as they enter their classroom each morning. A monitor will take all mobile phones to the school office where they are kept until the end of the school day when the monitor comes to collect them. Misuse of mobile phones will be dealt with by the Headteacher.

PARENTAL HELP

There are many ways in which parents can be involved in school: accompanying school trips, listening to children read, or helping with activities such as gardening and we welcome all offers of help. If you would like to volunteer, please contact your child's teacher via Studybugs or email the school office. All regular volunteers will be required to complete a full DBS check.

PARENTAL PERMISSIONS

As part of your child's registration at school we will ask you to complete several permission forms—for photographs of your child (where they can be shared), local outings, and intimate care. These permissions will be kept on your child's record throughout their time with us. Parents will always be informed before any local outing (such as a walk around The Acres). You may change your permissions at any time by contacting the school office. Specific permissions will be requested whenever your child takes part in a sporting event or trip away from school.

PAYMENTS

Payments for lunches, trips, teacher-led clubs and FOTO events are all made via ParentMail. We accept Childcare Voucher and Tax-Free Childcare Account payments for Treetops Breakfast Club. We cannot accept cash at the school office.

PE and SWIMMING

Children have set days each week for PE and you will be sent details at the start of the school year. As a school we take part in sporting events with other local schools such as football tournaments and District Sports. Children in years 2 and 4 will have swimming lessons at Horley Leisure Centre and details will be sent when your child's class is due to swim. The cost of the lessons is paid for by school from our sports premium fund. Parents will be asked to subsidise the cost of transport.

PHOTOGRAPHY

Trinity Oaks recognises that parents/carers who attend school events such as nativity plays or sports day like to capture special moments in photos or on video. Therefore, parents/carers are permitted to take photographs at designated school events where they have been specifically given verbal permission by the lead teacher.

Parents/carers must adhere to the following guidance at all times when using photographic equipment at Trinity Oaks school events:

- Photographs captured at school events by parents/carers are for personal use only
- Parents are only permitted to take photographs of their own child/ren
- Photographs from school events should not be posted online through any social media network such as Facebook, YouTube or Instagram nor any other website. While we recognise the internet is an easy way to share treasured moments with family and friends we must ensure that we protect and safeguard all children and staff, many of whom do not want their photograph shared online. For others, doing so may compromise their safety. Parents/carers may not always know who these people are and here at Trinity Oaks we require everyone's support to protect the whole community.
- Parents/carers should not sell or distribute by any other means photographs taken at Trinity Oaks School events.
- Members of staff reserve the right to challenge any person using photographic equipment at a school event who they do not recognise or where they do not know that person's connection to pupils. The member of staff also reserves the right to ask the person to stop taking photographs if this cannot be established and to ask them to leave if they do not comply with this request.
- Parents/carers should only take photographs at the designated events as set out by the school
- Parents/carers should not take photographs in sensitive areas such as toilets or changing rooms at any time
- Parents/carers should be mindful of the appropriateness of the photographs they are taking at all times. While the school will ensure that pupils are appropriately dressed while in the designated areas at school events parents/carers should ensure that any photographs or footage taken is sensitive and appropriate
- Parents are not permitted to take photographs on the school grounds without explicit permission from staff
- The videoing of any event at Trinity Oaks is at the discretion of the Headteacher
- Trinity Oaks reserves the right to ask a parent/carer to leave if they are observed taking inappropriate photographs/video or if they are observed covertly using photographic/video equipment. Where this occurs the school will follow necessary safeguarding procedures.
- Trinity Oaks reserves the right to remove consent to take photographs/video at any time
- Parents/carers are required to follow additional guidance in event programmes or announcements from school staff as to when photography and videoing are permitted

The Headteacher's decision on all use of photography/video is final

REPORTING CHILDREN'S PROGRESS

Autumn Term	Meet the teacher Parent's evening – learning behaviour focus End of term reports
Spring Term	Parent's evening – academic targets End of term reports
Summer Term	Annual reports

UNIFORM, HAIR and JEWELLERY

Infants (Nursery, Reception and Years 1 and 2)

- Trinity Oaks C of E Primary School burgundy crew neck sweatshirt/sweat cardigan*
- Yellow polo shirt
- Dark grey trousers, shorts, skirt or pinafore dress
- Dark grey or white socks and dark grey tights
- Black shoes (please ensure these are sturdy and can be fastened independently by your child)
- PE kit – yellow t-shirt* and black shorts*. No branded items.
- Optional Trinity Oaks burgundy fleece*
- Trinity Oaks rucksack*
- In cool/wet weather an outdoor coat with hood and in summer a cap/sunhat.
- A pair of wellies –for outdoor play and walks in the local area

Juniors (Years 3, 4, 5 and 6)

- Grey trousers, shorts or skirt
- Long or short sleeved white shirt with school tie*
- Burgundy cardigan or V-necked jumper*
- School burgundy back pack*
- Grey or black socks under trousers and grey tights or grey/white socks with skirts
- Black shoes
- Optional Trinity Oaks burgundy fleece*
PE kit yellow t-shirt* and black shorts*. Black joggers for winter months. Trainers.
- Optional Burgundy PE hoodie*

All items marked with * are available to order through ParentMail

Jewellery and Makeup

We do not allow children to wear jewellery at any time. If parents wish, children in KS2 may wear one set of stud earrings and a watch. Fitbits, Apple watches or Smart watches with cameras, internet connectivity or messaging capability are not appropriate for school and will be kept in the school office if a child wears one into school. Parents will be asked to collect the watch from the school office at the end of the day.

All jewellery must be removed for physical activities and is the child's responsibility. If parents decide to have their child's ears pierced, this should be carried out at the beginning of the summer holidays, so they are healed for September. Multiple earrings and nose studs are not acceptable for school.

Hair

Whilst children are permitted to wear hair gel, this must only be used to keep hair tidy and must not be used to spike hair or to create unusual styles. Shaved shapes and symbols are not allowed and long hair **MUST** be tied back at all times. Hair dye or hair extensions are not appropriate for school.

The Headteacher's decision on all matters to do with appearance is final

USEFUL EQUIPMENT

From Year 3, children can bring to school basic equipment in a pencil case. All essential equipment is provided by the school but here are a few suggestions if you wish to provide your own: blue pen, pencil, sharpener, rubber, colouring pencils, maths set, glue stick. Pupils should have a pride in and also a sense of responsibility for their own possessions.

Pupils in Year 3 and above are held responsible for school resources—if they are damaged or lost then they must replace them. When pens or pencils run out then the teacher will give them a new one.

Please note that valuable items should not be brought into school, as the school cannot be responsible for such items.

WRAP AROUND CARE

Treetops Breakfast Club and Camp Glide After School Club

We offer a Breakfast club for children to attend from 7.45am. This is staffed by Trinity Oaks staff members and a breakfast or cereal and toast is included. The cost of breakfast club per session is £6.00 for the first child and £5.00 for siblings.

We ask that if you required your child to eat breakfast that they arrive by 8.00am.

The children are sent to their classrooms, ready to start their day by 8.40am. Staff will accompany younger pupils to their classrooms.

Currently Camp glide provide our after-school care – we will be taking this in house after the October half term. More details will be given out nearer the time.