



Information Booklet for Parents

2016/2017

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Safeguarding Statement

All staff at Polam School share an objective to help keep the children safe by contributing to:

- Providing a safe environment for them to learn
- Identifying children who are suffering or likely to suffer significant harm and taking appropriate action, with the aim of making sure that they are kept safe both at home and in the education setting.

To achieve this objective, we:

- Aim to prevent unsuitable people from working with the children
- Promote safe practice and challenge any poor or unsafe practice
- Identify instances where there are grounds for concern about a child's welfare and initiate or take appropriate action to keep them safe
- Contribute to effective partnership working between all those involved in providing services for our children

If you have any serious concerns about your child or any other pupil at Polam School please do not hesitate to contact the Designated Safeguarding Lead; they know who to contact for the best advice and help and is experienced in using the appropriate degree of confidentiality.

Designated Safeguarding Lead: Maria Testa
Early Years Safeguarding Lead: Maria Testa
Deputy Designated Safeguarding Lead: Sarah Billing

Dear Parents

Welcome to Polam School. We have compiled this booklet to help you with our day to day organisation of the school and to explain our few rules and regulations.

Please do not hesitate to contact me if you have any further queries or concerns. The class teacher will also be very happy to assist if it seems more appropriate.

We take great pride in our school and are confident that our children leave the school happy, caring and successful.



Jessica Harris
Headteacher

Introduction

We provide a unique home from home learning environment that offers a positive, stimulating curriculum through which all our children will achieve success and develop academically, socially, physically and emotionally. Parents can have peace of mind that the first steps their child takes into the wider world, they will experience the warmth, care and safety that the staff provide, together with outstanding teaching which enables all our children to fulfil their potential.

Each class teacher is responsible for the day to day welfare and organisation of their class and the teaching of core subjects. The School has teaching assistants, who support the class teachers in all aspects of their work.

All nursery staff are qualified with the Early Years Manager and Deputy Nursery Manager having responsibility for organising the nursery staff.

It is our aim that progression throughout the Nursery, Foundation Stage and Key Stages will be as smooth as possible and the staff endeavours to help children develop the skills necessary to make these transitions.

Daily Organisation

Routine

School starts at 8.30 a.m. and finishes at:

Nursery and Foundation 1: 4.00pm (children can be collected from 3.20pm)

Foundation 2/ Year 1/ Year 2/ Year 3/ Year 4: 3.30pm

The playground gates open at 8.20am and staff is available to supervise the children before they go into lessons at 8.30am. Children should be in their classrooms by 8.35am at the latest to ensure they do not miss any of the curriculum teaching. In the event of bad weather all children will be supervised indoors. The security playground gate will be closed at 8.40am. Any child arriving for school after 8.40am (F1, F2, Yr1, Yr2, Yr3, Yr4) can be taken into the School Office where Christine Gibson will greet them and take them to their classroom.

To encourage self-confidence, we feel that, with the exception of Foundation 1 children, all children should come into the School in the morning on their own. We would appreciate your co-operation with this.

Morning school starts with a registration period.

Nursery children (Acorns & Saplings) enter and depart for the school day or breakfast/ after school club through the Nursery front door. They will be greeted by the Nursery Manager or one of the nursery staff.

Before School Supervision

Early Birds starts at 7.30am and children attending enter through the Nursery front door using the 'Saplings' buzzer. They will be supervised until 8am when the nursery children (Acorns & Saplings) will move into Acorns room for breakfast and the rest of the children (F1, F2, Yrs 1,2,3,4) will be taken to the Sewell Hall for breakfast. Breakfast club operates each day starting at 8am when children can have a light breakfast. Children can be booked to attend as required through the School Office. The Reception door at the front of the school is opened at 8am to allow access to the club. Children attending the Nursery breakfast club will access through the Nursery Entrance.

Morning Break

Fresh fruit, water and milk is available for all children at no extra charge. If parents do not wish their children to participate, please inform the School Office before the start of term.

Lunches

There is a choice of meals at lunch time which are freshly prepared on the premises. It is assumed that all children will have school lunches.

There are two sittings for lunch in the Sewell Hall, F1 and F2 children at 12 noon followed by Yrs 1,2,3,4 children at 12.30pm. The children have an opportunity to play in the playground until afternoon lessons commence.

Lunch is served to nursery children and nursery staff in their own rooms.

After School Supervision

Children in Foundation 2, Year 1, Year 2, Year 3 and Year 4 have the opportunity of signing up for an After School Club which are run by teachers and not charged. The after school clubs run from 3.30 – 4.00pm. Children who are not collected immediately at the end of school will wait in one of the classes with children that are attending after school clubs (Foundation 1 class). The children also have a range of extra-curricular clubs they can attend which are charged. Information about after school clubs and extra-curricular clubs are sent home prior to the clubs commencing. If the children are not picked up by 4.00pm they will go to Badgers Club which is held in the Sewell Hall and parents will be charged for the first hour. Exceptions can be made in an emergency. Badgers Club operates each day after school from 4pm until 6pm and children can be booked to attend at the beginning of each week through the School Office. The children receive a light tea whilst attending Badgers. There is a minimum charge for this service of 1 hour so that we can ensure correct staffing ratios. All children must be collected by 6.00 pm to prevent paying a premium.

Parking

We would request that you drive with extreme care in the vicinity of the school and urge parents to please observe the parking restrictions. Children are not allowed to go outside the school gates until they are personally collected. The swimming pool carpark and carpark at the front of the school is for staff use and should not be used for dropping off in the mornings or collecting in the afternoons as this creates a danger to the children entering or leaving the playground and nursery. It can also cause problems for through traffic in Linden Road.

Parking in the vicinity of the school is within the CPZ. However, parents are allowed to park without charge for a very short time (max 5 minutes) to deliver and collect children from school only. **NO** parking however is ever permitted on the yellow zigzag lines immediately outside the school entrance. ***This entrance must always be kept clear in case of an emergency.***

Security

Your child's safety is of paramount importance to us. Therefore we request that should it be necessary for anyone other than a child's parents or those with parental responsibility to collect your son or daughter, staff is advised in advance. In the case of someone arriving to collect your child where staff have not been informed of a change of plan either verbally or by letter, a member of staff will telephone the parents to verify these arrangements. Whilst we understand this may cause an inconvenience, we are confident that you will endorse this procedure to ensure your child's safety.

Sickness

Please telephone/ e-mail school before 9.30am if your child is absent. A message can be left on the answer machine if necessary. Amongst small children tummy bugs and colds spread rapidly and by such a simple precaution, spreading may well be avoided. If your child has an infectious disease, school should be notified immediately. For other illnesses, children should not attend Nursery or school if they are unwell or have a temperature. Should your child have been unwell with sickness or diarrhoea, please keep him or her at home for 48 hours after the last bout to prevent the possible spread of infections. Whilst we understand this may cause some inconvenience, we are confident that you will endorse this practice to protect our most vulnerable children. If your child becomes unwell during the day, if it is a

minor ailment your child will be treated at School. For all other illnesses we will contact you and request that he / she is taken home. IT IS ESSENTIAL THAT ALL CONTACT NUMBERS ARE KEPT FULLY UP TO DATE. Should your child return to school with medication, the school will administer this only if it is accompanied by a consent form completed and signed by a parent or person having parental responsibility. The medicine must be handed in to a staff member at the start of the day in the original container displaying the pharmacist's instructions. If at any time you would like to discuss any problems regarding your child's health, the class teacher will be happy to talk to you.

Severe Weather Conditions

In times of bad weather we are always concerned that children should be able to return home in safety. At such times, if parents are at all anxious about problems involved in collecting at the end of the school day, we would urge them to come early. No prior notice is necessary, but parents should please report to the School Office on arrival. We also make use of the "Weatherline" Service, operated by B97 Radio on 96.9FM, and B.B.C. Three Counties Radio on 95.5FM. Up-to-date information regarding whether or not the School is open will be available on the School Website and parents will be contacted by 'parentcomms' (e-mail and or text).

General Organisation

Clothing and Uniform Requirements

School Uniform can be purchased from No Limitz in Bedford.
Please note that nail varnish and jewellery of any kind is **not** allowed.
Please ensure that all property and clothing, including shoes and underwear, is clearly named. Uniform must be of the approved styles only.

Uniform lists appear on the school website www.polamschool.co.uk

Nursery (Acorns, Saplings)

Plain navy sweatshirt with school logo
Plain navy blue jogging bottoms/ shorts/ leggings
Pale blue Polo shirt with school logo
Wellington Boots + soft shoes/slippers

GIRLS – School (Foundation 1, Foundation 2, Yr 1, Yr 2, Yr 3, Yr 4)

Winter Term

White open necked blouse
School pinafore dress
Navy blue cardigan with school logo
Long navy blue socks or tights
Navy blue school coat (approved style only)
Black shoes (not patent)

Summer Term

Navy blue cardigan with school logo
School summer dress

School anorak
White ankle socks
Sandals (not white or with open toes)
Blue school sun hat with school logo – (legionnaires style)

(Foundation Stage 1 & 2 will require wellington boots throughout the year)

BOYS – School (Foundation 1, Foundation 2)

Winter Term

Blue polo shirt with school logo
Navy blue 'V' necked jumper with school logo
Grey shorts / trousers (not combat style)
Grey Socks
Navy blue school coat (approved style only)
Black shoes

Summer Term

Blue polo shirt with school logo
Grey shorts (not combat style)
School anorak
Grey Socks
Black Sandals (not with open toes)
School sun hat with school logo – (legionnaires style)

Foundation Stage 1 & 2 will require wellington boots throughout the year

BOYS – School (Yr 1, Yr 2, Yr 3, Yr 4)

Winter Term

Navy blue 'V' necked jumper with school logo
Grey shorts / trousers (not combat style)
White shirt
School tie
Grey Socks
Navy blue school coat (approved style only)
Black shoes

Summer Term

Blue polo shirt with school logo
Grey shorts (not combat style)
School anorak
Grey Socks
Black Sandals (not with open toes)
School sun hat with school badge – (legionnaires style)

School/Sports Requirements

Black gym shoes - All children
PE bag - All children
School P.E. shirt with logo, blue shorts, track suit - All children

Children in (Foundation1, Foundation 2, Yr 1, Yr 2, Yr 3, Yr 4)

Reading book bag - All children

Children in (Foundation 2, Yr 1, Yr 2, Yr 3, Yr 4)

School bag with logo (if a larger bag is required) - All children

Swim wear (Foundation 1 & 2, Yr 1, Yr 2, Yr 3, Yr 4)

Navy blue trunks - All boys
Plain navy costume -All girls
Silicon Polam swim hat - All girls
Polam School Swim Bag - All children

Lost Property

Items of lost property are placed in the Lost Property box in the entrance porch of the playground or in the Swimming Pool Foyer.

Unnamed items of School uniform which are not claimed after a term are taken to the Parents' Association Second Hand Uniform Sale to be sold. Unnamed items of any other clothing which are unclaimed are taken to a local charity shop.

Communication and Partnership with Parents

At Polam School we believe that we can best meet the needs of our children by working closely with parents and carers. We aim to develop a strong partnership with you in order to promote the sharing of information and knowledge for the benefit of the children in our care. To this end, we have an 'Open Door' policy where you are encouraged to discuss any concerns or queries you may have either with your child's Key Person or class teacher on a day to day basis.

Prior to starting at the school your child will be invited to spend a session with us in order for them to familiarise themselves with their new surroundings. The Nursery Manager or Foundation Stage manager can also offer a home visit if requested. This enables them to see your child in a familiar environment. You will also be asked to complete a 'Getting To Know You' booklet covering information such as your child's likes, dislikes, routines etc which the staff will use to help settle your child in the initial few weeks.

For those parents whose children attend both Breakfast and Badgers and therefore do not come in to regular contact with their child's class teacher/ Key Person, a Home / School Link or Reading Record booklet is offered. This informal communication records details of toileting issues, food and drink, school work and provides space for two-way messages between yourselves and staff.

Staff are always happy to meet with parents. Should you prefer to have a lengthier chat, please arrange a mutually convenient time at the end of a session/ day when staff are more readily available. Likewise Jessica Harris (Early Years Manager/Headteacher) and Maria Testa (Deputy Nursery Manager) are always pleased to meet with you.

More formal communication is provided through:

Parent/ Consultation evenings – these are held during the autumn, spring and summer (optional) term and are a chance for you to chat about your child's welfare and progress with staff.

Reports – these are issued for children in Foundation 2 onwards and for those children transferring to another school. An overview of progress is provided at the end of Foundation 1.

Newsletter/Website/ Facebook

The School Newsletters provide a snapshot of recent events and gives notice of forthcoming activities. Up to the minute information of current activities and results can be obtained from the website address: www.polamschool.co.uk

Termly Calendar

A calendar of events is published in the half-termly newsletters and is also available on the website.

Parent Organisations: (see attached letter)

All parents automatically become members of the Polam Parents' Association. Social events are organised so that parents, staff and in some cases children, are able to meet on an informal basis. Money raised is used to provide enhanced equipment for the School and to support local charities. Parents who are interested in joining the Committee should contact the PPA's Secretary via the School Office.

Policies

The key policies and procedures for Polam School can be found in the main office and on the website www.polamschool.co.uk. A hard copy of all policies are available at the entrances to the school (Nursery & Playground).

Finance

Polam School is registered with the Bedfordshire Early Years Development and Childcare Partnership through which it receives Government funding for three and four year olds. A child becomes eligible for funding at the beginning of the term following his or her third birthday. The school is contacted each term regarding those children who are eligible and then applies for the funding on the child's behalf. The amount of funding depends upon the number of sessions your child attends the nursery.

School fees are payable by the first day of term, by direct debit or by monthly instalments. A full term's notice is required in writing and must be handed in by the last day of the preceding term. Half a term's notice in writing is required for cessation of attendance of a paid extra-curricular club.

Forms are available in the Nursery and Foundation 1 if you require making changes to the nursery days or sessions your child attends. Again this requires notice. Please see Nursery or Foundation 1 for further information.

Whilst every endeavour will be made to keep increases to a minimum, fees will be adjusted at the beginning of the academic year to compensate for rising costs. Precise details regarding this will be given during the Summer Term.

Any queries regarding this funding or indeed any other financial query, please contact the Bursar on 01234 261864.

Holiday Club

At Polam we run holiday clubs throughout the year, one for under three year olds and one for three years to eleven years. These holiday clubs run for approximately 14 weeks during the year. The sessions are planned with a range of activities both

inside and outside and freshly cooked meals are available. Please ask at Reception for further details.

Swim School

For details of our Swim School, Parent and Toddler sessions, crash courses and pool parties please contact Mrs Christine Gibson in the school office on 01234 261864

The Curriculum

Aims

To teach children within a culture of high expectation and challenge enabling the child to achieve their best
To teach them to be good choosers, skilful problem solvers and powerful learners
To give them the confidence to question and to search for answers
To understand that without mistakes we don't learn and so encourage them to take risks
To build the skills, knowledge and understanding required for making sense of the world around them
To learn to work collaboratively as well as independently
To be caring and respectful of those around them
To help them to recognise that learning is lifelong
But most importantly to enjoy learning

School Structure

Nursery: 12 months to 3 years

Foundation Stage: The term after the child turns 3 years to 5 years

Key Stage 1& 2: 5 to 9 years

The Nursery children are placed in classes according to their ages and social needs. The pupil staff ratios are appropriate for each child's age.

In Foundation Stage children are in classes of appropriate ratios. When necessary, each class has the support of a Teaching Assistant.

Children are in Classes from Year 1 upwards of no more than 19/20 children with a teaching assistant supporting when required.

The children benefit enormously from the Specialist Teachers in our school: music, languages, PE and swimming.

Timetable

The subjects taught aim to provide a broad and balanced curriculum of academic, cultural and physical pursuits. Timetables are provided for your information.

Homework

Aims & Objectives of Homework

- To encourage pupils to develop the practice of independent study

- To develop perseverance, self-discipline and organisation
- To involve parents and other adults in pupils' work
- To allow practice where it is needed of skills learned in the classroom
- To consolidate and revise previously learnt knowledge
- To open up areas of study and to make possible the use of materials and sources of information that are not always accessible in the classroom
- To prepare for forthcoming lessons/topics.

Informal communication with your child's teacher can be written in their Reading Record or in a note. This is particularly important if your child has experienced difficulty understanding, or completing the Homework, without adult assistance, or it has taken longer than 20 minutes to complete the Homework set.

Music

Instrumental music tuition is available from Foundation 2 upwards, and any queries regarding this should be addressed to Nicola Phillips.

School Sport

Sport is an important part of the School's life. It is important that sports cater for every child and it is our aim that all gain the benefit from playing in teams, competing and achieving at their own level.

All children have P.E. and Games lessons in the Sports Hall. Children play field sports in the Summer Term, weather permitting. There are also various extra-curricular club activities for children from Foundation 2, which take place after school.

Swimming lessons take place throughout the year as part of the PE curriculum in our indoor pool and information regarding lessons times will be sent separately. It is assumed that children will be having lessons unless the school is notified, in writing, to the contrary.

After School Clubs Programme

Details of the after school clubs are published at the start of each term, and children are strongly encouraged to participate in the programme. The programme is seen as an integral part of our daily school life and the opportunities we offer, are organised and delivered by teachers and operate from 3.30pm to 4pm.

Extra Curricular Clubs

Parents have the option of booking their child onto the many extra-curricular clubs that are taught by expert teachers. These include: ballet, soccer, tennis and gymnastics.

Pastoral Care

The class teacher has responsibility for the pastoral care of the children in their class. All teaching and non-teaching staff provide support and care for all the children within the School and will contact the class teacher if they have any concerns. Any serious concerns are reported to the Headteacher.

School Rules: Being a member of Polam School

We all have a significant role to play in making Polam School a good and positive place to be. Thoughtfulness, respectfulness and courtesy to others are all highly valued and a normal part of our daily life.

Each one of us is an important member of the School and we must understand our individual responsibility not least in terms of being aware of the needs of others and caring for the world around us.

Remember that we all share a vital role in promoting a successful and happy school community. Our school rules were generated by the children and are displayed throughout the school:

Our rules for a happy and safe school:

Listen

Share

Walk quietly

Use kind and gentle hands

Always try to do our best

Student Council

Each child can take part in class elections to nominate their class representatives for the School Council. The council members meet regularly and present the pupil opinion and ideas to further develop the school.

House Points

Children in Foundation 2 upwards are allocated to Houses. Children may be awarded House Points for a range of different reasons: school work, homework, behaviour, showing consideration, sport etc... These are totalled up and House Point totals are read out in Assembly every week.

Transition Schools

Our children transfer to a range of school. The majority transfer to the Harpur Trust schools; however we have a number that move onto St Andrew's, Rushmoor and local state schools.

Entrance Examinations

Entrance to local preparatory schools e.g. The Harpur Trust, is by assessment which takes place in the Spring Term for entry the following September.

We are always available to discuss these options as your child progresses through the School.

Nursery & Foundation Stage Curriculum

Key Person System

At Polam School we aim to build a strong relationship between Nursery, Foundation Stage and home. We have therefore introduced a Key Person System. As well as having daily access to the Nursery/ Foundation Stage Manager, each child in the Nursery and Foundation Stage is allocated a 'Key Person'. If you have not yet been informed who this is, please do ask. A Key Person is a member of staff who is responsible for a small group of children. They will have an overview and particular interest in your child's welfare and development.

A Key Person has two main roles:

1. The Key Person is your primary point of contact for all matters relating to your child on a daily basis. Please do advise them of any circumstances arising that may affect your child's well-being, for example, a family pet dies, your child has not slept well or a main carer is absent.
2. Over time your Key Person will build up an in-depth understanding of your child's character and interests which they will use to plan new, exciting opportunities and activities for your son or daughter. Likewise she will observe and record each stage of his or her development in a 'Learning Journal.'

Daily Requirements

- All clothing should be labelled with your child's name
- All footwear should fasten securely to ensure safe running and climbing
- Coats and wellington boots are essential as we will be outside most days. On colder days please send in named hats, gloves and scarves
- A change of clothing would be helpful in case of accidents. Our youngest children may benefit from several items of underwear whilst they adapt to new toileting routines
- For your child's safety, no earrings or jewellery please
- A named water bottle
- A 'healthy' snack of milk or water and fruit is provided by the school for each session that your child attends
- Anyone entering the Acorns room will be asked to remove their outdoor shoes. Therefore Acorns children will also require an additional pair of soft shoes or slippers to wear indoors.
- Spare pull-ups, nappies, nappy sacks, creams (if used) and wipes
- A comforter or soother if your child needs one for sleep
- Bottles of milk or a special feeder cup if required (named please)

We aim to encourage your child to be as independent as possible. It would therefore be beneficial if you could help your child to practice dressing and undressing themselves at home. Thank you.

Events

Polam School provide regular occasions throughout the year when we invite parents or carers to join us in celebrating their children's achievements. Details of these will

be included in the school newsletters and range from Christmas and Summer concerts to sports activities and sing-a-long sessions.

Curriculum

Our curriculum is guided by the statutory requirements of the Early Years Foundation Stage. This is a distinct phase of learning and development for children from birth to the end of the Reception year. It is implemented in all registered early years settings.

At Polam School we encourage each child to take up the opportunities which we provide in the seven defined curriculum areas split between prime and specific areas of learning. The prime areas of learning are: communication and language, physical development, personal, social and emotional development. The specific areas of learning are: literacy, mathematics, understanding the world, expressive arts and design. These aim to ensure a balanced development in the areas of a child's personal, social and emotional development, their communication, language and literacy development, their problem-solving, reasoning and numeracy, their knowledge and understanding of the world, their physical and creative development.

Our emphasis is on learning through play. It is a vital component of children's lives and is the process through which they explore, investigate, recreate and come to understand their world. Likewise children learn more deeply and effectively when they are engrossed in something they enjoy doing. We therefore plan activities and learning experiences both inside the classroom and outdoors that are built around the children's interests.

All our children benefit from the specialist teachers in the school and according to their age, have timetabled sessions in Singing, Music, P.E., Swimming and French. A detailed timetable is displayed in your child's classroom.

Along with play and exploration, the development of communication skills are a vital part of our curriculum. Our days are planned so that each child has regular quality interactions with staff in order to enable them to widen their vocabulary and develop the confident communication skills of both talking and listening to others.

Early reading skills include an introduction to the phonic sound of each letter of the alphabet in preparation for the Read, Write, Inc. scheme. This is started in Foundation 1 and continues throughout the school. We know that many parents are keen to support their child in learning early reading and writing skills as well as maths skills and therefore throughout the year we offer opportunities when we can share strategies we use in school as well as those that you can use to support your child at home.

Observation, Assessment and Recording

Children naturally develop at different rates and so in the Nursery and Foundation Stage we systematically assess and record each child's individual attainment and progress. We achieve this by working and playing alongside your child and through our daily interactions and observations, we build up a bank of knowledge that is recorded in your child's Learning Journal.

Each child has a Learning Journal which will contain 'snapshots' of your child's learning during their time with us. This may be in the form of notes written by members of staff capturing significant moments of interest, drawings made by your child or photographs of them learning through play such as building large scale models. Each Learning Journal will be stored in your child's classroom. You are

welcome to look through it at any time, to share ideas about your child's interests or even add a photograph of a family event that your child was involved in.

Regular assessments of your child's progress covers all seven areas of learning. Their progress is highlighted on developmental charts located at the back of each section of the Learning Journal. Staff use this information to plan new activities that will further extend your child's learning and development.

Staff List

| Name | Position | Area |
|--------------------|--|---------------------|
| Jessica Harris | Headteacher/Early Years Manager | |
| Julie McMillan | Business Manager | |
| Sam Pearce | Registrar/ Marketing | |
| Christine Gibson | Secretary/ PA/ Swim School Admin | |
| | | |
| Maria Testa | Room leader/ Nursery Nurse | Acorns |
| Louise Ford | Nursery Nurse | Acorns |
| Sarah Higgins | Nursery Nurse/ Room Leader | Saplings |
| Reshma Patel | Nursery Nurse | Saplings |
| Georgina Bird | Nursery Nurse | Acorns/ Saplings |
| | | |
| Sue Lamplough | Room Leader/ EY Practitioner | Foundation Stage 1 |
| Janet Tolhurst | EY Practitioner/ EY SENCo | Foundation 1 |
| Kristy Pollard | EY Practitioner | Foundation 1 |
| | | |
| Cara Wharton | Teacher/ SENCo | Foundation 2 |
| Christine Watchorn | Teacher | Foundation 2 |
| Jane Magee | EY Practitioner | Foundation 2 |
| Kay Heap | Teacher/ Holiday Club Manager | Year 1 |
| Julie Brown | Teaching Assistant/ Break & Lunch time Assistant | KS1 |
| Helen Woodham | Teacher | Year 2 |
| Sarah Billing | Teaching Assistant/ Break & Lunch time Assistant/ Wrap around care | Foundation 1 & KS 2 |
| Julia Reynolds | Teaching Assistant/ Break & Lunch time Assistant | Key Stage 1 & 2 |
| Nicola Phillips | Year ³ / ₄ Form tutor/ Music/ Language specialist/ Key Stage 1&2 teacher | Key Stage 1 & 2 |
| Brenda Rawlinson | Year 1 form Tutor/ Specialist Games Teacher/ Teacher | Whole School |
| Su Felce | Swimming Pool Manager | |
| Maggie Murphy | Cook/ Term & Holiday Club | |

| | | |
|-----------------|-------------------|--|
| Angela Dachille | Cook | |
| Paul Bailey | Cook | |
| Joshua Villa | Kitchen Assistant | |
| | | |
| Tony Read | Site Manager | |

Useful Telephone Numbers

| | |
|----------------------------|------------------------|
| School Telephone | 01234 261864 |
| School Email | info@polamschool.co.uk |
| Cognita Head Office | 01908 396250 |
| Emergency Telephone Number | 07544837130 |

(All information correct at time of issue)

Headteacher: Jessica Harris

45 Lansdowne Road

Bedford MK40 2BU

Tel: 01234 261864

Fax: 01234 261194

E-mail: info@polamschool.co.uk



A Cognita School

www.cognitaschools.co.uk

Head Office
5 & 7 Diamond Court
Opal Drive
Eastlake Park
Fox Milne
Milton Keynes
MK15 0DU

Tel: 01908396250

Hello!

We the Polam Parents Association would like to welcome you to Polam School and take this opportunity to introduce ourselves and welcome you to the parents' association.

The committee are a group of parents from across the school, who co-ordinate and organise the fundraising and events for the school community, both children and adults.

Previous events include school discos, a farm visit to the school, summer and Christmas fairs, coffee mornings, cake sales and quiz nights. We try to make it as fun as possible for all!

Of the entire money raised, after expenses, we donate 30% to a chosen charity. The selected charity is chosen at the beginning of the year and we try to choose either local charities or ones with a connection to a member of the school community. In previous years we have donated to MacMillan, Clic Sargent and St John's Hospice (Sue Ryder), Air Ambulance and Riding for the Disabled.

Of the money generated for the school we make investments to benefit the children. Recent purchases include the creation of a 'story-telling circle' in the playground, climbing wall, a storage shed for playground toys and donating a sum to each class teacher for them to purchase what they wish for their class.

We would love for you to join in with our events, and we need your support. Newsletters are sent out with the children updating you on our calendar. If you have any suggestions for fundraising activities or school investments then please let us know. More importantly, if you would like to become involved with the parents association, we would love to have you on board. There are so many ways in which you can help. You can join the committee or just help out at a particular event.

Looking forward to meeting you all soon.

Emma Davies (Chair)

Hi! My name is

.....

and I am interested in becoming a full member of the parents association or to help out with activities.

Or/and I have the following suggestions of events for the school/investments

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Please contact me on

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(phone or email)

Child's Name.....

Teacher's Name.....

If completed, please hand this into the school office. Thanks.