



**Welcome to Vallis First School**

[www.vallisfirstschool.org](http://www.vallisfirstschool.org)



# Welcome to our school

Hello! We are looking forward to you and your family joining our school and we hope you will soon feel part of the Vallis community.

Your child joining a new school is a big step for the whole family. We want our new children to feel safe, happy and confident. They can ask any questions they want, and need to know that we are here to look after them.

Good communication between home and school is very important. You know your children best, and working together for your children has a great impact on their education and happiness. Please do talk to staff on the school playground in the mornings or after school. You can make appointments to see you child's class teacher via the

school office or you can also email the School Office (office@vallisfirstschool.org.uk) with any questions or feedback. You can also check our website which contains lots of useful up to date information.

As well as completing the many forms which we require when your child first starts with us, we ask that you let us know of any additional needs your child may have or of any changes in circumstances for you or them as they continue through the school.

We hope you will find this booklet useful and informative. If you would like any further information about school, or education in general, please ask.

# Who's who?

A full staff list is available on our [website](#), but key points of contact within the school are:

## Senior Leadership Team:

Nick Firkins - Headteacher;  
KS1 Phase Leader

Adam Summers - Assistant  
Headteacher; KS2 Phase Lead

Kirsten Molloy - Assistant  
Headteacher; EYFS Phase  
Leader,

Io Fox - SENCO

## Safeguarding :

Nick Firkins - Safeguarding  
lead

Adam Summers - Deputy  
Safeguarding Lead

Sue Cobb - Deputy  
Safeguarding Lead

## Office Team:

Sue Cobb  
Helen Loughlin  
Emma Vautier

## Class Teachers

### EYFS

**Firecrest Class** - Steph  
Rainford (Mon/Tues) & Sarah  
Johnson (Wed - Fri)

**Wren Class** - Kirsten Molloy  
(Mon - Wed) & Deborah Scott  
(Thurs/Fri)

### Key Stage 1

**Robin Class** - Jo Higgins

**Goldfinch Class** - Sara Edwards

**Skylark Class** - Rikki Holmes  
(Mon - Wed) & Ali Plumridge  
(Thurs/Fri)

### Key Stage 2

**Owl Class** - Samantha Stutt  
(Mon/Tues) & Zoey Powrie  
(Weds - Fri)

**Eagle Class** - Arran Connor

**Buzzard Class** - Ruby  
Harrington-Cutts

# Getting in touch

## School Website

Our school website is [www.vallisfirstschool.org](http://www.vallisfirstschool.org). On the website you will find all our policies, information about our approach to learning and lots of other useful information such as the term dates, links to the weekly newsletter and the lunch menu.

## Need to pass on a message?

Forgotten lunch box? Bad night's sleep? Someone else collecting your child at the end of the school day? We try to encourage close and regular communication at Vallis but school can also be a very busy environment. To ensure your message gets through, you can call or email the school office on 01373 462657 or [office@vallisfirstschool.org.uk](mailto:office@vallisfirstschool.org.uk) at any time (the inbox is open throughout the school day and emails from the night before are picked up first thing). The

office will then pass on your message to the appropriate member of staff. You can also write in your child's link book.

## What to do if your child is having a problem

If your child is having a problem or issue in school, please speak to your child's class teacher in the first instance.

If you feel that the matter has not been resolved, then please make an appointment to see the Headteacher. If you still do not feel the issue has been resolved, please follow our complaints procedure on our website.



# The School Day

The school day starts at 8:55am

The school doors open at 8:45am and the children can go in to their classes from then.

*(Please note that if you arrive before this time, due to our duty to safeguarding our pupils in Before School club, we are unable to open the gates before this time.)*

## Running Late?

The school gates close at 8:55am. If you are running late (i.e all the classroom doors are shut and/or the school gates are locked/padlocked), you must bring your child into school via the main entrance and sign them in at the School Office.

## Home time

The end of the school day is 3:00pm.

If anyone other than you will be collecting your child, you need to let the School Office know. If this will be a regular arrangement, please let the School Office know and we can save you the time of having to let us know each week.



# Lunchtimes



Lunchtime starts at 12.00pm and finishes at 1:00pm. Children can have either a cooked meal or bring sandwiches.

For children in Years 3 and 4, school meals cost £2.70 per day. All pupils in EYFS to Year 2 are entitled to a free school meal, as part of the Government's universal free school meals scheme.

Hot lunches are provided by an external supplier who supplies the majority of Frome schools. Our current provider is Cleverchefs.

We have a healthy menu and the menu is shared with parents each term. If your child brings sandwiches, they also need to bring their own cutlery (i.e. a spoon for their yogurt). Could we ask that you encourage a healthy packed lunch. Sweets, chocolate bars and or fizzy drinks must not be included in lunch boxes. We also ask that you do not include any nuts or nut based products (i.e. spreads).

During the break, the children are well cared for by a team of Midday Supervisors who quickly get to know them. They encourage children to finish their meals and provide stickers for good manners and behaviour.

# Snacks and drinks

## Milk and Fruit

Pupils in EYFS to Year 2 are provided with a free fruit or vegetable snack each morning. If pupils in Years 3 & 4 wish to have fruit or vegetable at break time, they may bring some into school.

Pupils younger than 5 are also provided with a 1/3 of a pint of milk each morning as part of the Government's free milk scheme. You can also sign your

children up to receive milk if they are over 5 - see below.

## Water

We call water our brain food! Drink to think! We ask that the children bring a named water bottle to school each day and we can top these up as needed. If you have concerns that your child is not drinking enough throughout the day, please speak to a member of staff.



# School Uniform

There is a uniform for our school that we expect every child to wear. We ask that you clearly name your child's uniform so that we can easily reunite your child with any stray belongings. If you want to use name labels to do this, the school earns commission from Stikins and Mynametags - please see the VSA page on our website for more details.

Our uniform consists of:

- White Polo Shirt/Shirt
- Bottle Green Sweatshirt/Cardigan
- Grey or Black trousers/skirt/shorts
- Black shoes
- Grey/Black/White socks
- Green and white summer dress
- Book Bag - these are used for

reading books, link books and homework. We do not encourage rucksacks or other bags as we have limited storage space.

PE Kit

- Black shorts
- White T-shirt
- Trainers or daps
- Key Stage 2 children will need warm joggers and a sweatshirt/hoodie for outdoor lessons
- Standard PE Bag (again due to lack of space, no big sports bags please)

We use local company Cosmic Monkey ([www.cosmicmonkey.co.uk](http://www.cosmicmonkey.co.uk)) as our uniform provider. They sell all logo and non logo items. You can also buy non logo items from local supermarkets or shops.

# Wraparound care

## Before and After School Care (term-time only)

At Vallis we offer childcare before and after school in our Community Room.

Before School Club starts at 7:45am. The club offers flexible bookings in terms of days and mornings but must be pre-booked and prepaid. It is run by school staff and there is a fee of £3.50 per day. For more information please speak to the School Office.

After school care is provided by Child's Play Clubs UK, an external organisation. The club is open from 3pm to 6pm and should be booked and paid for in advance on their website.

On certain days of the week we also offer extra-curricular clubs from 3pm to 4pm provided by IG Sports Coaching and other school staff. We will write to parents towards the end of each term (or early September for Autumn term 1) with details of the clubs on offer and how to apply (there are limited places on these clubs).



# Attendance

It is important that children attend school regularly if they are to benefit from the learning opportunities provided, many of which cannot be repeated. We have high attendance expectations and work closely with the Attendance team at Somerset Council.

Most of our children are very healthy and attendance is good. However, your child may occasionally be ill and need to stay at home. Please call the School Office and leave a

message on the absence line each morning your child is off ill.

We will carry out safeguarding absence calls for any child who is not in school without a reason being given.

If your child is off school with vomiting or diarrhoea, we ask that they do not return to school for a 48 hour period following their last episode. This follows guidance from the Health Protection Agency and helps to stop bugs spreading.



Holidays must not be taken in term time. If you need to withdraw your child from school for any reason other than illness, you will need to complete a Leave of Absence Form, which can be obtained from the School Office or on the school website.

A revision to the Education (Pupil Registration) Regulations 2013 states that Headteachers may not grant



absence during term-time unless there are exceptional circumstances. When considering whether to authorise your request for an absence for exceptional circumstances, your child's attendance record will be taken in to account.

When your child has an appointment or has to leave school early, please let the class teacher and/or the School Office know.

# Accidents in school

## Accidents

We aim to provide a high standard of care in a safe and secure environment that meets health and safety requirements. However, there are occasions where accidents may occur - a scraped knee at lunch time etc. These are recorded and if necessary, parents are sent an explanatory note giving details of the cause of the accident and the treatment. In the case of more serious injury and or bumps to the head or face, the

school will contact parents/ carers via telephone to inform them.

## Contact details

Each year we ask you to update your contact details so that we can contact you if your child becomes ill during the day. Please let us know immediately if you change your home/work address or landline/mobile number throughout the year as we must be able to contact you.



# Medicines in School

Children need to be at home if they are poorly, but there are occasions where they may have a course of antibiotics and want to come back in to school.

The school is able to administer medicines for your child provided the medicine is handed into the School Office by a responsible adult, a Medicine Consent Form has been completed (copies of which can be obtained from the School Office) and the medicine is in a clearly labelled bottle or packet with expiry date.

Inhalers/Epipens must stay with the child's teacher at all times and be kept up-to-date by parents/carers.

In a school setting parents/ carers must always be vigilant regarding:

- Head Lice - There is no need to keep children off school with head lice but immediate treatment is recommended when live head lice have been seen. Long hair must always be tied back;
- Threadworms - There is no need to keep children off school with threadworm but treatment is recommended for the child and all household contacts;
- If your child is running a high temperature and has cold or flu like symptoms please keep them at home until their temperature is normal.

If your child has a specific medical condition that requires on-going support, the school will work with families to create a medical care plan.

# Homework



Our homework policy is designed to encourage some self-study skills which are an essential feature of future school and college learning. As a minimum, all our children are encouraged to take home a book each night to practice reading at home. Parents are given the lists of high frequency words that children need to learn to spell which can be practiced at home.



Each term, children are given topic-based tasks for their homework. These are shared with the class as children complete the task.

Parents are encouraged to contact the teacher if there are any difficulties on completing this work. Key Stage 2 children can access a homework club to complete their tasks, which is supported by a teacher.

# Parking

Please park safely and considerately when dropping off and picking up your children.

We want to help keep our children and community members safe. As staff, parents and families we all have a responsibility to stop and think about whether we are parking in a safe and considerate manner.

We have regular visits by our local PCSOs and traffic

wardens who will issue fixed penalties to anyone parked inappropriately.

Our school car park is for permit holders only and we do not encourage anyone to move their vehicle between the hours of 08:30 - 09:05 and 14:45 to 15:10 to ensure children and their families can enter and exit the school safely.





Vallis First School  
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Frome  
Somerset  
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[www.vallisfirstschool.org](http://www.vallisfirstschool.org)