



Holy Trinity Pewley Down School

Parents' Handbook

July 2017

Holy Trinity Pewley Down School Handbook

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HTPD Home School Agreement

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The **Chair of Governors** is **Revd. Robert Cotton** who can be contacted through Holy Trinity Church in Guildford or Jane Bennett, Clerk to the Governors (janeb@htpd.surrey.sch.uk).

Headteacher: Clare Brunet
Deputy Headteachers: Debbie Chadwick (M/Tu/W)
Helen Pronger

SENCO: Debbie Chadwick (M/Tu/W)

Reception: Hazel Frances Clixby/Rebecca Plaistowe
Willow Sheena Preston

Year 1: Beech Claire Cruddas
Oak Georgie Furlonger

Year 2: Chestnut Emily Russell
Walnut Sarah Mackenzie

Year 3: Alison Tester
Sue Miller
Toby Strutt

Year 4: James Wyatt
Rachel Tolhurst
Sarah Jackson

Year 5: Nick Walker
Laura Hanley
Catherine Finniear

Year 6: Tom Everard
Helen Campbell
JJ Blackstock

Other Teachers:

- **Infants** – Hayley Esselen (SEN)
- **Juniors** – Mary Booth, Julia Grocott, Heather Havermans, Tracey Jerrome (SEN) & Gillian Trumble

Specialist staff:

- Kay Bentley (S&L), Julia Brown (Games - Infants), Louise Keiller (EAL), Laura Sutton (Sport - Juniors) and Geraldine Tame (Librarian)



Holy Trinity Pewley Down School School Family Agreement “Learn to Live”

At Holy Trinity Pewley Down School we strive to instil in each child a **zest for learning and a love of life**. It is our hope that everyone will **embrace the future with hope and confidence**, knowing that each one **is treasured and loved as a unique child of God**. That they will be able to **imagine the journey in one another’s footsteps, nurturing understanding, respecting all**. We seek to open their minds with the intention that they will **see heaven in the moment**.

Together, as a whole school family we agree to;

- Communicate effectively, openly and honestly.
- Foster an atmosphere of mutual trust and respect, adult to adult, adult to child, child to child, child to adult and respect for property.
- Encourage freedom in a safe and secure environment.
- Nurture self-belief and a lifelong love of learning through a creative, cross curricular and child centred curriculum, supported at home and at school.
- Value childhood, providing a scaffold for slow and deep learning, allowing time for exploration, discovery and reflection.
- Value each individual as a unique child of God, celebrating our differences, valuing opportunities to challenge and be challenged, and making time to ponder and wonder.

Parent

Headteacher

Chair of Governors

Clare Grimes

Robert Cotton

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Working together as a whole school family is one of the things that truly makes HTPD such a special place. We really hope you will sign up to the above as we work together to ensure all our children truly ‘Learn to live’. By accepting your place at Holy Trinity Pewley Down School we understand that you are accept this Family School Agreement.

1. COMMUNICATION

The school/home partnership can only work well if we keep in touch with each other. Our main form of communication is via the website www.htpd.surrey.sch.uk. This contains two vital weekly documents which come out on Fridays. These are the **newsletter** and **JTLYK** (Just To Let You Know). Please ensure you check these each week as details of many activities in the next week may be found in the JTLYK. Paper copies are available on request. We will also email information to parents via Parentmail and, in an emergency, by text. There is also a Calendar on the website which is regularly updated. A hardcopy is issued to parents in September each year, which contains all the main dates for the year ahead.

At **Holy Trinity** our information and message line is 01483 451 227. Please use it to leave short, non-urgent messages. It is checked each day at 9.30 a.m. and 1.30 p.m. However, if you need to contact us urgently or in the case of an emergency, please use the main school number (01483 539 033). We will answer the phone from 8.00 a.m. – 6.00 p.m. but it may take a little longer early or late in the day. Please try not to call at the beginning or the end of school time.

At **Pewley Down** the main telephone number is 01483 57 00 38 and phones are answered between 8.30 a.m. and 4.00 p.m. Outside of those hours there is an answerphone which is regularly listened to.

All Staff are available via email. The generic email format for all addresses is: *first name plus the first letter of their surname* ' . . . @htpd.surrey.sch.uk'.

	Holy Trinity School	Pewley Down Infant School
Address	Addison Road Guildford GU1 3QF	Semaphore Road Guildford GU1 3PT
Telephone	(01483) 539 033	(01483) 57 00 38
Fax & Message line	(01483) 451 227	
eMail	hts@htpd.surrey.sch.uk	info@htpd.surrey.sch.uk

2. THE SCHOOL DAY

Our school times are:

Holy Trinity: Registration at **8.40** a.m. Finishing at **3.15** p.m.

Pewley Down: Registration at **9.00** a.m. Finishing at 3.00 p.m.

Please note the following arrangement for children on the Infant site:

If your child is being collected by anyone other than yourselves, or is attending an after-school club, please note it in the appropriate class Message Book. These are kept on the bench by the double doors each morning.

3. ABSENCE AND ILLNESS

Please phone the school office on the first morning of your child's illness. A note is required on their return to school. In the case of sickness and diarrhoea, children should be excluded from school for **48 hours**.

Where children are well enough to attend school, but have prescribed medicine, this should be taken to the office and a consent form completed. Please see Point 30 below.

For any other absence from school, please complete the Absence Request Form which is on the school's website or available from the school office.

4. UNIFORM

The uniform at HTPD is a combination of navy blue, grey and white, and includes fleeces in House colours. Embroidered school wear bears the school logo in House colours, although plain white polo shirts and navy jumpers are perfectly acceptable. It is very important that children are dressed in uniform to have a sense of belonging to the school, and take pride in it. A detailed list of agreed uniform and order form is available from the school offices and via the school website. Uniform on both sites is organised through the respective PTA's.

Rings, bracelets and necklaces may not be worn on the grounds of safety. Girls may wear small plain earring studs, but these must be removed or covered during PE (please include a roll of tape in your child's PE bag for this). We are unable to take responsibility for any valuables that the children bring into school.

5. CODE OF CONDUCT

Holy Trinity Pewley Down is a well-disciplined school and the children are usually polite, cheerful and respectful. We particularly emphasize the two virtues of respect and empathy. We regard bullying, racism, violence and bad language as completely unacceptable. We expect full support from parents in these matters. Various sanctions may be imposed on children who show a lack of self-discipline. These could include loss of free time and ultimately 'in-house' suspension. However, the school has a purposeful atmosphere and all the children are very happy.

Children and teachers work as a team and a friendly attitude is very important to us.

Dogs are not allowed on the school site. Please keep them outside the school gates. Scooters are not allowed in the playgrounds for safety reasons. However, they can be stored in the scooter park during the school day.

6. SAFEGUARDING

The Governors and staff at Holy Trinity Pewley Down School want to make sure, so far as possible, that the school is safe and that the health and welfare of every member of the school community is protected.

The school has in place a framework of safety and rules and procedures. The teachers will explain them to the children, but it is important that everyone at the school acts sensibly and does nothing which might put themselves or others at risk. Special care should be taken to be aware of, and avoid, the dangers from traffic near the school. Julie Batt is our Health and Safety Officer.

The school takes a very firm stance against any form of child abuse. All staff are regularly trained in child protection issues. The school's Designated Safeguarding Lead (DSL) is Clare Brunet and there are three Deputy DSL's – Tom Everard and Mary Booth at the Junior site and Sheena Preston at the Infant site.

The 'Every Child Matters' Committee of the Governors, monitors safeguarding matters. Please see our Child Protection Policy on the school's website

7. PARENT PARTNERSHIP

We hope that all parents will see this as their school and become involved, if they are able to, in the life and work of the school. This is possible by helping in class, accompanying classes on school trips and/or being involved with the PTAs. Many parents are regular visitors to the school and we regard all parents as co-workers with the school staff in the education of their children. We are pleased to acknowledge that we regard parents as the experts on their children whilst we strive to be experts in their educational needs.

As part of our drive to safeguard our children and promote a greater awareness of child protection issues, we ask all parents, regularly working directly with children and without supervision, to obtain clearance from the Disclosure and Barring Service (see also Point 5 above). At the beginning of the school year there will be a meeting for parent helpers. These parents will also be asked to sign our School Code of Conduct.

We are very fortunate to have 2 excellent Home School Link Workers, Lucy Cray at the Junior site and Samantha Allan at the Infant site. They work with children and families regarding a variety of issues that impact on children and their schooling. Lucy may be reached on 07500 663277, via the school office on 01483 539 033 or by email on: lucyc@htpd.surrey.sch.uk whilst Samantha may be reached on 07766 316891, via the school office on 01483 570 038 or by email on samanthaa@htpd.surrey.sch.uk

8. PTAs

Each school has its own PTA. Pewley Down's parent body is called FOPS (Friends of Pewley School) whilst Holy Trinity's organisation is called HTSC (Holy Trinity School Community).

Every member of the parent body and every teacher is automatically a member of these bodies. We have a thriving committee that is drawn from this group. They raise money for the schools in many different ways. There is also a wide variety of social and educational events. They also control the sale of uniform and maintain a parent contact list. There is a very close and warm relationship between home and school.

Both organisations participate in the Sainsbury and Tesco voucher schemes.

9. LEARNING SUPPORT

Some children are identified by their class teacher as in need of receiving extra support in English or maths. We are able to support children whose expected levels of attainment are below that of children of their age. These children work either in small groups or sometimes individually on specifically targeted interventions to address any need.

If your child has already been identified as having a special need, they will have been flagged up to us by their current school or nursery. The Year R and 3 teachers and Special Needs team will

have been briefed about their needs and we will put in support, either within the classroom or from the SEN team as appropriate.

If your child's teacher becomes concerned about your child's progress, they will contact you to discuss it with you, and seek advice from the SEN team. Similarly if you have any concerns please do not hesitate to contact the teacher. It is very common for children to receive support both in and out of the classroom. The teachers will inform you of any extra provision.

10. LUNCHTIME ARRANGEMENTS

At Holy Trinity Pewley Down we are fortunate to have excellent meals cooked on the premises by our catering teams managed by Harrison's Catering. We hope most children will have school meals, however they may bring a packed lunch. At Holy Trinity, school packed lunches can be pre-ordered if children are going out on day trips. Many children feel the need to have a snack at mid-morning break and we encourage fruit or vegetables as the healthiest snack. Pewley Down is part of the government's Fruit and Vegetable Scheme so there is no need to send in additional snacks each day.

As infant pupils' school lunches are now government subsidised, lunch is currently not payable at Pewley Down. However, if you are eligible for free school meals under the existing scheme (see next section), then please consider registering anyway, as this attracts considerable non-meal related funding for the school.

At Holy Trinity, lunches will continue to be charged at the basic price of £2.40 each. However, for parents who pay for the whole year in advance, the discount price of £2.30 will apply. For those who pay for a whole term in advance, the price will be £2.35. Whole year and termly lunch costs take account of the days out for main trips and excursions for each year group and are set out below. Lunch credits will only be used when lunches are taken and refunds will be given when children leave for credits not used. For those not availing themselves of the discount schemes, please note that lunch accounts should always be kept in credit. See the 'How to Pay' section below.

Holy Trinity School - Lunch Prices 2017/18		PUPILS				
	Full Year	Autumn Term	Spring Term	Summer Term	Notes	
Basic price per meal	£2.40	£2.40	£2.40	£2.40	Buy blocks of credit in advance - but less than a full term at once.	
Price - Discount 1	£2.30				Pay for the full year in advance - see Year Group totals below.	
Price - Discount 2		£2.35	£2.35	£2.35	Pay for a full term in advance - see Year Group totals below.	
Total school days	188	68	57	60		
Year 3	180	66	57	57	5 days out - inc Marwell, Nat Hist Mus, London Rd, Henley Fort, Sleepover	
Year 4	180	66	57	57	5 days out - inc Butser Farm, Science Mus, Bentley Copse	
Year 5	178	67	55	56	7 days out - H/Court, Neasden, Intech, Brenscombe Farm	
Year 6	174	67	55	52	11 days out - Wisley, Nat Hist Mus, Wintershall, Lido, Cathedral, Trinity Trek, Preston Montford	

Amounts payable for Discount	Discount 1		Discount 2		
	26/09/2017	26/09/2017	13/01/2018	01/05/2018	
Date payable by	26/09/2017	26/09/2017	13/01/2018	01/05/2018	Credits will only be used when lunch is taken
Year 3	£414.00	£155.10	£133.95	£133.95	
Year 4	£414.00	£155.10	£133.95	£133.95	
Year 5	£409.40	£157.45	£129.25	£131.60	
Year 6	£400.20	£157.45	£129.25	£122.20	
Amounts payable at full price		30 days (half term approx)	20 days	10 days	
Pay in advance		£72.00	£48.00	£24.00	Please keep your child's lunch account in credit

If you are eligible to receive Free School Meal funding this will be arranged in confidence. This attracts significant funding for the school over and above the meal subsidy – see next section.

11. PUPIL PREMIUM / FREE SCHOOL MEALS

Are you eligible?

Government funding for schools includes factors such as free school meal eligibility – it is not just a matter of meal subsidy. Free school meal registration brings significant funding for the school to support your child's education in many other ways, through the Pupil Premium scheme and other budget funding factors. In the budget year 2016/17, each pupil eligible for free meals attracts an extra £5,933 in funding to the school (the extra is not ring-fenced to the individual pupils, but is a way of funding measures to increase attainment). We therefore encourage registering for free school meals if you meet any of the criteria laid out below. Registration is, of course, completely confidential.

Free school meals criteria:

- Income Support
- Income-based Jobseekers Allowance
- Equal Based Jobseekers Allowance / Employment and Support Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit
- Children who receive any of the qualifying benefits listed above in their own right are also eligible to receive free school meals

In addition, extra pupil premium funding is available for children of armed service personnel, as well as looked after children, or children adopted from care or who left care under a special guardianship, child arrangements or residence order.

If you would like to register under any of these criteria, or have any questions, please contact Sheryl in the finance office on 01483 539033 or sherylc@htpd.surrey.sch.uk. We will of course treat any information in complete confidence.

12. PAYMENTS

Lunches

School lunches at Holy Trinity operate on a credit system, where payment is made in advance. See the section 'Lunchtime Arrangements' above for more details, as well as 'How to Pay' below.

Clubs

After-school clubs (Breakfast Club and Clubs Plus at Holy Trinity and Breakfast Club and PUPS at Pewley Down) are based on actual attendance. At Pewley Down, PUPS attendance will be invoiced monthly in arrears. At Holy Trinity, clubs users should activate their ParentPay accounts and pay outstanding balances monthly – see 'How to Pay' below. Please note that we do not receive any government funding in respect of this afterschool childcare provision. The current cost of clubs sessions is set out in the following table:

Pewley Down		Holy Trinity	
Breakfast Club 8.00 – 8.45 a.m.		Breakfast Club 8.00 – 8.30 a.m.	
Attendance, inc breakfast	£4.50	Attendance only	£3.50
Early drop off at 8.25	£1.50	Breakfast (extra)	£4.00
After School Club – PUPS		After School Club – Clubs+	
Session 1: 3.00 – 4.30 p.m. (including light tea)	£6.50	Session 1: 3.15 – 4.30 p.m.	£5.50
Session 2: 4.30 – 6.00 p.m.	£5.50	Session 2: 4.30 – 6.00 p.m. (including light tea)	£6.50

Trips

Contributions are requested from parents to cover costs for school trips and certain other special activities and visits. These activities are an important part of the all-round education offered at our schools and often would not be possible without parental contributions.

Letters will be sent out in advance with details. If you feel you are unable to contribute towards these costs, please speak to Clare.

How to pay - ParentPay at Holy Trinity

Our preferred method of payment at Holy Trinity is ParentPay - a secure online payment system for schools. Lunches, Breakfast Club, Clubs Plus and school trips / activities are all payable on ParentPay. Please keep your child's lunch account in credit and after school clubs accounts at least paid up monthly. For lunches, there are some discount options for block payments in advance – see section 10 for more details. Year 6 and other leavers will have any remaining credit refunded.

Parents using after school clubs – Breakfast Club and Clubs Plus – should activate their ParentPay account, monitor usage and pay outstanding balances promptly on a monthly basis. These are not invoiced. Parents paying with childcare vouchers should activate their accounts in order to monitor balances. The voucher remittances will be logged on ParentPay once received.

School trips and other activities should be paid by the due dates given in the relevant information letters to parents.

Payments by means other than ParentPay are the exception at Holy Trinity and we would ask you to contact Flora in the finance office if you have a special circumstance (florab@htpd.surrey.sch.uk)

There are links on the school website to ParentPay guidance and tips, including how to set up 'low balance alerts'. As parent users, you can set up FREE email low balance alerts (text alerts are charged) for each service used by your child. Monitoring your account yourself saves the school considerable resources in payment chasing - thank you in advance for this assistance.

Payments at Pewley Down (and payments other than with ParentPay at Holy Trinity)

As infant school lunches are now free, we have deferred introducing ParentPay at Pewley Down although it is our intention to implement the system this autumn. Details will be sent out once this work has been done. We prefer all payments to be made by cheque rather than cash, both from a security and a mutual record point of view. Please make all cheques payable either to 'Pewley Down School' or 'Holy Trinity School' and write your child's name and class on the back, together with the details of the payment (e.g. trip or activity name, PUPS, Clubs Plus, etc.). Please attach any relevant permission slips to the cheque or enclose both in an envelope. If you do make a cash payment, please enclose this together with any permission slips in a sealed envelope with your child's name, class and the details.

13. DONATIONS

We ask all our parents to consider giving a regular sum of money to the school. The government funding we receive is not keeping up with rising costs and is taken up by our core budget. That bit extra from parental giving enables us to offer a wider range of activities and makes a great difference to your child's educational experience at Holy Trinity Pewley Down. We take our school motto seriously - 'Learn to Live' - and voluntary donations help us develop confident, well-rounded individuals with values and purpose. In addition, as a voluntary aided church school, we have to fund 10% of any building and capital works. We are a charity and can claim gift aid on donations, which is worth an extra 25p for every £1 donated.

We completely understand that some families are less well-placed than others to give and also that circumstances change, but we hope that you will consider it carefully.

Ways in which you can give

If you choose to make a contribution, there are several ways you could do this:

Online donations The school is registered on the BT Donate website to receive donations. Use the web address below to find 'Holy Trinity Pewley Down School' on BT Donate. There is also a live link from the Donations page on our website.

You can also make your gift aid declaration online and BT collect the additional money (25p for every £1 donated) on the school's behalf from HMRC.

<https://mydonate.bt.com/>

Single cheque donations If you wish to make a one-off donation by cheque, please complete the [single donation gift aid form](#) and return these to the finance office. The form is also available to download from the Donations page on our website, Appendix 1.

Standing orders If you choose to make a regular contribution, please complete the [standing order form](#), with gift aid declaration if applicable, and return it to the finance office. This form is also on the website. These arrangements can be amended or cancelled at any time, Appendix 2.

Specific Projects

Our voluntary funds are used to offer non-core activities, as well as to subsidise less well-off pupils to go on trips and visits. In addition, we currently have some capital projects for which, as a voluntary aided church school, we have to fund 10%.

At Holy Trinity, all doors and windows were replaced in 2016/2017 with funds from the Diocese. The school is responsible for funding 10% of the cost which amounted to £220,000 in the year ahead. Our server and IT equipment now need to be upgraded. Other recent projects have seen our Chapel built as well as a roof refurbishment, and the school's 10% was met by previous donations, including by HTSC.

At Pewley Down, the boys' toilet block was refurbished in 2016/2017. In the previous year we had a major roof rebuild, followed by works to ceilings, lighting and windows with funds from the Diocese. The cost which was around £375,000 (100%). The school's 10% was met by previous donations, including by FOPS. The IT infrastructure at Pewley is now in need of an upgrade.

14. PARKING / SCHOOL RUN

Situated, as we are in Guildford, you will appreciate that there are often difficulties with driving up and down the road and parking around school start and finish times. On the grounds of safety, please observe the unofficial one-way system by driving down Semaphore Road, from Pewley Hill to Pewley Way. We do urge everyone to drive with care and also to show courtesy to our neighbours.

Parking can be a major problem at school and we rely on your co-operation to keep all members of our community safe.

Please follow the following rules that will improve safety and our good relationships with neighbours:

- ✓ Please park with consideration for the local residents when picking up your children **NEVER** park across driveways or on the zigzag lines outside school.
- ✓ Please try to share lifts with other parents to reduce traffic where possible and ask your older children to meet you further down Cline Road, Addison Road or Pewley Way. Much of the parking around the school is now metered. Beware of parking tickets!
- ✓ Please **DO NOT** drop your child in the car park at the beginning or end of the day for Health and Safety reasons.
- ✓ Please drive **slowly** and carefully into school car park if you do need to enter it.

At Holy Trinity:

- ✓ Please use the playground car park (accessed via Cline Road) for large events, such as Consultation Evenings and School Plays.
- ✓ Please **DO NOT** park on the inside bend of the top of Addison Road or on any double yellow lines as this obscures visibility and can block traffic.

At Pewley Down:

- ✓ Please do not park in Pewley Bank as it is a private road.
- ✓ Please treat Semaphore Road as an unofficial one-way road so that traffic flow more freely. Please drive down Semaphore Road (towards Pewley Way) at all times to ease congestion.

15. SCHOOL JOURNEYS

School journeys form an important part of education at Holy Trinity Pewley Down School. Each year there is an exciting journey planned where the children can experience something new and different, become more independent and grow in confidence. It is also a lovely opportunity for the children to get to know each other in a different setting, and for the teachers to see the children in a new light.

Short and day trips are arranged each year for the Infants and Juniors. Once the children move over to the Junior school, there are some residential trips. We start in Year 3 with a sleepover in school, and build up to 4 nights away in Shropshire for the children in Year 6. All the journeys take place during the Summer Term. Please also see 'Trips' under the 'Payments' section above.

16. HOMEWORK

At HTPD we want the children to enjoy their childhood, so homework is set very carefully. The support of parents with children's learning at home is vital for their ongoing progress. This is especially true for supporting children's reading and for encouraging a lifelong love of books. As children get older and move through the school, homework tasks increase in both complexity and frequency. At the infants, children practise their sounds of the week and are given ideas for other fun activities to do at home. In Year 3 the children are given reading, spelling, mental maths and occasional finishing off tasks. This is extended in Year 4 with some additional maths or English

homework. By the time that the children are in Year 5, the tasks may take a little longer and be more complex. Finally in Year 6, in preparation for their transition to secondary school, the children are also asked to complete extended projects which may last over several weeks.

If your child is struggling in any way with homework, please don't hesitate to contact their class teacher to discuss it further.

17. ASSESSMENT

It is very important that both school and parents know how well each child is progressing. When children arrive at the school in Year R or Year 3, they are assessed by their teachers. At the end of Reception Year the children are assessed against the end of EYFS (Early Years Foundation Stage) framework. Statutory assessment tests (SATS) are taken at the end of Year 2 and Year 6. Children in Year 1 have a phonics screening test.

Teacher assessment takes place throughout your child's time at school using a range of different observations, feedback, informal tests and termly summative tests. You are welcome at any time to ask your child's teacher about their current attainment. We give clear next steps to the children so that they understand how to move their learning forward.

18. PARENT CONSULTATIONS

Parent Consultations are held twice a year (the first is in November and the second is in March).

We have an Open Afternoon near the end of the Summer Term when you will be able to view and celebrate your child's work over the past academic year.

Please note that the teachers are always available to answer any questions that you may have and you can email them directly or call the school office to make an appointment, or arrange a time for a telephone conversation.

19. SEX EDUCATION

Sex Education will be taught within a moral, family orientated and Christian framework. At Pewley Down it is taught through PSHE, Circle time and self esteem groups. We also teach the subject through science and PE, which we feel contributes to the children's understanding of his/her own body. We teach the children how animals, including humans, move, feed, grown and reproduce, and we also teach them about the main parts of the body.

At Holy Trinity, aspects of Sex Education are covered in Years 3, 4 and 5 and in more depth in Year 6. It is always considered within the context of a loving and caring family. The dangers of HIV/AIDS are also discussed.

Parents are told when lessons will take place and given an opportunity to preview the materials used. Parents in Year 6 are invited to a discussion meeting. There is a detailed Policy on the school website.

20. SMOKING (incl VAPING), ALCOHOL AND DRUGS

The staff and governors have agreed that no smoking or vaping may take place in the school building or grounds by anybody at any time. Please respect this policy, which is imposed so that children will not see smoking as a normal behaviour.

We teach the older children the dangers of alcohol abuse. We are moving to having most events attended by families alcohol-free, in order to demonstrate to the children that adults can enjoy themselves without drinking alcohol.

We are aware that most children leaving school in Year 6 will be exposed to the temptation of illegal drugs. We teach the dangers of drug taking to our older children.

21. HOW CAN MY CHILD GET THE MOST FROM SCHOOL?

Holy Trinity Pewley Down not only offers an excellent education but we really do try to live up to our motto "Learn to Live". Children will particularly thrive if they play an active part in all aspects of school life.

Joining after-school clubs and taking part in musical, dramatic and sporting activities all help. There are a number of after-school teacher-led clubs (e.g. Lego, football, film) on both sites which are free of charge, as well as clubs run by external organisations (e.g. French, ballet, football) for which there is a charge. Clubs do vary from term to term and details of clubs come out at the beginning of each term.

At the Infant Site, children are allowed to join one teacher-led club. Forms go out in the first week and should be returned promptly so that clubs can be allocated. You will be notified in writing which club you have been given and the Pewley clubs usually start in the third week of term. They don't run in the last week or two of term (depending on how long the term is). Please note that some clubs are not open to children in Year R and that your child may only attend clubs on the site at which they attend school.

At the Juniors, a Clubs list is compiled and updated every term for seasonal activities and saved on the school website in the "Before and After School" section – please see <http://htpd.surrey.sch.uk/The-School/Parents/Before---After-School/Junior.aspx>.

We do understand that some children will feel unable to succeed in these ways and we will always try to encourage the more reticent or shy child. All forms of success are celebrated, either within year groups or by the child being given a "Headteacher's Award".

All the children and teachers in school are members of one of our four Houses, Keller, Mandela, Nightingale and Shackleton. Throughout the year there are a wide variety of House activities that children are able to get involved in.

22. RELIGIOUS EDUCATION AND ASSEMBLIES

Our school motto “Learn to Live” is taken from Jesus’s words: “I have come that you may have life and have it to the full”.

Assemblies are a high point of the day, expressing our general ethos of mutual respect, laughter and love. Religious Education is taught in line with the agreed Diocesan syllabus.

Parents do have the right to withdraw your children from religious education lessons and from acts of collective worship. Should you wish to do this, please contact the Headteacher.

23. SPORT AT HTPD

Most children enjoy activity and at the junior school, we seek to move children into the delights of more formal sport. This is done through curriculum skills based teaching and team activities, which extend into clubs after school.

In our clubs we seek to achieve excellence and success, but also to teach our children so-called “old fashioned” sportsmanship including fairness and being “good losers”.

A timetable of when the children do PE and Gym will be given out at the beginning of the school year. It is generally best to keep the children’s PE kits in school all the time so that they always have them if they need them.

24. MUSIC AND DRAMA

The school is very active, both in music and drama. There is a full orchestra at Holy Trinity, recorder groups and a variety of different choirs. This is in addition to normal curriculum music. Music plays a very important part in our school life, and children’s successes are celebrated.

Many children receive individual or small group music lessons from the peripatetic music teachers, either from Surrey or private tutors. Information and application forms are available from the school office.

All the children at school have an opportunity to be in our Christmas productions – one for each site. In addition to this, the main drama club at Holy Trinity has many members! The school has close links with the Yvonne Arnaud Theatre.

25. SWIMMING LESSONS

As an important part of the national curriculum, the children have swimming lessons at the Spectrum in Years 2, 3 and 4. These lessons take place on a Wednesday morning, and there will be a letter explaining arrangements early in the Autumn Term.

The Year 2’s go swimming almost every week of the academic year. Forms are sent out at the beginning of the term detailing the dates and any requirements.

At Holy Trinity for logistical reasons, the children do not all go swimming at once, and those children who are not swimming have a gym lesson in school at that time.

26. OUR PARTNERS

International:

We have a working partnership with Colegio San Gregorio, Aguilar de Campoo, Spain. Some Year 6 children have the option of being involved in an exchange trip as part of this partnership.

Local:

- We are very pleased to have good links with our church – Holy Trinity Church at the top of the High Street. The Rector is our Chair of Governors and is a very welcome visitor at the school on many occasions. We have also formed links with St. Saviour's, Christ Church and Emmaus Road Church.
- We have good links with a number of local infant, junior and secondary schools.

27. MOVING ON

We are always happy to offer advice for parents choosing junior and secondary schools. This is best obtained from Clare or your child's teacher. We are very fortunate to have excellent state secondary schools in Guildford, Godalming and Cranleigh.

George Abbot School, Guildford County and St. Peter's are our three main destination schools and about eighty percent of our children go to one of these three schools when they finish at Holy Trinity.

We also have good relationships with the main independent schools locally, with about twenty percent of our children moving on to one of the many independent schools in the area including The Royal Grammar School for boys or Guildford High School, Tormead or St Catherine's for girls. We would be happy to advise parents who are interested in this option.

28. WHAT IF MY CHILD IS BULLIED?

A large majority of children do not think there is any bullying in our school. However, from time to time there can be problems. Our anti-bullying policy can be found on the school's website.

Please inform us straight away if your child is being seriously teased or bullied and those involved will be dealt with quickly and efficiently. We are confident that the firm guidelines we have will curtail any problems. At Holy Trinity we operate a "buddy system" whereby children in Year 3 have buddies in Year 6 and children in Year 4 have buddies in Year 5.

29. WHAT IF MY CHILD IS INJURED?

If your child is hurt at school we will telephone you as soon as possible. If the injury is sufficiently serious we will not hesitate to call an ambulance and inform you at the same time. If there is a head injury we will send you a letter information you of symptoms to watch out for. Nearly all the staff has been trained for first aid and know how to deal every effectively with minor bumps and cuts. We are always seeking to make the school as safe an environment as possible.

30. WHAT IF MY CHILD NEEDS TO TAKE MEDICINES?

We have decided that we will take responsibility to administer simple medicines. All such items should be very clearly marked and given into the main front office. If your child will regularly require medication, please complete the 'Request for School to Administer Medication' form and return to the School Office.

All medicines handed into the Office will be kept in the mini-fridge for safekeeping.

Please inform us if your child has a more serious or on-going medical problem so that we are able to make arrangements to look after them should the need arise. Staff are trained in the use of epi-pens for anaphylactic shock. Please ensure children requiring Epipens and inhalers have an in-date one at school at all times.

We should also be informed if your child has food allergies or a special diet. We can usually accommodate them for school lunches, and Harrison's (our catering team) in the school kitchens are fantastic at getting this sorted out. Please talk to the administration team in the office who will point you in the right direction with this kind of information.

31. WHAT IF MY CHILD IS UNHAPPY?

If your child is not happy at school we want to know about it. Often problems can be resolved quite easily following a chat with your child's class teacher. If the problem goes deeper or involves children in other classes or year groups, you may wish to talk to the Headteacher or Deputy Headteachers or Home School Link Worker.

If your child is unhappy due to home circumstances, it is helpful if your class teacher is aware of this. They will take their advice from you regarding any discussion with your child.

Class teachers are always available to talk confidentially to children who are experiencing particular difficulties or you can contact one of our senior members of staff.

32. WHAT IF I HAVE A COMPLAINT?

If you have a complaint it is probably best to first approach your child's class teacher and then if it is not resolved they could speak to the Headteacher. If the situation is not resolved the parents have access to the Board of Governors who can be contacted either through Revd. Robert Cotton or Jane Bennett, Clerk to the Governors. The Complaints Policy may be found on the school's website under Policies outlining the procedures to be followed.