

# Sonning Church of England Primary School

## Parent Handbook 2024-2025 v1



The aim of this booklet is to provide a reference guide of useful information for parents and carers, whether they are new to the school or returning for a new academic year.

Notices and further information on particular subjects and activities will be published in the weekly newsletter and via electronic communications during the year. This handbook will be updated throughout the year (where necessary) and the [latest version of this handbook can be located on our website](#).

It should be noted that all references to 'parents' should be read as 'parents, carers or guardians'.

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### Welcome from the headteacher

Sonning Church of England Primary School is a one form-entry primary school (30 pupils per year group) that balances high academic results with a clear desire to support children emotionally and as community-minded citizens. Pupils, staff and governors live by our vision and values, and this can be seen in every area of Sonning Church of England Primary School. Our broad, inclusive and ambitious curriculum offers opportunities for all, while outstanding facilities and a number of involved and supportive community partnerships provide an abundance of extra-curricular activities and opportunities. This means that, as well as achieving very strong results in English and Maths, Sonning Church of England Primary School provides a broad, balanced and truly holistic education.

The central pillars of Sonning Church of England Primary School are our core values which, chosen by the pupils of the school, are our 'North Star' and give us direction, provide cohesion, and foster a genuine sense of mission. We look after each other: the wellbeing of both pupils and staff is paramount.

As well as being a primary school within Wokingham Borough Council, Sonning Church of England Primary School is an academy school within The Keys Academy Trust. The Keys Academy Trust is a Multi Academy Trust (MAT), who are a family of distinctive schools at the heart of the diverse communities we serve. In line with our Christian ethos, The Keys Academy Trust aspire to excellent learning and pastoral care for pupils and staff and are committed to being open and welcoming to all. More information can be found on [The Keys Academy Trust](#) website. Collectively, we provide the very best educational experiences for our pupils and staff so that our family of academies are recognised as centres of academic and pastoral excellence at the heart of the communities they serve. Sonning Church of England Primary School works closely with all the schools in the Trust, but has a close partnership with neighbouring local schools (both primary and secondary, and both part of and separate to The Keys Academy Trust).

Being a key part of our local community is important to us all at Sonning Church of England Primary School, and we are proud of the links we have, both to receive and to give support. Our local community links including St. Andrew's church, Sonning village, PTA, school alumni, Blue Coat School, local sports facilities, partners, suppliers and friends. These community links make the school unique and further enhance the opportunities we can provide, the support available and a sense of belonging for our children.

Our school is one that prides itself on having a strong bond with its children and all adults involved with the school, and we ask that all parents support the school in our goal to provide the very best education we can for all our pupils. Parents have a large part to play in helping a school raise its standards, and we look forward to your full support. With the support of us – the school, and you – the parents and family members, we will all be able to achieve our shared goal of creating an environment where your child can make the best progress they can at Sonning Church of England Primary School. Sonning Church of England Primary School is a school in which the little things matter and where children understand that great things can be achieved.

### Our vision and values

At Sonning Church of England Primary School, we aim to equip our children with the skills they need to make positive choices in everything they do. Like the wise man who built his house upon the rock (Matthew 7:24-25), our vision is "building strong foundations for the years ahead".

Guided by our Christian values and our school values of Love, Courage, Respect, Aspiration and Curiosity, we provide a happy, inclusive and encouraging environment where children and adults can flourish and develop as individuals. We offer a challenging, broad and relevant curriculum that enables all children (regardless of their background, faith, race, ability or gender) to do their best and achieve well.

Our offer (which is Christian in nature but supports all religions or faiths, or those with no particular religion) is

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underpinned by the principles that education is about wisdom, knowledge, skills, hope and aspiration, promotes a community living well together, where dignity and respect for ourselves, each other and the global community, are central to our work.

We aim to have successful learners, who enjoy learning, make progress and achieve; confident individuals who are able to live safe, healthy and fulfilling lives and; responsible citizens who make a positive contribution to society.

### Contact details

Main Telephone: 0118 9693399  
Main Email: [spsadmin@sonning.wokingham.sch.uk](mailto:spsadmin@sonning.wokingham.sch.uk)  
Website: <https://www.sonning.wokingham.sch.uk/>  
Social media: X (Twitter), Instagram and Facebook: @sonningprimary

### Term dates

Full term dates (including inset days) for the year ahead can be found [on our website](#).

### Safeguarding

Our school is committed to safeguarding and promoting the welfare of our children and expects everyone who works with our children to do the same. This encompasses a range of aspects, including the safeguarding of pupils, staff and visitors (including e-safety), behaviour and anti-bullying, first aid, medicines and medical needs, health and safety and school site security. We are always grateful to parents who volunteer to help in class, but this will require a DBS check and two professional references for our regular volunteers.

Please note: The use of mobile phones and cameras in school or on school grounds by parents is not permitted, other than for specific events (e.g. taking a photo of your own child/ren at Sports Day).

### Staffing

Our full staff list can be located on our [website](#). Our staffing includes a Headteacher, Deputy Headteacher, two Key Stage Leading teachers, one Special Educational Needs and Disabilities Co-ordinator (SENDCo), Out of School Club (OSC) Lead and a number of admin, office, premises and teaching / teaching assistant staff.

### SEND

More information on our SENDCo and our SEND offer can be found on our website [SEND and Inclusion page](#).

### Year groups

Our pupils are arranged in classes, with one class per year group. Our year groups have names, based on 'acorns that grow to mighty oaks'. These are as follows:

- Reception: Acorn class
- Year 1: Beech class
- Year 2: Chestnut class
- Year 3: Fir class
- Year 4: Holly class
- Year 5: Maple class
- Year 6: Oak class.

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### School Houses

When children start school, they are allocated a House. This House will follow them throughout their time at Sonning Church of England Primary School, which is particularly relevant when earning House Points and at Sports Day. Our teams are named after famous people from Sonning’s past. These are as follows:

#### Pearson (yellow)

Reverend Hugh Pearson was vicar of Sonning for 40 years from 1841-1881 and an important person in the community. Pearson Road and Pearson hall are named after him. He was badly injured shortly after his arrival in Sonning. He was thrown from his horse and dragged by a stirrup down Pound Lane. He was carried to Sonningdene (the house opposite Pearson Hall). Every anniversary of the accident, he would visit the house where he thanked God for his recovery.

#### Paddick (red)

Sidney Paddick set up a building business after World War II. He lived in Sonning for over 60 years. He built many of the houses in Pound Lane and on the south side of Bath Road.

#### Rich (blue)

Sir Thomas Rich was a wealthy merchant. He bought Sonning Manor/Palace in 1654 (this property was once owned by King Charles I). He demolished the palace and built himself a fine new mansion (Holme Park) where his family lived for the next 150 years. He used his ready cash to become a patron of the Blue Coat School.

Holme Park estate eventually left private hands in 1912, when it was sold up to become a preparatory school. During World War II, it was used by the Royal Veterinary College and appropriately became the home of the Reading Blue Coat School in 1947.

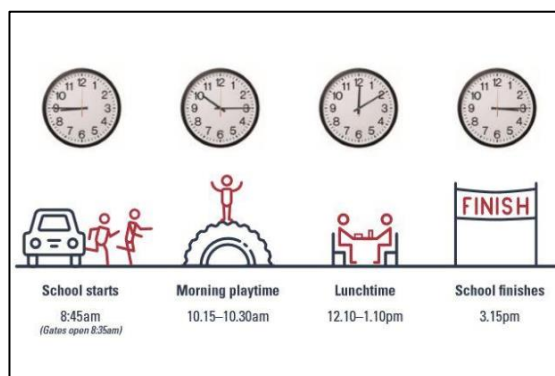
#### Palmer (green)

Robert Palmer was a wealthy lawyer and agent for the Duke of Bedford. He represented Berkshire in the House of Commons from 1825-1859. He was a landowner who lived in Hurst until he purchased Holme Park when the last line of Rich family died in 1795. The year following his purchase, he pulled down the old house and built a fine new building in the latest Georgian style. The family lived at the park for just over 100 years, rebuilding the house again in Victorian Gothic style in 1881. He left funds to set up the Robert Palmer Almshouse Charity.

### The primary school day

The timetable for a typical school day is outlined below:

Acorns	Activity
08:35	Gates open for drop off
08:45	Start of school Session 1
09:55	Collective Worship
10:15	Break
10:30	Session 2
12:10 to 13:10	Lunch
13:10 to 15:15	Session 3
15:00	Gates open for pick up
15:15	End of the school day



### Drop off, collection and site security expectations

Morning drop off and afternoon pick up are times when we, as a school, are even more mindful of site security so that we can keep the children of Sonning Church of England Primary School safe. Therefore, please support us by adhering

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to our expectations and keeping our children safe.

### Morning drop off and afternoon pick up

Parents are encouraged to park sensibly and courteously on neighbouring roads and be mindful of residents and their driveways. We are an important and integral part of our community, and we strive to maintain positive relationships with our residents. At both morning drop off and afternoon pick up, no parents should enter the school grounds until a member of staff welcomes them into the grounds (at either 08:35 or 15:10).

The following specific arrangements are in place for morning drop off (there is a map of these arrangements below):

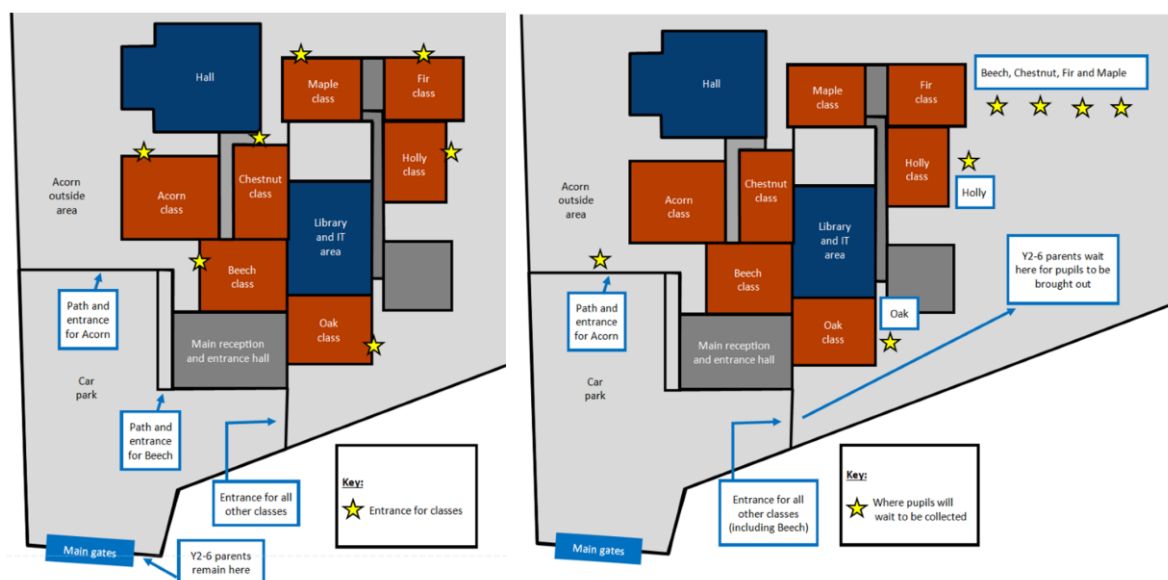
- Parents of Acorn pupils should wait with their child/ren at the gates to the Acorn outside area (through the carpark).
- Parents of Beech pupils should wait with their child/ren at the gate to the side of the main building (in the car park).
- Parents of Chestnut, Fir, Holly, Maple and Oak pupils should say goodbye to their child at the main school pedestrian gate (before the staff car park) and allow them to walk into school independently. Staff will ensure pupils get into class.

The following specific arrangements are in place for afternoon collection (there is a map of these arrangements below):

- Gates open at 15:10.
- Parents of Acorn pupils should wait for their child/ren at the gates to the Acorn outside area (through the carpark).
- Parents of Beech, Chestnut, Fir, Holly, Maple and Oak pupils should head into the playground and wait in the playground for their child/ren. Teachers will bring the classes onto the playground to be released.

If parents are late, their child/ren will be marked as late being collected and brought to the school office. This information is tracked and monitored, and may result in an email, letter or discussion with parents about punctuality.

Please see the map below to highlight where pupils will enter the school grounds in the morning and be picked up from in the afternoon:



### Collecting your child during the school day

If you need to collect your child during the school day, please to report to the main school office. You will need to sign

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your child out for the security and safety your child and the rest of the school.

### **Parking**

We have a large number of cars using the car park by King George's Field and surrounding roads each day, and we would encourage you to consider car sharing or using an alternative means to travel to and from school. No cars (other than for staff or disabled visitors) are allowed on school property.

If you must use your car, please park either in the car park by King George's Field or on the nearby roads, being considerate to our local residents and local pedestrians. We would recommend parking further from the school and walking up; it will save time overall with not having to navigate the King George's Field car park. Please note that King George's Field car park is not owned by the school and, therefore, should be treated respectfully. In addition, the school, governing body and trust takes no responsibility for any theft, loss or damage on its own site or on surrounding areas (including King George's Field).

Those adults and children travelling to school by bike or scooter are asked to use the cycle shelter in the school car park. Please dismount at the blue entrance gates and walk with your bike/scooter through the car park. Do not cycle/scoot on the school grounds (including the car park).

### **Cycling to school**

Children in Year 6 are permitted to cycle/scooter to school on their own with their parents' permission. All children who cycle to school must wear a helmet. If a parent wishes to cycle with their child/ren, this is acceptable and encouraged. Bicycles and scooters must not be ridden up on the school premises (including our car park), and should be left padlocked to the cycle stand. The school cannot accept responsibility for any loss or damage to scooters or bicycles brought to school. Scooters and bicycles must not be ridden once on the school premises.

### **Walking to school**

Children in Year 6 are allowed to walk to and from school, providing parents have given written consent.

### **Dogs**

No dogs / pets of family members are allowed on the school site at any time, unless they are a registered assistance dog. There are specific circumstances where staff, parent or outside agency animals may be risk assessed and brought into school (e.g. therapy dog or animals brought into enhance learning).

## **Attendance and absence**

If your child is absent for any reason, please telephone the school on the first day your child is away, giving the specific reason for the absence. You may email us as well ([spsadmin@sonning.wokingham.sch.uk](mailto:spsadmin@sonning.wokingham.sch.uk)).

If your child is going to be late to school, please telephone the school to let us know and to clarify the reason for this (remembering to book a school lunch if applicable). Any absences for which no reason has been given will be marked as an unauthorised absence. It is our duty (as part of our safeguarding expectations) to ensure we know a child is safe; therefore, if we do not hear from a parent regarding their child's absence, we will call until we can speak to someone. We may also conduct doorstep visits and, in certain cases, may call the police or Children's Social Care if we cannot reach a parent when their child is off school without a reason.

### **Requests for time off during term time**

Children must be in school if they are to learn and make progress, and no holidays should be taken in term time. Parents cannot demand leave of absence as a right, and all requests should be made at least four weeks in advance using our Leave of Absence Form, available from the school office or [our website](#). Each case will be considered on an

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individual basis and with reference to current government and local authority guidelines.

All holiday absence, except those authorised in exceptional circumstances, will be marked as 'Unauthorised Absence'. All absence is monitored closely by our designated team, who has the power to request that a Fixed Penalty Notice (FPN) be issued. FPNs are issued to each parent per child. Payment of an FPN is £80 per parent per child (within 21 days), and £160 per parent per child (22 – 28 days). These absences also contribute to the school's attendance statistics. Repeated unauthorised absence can be pursued by the courts, and parents can receive a criminal record.

### The importance of good attendance and punctuality

It has been proven in countless research papers that pupils who attend school regularly perform better academically and are more settled socially and emotionally. Whilst we do not wish for pupils to be in school when they are unwell, we must encourage pupils to attend wherever possible. Missing just a few days has a big impact on a child, as they not only have to catch up on missed learning, but also then miss new learning whilst they catch up. It is also unsettling for a child to come back to school and see other children have experienced learning that they have missed. At Sonning Church of England Primary School, we have the very highest expectations of our pupils and parents with regard to attendance.

Not arriving on school on time also has a significant impact on pupils. Our lessons start at 08:35, so any child who is through the gates at 08:35 and in class straight away benefits from extra support as our staff begin teaching from the moment the first child walks through the door. There is no 'soft start', where children sit and read or talk to each other until all pupils are in; there are targeted morning activities for pupils, as well as individual or small group work sessions planned from 08:35. Therefore, we encourage parents to ensure their child is waiting at the school gates at 08:35 to ensure they benefit from the maximum time in school with our highly-skilled adults.

Below is some information highlighting the impact of time off:

Impact of days / half days missed (1 session = a half day, which is approximately two lessons)			
Attendance %	Sessions missed /year	Days missed /year	Lessons missed /year
95%	16 sessions	8 days (1 week 3 days)	32 lessons
90%	32 sessions	16 days (3 weeks 1 day)	64 lessons
85%	48 sessions	24 days (5 weeks 4 days)	96 lessons
80%	64 sessions	32 days (6 weeks 2 days)	128 lessons
To provide additional context, missing 64 lessons is the equivalent of missing nearly 13 weeks of English, Maths or Phonics lessons.			

Impact of late arrival in the morning (i.e. past 08:35)			
Minutes late	Minutes missed /year	School hours missed /year	School days missed /year
5 mins /day	800 minutes	~13 hours	~2 days
10 mins /day	1,600 minutes	~27 hours	~4 days
15 mins /day	2,400 minutes	~40 hours	~6 days

### Lunches and snacks

In addition to the information below, please also see our [Healthy Eating and Lunchboxes Policy](#) for additional support and ideas on what to put into your child's lunchbox or snack box.

### Meals at lunchtimes

School meals, which also include a main (meat) option, vegetarian choice or jacket potato, are available daily. The current cost of a school meal is published [on the school website](#). Parents must pay online; please see our separate information regarding [online payments](#) (including how to set up an account). All Reception and Key Stage 1 children

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are entitled to free school meals, which are known as Universal Infant Free School Meals (UIFSM). Pupils in receipt of the Pupil Premium Grant (PPG) may be entitled to free school meals, which is known as Free School Meals (FSM). For more information on the Pupil Premium Grant, please speak to the school office (or refer to the information within this handbook).

The school lunch menu for the term ahead can be found on the [school website](#).

Pupils in all year groups may also bring a packed lunch if they wish. However, we would encourage all Acorn and Key Stage 1 pupils to have a school lunch as there is no charge to the parents for this.

### Healthy snacks

As part of our aim to encourage all pupils to eat a balanced diet, which includes the recommended five portions of fruit/vegetables a day, we recommend pupils have a healthy snack for break time (e.g. piece of fruit – fresh or dried – or vegetable sticks). All pupils in Reception and Key Stage 1 are offered a free piece of fruit or vegetable at morning break, as part of the Government's 'fruit for schools' scheme.

### Water bottles

Children are permitted to bring a water bottle to school to drink from. For health reasons, please ensure bottles are labelled and taken home to wash. Indoor and outdoor water fountains are also available for the children to use.

## School uniform

Pupils are expected to wear the correct uniform at all times. Many items are available online from one of our approved independent suppliers ([www.brigade.uk.com](http://www.brigade.uk.com) or [www.schooldaysdirect.co.uk](http://www.schooldaysdirect.co.uk)). Alternatively, items can be purchased from your shop of choice, complying with the school uniform policy. Full details of our uniform can be found in our [uniform policy](#) on the Sonning Church of England Primary School website. This includes expectations on the following aspects of uniform:

- Adaptations for Acorn pupils
- Jewellery, make up and accessories
- Hair
- Footwear
- Watches and other devices
- PE uniform requirements.

PE kit should be kept in school every day. Class PE days are set at the beginning of the year and will remain the same unless parents are informed otherwise.

### Labelling items

Please ensure that all items of clothing, book bags and bottles have your child's name on. Permanent marker pen is ideal for labelling plastic bottles and lunchboxes and iron-on name tabs are also a good way to keep your child's clothes named. We regularly have a large amount of lost property and most items do not have names on/in. Please help us to ensure that all lost property finds its owner! Please note that there is no official lost property box.

### Lost or damaged items

Sonning Church of England Primary School takes no responsibility for any of the personal possessions that any child brings to school. This includes, but is not limited to, watches, mobile phones, jewellery, toys or clothing. Sonning Church of England Primary School will always support children to learn how to look after their possessions and the school's items, but cannot guarantee that items will not be lost or damaged.

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## Health, medicines and illness

We recognise that individual pupils will have different needs and requirements, and we aim to support these needs wherever possible. However, in order to provide individualised support for those that need it, we require other families to do their best to administer and manage medical needs outside of school where at all possible, so that we can concentrate on providing the best care to those who really need it.

### Illness

If your child is unwell, you should call the school (leave a message if needed) or email to report your child as not in school due to illness. Please see our [Medicines in School policy](#) for further details (including for how to manage sickness or diarrhoea, or if your child is otherwise unwell with another illness), which is located on the Sonning Church of England Primary School website. More information on absence can be located on the Absence Requests page of the [website](#).

### Medicines

Sonning Church of England Primary School staff will only administer current prescription medicine. If medicines need to be administered at school, parents must visit the school office to deliver medicines and complete the relevant forms. Children with asthma and other allergies must complete an action plan. These must be completed when the child starts school and it is the responsibility of parents to inform the school of any updates to their child's medical condition. We request that prescribed medicines which are required three times a day are administered from home (breakfast time, after school and bedtime). If they are required four times daily, please complete a form giving instructions so the school can give a dose during the day.

It is also important to note that it is the responsibility of the parents to make a note of all expiry dates on all items (including inhalers and adrenaline auto-injectors) and to ensure they are replaced when necessary. Please see our [Medicines in School policy](#) for further details, which is located on our website.

### Health

The School Nurse visits at times throughout a child's time at school to check on hearing, sight and general health.

## Extracurricular activities

At Sonning Church of England Primary School, we offer a number of opportunities within and outside of school hours:

### Class visits

Each class has two external visits per academic year (where at all possible). These trips add to the children's learning experiences, covering particular topics which the children are studying. They also help embed the learning experience, as well as being fun! These trips are funded through parent contributions. Although these are voluntary payments, without them the trips may not be possible. Our Year 6 children take part in a week-long residential visit each year.

### School clubs

A variety of extra-curricular clubs are offered each term, such as football, sewing, cricket, netball, art, drama, chess and cross country. These run during lunchtimes and after school. There is a charge for many of these activities, and payments are made either to the school or directly to the external provider. Please see the [school website](#) for more details.

### Music lessons

Private tuition is available in percussion, violin, clarinet, piano and guitar (numbers permitting) from Berkshire Maestros. This is at an additional cost to the parents and takes place either during school or after school.



### Money and payments

We are a cashless school for payment to trips, clubs and lunches. However, for charity days (i.e. Red Nose Day or Children in Need) we may take cash donations in addition to online donations. Full details on our online payment system can be found in our [separate information regarding online payments](#) (including how to set up an account) on our website.

### Behaviour

Sonning Church of England Primary School has a clearly defined [behaviour policy](#), a copy of which can be located on our website. Our policy and ethos is one of positivity and praise, and we aim to reward those children who display positive behaviour. However, the school has clear guidelines on sanctions for children, should their behaviour fail to meet the high standards expected at Sonning Church of England Primary School.

### Other rewards

Children in all year groups can earn house points for effort, behaviour and achievement. These house points are added to a whole-school total. House point totals are announced each term, with a final number collated at the end of the year.

In weekly Celebration Assemblies, a Superstar certificate is awarded to pupils who have displayed one or more of our Sonning Church of England Primary School values during the week. Children are also welcome to bring in any trophies or certificates that they have been awarded outside school to show in class or in Celebration Assembly. Times Table Rock Stars certificates for the week are also given out during these special weekly assemblies.

### Communication from school to parents

Communication is essential to the successful development of positive relationships between the school and parents, and for the good of the pupils. We use a range of methods to communicate with families, which are outlined below. Please see our [Communications Policy on the website](#) for full details of our comprehensive offer.

#### Direct communication with parents

Using the contact information provided when a child starts, we will use the following methods to speak to a parent directly for a specific reason (e.g. passing on information about a behaviour issue during the day):

- Speak to the person collecting after school / collecting from After School Club.
- Call or email parents.
- Send a letter (most often via email).
- Arranging a face-to-face meeting (or Teams call, if needed).

The method selected is done so based on a range of factors, including time sensitivity and the topic for discussion. Where possible, we prefer immediate and face-to-face discussion.

#### Communication with families in general

We use a range of methods to reach families with communications:

- Our website: <https://www.sonning.wokingham.sch.uk/>. See our section on useful website links to navigate the website effectively. This is where the most up-to-date information is found.
- Website calendar: This is where we will add events (which we keep updated), as well as information about the key events. If we send a letter, or add information to the newsletter, we will add this to the calendar event on the website. This way, families can refer to this website page whenever they need as a consistent source of dates and information.
- The website app: This app ([click here](#) to see our website page on how to download the app) shows the same

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events and information as the calendar page, but in a more easy-to-use app format. Families can also get 'push' notifications when we make updates to the website calendar events. Families can also add events to their own calendars through the app, to ensure they do not miss out on any important events.

- The [newsletter](#): This weekly roundup is another key source of information. I would strongly encourage all families to read it each week, as it contains key reminders, events from the week and a weekly summary from the Headteacher. In addition, the 'diary dates' section in the newsletter is a duplicate of the website's calendar (plus additional reminders) to help families keep track of upcoming events.
- Social media: [Twitter](#), [Instagram](#) and [Facebook](#) are where the school will post (often the same on Twitter and Instagram) photos of learning and events so that families can see what the pupils We use this range of social media so that families can access updates on our learning on whichever platform they prefer to use.

### Communication on progress

We hold two parents' evenings each year (Autumn Term and Spring Term), and produce a written end of year report in Summer Term. Parents of a child with an Individual Provision Plan (IPP) or Education and Health Care Plan (EHCP) have additional meetings throughout the year to discuss progress, often with the class teacher, SENDCo and outside agencies (if relevant). Parents are welcome to book a meeting to discuss their child's progress at other times of the year, if they wish. This can be done via the school office.

### Communicating with parents via Teams or Tapestry

In Acorn class, we use Tapestry to observe and track pupils' learning and development. Acorn parents will be sent separate communications on how to set this service up so they can interact with it.

For all classes (Reception to Year 6), the school uses Microsoft Teams to set home learning, provide additional resources and information, and (at times) set up online meetings. Each child is given a Teams login (which is shared with parents). Parents will need to be signed in as their child to access their child's Cohort Team (which will stay with them throughout their time at Sonning Church of England Primary School).

### Communication from parents to school

If parents need to contact the school, we prefer this is done via email or phone call to the main school office. This way, the school office can pass on the comment to the relevant staff member or take action themselves. We operate a distributed leadership model, so some issues will be dealt with by the office, class teacher or Key Stage Lead before being dealt with by the Deputy Headteacher or Headteacher.

Please do not seek to email staff (including the Headteacher) directly, but instead go through the school office. Teams messages are not viewed or responded to.

### Annual survey

We release an annual parent survey which provides parents with a formal way of giving feedback on the school's performance. We look for 100% response rates with this survey in order to gain the best feedback on how we are doing as a school. We also conduct staff and pupil surveys to gain similar feedback.

### Seeking to provide us with feedback on an ad-hoc basis

We find that face-to-face conversations are always easiest, and therefore encourage parents to contact the school with any feedback or concerns.

### Aggression or intimidation when communicating

Please remember that we are all human beings, doing the very best we can for the pupils of Sonning Church of England

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# Sonning Church of England Primary School

## Parent Handbook 2024-2025 v1



Primary School, and inappropriate comments or aggression (verbal or physical) is not accepted. The school reserves the right to ban a parent or family member from entering the school grounds if required. There is a [Code of Conduct on our website](#) that refers to unacceptable behaviour and the type of action we may take.

### Open door policy

Our door is (metaphorically) always open; if you would like to speak to us about anything, please contact the main school office on [spsadmin@sonning.wokingham.sch.uk](mailto:spsadmin@sonning.wokingham.sch.uk).

## Curriculum

The Governing body of Sonning Church of England Primary believes that the school should provide exceptional learning experiences for every child in order to provide them with a strong academic grounding for their futures. The broad curriculum taught at the school, based on the national curriculum, is bespoke to our pupil needs and is further enhanced by utilising the facilities and organisations within our locality. The governors look to the senior school leaders to deliver an inspiring curriculum which achieves the following:

- Reflects the Christian ethos of the school, including through promoting the school's core values of Love, Respect, Curiosity, Courage and Aspiration.
- Creates a well-rounded education for every child, enabling them to develop a wide breadth of appropriate knowledge and skills in preparation for their life after attending Sonning Church of England Primary School.
- Provides a range of experiences that develop tolerance and understanding, ensuring pupils are global citizens.
- Provides an excellent grounding for continued academic success.

The school is committed to ensure that every child can flourish and achieve to the full extent of their individual capabilities – regardless of faith, race, gender, or ability, including those from vulnerable groups.

More information on our curriculum (including overarching plans and subject vision documents) can be [located on our website](#).

## Home learning

There is a great deal of research to show the benefit of additional specific learning at home, if targeted and used well. We believe our offer contributes to the development and success of our pupils' progress, emotionally and academically. Therefore, we kindly request that parents fully engage with our home learning offer (especially reading regularly with and to your child). Below is some key information on what is expected at Sonning Church of England Primary School. Full information regarding our home learning offer can be found in our [Home Learning Policy on the website](#).

The aims of home learning are as follows:

- To provide the opportunity for parents and pupils to share in the learning experience.
- To give pupils the opportunities to take increasing responsibility for their own learning, manage their time and develop the practice of independent study.
- To encourage the use of a range of resources outside school such as the internet, libraries and museums.
- To provide the opportunity for pre-learning of topics, research, application, practice, reinforcement and extension of work carried out in school.

Home learning is separated into two categories: core subject home learning and creative home learning:

### 1. The core offer of home learning

A home learning grid will be shared with the pupils at the beginning of each term. This will have a range of activities that will be completed over the course of the term, specifically focus on. The activities will reflect the learning relevant to the pupils, and linked to reading and maths.

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**Building strong foundations for the years ahead (Matthew 7:24-25)**

Love - Courage - Respect - Aspiration - Curiosity



The pupils may be asked to complete their tasks in a variety of ways; this should maximise their engagement with the tasks and develop a broad range of skills, allowing the individual children to be creative and challenged.

### Reading

Reading at home is a very important part of a child's development, and possibly the most important area for parents to support with at home. It creates a connection between home and school and gives pupils the opportunity to practise reading skills such as fluency and comprehension. Reading at home is also a gateway to enabling children to succeed in writing as well as boosting a child's creativity.

Children in Reception are expected to practise learning their phonic sounds and, as they progress, all children in Reception and Year 1 should read their decodable reading books three times a week. In Key Stage 1 and 2, children are expected to read aloud a minimum of three times a week. However, we recommend supporting your child in developing a routine of reading daily where possible. Reading records must be signed, dated and a comment made three times a week. This must be written by the adult listening to the reading. Reading records are handed in on Monday mornings.

### 2. Creative home learning

To foster a sense of independence, as well as develop new skills, the school will set a creative home learning task each term. This will be a task set for all pupils in the school.

There will be a showcase event each term, to which all parents are invited. This allows pupils to share their learning with others, developing their oracy and communication skills, as well as their ability to present to others.

## Out of School Club (OSC)

Our thriving OSC is part of our school, and operates a Breakfast Club and After School Club. Full details can be found on our [dedicated section of the school website](#). Our school-run wrap around care provides a Breakfast Club and an After School Club. The Club is open to all pupils at Sonning Primary School and available every weekday during term time. It is based in the School Hall with the use of other areas of the school including the outside play areas.

### Breakfast Club

The Breakfast Club is available Monday to Friday from 07:40 until school starts at 08:35. It includes breakfast. The Club staff walk the children into the playground at 08:35 ready for their lessons.

### After School Club

The After School Club is available from 15:15 to 18:00 (except on a Friday, which finishes at 16:30). The children walk from their classrooms to the After School Club after school finishes, or are collected by the After School Club staff, depending on age. The After School Club offers both a Part Session (which ends at 16:30) a Full Session (which ends at 18:00). It includes a tea-time snack which is served prior to 16:30.

### Joining and booking

If you would like to use the Club, you will need to register via Arbor and contact us via email. Please email [oscadmin@sonning.wokingham.sch.uk](mailto:oscadmin@sonning.wokingham.sch.uk) or ask Valerie Backhouse, the OSC Supervisor, who will be able to help and explain the process.

Spaces are pre-booked and paid for half termly in advance, or on an ad hoc basis subject to available spaces.



### Activities Payment Scheme (APS)

Our [Activities Payment Scheme](#) (APS) enables us to offer our children many wonderful experiences, which enhance both their learning and enjoyment at school. The APS scheme involves a small voluntary donation from parents on an annual basis. These donations fund activities which the school would otherwise be unable to offer, whilst also avoiding regular requests for small payments to cover the cost of these activities throughout the year. From seasonal Creative Days, Escape Rooms and VR Experiences, to Reindeer at Christmas, this scheme enables children to have experiences they will cherish forever. Please note that the APS does not cover the cost of class trips.

This additional payment makes a huge difference to us as a school, and helps us provide those extras (big and small) for the pupils. We will send separate communications regarding this scheme and how parents can contribute to the APS and other funds.

### PTA (Parent-Teacher Association)

Sonning Church of England Primary School's PTA is a community of staff members, family members and community figures, and is a key part of our school. The PTA provides vital fundraising for the children of Sonning Church of England Primary School. Without the support of our families and wider community, we would simply be unable to provide the same opportunities for our children. We have had parents, uncles and aunts, friends, grandparents, local businesses and staff friends and family who have all supported the school in various ways, so we would encourage anyone who is interested to volunteer their support. This can be financial support, offers of time at events, an agreement to run an event, provide home support (e.g. wrapping gifts for stalls at a fayre) or any other type of support a person can think of! It is all about doing whatever we can to improve the school experience and outcomes for our children.

We really need the support of all our families, community members and staff, so please come to our meetings where possible, and support our events. We look forward to seeing you at our meetings and events.

Full details of the PTA's offer can be found on the [PTA section of our website](#), [Instagram](#) or a dedicated Facebook group (email [pta@sonning.wokingham.sch.uk](mailto:pta@sonning.wokingham.sch.uk) if you would like to join the Facebook group). The PTA regularly post in the school weekly newsletter as well.

### Other useful website links

- [Latest parent handbook version](#)
- [Policies page](#)
- [Information on our curriculum](#)
- [Term dates](#)
- [Weekly newsletters](#)
- [The school calendar of events](#)
- [Communication: Information on how to download the School Mobile App](#)
- [Information on our termly clubs](#)
- [Information on our school meals offer](#)
- [School uniform information](#)
- [PTA](#)
- [Useful forms \(forms for trips and allergy forms\)](#)
- [Information on our online payment system](#)
- [Absence information \(including leave of absence for pupils during term time forms\)](#)
- [Information on British Values](#)
- [Collective worship page](#)

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- [Information on our School Improvement Plan](#)
  - [Online safety information](#)
  - [Information on data protection and how we process data.](#)

We hope this information has been useful; if you have any feedback or information you would like to have known as part of this pack, please email [spsadmin@sonning.wokingham.sch.uk](mailto:spsadmin@sonning.wokingham.sch.uk) to let us know.

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