



Information for New Entrants 2024/25

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THE SCHOOL DAY

- 8.50am – 9.00am Morning drop off
- 9.00am Registration
- 9.10am Registers Close
- 10.30 -10.50am Playtime
- 12.15pm - 1.15pm Lunchtime
- 3.20pm Playground gate is opened for parents to enter
- 3.30pm End of School Day

The gates open at 8.50am for registration at 9.00am. **It is very important that your child arrives at school before 9.00am otherwise they will be marked as late.** If a child arrives later than 9:10am, they will be recorded absent for the morning session. Absence is also monitored regularly by the EWO.

The road outside the school gets very busy at the beginning and end of the school day. **Opposite the school we have a car park for visitor use which we urge you to use.** In the mornings there is also a drop off zone outside the school gate to help with traffic flow. Please **do not** park in this area between 8.40am and 8.55am. Please note that the car park at the front of the school is for the sole use of staff and disabled transport. We encourage as many families as possible to walk to school if they are able to.

PLAYGROUND AT THE START AND END OF THE SCHOOL DAY

The school gate is opened at 8.50am. Just before the end of the school day the gates will be opened to allow access into the playground. A member of staff will be at the gate in the mornings from 8.50am.

To keep the playground a safe place the following rules apply:

- Children must not use any of the play equipment or the garden areas.
- Children should not ride bicycles or scooters on the school playground.
- No smoking allowed.
- No dogs allowed.

CYCLING TO SCHOOL

There is a cycle shelter at the front of the school which is for the use of any children who wish to cycle. After locking their bicycles children should walk round to the playground. They are not permitted to use the entrance doors at the front of the school. Bicycles/scooters are left at your own risk.

PLAYTIME

At morning playtime EYFS and KS1 children go out together. KS2 children have a separate playtime. The government provide a piece of fresh fruit or vegetable for all pupils up to the age of 7. They also provide a carton of milk for children under 5. Both will be given out at the start of playtime. Children can bring in a piece of fruit or vegetable for snack time if they wish.

Once your child turns 5 you can pay a subsidised amount for the milk to be continued, to do this you will need to register your child at www.coolmilk.com

LUNCHTIME

Lunch for Foundation Stage begins at 12.00 noon and ends at 1.15pm. Children can have a hot dinner prepared by our catering company or bring their own packed lunch.

SCHOOL MEALS

Children in the Foundation Stage and KS1 can have a free hot dinner that has been prepared on the premises. This is a brilliant opportunity that is funded by the government, and we urge as many of you as possible to take it up. The menu is changed each term and given out to parents so that, if necessary, they can prepare their child for their choice that day. There is always a choice of two different meals or a jacket potato. Parents will be able to book their child's school meal via their Arbor App/Portal. Dinners are checked by the office and details provided to the school kitchen. At the beginning of the day, their teacher will go through the register and check that they have ordered a lunch or have brought a home packed lunch. If your child has any special dietary needs, please complete the Caterlink dietary requirements form included in this pack. You can also complete dietary details in the medical section of your child's Arbor record.

KS2 pupils can purchase a school meal; the current price for these is £2.53 daily.

You will also find information regarding the application for free school meals included in this pack. If you think your family fits the criteria for eligibility, please complete the application form and return this to the school office.

The lunch menu for the Autumn term is also included for your reference. The meal choices roll on a three-weekly timetable. When a new term's menu is produced parents will be able to see this on the school website and in the end of term Newsletters.

You can book your child's meal daily on your Arbor portal/app. Please follow the link below which will explain how to do this: [Meal Menu choices on the Parent Portal or Parent App – Arbor Help Centre \(arbor-education.com\)](https://www.arbor-education.com)

PACKED LUNCHES

These are eaten in the hall alongside the hot dinners. **Please do not include sweets, chocolate, fizzy drinks or any foods containing nut products.**

ASSEMBLIES

Assemblies take place most days at 3.10pm. Special sharing assemblies takes place during each term. This is an opportunity for children to share examples of their work and parents, family and friends are warmly welcomed to attend. The Shinfield Cup is given in these sharing assemblies. Each class teacher takes a turn throughout the year to award the cup and an Amazon voucher worth £10.00. It is given to a child who has made a particular effort either academically, personally or both. Photographs are taken and displayed in the school entrance.

THE END OF THE SCHOOL DAY

The school gate is opened at 3:25pm and children should be collected promptly at 3.30pm from their gate or door. If somebody different is collecting your child, please let us know as we will not release children if we are not informed. You can also update authority to collect in the contact section of your Arbor account.

BREAKFAST AND AFTER SCHOOL CLUB

The school runs a Breakfast Club from 7.45-8.50am and After School Club from 3.30-6pm. We charge a small fee to register (currently £5 per child) and all pupils at the school are entitled to sign up and attend. Parents can book their wraparound care sessions on their Arbor portal/app. Please see the information included in this pack for further details.

HOMEWORK

Your child will bring home at least one reading book each week. Please find the time to read and discuss with them 5 times a week. Please record any reading done at home in their reading diary. We also request that children spend time practice simple counting, recalling number facts or learning times tables – class teachers will inform you of appropriate activities for your child. Other home learning opportunities can be found on the school website.

ABSENCE

Please inform the school office as soon as possible if your child is absent through illness. Please always state the illness – do not just state unwell. If they have anything contagious it is important that we inform teachers and parents quickly.

Please phone or send a message via Arbor App or Parent Portal by 9.30am in the morning on each day of absence. **We require written confirmation for three or more days of absence.** This is monitored by the Education Welfare Officer. Please follow the link to our flowchart to hopefully make this process easier for you:

[Absence reporting](#)

HOLIDAYS

We urge you not to take holidays during term time. Two weeks per year could mean that your child has missed a whole term's work by the time they leave us at eleven. Holidays will be classed as unauthorised on your child's attendance record (copy of Attendance Procedures included in this pack). Wokingham Borough Council Education Welfare are currently issuing Penalty Notices for unauthorised absences of more than 4.5 days. Three or more penalty notices can result in a criminal conviction.

MEDICINES

We prefer not to give medicines in school and are not able to administer anything that is not prescribed, for this we will ask you to sign a consent form giving us your permission to administer the appropriate dose. If your child needs over the counter medicine during the school day you will be asked to come to reception to administer this yourself.

ACCIDENTS

If your child has an accident at school, it will be dealt with by First Aid trained staff and recorded. If required, a message will be sent home via Arbor to notify you of any information that we feel is relevant. For more serious accidents we will contact you as soon as possible. Therefore, please ensure that all contact details are kept up to date.

HOME/SCHOOL AGREEMENT

Schools are required to have a home/school agreement, ours was produced after consultation with staff, parents and governors. We hope that you will receive it in the spirit in which it was intended and use it as a starting point in the relationship between home and school. On Arbor you will be asked to consent/confirm that you have read it and shared it with your child.

SCHOOL RULES/BEHAVIOUR & DISCIPLINE POLICY

The Behaviour Policy was drawn up in consultation with parents, staff and governors. We hope that you will support the school in enforcing the expectations required.

NEWSLETTERS

News and any other information are sent home regularly throughout the term. News Bulletins are normally sent home on a weekly basis. These are also posted on the school website:

<https://www.lambslane.wokingham.sch.uk/newsletters/>



Communicating with parents is an important part of what we do, making sure you get the correct information about school news, activities and things that really matter is something we care about. We use a system called Arbor to communicate with our parents and guardians. From here we can send Emails, In-App messages and text messages. A text message will be used to send urgent messages to parents so please make sure that we always have an up-to-date mobile telephone number for you. Text messages are sent from a randomly generated number that is individual to the recipient. This number should not be shared. Parents can reply to a text thread but are not able to generate a text message to Lambs Lane.

Through Arbor you can:

- Use a free mobile app on Android and iOS to pick up school messages instantly.
- Receive instant communication from school – Email, In App Messages, SMS
- Report absences through the In-App message function.
- Give consents.
- View your child's attendance.
- Sign up to clubs and trips.
- Sign up to parents evening.
- Book school dinners daily
- Book Wraparound care (Breakfast and Afterschool Club)

Registering on the parent portal/Arbor App is very easy! Once you and your child are entered into our Arbor system you will get an email with your log in details.

Arbor is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

You can find some useful information on making the most out of Arbor's Parent Portal and App functionality in the below links:

- [Begin - Introduction to Parental Engagement using the Parent Portal and Parent App – Arbor Help Centre \(arbor-education.com\)](#)
- [A quick introduction to Arbor for guardians and parents – Arbor Help Centre \(arbor-education.com\)](#)
- [Seeing and updating my child's information on the Parent Portal or Parent App – Arbor Help Centre \(arbor-education.com\)](#)

Please do not hesitate to contact Mrs Pridmore or Miss Hill in the school office if you require any additional information, or email: admin@lambslane.wokingham.sch.uk

PAYMENTS TO SCHOOL

We also use our Arbor system for Payments to school. As well as being the data management and communication system is also the school's online payment system. The below link will provide you with further information.

Arbor accepts Visa and Mastercard but not American Express. You can also use:

Google Pay - Parents can set up Google Pay following these instructions: [Download the Google Wallet app](#)

Apple Pay - Parents can set up Apple Pay following these instructions: [Set up Apple Pay](#)

Once your details are on our system you will receive a link to Arbor.

CONSENTS

Once you have registered on your Arbor App/Parent Portal you will see the following consents that you are required to confirm or decline:

- Eyesight Testing
- Health Check
- Home & School Agreement
- Photography Consent
- PG Film
- Local Walks and Sporting Events
- Filming of your child

UNIFORM

We expect all pupils to wear the school uniform. Some items can be purchased through the uniform website, please follow the link: http://www.brigade.uk.com/content.php?page=select_school&for=parents

We also have some second-hand items available at a nominal price. Please ask in the office about these.

Uniform:

- Navy sweatshirt or cardigan with or without school logo - Required
- White polo shirt or plain white shirt with or without school logo - Required
- Grey trousers or shorts - Required
- Grey skirt or tunic – Required
- Red check summer dress or playsuit – Optional
- Grey, black or white socks/tights - Required
- Sensible, plain black shoes or plain black trainers – NO LOGO – Required – to support independent dressing we encourage Velcro shoes if they do not know how to tie their laces
- Sensible white or black sandals in the summer - Optional
- A pair of outdoor shoes or wellies - Required

PE kit should be brought to school on Monday and taken home on Friday.

For PE:

- T-shirt (in Team Colour) (Team colour detail on the front of your pupil information booklet)
- Navy shorts
- Navy tracksuit/sweatshirt for winter
- Plimsolls or trainers
- A drawstring bag to keep it in

PLEASE MAKE SURE YOUR CHILD'S CLOTHING AND SHOES ARE NAME LABELLED

The only jewellery we allow in school is a small pair of stud earrings, however these are **not to be worn during PE due to health and safety**. Please make sure that your child is able to remove them unaided or remove them prior to the start of the school day.

Hair should be an appropriate style for school and long hair must be tied back.

Please do not allow your child to wear nail varnish to school. We keep nail varnish remover in school and will ask your child to remove it.

WEBSITE AND LEARNING PLATFORM

We have a very active website which is full of useful information including our policies, curriculum information, community events, PTA news and news updates from school activities - www.lambslane.wokingham.sch.uk

PARENT CONSULTATIONS

Parent Consultation Evenings are held in the Autumn and Spring terms and available for you to book through the Arbor App/Parent Portal. A written report is sent home at the end of the summer term. However, if you need to speak to us at any other time, please do not hesitate to contact the school office to arrange a mutually convenient time with the teacher.

TRIPS

The children are taken on trips to support the curriculum. When this is planned you will be given plenty of notice and asked to give permission via a trip consent on your Arbor App. To cover the cost of the trip we ask that parents make a voluntary contribution.

Occasionally the children are taken on walks to look at the local area. You will be informed when these are taking place.

MOBILE PHONES

We do not encourage the students to bring mobile phones to school. However, if they are bringing them in, they must leave them with the office team on silent/switched off and collect them at the end of the school day.



We look forward to welcoming you and your child to our Lambs Lane community. If there is ever anything that we can do to help or support you and your family, please do not hesitate to come in and speak to us.