



Rockland St. Mary
Primary and Nursery School



EARLY YEARS Welcome Pack



Starting School

Your child will start school on Thursday, 3rd September 2026. We offer a phased start whereby children will come in from 08:40 to 12:00 on 3rd September then on 4th September they will stay for lunch and do 08:40 until 13:00. From Monday, 7th September all children will attend school on a full time basis. If you feel your child is ready to start full time from 3rd September we are very happy to accommodate this, please email office@rsm.set.education to confirm. If you feel that your child needs a more gradual introduction, please talk to the class teacher. We want every child to have the best possible start to their school life. The legal requirement is that children are in full time education by the term after they turn 5 years old.

Daily Routines

Our school day begins at 08:40. Children enter school via the main school gate which is opened at 08:40. Please make your way to the back of the school to the Early Years and Key Stage 1 play area and class entrance. All children have a morning break at

10:30 to 10:50. During morning break, we provide fruit and vegetables for the children. Children under the age of 5 receive a drink of milk. Your child will be registered by the school and will then receive a drink of milk daily until the Friday prior to their fifth birthday. Our school lunch break is from 12:00 until 13:00. Children will be taken over to the hall for their meal by the midday supervisors. At 12:30 they go outdoors to play on the playground or the school field (weather permitting). The school day finishes at 15:15. We ask all parents/carers to collect their child from the early years area at the back of the school. Children will only be released once a parent/carer/other authorised adult has been identified by the class teacher. If you aren't due to collect your child for any reason, please ensure that you notify the class teacher or school office in advance, via email, clearly identifying who will be collecting your child. We will be unable to release your child to an alternative adult without prior permission for safeguarding reasons.

Parental Contact Information

It is important that we hold at least two emergency contact numbers for parents/carers. Due to GDPR regulations, please ensure that you have permission from anyone listed as an emergency contact to enable us to hold their details on file. Further information can be found in our Privacy Notice on the school website. Any change in contacts or address must be given in writing to office@rsm.set.education

Email Consent

Communication by email is our preferred method of contact. We will email reminders, messages and updates via our school admin platform, MCAS and sometimes on DOJO.

School Lunches

All children in Reception, Year 1 and Year 2 are currently entitled to free school meals. Meals are freshly prepared daily by our catering team. If you prefer, children can bring in a packed lunch from home. We are a nut free school so anything 'containing nuts' or 'may contain nuts' is not permitted on the school site. Should your child/children require a school meal, it must be booked half a term in advance using our online booking system, 'MCAS'. Please refer to the menu in your new joiner pack for the current meal choices. We offer several options daily including;

hot meal, vegetarian hot meal, pasta or jacket potato. ASPENS is our school food provider. If your child would like a school lunch provided between Thursday 3rd and Friday, 11th September, please refer to the attached menu, complete the enclosed lunch form and return to the school office. During the first few days of the term, you will be provided with login details for MCAS so that you can create and access your MCAS account in order to make lunch bookings for your child from 14th September onwards.

Free School Meal Entitlement under Pupil Premium Grant

Currently children in years Reception to Year 2 are entitled to universal free school meals. However, if you are in receipt of certain benefits your child may also qualify for Pupil Premium status which provides free school meals to children, regardless of their year group, and brings in additional funding and support to the school, which your child may be able to access if they qualify for Pupil Premium. If you think you are entitled to the Pupil Premium grant, please follow the link below. (Please only fill out the form attached if you are unable to access the internet.) <https://www.norfolk.gov.uk/education-and-learning/schools/school-meals-and-milk> All personal information will remain confidential.





Information Sources

The school office is staffed between 08:30 and 15:30 during term time only. Please call (01508) 538345 or email office@rsm.set.education with any queries, collection updates and absences. If you want to contact your child's teacher you can either email the office and ask for a message to be forwarded, or you can contact the teacher directly via Class Dojo.

Weekly newsletters are issued digitally to keep you updated with important information and events. Paper copies are displayed on the parent board in the entrance of the main school building. Most letters to parents will be sent via email unless you have requested differently.

Class Dojo

Updates, photos and messages about the class etc, will be posted on our online communication platform, Class Dojo. You can also communicate directly with your child's teacher.

School Social Media

Please follow our school facebook page! **Rockland St Mary Primary School | Facebook**

Please follow us on 'X' (formally known as

twitter): @RocklandAn26872

Social media permissions will be sent out to parents at the start of every school year. Please complete this form and return to the school office.

If you wish to change your permissions within the school academic year, please email office@rsm.set.education

School Website

Our school website holds all the information you will require about the school:

<https://www.rockland-surlingham-schools.co.uk/>

Forms for Completion and Return to School

Please read, complete and return the following forms upon commencing the new school year:

- Email consent form
- E-Safety agreement form
- Photograph consent form
- Health information sheet
- Regular offsite visits consent
- Lunch booking form and menus
- Child collection arrangements
- Breakfast club booking form
- Administration of medication form
- School Admissions form
- Afterschool club booking form

What does my child need to bring to school?

Snack

Children in Nursery/Reception and Years 1 and 2 are given a mid-morning fruit or vegetable snack. Should you wish for your child to bring in their own snack, it must be nutritional. Sweets, chocolate, fizzy drinks are not permitted. A named water bottle with water only, needs to be brought in to school every day.

Stationery

All stationery is provided by the school. There is no need for children to bring in their own pencil cases with personal stationery. We cannot hold responsibility for any lost or damaged items.

Little Accidents

Whilst we expect your child to be able to manage the toilet unaided, we also expect the odd little accident. It would therefore be helpful if your child has a spare set of clothing left on their peg or in their bag.

Toys

We do not encourage children to bring toys to school, however, when first starting school something special to cuddle sometimes helps.

School Uniform

From September 2022 our school uniform became unbranded to coincide with the UK Government guidelines of making uniform affordable for all. If you have

already purchased branded uniform or been given second-hand items that are branded, please feel free to make use of these. Second-hand uniform is available from our Friends of Rockland St Mary School (FORMS). Our uniform consists of the items listed below.

PE Kit

PE kits should be stored in a named bag and kept in school during the week. Please take the PE kit home at weekends and holidays for washing. Our PE kit items are listed below.

Outdoor Clothing

Please ensure your child has appropriate clothing depending on the weather. This would be a suitable outdoor coat during the colder months, and a sun hat and sunscreen during the warmer months. We are unable to administer sunscreen to children, so please put this on your child prior to school. If you wish to leave sun cream in your child's bag they can administer it themselves if necessary. Children will need a pair of welly boots/ outside trainers that can be left at school for use on the playing field in wet weather.

Money at School

We are a cashless school. Children will not require to bring any money into school.

Payments to School

All payments to the school are made via MCAS.

Item	Status	Seasonal
Grey or Black Trousers/Shorts (no denim please)	Required	All year
Grey or Black Skirt	Required	All year
Grey or Black Pinafore	Required	All year
Royal Blue/White checked dress	Required	All year
Royal Blue Sweatshirt or Cardigan	Required	All year
Royal Blue Polo Shirt	Required	All year
Plain Blue, Black, Grey or White Socks/Tights	Required	All year
Black Shoes/Trainers – no open toes	Required	All year
PE Kit		
Plain Blue T-shirt	Required	All year
Black Shorts	Required	All year
Trainers for outdoor PE	Required	All year
Black Tracksuit for outdoor use in colder weather	Optional	Seasonal

ALL ITEMS OF CLOTHING MUST BE CLEARLY LABELLED WITH YOUR CHILD'S NAME





What does my child need to bring to school?

Hair and Jewellery

If hair is longer than shoulder length it should be tied back, please ensure a spare hair band is kept in your child's school bag, if applicable. If your child wears earrings, only a small simple stud is permitted. Earrings must be removed during PE lessons or covered with tape, to avoid accidents. Do not send your child to school wearing hoop or dangling earrings for health and safety reasons.

Labelling

For children just starting school, we appreciate that they may find it difficult to recognise their own names. Therefore, an excellent way for them to identify their own items of clothing is to sew a recognisable button or stitch into the inside label as well as naming the item.

Road Safety

Children are encouraged to walk or cycle to school where possible. If you travel by car, please do not park on School Lane. You can park your car on the roadside of The Street beside the Parish Rooms and walk your child up School Lane to the school entrance. This is a public road, and it is the parents' responsibility to look after their children until they enter the school gate. Hold their hands/be mindful of oncoming traffic etc. The speed limit is 20mph. This helps to make our school area a safer environment for everyone. Please DO NOT use the church car park for drop off/pick purposes up as this is a private car park owned by the Church.

Absence and Attendance

If your child is ill and unable to attend school, please ensure you inform the school office by **08:45**. If using the telephone answering service, please ensure you give a full explanation of the absence. If a child has sickness and/or diarrhoea they should be absent from school for a period of **48 hours** from the last bout of sickness/diarrhoea to ensure they are clear of the illness prior to their return to school.

Please update us daily if your child's absence extends beyond one day.

If your child is absent from school for any other reason other than illness, you will be required to meet with the Head Teacher to complete a pupil leave of absence form.

In cases of illness, any prescribed medication that needs to be



administered to your child must be clearly labelled, in the original packaging and taken to the school office. All medications kept at school will need a signed permission form from parents to allow staff to administer the medication to your child.

To enable a child to reach their full potential at school, a high level of at least 97% attendance is essential. Attendance is monitored monthly and any child falling below the 97% target will be highlighted and parents will be contacted to discuss the situation.

To give further insight into how the school categorises absence the following is taken from the School Attendance Policy:

An "authorised absence" is:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency or unavoidable cause.

An "unauthorised absence" is:

- Parents keeping children off school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Arrival at school after the register has closed.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term-time which have not been agreed.
- Leaving school for no reason during the day.

The registration period closes 15 minutes after the start of school. If your child arrives after the register closes, they will be marked as 'U' which will result in the entire session (am or pm) being classed as an unauthorised absence.





Medications kept at School

If your child needs any ongoing prescribed medication such as inhalers or epi pens, these need to be kept in the original packaging, in a suitable container and handed to the school office alongside a care plan. An authorisation form must be completed by the parent/carer to allow school staff to administer any prescribed medication to your child. Unfortunately, we are unable to give over the counter medications such as Calpol to your child. If these are necessary, you are welcome to come into the school and administer these to your child as and when required.

Accidents at School

Should a child have an accident or become ill at school, and we feel it is a serious issue, parents will be notified via telephone straight away. If we are unable to contact parents immediately, we will contact one of your named emergency contacts.

In cases of serious illness or injury the child will be taken to hospital. We will continue to try and contact parents/ carers and leave messages regarding the incident.

All accidents and injuries are recorded on an accident form. In the case of head injuries, parents will be notified at the time of the incident. If necessary, they can be taken for medical treatment. If no treatment is required, parents will be informed of the injury by email so that they can monitor the child at home for any signs of concussion.

Any other minor injuries are logged, and an accident slip is sent home with the child at the end of the school day. Qualified paediatric first aiders are on site and can administer basic first aid.

Emergency School Closures

If the school is closed unexpectedly, i.e. adverse weather conditions, information will be sent to parents via email and you can visit www.schools.norfolk.gov.uk and select Emergency School Closure. This list will be updated regularly.

Breakfast Club

We run a daily breakfast club from 07:45 to 08:40 in the Margaret Mack Room during term time only. Bookings must be made via Bromcom/MCAS on a half termly basis. Any last minute adhoc bookings must be requested initially through the school office by email to



office@rsm.set.education to ensure we have space. Once a confirmation has been sent back to you, bookings and payment can be made via Bromcom/MCAS.

After School Clubs

We offer wrap around care Monday to Friday during term time. The afterschool club takes place at Rockland St Mary Primary School from 3.15pm until 5.45pm. Parents can collect from Rockland St Mary Primary School any time from 4.15pm. Each session costs £10 per pupil* and this includes activities, a light snack and refreshments. Bookings must be made via Bromcom on a half termly basis. Any adhoc bookings must be requested through the office by email office@rsm.set.education to ensure we have space. Once a confirmation has been sent, bookings and payment can be made via Bromcom.

***Prices are subject to review and change.**





FORMS (Friends of Rockland St Mary Primary School)

Our parent fundraising group is a highly valued and important part of the school. Funds raised by the group are used to purchase resources and treats for the children throughout the year. Examples of the way the money is spent are as follows:

- Immersive experience day for the whole school – Stone Age Life.
- Coach travel for the Year 5 and 6 residential held in the Summer.
- Small Christmas gift to each child.
- End of year school entertainer and disco.
- Leaver's hoodies and/or trip for each Year 6 child.
- New library books and library area.
- New outdoor activity equipment.
- Classroom resources, including a 3D printer and crumble kits for computing.
- Christmas trip to the theatre.

These are just a few examples of the way the FORMS donations are used within the school.

Funds are raised throughout the year and our main fundraiser is the school fete. FORMS are always looking for new members so please introduce yourselves and get involved if you can. Feel free to

come along to their meetings to share fundraising ideas. The more members we have, the more fundraising ideas will be available. You may also bring along skills and knowledge that are valuable to the group and you may even wish to take on a more proactive role in helping to run FORMS. Should you wish to get involved, please email the school office office@rsm.set.education

School Educational Visits

At Rockland St Mary Primary School we understand and value the importance of school trips to enhance your child's learning experiences.

As you will appreciate, trips come at a cost and whilst we endeavour to keep these to a minimum, we are reliant on parental support to cover these costs. On occasion, some of our trips are funded by our Sports Premium Grant. We are very lucky to also have the support of our parent group of fundraisers, FORMS who also support school trip funding.

We also understand that at times we may find ourselves stretched financially. If any parent finds themselves in such a position, please contact the school office where a payment plan/financial support can be organised.

Rockland St Mary Primary School and Nursery Staff

Executive Head Teacher
Mrs Hannah Boag

Executive Deputy Head
Mrs Jenny Bolton

Butterflies Nursery & Reception
Mrs Jayne Leveridge

Dragonflies (Years 1 & 2) Class Teacher
Ms Rachel Mitchell

Otters (Years 3 & 4) Class Teacher
Miss Cassey Moore

Kingfishers (Years 5 & 6) Class Teachers
Mrs Jenny Bolton
Mrs Frances Spurgeon

Higher Level Teaching Assistant
Mrs Louise Linford

Teaching Assistants
Mrs Jo Carter
Ms Chloe Brown

DSL (Designated Safeguarding Leads)
Mrs Hannah Boag
Mrs Frances Spurgeon
Mrs Jenny Bolton

Office Secretary
Mrs Julie Brown

SENDCo
Ms Kylie Burford

Midday Supervisors
Mrs Laura Sneddon
Ms Chloe Brown
Mrs Joanne Carter

Breakfast Club
Mrs Jo Carter
Mrs Louise Linford

School Chef
Catering provided by Aspens

Caretaker/Cleaner
Mr Stephen Gildersleeve

Paediatric First Aiders
Mrs Louise Linford,
Mrs Jayne Leveridge
Mrs Chloe Brown
Mrs Jenny Bolton
Mrs Frances Spurgeon
Mrs Laura Sneddon

First Aiders
Mrs Julie Brown
Mrs Joanne Carter

Mental Health First Aider
Miss Lauren Smith





Rockland St Mary Primary School & Nursery

School Lane, Rockland St. Mary,
Norwich, NR14 7EU

Tel: 01508 538345

Email: office@rsm.set.education

Executive Head Teacher:

Mrs Hannah Boag

Deputy Head:

Mrs Jenny Bolton