



# Valley Primary School

## Reception Admissions 2024

### Induction Pack

Please keep in a safe place for your current and future reference

### Core Values

**Care**

**Learn Together**

**Aim High**

**Be Honest**

**Look After What We Have**

# Contents

Head Teacher’s Welcome to Valley Primary School .....	3
Who’s Who ? .....	4
Reception Induction Timeline 2024 .....	5
Home / School Communication – Arbor.....	6
School Term Dates 2024-2025 .....	7
Uniform Policy .....	8
Free School Meals for Children in Reception, Years 1 and 2.....	12
Free School Meals / Pupil Premium .....	13
Sample Lunch Menus.....	14
Attendance and Punctuality Explained .....	15
Valley House Colours .....	17
Valley Parent / Teacher Association (PTA) .....	18
Upcoming PTA events: .....	20
Valley Care Club – Breakfast and After School Club .....	21
Extra-Curricular Clubs .....	21
Trust and School Policies .....	21
Glossary .....	22

## Head Teacher's Welcome to Valley Primary School

Dear Parents,

A very warm welcome to Valley Primary School and I am delighted that you have accepted the offer of a Reception place for your child.

As a school, we strongly believe in the importance of developing a supportive partnership between home and school and this partnership has already begun and we look forward to learning more about you as a family in the years ahead. A mutually-respectful home-school partnership is essential if our children are to achieve their full potential and grow as individuals. Working together, we can help develop the fundamental skills your child will need for today and later in life. Our aim is to ensure that every pupil is happy, confident and aims high both inside and outside the classroom.

Like many before you, I am sure you will find the Valley community to be warm, friendly and vibrant. The diversity of our school is its strength – a school where pupils are valued equally for who they are whilst, at the same time, appreciating the cultures and beliefs of others within our school family and beyond.

I look forward to meeting you all again on Wednesday 12th June at the Induction Evening and then at the different events we have planned in the coming weeks.

With my very best wishes,

A handwritten signature in black ink, appearing to read 'Stephen Jackson', with a long horizontal stroke extending to the right.

Mr Stephen Jackson

Head Teacher

## Who's Who ?



**Mr Jackson**  
Headteacher



**Mrs Mulla**  
Deputy Headteacher  
(Assessment & Standards)



**Mrs Crawford-Jones**  
(Special Needs Co-ordinator SENCO)



**Mrs Coulson**  
Assistant Head  
(Behaviour & Welfare)

The Head Teacher, Deputy and Assistant Head Teacher along with the Senco form the Core Senior Leadership Team (SLT)

The wider SLT is made up of the staff members above who assist in leading improvements in key school development priorities such as English, Maths and the wider curriculum.

## Reception Induction Timeline 2024

Date	Event
Wednesday 12 <sup>th</sup> June 5pm (Presentation at 6pm)	<p><b>Induction Evening</b></p> <p>Parents can arrive anytime between 5pm and 6pm to allow for admin tasks to be completed. The Head Teacher and Early Years Leader will then make a short presentation at 6pm. The Admissions Form and Induction Pack will be emailed to you prior to the evening and parents are kindly requested to bring back their completed forms and birth certificates to this event - if you haven't already emailed them back.</p> <p><b>To allow for the smooth, efficient running of this event, we kindly ask that children do not attend on this evening.</b></p>
Wednesday 3 <sup>rd</sup> July & Wednesday 10 <sup>th</sup> July  Morning 9.30am-10.30am Afternoon 2pm-3pm	<p><b>Stay and Play Events</b></p> <p>Parents and pupils come to school. The children will spend an hour in their new classroom while the parents will get to know each other over some coffee and cake.</p> <p>15 pupils from each class will attend the morning event with the other 15 attending the afternoon event. If your child visits in the morning on the 3<sup>rd</sup> July, they will then visit in the afternoon on the 10<sup>th</sup> July and vice versa.</p> <p>The exact dates and times for the Stay and Play Sessions will be provided in your child's individual summary sheet, which will you have received on the evening of 12<sup>th</sup> June.</p>
Thursday 11 <sup>th</sup> & Friday 12 <sup>th</sup> July	<p><b>Home Visits</b></p> <p>School staff will visit you in your home to learn more about your child and the wider family context.</p>
Monday 15 <sup>th</sup> July 10.30am-12.00 noon	<p><b>Family Picnic</b></p> <p>The whole new Reception cohort are invited to a Family Picnic on the school field. The event runs from 10.30am – 12 noon.</p>
Thursday 29 <sup>th</sup> & Friday 30 <sup>th</sup> August	<p><b>Home Visits</b></p> <p>School staff will visit you in your home to learn more about your child and the wider family context.</p>
Monday 2 <sup>nd</sup> September & Tuesday 3 <sup>rd</sup> September	<p><b>First Two Days at School</b></p> <p>All children come to school for the morning at 8:55am and go home at 12 noon.</p>
Wednesday 4 <sup>th</sup> September & Thursday 5 <sup>th</sup> September	<p><b>Staying for Lunch</b></p> <p>All children come to school for the morning at 8.55am and stay for lunch. Children go home at 1:30pm</p>
Friday 6 <sup>th</sup> September	<p><b>First Full Day</b></p> <p>All children to spend the whole day at school going home at 3.30pm</p>

## Home / School Communication – Arbor

**Available from August 2024 for new Reception Parents**

Valley's Management Information System (MIS) is Arbor, a cloud-based system which incorporates a parent portal. Through the portal parents will have access to some aspects of their childrens' school records, and will also be able to pay for clubs and educational visits.

Your username for the Arbor portal is your e-mail address as held on our records. The link to the portal is:

<https://valley-primary-school.uk.arbor.sc/>

When you are setting up your account for the first time, please use a **laptop/PC and Google Chrome** to enter your email address and follow the set-up instructions.

After your first time logging in on a laptop / PC, you can then download the Arbor App for future access. The Arbor App can be downloaded from either Playstore on android phones or the Apple Store on iPhones.

It is very important that, when you click into that for the first time, you then click on "**First time logging in?**" and follow the instructions from there. In the portal, you will be able to:

- Book and pay for sessions at Valley's Care Club (breakfast and after school club)
- Book and pay for some extra-curricular clubs
- See attendance statistics for your child
- Easily see if there is any data missing and you can update consents, addresses and phone numbers etc.

You can find more information on using Arbor using the link below:

<https://support.arbor-education.com/hc/en-us/articles/212097029-A-quick-introduction-to-Arbor-for-guardians-and-parents>

If you have any queries or problems accessing the system, please e-mail [admin@valley.bromley.sch.uk](mailto:admin@valley.bromley.sch.uk) and we will do our best to assist you.

## School Term Dates 2024-2025

### Autumn Term 2024

Tuesday 27 <sup>th</sup> & Wednesday 28 <sup>th</sup> August 2024 (school closed to pupils)	Staff Only (Inset Days)
Thursday 29 <sup>th</sup> August 2024	Pupils Return to School
Friday 18 <sup>th</sup> October 2024	Break up
<b>Monday 21<sup>st</sup> October – Friday 1<sup>st</sup> November 2024</b>	<b>2 week Half-Term Holiday</b>
Monday 4 <sup>th</sup> November 2024	Pupils Return to School
Friday 20 <sup>th</sup> December 2024	Break up

### Spring Term 2025

Monday 6 <sup>th</sup> January 2025	Pupils Return to School
Friday 14 <sup>th</sup> February 2025	Break up
<b>Monday 17<sup>th</sup> February – Friday 21<sup>st</sup> February 2025</b>	<b>Half-Term Holiday</b>
Monday 24 <sup>th</sup> February 2025	Pupils Return to School
Friday 4 <sup>th</sup> April 2025	Break up

### Summer Term 2025

Monday 21 <sup>st</sup> April 2025 (Easter Monday Bank Holiday)	School Closed
Tuesday 22 <sup>nd</sup> April 2025	Pupils Return to School
Monday 5 <sup>th</sup> May 2025 (Bank Holiday)	School Closed
Friday 23 <sup>rd</sup> May 2025	Break up
<b>Monday 26<sup>th</sup> May – Friday 30<sup>th</sup> May 2025</b>	<b>Half-Term Holiday</b>
Monday 2 <sup>nd</sup> June 2025	Pupils Return to School
Friday 18 <sup>th</sup> July 2025	Break up
Monday 21 <sup>st</sup> July – Wednesday 23 <sup>rd</sup> July 2025 (school closed to pupils)	Staff Only (Inset Days)

## Uniform Policy

Our uniform policy reflects our values and reinforces our school's culture of high expectations and academic achievement. All pupils must dress according to the uniform policy. Our school uniform is important to us. It is one way in which we identify ourselves as a school community and it promotes a strong, cohesive identity which supports high standards and expectations in all areas of school life. It promotes harmony between different groups represented in the school, and it enhances security.

**Smartness and high standards of appearance are expected at all times. We have a required school uniform for several reasons:**

- Uniforms unite the school. Pupils make a commitment that when they put on their Valley uniform they will abide by the rules of the community.
- Uniforms reduce distractions. We are focused on achieving success. When pupils are allowed to wear their own clothing, there is the potential to talk about fashions and styles rather than learning.
- Uniforms make us all equal. Whether families have high incomes or low incomes, the pupils come to school looking the same way. No one has to feel bad about the clothes they have or don't have.
- Uniforms look professional. Pupils look neat and ready to learn.

We ask parents and carers to support all decisions by school staff regarding whether or not clothing is appropriate or inappropriate for school.

The school's Governing Body decide the policy for school uniform which is reviewed periodically and request that the policy is adhered to by all families in a consistent way.

All parents sign a Home-School Agreement when their child joins the school which says: *'Parents will ensure their child attends school daily, on time and in the correct uniform and with all the things they need.'*

### [Non-compliance with the Uniform Policy](#)

It is the responsibility of all staff to ensure that the school uniform policy is adhered to.

Parents and carers of pupils that do not wear the correct uniform will be contacted to discuss the reasons why the correct uniform isn't being worn. In some circumstances, pupils will be provided with the correct item of uniform, they are missing for the day. Persistent and defiant non-compliance with the policy may result in a consequence being given dependent on the individual circumstances and age of the pupil.

There may be good reasons why a pupil is not wearing school uniform. In this case, parents and carers should share the reasons with the Class Teacher either in person or by letter. The school will always be considerate and discrete in trying to establish why a pupil is not wearing the correct uniform. Pupils will not be made to feel uncomfortable, nor discriminated against, because their parents are unable to provide them with the required items of school uniform. In line with our Working Together Policy, we encourage discussion with the school at the earliest opportunity if there are any difficulties.

There will be occasions when the school decides that school uniform is not appropriate e.g. when taking part in a physical activity day, Forest School sessions, wearing different clothes as a part of a fund raising event or topic entry point activity day. Parents and carers will be notified in advance of the revised dress code on these days.



## Equal Opportunities

All children have equal access to wearing school uniform regardless of their culture, race, religion, gender, disability or ability. Valley Primary School is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential.

Minor adjustments to the standard school uniform are accepted for religious reasons but these should be discussed the Head Teacher in the first instance.

Dark grey pinafore dress, dark grey skirt, trousers or shorts
White polo shirt (Reception classes only)
White buttoned shirt (Years 1 - 6)
School tie (Year 1 up)
Navy blue school v-neck jumper with logo or navy blue school cardigan with logo
White socks, grey socks or grey tights
Black Shoes
<b>Summertime only</b>
Blue & White gingham summer dress (optional)

<b>PE Kit</b>
Navy blue shorts
Plain white round-neck T-shirt
Plain navy sweatshirt & jogging pants

Book Bags and PE Bags with the school logo can be purchased in the colour of your child's House from the school's uniform supplier.

School trousers, shorts, skirts, pinafore dresses and polo shirts can be purchased from high street stores or school shops.

### Outdoor clothing

Pupils should bring a coat to school each day, apart from during the hotter weather. Hats, scarves and boots should not be worn inside the school buildings. Sun hats should be worn outside during the hotter summer months.

## Footwear

Pupils must wear closed-toed, hard-soled, **all black** plain shoes with a flat sole. Footwear with flashing lights are strongly discouraged. Boots are not allowed. Open-toed sandals should not be worn, even in the Summer Term. In the case of extreme weather, children can wear boots to school but must change into a pair of shoes on arrival to school.

Pupils can wear trainers or back plimsolls for outdoor PE lessons. Barefoot work is undertaken for indoor gymnastic and dance lessons.

Pupils in Years 3 – 6 who use the Pod during their break times can change into trainers.

Parents are kindly asked to buy shoes with Velcro straps until a time when their child can tie their shoe laces independently. Black plimsolls should be worn for PE.

Acceptable		Unacceptable	
			
			
			
			

## Hairstyles

Pupils' hair should be neatly groomed and tidy at all times. Long hair on both girls and boys should be tied back neatly. Pupils may not wear designs or words cut into their hair or permanent or temporary coloured hair. Small, navy hair bows are permitted.

## Fingernail Polish or Make-Up

Pupils are not allowed to wear fingernail polish or false nails. Make-up is not allowed.

### Jewellery/Accessories

Pupils may wear a watch (with no sound effects, cameras or games) and may wear one pair of small, stud earrings which must be worn in the lower ear lobe. All studs must be removed for PE by the pupil or taken out at home. Stud earrings that cannot be removed by the pupil for PE lessons will be covered with a plaster or tape.

*Please note that the school will be unable to take any responsibility for any watches or jewellery that are lost.*

### Naming Clothing and Property

**VERY IMPORTANT** – Please ensure all clothing and property is clearly marked so that items of lost clothing may be easily traced and returned. The school cannot accept responsibility for loss or damage of pupils' property and valuables. Printed name labels can be ordered from the school's uniform supplier.

### Lost Property

All mislaid items are placed in one of two lost property bins and we endeavour to return all named property. All unclaimed lost property is put out for parents periodically throughout the term and, at the end of every term, all unclaimed items of uniform are sent for recycling.

## School Uniform Supplier

Our school uniform supplier is:

Graduates Schoolwear, 201 High Street, Orpington BR6 0PF

Tel: 01689 821 439

Web: [www.graduates-schoolwear.co.uk](http://www.graduates-schoolwear.co.uk)

Parents may:

- Visit the Graduates Schoolwear shop
- Order online and have the items delivered to your door where a delivery fee applies
- Download the order form from the school website and have your order delivered free of charge to the school.

## Free School Meals for Children in Reception, Years 1 and 2

From September 2014 the Government has offered free school meals to all children in Reception as well as Years 1 and 2. Our expectation is that *all* children will take up this offer with a potential saving to families of over £800 per child per year based on current school meal prices.

If you do not wish for your child to benefit from free school meals, you can provide them with a healthy, nut-free packed lunch. A sample menu of the meals we provide is on page 14.

We are aware that some children have dietary needs, i.e. for religious or medical reasons. If this applies to your child would you please bring this to our attention. The “Pupil Admission Information” form provided asks that you provide such information (under medical or special needs) on a separate sheet.

Please note that previously from Year 3 onwards, school meals were no longer free and parents had to pay. However, in 2023 the London Mayor committed to providing free school meals for children in years 3-6. The Mayor has continued this commitment for the academic year of 2024-2025.

### **Pupil Premium**

Some parents qualify for free school meals on financial grounds and if you think this may apply to you, we would strongly encourage you to apply for what is referred to as a “Pupil Premium”. As there are other benefits to this premium we would urge you to apply for this now and not wait until after Year 2. Please see the following page for further details.

## Free School Meals / Pupil Premium

Your child may be eligible for free school meals if you or your partner (living at the same address) receive one or more of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190 as assessed by His Majesty's Revenue and Customs-HMRC)
- Working Tax Credit run-on (the payment received for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit – with a net annual household income of £7,400 or less (after tax and not including any benefits you receive)

Further details, including an on-line application form, can be found on the Bromley Borough website using the link below:

<https://www.bromley.gov.uk/FreeSchoolMealsApplicationForm>

Even though children in Reception, Year 1 and Year 2 currently receive Universal free school meals from the Government, we **strongly urge** you to complete the free school meals application form on the above link if you feel that your child is eligible. The reason being that Valley Primary School receives a 'Pupil Premium Grant' from the Government for each successful application. This is used to subsidise school trips, extra-curricular opportunities and provide additional academic interventions to allow your child to reach their full potential.

Upon receipt of confirmation that your child has been granted free school meals, a **FREE school jumper** or cardigan will be issued to you by the school for their Reception year.

Children will also be entitled to a **free after school extra-curricular activity club each term** depending on which age appropriate clubs are running, and also **free music lessons (from Year 2 onwards)** with one of BYMT's prestigious music tutors.



# Sample Lunch Menus

## [WEEKLY MENU] Olive UNITED KINGDOM Week 1

Weeks Commencing: Mon 17th Apr - Mon 8th May - Mon 5th Jun - Mon 26th Jun - Mon 17th Jul

	Monday	Tuesday	Wednesday	Thursday	Friday
Main Dish of the Day	Chicken in a Tomato + Basil Sauce (CE)	Beef Butcher's Sausages + Gravy (CE, G, SO, SU)	Roast Chicken, Stuffing + Roast Gravy (G)	Chicken Korma (CE, G*)	Baked Battered Fish with Tomato Ketchup (F, G)
Vegetarian Dish of the Day	Roasted Tomato + Basil Pasta Bake (G, MK)	Vegetable Sausages + Gravy (CE, G)	Thyme + Garlic Roasted Quorn Fillet (G)	Vegetable Korma (CE, G*)	Vegan Hot Dog in a Sub Roll (G)
Vegetable Choice	Penne Pasta (G) Roasted Medley of Vegetables	Mash Potato (MK) Carrots Green Beans	Baby Roast Potatoes Medley of Seasonal Vegetables	Vegetable Rice Naan Bread (G, MK)	Chips Beans Peas
Dessert of the Day	Apple Flapjack (G)	Chocolate + Orange Cake with Chocolate Sauce (E, G, MK)	Fruit Jelly + Whipped Cream (MK)	Iced Sponge (E, G)	Ice Fruit Lolly
Jacket Potato Bar	See Board for Details	See Board for Details	See Board for Details	See Board for Details	See Board for Details
Cold Selection	Salad Bar Homemade Bread (G, SO, MK) Fresh Fruit	Salad Bar Homemade Bread (G, SO, MK) Fresh Fruit	Salad Bar Homemade Bread (G, SO, MK) Fresh Fruit	Salad Bar Homemade Bread (G, SO, MK) Fresh Fruit	Salad Bar Homemade Bread (G, SO, MK) Fresh Fruit

Allergens: CE = Celery, CR = Crustacean, E = Eggs, F = Fish, G = Cereals Containing Gluten, L = Lupin, MK = Milk, MO = Molluscs, MU = Mustard, N = Nuts, P = Peanuts, SO = Soya, SU = Sulphur, SE = Sesame Seeds \* = May Contain

VALLEY

## [WEEKLY MENU] Olive UNITED KINGDOM Week 2

Weeks Commencing: Mon 24th Apr - Mon 15th May - Mon 12th Jun - Mon 3rd Jul

	Monday	Tuesday	Wednesday	Thursday	Friday
Main Dish of the Day	Beef Bolognese	Pepperoni Pizza (G, MK)	Roast Gammon + Roast Gravy	Chicken Mac "n" Cheese (G, MK)	Baked Fish Fingers with Lemon Mayonnaise (E, F, G, MO)
Vegetarian Dish of the Day	Quorn Bolognese (CE, E, G)	Margherita Pizza (G, MK)	Veggie "Toad in the Hole" (E, G, MK)	Mac "n" Cheese (G, MK)	Vegan Nuggets (G)
Vegetable Choice	Spaghetti (G) Garlic Bread (G, MK*, SE*) Salad	Seasoned Wedges Baked Beans Sweetcorn	Baby Roast Potatoes Medley of Seasonal Vegetables	Peas Broccoli	Chips Beans Peas
Dessert of the Day	Carrot Cake with Vanilla Frosting (E, G, MK)	Raisin + Oat Biscuit (G)	Chocolate Crispie Cake (E-, G)	Chocolate Cookie (E, G, MK, SO)	Ice-Cream (MK)
Jacket Potato Bar	See Board for Details	See Board for Details	See Board for Details	See Board for Details	See Board for Details
Cold Selection	Salad Bar Homemade Bread (G, SO, MK) Fresh Fruit	Salad Bar Homemade Bread (G, SO, MK) Fresh Fruit	Salad Bar Homemade Bread (G, SO, MK) Fresh Fruit	Salad Bar Homemade Bread (G, SO, MK) Fresh Fruit	Salad Bar Homemade Bread (G, SO, MK) Fresh Fruit

Allergens: CE = Celery, CR = Crustacean, E = Eggs, F = Fish, G = Cereals Containing Gluten, L = Lupin, MK = Milk, MO = Molluscs, MU = Mustard, N = Nuts, P = Peanuts, SO = Soya, SU = Sulphur, SE = Sesame Seeds

VALLEY

## [WEEKLY MENU] Olive UNITED KINGDOM Week 3

Weeks Commencing: Mon 1st May - Mon 22nd May - Mon 19th Jun - Mon 10th Jul

	Monday	Tuesday	Wednesday	Thursday	Friday
Main Dish of the Day	Chicken Goujons (Halal) (CE*, E*, G, MK*, SO*, SU*) -OR- Chicken Breast (Non-Halal)	Beef Meatballs in a Rich Tomato Sauce (E, G)	Roast Turkey + Roast Gravy	Mexican Chicken Wrap	Baked Battered Fish with Tomato Ketchup (F, G)
Vegetarian Dish of the Day	Veggie Burger in a Bun (G, SE*)	Veggie Meatballs in a Rich Tomato Sauce (CE, E*, G, MU*, SE*, SO)	Roasted Vegetable Parcel (CE, G)	Vegetable Chilli (CE, G*)	Vegan Sausage Roll with Tomato Ketchup (G, MK*, SO)
Vegetable Choice	Wedges Peas Carrots	Pasta (G) Green Salad	Baby Roast Potatoes Medley of Seasonal Vegetables	Vegetable Rice (CE) Tortilla (G)	Chips Beans Peas
Dessert of the Day	Pancakes with Chocolate Sauce (E, G, MK)	Chocolate + Pear Cake with Caramel (E, G, MK)	Apple Crumble (G)	Lemon Cake with Lemon Drizzle (E, G, MK)	Jelly + Ice-Cream (MK)
Jacket Potato Bar	See Board for Details	See Board for Details	See Board for Details	See Board for Details	See Board for Details
Cold Selection	Salad Bar Homemade Bread (G, MK, SO) Fresh Fruit	Salad Bar Homemade Bread (G, MK, SO) Fresh Fruit	Salad Bar Homemade Bread (G, MK, SO) Fresh Fruit	Salad Bar Homemade Bread (G, MK, SO) Fresh Fruit	Salad Bar Homemade Bread (G, MK, SO) Fresh Fruit

Allergens: CE = Celery, CR = Crustacean, E = Eggs, F = Fish, G = Cereals Containing Gluten, L = Lupin, MK = Milk, MO = Molluscs, MU = Mustard, N = Nuts, P = Peanuts, SO = Soya, SU = Sulphur, SE = Sesame Seeds

VALLEY

## Attendance and Punctuality Explained

### Every School Day Really Does Count...

At Valley we aim for children to have 100% attendance but we recognise that some absence due to ill health or other circumstances can be unavoidable.

Good attendance means your child is at school **at least 97%** of the time during a school year. In most cases the regulations outlined below are laid down by the DfE (Department for Education).

### Parental Responsibility and the Law

Ensuring a child's regular attendance at school and good punctuality is a key parental responsibility.

Permitting absence from school without a good reason is an offence in law and may result in prosecution.

### Understanding Types of Absence

Every half-day of absence from school has to be classified by the school (not by the parents) as either authorised or unauthorised. We therefore require information from parents about the reason for any school absence. All medical appointments during the school day must be supported by an appointment card/letter.

- **Authorised:** absences are time away from school due to illness or other unavoidable circumstances. General medical or dental appointments should be made outside of school hours or in the holiday time.
- **Unauthorised:** absences are those that the school does not consider reasonable. If you are unsure how an absence is likely to be classified please contact the school and ask us. **It is Valley Primary School's policy not to authorise holiday during term time** and fixed penalty notices could be issued for unauthorised absence via the London Borough of Bromley.
- **Persistent Absence:** Children with attendance below 90% are categorised as persistent absentees and are tracked and monitored carefully. Names of pupils whose attendance is below 90% are shared with the School's Education Welfare Officer and parents may be invited to meet with the Head Teacher and the School's Education Welfare Attendance Officer to discuss your child's attendance.
- **Lateness:** The school day starts at 8.55am and we expect all children to be in their classrooms by this time. Registers are marked by 9.00am. If your child arrives after the register has closed, they will be given a late mark on their record of attendance. When they are very late this can be classed as an unauthorised absence in their attendance record.

**Persistent late arrival at school is not acceptable; it disrupts the child's learning and the learning of others in the class.**

## Absence Procedures

### **You must:**

- ✓ Contact the school office by **9.15am** on the **first day** of absence by calling or emailing:

Tel: 020 8460 1121.

Email: [absence@valley.bromley.sch.uk](mailto:absence@valley.bromley.sch.uk)

- ✓ Advise us in advance of any absence you know will occur in the near future e.g. unavoidable medical appointments. Please provide copies of appointment cards/letters/texts.

### **We will:**

- ✓ Text you if we haven't heard from you on the first day of absence
- ✓ Invite you to discuss the situation with a member of staff if the absence persists
- ✓ Make a referral to the Education Welfare Service if attendance is causing concern.

## Support

If you are experiencing difficulty in getting your child to school, for whatever reason, please let us know and we will try to support you in improving your child's attendance.

Good and improving attendance will always be recognized by the school with incentives and rewards.



## Valley House Colours

**SATURN**

Yellow

**JUPITER**

Red

**MERCURY**

Green

**NEPTUNE**

Blue

### School Book Bags

Your new book bag will need to reflect the colour of the House which has been allocated to your child, details of which can be found in your Induction Letter



This year the Valley PTA are kindly donating a new book bag to each Reception child, so you won't need to buy one. They will be handed out at the family picnic event.

# Valley Parent / Teacher Association (PTA)

## Welcome to Valley!

On behalf of Valley Primary Parent Teacher Association, we'd like to wish you a very warm welcome to our school. We know that starting in reception can feel a little daunting, so we thought we'd take this opportunity to introduce the PTA committee and explain a little about what we do.

### Who we are:

The PTA is run by a committee of volunteers. We are all parents of children at Valley.



 **Valley PTA Committee  
2024-5**

 <b>CHAIR</b> Tim Counihan	 <b>CO-TREASURER</b> Eva Lyons	 <b>CO-TREASURER</b> Brendan Donegan	 <b>TREASURER'S ASST</b> Claire Rowberry
 <b>CO-SECRETARY</b> Fiona Cowood	 <b>CO-SECRETARY</b> Vicky Mitchenall	 <b>EVENTS OFFICER</b> Keeley Boon	 <b>EVENTS OFFICER</b> Cassia Helena De Moraes
 <b>MEMBER</b> Leanne Lashbrook	 <b>MEMBER</b> Zalina Gozalova	 <b>MEMBER</b> Stella Garfield	 <b>MEMBER</b> Andy Garfield
 <b>MEMBER</b> Rachel Grafham	 <b>MEMBER</b> Radostina Milusheva-Rudi	 <b>MEMBER</b> Agata Barnes	 <b>MEMBER</b> Ravi Ramani

✉ Email us: [valleyptabromley@hotmail.com](mailto:valleyptabromley@hotmail.com)  
📷 Follow us on Instagram @[valley\\_primary\\_school\\_pta](https://www.instagram.com/valley_primary_school_pta)

### What we do:

Valley is a diverse and friendly school where we value warm relationships between pupils, parents and staff. The PTA is here to help build our sense of school community and raise vital funds for equipment and improvements to the school environment. Every year, we hold a variety of fun events such as discos and fairs to enrich the children's school experience and fundraise for the school.

In the past, money raised and secured by the PTA has funded projects such as our outdoor classroom in forest school, an extension to the library, creation of a world garden, regeneration of the orchard, tree planting on the field, scooter storage, workshops, and teaching resources. We want all pupils to leave Valley with fantastic memories of their time here and we'd love you to join us in making that happen.

### Join us!

As a parent or carer, you are automatically a member of the PTA. To keep everyone up-to-date with what's happening, we use an app called **Classlist**, which we would ask you to join so your child doesn't miss out.

#### How to join Classlist:

Visit [www.classlist.com](http://www.classlist.com), search for Valley Primary School and enter your details. A PTA representative will approve you to join - it takes two minutes.

Please be reassured that the Classlist site is kept private to Valley - you can choose how much information you wish to share, and you can personalise your notification settings.

#### Become a class representative:

Every class has a class rep (or ideally two), who is a vital link between the PTA and parents. The class rep's role is to:

- be a friendly face for parents/carers
- gather a list of parents/careers contact details (many classes have a WhatsApp group, or you can use Classlist for this)
- send out messages and reminders from the PTA to this group as and when appropriate
- let the PTA know of any questions or issues relating to the work of the PTA

If you would like to take on this role, please email [valleyptabromley@hotmail.com](mailto:valleyptabromley@hotmail.com) - we'd love to hear from you.

### Volunteer!

In order to run our events, we need a rolling bank of enthusiastic volunteers. We would love you to consider volunteering your time or expertise - even if it's just for an hour. We will advertise for volunteers on Classlist or you can be added to our 'Event Volunteers' Whatsapp group. To do this, email:

[valleyptabromley@hotmail.com](mailto:valleyptabromley@hotmail.com) or scan this QR code:



## Get involved

We need teams to run all of our events so if you feel you can contribute more than the occasional hour here or there then please let us know. Likewise, if you have an idea for a great event or fundraising initiative, we'd love to hear about it.

## Follow us!

For reminders of upcoming events, follow us on Instagram @valley\_primary\_school\_pta or on Facebook - search for Valley Primary School Bromley PTA

## The zero-cost way to help Valley pupils - starting now! Raise money while you shop

### Easy Fundraising

If you register at [easyfundraising.org.uk](https://www.easyfundraising.org.uk) and select "Valley Primary School PTA" as your chosen charity, you can raise money for Valley pupils (almost) every time you shop online. They have more than 6000 high street stores (including eBay, Argos, John Lewis and Marks & Spencer) along with insurance sites and travel agents. These donations really help - it's completely free and it doesn't take long to register.

### Stikins

If you buy name labels from [stikins.co.uk](https://www.stikins.co.uk) and add the code [24289](#) when you checkout, Valley PTA will get a 15 per cent commission at no extra cost to you.

## Upcoming PTA events:

We look forward to meeting you at the Stay and Play events, where we will gift your child their Valley bookbag in their house colour. Preloved uniform will also be on offer, so please consider bringing a small amount of change if you wish to make a donation.

You are also welcome to join us at our **Summer Fair** on Saturday 15<sup>th</sup> June, from 12- 4pm.

Wishing you a warm welcome to the Valley community,

### Your PTA Committee

Registered Charity Number: 286963

## Valley Care Club – Breakfast and After School Club

We offer a Breakfast and After School Club Service for the exclusive use of children attending Valley Primary School. The times and costs are:

Breakfast Care Club: 7.45am-8.55am £5.50 per session

After School Care Club: 3.30pm-6.00pm £13.00 per session

For more information and to register your child for this service, you can pick up a form from the school office or follow this link to our website:

<https://www.valleyprimary.co.uk/parents/breakfast-after-school-club>

## Extra-Curricular Clubs

Valley offers a wide range of extra-curricular clubs, most of them take place after school, but some take place before school or at lunch-times. The timetable, costs and booking details are sent out to parents and also available on our website, prior to the start of each term. Our current extra-curricular timetable can be found on our website:

<https://www.valleyprimary.co.uk/parents/extracurricular>

## Trust and School Policies

Valley is part of CSAT Academy Trust and all School and Trust Policies can be found here on our website:

<https://www.valleyprimary.co.uk/about-us/policies>

## Glossary

**EYFS** – Early Years Foundation Stage – Pre-School and Reception

**KS1** – Key Stage 1 - Years 1 and 2

**KS2** – Key Stage 2 – Years 3, 4, 5 and 6

**SLT** - Senior Leadership Team

**SEN** – Special Educational Needs

**SENCO** – Special Educational Needs Co-ordinator

**PTA** – Parent Teacher Association

**FSM** – Free School Meals

**MIS** – Management Information System (Arbor)

**TA** – Teaching Assistant

**ISA** – Individual Support Assistant

**Extra-Curricular Clubs** – Activities that run outside of the school day. Some are run by outside providers (external clubs) and some are run by Valley Staff (internal clubs).

**Autumn Term** – Refers to the term starting in August / September and ending in December at Christmas

**Spring Term** - Refers to the term starting in January and ending in March / April at Easter.

**Summer Term** – Refers to the term starting in April and ending in July for the Summer holidays.