



**Trinity CE
Primary School**
Who is my neighbour?

Helpful Information

September 2024

Welcome to Trinity CE Primary School

The staff and governors are pleased to welcome you to Trinity CE Primary School. If your child is the first in your family to join us, we look forward to a happy and successful partnership over the coming years. If you have already, or have had, a child at our school we are pleased to renew the links between us.

About This Handbook

This handbook provides information for parents whose children are expected to join Trinity School in the near future. In addition to this, regularly updated information about the school is posted on our website www.trinityprimaryschool.org

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1) PRACTICAL INFORMATION

The School Day

The school gates are opened at 8:30am. Pupils should arrive in plenty of time and be ready to go into school at 8:45am following the bell. Children in Reception will be met by the Early Years (EYFS) team at the gate leading into their designated building.

Registers are taken twice daily at 8:50am and 1:00pm. Any children arriving after 8:45am must report to the school office with a parent or carer to be signed in.

The school day ends at 3:15pm and children are collected from the same place that they were dropped off, on the Lower Playground.

Classes

Our classes are all named after children's authors. Whenever the school office communicates with parents, we will refer to these class names. We would be hugely grateful if parents could also reference the class name when communicating with the school office to help us identify the child in question.

A list of classes and teacher can be found here: www.trinityprimaryschool.org/faqs

School Houses

There are four house teams:

- Gainsborough (red)
- Orwell (green)
- Springfield (yellow)
- Harrison (blue)

Your child will be allocated to a house when they join the school.

Our school house system is extremely important to us and forms the focal point of a whole range of pastoral, extra-curricular and leadership opportunities and includes children being members of mixed age school teams, fundraising opportunities, quizzes etc, as well as a range of sporting events. Each house has a Captain and a Vice Captain who take their job very seriously and encourage the children in their house to try their best. The emphasis is always on participation rather than winning, but of course it is nice for any house when their shield is positioned at the top of the house board in the main hall.

The School Council

The School Council is made up of two children from each year group in the school, from Year 1 to Year 6. In September all children are invited to give a speech to their year group, stating why they wish to be a member of the School Council. This is followed by an election. Later in the year the children from EYFS (Reception) elect their own council and meet the School Council, giving them a taste of things to come.

The Council meets every month as a minimum. The staff representative helps to run the meetings and the children elect a chair, secretary and treasurer. They discuss many areas of interest to the children, from the state of the toilets to playground behaviour and equipment. It has proved to be

a valuable learning experience for the children, giving them a sense of responsibility as well as providing excellent feedback to the staff and governors.

Charging Policy

Trinity follows the Oxfordshire County Council's (OCC) Policy on Charges for School Activities. A full copy is available from the school office or on our website:

www.trinityprimaryschool.org/policies.

The main points covered are:

- Activities taking place, mainly in school hours are available to all pupils regardless of parents' willingness or ability to pay.
- The school may ask for a voluntary contribution towards educational visits. The children will not be treated differently in any way if they do not contribute. However, if insufficient money is not received, the visit may not take place.
- Families who are entitled to free school meals may be asked to pay a reduced contribution.

2) UNIFORM AND PERSONAL PROPERTY

Uniform

We want children at Trinity to wear their school uniform with pride. Our school uniform policy supports the school's high standards and ensures a strong sense of identity amongst our pupils. We ask that all parents, carers and children respect the school uniform policy.

All uniform should be labelled, either with a laundry marker pen or with an iron-on/sewn-in label.

All items marked with an asterisk* below are available via the school uniform supplier.

BOYS	GIRLS
Grey school trousers (No combat-style trousers, tracksuit-bottoms or jeans) Grey school shorts (No combat-style shorts, board shorts or cut off trousers) School Polo shirt with logo* School sweatshirt/pullover with logo* Plain dark grey or black socks (Not coloured or patterned) Black shoes (No crocs or boots)	Grey school skirt, tunic dress or trousers School Polo shirt with logo* School sweatshirt/cardigan with logo* Plain navy/grey tights or socks (Not coloured or patterned) Black/navy shoes (No trainers, crocs or boots)
SUMMER	
As per the above	Pale blue gingham/checked dress School cardigan with logo* White socks Older girls may wear navy cycling shorts under their dress, but these should not be visible beneath the skirt hemline Black/navy shoes (No crocs or boots)
PE KIT	
(to be worn on designated PE days)	
Plain navy track suit bottoms / navy shorts School sports t-shirt with logo* Trainers	

PE Kit

To avoid pupils having to get changed at school, pupils wear PE kit on their designated PE days. On average this is two days per week. Teachers will advise at the beginning of each term what PE days have been assigned to each class.

Jewellery

A watch suitable for school and plain stud earrings are permitted, but other items of jewellery are not a part of the school uniform and may prove hazardous in some school activities. Earrings must

be removed or taped over for swimming & PE. Please note: school does not take any responsibility for these items.

Hair

Long hair should always be tied back with smart, plain bands, clips or ribbons of school colours.

Coats / Outer-wear

All pupils will need to bring an appropriate coat or raincoat to school at all times – we do allow children to play outside in very light rain. A named sun-hat should be brought to school during warmer weather. School sun-hats* can be purchased.

Bags

Children in Reception and KS1 (Years 1 & 2) should own a school book bag*, which should be used for all books and letters. Children in KS2 (Years 3-6) may use the school book bag or a larger backpack style bag*. Packed lunches should be in a separate lunch bag to avoid spillage onto school books and materials.

Buying Your School Uniform

PMG Schoolwear

The main items of our school uniform are available via **PMG Schoolwear** and can be ordered either via phone 01895 809 321 or online at www.pmgsschoolwear.co.uk. You will need to use the code **TRINFC** when prompted for a 'Voucher Code'.

Uniform can be pre-labelled with your child's name, but please only do this if you are certain of sizes, as labelled items cannot be returned. Please ask at the School Office for a copy of the full product list, if you can't access this online.

Second-hand Uniform Sales

When your child has grown out of their uniform (and if it's still in good condition) you can donate it back to the school. We have a large lidded box outside the main school office for donations.

Every term FOTS (our PTA) holds a second-hand uniform sale. It's a great way to be sustainable and save money at the same time. Plus, the money raised goes directly back to supporting projects that improve the school environment and pupil resources.

Personal Property

We cannot accept responsibility for the loss of personal property. Unless requested by the teacher, toys and money should not be brought to school.

If articles have names on them, we can return them to the owner. Items of lost property are placed in the lost property bins. During the last week of term, unclaimed items are displayed in the hall or playground after school and then disposed of.

3) FOOD AND DRINK

School Meals

Pupils have either a school lunch or a packed lunch, which they bring from home. Lunches are eaten in the school hall and children are supervised at all times. The school lunches are prepared onsite in our own kitchen. Fresh fruit and salad are always available, in addition to vegetables served with freshly prepared main meals.

Please note that we are a NUT and EGG FREE school.

This applies to all food, including home-made packed lunches.

Payment for school meals

All EYFS (Reception) and Key Stage 1 (Years 1&2) children are eligible for Universal Infant Free School Meals, meaning there is no charge for a school lunch.

From Key Stage 2 (Years 3-6) school meals are chargeable. However, some Key Stage 2 children may be entitled to free school meals if you are receiving Child Tax Credit, Income Support or Job Seekers Allowance. Please enquire at the School Office where your enquiry will be dealt with confidentially.

Ordering school meals



The School Office will send out an email each half term prompting you to make your meal selections and payment for the following term. We use a platform called **School Gateway** to take bookings and payments. Further details can be found at

www.trinityprimaryschool.org/comms

Your child may select a mixture of school meals and packed lunches, but must then keep to their chosen days. Anyone failing to make lunch bookings via School Gateway will need to bring a packed lunch for their child for that day (excluding EYFS and Key Stage 1 children).

Cancelling school meals

So you are not charged for an uneaten meal, due to your child being absent, please remember to cancel your booking via School Gateway by **8:00am** on the day of absence (or prior if possible). Proceed as you would if placing an order. However, you must click on your already chosen meal to un-highlight it. Make sure you confirm your booking to save any changes.

Allergies and special dietary restrictions

If your child has any special dietary needs, please do let us know in writing and we can make sure the kitchen staff are aware. Please note that we do not use nuts or eggs in any of our meals.

Packed Lunches

Packed lunches should come to school in a 'named' lunch bag and not a plastic bag. Please can parents ensure that items of food are sent in packaging which children can open by themselves.

Please note that we are a NUT and EGG FREE school.

Drinks

Water is provided at lunchtime for all children. Water bottles may be brought from home for break or lunchtimes, providing they are in a container that the children can manage on their own. Cans and glass bottles are not allowed. There are water fountains at school, which the children can use when needed.

Snacks

Healthy snacks are allowed at mid-morning break. The school provides some fruit or raw vegetable each day for EYFS (Reception) and Key Stage 1 (Years 1&2) children, but you may prefer to provide something yourself. Please note: Trinity School encourages healthy eating policy and sweets and chocolate are not permitted.

Birthdays

If your child's birthday falls on a weekday during term time, then they are welcome to come into school on that day wearing **home clothes** (non-school uniform). Historically, we have also allowed children to bring in sweets for their class. However, from September 2024 we are asking pupils **not** to bring in any food for birthdays.

We try very hard to promote the values of healthy eating and lots of parents are not in favour of the stream of sweets throughout the year. If your child feels that they would like to do something to benefit their whole class to mark their birthday, then we would welcome a **book donation**. This is something the whole class can enjoy together. Feel free to send a message to the class teacher to make sure it's not a book that has already been donated.

4) ACADEMIC INFORMATION

Homework

A parents' induction meeting is held at the start of each year so that parents have a clear picture of what their child will be learning throughout that academic year. Details are given about areas to be studied and the amounts and types of homework that should be expected.

Reading Records

Teachers and parents are encouraged to use pupils' reading records to note any reading undertaken at home.

Curriculum

Our school motto, 'Who is my neighbour?' permeates every area of our school life. Our diverse and rich curriculum has been carefully designed so that our children develop a strong moral compass, so that they are able to serve their community. We use Dimensions 'Learning Means the World' Curriculum as the main vehicle for achieving our outlined intent.

This curriculum is underpinned by four highly relevant world issues, known as the four Cs:-

- Culture
- Communication
- Conflict and
- Conservation

We teach our children to appreciate the natural beauty of their surroundings by providing regular opportunities for exploring the outdoors and beyond. We have high aspirations for our inquisitive, enthusiastic children who are inspired to learn through a curriculum that is ambitious and ensures that every child is able to flourish. We see Learning Means the World as a curriculum that recognises the importance of human creativity and achievement and one that leads to the development of educated citizens. Our aim is for our school community to develop a deep love of learning so that they become courageous, confident, well-rounded individuals with curious minds. Further details can be found at www.trinityprimaryschool.org/curriculum

Planning, Preparation and Assessment (PPA) Time

All members of teaching staff have 10% of the teaching timetable for planning, preparation and assessment. During this time, a High-Level Teaching Assistant (HLTA) or another teacher, takes the class.

Special Educational Needs

Trinity is an inclusive school that enables all pupils, including those with additional special educational needs and disabilities (SEND), to reach their full potential. The full SEN Policy is available from the school office and on our website:

www.trinityprimaryschool.org/sen

5) COMMUNICATIONS

Home – School Communication



Teachers will share updates on your child's week using an app called ClassDojo. When your child starts with us at Trinity their teacher will invite you to connect with them via ClassDojo. Once you have registered you will be able to view the updates and message your child's teacher via the app or website. For more information visit: www.trinityprimaryschool.org/comms

If, at any time, you wish to discuss progress or have any anxieties concerning your child, please do not hesitate to contact your child's teacher via ClassDojo to arrange a mutually convenient time to talk. In addition, parents are always invited to attend regular school functions such as sports events, harvest festival, class assemblies, church services, concerts and school productions.

Parent Class Representatives

Each class has a Class Rep who is the point of contact for information from the school and FOTS (our PTA). The Class Rep will liaise with the teacher and class throughout the year via WhatsApp. Their duties also include scheduling class parent social events, organising class contributions to cake sales and organising the rotation of workers for the class stalls at the Christmas Bazaar and Summer Fete.

The Class Rep plays a vital role in making our school a community. Please consider volunteering to help in this way. If you are interested in serving as Class Rep, please speak to your child's class teacher.

Parent - Teacher Meetings

Individual parents' meetings with teachers are arranged throughout the year. There is a further opportunity for parents to meet with their child's teacher following the receipt of the annual reports in the summer term. Parents are most welcome to make an additional informal appointment to discuss their child's progress at any time.

Payments to School

All payments for school meals, school trips and events etc are to be made via **School Gateway**. Our Finance Officer will send out payment instructions as required. If you have any difficulty making payments, please do not hesitate to contact the school office and we will be able to assist. Further details on School Gateway can be found www.trinityprimaryschool.org/comms

Complaints Procedure

Our complaints procedure is based on the Oxfordshire County Council (OCC) framework, which advises the following: if the matter cannot be resolved by your class teacher in the first instance, contact the Head Teacher through the School Office to arrange a meeting. In most cases, the

problem should be solved by this stage. However, if you are still unhappy, then you should contact the Chair of Governors for a one-to-one meeting.

If, after this, you are not satisfied, then you can make a formal complaint to the Governing Body, who will nominate a panel of Governors to hear your complaint. If they are unable to resolve the matter, you can contact Oxfordshire County Council for advice on what to do next. A copy of our Complaints Policy and detailed procedures are available from the School Office and on the school website: www.trinityprimaryschool.org/policies

Contact

We hope this booklet and our website have answered all of your initial questions, but please don't hesitate to contact the school office if you need any assistance.

Telephone: 01491 575 887

Email: office.3254@trinity.oxon.sch.uk

Web: www.trinityprimaryschool.org

6) AFTER SCHOOL CLUBS AND MUSIC LESSONS

Wrap around care

Wrap around care is provided by Junior Adventures Group (JAG). They offer a breakfast club called Rise and Shine from 7.30am and an after-school club called Stay and Play that runs until 6:00pm. They have their own website booking system:

www.junioradventuresgroup.co.uk/find-us/trinity-primary-school/

Clubs

Trinity clubs include...

Football
Multi-sports
Cookery
Choir
French
Art
Tech club

There are a wide variety of clubs and activities run after school at Trinity. These are externally organised and run by staff or professional instructors. Parents are informed about clubs via email and on our website:

www.trinityprimaryschool.org/clubs

Not all clubs run throughout the school year and not all clubs are available to all year groups. All club providers will liaise with parents directly and are the main point of contact for their clubs.

Music Lessons

Music lessons include...

Piano
Drums
Guitar

Music lessons are provided by a variety of external professional music teachers who come into school each week.

Lessons are for Years 2-6 in most instances.

Further details can be found at

www.trinityprimaryschool.org/clubs

7) SAFETY

Safeguarding & Child Protection

The school is committed to promoting the health and welfare of all pupils. If staff see signs that a pupil may have been a victim of abuse or is at risk of abuse, we will follow the procedures laid down by the Area Child Protection Committee in order to protect that child. Please note that this action in no way infers that any parent/carer or other individual is being accused of wrongdoing. A full version of the School's Child Protection Policy is available on request from the School Office and on our website: <https://www.trinityprimaryschool.org/policies>

Image Consent

When your child joins Trinity you will be asked to complete an 'Image Consent' form online. Photographs and video clips may be used for:

- Class Dojo updates
- Printed publications and newsletters
- Displays around the school
- Teaching resources within the curriculum
- Our school website
- Press, in recognition of achievement or school celebrations
- Staff training and educational purposes at both local & national level.

Trinity will take all reasonable steps to ensure that any images produced are used solely for the purpose for which they are intended. At no time will the images be sold to any other organisation. If you change your mind about any previous consent given, please kindly email the school office to let us know so we may update our records. We would very much appreciate you completing the consent form when you receive the email from the school office prompting you to do so.

Emergency Closures

Very occasionally it may be necessary to close the school at short notice (for severe weather, heating failure etc.). It is therefore important that the school has up to date details of emergency contact names, telephone numbers and addresses should these occasions occur. Where possible, we will endeavour to inform parents via email, class WhatsApp, class Dojo and social media.

Pupil Safety – Parents' Responsibilities

- It is the responsibility of parents to ensure that children arrive safely in school. All pupils must be accompanied to and from school by a parent or designated adult at all times, with the exception of Year 6 pupils (with written authorisation of the parent/carer).
- All parents visiting the school during the school day must report to the main school office on arrival, sign in and wear a visitors badge onsite at all times.
- Parents are responsible for teaching their children to cross roads safely.
- Year 6 children are not permitted to cycle to school alone, unless they have passed their cycling proficiency test or are accompanied by a parent/carer.
- Scooters & bikes must be parked in the racks in the playground as soon as the children arrive at school. It is forbidden to ride scooter, bicycles etc in the school grounds.
- Skateboards are not allowed in school.

- The school office and class teacher must both be informed in writing **before 12 noon** if a child is to be collected by someone other than the usual parent or carer.
- If parents are delayed at the end of the school day, please call the school office and your child will be kept on the premises. Parents are asked to remind children not to leave the school grounds and they must report to the office if the person who normally collects them has not arrived.
- Parents who drive to school must not park or drop off near the school entrance, especially avoiding double yellow lines on Vicarage Road & Hamilton Avenue.
- The school takes no responsibility for the safety of children on the play equipment outside of school hours. Children, including siblings, are not allowed to play on the play equipment before and after school.
- Pupils are not allowed to play football or ball games or use the play equipment on the playground before or after school.
- Dogs are not permitted in the school grounds.
- Oxfordshire County Council schools operate a policy of no smoking in the school building or grounds. We thank you for your co-operation in this matter.

School Security

The school is committed to providing a safe and secure environment for all and we regularly assess the security procedures in place. Access to the school is restricted by gates that are locked during the school day.

The gates are open between 8.30am and 9.00am and from 3.00pm until 3.30pm. Anyone arriving at school outside these times must enter the school via the school reception. All visitors (including parents) must sign in at the School Reception and wear a visitor's badge and sign out when leaving, returning their Visitors badge.

Parent volunteers

Throughout the year we rely on help from parents / carers to facilitate school trips and other activities that benefit your children. To volunteer you need to be **DBS checked**. As a school we can support you in this easy process and we would urge as many parents as possible to put this in place early, so that you are able to help when needed. Please contact the school office to find out how to apply.

Parents are also welcomed to help in school in various ways:

- Listening to children read
- Accompanying educational visits and sports events when necessary
- Lunch time supervision
- Costume making for school concerts/productions
- Class cake sales
- Summer Fair and Christmas Bazaar

8) ABSENCE AND ILLNESS

Holiday

Term and holiday dates are set by Oxfordshire County Council (OCC). These dates will be given to you when you start at school and are always available on our website:

<https://www.trinityprimaryschool.org/termdates>.

We are unable to authorise absence for holidays during term-time. Please refer to our Attendance Policy on our website, which has been adopted from local authority guidance.

If a child does need to be absent from school for non-medical reasons, parents must fill out a request form at least two weeks in advance of the absence – this will be passed to the Head teacher for consideration.

Illness or Accident at School

Please do **not** send children to school if they are unwell.

Children should be kept at home for **48 hours after vomiting and diarrhoea** or 24 hours after having a raised temperature, to ensure that they have fully recovered.

Should a pupil become ill whilst at school, every attempt will be made to contact the designated parents/carers. For this reason, changes of address, telephone numbers, doctors and places of work should be notified to the school as soon as they occur, so that our records are kept up to date.

In the event of a serious accident or illness involving a pupil, they will be transported to hospital either by car or ambulance, as appropriate, and the parent/carer informed immediately.

First Aid

Pupils with minor injuries are treated in school by staff who hold a current First Aid Certificate. Pupil's names, details of the injury and treatment are recorded in the accident book, with a copy-slip of the accident report form sent home with the child. Parents are notified by email for any head injury. If there is a potential cause for concern, for example a serious bump to the head, telephone contact will be made to the parent/carer.

Medicines in School

All medicines should be administered at home where possible. If children are required to have three doses a day of prescribed medicine this should be in the morning, immediately after school and before bedtime. The school will only administer medications to children in the following circumstances:

- A child has a long term/chronic illness
- A child is known to have an allergic reaction
- Short term circumstances dictate necessity (on a case-by-case basis)

If prescribed medication needs to be administered whilst your child is in school, please:

- Clearly label all medicines with the child's name, dosage and expiry date. Medicine must be in the packaging provided by the pharmacist with their dosage label attached.

- Provide written consent for the administration of all medication. In some instances, proof from the child's GP may be required. Consent forms are available from the office.
- Consent must be obtained on a yearly basis.
- It is the parent/carer's responsibility to ensure all medication kept in the school office is within date.

Medicines will be administered by a member of staff and documented in the medical record log book. The school will not be held responsible for failure to administer medication.

Inhalers and EpiPens

If your child requires an inhaler or EpiPen, please contact the school office to complete the necessary paperwork.

Head Lice and Thread Worms

As in any close community, infections of head lice and threadworm can spread easily. The school nurse recommends that all family members are checked regularly for signs of these common complaints and that treatment is given as appropriate before children are sent back to school.

9) FUNDRAISING

Friends of Trinity School (FOTS) (Formerly the PTA)

There is an extremely active Friends of Trinity group that is responsible for organising a wide and varied assortment of events for both children and parents. The focus is on fund raising, strengthening links between everyone in the school community and of course, having fun!

During previous years, these events have included:

- Summer Ball
- Camp out at Nettlebed Walled Garden
- Annual summer BBQ & fair after Sports Day
- The Christmas bazaar
- Sponsored walks and cycles
- Easter Egg Bingo
- Weekly cake sales
- Roller disco and glow in the dark Halloween disco
- Fiercely competitive quiz nights where everyone wants to beat the teachers!

Over the years, money raised has been used to:

- create the 'Discovery Hub' science room
- subsidise school trips
- provide additional classroom creative supplies
- create a sensory garden
- buy Easter eggs
- enhance the reading corner
- purchase playground equipment
- purchase musical instruments
- cover the cost of visiting theatrical performances and even reindeer at Christmas!

FOTS isn't just about fundraising. It encourages parents to work closely with the school and provide a pool of skills, contacts and an extra pair of hands! All parent/carers of pupils and members of the teaching staff are entitled to stand for election onto the FOTS committee and everyone is welcome to attend FOTS meetings. The Annual General Meeting (AGM) is held in the Autumn Term.

FOTS has a hugely positive impact on our school and we rely on parents / carers across every year group engaging with FOTS, taking an active interest and participating in the events.

Find out more at www.friendsoftrinityschool.org