

**Welcome
to
Long Marston VA C of E
Primary School**



**Information
for
New Parents**



A Message from the Headteacher...

We would like to welcome you to Long Marston VA C of E Primary School. We all hope that your child will enjoy our school and find their learning experiences both challenging and fulfilling.

Starting school can be an exciting and anxious time for parent and child alike. At Long Marston we aim to make it as smooth a transition as possible and will do everything we can to help your child settle in. Our current staff, pupils, governors and parents are all looking forward to a new year and are on hand to help in anyway.

We are lucky to have close links with All Saints Church in the village and Rev. Jane Banister is a regular visitor to school assemblies and welcomes us to church every half term.

At Long Marston we aim to work in partnership with parents; we believe that a child's education is enhanced when there is a positive relationship between home and school. Working together we can build each child's confidence by creating a happy atmosphere and sharing high expectations of achievement and behaviour. Our school prides itself on its warm, welcoming, caring and Christian ethos. We believe our children are well rounded individuals who have the ability to thrive.

We look forward to working with you and if you have any concerns please come and talk to us; we will always try to help.

Laura Whateley

A Message from Revd. Jane Banister

Dear Parents,

On behalf of the governing body, may I welcome you and your child to Long Marston School.

My name is the Reverend Jane Banister and I am currently the Chair of Governors. Our school is a church school therefore I am a member of the governing body as I have responsibility for Long Marston village within the Tring Team Parish. If you would like to know more about the membership of the governing body, then do please look at the school website www.longmarston.herts.sch.uk – go to “About Us” signpost, then “Meet the Governors”.

We have two staff governors, one local authority appointed governor, two elected parent governors, and six foundation governors. The role of the governing body is strategic rather than day to day, which basically means that the staff can answer any questions far better than we can!

If you would like to know more about the Tring Team parish, then please go to www.tringteamparish.org.uk. There will be information about events and services across the parish.

I look forward to meeting you and do contact me through School if there is anything you would like to know.

Yours sincerely

Rev. Jane Banister
Team Vicar





The School Day

The gate opens at 8.40 a.m. so that the school day can start promptly at 8.45 a.m. with registration.

During the morning the children normally have numeracy and literacy activities which will be a mix of adult and child led tasks.

Playtime is at 10.30 a.m. with the rest of the school. Initially one of the classroom staff will be outside so the new children have a familiar face on the playground. During playtime the children have fruit or vegetables provided. Milk is an option and will need to be paid for by parents. You will receive a letter about this.

Lunch is at 12 noon and Class 1 always go first. The children are helped to select their food and staff, alongside older children, monitor each table to help with cutting up food and to talk to the children.

In the afternoon our learning continues. Children are able to access all areas of learning with activities which encourage creative, physical and emotional development and which foster an understanding of the world. You will receive a Parent Leaflet about the topic each term. This gives you lots of information about what your child is learning.

Adventure Playground



We are lucky to have a wonderful adventure playground and fitness trail. Each class is allocated a day a week of exclusive use. Girls need to put shorts or leggings on if they are wearing a dress.

Awards

The school has a system of rewarding children for their efforts. There are certificates for outstanding effort and Star Awards each week for attitude to learning and behaviour. Children are also encouraged to bring in achievements from outside of school for our Celebration Assembly. Stars are worn for the week and returned the following Friday.

School Website

The school website has a wealth of information including the school calendar and copies of the newsletters and letters. There is information on our curriculum, policies, term dates, clubs and much more. Please check it out at www.longmarston.herts.sch.uk

Reading

When your child starts school they will receive a plastic wallet with a sound book inside. Each new sound taught in school will be dated. Your child will then begin to bring home words. These words are for sounding out and blending to read. Please help your child to practice their sounds and read the words each day. Please record how this is going in their Link Book.

At the appropriate time your child will also bring home a reading book. You will need to write in the Link Book when they have read their book with you at home. It is important to encourage your child to read regularly with you; this could be their school book, books from home, the library and words they see around them.

Music and Collective Worship

On a Tuesday Mrs Lauder leads a singing session.

The children are also involved in whole school collective worship which is usually led by Revd. Jane Banister, our school vicar, or Mrs Whateley. On a Friday we have Celebration Assembly and children throughout the school share achievements from outside of school.

Toys

Children are allowed to bring one small toy only to play with at break and lunch times. This should be small enough to fit in their drawer. Please don't send in their most precious possessions as things can become lost or broken.

If your child receives a trophy, has a souvenir from a special trip or a special photo or item of interest then they are welcome to bring this in to share.

Holiday in School Time

Absence during term time due to holiday is unauthorised. There is a form available on the school website to inform the School Office of the absence in advance.

Medicines

Should your child require prescription medicine whilst at school you will need to fill in a medicine form for the School Office. These can be found on the school website (click [here](#)).

Clubs



There are various clubs before and after school as well as at lunchtime. These include martial arts, French, drama, traditional crafts, drama, adventure and multi sports. At the end of each term you will receive information about all the clubs available for the following term, any cost involved and how your child can join.



Lost Property

We can't stress strongly enough that all your child's clothes are labelled, particularly clothes with the school logo as they all look alike. Named clothes can be easily returned. If you do lose something, please ask Mrs Garner-Veal, Mrs Buckley, Mrs Godfrey, Mrs Bruton or Miss Fisher if you can have a look around the cloakroom after school when it is empty. They will do their best to help you find the missing belongings. It is helpful if you can emphasise to your child the importance of keeping their things together in their bag in the cloakroom.

PE

Class 1 have PE activities **twice a week**. Please ensure your child has a school PE kit with them everyday.

School Houses



Each child will become a member of one of the school houses: Larks (**blue**), Martins (**yellow**) or Swifts (**red**). The children collect house points for their work and behaviour throughout the week. Each Friday the House Trophy is awarded in assembly to the winning house. Sports Day in the summer term finds the houses competing against each other. Siblings are always put in the same house to make cheering easier for the parents!

Nut Free



As some of our children have severe allergies to nuts we are a **NUT free school**. Please check any packed lunch items that are sent into school to ensure we keep our children safe. This also applies if you send in any cakes into school for example for cake sales or the Christmas Fair.

Parking

Parking **inside the school grounds** is not allowed and **is for staff cars only**. If you do drive to school, we would be grateful if you would park either at the front or behind the Village Hall and use the crossing patrol. It is better not to park on the road as this obscures the view for the crossing patrol and makes it difficult for the school bus to manoeuvre.

Child Safety



For your child's safety there are security locks on the doors into school. If you need to get into school at anytime please ring the door bell at the main entrance.

Footwear



We ask that children wear plain black trainers so that they can run safely. All shoes should be fastened with Velcro please. These trainers will be used for indoors, playtime and PE lessons.

Discussing your Child's Progress



There are formal Parent Consultation evenings during the Autumn and Spring term where you have an opportunity to discuss your child's progress with your child's teacher. All children receive a School Report during the Summer term. However, if you would like to talk to the teacher at another time you could make an appointment through the School Office or speak to Mrs Blackmore after school. Any questions can also be asked through the Link Book, which your child will receive at the start of the term. School life is busy but we will always make time to speak with parents about their child.

Absence

If your child will be absent from school, you need to have notified the School Office by 9.30 a.m. on each day of absence, via the email address **parents@longmarston.herts.sch.uk**.



Arriving and Leaving School



School starts at 8.45 a.m. Please try to be prompt as some children get upset if they are late for school. However don't come too early, a few minutes before the bell goes is fine. **Please note the bell is rung at 8.40 a.m.** so pupils are ready for lessons at 8.45 a.m.

Please take your child to the back of the school, turning left as you go through the school gates and follow the path. This path takes you past the junior part of the school, round into the playground. Please do not use the path on the right. You should stay in the playground with your child until the bell goes. In the first few days, it is tempting to want to go into the cloakroom with your child however, space is limited and we would prefer if you could leave your child with Mrs Blackmore, Mrs Buckley and Miss McEnergy. They will soon settle into the routine of taking off their coats and sorting out their belongings.

In the **first two weeks your children will have a staggered entry** of a week of mornings only until 12 noon, then a week of mornings and lunch until 1.20 p.m., then full time school. When your child is part time you will need to collect them from the main entrance of the school.

The bell for the **end of school goes at 3.15 p.m.** Children who are taking the coach home leave school first. The bell is only rung once the coach has left so it is inevitable that occasionally the children are a little late out, please be patient. You collect your child from the playground.

Staff

Mrs Garner-Veal	Class Teacher and Foundation Stage Lead
Mrs Caroline Buckley	Class Teacher and Teaching Assistant
Mrs Natalie Godfrey	Teaching Assistant

For more information please visit our school website.

www.longmarston.herts.sch.uk