



Griffin Way, Great Bookham, Surrey KT23 4JJ
Telephone: 01372 456774 Email: info@gbs.sfet.org.uk

Friday, 02 September 2022

Dear Parents and Carers,

We hope that you have had a happy and restful break this summer holiday and have managed to enjoy the glorious sunshine that we experienced during the month of August. We are really looking forward to welcoming all children back to school on Monday 5th September and have included below some key pieces of information that will hopefully ensure that there is a smooth start to the beginning of the school year. I will write to you again on Monday to formally introduce myself and to share the agenda for our up and coming Parent Forum sessions.

Meet the Teacher Dates

During the second week of term, we will be inviting you into school to meet your child's new teacher, see your child's classroom and listen to a presentation about the year ahead, key learning opportunities and important processes and procedures in school. These presentations will be available, on the school website, to anyone who is unable to make the meeting in person.

Please find the dates and times for these meetings below:

Monday 12th September 2:55pm – 3:20pm – Year 2 and Year 3
Tuesday 13th September 2:55pm – 3:20pm – Year 1 and Year 4
Tuesday 13th September 7:00pm – Year R Induction Meeting
Thursday 15th September 8:45am – 9:15am – Year 6
Friday 16th September 2:55pm – 3:20pm – Year 5

Arrival and pick up

On Monday 5th September we will be welcoming new children and families to the school. All Junior children should make their way to the Junior playground at Griffin Way entrance and Infant children to the Infant playground (this is a different playground from last year and is located nearer the field) via Lower Road entrance. Both gates will open at 8.35am. Please note that parents may not walk around or through the school for access. Junior children may enter the site via the Lower Road entrance and walk around the building to their playground.

On the first day the Yr 3-6 teachers will meet the Junior children on the playground and take each class into the building at 8.45am. Infant teachers will be at the outside door to the Infant building as usual to welcome the children at 8.45am. At the end of the day Junior children will be taken out to the Junior playground with their teachers who will release them to parent/carers at 3.25pm. If your child is going home with a different adult at any time you must send a message to the school office. Junior children will be allowed to walk down to the Lower Road gates to meet their parents. Infant teachers will release children from the Infant door to parents/carers at 3.20pm.

From Tuesday 6th September all Junior children should make their way straight at 8:45am to their classroom. Registration for everyone will be at 8.45am. Any child who arrives after the gates have closed must enter the school through the school office via the Griffin Way entrance.

Junior children may be dropped off by foot at the Junior/Infant pedestrian gate or by car using the horseshoe drop off zone on the Lower Road only. Children must not be left unsupervised. Children who are left unsupervised before the gates open in the morning will be sent to Breakfast Club and you will be charged for the session.



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Parking

We are very lucky to have access to parking permits in the Lower Road Car Park behind the Co-op. Parents are reminded that parking on site is for school staff only and we encourage you to use the Lower Road Car Park. Please complete a parking permit form. Until you receive a permit please ensure you purchase a parking ticket.

Uniform

Full school uniform should be worn every day. Summer uniform can be worn up to October half term. A uniform list is attached. Uniform can be purchased [here](#). School shoes should be worn, not trainers. If a child comes to school in trainers they will be given a pair of plimsolls to wear for the day. To reduce the amount of unclaimed lost property please ensure **all items are clearly labelled – this includes water bottles and trainers**. From September onwards, all un-named and unclaimed items will be disposed of every half term.

PE

Please ensure that your child has their full PE kit in school every day and this must be left at school. PE kits will be sent home at the end of every half term to be washed and to check that all items still fit.

Club timetable

We have planned a varied timetable for all phases to encourage children to attend extra-curricular activities throughout the week. The timetable will be released on Monday 6th September and bookings will open on Tuesday 7th September at 9am to allow all parents to have the opportunity to book clubs.

School meals and snacks

School lunches will be available as usual to pre-select via ParentPay. These must be booked and paid for in advance of the selected week. New parents will receive ParentPay registration and meal booking details on Monday 6th September – your children will be able to select a school meal in class until your registration is complete. Fruit will be provided for Reception & KS1 pupils. Milk will be provided free of charge for Reception children up until their 5th birthday. Junior children should bring a piece of fruit or vegetable only, for break time. **No chocolate or nuts** to be brought to school.

Birthdays

As a healthy school and to acknowledge the increasing number of children with significant dietary requirements/allergies, we do not allow children to bring in 'birthday sweets/cake'. If you wish to celebrate your child's birthday in school, we encourage you to donate a book to the class or school library. This could be your child's favourite book and the office can provide a special label for the inside cover with your child's name and birthday. If children do bring sweets or cake to school, these will be returned to you at home time. Thank you for your understanding.

Swimming

Swimming lessons begin for all Year 4 children (and selected Year 5 and 6 children) from Thursday 16th September. Please ensure you provide consent and make payment via ParentPay as soon as possible.



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Wraparound care

Breakfast Club will be open from 7.30am from September. Access is via the Lower Road gates. Booking is not required. If you require any sessions for Puffins After School Club please contact puffins@gbs.sfet.org.uk

Free School Meals

If you believe your circumstances have changed and your child may be entitled to Free School Meals please read the attached form and return it to the school office.

Medication

Please drop any clearly-labelled prescribed medication, with a new completed Medication Request Form, at the school office.

Walking to and from school

If parents wish their Year 6 child to bring in a mobile phone as they are walking to and from school unsupervised, a request form must be completed and authorised by the School Office. Mobiles must be turned off upon entering the school site and handed to the class teacher during morning registration time. All phones brought on site are at the child's own risk - the school accepts no responsibility for damage, loss or theft.

Parents and Carers should not visit the School Office unless by appointment; the School Office can be contacted by phone and email.

Thank you for your continued support and we all look forward to seeing you next week.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'J. Allen'.

Miss J Allen

Headteacher



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School Uniform

It is important to us that our children represent the school well and that they are smart in appearance both at school and on the journey to and from school. We therefore ask that you support us in achieving this image and promoting our school in the local community.

All uniform must be labelled.

Uniform requirements

Summer:

Blue checked dress
Grey shorts or trousers
White logo-ed polo shirt
Blue round-necked logo-ed sweatshirt or cardigan
White socks for girls
Grey or black socks for boys
Black shoes (sensible design, not slip ons nor trainers)

Winter:

White logo-ed polo shirt
Grey skirt, pinafore or trousers
Blue round-necked logo-ed sweatshirt or cardigan
White socks or grey tights with skirts
Grey or black socks with trousers for boys
White socks can be worn by girls with trousers
Black shoes (sensible design, not boots nor trainers)

PE:

Blue logo-ed t-shirt
Blue shorts
Trainers for outdoors (Plimsols for Infants during the winter)
Plain, dark jogging bottoms and sweatshirt may be worn outside when cold.

Plain, non-logo-ed white polo shirts (e.g. from supermarket chains) are acceptable unless representing the school e.g. in choir performances, competitions etc.

No jewellery should be worn apart from a watch

Children with pierced ears should wear PLAIN STUDS only and must be able to remove them by themselves for PE lessons or not wear them on PE days.

All hair that touches or is longer than shoulders, must be tied back and hair, including fringes, should not cover children's eyes.

Bookbags (Infants only) are available as well as PE bags.