Welcome to Trinity Church School



Learning Growing Believing Together

Welcome to Trinity

Playtime

Partnership and Working Together

At Trinity Church School, we have an "open door" policy where parents are welcome to discuss their child, either informally (both before and after school), or by telephone/appointment. We strongly believe that co-operation between parents and school staff is vital in creating a secure, happy and caring environment essential for successful learning and development. We work to establish and maintain an ethos where children feel secure and will be listened to within an open and positive atmosphere.

We ensure the children know that they can approach any member of staff if they are worried or in difficulty. Staff are in a good position to keep a watchful eye on children to maintain their safety and protect them from harm. If staff have concerns, they have a duty to inform Miss Phillips, our Designated Safeguarding Lead.

Key people within school

 **Mrs Parsons** Executive Headteacher, Deputy Safeguarding Lead	 **Miss Phillips** Deputy Headteacher, Designated Safeguarding Lead	 **Mrs Hurley** Assistant Headteacher/ SENDCo, Deputy Safeguarding Lead	 **Mrs O'Brien** Early Years Lead, Reception Class Teacher	 **Mrs Clements** Reception Class Teacher



Morning arrival routines

- The pedestrian gate will be open every morning between 7.45am-8.15am for Breakfast Club (if booked), and the smaller gate that leads around to the classrooms opens at 8.30am. Unless booked into Breakfast Club, children must arrive on site between 8.30-8.50am. If you arrive late, please bring your child to the office and sign them in. Children arriving after 9.15am will be marked with an unauthorised absence.
- We offer a "drop off" system in the car park at the front of the school from 8.30am: Parents who wish to do this should follow the arrows to the left, stop briefly to let children out where they will be met by a member of staff, and then carry on round the circle and out of the gates. **The right of way should be given to parents entering the site. Please do not drive onto site before 8.30am - gates may open if staff are arriving at work, but parent access is from 8.30am only. Please do not park on the double yellow lines or block access to the gates.**

Afternoon pick-up routines

- The pedestrian gates will open at 3.05pm ready for the end of the school day at 3.10pm
- Where to collect children from:
    - Reception - via the Nursery gate on the rainbow fence to the right of the main school entrance. Please wait until staff have identified you before your child is dismissed.
- If somebody different is going to collect your child on any occasion, **you must ensure the School Office is aware**.

Onsite parking

We are unable to offer on-site parking so please do not expect to park in the car park. If you have a blue badge please speak to the school office to obtain a parking form. There is no access to the car park at the end of the day.

Top Tips for Parents/Carers

* **Get label happy -** One of the main difficulties of school life is losing possessions as something will inevitably go astray. You can minimise losses by encouraging your child to look after their own belongings, putting things away in bags and hanging items on their designated peg. Remember that other children in the setting will be wearing similar clothing of the same size and so name labels are the only way of truly identifying which items belong to each child. Please see flyer for a labels company who produce lovely labels - 24% of sales through that company go to our school PTA who provide so much for the children during the year. You are not obliged to use this company.

* **Reading record books** - All children will be provided with a reading record so you can log what reading you have done with your child at home.

* **Water Bottles** – All children need to keep a school water bottle in class - this ensures the children are kept hydrated during the school day and are easily accessible. Reception children will be given a Trinity plastic water bottle - after that, replacement bottles can be purchased via Arbor at a cost of £1.80 - they will be given out at school and kept here.



Things to Remember

Book Bag: These are particularly useful in Key Stage 1. We will provide all new Reception children with a book bag in September. If this needs replacing at any time, you will need to purchase one (see uniform details for link to supplier). Attaching a single key chain to the handle will support your child finding this quickly and independently.



Book bags need to be brought into school every day.



Wellington Boots (named)

To be kept in school if possible.

PE Kit (named and stored in a drawstring bag). Trinity branded PE bags are available from our uniform supplier, but you can provide your own similar design if you prefer.

Spare clothes: A ruck sack to be kept in school, containing spare clothes such as pants, socks and jogging bottoms is helpful.

A Typical School Day

The school year is divided into 6 terms:

Autumn: Terms 1 & 2 **Spring: Terms 3 & 4** **Summer: Terms 5 & 6**

The school day runs from 8.50am until 12.00pm and from 1.00pm until 3.10pm. You need to make your way to the gate on the rainbow fence to the right hand side of the school building to drop your child off and pick them up at the end of the day.

Reception Class:

When the children arrive into class, they will have a morning activity to encourage them to develop independence and sustain concentration. This is followed by the register and a discussion about the day including, amongst other things: the day of the week, the weather and special announcements, such as birthdays. For Reception Class, our day is structured by using pictures along a timeline known as a visual timetable. The children are able to see where we are in the day by looking at this - this helps to develop a sense of time and security. Children will be given access to many learning activities both indoors and outdoors during the day, where they will be independently exploring or involved in a small focused group with an adult.



Snack Time

Research shows that eating patterns developed in early childhood tend to be carried into adulthood. If children are introduced to fruit and vegetables at a young age it is more likely they will enjoy them and eat them more frequently. It is important to make snack time an enjoyable and positive experience. All children in Year R to Year 2 will receive free fruit during snack time.

Milk

Milk is provided free each day during the morning for children under five. Once your child turns 5, they will no longer receive free milk.

Lunchtime

At lunchtimes, the children are supervised by familiar staff. Lunch is prepared off-site and delivered to us daily. All children in Reception, Year 1 and Year 2 are entitled to free school lunches, but children are welcome to bring in their own packed lunch if you prefer. School lunches for **all children** MUST be booked via SchoolGrid by Thursday of the week before, to allow for the kitchen to know numbers and to keep our food waste down. If lunches are not pre-booked, you will need to provide a packed lunch as extra portions will not be available.

Lunchtime is also a time when children go out to play - this is introduced gradually once the children are settled into their surroundings. During this transition, Reception Class staff support the children while they familiarise themselves with the other members of staff and children. The school top field offers plenty to occupy them, including various climbing equipment, a playground with organised games through inspired playground play. It is an ideal opportunity to get plenty of fresh air and have fun with others from the Trinity School family.







The EYFS Curriculum

The early years are critical in a child's development and throughout this time, children will be developing the skills they need for future learning. During these Foundation Years, children work towards 'Early Learning Goals' in seven areas of learning through developing the three characteristics of effective teaching and learning.

Prime Areas

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

Specific Areas

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

Characteristics of effective teaching and learning

- Playing and exploring
- Active learning
- Creating and thinking critically



Personal, Social and Emotional Development

This area will enable the children to begin developing life-long learning skills. Children will have many opportunities to develop independence by taking responsibility for their own learning, accessing resources safely and making individual choices. The children will be encouraged to play and work alongside others - learning to share, to take turns and to listen to each other. Our school Christian values are – Friendship, Respect, Trust, Compassion, Courage and Creativity. These are central to all we do at Trinity. We promote, support and nurture these values in each other, and are celebrated during celebration assembly every Friday.

Communication and Language

At Trinity, we are committed to enabling all children to be good communicators. We do this through providing an environment which is rich in language by reading and acting out stories, as well as singing and playing collaboratively with others, often known as role play. Staff have high expectations that children will speak in full sentences, modelling and scaffolding to support them.



Physical Development

It is important that young children have plenty of opportunities to exercise, develop their coordination and build up gross motor skills such as running, jumping, hopping and riding a bike. Fine motor skills enable them to master skills like holding a pencil to draw a picture, writing their name or threading beads along a piece of string. We encourage this through the use of large and small scale equipment found, and readily available in our outdoor area. We have invested in our outside areas which provide excellent facilities for the development of our children.

All children take part in PE activities during the week and need a PE kit in a drawstring bag (uniform information at end of pack).

Please encourage your child to undress and dress independently. Remember it is **essential** that all articles of clothing are named.



Maths

Children will participate in activities to develop confidence and competence in learning using these key skills. This area of learning includes counting, sorting, matching, patterns, making connections, recognising relationships and working with numbers, shapes, space and measurements. Learning will be developed through stories, songs, games and imaginative play. This might include sharing the pieces of a jigsaw puzzle to do together or guessing the name of a shape which is hidden in a bag and describing it to the group.





Literacy

Literacy development involves encouraging the children to link sounds and letters and to begin to read and write. At Trinity, we provide the opportunity for your child to bring home a book for you to read to them from day one.

Phonics (letter sounds) teaching begins within the first term of Reception Class. Once your child is able to recognise the sounds taught, they will be allocated a reading book which matches their ability. They will change their reading book once per week. When you have shared the book with your child, please note this in their reading record. Your child will participate in a structured reading lesson called Guided Reading each week in school. More information on how you can support your child with reading and phonics will be shared in Term 1.







Writing and drawing should be fun! Remember - what may look like scribble or random marks to you, may be a valuable piece of writing to your child. Children very easily become afraid of being wrong - they need to experiment with crayons and pencils. Have plenty of paper, post-it notes and writing materials available for them to get as much practice as they can. If your child is ready to start to write their first name then we kindly request that it is learned with one capital letter and the rest as lower case.

Understanding the World

Children will develop skills and knowledge to help them make sense of the world. This understanding forms the foundation for later work in Science, Design Technology, History, Geography and Computing.

The children will experience a range of practical activities. Their knowledge will be extended through careful questioning, adult support and the opportunity to discuss investigations and increase vocabulary through play. Activities might include using pulleys to raise heavy objects, making ice-lollies in order to talk about liquids turning into solids, or using magnifying glasses in the outside area to find creatures in their natural habitat.





Expressive Arts and Design

Being creative enables children to make connections between one area of learning and another. Creative development involves art, music, dance, role-play and imaginative play.

Creative opportunities are facilitated by adults who sensitively support, but do not dominate, the learning. New skills, for example print-making, might be taught and later chosen by children to be used for card making. Other activities can involve sorting and playing instruments in order to provide appropriate sounds during story telling.





Characteristics of Effective Teaching and Learning

Playing and exploring – children need to investigate and experience, learning to 'have a go'

Active learning – children are encouraged to concentrate and keep on trying, even if they encounter difficulties, enjoying their achievements as they happen

Creating and thinking critically – children have and need opportunities to develop their own ideas, making links between them and developing strategies for doing things.

The Outdoor Environment

Outdoor learning is a crucial element of the EYFS Framework. Being outdoors and taking part in Outdoor learning has a positive impact on children's sense of well-being and development. It offers opportunities for doing things in different ways and on different scales than when indoors. It gives children first-hand contact with weather, seasons and the natural world. Outdoor environments offer children freedom to explore, use their senses, take risks and be physically active and exuberant. Outdoor learning is fun! Please ensure your child has the appropriate clothing for outdoor learning in all weathers. We can provide waterproof trousers and jackets if required.

As a school we know that:

- The outdoor environment has unique characteristics and features.
- Outdoor learning has equal value to indoor learning.
- Outdoor learning has a positive impact on children's well-being and development.
- Children need the support of attentive and engaged adults who are enthusiastic about the outdoors and understand the importance of outdoor learning.
- Outdoor learning is enhanced by an environment that focuses on using flexible resources in different ways.
- An approach to outdoor learning that considers experiences rather than equipment places children at the centre of the provision being made.





EYFS Assessment

During the first six weeks at school, we will complete the national Reception Baseline Assessment (RBA) for each child. Throughout the year, we will complete the Early Years Foundation Stage profile for each child. This Profile will show your child's progress over the year, and will be completed as a result of observations in each of the seven areas of Learning and characteristics of effective teaching and learning explored above. These observations are ongoing throughout the year with children and will indicate if the child is meeting expected levels of development, or if they are not yet reaching expected levels (emerging). The Profile will be discussed and shared with you during the year, and you will be invited to parents evenings to discuss your child's learning. You will then receive the end of year report in July.







School Uniform

There is an expectation that children will wear school uniform. The school colour is purple and children should wear:

Winter Uniform	Black skirt/trousers School purple polo shirt School purple cardigan/jumper White/black socks/tights (not patterned) Black shoes Dark purple/black coat
Summer Uniform (Terms 5 & 6)	Purple gingham dress Black skirt/trousers School purple polo shirt Charcoal grey shorts White/black socks (not patterned) White/black shoes (toes must be enclosed) Black culottes
PE Kit To be kept in school at all times in a PE Bag (Taken home at half terms for washing)	School PE T-shirt Black shorts Black daps (Infants & Juniors) Trainers (Juniors only) predominantly black/white School purple hoodie (optional) Black tracksuit bottoms (optional)
Additional options	Purple winter hats and summer hats

Ordering Uniform:

Our school colour is purple; our polo-shirts, sweatshirts, cardigans and PE T-shirts have the school logo embroidered on them and are available to purchase online which can be accessed via a link on our school website or directly at https://www.michaelhope.co.uk/products/search. You will find our page under the 'School Shops' link. Once orders have been processed and paid for they will be delivered to school in a package with your child's name on. **Deadline for ordering uniform to be delivered to school before Summer holidays is 21st June. After that date, you will need to request delivery to your home address which carries a postage charge – the deadline for this in time for September is 15th July.**

For safety reasons, children must not wear shoes with a heel to school or trousers with an excessive flare. Equally, only stud earrings are allowed and children should wear no other jewellery. All earrings must be removed before PE.

We are keen to encourage independence and responsibility. Your child is responsible for his/her belongings and the school cannot be held responsible for any losses. We discourage children from bringing personal/valuable belongings into school; this avoids things being lost or broken.

Please help us by ensuring that ALL items of clothing are clearly marked with your child's name. We require all children to have a full PE Kit in school at all times, clearly labelled and in an appropriate bag (Trinity branded bags are available to purchase through Michael Hope Sports).

Hairstyles/Accessories
Long hair should be tied back at all times, particularly during PE. Children should not be sent to school with extreme haircuts/hairstyles or dyed hair. Hair bands must be white/black or purple, and fashion accessories including large bows are not acceptable. Children must not bring to school any items of great value, as we are not covered for loss or damage to property.

Shoes
Shoes should be smart black school shoes and appropriate for school. Black trainers should not be worn as shoes.

"We believe that if you dress smart, you think smart"

Absence

Sickness

Please contact us on **each day** of your child's absence from school. Call the School Office on 01761 438650 before 8.50am and either speak to the office staff or leave a message (Option 1 on the answering system). When leaving a message, it is important that you state your child's name, class and why your child is absent. Feeling 'unwell' or 'under the weather' is not enough information and you will receive a follow up call from the office.

Holiday

Absence during term time has a detrimental effect on your child's academic progress. If you do intend to take your child out of school during term time, you will need to complete and submit an Absence Request Form seeking authorisation – this must be submitted 3 weeks before the first date of absence. Except in very exceptional circumstances, **permission will not be granted** and any absences will be recorded as 'unauthorised' - the form still needs completing though. Absences of 10 sessions or more (am or pm count as 1 session each) within the space of 10 rolling weeks will result in a request for a Penalty Notice being submitted to the local authority which can carry a fine of £160 per parent per child, and possible referral to the Education Welfare Officer/Attendance & Welfare Support Service for monitoring. Rules on penalty notices in relation to school attendance have changed, and any decisions to take term time absences should be made carefully and with awareness of the possible consequences.

Please Don't Worry

- If your child should feel ill at school we will telephone you
- If your child should have an 'accident' we have plenty of spare clothes, but your child may prefer their own clothes so please provide a bag of spares to keep in school.
- We are all here to help - please ask questions!

Term Dates & INSET Days

Term / Holiday	First Day	Last Day
Autumn Term	03 Sep 2026	18 Dec 2026
> Half Term	26 Oct 2026	30 Oct 2026
Spring Term	04 Jan 2027	25 Mar 2027
> Half Term	15 Feb 2027	19 Feb 2027
Summer Term	12 Apr 2027	23 Jul 2027
> Half Term	01 Jun 2027	04 Jun 2027

Single Day Holidays

03 Sep 2026: INSET Day

04 Sep 2026: INSET Day

22 Oct 2026: INSET Day

23 Oct 2026: INSET Day

25 Nov 2026: INSET Day

04 Jan 2027: INSET Day

26 Mar 2027: Good Friday

29 Mar 2027: Easter Monday

03 May 2027: May Day

31 May 2027: May Bank Holiday

Wraparound provision

We offer wraparound care with Breakfast Club and Trinity After School Club (TASC). Both are bookable and payable no later than 48hrs in advance through Arbor (pay via 'top-up').

Breakfast Club runs from 7.45am to 8.30am - £4.00 (includes one portion of cereal and/or toast)

1hr TASC runs from 3.10pm to 4.10pm - £4.00
Long TASC runs from 3.10pm to 6pm Monday - Thursday - £8.00 (No Friday sessions). Children should bring a light snack/tea.

Prices and provision are subject to change. Late collections may be subject to a fine. There is no short OR long TASC provision on the last day of a full term (December, April and July)

Bookings and payments

We are a cashless school; all payments for trips, clubs and wraparound care are made through our online payment system, Arbor. You will be issued with an ID and password which you will need in order to log on and access your child's account. Lunches are booked and paid for on SchoolGrid, and you will be sent an email request to sign up to this.

Voucher payment methods

We are able to accept payments via childcare vouchers from a number of organisations and payments through the Tax Free Childcare Scheme - these can be used for Breakfast Club and TASC. If you are intending to pay for wraparound care in this way, please email your child's unique code, date and exact amount of the payment **each time**, as we do not receive notifications. Your account will not be credited until we have matched a payment on the government website.

Communications

Seesaw is the main form of communication between teachers and parents. Class teachers will be able to post videos and photos of whole class activities and individual work.

The School Office use Arbor emails or in-app messages to contact parents - it is essential that you have your account enabled and notifications switched on.

Please ensure you accept the invitation to join in September, so we can maintain efficient communication with you about school life.

School Office

Monday- Thursday 8.15am – 4.15pm Friday 8.15am – 3.45pm
Contact telephone number: 01761 438650 (Telephone lines close at 4pm)
Email address: office@trinity.mnsp.org.uk
Out of hours phone number (TASC) 4-6pm Mon-Fri: 07495 127 257



Mrs Crowdy
Office Manager



Mrs Rundle
Admin Assistant