



**Surlingham**  
Primary School



**EARLY YEARS**  
Welcome Pack



### Starting School

Your child will start school on Thursday, 3rd September 2026. This will be a phased start. Initially they will come in from 08:40 to 12:00 on 3rd and until 13:00 on 4th September. From Monday, 7th September all children will attend school on a full time basis. If you would like your child to start full time straight away, we can always accommodate this. Please email [office@sps.set.education](mailto:office@sps.set.education) From September all children will attend school on a full-time basis. If you feel your child is not ready for this and needs a more gradual introduction, please talk to the class teacher. We want everyone to have the best possible start to their school life. The legal requirement is that children are in full time education in 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 over to the Early Years and Key Stage 1 building where you will find Chestnuts 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 can also receive a drink of milk. (See leaflet attached for registering your child for free school milk). Please note, milk will not be provided unless an online application has been made.

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), from Monday, 7th September.

The school day finishes at 15:15. We ask all parents/carers to collect their children from the side gate in the main play area. 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@sps.set.education](mailto:office@sps.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, Bromcom 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 on site by our catering team in the school kitchen. 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 Friday, 4th September and Friday, 11th September, please return the lunch form enclosed to the school office so we can update your child's lunch booking – if not, for the first week of school, we will assume your child is bringing a packed lunch from home.

Parents will be provided with login details for lunch bookings on day four of starting school. This will allow you to book all meals a term in advance.

### Free School Meal Entitlement under Pupil Premium Grant

If you are in receipt of certain benefits, your child may qualify for free school meals under the Pupil Premium status. This may entitle your child to free school meals, regardless of their age or school year.

If you think you are entitled to free school meals, 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 17:00 during term time only. Please call (01508) 538214 or email office@sps.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! **Surlingham Primary School | Facebook** Please follow us on 'X' (formally known as twitter): @Surlingham58271

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@sps.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

In Chestnut Class children 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. 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 our online payment platform. Login details will be sent out within the first week of school for 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
Red/White checked dress	Required	All year
Red Sweatshirt or Cardigan	Required	All year
Red Polo Shirt	Required	All year
Plain Red, Black, Grey or White Socks/Tights	Required	All year
Black Shoes/Trainers – no open toes	Required	All year
<b>PE Kit</b>		
Plain Red 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 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 the yellow hazard markings outside the school. You can park along the road opposite the school and around the pond area for drop off and pick up. The speed limit is 20mph. This helps to make our school and Walnut Hill a safer environment for everyone.

### Absence and Attendance

If your child is ill and unable to attend school, please inform the school office by **08:45**. If leaving a voicemail, 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 complete a Pupil Leave of Absence form. These are available from the school office. A meeting will then take place with the Headteacher to discuss your request.

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 30 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 in every classroom 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](http://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 08:45 in the main school during term time only. Places can be booked and paid for in advance via the online payment app.

Session's cost £4.50 for the first child and £3.50 for siblings, which includes breakfast, games and refreshments\*.



Bookings must be made via the MCAS app, on a half-termly basis. Any adhoc bookings must be requested through the office by email [office@sps.set.education](mailto:office@sps.set.education) to ensure we have space. Once a confirmation has been sent, bookings and payment can be made via the MCAS app online.

### 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 15:15 until 17:45. Children are escorted via our school minibus to Rockland St Mary Primary School by the After School Club lead. All parents can collect from Rockland St Mary Primary School any time from 16:15. Each session costs £10 per pupil\* and this includes activities, a light snack and refreshments. Bookings must be made via the MIS app online, on a half termly basis. Any adhoc bookings must be requested through the office by email [office@sps.set.education](mailto:office@sps.set.education) to ensure we have space. Once a confirmation has been sent, bookings and payment can be made via the MIS app online.

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





### FOSS (Friends of Surlingham 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.
- FOSS Summer Fete at Surlingham Primary School.
- 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 FOSS donations are used within the school. Funds are raised throughout the year and our main fundraiser is the annual school fete. FOSS 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 FOSS. Should you want to get involved, please email the school office [office@sps.set.education](mailto:office@sps.set.education)

### School Educational Visits

At Surlingham 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, FOSS 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.

## Surlingham Primary School Staff

**Executive Head Teacher**  
Mrs Hannah Boag

**Deputy Head**  
Ms Jade Fenning

**Chestnut Class Teachers**  
Miss Megan Nobbs

**Hawthorn Class Teacher**  
Mrs Stedman/Mrs Tara Barnes

**Willow Class Teacher**  
Ms Jade Fenning

**Higher Level Teaching Assistant**  
Miss Hayley Calvario

**Teaching Assistants**  
Mrs Julie Inwards  
Mrs Sarah Willcox  
Miss Kayleigh Balaam (1:1)

**Office Manager**  
Miss Lauren Smith

**DSL (Designated Safeguarding Leads)**  
Mrs Hannah Boag  
Miss Lauren Smith  
Ms Jade Fenning

**SENDCo**  
Ms Kylie Burford

**Paediatric First Aiders**  
Mrs Tara Barnes  
Ms Jade Fenning  
Mrs Julie Inwards  
Miss Megan Nobbs

**General First Aiders**  
Miss Lauren Smith  
Mr David Robinson

**Mental Health First Aider**  
Miss Lauren Smith

**Midday Supervisors**  
Mrs Sarah Willcox  
Miss Kayleigh Balaam  
Mr David Robinson

**Breakfast Club**  
Mrs Julie Inwards  
Miss Kayleigh Balaam

**School Chef**  
Catering provided by Aspens





**Surlingham Primary School**

Walnut Hill, Surlingham,  
Norwich, NR14 7DQ

**Tel:** 01508 538214

**Email:** [office@sps.set.education](mailto:office@sps.set.education)

**Executive Head Teacher:**

Mrs Hannah Boag

**Deputy Head:**

Ms Jade Fenning



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