



# Home School Partnership Booklet

## 2024 to 2025

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## Home School Partnership Booklet 2024 to 2025

September 2024

Dear Parents/Carers,

Our Annual Home School Partnership booklet is one of the ways that we support strong communication with parents and carers. It contains general day to day information about school that we hope you will find useful. Curriculum Plans are sent home at the start of each term with information about what the children will be learning, along with information about PE timetables, homework and any changes to routines. Please also check the school website as this contains a large amount of information that you may also find useful.

Please do keep this booklet to hand for reference during the year.

If there is something that we have not included in this booklet that you would find helpful do let us know as we really value your feedback.

### Home Contact Details

Please ensure that you keep the office updated of any changes to your home address, email address or phone numbers so that we are always able to contact you in an emergency. **Any changes made during the year should be reported to the school office *immediately*.**

### Permission Forms

When your child started school here at Teversham, you signed the following permission forms to either give or withhold your consent:

- Permission for your child to take part in local visits off the school premises
- Internet Permission Form
- Use of Photographs Consent Form

***If you wish to change this permission, please see the school office and complete a new form.***

Thank you for your ongoing support.

Yours sincerely,

Rebecca Simpkin Smith  
Headteacher

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## Absence Due to Illness

If your child is not well enough to attend school, please inform the school by **8.50 am** on the first day and **any subsequent days** to advise us of your child's absence and give the reason. Contact can be made by **telephone, letter or email**. (absence@teversham.cambs.sch.uk)

If the school has not been contacted by **9.00 am**, we will contact parents as soon as possible to find out the reason. If there is no answer, a message is left and a follow up is done later in the day by the office. If no reason is given, this will be marked as an **unauthorised absence**.

If your child is not well and is suffering from diarrhea or vomiting, they should not return to school for at least 48 hours from the last episode, and when keeping food down.

## Absence Request Due to Holidays

Please remember that absence from school other than for illness or medical appointments is only authorised in exceptional circumstances. If you are planning for your child to be absent from school, for any reason other than illness, you should provide information in writing to the office, ahead of the planned absence.

If a pupil takes unauthorised term time leave for 10 consecutive sessions or more (generally 5 days) they **will** be subject to a penalty notice. The fine for a penalty notice is increasing - to £80 per parent, per child. This increases to £160 if paid after 21 days but within 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

For second offences of unauthorised term time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per child.

For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.

The decision whether to issue a penalty notice is taken by Cambridgeshire Local Authority. Please see our attendance policy on the school website or ask at school if you require more information.

## Accidents

The school first aiders deal with minor accidents, such as cuts and grazes. If a child receives a bump on the head then a note is sent home so that parents can keep a watchful eye during the evening. In the event of a more serious injury or if the first aider is concerned, then parents/carers are notified immediately or if it is not possible to contact parents then a member of staff may take the child to the hospital.

## After School Club

Our After School Club takes place every day from **3.15 pm to 6.00 pm** in the School Hall and all age groups are welcome. A shorter session from **3.15 pm to 4.30 pm** is also available. For more information regarding fees and to register your child please contact the school office or view our school website. Fees are paid in advance via School Comms.

## Anti-bullying

We are very proud of the way that the children care for each other at our school. Our Anti-Bullying Week early in the Autumn Term each year helps to reinforce key messages around how we can ensure that bullying doesn't take place here. These include:

**Tell, Tell, Tell; Don't Be a Bystander; Be Assertive – say "Stop it! I don't like it!"**

We use a restorative approach to resolve all difficulties between children, with the aim of ensuring that all children feel safe and are able to behave kindly towards each other.

If you have any concerns about your child being unhappy at school, please let us know as quickly as possible. Nipping any problems in the bud can go a long way to preventing any difficulties becoming more serious.

Please see our Anti-Bullying policy on the school website.

## Assembly and Worship

### Collective Worship

The whole school meets each morning for collective worship. Themes include a focus on our core values as well learning about the Christian festivals, Bible stories and a range of inspirational people. Collective Worship Themes for the term are sent home with the Curriculum Plans at the start of each term and can also be found on the school website.



**We love because God first loved us. 1 John 4 verse 19**

### Church Services in year

Each year the school holds services in our local Parish Church, All Saint's Teversham, which include:

- Harvest Festival
- Remembrance Day Service
- Christingle Service
- End of Term Service at Christmas, Easter and Summer Terms

Although the church is very small with little spare space, families and friends are warmly welcomed to join us. Dates and details are shared in our Weekly News Bulletin.

### Celebration Assemblies

Friday assembly in school is a celebration assembly where certificates and awards are presented to the children. Achievements outside school are also celebrated – please do pass any certificates, medals etc to the office with the child's name if they would like these presented in assembly. Children who play an instrument are also invited to play at the start of the assembly. If your child would like to play their instrument, please speak to Mrs Taylor.

## Attendance

Attendance in school is very important for successful learning, for developing and maintaining friendships, and understanding routines and developing good habits. We do all we can to encourage high attendance and we appreciate the key role parents have in ensuring children are in school. Good habits established at Primary School set up children for good attendance

throughout their school careers. Please note that if a child has an overall attendance of 90% or less over a given period, they will be classified as a persistent absentee pupil.

Parents will be advised if attendance is a concern, either by letter or being invited to the school so that we can support you in improving attendance to over 95%. Please see our Attendance policy on our website.

Please let us know if there is anything we can do to support your child in maintaining good attendance.

## Behaviour

### Ready Respectful Safe

These are the key principles for conduct at Teversham CE Primary School.

We support children to be:

- **ready** to learn;
- **respectful** to each other and school property;
- able to keep themselves and others **safe** in and out of school and online.

These valued behaviours are explicitly taught and regularly refreshed to ensure all pupils understand the expectations of them. We set out clear parameters for behaviours for learning, standards and routines so that we have a shared and consistent language of expectations across school.

At Teversham, we follow a therapeutic approach to teaching valued, appropriate behaviour and responding to detrimental behaviour. This is based on the philosophy that *"You can't teach children to behave better by making them feel worse. When children feel better, they behave better."* Pam Leo.

We recognise that all behaviour is communication and work to unpick what each behaviour is telling us, rather than punishing. Adults in school focus on developing positive experiences and feelings for everyone in the school environment, recognising that these usually lead to positive and helpful behaviour, as well as looking at how to help to change behaviours that we want to reduce.

Please see our Behaviour policy on our website for full details. Consequences for inappropriate behaviour are educational, protective and restorative as appropriate.

Please note that we ask children to spend some time reflecting on any inappropriate behaviour. This may involve talking about or writing their reflections on how their behaviour was not ready, respectful or safe, what they will do to make things right and what they will do in future to avoid this happening again.

## Breakfast club

This runs every day from **7.50 am to 8.45 am** in the school hall, and costs **£4.65** per session, paid in advance. All children who attend our school are welcome. Occasional days can be catered for, as well as regular commitments. Please contact the office if you would like more information.

## Class Teachers and Teaching Assistants

**Pre-school:** Ellie, Daniella, Wendy

**Sparrow Class (EYFS):** Mrs S Smith

**Hummingbird Class (Year 1):** Ms Ballance

**Kingfisher Class (Year 2):** Miss Winkcup

**Peregrine Class (Year 3):** Miss Hoare

**Eagle Class (Year 4):** Mr Sambell

**Kite Class (Year 5):** Mrs McArdle and Mrs Devine

**Hawk Class (Year 6):** Miss Godfrey (Deputy Headteacher) and Miss Whitmore

**Higher Level Teaching Assistant (HLTA)** (cover classes when teachers are absent): Mrs Lander, Mrs C Smith.

**Teaching Assistants:** Miss Traynier, Mrs Belcher, Mrs Jarvis, Miss Randall, Mrs Lorence, Mrs Summers, Mrs Millard, Mrs Farrer, Mrs Doggett, Mrs Dickinson, Mrs Wright, Mrs Shoesmith, Miss Merry.

**SEND Co-ordinator:** Mrs Thorpe

**Designated Safeguarding Leads:** Mrs Simpkin Smith, Mrs S Smith and Mrs Lander

## Clothing for PE

We ask children to wear their PE kit to school on the day when they have PE or Games.

**PE Kit includes** navy or black tracksuit bottoms, white t-shirt, dark sweatshirt and trainers. We will be outside as much as possible, even if it is cold, so please make sure your child has layers of clothing that can be removed and added as needed.

**Pierced Ears:** If children have pierced ears, we allow one stud in each ear, which must be removed before coming to school for health and safety reasons. Please note that covering earrings in tape is no longer recommended. ***Children with earrings will not be allowed to take part in physical activity in the PE lessons, although they will take part in the learning and evaluating. If you have any questions, please speak to the office.***

**Hair:** Hair must be tied back for all games and PE lessons for safety reasons. Please provide a hair band if needed.

## Clubs

Information on clubs is sent out each term. Please look out for letters with full details. After School Club and Breakfast Club start on the first day back. For information on these please contact the office or look on our school website.

## Communication with Parents

We believe that effective communication is very important and we try hard to communicate positively with everyone in our community. We would ask that you let us know promptly if there is anything we need to know that may impact on your child's behaviour or learning in school or of any concerns that you may have.

Adults on the front gate are available in the morning between 8.35 and 8.45 am if you need to pass on any urgent messages to the Class Teachers. You may speak to the Class teacher at the end of the day when you collect or alternatively you can make an appointment, through the school office, either by phone or email or using the class email address as follows:

Sparrow Class	<a href="mailto:sparrow@teversham.cambs.sch.uk">sparrow@teversham.cambs.sch.uk</a>
Hummingbird Class	<a href="mailto:hummingbird@teversham.cambs.sch.uk">hummingbird@teversham.cambs.sch.uk</a>
Kingfisher Class	<a href="mailto:kingfisher@teversham.cambs.sch.uk">kingfisher@teversham.cambs.sch.uk</a>

Peregrine Class	<a href="mailto:peregrine@teversham.cambs.sch.uk">peregrine@teversham.cambs.sch.uk</a>
Eagle Class	<a href="mailto:eagle@teversham.cambs.sch.uk">eagle@teversham.cambs.sch.uk</a>
Kite Class	<a href="mailto:kite@teversham.cambs.sch.uk">kite@teversham.cambs.sch.uk</a>
Hawk Class	<a href="mailto:hawk@teversham.cambs.sch.uk">hawk@teversham.cambs.sch.uk</a>
SENDCo	<a href="mailto:senco@teversham.cambs.sch.uk">senco@teversham.cambs.sch.uk</a>
Office	<a href="mailto:office@teversham.cambs.sch.uk">office@teversham.cambs.sch.uk</a>
Absence reporting	<a href="mailto:absence@teversham.cambs.sch.uk">absence@teversham.cambs.sch.uk</a>
Finance queries	<a href="mailto:parentfinance@teversham.cambs.sch.uk">parentfinance@teversham.cambs.sch.uk</a>

If you prefer to speak to the headteacher, then please do make an appointment via the school office. We aim to solve any concerns as quickly as possible, preferring to “**nip them in the bud**” before they may become a major problem.

We will keep you informed regularly about your child’s progress and let you know of any concerns we may have about your child in school, as well as celebrate their successes and achievements. We will speak to you as quickly as possible if we have any concerns about your child, normally at the end of the day.

We use Parent Hub as our communication system and strongly encourage parents to download and sign up via the Parent Hub App.

## Complaints

We aim to deal with any concerns promptly and informally in order to resolve issues before they become a major problem. Please do make an appointment to meet with the Headteacher. However, if required, our Complaints Policy can be found on the school website, giving details of the formal procedures to follow.

## E-Safety

There are increasing concerns that children are not always following the e-safety messages that they learn in school. Please ensure that these are reinforced at home and we would like to encourage you to closely monitor your child’s time spent on any phones, tablets etc and make sure you are aware of the content of any games they play, that they are age appropriate.

### Key Messages that we share with the children:

- Never arrange to meet up with people you’ve only had contact with online
- Always post friendly comments and messages
- Only send emails and messages to people you know
- Do not share any personal information online i.e. address, full name, birthday, name of school – be careful of photos if wearing school jumper with logo on
- Do not share passwords with anyone
- Don’t go on websites that you are not sure about
- Tell an adult if you see something that worries you

The children are given reminders of these key messages whenever they use computers in school and these are reinforced in detail during our E-safety week which takes place in February.

There are also concerns that some younger children have access to:

- Social media sites that are designed for children over the age of 13

- Youtube videos that have no parent control options
- Games that are for age 18+ with explicit adult and violent content

If you need any help setting up parent controls, or you have any concerns, please do ask for advice in school.

## Feedback and Suggestions

If you have any feedback or suggestions that you would like to share with school, then do let us know either by email, or on paper and hand in to school office in an envelope marked **Suggestion** or **Feedback**. Thank you.

## Food and Drink – Lunchboxes and Snacks

We actively promote healthy choices in children’s lunchboxes. Please follow this up by discussing lunchbox contents with your child, and agreeing together on including nutritious food that they will enjoy.

### Nut Allergy Guidance

We request that children do not bring nuts or nut products, for example, peanut butter or Nutella, into school to protect those children who are allergic to them. Please check packages to ensure foods containing nuts to not place those with an allergy at risk.

### Water Bottles

It is healthy for children to drink plenty of water during the day. Please provide your child with a **named water bottle** in school. Unless there are documented medical reasons, water bottles should only contain plain water.

### Breaktime Snack

We are fortunate that children in KS1 are provided with a piece of fruit each day at morning break which we know most of the pupils enjoy. We would like to encourage you to continue this good habit by providing your children in year 3 and above with a piece of fruit to eat at break time. Crisps, biscuits and chocolate are not permitted.

### Birthday Celebrations

If you are sending in treats for a birthday for the whole class, please check with your child’s class teacher to find out if any child in the class has allergies, to ensure that all children feel included. If you wish to provide a cake, we would prefer small cupcakes/buns rather than larger cakes that need cutting up as these are easier to distribute. Thank you.

## Governors

We are very grateful to our Governing Body for all the time they give up voluntarily to provide strategic leadership for our school. We have vacancies for Foundation Governors (which require regular attendance at church).

If you are interested in joining the Governors or finding out more about this important role, please speak to Mrs Simpkin Smith who will put you in touch with some existing governors to find out more.

## Homework

Details about what homework you can expect to be sent home for your child will be shared with you by the Class Teacher. Parent support and encouragement for homework is very important and has a big impact on children's attitude to their learning. It also sets up good habits ready for secondary school.

We realise that at times other events in our lives can mean that there is less time to do homework. At these times, please do encourage your child to keep reading – this is so important – including in the holidays.

**Reading** Parents/carers are asked to encourage their children to read for a short time each night. Sharing books together is very important and reading to and with your child is an important part of developing their reading skills and reading for pleasure. Little and often is better than one larger reading session per week. Research shows that regular reading at home has a huge impact on **all areas of learning including vocabulary development** which is why we are continuing to make this a key focus.

**Battle of the Books** We are asking all children to read at least 4 times a week and for adults to sign their reading records each time. These are checked on a Thursday and the % of children in each class who have achieved this is recorded. If your child is not enjoying their reading book please let their teacher know. Our aim is also to develop a real love of reading and to support the children in reading for pleasure.

**Spellings** Children are also asked to practise and learn their spellings for a short time each day - 5 words 5 minutes a day. Personalised individual spelling lists are given out at the beginning of each term. The school website is updated with links to various websites that can help with homework tasks which parents may find beneficial.

**Mental Maths and Times Tables** Mental Maths skills are essential to support fluency and accuracy in calculations. Each week the children are asked to practise their mental maths skills, using a range of resources.

Please do speak with the class teacher if you have any difficulties with the homework. Information about homework is also available on the class pages of the school website.

## Information Evenings for Parents

We aim to help parents support their children's education as much as possible. One way is through our regular information evenings that we hold throughout the year.

Details about the content and format of these will be included in future News Bulletins and invite letters and will be marked on the calendar on the school website.

### **Parent Consultations to discuss Pupil Progress**

Parent's evenings to discuss your child's progress take place in the Autumn and Spring Terms just before half term.

We will be offering both in person and online options. Information on how to sign up for a slot is sent out in advance.

## Lateness and Punctuality

Punctuality is very important and an important habit to develop. If your child arrives after **8.45 am**, when the gates are shut, they will need to be dropped off at the school office. If pupils arrive after 8.50, you will need to sign the **Late Book** and give the time of arrival and reason why you are late. In order to keep the school secure, we are not able to allow parents to accompany their children through school to the classroom. All visitors, including parents, need to be signed in and wear a visitor's badge. Thank you for your understanding.

Morning registration takes place at **8.50 am**. If a child arrives after **8.50 am** but before registers close at **9.00 am**, this will be recorded as **late** in the register. Any pupil arriving **after 9.15 am** will be marked as having an **unauthorised absence** unless there is an acceptable explanation eg. medical appointment. Children who are late often miss key aspects of learning which are hard to catch up. Basic skills such as spelling, times tables, handwriting are practised each day from **8.45 am** prior to assembly at **9.10 am**. Focused interventions may also take place for some children at this time. Please support your child in developing a habit of punctuality.

## Lunches

School lunches are booked at the time of the morning register and must be confirmed by 9.15 at the latest, in order for the kitchen to prepare meals in time. If children arrive in school later than 9.15, they will need to bring a packed lunch if a lunch order has not already been booked for them by emailing the school office in advance.

As a reminder, children in Reception, Year 1 and Year 2 are able to order school lunches without charge (through the universal infant free school meal funding). From Year 3, meals are provided at a cost of £2.70 unless eligible for income related free school meals. Information about applying for this is available on the school website.

## Medicines

Please make sure you keep us updated regarding any medical needs of your child and ensure that any inhalers or other medicines kept in school are **within date**. Please check termly.

If your child requires any medicine to be administered during school hours, please complete a **medical form** at the school office. **All medicines should be in their original packaging with your child's name and any dispensary details, and we can only administer medication in line with dosage instructions on the packaging.** Children should not keep any medicines in their bags, for health and safety reasons. Thank you.

## Musical Instrument Lessons

At Teversham Primary School we are able to offer instrumental lessons on a very wide range of instruments. Our peripatetic teachers are able to tutor in a range of instruments including recorder, flute, clarinet, violin, viola, cello, piano, trumpet, cornet, saxophone, horn, trombone, and guitar. Lessons take place throughout the school day and are organized on a rota basis. Lessons can be for individuals or in pairs or groups, depending upon being able to match pupils appropriately. If you are interested in your son/daughter learning to play an instrument please ask at the office for a letter which includes details of costs.

## Parent Hub

Parent Hub is our school communication system. Information will be sent via Parent Hub and can be received either via the App (downloaded to your phone) or via email if you are not signed up to the App.

For more information about events that have happened in school, including photos, please see our school website or Facebook page.

## Parking Information

### School Car Park

A reminder that, for the children's safety, the gates to the car park are closed to all cars (other than blue badge holders) between the following times:

**8.30 am – 9.00 am**

**3.00 pm - 3.30 pm**

To keep children safe, please enter and exit via the pedestrian gate or wooden gate near the cycle sheds or through the car park when the barriers are in place.

### Congestion in the village

Traffic in the village can get very busy during drop off and pick up times. A one-way system through the village is encouraged, with cars entering from Airport Way use the second exit to come into the village and exit the village by Airport Way to avoid cars trying to pass each other in different directions. Your cooperation with this would be very much appreciated.

### Parking

Like many schools in both villages and towns, parking safely close to our school is a challenge. Therefore we **strongly advise** that you avoid coming by car ***if at all possible*** and, if you need to use a car, to try to park a little distance away and walk.

Parking spaces are available in the car park by the church, in the Tamarind Car Park or outside the Teversham Social Club. Walking is very good for the children and sets up good habits for life.

If you need to use your car to transport your children to and from school, please park safely and considerately:

- Do not park in front of drive ways, as this blocks access for residents
- Do not park on the double yellow lines, the zig-zag yellow or white lines or the zebra crossing as this is very dangerous and illegal.
- Do not drop your child off at the school gates as this blocks the school entrance or on the slip road from Airport Way as these are both very unsafe.
- Do not park on the pavement, as this seriously damages the surface and makes it dangerous for pedestrians

The police check parking regularly and do issue tickets for illegal parking.

Thank you for your co-operation and support in keeping everyone in our community safe.

## PTFA – Parent Teacher and Friends of the School Association

Our PTFA committee organises events throughout the year for the benefit of the children and the community, and to raise valuable funds. These funds go towards subsidising by 50% the cost of coaches for all school trips; funds to support cost of marble treats; leavers' gifts and events for year 6 children, as well as specific items on the school wish list. We are currently raising money for new ipads and a new piano.

If you would like to find out more about how you can help as a volunteer or if you are willing to be part of a new committee, please do let the office know and we will contact you.

## Safeguarding

If you have any concerns about the safety of a child or any safeguarding concerns, please email, phone or speak to Mrs Simpkin Smith, Mrs S Smith or Mrs Lander who are Designated Safeguarding Leads. Please see our school website for more information.

## School Meals and Payment including Free School Meals

We offer a school meal that is cooked in our kitchen fresh each day by our catering staff, managed by Lunchtime Company. There is a choice of a hot meal and a salad bar, as well as a desert including fruit. Please see the office or our website for the menu.

School lunches are booked at the time of the morning register and must be confirmed by 9.15am at the latest, in order for the kitchen to prepare meals in time. If children arrive in school later than 9.15am, they will need to bring a packed lunch if a lunch order has not already been booked for them by emailing the school office in advance.

As a reminder, children in Reception, Year 1 and Year 2 are able to order school lunches without charge (through the universal infant free school meal funding). From Year 3, meals are provided at a cost of £2.70 unless eligible for income related free school meals. Information about applying for this is available on the school website.

Dinner money should be paid via School Comms.

### Universal Infant Free School Meals

From September 2014 the government introduced Universal Infant Free School Meals which means that children in Reception, Year 1 and Year 2 are entitled to a free school meal.

### Free School Meals (benefit related) - Pupil Premium Funding

If you think your child may be entitled to a benefit related free school meal, there is information on how to apply for Free School Meals on the school website or please ask at the school office. This also generates very valuable additional funding for the school of £1320 per year for each child registered. The use of this funding includes providing additional support in lessons and group interventions, play therapy and mental health support, as well as support with extra-curricular activities such as music, so please do register if there is a chance you are eligible even if your child is in KS1 and already benefits from the Universal Infant Free School Meals.

## Special Educational Needs

If you are concerned about that your child may have a special educational need, please do contact the school to talk to their class teacher and we will arrange for our Special Educational Needs Co-ordinator (SENDco - Helen Thorpe) to get in touch with you to arrange a meeting to see what additional support we can put in place. Concerns can also be discussed at Parents Consultation Evenings. Please see our school website for details of our Local SEND School Offer and SEND policy.

## Timetable of a Typical Day

### Morning Routine:

- 7.50 am Breakfast Club opens
- 8.35 am Doors open to allow children into school
- 8.45 am Start of school day and gates closed
- 8.50 am Morning Registration
- 9 am School car park gates opened
- 10.45 – 11 am Break time
- 12.15 pm – 1.15 pm Lunch time
- 1.15 pm Afternoon Registration
- 3 pm School car park gates locked
- 3.15 pm End of school day
- 3.30 pm School car park gates opened

### Dropping Off and Collecting Your Child

**Start of the day:** all children are able to enter their classroom from 8.35 am to 8.45 am. Please bring your EYFS and KS1 children to the Sparrow Front door. KS2 children enter through the car park gates and make their way to their classroom.

### End of the day:

- KS1 children exit onto the front playground, via the KS1 door near Sparrow class.
- KS2 children exit through their classroom doors onto the back or side playgrounds.

Please let the office or your child's class teacher know if someone unfamiliar to your child will be picking them up at the end of the day. If you are delayed beyond **3.15 pm** for any reason, please ring or email the office **as soon as possible**.

### Late Pick-up

We do understand that sometimes unforeseen circumstances may occasionally mean that you are late to pick up your child. However, this causes problems for school staff if this happens regularly. *Therefore if children are not collected by 3.25 pm they will be placed in our After School Club for their own safety and wellbeing and fees will be charged. This is because teachers and office staff may not be in a position to be able to supervise uncollected children due to other work commitments (meetings etc). If you think you are going to be late for any reasons, please telephone the school office as soon as possible to discuss. Thank you.*

## Uniform and Dress Code

See information on our school website.

**Please ensure ALL items of school uniform are named. This helps us return items to their owner and avoids them being lost for good.**

A reminder that school uniform consists of:

- Grey, black or navy plain trousers (Not leggings), skirt or pinafore.
- Blue gingham skirt or dress in the summer.
- White or navy polo shirt.
- School sweat shirt/cardigan or plain navy equivalent.
- Appropriate footwear – dark flat shoes or trainers, flat heeled boots in the winter months.
- No jewellery or make-up, including nail varnish.
- Long hair to be tied up

Please continue to support our dress code which helps us to develop a smart purposeful approach to our learning. Uniform can be purchased online at:

<http://www.uniformshoponline.co.uk/collections/teversham-c-e-va-primary-school-cambridge>

There is also a link on our website which can be found under “Parents Section”.

## Volunteering in School

We are always appreciative of all the support we receive from our school community. If you would like to volunteer to support our school, there are several ways that you can help:

- Volunteer to come into school to support children’s learning, for example, through hearing children read one to one – please speak to your child’s teacher or the school office staff
- Volunteer to join us on our school trips over the year – letters are sent out prior to trips
- Help out at community events eg by either joining the PTFA committee, attending PTFA meetings or by volunteering to help at events – look out for the flyers and signing up sheets prior to events. Please do join us for the PTFA AGM. See New Bulletin for dates.
- Attending events such as Christmas Fayre, Summer Fete

Please be aware that all volunteers are required to complete an application form, identity and safeguarding checks prior to helping out in school.

## Key dates for Your Diaries

Please do look out for any changes and additional dates in the Weekly News Bulletin.

### Term Dates Academic Year 2024 to 2025

INSET day (School Closed)	Tuesday 3 <sup>rd</sup> September 2024
INSET day (School Closed)	Wednesday 4 <sup>th</sup> September 2024
Autumn Term Opens	Thursday 5 <sup>th</sup> September 2024
Half Term	28 <sup>th</sup> October-1 <sup>st</sup> November 2024
Autumn Term Closes	Thursday 19 <sup>th</sup> December 2024
INSET day (School Closed)	Friday 20 <sup>th</sup> December 2024

INSET day (School Closed)	Monday 6 <sup>th</sup> January 2025
Spring Term Opens	Tuesday 7 <sup>th</sup> January 2025
Half Term	17 <sup>th</sup> - 21 <sup>st</sup> February 2025
Spring Term Closes	Friday 4 <sup>th</sup> April 2025

INSET day (School Closed)	Tuesday 22 <sup>nd</sup> April 2025
Summer Term Opens	Wednesday 23 <sup>rd</sup> April 2025
May Day	Monday 5 <sup>th</sup> May 2025
Half Term	26 <sup>th</sup> May- 30 <sup>th</sup> May 2025
Summer Term Closes	Wednesday 23 <sup>rd</sup> July 2025