



PARENT HANDBOOK

2017/18

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Dear parents,

I hope you find the information included in this handbook helpful.

At Pilgrims we strive to foster mutual trust and understanding between school and home. Parents are always welcome in the school whether it is to discuss your child's progress with a member of staff, offering help in the classroom or supporting Pilgrims Parents.

Our vision is to inspire each child to love learning, within a happy and secure environment. Through a creative and innovative curriculum, we aim to establish a solid foundation for future academic, social, physical and emotional achievements. Curiosity, kindness and respect for others are values that lie at the heart of our school.



Each year the school supports either a local or international charity. This year our chosen charity will be Keech Hospice who provide hospice care for adults and children with life-limiting and terminal illnesses. Each year Keech Hospice needs to raise £5.6m to care for their patients and 70% of this is donated by the community

Throughout the year we will also join in with national sponsored events such as Jeans for Genes Day, Children in Need, Red Nose Day and World Down's Syndrome Day. Thank you, in advance, for your generosity and support.

Please do not hesitate to contact the school should you have any further questions or suggestions.

Mrs Jo Webster
Headteacher

1. PILGRIMS SCHOOL VISION, MISSION and VALUES

Vision				
Pilgrims inspires each child to love learning				
Mission	Inspirational and innovative teaching	Recognising each child as an individual	Creating a stimulating environment	Developing a strong sense of community
Aims	<p>Enable all the children to reach their full potential.</p> <p>Stimulate their curiosity, enjoyment, imagination and creativity.</p> <p>Encourage the children to be confident, independent thinkers.</p>	<p>Support individual needs, recognise and enhance potential.</p> <p>Nurture children's interests and develop their ideas.</p> <p>Encourage all the children to open their minds to new opportunities and challenges.</p>	<p>Provide a safe and happy school full of rich and challenging opportunities.</p> <p>Maintain and develop the excellent facilities.</p>	<p>Create an ethos with clear expectations and shared values.</p> <p>Engage the children with the wider community to enhance their understanding of the world in which they live.</p>
Key Targets	<ul style="list-style-type: none"> • Introduction new system to track and monitor children's progress and attainment in relation to national expectations. • Work towards the ICT NAACE award • Continue to develop concept of growth mind-set linking it into curriculum • Introduce and embed new dining experience by creating an area which is an extension of the children's learning environment 			
Values	<p>Kindness We treat everybody in a kind, compassionate, caring and supportive way so that everybody feels happy, safe and included.</p> <ul style="list-style-type: none"> ▪ Work together to help and support each other ▪ Consider the feelings of others <p>Be kind with our hands, feet and voices</p> <p>Curiosity We celebrate and encourage curiosity and the desire to wonder and ponder, instilling in everyone a lifelong love for learning and the skills to explore the world around them.</p> <ul style="list-style-type: none"> ▪ Think, ask questions, find answers and create solutions ▪ Approach each new opportunity positively <p>Persevere even when the path seems challenging</p> <p>Respect We acknowledge the feelings, interests and beliefs of others within an environment that reflects understanding, honesty and integrity.</p> <ul style="list-style-type: none"> ▪ Stop, look and listen when someone is talking ▪ Take pride in knowing we have tried our best ▪ Take care of each other, our belongings, our school and our environment ▪ Be truthful and display good manners at all times 			

Home / School agreement

We believe it is important to have a close and mutually-respectful partnership between the school, the parents and the children; a partnership which reflects the school's aims and values of curiosity, kindness and respect. Therefore a Home/School agreement has been established to clearly indicate the school's responsibility towards the children, the parents' responsibility towards the school and what the school expects of the children. Parents are asked to read and share this agreement with their child before signing it and returning a copy to their child's class teacher. This process forms part of our admissions and enrolment process and is in line with our Parent Handbook and Communication Policy.

VALUES AND EXPECTATIONS FOR THE WHOLE SCHOOL COMMUNITY

Pilgrims' Values and Expectations define the behaviours we expect from all members of our school community. By demonstrating these, we can all work towards achieving the school's Vision, Mission and Aims. The Values and Expectations are embedded in all we do at Pilgrims; inside and outside of the classrooms. We hope that you will continue teaching and role-modelling these Values and Expectations outside of school.

Kindness

We treat everybody in a kind, compassionate, caring and supportive way so that everybody feels happy and safe.

Work together to help and support each other

Consider the feelings of others in our actions and our words

Be kind with our hands, feet and voices

Curiosity

We celebrate and encourage curiosity and the desire to wonder and ponder, instilling in everyone a lifelong love for learning and the skills to explore the world around them.

Think, ask questions, find answers and create solutions

Approach each new opportunity positively

Persevere even when the path seems challenging

Respect

We acknowledge the feelings, interests and beliefs of others within an environment that reflects understanding, honesty and integrity.

Stop, look and listen when someone is talking

Take pride in knowing we have tried our best

Take care of each other, our belongings, our school and our environment

Be truthful and display good manners at all times

BEHAVIOUR AND ASSERTIVE DISCIPLINE

We ask parents to work with us to promote and encourage appropriate behaviour, inside and outside of school. Good behaviour is behaviour that does not disrupt the learning opportunities of others and does not hurt or interfere with their safety. It means respect for other people and their property. We encourage good behaviour in our pupils by adhering to our values and expectations as outlined above.

Rewards

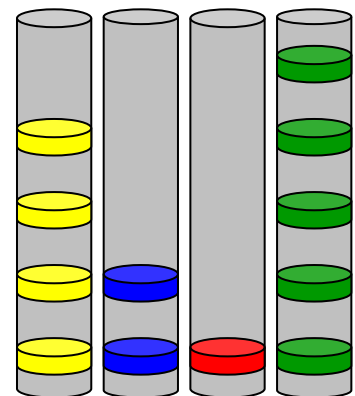
- praise
- praise from other adults
- stickers or smiley faces
- positive comments to the parents
- house point token
- "Golden Time" (whole class recognition)
- Visiting the Head/Deputy Headteacher

Consequences

- warning
- time out
- longer time out
- remove to another class
- speaking to parents
- sending a child to Deputy Head or Headteacher (speaking to parents)

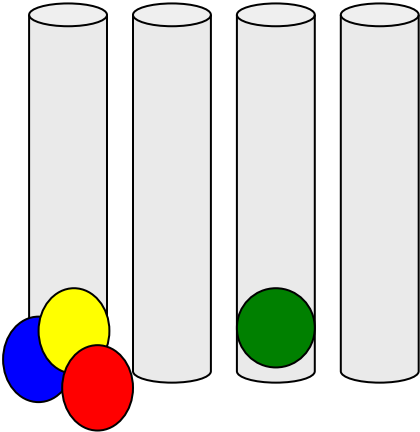
SCHOOL HOUSE POINT SYSTEM

All children and staff from Reception upwards are allocated to one of four Houses: Red, Yellow, Blue and Green. These colours are in keeping with sports day colours used in the summer term. House Point Tokens are awarded for demonstrating an understanding and awareness of the school values and expectations. They can be awarded by any member of staff. Children will deposit their tokens in tubes displayed in the library.



Every week, House points are counted by Mrs Webster and Mrs Quince and the winning house is announced during an assembly each week and awarded a special cup. Details of the winning house colour is shared in the weekly parent newsletter.

At the end of the term, the House who has won the most weeks is allowed to come to school in mufti for a day. The process is repeated each term.



2. THE PILGRIMS' TEAM

6. OUR STAFF

Department	Name	Post	Qualifications
School	Mrs Jo Webster	Headteacher	B Ed (Hons), EYP, NPQH
Head's Office	Mrs Barbara Courtney	PA to Headteacher	
	Mrs Karen Sinclair	Registrar/Marketing	

Main School	Name	Post	Qualifications		
	Mrs Susan Quince	Deputy Headteacher Curriculum Co-ordinator	BA (Hons) in Primary Ed QTS		
Year One	1JM	Mrs Jacqueline Morales	Class Teacher/Yr 1 Leader	BA (Hons) QTS	
		Mrs Mary Hosegood	Class Teacher	BSc (Hons) GTP	
		Mrs Susan John	Teaching Assistant	CACHE Level 2	
	1DR	Mrs Debbie Rossington	Class Teacher	BA (Hons) in Ed OCR Dip in SPLD Dyslexia Practising Certificate	
		Mrs Melissa Frame	Non-contact cover (SEN)	B Ed (Hons)	
		Miss Melissa Cassell	Higher Level Teaching Asst (morning)	BSc (Hons) RGN NVQ3,HLTA Status	
		Mrs Claire Breed	P/T 1:1 Learning Support Asst	BA (Hons) Drama PGCE Primary Ed, QTS, British Sign Language Level 2	
	1MW	Mr Michael Webster	Class Teacher	BA (Hons) PGCE	
		Mrs Mags Blythman	Teaching Assistant		
		Mr David Carr	Higher Level Teaching Asst (afternoon)	NVQ Level 3	
	Year Two	2TM	Mrs Tracey Marquand	Class Teacher Year Group Leader	MA in Ed Studies PGCE, BA (Hons) in Sociology
			Mrs Amanda Stark	Higher Level Teaching Asst	NNEB, HLTA Status
2AS		Mrs Alyssa Scorer	Class Teacher	B Ed (Hons) in Primary Ed	
		Mrs Maxine Spriggs	Teaching Assistant	NVQ Level 2	
2CH		Mrs Jessica Collins	Class Teacher (P/T)	B Ed (Hons)in Ed with QTS	
		Mrs Mary Hosegood	Class Teacher (P/T)	BSc (Hons) GTP	
		Mrs Cathy Reddy	Teaching Assistant	NVQ Level 2	
Music	Mrs Angela Knight	Music Co-ordinator & Teacher Reception, Years 1 & 2	BMusic (Hons), PGCE		
	Mrs Jess Eaton	EY Music Specialist (Pre School and LPs)	BA Performing Arts		
	Mr Damian Fisher	Peripatetic Drum Teacher	VMT		
	Mrs Felicity Gibson	Peripatetic Piano Teacher	VMT		
	Mrs Lottie Bagnall	Peripatetic Violin Teacher	VMT		
	Mr Max Milligan	Peripatetic Guitar Teacher	VMT		
MFL	Mrs Rachel Hosking	Modern Foreign Languages Teacher	BA (Hons) French, PGCE		

IT	Mr David Carr	IT Curriculum Specialist	NVQ Level 3
Swimming	Mrs Claire Pell	Swimming Manager/Instructor	RDN (RAD) FIOS Level 2 Swimming Teacher
	Mrs Wendy Coles	P/T Swimming Instructor	FIOS Level 2 Teacher
	Mrs Sarah Francolini	P/T Swimming Instructor	FIOS Level 2 Swimming Teacher
Out of Hours and Lunchtime	Mrs Liz Luxemburg	Lunchtime & Out of Hours Supervisor	SRN, NVQ Playwork Level 3
	Miss Filomena Rozana	Lunchtime & Out of Hours Assistant	
	Mrs Giacinta Marinelli	Lunchtime & Out of Hours Assistant	CACHE Level 3 in SEN, NVQ Level 2 in Playwork
	Mr David Anderson	Lunchtime & Out of Hours Assistant	
	Mrs Suzanne Clarke	Lunchtime Assistant	
	Mrs Maria Esposito	Lunchtime Assistant	
	Mrs Lesley Winslet	Lunchtime Assistant	Level 2 TA
	Mrs Penelope Marshall	Lunchtime Assistant	
	Mrs Caroline Moghtadaii	Pre School Lunch & Tea Asst	NVQ Level 2
Mrs Wendy Tyrie	Lunchtime Assistant		
Holiday Club	Mrs Clare Pinnock	Holiday Club Supervisor	NNEB Level 3, HLTA status BSL Level 2
	Mrs Rebecca Beswick	Holiday Club Assistant	
	Miss Elise DeWit	Holiday Club Assistant	NVQ Level 3
	Mr David Anderson	Holiday Club Assistant	NVQ Level 2

Additional Education Support	Mrs Deborah Rossington	Special Educational Needs Co-ordinator	BA (Hons) in Ed OCR Cert in SPLD	
SEN Dept	Mrs Karen Powell	1:1 Academic Support	NVQ Level 3	
	Mrs Amanda Cremona	1:1 Academic Support	NVQ Level 3	
	Mrs Joanne Kew	1:1 Academic Support	TA	
	Mrs Sarah Aldred	1:1 Academic Support	BTEC	
	Mrs Rachel Sharp	1:1 Academic Support	BTEC Level 3	
	Mrs Claire Breed	P/T 1:1 Learning Support Asst	BA (Hons) Drama PGCE Primary Ed, QTS, BSL Level 2	
EYFS	Miss Kim Goodwin	EYFS Coordinator Pre School Teacher	B Ed (Hons) in Primary Ed EYPS	
Rec	RFC	Mrs Frances Culhane	Year Group Leader / Class Teacher	B Ed (Hons) in Primary Ed
		Mrs Clare Pinnock	Higher Level Teaching	HLTA status / NNEB BSL Level 2
	RKC	Mrs Kirsten Coates	Class Teacher	B Ed (Hons) Primary
		Mrs Chris Bowman	Higher Level Teaching Asst	BTEC Level 3
	RSJ	Mrs Shelley Jerram	Class Teacher	B Ed (Hons) Primary
		Mrs Donna Deane	Higher Level Teaching Asst	NNEB

Pre School	Miss Kim Goodwin	EYFS Coordinator Pre School Teacher	B Ed (Hons) in Primary Ed EYPS
	Mrs Jennie Taylor	Pre School Manager Forest School Co-ordinator	NNEB, Cert of H.E. Level 4/FS Leader
	Miss Lizzie Barnes	Early Years Practitioner	NVQ Level 3 / CACHE Dip in Childcare & Ed
	Miss Hayley Brown	Early Years Practitioner	NVQ Level 3
	Mrs Vicky Esposito	Early Years Practitioner	CACHE Level 3
	Mrs Bally Momi	Early Years Practitioner	NVQ Level 3
	Mrs Ranj Sharma	Early Years Practitioner	BTEC Level 3
	Miss Laura Strutton	Early Years Practitioner	NVQ Level 3
	Miss Sharon Owens	Early Years Practitioner	BTEC Level 3
	Miss Emma Henson	Early Years Practitioner	
	Miss Elise DeWit	Early Years Support Practitioner	NVQ Level 3 & 4
	Mrs Penelope Marshall	Early Years Support Practitioner	
	Mrs Caroline Moghtadaii	Early Years Support Practitioner	
	Mrs Ella Wojcik	Early Years Support Practitioner	
Little Pilgrims	Mrs Beth Smith	LPs Manager	BA, BTEC, EYP
	Mrs Jen Cosgrave	LPs Deputy Manager	BA, NNEB
Kindergarten 2	Mrs Eleanor Wallis	Early Years Lead Practitioner	NVQ Level 3
	Mrs Katherine Bartram	Early Years Practitioner	NVQ Level 3
	Mrs Debbie Endersby	Early Years Practitioner	NVQ Level 3
	Mrs Linda Evans	Early Years Practitioner	BA Hons
	Mrs Kelly O'Regan	Early Years Practitioner	NVQ Level 3
	Miss Jodie Worrall	Early Years Practitioner	BTECH Level 3
	Mr Patrick Stuart	Early Years Support Practitioner	
Kindergarten 1	Mrs Hayley Barton	Early Years Practitioner	NVQ Level 3
	Miss Natalie Hewitt	Early Years Practitioner	NVQ Level 3
	Miss Rachel Perrin	Early Years Practitioner	NVQ Level 3
	Mrs Magda Rusti	Early Years Practitioner	NVQ Level 3
	Miss Sophie Sinclair	Early Years Practitioner	NVQ Level 3
	Miss Bethany Kells	Early Years Practitioner	NVQ Level 3
	Mrs Lena Chinzi	Early Years Support Practitioner	
	Mrs Terri Chiuchiolo	Early Years Support Practitioner	
Mrs Maria Esposito	Early Years Support Practitioner		
Toddlers	Miss Frankie Conte	Early Years Lead Practitioner	NVQ Level 3
	Miss Rebecca Burnett	Early Years Practitioner	NVQ Level 3
	Miss Chelsea Denton	Early Years Practitioner	NVQ Level 3
	Miss Leah Greenhill	Early Years Practitioner	NVQ Level 3
	Miss Iwona Wozniak	Early Years Practitioner	
	Miss Ally Wallis	Early Years Assistant	
	Mrs Magda Michon-Knych	Early Years Support Practitioner	
	Miss Dawn Murphy	Early Years Support Practitioner	
	Mrs Kim Ross	Early Years Support Practitioner	NVQ Level 2
Mrs Poly Zaman	Early Years Support Practitioner		
Little Toddlers	Miss Jenni Grindley	Early Years Lead Practitioner	NVQ Level 3
	Miss Shantelle Leach	Early Years Practitioner	NVQ Level 3
	Miss Katie Marshall	Early Years Practitioner	NVQ Level 3
	Mrs Toni Thandi	Early Years Practitioner	NVQ Level 3
	Mrs Marley Dass	Early Years Assistant	
	Miss Fiona Hogg	Early Years Support Practitioner	
	Miss Lore Valerio	Early Years Support Practitioner	

Baby Room	Mrs Anita Walsh	Early Years Lead Practitioner	NVQ Level 3
	Mrs Annette Catalina	Early Years Practitioner	NVQ Level 3
	Miss Charlotte Glover	Early Years Practitioner	NVQ Level 3
	Miss Rosa Sanchez	Early Years Practitioner	NVQ Level 3 equivalent
	Miss Lauren Wilthew	Early Years Practitioner	

Support Staff	Mr Marcin Mieczkowski	Finance & Operations Manager
Bursary / Office	Mrs Tracey Boothe	Bursary Assistant
	Tbc	Bursary Admin/Reception
	Mrs Sara Cole	Receptionist
ICT	Mr Mark Koujan	ICT Support Engineer
Medical	Barbara Taylor	School Nurse
Site Maintenance	Mr Glen Gray	Estates and Facilities Manager
	Mr Hayden Brice	Caretaker
Domestic	Mrs Magda Goluch	Cleaning Supervisor (4pm-9pm)
	Mrs Sharon Banton	Cleaning Operative
	Miss Sigrita Benderiene	Cleaning Operative
	Mrs Margaret Bennett	Cleaning Operative
	Mrs Amy Morgan	Cleaning Operative
	Mrs Edita Svipaite	Cleaning Operative
	Mrs Kim Ziccardi	Cleaning Operative
Catering	Mrs Pam Bhogal	Catering Manager
	Mrs Sue Fink	Kitchen Supervisor
	Mrs Sue Stone	Cook
	Mrs Turyanne Bateman	Catering Assistant
	Mrs Linda Beckett	Catering Assistant
	Mrs Sigrita Benderiene	Catering Assistant
	Mrs Gayle Fisher	Catering Assistant
	Mrs Sue Hornibrook	Catering Assistant
	Mrs Emma Johnstone	Catering Assistant
Mrs Ginette Solowo-Coker	Catering Assistant	

The following members of staff are currently on maternity leave:

Simone Forte, Early Years Support Practitioner
 Charmaine Devereux, Catering Assistant

Pilgrims School Governors

The school leadership and management is overseen by a committee of volunteers which consists of governors who are either Trustees of the Harpur Trust or have been co-opted onto the committee by the school. All members of the school committee, which includes staff and parent elected representatives, can be contacted via the school office.

Mrs S Clark	Chairman
Miss T Beddoes	Trustee
Mrs R Castell	Trustee
Ms R-M Wellington	Trustee
Mrs J Dickson	Co-opted
Mr M Jewell	Co-opted
Mr H Patel	Co-opted
Mrs S Wheeler	Parent Elected
Mrs K Langstaff	Staff Elected

3. GETTING TO AND FROM SCHOOL

Parking

Although we do have a car park, inevitably there is some congestion in the morning and at the end of the day. If you can, please walk your child to school. If you live a distance from school you may like to park on Park Avenue or one of the roads off Brickhill Drive and walk from there. The speed limit within the car park is 10mph and we would ask you to observe this at all times. Please do not park on the access road into the school or use other car parks adjacent to the school.

Cycling

We are happy for children to ride their bikes or scooters to school providing they are accompanied by an adult and are wearing a helmet. If left here, there are cycle racks near the school gate. Please ensure that bicycles are locked. Children should not ride their bicycles or scooters across the zebra crossing, into the playground or inside the school.

The school gate

If you are using the gate from Bedford Park into the Pilgrims Centre please ensure that you use the designated safe route through the site into school – this is shown on page 10. Alternatively please use the gate leading from Bedford Park directly into the Pilgrims School car park which is open from 8am through to 6pm.

Mr Burraway, the school caretaker, opens the main school gate onto the playground at 8.25am. This is then locked no later than 9am. In the afternoon the gate is opened at 3.25pm and locked no later than 4pm.

If access to the school is required outside of these times, you will need to use the main school entrance. Children who arrive late must be signed into the late book which is kept at the main reception desk.

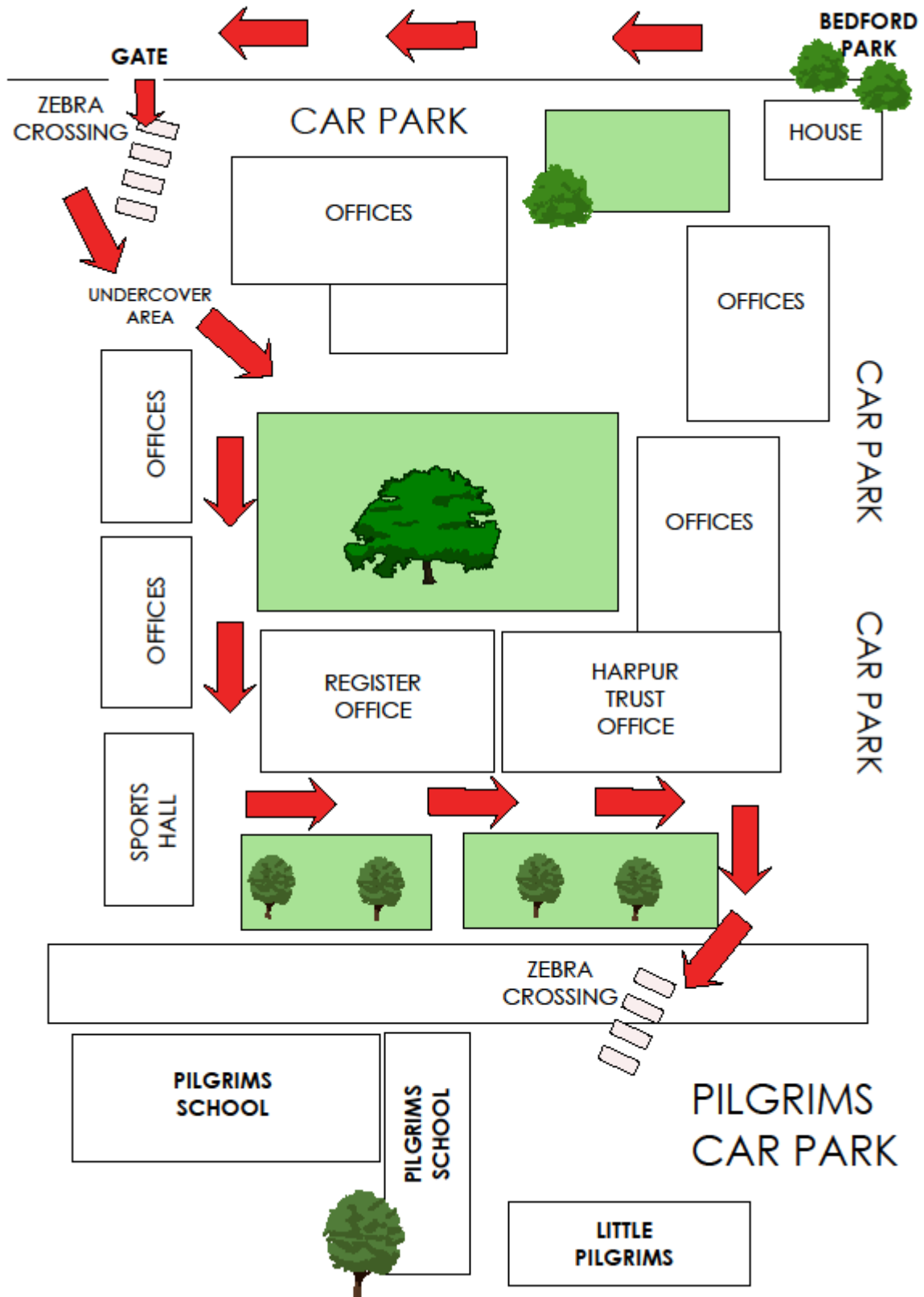
Inter-com systems are used to access Little Pilgrims and Pre School. Please be aware that staff may not be able to answer the inter-com **outside** of drop-off and pick-up times as the children may be enjoying activities in other areas of the school. If you do need to gain access at these times, please use the main reception.

Security: Entering and Leaving the School

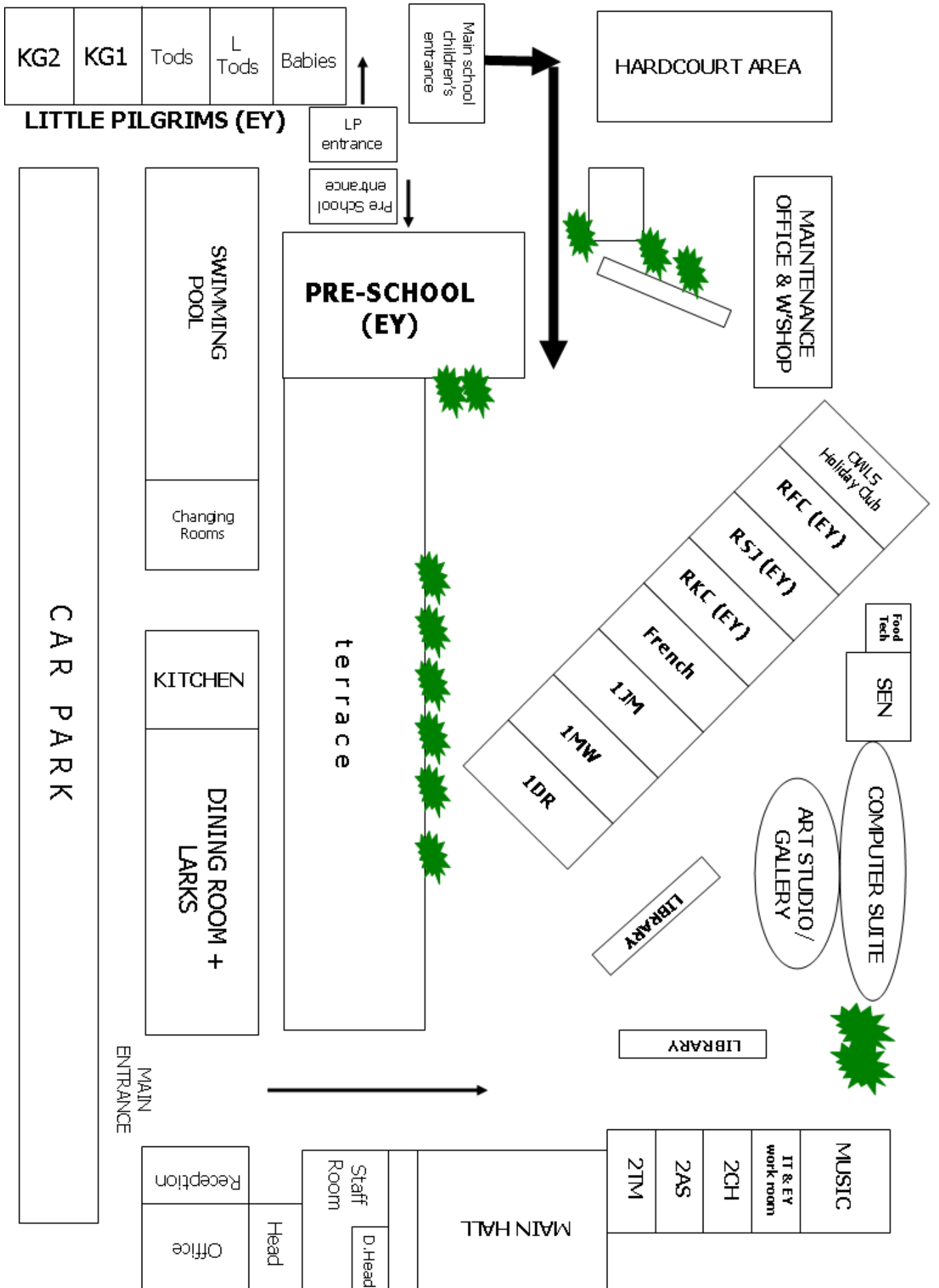
It is extremely important that parents ensure that the school's access gates/doors are closed securely behind them when entering or leaving the school premises. We would ask parents using Little Pilgrims or Pre School gates to be mindful that once granted access you do not allow other people access alongside/behind you. Each parent is required to go through the proper entry approval process to ensure staff members know exactly who is coming in and out of the building.

SAFE ROUTE THROUGH THE PILGRIMS CENTRE

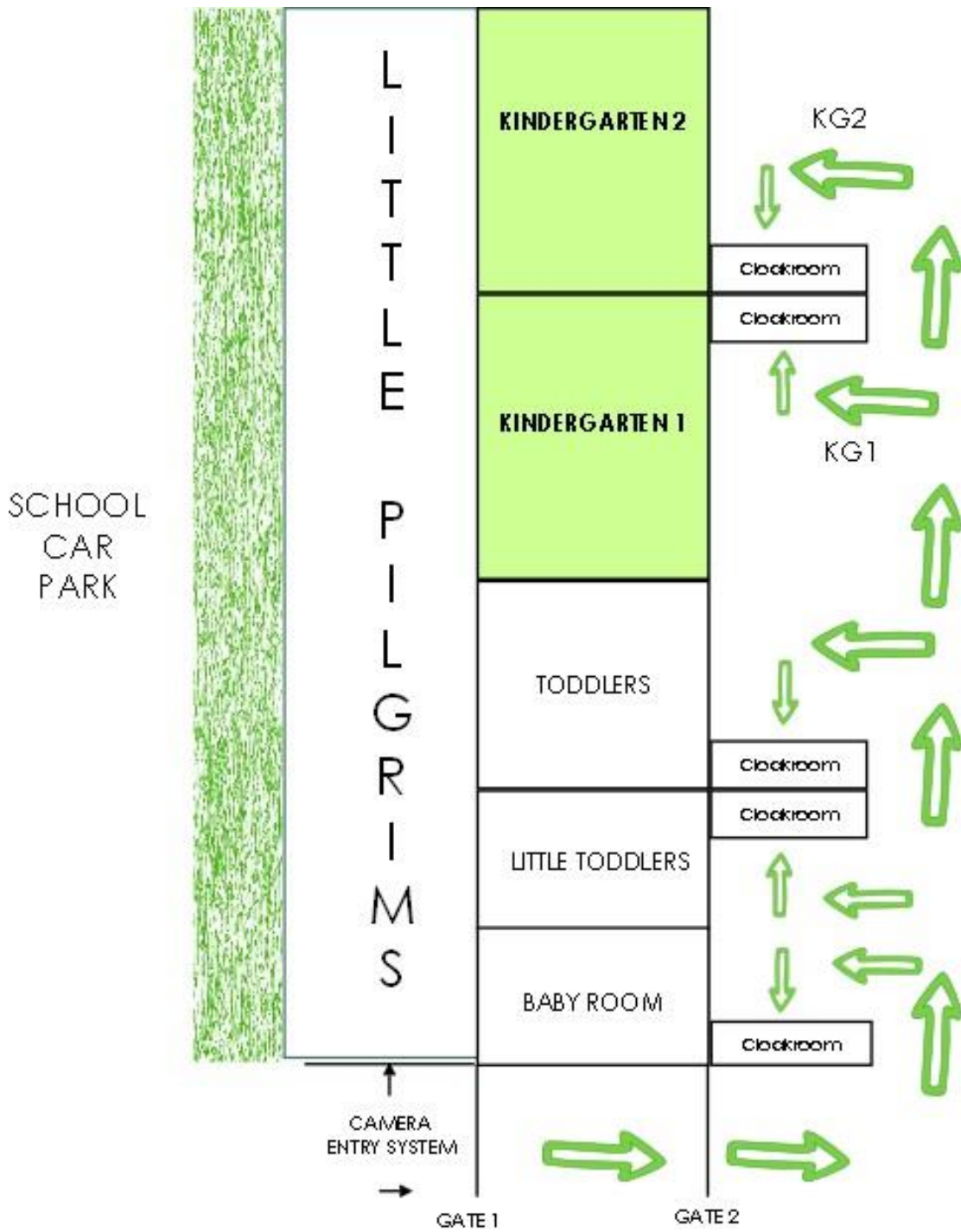
The map below shows the safest route between school and Bedford Park via the Pilgrims Centre.



PILGRIMS SCHOOL MAP



MAP OF LITTLE PILGRIMS



4. SCHOOL LIFE

THE SCHOOL DAY

Little Pilgrims and Pre School are open from 8.00am to 6.00pm. Children arrive and are collected depending on times and sessions booked. Lunch is served from 12 noon. Routines and timetables are displayed on the notice-boards in each room.

	Little Pilgrims	Pre School
8.00am - 8.30am	Breakfast	Breakfast
8.30am - 8.45am		Short day session begins
Mid-morning	Snack	Snack
12.00 noon	Morning session ends	Morning session ends
12.15 - 1.00pm	Lunch (full day children only)	Lunch (full day children only)
1.00pm	Afternoon session begins	Afternoon session begins
3.30pm		End of short day
4.00pm	Tea time	Tea time
5.00pm	Afternoon session ends	Afternoon session ends
6.00pm	Full day session ends	Full day session ends

Parents may change their child's sessions on a permanent basis subject to availability. Forms are available in Little Pilgrims and Pre School. However a full term's notice is required should you wish to reduce your child's sessions. Parents can also book extra sessions on an ad-hoc basis, subject to availability. Extra session forms need to be completed and sent to the Little Pilgrims or Pre School office for processing.

The main school day runs from 8.45am – 3.30pm. Children can be dropped off in the classroom from 8.30am. Breakfast club (Larks) is available in the dining room from 8.00am. After school clubs (Owls and Extra Curricular) are available from 3.30pm – 6.00pm.

8.00am	Larks in the dining room
8.00am - 6.00pm	Gate to Bedford Park open
8.25am - 8.45am	Gate into the main playground unlocked
8.45am	Registration in class
mid-morning	Snack
12.15 - 1.30pm	Lunch
3.30pm	End of school day & Owls commence
from 3.30pm	Extra curricular clubs start
5.30pm	Clubs end
6.00pm	Owls closes

Drop off and Pick Up

Morning registration takes place promptly at 8.45am. Please ensure your child is always in their class/room punctually so they do not miss the introduction to each day. All children must be supervised by their parents/carer prior to drop off and on collection whilst on the school premises. Children must not play on the playground equipment at the start and end of the day without adult supervision. For main school children, there is a late book kept at the school reception which must be signed if your child misses registration. Please also sign children out and back in if you need to take them out of school for an appointment or take them home because they are unwell.

Collection of children

Who can collect your child? (as per the school Collection of Children policy)

It is assumed that parents/carers will collect their child on a daily basis.

However we recognise that there is also a need for other arrangements such as:

- Regular or pre-planned changes to normal collection arrangements
- Emergency changes to collection arrangements

It is the parent/carer's responsibility to ensure that their child is collected from school by a 'responsible person'. For the sake of clarity we define a 'responsible person' as someone aged 16 or over. The suitability of this person needs to be considered by the parents/carers on a case by case basis, by a judgment of the potential risks of this arrangement; the maturity of the person collecting / child being collected; the length and nature of the journey home, the behaviour and relationship of the person collecting / being collected.

In order to ensure the safety of all children in our care we are unable to hand over to any person other than you the parent/carer unless you have given us prior permission as outlined below.

Regular or pre-planned changes to normal collection arrangements

Parents are asked to authorise other responsible people who will be collecting their children from school on a regular or ad-hoc basis by completing a Parents Permission to Collect form. The school will issue this form in the summer term for completion in preparation for the new academic year. It is the parent's responsibility to inform the school of any changes to the form during the year.

Emergency changes to collection arrangements

We recognise that in an emergency a person who is not listed on the 'Parent's Permission to Collect' form may be required to collect a child. In this instance the parents/carers must give verbal/email consent for another responsible person to take their child home. This information will be recorded by the school on an Emergency Change of Collection slip and a password will be required.

Parents are asked to notify the school as soon as possible if there are any changes to their collection arrangements or if they are going to be late and the possible implications.

Absence

Please telephone the school (01234 369555) before 8.45am if your child is absent explaining the reasons for absence. A message will then be put in the register by the office staff. The school will contact parents if the school has not been informed by 9am.

Specialist Lessons

We offer music lessons for a variety of instruments to children in Year 1 and above. All children receive specialist weekly class music lessons as part of the curriculum. We also offer 1:1 tennis lessons before and during the school day and these are arranged around the children's normal curriculum activities. More information is available from school reception.

School visits

As part of the curriculum the children will take part in a variety of visits and trips outside of school. These may include a visit to a London theatre, a farm or day trip to the sea side. Parental permission is always requested for visits beyond the local shops and park. In Year 2 there is an expectation that all children will attend a two night residential. This provides an opportunity for the children to develop their independence and confidence as well as team building skills via outdoor pursuits. This has always been incredibly successful and the children have thoroughly enjoyed themselves – usually highlighting it as one of their favourite memories. The cost of most trips are included in the children's fees however a charge is made for the London theatre trips and the residential trips.

ASSEMBLY TIMETABLE (MAIN SCHOOL)

The children in main school take part in an assembly on a daily basis.

- **Monday:** Values Assembly
- **Tuesday:** 'Open the Book' – includes seasonal events and celebrations from other cultures or religions, ie Remembrance Sunday, Divali, Eid.
- **Wednesday:** House point Assembly.
- **Thursday:** Year group/class assembly
- **Friday:** Singing practice/class assembly (8.50 to 9.30)

Class assemblies on Fridays begin at 8.50am so that it is easier for parents to attend. Class assemblies provide an opportunity for the children to show parents what they have learnt during the term.

BEFORE AND AFTER SCHOOL CLUBS (MAIN SCHOOL)

Larks and Owls

Larks run from 8am until 8.45am each morning in the main school dining room. If your child requires breakfast they should arrive before 8.20am. The children are escorted to their classrooms at the end of the session ready for the start of the day.

Owls run from 3.30pm until 6pm. The class teacher will escort the children to Owls at the end of the school day. The children eat a light tea between 3.30pm and 4pm in the main school dining, before enjoying a range of supervised, free-play activities, inside and outdoors. Please refer to the Larks & Owls leaflet available at main school reception for more details.

Please book the sessions you require by the Friday of the previous week. The booking form can be obtained from reception. Children attending Larks or Owls must be signed in/out by a parent, guardian or carer.

Charges for Larks and Owls will be added to your termly fee account. All children need to be picked up by 6pm, otherwise a late fee of £5 per 10 minutes (or part of) per child will be charged. This charge is in place to discourage late pick-ups and is not an optional facility that the school offers. If there is an emergency and you are held up, please ensure that you ring the school to let us know so that we can let your child know and make the appropriate arrangements.

Parents using Larks who need to leave a message for their child's class teacher should use the message slip at the reception desk.

Extra-Curricular Activities (Main School)

Information regarding Clubs and other extra-curricular can be found at the main reception area. In addition, our Little Book of Extras is available to view on our website. Please note that there are a limited number of spaces available within each club.

Mrs Cole, the club administrator, will endeavour to allocate Club places as fairly as possible. It is advisable to book early to avoid disappointment. If you have any questions please contact Mrs Cole or Mrs Quince via the main school contact number on 01234 369555.

UNIFORM

Uniform (Kindergarten upwards)

Purchasing of school uniform is managed by No Limitz, a local independent retailer who specialises in the sale of school wear and sporting equipment. No Limitz offers a complete on line shopping experience, as well as the facility to pop into their shop at Elms Farm Industrial Estate (opposite Waitrose) to pick up any items you need. They are open 6 days a week and appointments can also be made. Full details can be found at www.nolimitz.co.uk.

Children should always be dressed in their school uniform unless they are advised otherwise by their class teacher. Shoes should be black throughout the year. During hot weather your child must have a sun hat in school and during cold weather they need hats, scarves and gloves. Wellingtons and kagouls are also essential. The children need fresh air and will play outside in light rainfall and snow!

Boys and girls hair should be tidy and of an appropriate length and style for school. Please ensure that children's hair which is shoulder length or longer is tied up and in a style which will remain intact all day.

Pilgrims Parents regularly host second hand uniform sales so look out for the notices. If you want to sell items then an instruction pack telling you how to do so is available at reception.

Additional School Kit

Please ensure that your child's PE kit is in school each day and that their swimming kit is brought in on the appropriate days for their class lessons. Swimming kit should consist of; swimming costume or trunk, swimming hat, towel and bag. All items must be clearly labelled, including underwear and towels. A swimming nappy is compulsory for children in Kindergarten and any other child not potty trained. If your child has a verruca please ensure that they have, in their swim bag, a suitable sock to wear. Swimming goggles may be worn by children from Reception upwards if they wish to do so. Pilgrims recommends Speedo sea squad goggles obtainable online from Amazon. Please ensure they are named, using a biro.

In addition, each child from Reception upwards will need their own set of watercolours. Although the children use them regularly, each set should last throughout main school. These sets can be purchased from the school's main reception. Please ensure the sets are named and brought to school in a plastic wallet.

Jewellery

Jewellery is not to be worn at school with the exception of a watch which must be of an appropriate style and size and be clearly named. If you wish your child to have their ears pierced please arrange this for the beginning of the summer holiday so they can be removed before the start of the new school term. Please do not send your child to school wearing a Fit Bit band, particularly as there is a danger they may lose these expensive items. If children like to use them to tell the time an analogue watch may be worn to school instead.

5. THE CURRICULUM

From Pre School onwards we teach through a themed contextual approach. Topics are enriched by trips and visits and learning is linked across the curriculum. Parents receive a termly leaflet from their child's class with details of the term's topic and ways to support at home. A weekly email is sent to parents with children in Pre School to Year 2 from their child's year group. This email gives more detail on the skills, topics and activities covered during the week and those planned for the next.

Library - From Pre School upwards, the children have a weekly library session where they can choose a book to bring home and share. Books need to be returned the following week and another can then be chosen. Your child's class timetable will indicate their library day.

Class Reading - scheme books are introduced when a child is ready to read. For most children this occurs in Reception but if they are ready before then it is started earlier. From Reception children read three times a week and daily at home. Parents are encouraged to comment in their child's reading record. In Years 1 and 2 children read in school four times a week and daily at home. The children read in groups and are given a set amount to read at home each evening. It is important to complete the set amount to ensure your child is ready to continue with the group the following day in school.

Phonics and Spellings - As a school we follow Letters and Sounds to teach our phonics.

- In Pre School we use Jolly Phonics to help support the children's learning of initial letter sounds in a multisensory way. From autumn half term the children are introduced to one sound a week and take home a sound book to complete at home. They are taught the sounds of the letters and begin to look at letter formation.
- In Reception the children work on two sounds a week. They use their knowledge of sounds to develop their reading of words, letter formation and early spelling and word building skills.
- In Years 1 and 2 the children work on three sounds a week to develop their reading and spelling skills and they have weekly spelling homework linked to their phonics lessons. The children bring home sound button cards to help practise the sounds they have been working on that week in class. The children use the sound buttons on the cards to help blend the sounds and read the words. They also use the sound buttons to help segment the word into sounds to help with spelling. For example with the word 'chip' they would segment it into three sounds 'ch' 'i' and 'p'. The children are encouraged to try and think of other words, or look in their reading book for other words which use the sounds they are practising. During the weekly test they are given different words from their sound button cards to see if they can apply their knowledge. For example they might be working on the 'ch' sound and have 'chip', 'chin' and 'chick' on their sound button cards at home but are given the words 'chat' and 'chop' to spell in their test.

Children in Years 1 and 2 also have a set of 'tricky' words to learn to spell. These words are sent home on a sheet with a column to practise the words on each day. The children should practise the words using the 'look, say, cover, write and check' technique. This means they need to look at the word, say it out loud, cover it up, have a go at writing it and finally check if they have got it right.

Handwriting - We follow Hemisphere's Thinkwrite handwriting scheme which develops a fully cursive handwriting style. Children in Little Pilgrims and Pre School develop their pre-handwriting skills through exercises and activities. From Reception the children are taught letter formation through four animal families. Children start joining as soon as it is appropriate.

Homework - Parents are asked to support their child with any homework given. Where possible we appreciate the additional time and interest families take to extend and enrich their child's experiences.

Year Group	Homework
Pre School	Sound Book Own choice library book to share at home Reading book if appropriate
Reception	Daily reading Own choice library book to share at home Tricky word flash cards Phonic cards/reinforcement activities Holiday 'Take Home Tasks'
Year 1	Daily reading Own choice library book to share at home Weekly spellings to be practised daily Tricky word flash cards where appropriate Phonic flashcards where appropriate Holiday time 'Take Home Tasks' Maths skill practise (from the spring term)
Year 2	Daily reading Own choice library book to share at home Weekly spellings to be practised daily Tricky word flash cards where appropriate Holiday time 'Take Home Tasks' Weekly numeracy homework Weekly times tables to be practised daily

'Take Home Tasks': Children in Years 1 and 2 are occasionally asked to complete an activity at home which is related to their topic. These are usually fun, hands on tasks which support and enrich their learning in class.

6. PARENT COMMUNICATIONS

At Pilgrims we value the importance of working in partnership with our parents. We aim to have clear, professional and effective communication with all parents. Effective communication enables us to share our aims and values and keep parents well informed about all relevant aspects of school life.

We understand that effective communication is much more than the exchange of information or the relaying of a message. It requires all those involved to listen and demonstrate appropriate behaviour and attitudes so that an atmosphere of mutual respect, understanding and trust can be created.

All communications should keep pupils, parents and staff informed. It should be open, honest, ethical and professional and reflective of the school values: curiosity, kindness and respect.

Information from School

Most information from school will be sent to you via email so it is important that your contact numbers and email addresses are kept up to date. In some cases, where permission is required, a letter will be sent home via your child's book bag/pigeon-hole or reading record (where appropriate). Please check your child's book bag/pigeon-hole daily.

An emergency contact should be given to the office in case of bad weather or major problems. Where possible this person should be someone who lives relatively close to the school. It is therefore important that parents update the school of any changes to their contact details.

Diary Dates

A comprehensive calendar of dates will be issued to parents on a termly basis and can also be found on our website. If you would like a paper copy, these can be collected from the front desk. Our parents' breakfasts are held termly in the dining room from 9am. This is an opportunity to meet other parents, Mrs Webster and other members of staff in an informal setting. Come along and enjoy a continental breakfast or simply a cup of coffee. The dates for parents' breakfast are communicated by email and posters displayed around the school. Parent teas are held at the beginning of the autumn term and they provide an opportunity for the class teacher to let parents know their class routines and timetables.

Newsletters

Newsletters are emailed home regularly. Pilgrims News is sent out each Friday detailing general whole school information. Year Group Newsletters from Pre School to Year 2 are also emailed on a Friday. Little Pilgrims send out News updates throughout the term. Hard copies are available on request from main Reception for those parents who do not have access to the internet. You can find copies of termly whole school newsletters from the Headteacher on our website.

Curriculum Information

Each year group provides curriculum information to parents via curriculum evenings, termly leaflets and notice boards. If you would like to find out more please do not hesitate to speak to your child's class teacher.

Consultation Evenings

Consultation Evenings are held during the autumn and spring terms and there will be an opportunity for you to view your child's work during the summer term. Please do not hesitate to contact your child's key person or class teacher should you have any questions or concerns between these formal consultations. The dates for this academic year are:

Main school autumn term:	Tuesday 11 October (4pm to 6:30pm) Thursday 13 October (5pm to 8pm)
LPs & Pre School autumn term:	Thursday 13 October (6pm to 8pm)
Main school spring term:	Tuesday 21 February (4pm to 6:30pm) Thursday 23 February (5pm to 8pm)
LPs & Pre School spring term:	Thursday 23 February (6pm to 8pm)

Reports

End of year reports are sent out towards the end of the summer term.

Website

Our website address is www.pilgrims-school.info. If you need any further information please contact the school office directly.

CONTACTING THE SCHOOL

If you have any concerns or worries about any aspect of your child's care or education please do not hesitate to contact your child's key person or class teacher. Usually an informal discussion can very quickly solve any concerns you may have. Should more time be needed, we would ask that parents make a specific appointment to meet with their child's teacher/key worker.

We would encourage parents to inform the school and / or class teacher of:

- Changes in family situation
- Medical / dietary issues that arise or change
- Illness / notification of absence
- Safety issues, change in behaviour at home
- Family emergencies, sleepless nights, play dates, appointments (send a note or email)

Class Teachers are usually available for a brief chat at the end of each school day. However an appointment should be made if you need more than a few minutes.

We operate an open door policy and the Headteacher and the Deputy Headteacher are always happy to talk to parents, but it is helpful to make an appointment. Appointments to see Mrs Webster and Mrs Quince should be made with Mrs Courtney at the office.

If you have any queries or concerns regarding any non-educational area, i.e. fees, health and safety, catering, please make an appointment to speak to Mr Marcin Mieczkowski, the school's Finance & Operations Manager, who will be pleased to help.

All teachers have a school email address and will be happy to give it to you should you find this an easier method of communication. Teaching staff will endeavour to check their emails regularly, however if your message is urgent please contact the main office directly. You can also leave a message for your child's Class Teacher at the front Reception desk by using the message slip.

Pilgrims School (Office hours 8am to 6pm – answerphone outside of these hours)	01234 369555	enquiries@pilgrims-school.org.uk
Mrs Barbara Courtney PA to Headteacher	01234 369555	b.courtney@pilgrims-school.org.uk
Mr Marcin Mieczkowski Finance & Operations Manager	01234 369555	m.mieczkowski@pilgrims- school.org.uk
Little Pilgrims Mrs Beth Smith, Manager	01234 369515	b.smith@pilgrims-school.org.uk
Pre School Mrs Jennie Taylor, Manager	01234 369560	j.taylor@pilgrims-school.org.uk
Holiday Club (when operating)	07982 319791	

Parental help within school

We welcome parental help in school to support the children during activities such as arts/crafts, props/scenery, gardening, sewing. If you have skills or interests which you would like to share, please contact your child's class teacher in the first instance. Volunteer/helpers will need to complete the appropriate paperwork which is available from Mrs Courtney once you have spoken to your class teacher. Please note that we cannot always guarantee that volunteer/helpers will be in their child's class.

7. MEDICAL

Infectious disease - If your child has an infectious disease, school should be notified immediately. For other illnesses, children should not attend school if they are unwell or have a temperature to reduce the spread of infection. Children, who are not well enough to go out to play at break and lunchtime, should not attend school.

Swimming - Swimming is part of our curriculum and parents cannot choose to opt-out of this lesson. Children who are well enough to be in school are well enough to swim. If your doctor has written a letter to the school explaining why your child cannot swim this must be reviewed at the end of each term and an updated letter issued.

Head lice - If your child does pick up head lice please tell the class teacher or key worker immediately so that other parents can be notified. Please treat your child before returning them to school.

Verrucas and warts - Verrucas and warts should be covered when taking part in communal activities to reduce the risk of spreading. Wart should be covered with a waterproof plaster and a verruca with a verruca sock when swimming. When doing PE in the hall, trainers should be worn.

Sickness

Children should not attend for a minimum of forty eight hours after sickness/diarrhoea symptoms have disappeared to avoid infecting other children. Children who have had a tummy bug (sickness and/or diarrhoea) will not be allowed to swim for 72 hours. If your child is unwell during the school day we will contact you and request that he/she is taken home. Pilgrims will not allow any child to return to school until they have been symptom free for 48 hours. Parents will be asked to return home with any child who is brought back to school within the 48 hour period without prior permission. Parents will also be asked to collect their child immediately should it become apparent that the child has experienced symptoms within the previous 48 hours. This policy is in line with advice from the NHS and HPA (Health Protection Agency), and is aimed at preventing the spread of infection to other people – both children and staff.

If your child has a significant accident during the school day our priority will be to contact the paramedic service. We will then contact parents using the telephone numbers we have on our records. Please therefore ensure that we have an up to date telephone number where someone can be contacted if you are not at home, should an emergency arise.

Medical Information

A medical information form must be completed prior to your child joining. The form should give details all medical and dietary requirements. The form will be reissued on an annual basis and we would ask that you complete and return this to your class teacher / key worker so that we can ensure our records are up to date.

If your child's dietary / medical needs change during the year please inform your child's worker immediately. A new medical form must also be completed.

Administering of medicines

Staff at Pilgrims will only administer medicine that has been prescribed by a Doctor, Dentist or Pharmacist Dispenser. The school can only accept prescribed medicines that are in date, labelled and provided in the original container and include instructions for administration and storage. Medicine will only be administered as described on the label.

A 'Permission to Administer Medication' form must be completed and authorised prior to any medication being administered. This is available from the main reception.

The administration of any medicine by a member of staff will be recorded. Parents are required to sign the record as confirmation that they have been made aware that the medicine was administered. If a child refuses to take medicine from staff, this will be noted and the parents will be contacted as soon as possible.

If a child requires a regular dose of non-prescribed medicines such as Calpol etc., parents are advised that the child should remain at home until they are well enough to attend. Alternatively, parents may visit the school either at break or lunchtime to administer the medicine themselves.

Inhaler or EpiPen - If your child requires an inhaler or EpiPen please ensure that two are in school at all times – one for class and one for clubs. Please ensure that these are in date and clearly named. A medical form must be completed and signed to ensure that it can be administered properly and appropriately and countersigned by the Headteacher and Deputy Headteacher.

Full details can be found in the Administration of Medicines Policy.

8. GENERAL INFORMATION

Holidays during term time

Parents are asked to arrange family holidays or trips out of term time. It is important that your child covers all aspects of the planned curriculum. However, if you do require leave of absence for your child (Reception upwards) forms can be obtained at the main reception desk. Once completed these should be handed to Mrs Webster for consideration. If you do need to remove your child from school then please allow them to enjoy the holiday and do not ask the school to provide homework. Depending upon the age of the child you could encourage them to continue to read, play number games and keep a diary or scrapbook to share with their classmates upon their return.

Absence of parents

When both parents will be absent from the Pupil's home overnight or for a 24 hour period or longer, the Headteacher must be told in writing the name, address and telephone number for 24 hour contact with the adult who will have the care of the Pupil.

Personal Property

Personal items such as toys, card collections etc should not be brought into school unless requested by the class teacher. Children can become very distressed if their belongings are lost or damaged and the school cannot be responsible for the children's belongings brought from home. As we do not have a lost property box it is essential that all personal items are clearly named or labelled so that they can be returned.

Parent Helpers (Reception upwards)

At Pilgrims we believe education is a partnership and the children undoubtedly benefit from the support offered by parents. If you would like to help in your child's classroom please speak to Mr Webster in the first instance. All parents who help out in school must sign a Contract of Confidentiality. Parents who help on a **regular** basis must also have a DBS check and supply two references. "Regular" is defined as three or more times in a 30 day period.

Bringing Sweets/Cakes into school

Children and parents often enjoy bringing cakes or sweets into school to celebrate birthdays. However, as we endeavour to be a nut-free school please ensure that any sweets come from the following list:

- Rowntrees Jelly Tots
- Nestle Fruit Pastilles
- Nestle Smarties
- Cadbury's White Buttons
- Cadbury's Dairy Milk Buttons
- Kinnerton Chocolate
- Haribos

Home-made cakes must be made without any nut ingredients. Bought cakes brought into school must state that they are made in a nut free environment. All foods that have not come via the kitchen will be distributed by the class teacher at home time as some children may be allergic to ingredients other than nuts.

POLICIES

A folder containing all school policies is available for examination in the main school, located outside the staffroom. There is a complaints procedure for parents available from the school office. In addition, the following policies are available to view on our website:

- FIRST AID POLICY
- ANTI-BULLYING POLICY
- BEHAVIOUR AND ASSERTIVE DISCIPLINE POLICY
- GRIEVANCE POLICY
- CURRICULUM
- TEACHING AND LEARNING POLICY
- EARLY YEARS FOUNDATION STAGE
- E-SAFETY POLICY (SEE SEPARATE POLICY FOR STAFF AND SCHOOL)
- SAFEGUARDING CHILDREN POLICY
- HEALTH AND SAFETY POLICY
- COLLECTION OF CHILDREN POLICY

9. HEALTH AND SAFETY GUIDANCE

E-SAFETY

Children, ICT & e-safety Information for Parents & Carers

Children of today are using an increasing range of Information & Communication Technology (ICT) devices in schools and in the home.

Using ICT at School

Computing in schools is taught as a subject in its own right and also supports children's learning in other subjects, including English and mathematics. Within Computing lessons children learn to use a wide range of ICT including:

- **Word Processing** to write stories, poems or letters
- **Databases** to record information, e.g. minibeads
- **Multimedia Presentation** to present text, pictures, sound and video
- **Drawing Programs** to create pictures and designs
- **Internet** to find information
- **Email** to contact children and teachers in another school
- **Digital Cameras** to record what they have done in class or on a visit
- **Controllable Robots** to give instructions and make something happen

Using ICT at Home

Children can be helped to develop their ICT skills at home by:

- writing a letter to a relative
- sending an email to a friend
- drawing a picture on screen
- using the Internet to research a class topic
- planning a route with a controllable toy
- using interactive games

This will:

- improve their ICT skills
- offer them choice in what they learn and how they learn it
- support homework and revision
- improve the presentation of their work
- connect learning at school with learning at home
- make learning more fun.

It can also lead to better performance at school and an improved standard of work.

Using the Internet safely at home

Whilst many Internet Service Providers offer filtering systems and tools to help you safeguard your child at home, it remains surprisingly easy for children to access inappropriate material including unsuitable text, pictures and movies.

Parents are advised to set the security levels within Internet Explorer or other browsers with this in mind. Locating the computer in a family area where possible, not a bedroom will enable you to supervise your son or daughter as they use the Internet. Also consider mobile phones and games consoles and other devices that can access the internet. However, don't deny them the opportunity to learn from and enjoy the wide variety of material and games available on the Internet. Instead discuss with them some simple rules for keeping safe online and making sure they understand their importance.

We ask parents to read and discuss these safety rules with your child to help them stay safe on the internet:

Acceptable Use Rules for Pupils

These rules help us to stay safe on the Internet

- We only use the internet when an adult is with us.
- We can click or touch the buttons or links when we know what they do.
- We can go to our favourite websites with an adult's permission.
- We always ask if we get lost on the Internet or something odd happens.
- If we find words or pictures that makes us feel uncomfortable or we know we shouldn't see we should:
 - Not switch off the computer or iPad
 - Turn the screen off or turn the tablet over.
 - Tell an adult immediately.
- We treat all ICT equipment with respect and report damages to our teacher.

Year 2

- We can write polite and friendly emails to people we know with our teacher's permission.

For further information go to:

Parents Centre www.parentscentre.gov.uk/usingcomputersandtheinternet.
From the menu choose either **Links by topic** or **Links by age** for details of websites that will support children's learning.

Some useful websites

When searching the Internet we recommend you use one of the following child friendly search engines:

Ask Jeeves for kids: www.askkids.com
Yahoo! Kids: www.kids.yahoo.com
CBBC Search: www.bbc.co.uk/cbbc/search
Kidsclick: www.kidsclick.org
National Education Network: www.nen.gov.uk/tandl

Additional information can also be found on www.childnet.com

MOBILE PHONES

On entering the school premises, all parents and visitors are asked to switch off their mobile phones, and notices are displayed on entrance doors to remind you of this. Visitors to the site are only permitted to use their phones in the main school reception area.

PHOTOGRAPHS

Photographs are taken throughout a child's time at Pilgrims. These photographs help to form part of a child's development folder as well as creating memories of their time with us. Specific consent will be requested from parents if the school wishes to use an image of their child in any advertising or promotional material – this includes leaflets/prospectus or on the school's website.

The school allows parents to photograph their child during class or group performances which take place at school, such as Christmas nativity plays, music performances, summer concerts. Parents should, therefore, be aware that, by default, their child may be included in these photographs.

Completed consent forms are stored in the child's record file and any relevant information is passed on by the Registrar, prior to the child's start date, to all relevant members of school staff. Parents who do not wish their child's photograph to be taken for reasons outside of advertising/promotion should put this in writing to the Headteacher. Again, this information will be shared with all relevant members of staff.

FIRE ALARMS

If you hear the fire alarm whilst in school, please leave the building by the nearest exit and proceed to the fire assembly point which is on the hard court / tennis area backing on to the main school playing fields. You will be required to stay on site until it has been confirmed that the school is safe for the children to re-enter.

If you hear a fire alarm when approaching the school please do not attempt to enter the school premises to drop off / pick up your child. Once the fire alarm has been switched off, you are free to enter the site however please be aware that it may take a few minutes for the children and staff to return to tier rooms. Please do not drop off / take your child before informing their key worker / teacher.



10. PILGRIMS PARENTS

Pilgrims opened in January 2000 and shortly afterwards Pilgrims Parents was set up. We're a bunch of friendly mums, dads and school representatives who meet monthly to help organise events and small projects that raise money for Pilgrims. We have a constitution that guides us and in particular, it states our three main aims as follows:

- To encourage and develop strong, effective relationships amongst the parents and school community.
- To support the school in the advancement of the educational experience of pupils through engaging in activities or providing facilities/equipment.

And to enjoy ourselves in the process!

Each year we organise several key events, including the Autumn Tea Party, the Christmas Fayre, Elf Event (where the children choose a secret Christmas gift to give to Mum or Dad), the fantastically popular (and slightly over-competitive) school quiz night, several cake sales, a top family fireworks night and Art Exhibition. Through these events and others in the recent past, we've raised enough money to provide the school with many wonderful items. The Pond was opened in Spring 2015 and was our biggest contribution to date. We have also funded the grand piano, lots of much needed gym equipment, an outdoor sound system, a greenhouse, balance bikes and iPads. And we've also been able to donate significant sums to the school's chosen charities. Last year was a record year with £2,000 given to Beds Garden Carers.

As well as events, we take responsibility for appointing class reps, managing class lists, disseminating information to parents and organising rotas for help at events big and small (from concerts to cake sales). We also design and print a Year Book for all the Year Two children to keep as a memento of all their time at Pilgrims. We run the second-hand uniform sales which are a valued resource for parents and help to run the Book Fayres which raise important funds for the library. We get together monthly and have a friendly, laid back approach to meetings. Children are always welcome and with the help of our agenda, we keep to an hour and a half with plenty of tea, coffee and cakes along the way. Meetings always take place at 9am in the Dining Room at school and we try to vary the days of the week to give as many parents as possible an opportunity to attend. Agendas are circulated in advance and minutes are produced and emailed afterwards. If you'd like to join us, help out occasionally or even just find out a bit more about what we've got planned, please let us know or turn up at our next Termly Meeting (dates to be advised). If you're keen to get stuck in on the committee, please get in touch and come along to our next monthly meeting. Or if your time is limited but you'd like to help out occasionally, just drop your details into the red postbox in reception and we'll be in touch when we need an extra hand. Looking forward to meeting you!

Jason Mowe

Chair, Pilgrims Parents

PParents@pilgrims-school.org.uk