



A Caring Community, Courageously learning, Inspired to live life to the full

School Handbook

Academic Year 2025-26

**Christ Church C of E VC Infant School
Christchurch Avenue
Downend
Bristol
BS16 5TG**

**Headteacher: Mrs Anna Martin
Telephone: 01454 866562
Web site: www.christchurchinfants.co.uk
Age Range: 4 - 7 years co-educational
Local Authority: South Gloucestershire Council
Total number on roll as of May 2025: 225
Email: christchurchinfants@sgmail.org.uk**



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Please see the Website for these Key Policies

- Attendance and Punctuality Policy
- Behaviour Policy
- Internet Access Policy
- Complaints Policy



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Our School Vision

At **CCI** we are a **C**aring community, **C**ourageously learning, **I**nspired to live life to the full.

Our Values and Aims

Caring (Friendship, Compassion)

Aim - We want our children, parents, staff and governors to care for each other; to respect and trust each other and to encourage and listen to each other. We want the children to learn how to care for the wider world as responsible, kind and generous individuals.

Our Christian Values that reflect the caring part of our vision are Friendship and Compassion.

Courageous (Courage, Perseverance)

Aim - We want our children to be courageous in learning and living, putting our values into practice with passion and commitment. We want them to have the courage to challenge and change the world around them for the better.

Our Christian Values that reflect the courageous part of our vision are Courage and Perseverance.

Inspired (Thankfulness, Respect)

Aim - We want to inspire hope, ignite the imagination and instil a love of learning. We want our children to be inspired to be the very best they can.

Our Christian Values that reflect the inspired part of our vision are Thankfulness and Respect.



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The Governing Body

The governors are appointed to oversee the running of the school and have specific responsibilities and duties relating to finance, staffing, the curriculum and premises. They meet regularly and may hold an annual meeting with parents/carers.

Chair of the Governing Body: Mr Chris Douglas

Governors

- Mr Reuben Holt
- Mrs Belinda Stowe
- Mr Alan Reese
- Mrs Jenny Shepperd
- Mrs Amanda Bowden
- Mrs Stephanie Jackson
- Miss Leah Coates
- Miss Lauren Windaybank
- Miss Laura Swarbrick
- Mr Gareth Jones
- Miss Amelia Gould
- Mrs Anna Martin

Clerk to the Governors: Mrs Sam Beament

Lunch Break Supervisors

- Ms Tanya Fussell
- Mrs Tracey Doe
- Mrs Pam Kaur
- Mrs Janet Newby
- Mrs Sharon Fennell
- Ms Emma Hooper
- Mrs Lauren Claridge
- Mrs Jenna Fry
- Miss Chelsea King



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Staff Planned for September 2024

Year Group	Class	Teachers	Higher Level Teaching Assistants/Teaching Assistants
R	Lions	Mrs Katherine Jenkins (M/T) Miss Steph Essex (W/Th/F)	Miss Ella Winstone
R	Panda	Miss Georgia Robbins (Early Years Leader)	Miss Teresa Llewellyn (M-Th) Mrs Janet Newby (Friday)
R	Tiger	Miss Lily Griffin	Miss Hannah Edwards
1	Crocodiles	Mrs Helen Anderson (M/T) Mrs Claire Mills (W/Th/F)	Mrs Becky Brock
1	Giraffe	Miss Helen Smith	Mrs Emma Hooper
1&2	Cheetahs	Miss Amelia Gould	Mrs Gemma Gardner
2	Penguins	Mr Gareth Jones (M/T/W, in school 5 days, (Deputy Head) Mrs Jenni Rylands (Th/F, in school 5 days, KS1 Lead & SENCo)	Mrs Teresa Marsh
2	Zebra	Miss Rachel Chevassut	Miss Mandy Fricker

Other Staff who work in our school:

SENCO – Mrs Jenni Rylands (jenni.rylands@sgmail.org.uk)

School Business Manager – Miss Cath Evans

Administrative Assistants – Miss Megan Lumbard and Mrs Loo Lendrum

Caretaker – Mr Peter Atkinson

Cook - Jo Pittaway and the kitchen team



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A welcome from Anna Martin, our Headteacher

On behalf of the staff, governors, children and parents, I'd like to extend a very warm welcome to you and your family to Christ Church Infants (CCI). We are delighted that you have chosen our school and hope that you and your children will be very happy here.

All staff at CCI work as a team and we see parents and carers as a vital part of this and very much value the support and contribution you make to school life. We support every child in all aspects of their learning and this means supporting their families too. We greatly value parental involvement in every day school life and will support you throughout your child's time here.

It is our sincere hope that by working together as a partnership of staff, parents and governors we will ensure that the children have the best opportunities and are committed to the development of each child as an individual. Our aim is to encourage children to work to the best of their abilities and realise their full potential in all aspects of learning through developing their social, emotional, physical, intellectual, spiritual and moral skills. We believe that everyone is special and we can all learn from one another.

Our vision is to develop an excellent school for the local community where the Christian values of friendship, compassion, courage, perseverance, thankfulness and respect are evident in everything that we do. As Headteacher, I very much look forward to meeting you and, together with all staff, fostering a happy and trusting partnership with you and your family.

Yours sincerely,

AMartin





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A welcome from our Chair of Governors

Dear Parents/Carers,

On behalf of all the governors, I would like to extend a warm welcome to you and your child. This handbook sets out the aims, organisation and activities of the school.

Christ Church Infants is a Church of England Voluntary Controlled School – meaning it is run by the local authority but maintains its distinctive church school characteristics. The school has strong links with Christ Church Downend, Christ Church Junior School and the wider local community.

Our Christian values are at the heart of our school and we expect our children, parents, staff and governors to care, respect and trust each other. We want your child to learn how to care for the world they live in as kind and generous individuals; we want them to have the courage to challenge and change the world around them for the better and to be inspired to be the very best that they can be.

We encourage a partnership between home and school to enable the children to fulfil their potential. We have a Parent Council that meets once a term, a Parent Fundraising Group (The Friends) and a Governing Body which includes parent/carer governors. In addition, we are always on the lookout for volunteers to help in school – so there are plenty of ways that you can get involved!

The school staff will liaise with either the local nursery or pre-school that your child attends or with you directly to ensure the transition into reception is a smooth one.

We are delighted to welcome you and your child to Christ Church Infants School for this exciting phase of your lives!

If there is anything I can do to help you, please do let me know.

Yours faithfully,

Chris Douglas
Chair of Governors



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A warm welcome from Christ Church Downend

Hi I am Dan Watts the Vicar at Christ Church. As a church we have a strong, close relationship with this warm, friendly and encouraging school. It is a real joy to be involved in the governing body and through actively supporting the school in nurturing its Christian character and ethos. The school regularly visits the church for worship and celebrations and members of the church are regularly in school providing Experience events at the major festivals, Prayer and reflective spaces and help with RE lessons. We greatly value the close working partnership we have with Mrs Martin and the whole school. This is a fantastic school where children are nurtured and every opportunity to flourish in their learning and in their social and spiritual development.

Please do see the church website link for details of the many activities for children and families.

www.christchurchdownend.com





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School Facilities

The school is a one-storey purpose built infant school which has eight well equipped classrooms. There is an activity base specifically equipped for provision group work in an Elliott building by the back gate. The hall is used for whole school activities and contains resources for physical education (PE). It is also used as a dining room. Our library is housed in the main building along with our design and technology food area. There is a sensory room to support any special educational needs, but can be accessed by all children. There is a fenced area outside the reception classrooms to enable free-flow access to indoor and outdoor activities. There is also an enclosed patio area for KS1 children to use. The grounds comprise of a playground and grassed areas used for physical activities and outdoor learning. We have a covered swimming pool which is used for part of the year. KS1 children (Y1 and Y2) swim in September, and from Easter onwards, reception children also swim. We hope you will support us in keeping our school as secure as possible by following the school's safeguarding guidance that will be sent to you in September.

Safeguarding your children

There is a delicate balance between our 'Open Door' Policy and school security. We need to ensure that only children and approved adults may enter the school building freely. Our policy is below;

- The exterior doors will always be kept locked and are able to open from the inside or via an ID card given to staff.
- Teachers will be present on all doors at the start of the day to welcome the children and to ensure that **only children** may enter (excluding the first week of school for YR to settle in and in special circumstances monitored by staff)
- Adults will only be allowed into the school building through the main office area, where they will be required to sign in, agree to our Safeguarding Policy, accept our Confidentiality Agreement and collect a badge if they are volunteering to help.
- Parents and carers are welcome to come to the office to access lost property and toilets etc.



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- When you are collecting your child from after school clubs, you will need to wait outside the school gate until the club has finished.
- In order to protect the children and parents, parent helpers will not be left unattended at any time, including on school trips. This will apply even if the parent has had a DBS check

We always have, and always will, value our relationship with parents and like to feel that we are an approachable school. Parents are able to talk to the teachers on the door in the morning and if a matter needs to be discussed more thoroughly or in private, then they will be able to make an appointment to come and see the teacher after school. We also want to stress that the Headteacher, Mrs Anna Martin, will always welcome parents popping in to talk to her and she values the conversations with you.

School organisation

At present our school is organised into 8 classes; 3 EYFS (also known as Reception) classes, 2 parallel Classes in year 1 and year 2 and a mixed year 1/year 2 class (Key Stage One). In years 1 and 2 every class has TA support every morning. We have classes of 25 in reception and 30 throughout the rest of the school. All teachers have an entitlement to planning, preparation and assessment (PPA) time each week and some teachers have management time to manage their whole school responsibilities. This is covered by other school staff, so more than one adult may teach your child each week.

Classes

We do our best to organise the new EYFS children into classes where they have a friend or may recognise someone. This isn't always possible but we do try. With regards to multiple siblings joining, such as twins or triplets, we take advice from the previous setting as to whether they would be best placed together or not. We would also discuss this with the family if we do decide to split siblings. Our EYFS classes spend lots of time together as a year group, so even if friends or siblings are not placed together, they will still have lots of contact. We mix up our classes every year so there is always the chance to review this again when they move into Y1 and 2.



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Admission process

Admission level: 75 children per year, all applications are through South Glos. Council.

Children will usually be admitted to school over the first half of the autumn term, (Term 1) after their fourth birthday, on a part-time basis, as directed by the local authority (LA) policy and guidelines. We expect that children will be in school full-time late September.

The Headteacher and EYFS leader arrange an Introductory Programme to provide children and parents/carers with information about our school in a sensitive and friendly way during the summer term (Terms 5 & 6) prior to entry of the children in September. This will include a parents/carers 'welcome' drop-in session to meet the teacher, 'stay and play' visits for children to get to know one another and have a story in their new classes with information session for the parents/carers in the hall. You are also all invited to our Summer Social on 4th July. Each child will be given a book written by reception staff which gives information about our school.

The reception staff carry out phone calls to parents so the class teacher can really get to know you and your child and staff also try to visit all preschool and nursery settings. After this, the children will be admitted to school half the class at a time during their first few weeks. They will attend for full, alternate days and will need to bring a packed lunch for the first week. This staggered entry is to ensure a calm start to school and to allow each child to begin with the maximum amount of adult support during their introduction to our school life. During the first few weeks all children will be assessed on a range of skills so that the activities planned meet every child's needs.

How the school will communicate with you

Parent/carer evenings are held twice a year. However, you are welcome to make appointments to speak to your child's class teacher at any point in the year. We also usually hold regular Open Evenings each year for parents to come into school, to look at work and talk with their children about their learning. In addition to this you will also receive 3 written reports over the year to help you



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know exactly how your child is progressing throughout the year – in October, February and July.

The school website and Facebook/Instagram page are your first port of call for information. We believe you will find everything you need to support you as your child joins us at www.christchurchinfants.co.uk and

www.facebook.com/CCIDownend/ www.instagram.com/christchurchinfants

A weekly newsletter is emailed on a Friday with details of school events, diary dates, class activities, learning and general information. Paper copies of the newsletter will be available at the office, if required.

We send regular emails with information on a regular basis and therefore will need to ensure that all contact information is up to date. The Arbor app is available to download and you will be given information about how to use this in September. Arbor allows you to update all your details through this app and give consents as well, which we fully encourage as it saves on paperwork.

You can order your child's school meal through ParentPay. Details of how to register will be sent to you by the office team in September. The school diary is available on the school website, you can subscribe to this so all events are in your online diary www.christchurchinfants.co.uk/diary/subscribe/

The Curriculum

CCI follows an enquiry based curriculum. It will be designed to promote child led enquiry and children will **become** scientists and artists rather than just **doing** science and art. This will be a really modern and localised curriculum that helps our children to engage in the community they live in and to be ready for the future world they will grow up in.

Our teaching and learning in reception is underpinned by the Early Years Foundation Stage (EYFS) Curriculum and in Key Stage One by the National Curriculum. In the EYFS the children will be exploring their 'states of being' before they move onto bigger questions such as 'How is my hat made?' in years 1 and 2. This enables us to provide continuity and progression from reception to year 2.



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Our reception children are considered to be beginning the last year of the Early Years Foundation Stage which they started while they were in pre-schools and nurseries. We work towards The Early Learning Goals in:

The three prime areas of learning

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

And in the four specific areas of learning through which the three prime areas are strengthened and applied:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

One learning experience may provide a child with opportunities to develop a number of competencies, skills and concepts across several areas of learning. Our expectation is that you will ensure that your child's records will be passed on from nurseries and pre-school groups for us to read, enabling us to ensure continuity throughout reception.

Each child's progress is closely monitored by their class teacher and evidence of their learning is collated in a record of learning which is available for you to access and are regularly shared with parents/carers. Parents/carers receive a written report on their child's progress three times a year.

Equal Opportunities

Equality of opportunity at Christ Church Infants is the provision for each individual for what is needed to enable them fair and equal access to all opportunities afforded by the school. Equality of opportunity applies to all members of the school community; children, staff, governors, parents/carers and community members.



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This school:

- provides an education for all, acknowledging that the society within which we live is enriched by the diversity, culture and faith of its citizens
- opposes all forms of harassment, prejudice and discrimination
- openly supports diversity and actively promotes good personal and community relations
- recognises diversity as having a positive role to play within the school

Inclusion/SEN

At Christ Church Infant school, we believe it is essential to provide a well-balanced, challenging curriculum for all children. We are committed to ensuring that all children, including those with special educational needs or disability (SEND), receive their right to a high quality, accessible and balanced curriculum. We provide for children with a wide range of special educational needs including those with:

- ❖ **Communication and Interaction Needs;** this includes speech, language and communication difficulties including autistic spectrum conditions
- ❖ **Cognition and Learning Needs;** this includes children who have learning difficulties and specific learning difficulties like dyslexia, dyspraxia and dyscalculia
- ❖ **Social, Emotional and Mental Health Needs**
- ❖ **Sensory and/or Physical Needs;** this includes children who have visual or hearing needs, or a physical disability that affects their learning

Pupil Premium

We have the highest expectations for all pupils and we continually strive to ensure that no pupil is left behind in their learning. When deciding how to spend the Pupil Premium allocation, it is important that we look at the barriers faced by disadvantaged pupils in the context of our school, and focus spending on addressing these barriers to learning. Each pupil is unique in their situation and our response to their needs must reflect this. We offer a Pupil Premium package for all eligible families but also match support to individuals, for example we may be able to provide academic support, additional clubs or interventions to



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support children's social and emotional well-being. For more information about Pupil Premium Funding, or to see if you qualify, please speak to our Pupil Premium Lead Mrs Rylands or a member of the office team who will be happy to help. You can also apply through South Gos. Council.

<http://www.southglos.gov.uk/advice-and-benefits/benefits/>

Children who are eligible for free school meals, who are looked after by the local authority or who are subject to a special guardianship order, attract further funding which is used to support these children in a number of ways. The current support provided by this funding is detailed on the website. **IF YOU ARE IN RECEIPT OF BENEFITS YOUR CHILD MAY BE ELIGIBLE FOR ADDITIONAL FUNDING. PLEASE APPLY.**

Further information about how we support children with SEND can be found on our school website. If you have any concerns about your child's learning or development or would like advice/support regarding Pupil Premium please don't hesitate to speak to our SENCo and Pupil Premium Lead Mrs Rylands (jenni.rylands@sgmail.org.uk)

Collective Worship

Collective Worship is an important aspect of school life which contributes to the spiritual and moral development of the children by encouraging and giving opportunity for reflection. We hold a daily act of Collective Worship (in assembly time), which is mainly of a Christian character, in accordance with the School Trust Deed. Members of the Christ Church community lead our Collective Worship regularly. Once a week we hold 'Worship through Celebration' when the school community is encouraged to celebrate successes and effort and praises achievements. We believe that worship is a celebration of 'things of worth' and it gives us the opportunity to reflect together about the values and concerns which are part of life in our school. We also use this time to bring our values and learning to life with real life examples of people living the values.

In accordance with the terms of the Education Reform Act 1998 parents/carers may talk to the Headteacher if they wish to withdraw their children from Collective Worship.



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Partnership with Local Universities

We work in partnership with Bath Spa University and UWE to help train the next generation of teachers which brings many benefits to our school. Children gain by having additional adults working in their classroom to support their learning. Our teachers have the opportunity to reflect on, analyse and improve their own professional practice and skills whilst training new colleagues. Trainees work and plan alongside teachers for different lengths of time depending where they are in their training programme.

Public Access to Documents and Information in Schools Maintained by the Local Authority.

Parents/Carers and members of the public have the right to see certain other information held in the school. They are also entitled to copies of information providing:

- (i) It is not covered by copyright.
- (ii) They are prepared to meet the cost of reproduction (paper, ink & staff time) unless there is a statutory obligation to provide it free.

The information which they have a right to see is:

1. Complaints about the Curriculum and related matters

From 1 September 1989, all maintained schools and local authorities must have a procedure agreed by The Secretary of State for dealing with complaints about the School Curriculum, Religious Education, Collective Worship and the operation of their Charging Policy for school visits and trips related to the curriculum.

Anyone who wishes to make such a complaint can obtain a copy of the full procedure free of charge from:

- The school
- Area Education Welfare Offices
- Local Libraries
- Department for Children, Adults and Health
PO Box 1955
Bristol BS37 0DE



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2. Published reports of Her Majesty's Inspectors which refer expressly to the school, if any (OFSTED)
3. Schemes of work currently used by teachers in the school
4. Any syllabuses followed for public or other examinations
5. The Local Authority's agreed syllabus for Religious Education
6. The Local Authority's Statement of Curriculum Policy and The School Governing Body's Statement of Curriculum Aims, where such a statement has been made
7. Any Statutory Instruments, Circulars and Administrative Memoranda relating to powers and duties concerning the curriculum, which are sent to schools from time to time by the Department of Education

Please contact the office if you wish to see any of the above information.

Procedures and General Information

School Sessions:

Morning Session

8.40am - 12.10pm (School opens at 8.40am and we'd like children to come in at this time so learning can start promptly at 8.50am)

Snack either at 10am or 10.45am and then again in the afternoon

Playtime - 10.15-10.30am

Collective Worship 10.30-10.45am

Lunchtime 12.10 -1.10pm (Office is closed)

Afternoon Session 1.10pm – 3.10pm

The time spent on teaching during a normal school week is 21.25 hours.

Children need to arrive at 8.40 am. It is our expectation that an adult will bring a child to their classroom entrance. The bell is rung and the main doors opened at 8.40am and school begins with EYFS children putting their belongings away before they play and learn independently. Punctuality is very important for registration ensuring a positive start to your child's school day. Parents/Carers are requested to follow the school's procedures for bringing their child to and collecting them from, their classroom.



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Morning procedures Reception

Parents/Carers of children in Lion, Tiger and Panda Classes should bring their children to the classroom doors which open onto the playground.

End of School day collection procedures

Please collect your child from the gate outside your child's class. This ensures that children are handed directly over to a parent/carer or a person designated by a parent/carer. Please inform your child's class teacher or ring/email the office team of any different arrangements for the collection of your child at home time. If you have a regular pattern for childcare arrangements after school such as childminders, after school club etc then please let the class teachers know and they will make a note of this.

Appointments

Where at all possible, we would appreciate it, if you could please make appointments out of school time. If it is unavoidable then please try for either late morning or late afternoon as non-attendance for registration counts as an absence, whatever the reason. If your child has a medical appointment during the school day, please notify us beforehand, in writing. Please sign your child in/out at the school office. If your child will not be in school for the afternoon session they should be collected by 12.10pm.

Alternatively, they can be collected after 1.20pm when registration finishes, in which case they will get their mark for the afternoon session. However, we do expect children to return for the later part of the afternoon. Children should not be collected or brought back from appointments etc. between 12.10pm and 1.10pm.

Health and Safety

For the safety of our whole school community, we ask that parents/carers;-

- Please walk to school if possible to avoid congestion at school
- Please park away from Christchurch Avenue if driving is unavoidable
- Show consideration for pedestrians who may be walking in the road
- Park legally. **Do not park on the zig-zag lines**, however briefly, or use the school entrance to turn around



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- Park with consideration for our neighbours by **leaving driveways clear**
- Do not park in Christchurch Medical Centre car park. As well as being private property this could cause distress to patients who are unable to park to attend their appointments
- Produce your Blue Badge to us if you would like to use the disabled parking space on the school site
- Make sure that you see your child into the school building

For health and safety reasons, dogs are not allowed in the school grounds. It is illegal to tie a dog up outside the school gates. The school and the grounds are designated non-smoking areas. The Local Community Police have asked us to give them the registration numbers of any cars parked illegally.

Absences from school

Reasons for absence must be notified by telephoning the school on the child's first day of absence. Failure to do this will result in a child being given an 'Unauthorised Absence' mark. Repeated unauthorised absence could result in a penalty notice being issued. Absence data will be collated each term and data reported to governors as a year group total and to parents termly.

Planned absence must be notified in writing either by email or paper in advance. If a child arrives at school after registration begins (8.50am and 1.10pm) they will be marked late in the register, and the minutes recorded. The child must be signed in, by the adult bringing them to school, in the book in the office. If the child comes in late for the morning session the school office will need to be informed of the lunch requirements of the child. Late collection of children after school, will also be marked on the register.

Holiday in Term Time

In line with government guidance and legislation, parents are advised not to take holidays in term time. If holidays are taken, schools will code such absences as 'Unauthorised'. In this instance a Penalty Notice (fine up to £160 per parent per pupil) or other formal procedures may follow if this is 10 sessions or more (equivalent of 5 days) over the 10-week period.



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Holidays are not permitted during term time. The DfE have brought in fixed term fines for all holidays taken from 19th August 2024. The local council can give each parent a fine of £160 per child if paid within 28 days, which will be reduced to £80 per day if you pay within 21 days.

For full information on the fixed penalty notices for term time absences check the South Glos website:

<https://life.southglos.gov.uk/kb5/southglos/directory/advice.page;jsessionid=F51206378F840DA22E29F8DFAFOA75E6?id=CwcSEdfvh0g>

Behaviour – We are ready, respectful and safe.

We follow our School Behaviour Policy, a copy of which is on the school website. This policy enables our school to function as a caring community and to establish and maintain an atmosphere in which every child is encouraged to succeed and learn without distraction. If the class teacher has any concerns about your child's behaviour this will be fully discussed with you. We expect the caring ethos and management of the school to result in the good behaviour of all children at all times.

An infographic titled 'THE CCI WAY' with a central logo of two hands clasped in a cross. The infographic is divided into several sections: 'Our Values' (friendship, compassion, courage, perseverance, thankfulness, respect), 'Our Vision' (CCI is a caring community, courageously learning, inspired to live life to the full), 'Our Routines' (Wonderful Walking, Give Me 5, Meet and Greet, One Voice), 'Our Recognition' (Recognition Boards, Milkshake Friday, Phone Calls Home, Head Teacher Awards, Star of the Week, Values Awards), and 'Our Repair' (What happened before..?, What could we do differently?, How did the other person feel?, How can we make it better?).

THE CCI WAY

Our Values
friendship
compassion
courage
perseverance
thankfulness
respect

Our Vision
CCI is a caring
community,
courageously
learning,
inspired to live
life to the full

This is how we do it here
be ready be respectful be safe

Our Routines
Wonderful Walking
Give Me 5
Meet and Greet
One Voice

Our Recognition
Recognition Boards
Milkshake Friday
Phone Calls Home
Head Teacher Awards
Star of the Week
Values Awards

Our Repair
What happened before..?
What could we do differently?
How did the other person feel?
How can we make it better?



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Voluntary contributions for school activities

Parents/Carers may be invited to provide a voluntary contribution towards a child's particular item of equipment or towards an educational activity such as a school trip or theatre group visit. It must be noted that if an activity cannot be funded with voluntary contributions it may not take place. No child will be at a disadvantage because of their parent/carer's unwillingness or inability to voluntarily contribute to an activity or event.

Parents/Carers can meet with the Headteacher or School Business Manager to discuss possibilities if they are finding a payment in full difficult.

Classes usually go on one or two educational visits each year and these usually cost approximately £20 per child. The trip costs are for the hire of reputable coaches and the entry to the venue. **School does not make any profit from these additional educational activities.** You are able to make donations to school fund via your school ParentPay account or cash if you prefer.

School meals

School meals are to be provided free to all infant children. However, if you believe you would be eligible for free school meals, if you had to pay for them, there are many other benefits on offer to you. (Please access 'South Glos. Free School Meals'; this can include free milk, when your child turns 5, a uniform allowance etc)

We ask all parents and carers to order the school meals online before the day of the meals. This is via ParentPay.

If you choose to provide a packed lunch it should be sent in lunch bag or a rigid container **with the child's name clearly marked.** Please provide your child with a drink – not "fizzy"- IN A SCREW TOPPED CONTAINER or a carton. It is also essential that you provide teaspoons for your child's dessert and peel/cut fruit (grapes in half) for your child as required, as we are unable to use the kitchen utensils/equipment for packed lunches. We ask children to return all wrapping, packaging and uneaten food to their lunch box so that you can see what they are eating at lunchtime.



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We aim to be a healthy school and would ask you to consider making a healthy lunch for your child. Please do not send chocolate, sweets or nuts (due to food allergies) as part of your child's packed lunch as these are not allowed. Lunch time supervision is under the direction of the Head or Deputy Head, assisted by Lunch Break Supervisors.

Fruit and vegetable scheme

We take part in a government scheme that entitles every child to a free piece of fruit or vegetable each school day. The children eat this mid-afternoon. The aim of the scheme is to increase fruit and vegetable consumption among children, and to contribute to a healthy, balanced diet.

Healthy Snack

Children will be able to bring in a healthy snack, i.e. fruit/breadsticks/rice cakes, this is normally eaten in the morning. No nut based products, crisps or chocolate please.

Drinking Water

Children need to bring in their own bottle of water to keep in their classroom in addition to a lunchtime time drink if they have packed lunch. This should be tap water but if children won't drink this then very weak sugar free squash is also fine. This should be in a bottle that won't spill and must have your child's name on it.

Milk

Until your child is 5 years old, they are entitled to a free 1/3 pint carton of milk. After that, a charge is made and milk must be ordered directly from School Milk Services Ltd. (Tel: 01934 510950 or web address: www.schoolmilkservices.co.uk/parent) who operate the paid milk scheme. When your child turns 5, if they still want milk, please call the dairy and pay directly.

Sweets

Children are not allowed to bring sweets, including throat/cough sweets, to school. We also ask families not to send in sweets for birthdays.



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Clothing and Personal Belongings

School uniform consists of grey or navy skirt/trousers/shorts, navy blue sweater/school cardigan/school sweatshirt, white blouse/shirt, white, pale blue or navy polo shirt/T-shirt or blue/white summer dresses. The highlighted items, which carry the school logo, can be purchased through Monkhouse or Unicorn workwear online.

Children often choose to wear leggings/cycling shorts underneath skirts and dresses when they are not wearing tights so that they are more comfortable playing on the climbing frames. All children will need a warm waterproof coat. This is so that the children can always go out to play even if it is very cold and wet.

Children are responsible for their own belongings, so **all property must be clearly named** (this can be done with permanent pen on the labels). Lost property which is named, is returned to the owner. Unnamed and unclaimed items are stored in the lost property box just outside the entrance of the school office and are given to charity/sold as second-hand uniform at the end of each term if not claimed.

P.E. Kit

Children should wear their PE uniform into school on their PE days. This should be a royal blue PE t-shirt (logo'd or plain), navy joggers/leggings/shorts and a navy hoodie/zip hoodie. A school logo'd hoodie is preferable and most children wear these and they are available from Unicorn and Monkhouse. Some parents also choose to add initials on the front so they are easier to keep track of! Trainers are better than traditional daps and Velcro is often a much better option, especially if your child can't tie their own laces. Long hair should be tied up for all P.E. sessions and jewellery and watches removed.

Swimming lessons form part of our P.E. curriculum during Terms 5 and 6 for reception children. Children should bring their named towels and swimwear (including flip-flops, slides or crocs) in a named bag. No arm bands need to be brought from home as these are part of the pool equipment. If kit is forgotten, we will lend spare kit and this will be sent home to be washed and will need returning promptly. Googles are fine as long as named and your child can put them on themselves.



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Toys

Toys should not be brought to school unless requested by the class teacher as part of a class project or as a class reward. This is to save toys getting lost.

Jewellery

For the safety of all the children only stud earrings and small watches are allowed in school. If your child has their ears pierced, then they should not wear earrings to school on PE days. If they are newly pierced, we will help your child to cover their earrings with micropore tape (please supply this). A list of PE days will be sent home.

Medical care

All staff have attended a First Aid Course and specific people have had the 2 day Enhanced Training. First Aid is administered following the Health and Safety at Work Guidelines. If there is an accident parents/carers are contacted immediately if a child needs them. In the case of a severe accident, an ambulance would be called and a member of staff would go with the child if the parent/carer had not arrived in school in time.

In the interest of the whole school, on medical grounds, all children who have any sickness and/or diarrhoea should remain at home at least 48 hours after the last episode.

At school we administer medicines which are needed long term, e.g. for epilepsy, diabetes or asthma or for life threatening allergies. Parents/Carers are responsible for ensuring that their child's medication is in date. A 'Request to Administer Medicine' form needs to be obtained from the school office and returned promptly. If your child requires short term medication e.g. antibiotics, you will need to come into school to administer this yourself or request medicine from your doctor which can be given 3 times a day outside school hours.

Parents/Carers are asked to check their personal data information at the beginning of each school year to notify school of address/telephone numbers of parents/carers if they need to be contacted during school times, this can be completed via your Arbor school app.



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Parents/carers are asked to notify school immediately of any change to this information during the school year - it is vital that we are able to contact you quickly if your child is ill.

Personal/family issues

The class teacher or/and Headteacher would like to be told about anything that may affect your child's progress, behaviour or well-being and will help where they can. All information given will be treated in strict confidence. For matters of a minor nature, there is the opportunity for parents/carers to ask to meet the class teacher at the end of the school day. Alternatively you can telephone the Headteacher to speak to one of them directly, or to make an appointment. Mrs Rylands can also support with any issues around children's mental health and SEN.

As you will appreciate, class teachers are very busy welcoming the children at 8.40am and so, if it is possible, please arrange to speak to them at the end of the school day.

Support Services

We follow South Gloucestershire's procedures for the assessment of children's needs. Support services such as the educational psychologist and medical agencies are available, if required, after consultation between the SENCO and parents/carers and with the consent of the parents/carers. The school nurse and health care assistants visit the school to carry out routine examinations during the reception year. Your permission will, of course, be obtained by the school medical service before any examination takes place.

Child protection procedures

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This means that the school has a duty to follow the agreed multi-agency child protection procedures for South Gloucestershire. Any suspicion or allegation of child abuse will be followed up via the social services department in the best interests of the children concerned. A copy of the child protection procedures is available on the website.



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School Clubs

We currently have outside providers who lead after school sessions for children throughout the year. These have in the past included choir, football, swimming, gardening, dance, drama, maths and tennis. Reception children will have opportunities throughout the year to join some of the clubs; however, there are fewer for reception children as they do get very tired in their first year at school. Payment for clubs run by outside providers is made directly to them.

Out of school learning (homework)

We believe that the involvement of parents/carers in joint activities with their children is most valuable in promoting children's learning. We recommend reading each night with your child. We also send home phonics (letter sounds, spellings/common exception words) for you to help your child learn. Information will also be available each term about your child's topic. You can support your child's learning at home and we may, where we feel it is appropriate, set other learning challenges.

Parents/Carers are encouraged to:

- Provide a reasonably peaceful, suitable place in which children can do their out of school learning with some help when necessary.
- Make it clear that they value out of school learning and support the school in explaining how it can help the child's learning.
- Encourage children and praise them when they have completed out of school learning.
- Have fun!

In-school parental/carer involvement

We always welcome any offers of assistance both in your child's class and across the wider school. We run a successful team of 'Reading Volunteers'. Please see your child's class teacher if you are interested in volunteering in class with small groups of children under the direction of the teacher (from the beginning of Term 2 for reception classes), or if you'd like to join our 'Reading Volunteer' Team. All parent/carer helpers need to sign in and out in the office. Please ensure you tick to



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say you understand the school safeguarding procedures and confidentiality agreement. Please also collect a lanyard.

The Friends of Christ Church Infants

This is a parents/carers organisation which supports the infant school. The Friends arrange social events, such as school fetes, to raise money for the school. The Friends have purchased many items for the benefit of all the children, such as play equipment, topic resources and theatre visits. All parents/carers are welcome to support these events and contribute to the organisation of The Friends. Further information on The Friends may be obtained from the school office or the Friends Facebook Page - Friends of Christ Church Infants.

Parent Forum

We have a parent council who meet 5 times a year with the Headteacher. They work together on all sorts of things and it is a good way for parents and school to communicate effectively. The parent council is very informal and always welcomes new members.

Governors

Our governing body has several members who are parents of children in the school. The parent governors are an excellent link for staff, governors and parents and we really value their input. Please contact our clerk for further information: samantha.beament@sgmail.org.uk

This document relates to the school year commencing September 2025. Although the information and particulars herein are correct for this year at the date of publication (April 2025), it is possible that changes may occur. We will endeavour to let you know of any changes as soon as possible. Please contact the school office if you need any further information about this handbook. Information regarding Key stage 1 (years 1 and 2) will be given to you as your child moves through the school.



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School terms

2025/26

Term	Starts	Ends
Term 1	Monday 1 September 2025	Friday 24 October 2025
Term 2	Monday 3 November 2025	Friday 19 December 2025
Term 3	Tuesday 5 January 2026	Friday 13 February 2026
Term 4	Monday 23 February 2026	Thursday 2 April 2026
Term 5	Monday 20 April 2026	Friday 22 May 2026
Term 6	Monday 1 June 2026	Tuesday 21 July 2026

Inset Dates 2025/26 (The junior school have the same dates)

Monday 1st September 2025

Monday 3rd November 2025

Friday 30th January 2026

Monday 20th April 2026

Friday 26th June 2026

Christ Church C of E Voluntary Controlled School has a Church Foundation and seeks to fulfil the aim of its Trust Deed by offering high quality education within the context of Christian faith and practise. Christian standards and values are reflected in the life and work of the school and are promoted amongst the children.