



# Pilgrims Pre Prep Parent Handbook



**Pilgrims School**

**The Harpur Trust Pre Prep**

...Inspires each child to love learning

...visit our website





## Contents

An Introduction to Pilgrims School.....	1
A message from our Headteacher .....	1
The Pilgrims Team .....	1
Meet the Governors .....	1
Strategic Plan and School Priorities .....	2
Our Vision, Mission and Aims.....	2
Charities and Charitable Events .....	2
Safeguarding and Pastoral Care .....	3
Safeguarding and online safety .....	3
Pastoral Care.....	4
School Expectations.....	5
Home/School Agreement .....	5
Behaviour.....	5
Uniform and Kit.....	6
Notes regarding Uniform expectations:.....	6
Personal Property .....	7
School Life .....	8
The School Day .....	8
Catering and Food.....	8
Attendance and Absence .....	8
If your child is unwell or sick.....	8
Medication .....	9
Collection of Children .....	9
Celebrations .....	9
Pilgrims School Curriculum and Rewards .....	10
The Curriculum .....	10
Specialist Lessons.....	10
Curriculum Policies .....	10
Educational School Visits .....	10



Gifted & Talented and SEND .....	11
Building Learning Powers and Growth Mindset .....	11
House Points.....	11
Extra-Curricular and Wraparound Care .....	12
Larks and Owls .....	12
Clubs .....	12
Holiday Club .....	12
Parent Communication .....	13
How we communicate with you: .....	13
How you can communicate with us: .....	13
Family in Early Years.....	14
Pilgrims School Contact Information .....	14
Pilgrims Parents .....	15
Useful Links: .....	16
Our Policies .....	16
Appendix .....	17
Appendix 1 - Little Pilgrims, Kindergarten and Pre School's HSA .....	17
Appendix 2 - Main School HSA .....	18
Appendix 3 – School Map .....	19
Appendix 4 – Main School Uniform List .....	20
Appendix 5 – Kindergarten and Pre School Uniform List .....	21
Appendix 6 – Family Record Expectations.....	22

Throughout this handbook, policies will look like this... *I'm a policy.*



# An Introduction to Pilgrims School

## A message from our Headteacher

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.

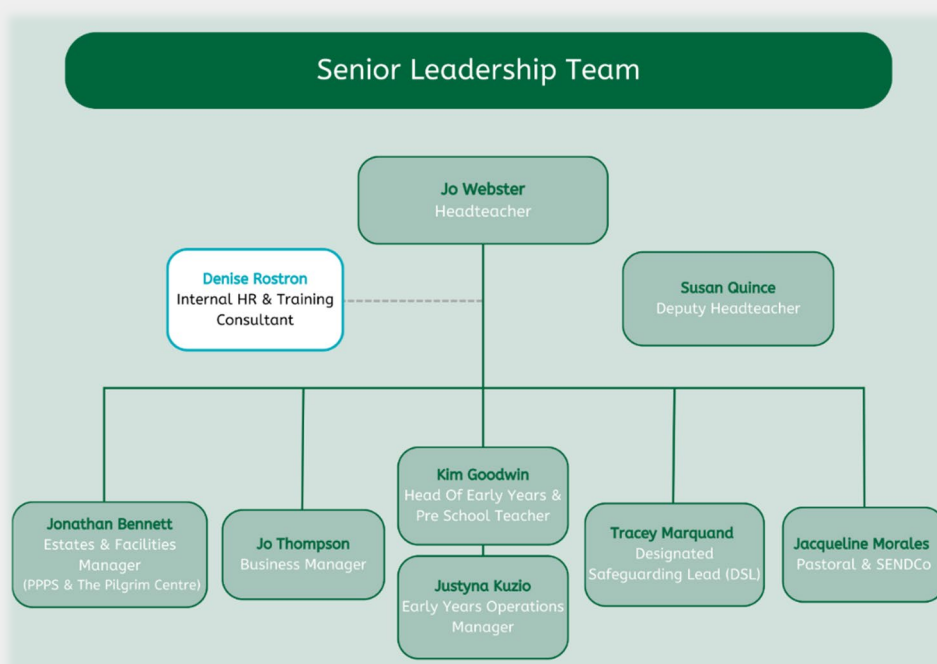
Please do not hesitate to contact the school should you have any further questions or suggestions.



**Mrs Jo Webster**

## The Pilgrims Team

At Pilgrims School, we work together to provide an outstanding level of care and education for your child. Below is our Senior Leadership Team (SLT); you can find details of the wider [team structures](#) on our website.



## Meet the Governors

A committee of volunteers (consisting of [governors](#) who are either Trustees of the Harpur Trust or have been co-opted onto the committee by the school) manages Pilgrims School. You can contact the school committee via the office.

## Strategic Plan and School Priorities

### Our Vision, Mission and Aims

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 are the values that lie at the heart of our school. Our [values](#) define the behaviours we expect from the whole school community. We embed these in all we do: inside and outside the classrooms. To find out more visit [Our Ethos](#) page.

STRATEGIC PLAN	
MISSION	STRATEGIC PRIORITIES 2022-2025
Inspirational and innovative teaching	<ul style="list-style-type: none"> <li>• Redefine Pilgrims curriculum intent and principles to build on what we do well</li> <li>• Enhance curriculum delivery and content using relevant and innovative systems and practises.</li> </ul>
Recognising individuals	<ul style="list-style-type: none"> <li>• Early identification and intervention to support speech and language needs</li> <li>• Embed the Pastoral &amp; Wellbeing Policy for pupils</li> </ul>
Creating a stimulating environment	<ul style="list-style-type: none"> <li>• Establish long term sustainable business model in line with Trust expectations and long term needs of school.</li> <li>• Move towards environmentally sustainable buildings with a specific focus on being 'climate ready' and energy efficient</li> <li>• Ensure the school is fully compliant, safe and comfortable for all users</li> </ul>
Developing a strong sense of community	<ul style="list-style-type: none"> <li>• Deliver Pilgrims 'People Strategy'</li> <li>• Develop a comprehensive Diversity, Equity &amp; Inclusion strategy</li> </ul>

## Charities and Charitable Events

Each year the school endeavours to raise funds to support a local charity and also participates in several wider known charities. Local charities we have supported over the years include:



In support our pastoral provision, we continue to support the Making Me Charity whose aim is to promote and encourage the improved mental health and emotional wellbeing of children and young people. 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 and have different fundraising events to support other charities.

## Safeguarding and Pastoral Care

### Safeguarding and online safety

As defined by Keeping Children Safe in Education (2023), Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's mental and physical health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- Acting to enable all children to have the best outcomes.

Our safeguarding team work hard to ensure the best outcomes for everyone within the Pilgrims Community, see them below:



Mrs Tracey Marquand  
Designated Safeguarding Lead



Miss Justyna Kuzio  
Deputy Safeguarding Lead

If you ever have any concerns about a child in a safeguarding capacity, please contact Mrs Marquand or Miss Kuzio by phoning the school directly. If we cannot be contacted immediately, please leave a message and we will contact you as soon as possible. Our [Safeguarding Children Policy](#) can be found on our website.

Online safety is an integral part of safeguarding.

We believe that:

- children should never experience abuse of any kind
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times

We have an Online Safety Policy that sets out expectations for all our school's community members' (pupils, staff, governors, volunteers, contractors) online behaviour, attitudes and activities and use of digital technology (including when devices are offline).

## Online Safety Policy

- Please read for more information, including user agreements for the school, children and parents.

Please see the key below for policies outlined on our [Policy Page](#) in this Handbook.

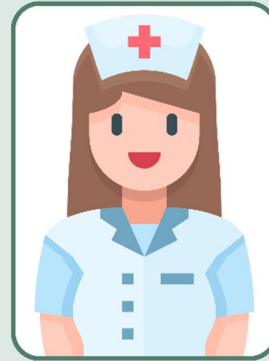
**Safeguarding** | **Medical and First Aid** | **Health and Safety**

## Pastoral Care

Should you or your child have any concerns, contact your child's key person or class teacher. Should you need further support, contact Mrs Morales or Mrs Garbould (see below).



Mrs Jaqueline Morales  
Pastoral and SENco



TBC  
School Nurse

You can also read our policies for [Anti-Bullying](#), [Behaviour & Assertive Discipline](#), [Fundamental British Values](#) and our [Inclusion Statement](#) on our website.

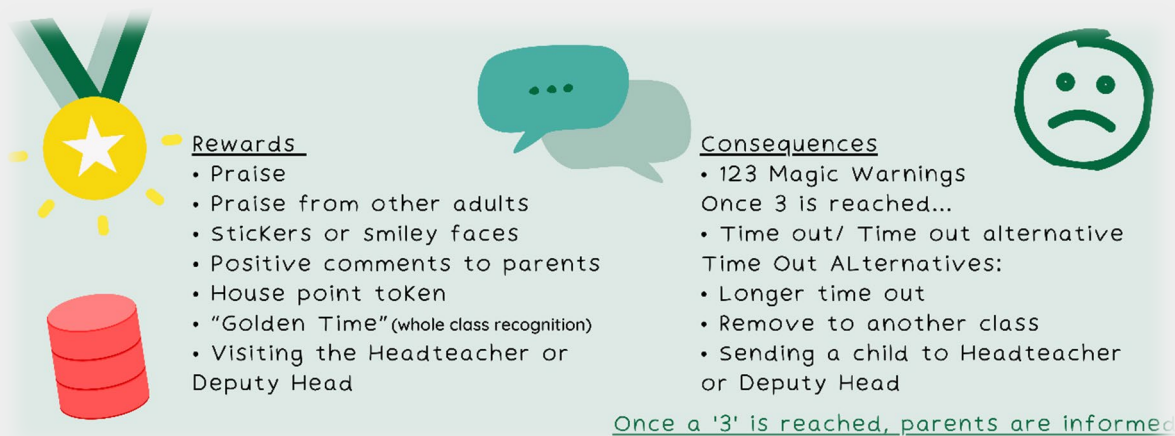
# School Expectations

## Home/School Agreement

Our Home/School Agreement (HSA) is a partnership between the school, parents and the children. It outlines the school's responsibility towards the children, the parent's responsibility toward the school and what the school expects of the children. This is issued as part of your child's enrolment to Pilgrims. We have one HSA to cover Little Pilgrims, Kindergarten and Pre School and another which covers Main School (Reception to Year Two). Please see copies of the HSA's for [Little Pilgrims, Kindergarten & Pre School](#) and [Main School](#) in the appendices of this handbook.

## Behaviour

We ask parents to work with us to promote and encourage appropriate behaviour, inside and outside school. We encourage good, respectful behaviour in line with our school values; that does not disrupt the learning opportunities of others and does not hurt or interfere with their safety. Clear boundaries and firm consequences are two of the key features of our approach. To support this, we use the 123-magic programme. Mrs Morales, our SEND and Pastoral Coordinator works alongside the school nurse, to offer support and guidance where necessary.



The infographic is set against a light green background. On the left, there is a yellow star with a white outline and a green ribbon, and below it, a stack of three red cylindrical tokens. In the center, there are two overlapping speech bubbles, one light blue and one light green. On the right, there is a green circular icon of a sad face with a downward-curving mouth. The text is organized into two columns: 'Rewards' on the left and 'Consequences' on the right. A green underlined text at the bottom right states: 'Once a '3' is reached, parents are informed'.

**Rewards**

- Praise
- Praise from other adults
- Stickers or smiley faces
- Positive comments to parents
- House point token
- "Golden Time" (whole class recognition)
- Visiting the Headteacher or Deputy Head

**Consequences**

- 123 Magic Warnings
- Once 3 is reached...
- Time out/ Time out alternative
- Time Out ALternatives:
- Longer time out
- Remove to another class
- Sending a child to Headteacher or Deputy Head

Once a '3' is reached, parents are informed



## Uniform and Kit

Our school uniform is worn from kindergarten upwards: children should always be dressed in their school uniform unless they are advised otherwise by their class teacher or the school.




Uniform can be purchased from [No Limitz](#) or at our **Pilgrims Parents** second-hand uniform sales (on school site). If you want to sell items then an instruction pack telling you how to do so is available at reception.

### Notes regarding Uniform expectations:

- All items of uniform must be clearly labelled, including underwear and towels.
- All children should have a water bottle in school.
- Jewellery is **not** to be worn at school.
  - *Earrings should **not** be worn at school.*
  - *If you wish your child to have their ears pierced, please arrange this for the beginning of the summer holiday and removed before the start of the new school term.*
  - *If you would like your child to wear a watch, they may wear an analogue watch. Please ensure it is named and of an appropriate style and size, i.e., not a 'Fitbit' or 'toy character' watch.*
- Boys' and girls' hair should be tidy and of an appropriate length and style for school.
  - *Children's hair which is shoulder length, or longer, should be tied up; in a style which will remain intact all day.*
- Please ensure that your child's PE kit is in school each day. On days when children have timetabled PE sessions, they will come into school in their PE kit.
- Swimming kit is in on the appropriate days for their class lessons.
- 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 recommend Speedo Sea Squad goggles obtainable online from Amazon. Please ensure they are named using a biro.*

Please see Appendices 4 and 5 to view our Uniform Lists (as seen below).

## UNIFORM LIST: RECEPTION TO YEAR 2



**AUTUMN TERM**  
September - December  
Winter OR Summer uniform, weather dependent (do not mix).  
Winter uniform only after half-term

**SPRING TERM**  
January - April  
Winter Uniform

**SUMMER TERM**  
May - July  
Summer Uniform

**ALL uniform should be clearly named including towels, underwear and shoes.**

**We advise Autumn Term New Starters to purchase a Winter Uniform.**

**SUMMER**

**GIRLS**  
Summer dress  
Cardigan  
Short, white socks

**BOYS**  
Summer shorts  
Short Sleeved Shirt  
Jumper  
Short, green socks

**Shoes\* (girls and boys): black, Velcro fastening**

**WINTER**

**GIRLS**  
Tunic dress  
Long sleeved blouse  
Cardigan  
Long, green socks or tights

**BOYS**  
Cord shorts  
Long sleeved Shirt, Tie  
Jumper  
Long, green socks

**Shoes\* (girls and boys): black, Velcro fastening**

**OUTDOOR - ALL YEAR**  
Waterproofs (top & bottoms)\*  
Wellington boots - high\*

**OUTDOOR - SEASONAL**  
Coat  
Winter hat/ gloves/ scarf  
Blazer  
(optional until summer term)  
Legionnaires/ Sun Hat

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**PE**  
PE shorts  
Polo shirt  
Jogging top and bottoms  
Yellow Games Bag  
Velcro Trainers\*


**SWIMMING**  
Swimming Costume / Trunks  
Swimming Hat  
Swimming Tummy Band\*  
Towel\*  
Green Swimming Bag  
Goggles\* (Optional)

**OTHER**  
Water colour set & brush\*  
(Winsor & Newton Cotman pocket set 12)  
Book bag  
Ocarina  
(Year 2 only - purchase arranged through school)

Uniform to be purchased via NoLimitz or the Pilgrims Parents Second Hand Uniform Shop.  
NoLimitz: 25 Shuttleworth Road, Bedford, MK41 0HS  
Appointments can be made by website or phone: 01234 350720  
Where items have asterisk (\*) these can be purchased anywhere.

Appendix 4

## UNIFORM LIST: KINDERGARTEN & PRE SCHOOL



Items with an asterisk (\*) do not have to be Pilgrims branding/ logo and can be purchased anywhere.

**AUTUMN**

Jogging Bottoms  
Jogging Top  
Polo Shirt

Any Velcro Fastening Shoes\*

**Optional:**  
Green Shorts

**SPRING**

Jogging Bottoms  
Jogging Top  
Polo Shirt

Any Velcro Fastening Shoes\*

**Optional:**  
Green Shorts  
Summer Dress & white socks

**SUMMER**

Jogging Bottoms  
Jogging Top  
Polo Shirt

Any Velcro Fastening Shoes\*

**Optional:**  
Green Shorts  
Summer Dress & white socks

**ALL YEAR**

Coat\*  
Waterproofs (top & bottoms)\*  
Wellington boots - high\*  
Winter hat, gloves, scarf\*  
Sun Hat\*

**Spare Clothes:**  
Yellow Pilgrims Bag  
Top, bottoms, pants (x2), socks  
(these can be uniform or home clothes)

**SWIMMING**  
(session dependent and after October half-term for Kindergarten)

Neoprene over-nappy\* THEN Swimming Costume/ Trunks  
(swim nappies, provided by Pilgrims, worn underneath neoprene over-nappy until child is fully toilet trained)

Swimming Hat\*  
Swimming Tummy Band\*  
Towel\*  
Green Pilgrims Swimming Bag

Please note that we offer some flexibility with our Pilgrims Uniform requirements in Kindergarten and Pre School. If you have any questions, please ask your Key Person/ Room Leader.

Uniform can be purchased via NoLimitz  
Address: 25 Shuttleworth Road, Bedford, MK41 0HS  
Or, Pilgrims Parents Second Hand Uniform Shop  
(Please look out for sale dates in school communications)

Appendix 5

## Personal Property

Personal items such as toys, card collections etc., should not be brought into school unless requested. Children can become very distressed if their belongings are lost or damaged; the school cannot be responsible for the children's belongings brought from home. Due to no lost property box, please ensure all personal items are named so we can return them.

## School Life

### The School Day

At Pilgrims, we run from 8am to 6pm across the school. To see more details please visit our website page on [The School Day](#).

For parents with children in Little Toddlers through to Pre School, who wish to change their child's school day, sessions can be requested permanently or on an ad-hoc basis, subject to availability. Please email the room leader or manager your request. A full term's notice is required if you wish to reduce your child's sessions. These will be confirmed to you via email once the request is approved. We charge additional fees in arrears.

### Catering and Food

Our catering team works hard to ensure that the children have a balanced diet, whilst making it as delicious as possible. Meals are prepared freshly each day in the school kitchen. Mrs Bhogal, our catering manager, works closely with parents to ensure healthy, nutritional options are available to the children. Find out more on our website: [What's for lunch](#). View our [Nourishment and Encouragement Policy](#) on our website.

### Attendance and Absence

For children in Reception, Year 1 and Year 2, please telephone the school (01234 369555) before 8.45 am if your child is absent and the reason for their absence. The office will make a note on the register. The school will contact parents if we have not been informed by 9 am. Please read our [Attendance Policy](#) for further information, including authorised absences and holidays during term time. Please note it is important to keep your contact information up to date, please let us know if there are any changes as soon as possible.

In Little Pilgrims, Kindergarten and Pre School, attendance and absence are logged through our [Family](#) app. This is to support our pastoral care of the children in our Early Years departments.

### If your child is unwell or sick...

Children who experience vomiting and/or diarrhoea should stay away from attending Pilgrims (Little Toddlers through to Year 2) until at least 48 hours after the last episode and will not be able to swim for an additional 12 days. If your child experiences these symptoms whilst at school, we will call you to collect your child. This information links to both our Supporting Students with [Medical Conditions Policy](#) (appendix 5) and our [Swimming Pool Normal Operating Procedures](#).

The policy is also 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.

## Medication

Please refer to our [Administration of Medication Policy](#) for further details on prescribed medications, non-prescribed medications and long-term medical needs. Please note, if a child requires regular doses of a paracetamol-based product i.e., Calpol, this cannot be accommodated at school. Your child should remain at home until they are well enough to attend school without the need for non-prescribed medication.

## Collection of Children

Our [school day](#), from Reception upwards, runs from 8:45 am to 3:30 pm, with children being dropped off from 8:30 am. Little Pilgrims and Pre School are open from 8 am to 6 pm; children arrive and are collected depending on their booked sessions. Our breakfast club ([Larks](#)) is available from 8 am, and after-school clubs ([Owls](#) and [Extra-Curricular Activities](#)) are available from 3:30 pm to 6:00 pm.

Further details on our [Collection of Children Policy](#):

- Collection of children,
- Who can collect your child,
- Authorisation for other responsible people to collect your child,
  - Including pre-authorisation and passwords
- Late collection and non-collection of children

## Celebrations

We encourage celebrating all events: birthdays, religious holidays and other festivals. As we endeavour to be a nut-free school, please ensure any sweets come from the following list:

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

Cakes brought into school, homemade or store-bought, must be made with **no** nut ingredients; the box must state that they came from a nut-free environment. The class teacher will distribute any food not provided by our Kitchen at the end of the school day. We ensure all allergies and dietary requirements are adhered to.

# Pilgrims School Curriculum and Rewards

## The Curriculum

Our curriculum takes on board government guidance for Early Years and Key Stage one. Through the delivery of In the Moment Planning and Skills Based Planning in Early Years and a Creative Curriculum in Main School we seek to encourage, support and challenge all children to achieve. Further information about our curriculum is shared through our parent information and transition evenings and our weekly newsletters. For full details on the curriculum please refer to the links below.

- [Curriculum Policy](#)
  - In the moment planning
  - Teachable moments
  - Our creative curriculum
  - Themed contextual approach
- [Homework Policy](#)
  - Routines and expectations
    - (Make sure to read page 3)
- [Early Years Foundation Stage Policy](#)

### *Specialist Lessons*

From Reception, children are offered the opportunity to have 1 to 1 tennis lessons with Woolfy Tennis and from Year 1, we also offer lessons for a variety of instruments. We arrange these around the children's normal curriculum activities and more information is available from the school office.

### *Curriculum Policies*

To view any other policies related to our curriculum, please see the [policy page](#) on our website.

## Educational School Visits

As part of the curriculum, the children have the opportunity to go on various visits and trips outside the school. These may include a visit to a London theatre, a farm or a day trip to the seaside. We always request parental permission for trips beyond the local shops and parks. In Year 2, there is an expectation that all children will attend a two-night residential. Historically, we have found this trip provides an opportunity for the children to develop independence, confidence and team-building skills. Our children usually highlight the trip as one of their favourite memories- it has always been incredibly successful. We endeavour to include most trips in your child's fees; however, there may be times we pass on a charge and for the London theatre and residential trips we will charge back to parents. Read more on the [Educational Visits Policy and Practice](#).

## Gifted & Talented and SEND

We recognise each child at Pilgrims as unique thus, we endeavour to encourage all children to their full potential. We support those with additional needs, academic and pastoral and those who are 'More Able'. Read more on our [SEND](#) and [Able, Gifted and Talented](#) policies.

## Building Learning Powers and Growth Mindset

Throughout the school we promote a Growth Mindset: a simple definition is the belief that intelligence and skill can be improved with effort and persistence. Alongside this, we also use Building Learning Powers to help the children develop habits and skills to become better learners. We have created our own four superhero dolls and stickers to help promote the four areas and characteristics:

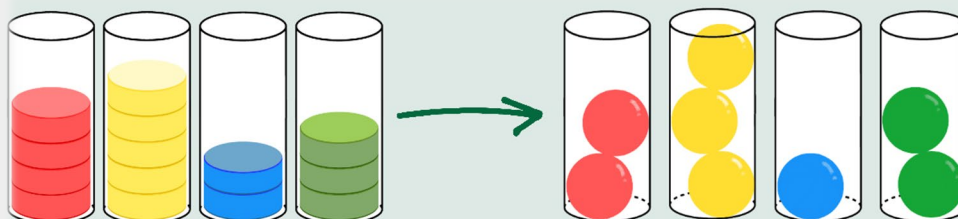
***Social, Emotional, Strategic and Cognitive.***



If you would like any more information regarding Growth Mindset and The Building Learning Powers, please view our information pack [here](#).

## House Points

Children in Reception, Year 1, Year 2 and staff are allocated to one of our houses: **Red, Green, Yellow** and **Blue**. Children are awarded tokens for demonstrating an understanding and awareness of the school values and expectations. Children deposit their tokens in tubes displayed in the library; during assembly, the winning house is announced and awarded a prize, and we inform parents via the weekly newsletter. At the end of the term, the house with the most wins a "wear your house colour" non-uniform day.



Each week the winning house adds to their total winnings for the term!

## **Extra-Curricular and Wraparound Care**

At Pilgrims we offer a comprehensive range of out of hours school care and extra-curricular opportunities.

### *Larks and Owls*

Our breakfast club is called Larks, which opens at 8am and our after-school club, Owls, opens at 3.30pm and runs until 6pm. For more information, please see the [Wraparound Care page](#) on our website. If for any reason 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.

### *Clubs*

Pilgrims offer a range of clubs on a termly basis. A list of available clubs is shared with parents prior to the end of each term along with the booking form. Requests are considered and confirmation issued prior to the start of the new term. Please read the Out of hours policy for full details.

### *Holiday Club*

Pilgrims Holiday Club is run by Mrs Pinnock our 'Wrap-Around Care Manager', please direct any queries relating to how Holiday Club operates to her, [wraparoundcare@pilgrims-school.org.uk](mailto:wraparoundcare@pilgrims-school.org.uk). Please read the Holiday Club section of our [Wraparound Care page](#) on our website, or, see our [Calendar](#) for more information.

For full details on all of our Out of Hours Care please read the policy below:

### **[Out-of-Hours](#)**

## Parent Communication

At Pilgrims, we value the importance of working in partnership with our parents, aiming to reflect our school values. It should be professional, open, honest, ethical, and helpful.

### How we communicate with you:

- Most general information we send will be via email.
- Please check your child's book bag/pigeon-hole daily for things that are not sent electronically.
- Each year group will send home a newsletter on a Friday.
  - *These hold general school information and achievements from the week, alongside upcoming events and diary dates.*
- Our term dates can be found on our [School Calendar](#).
- Parent Teas are held at the beginning of the autumn term
  - *These provide an opportunity for the class teacher to let parents know their class routines and timetables.*
- Our Consultation Evenings are held during the autumn and spring terms.
- End of year reports are sent out towards the end of the summer term.

If you have any questions or concerns regarding your child's progress; or attainment or want to know more about anything, please speak to your child's key person or class teacher. If you would like to talk to any specialist teachers (Music, French, Swimming or Computing), please speak to the class teacher in the first instance.

### How you can communicate with us:

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 ask that parents make a specific appointment to meet with their child's teacher/ key person.

We would encourage parents to inform the school and/ or your child's class teacher/key person of the following as soon as possible:

- Changes in your 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)

All teachers have a school email address and will be happy to give it to you should you find this method of communication easier; however, if your message is urgent, please call the main office directly. Teaching staff will endeavour to check their emails regularly during the working week.



## Family in Early Years

Our Early Years departments (Little Pilgrims, Kindergarten and Pre School) use an app called [Family](#) to communicate with parents, share observations, share accidents and incidents and much more.

Please see appendix 6 (Family record expectations) for a break down of what features are utilised on the app per department.

## Pilgrims School Contact Information

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<b>Main Office/ Reception</b> Hours: 8 am – 5 pm <i>(Answerphone outside of these hours)</i>	01234 369555 <i>Option 1</i>	<a href="mailto:Enquiries@pilgrims-school.org.uk">Enquiries@pilgrims-school.org.uk</a>
<b>Ms Jo Thompson</b> <i>Business Manager</i>	<i>as above</i>	<a href="mailto:J.Thompson@pilgrims-school.org.uk">J.Thompson@pilgrims-school.org.uk</a>
<b>Mr Jonathan Bennett</b> <i>Estates &amp; Facilities Manager</i>	<i>as above</i>	<a href="mailto:J.Bennett@pilgrims-school.org.uk">J.Bennett@pilgrims-school.org.uk</a>
<b>Mrs Jacqueline Morales</b> <i>Pastoral and SEND Co</i>	<i>as above</i>	<a href="mailto:J.Morales@pilgrims-school.org.uk">J.Morales@pilgrims-school.org.uk</a>
<b>TBC</b> <i>School Nurse</i>	<i>as above</i>	<a href="mailto:Enquiries@pilgrims-school.org.uk">Enquiries@pilgrims-school.org.uk</a>
<i>Little Pilgrims</i>	01234 369555 <i>Option 2</i>	
<i>Kindergarten</i>	01234 369555 <i>Option 3</i>	Please contact using <a href="#">Family</a> or email <a href="mailto:J.kuzio@pilgrims-school.org.uk">J.kuzio@pilgrims-school.org.uk</a>
<i>Pre School</i>	01234 369555 <i>Option 4</i>	
<b>Mrs Clare Pinnock</b> <i>Wrap Around Care &amp; Play Manager</i>	07982 319791	<a href="mailto:Wraparoundcare@pilgrims-school.org.uk">Wraparoundcare@pilgrims-school.org.uk</a>

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Queries and concerns can be dealt with directly through talking to your child's Teacher/ Key Person, please see further details in our [Parental Complaints](#) policy, if necessary.

## Pilgrims Parents

Pilgrims Parents was founded in 2000 by a group of mums and dads and since then, we have raised tens of thousands of pounds for the school, funding facilities such as the hard-court area, play equipment, the mini-grand piano and reading scheme books – as well as raising funds for the school's many chosen charities.

Pilgrims Parents organise a variety of events throughout the academic year, ensuring that our children are at the heart of them. For example, the year begins with our Autumn Tea Party, followed by Christmas themed activities, cake sales and a Silent Auction. The year ends with the summer barbecue as part of the school's Sports Day. Pilgrims Parents also run the second-hand uniform sales. Please look out for information sent out via WhatsApp, weekly newsletters as well as posters which will be displayed around the school. If you are not part of your child's WhatsApp group, please contact your class rep or Rosie Kavanagh (07811 289203 or [parents@pilgrims-school.org.uk](mailto:parents@pilgrims-school.org.uk)).

We always welcome new faces to the Pilgrims Parents general committee, so if you would like to join us once a month on a Friday morning at 8:50am please let us know using the contact details above. Meeting dates will be confirmed each term. Even if you are unable to join the full committee, we are always looking out for volunteers to help run each of our events throughout the year.



For some more information [click here](#).

## Useful Links:



[iSAMS parent portal](#)

Fees, forms & more



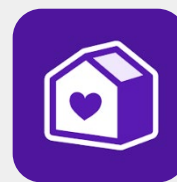
[Evidence Me](#)

Reception Observations

 **schoolcloud**  
Parents Evening

[SchoolCloud](#)

Book Parent Consultation



[Family](#)

Early Years App with  
Observations

## Our Policies

To view our policies, please visit the [Policies](#) page on our website...

### **Safeguarding; Medical and First Aid; Health and Safety**

- Able, Gifted & Talented
- **Accident & First Aid**
- **Admin of Medicines Policy**
- Anti-Bullying Policy
- Art & Design Policy
- Assessment Policy
- **Attendance Policy**
- Behaviour & Assertive Discipline Policy
- **Care and Supervision Policy**
- **Collection of Children Policy**
- Collective Worship and Assembly Policy
- Computing Policy
- Curriculum Policy
- Disability Access Plan
- Early Years Foundation Stage
- Educational Visits Policy
- Emergency Action Plan
- English as an Additional Language
- Environment Policy (Eco)
- Equal Opportunities (children)
- **Evacuation Procedure**
- EYFS Supervision Risk Assessment
- **Fire Prevention Policy**
- French Policy
- Fundamental British Values
- Geography
- **Health & Safety Policy**
- Healthy Eating Policy
- History
- Homework Policy
- Inclusion Statement
- **Intimate Care Policy**
- Learning Outdoors Policy
- Library
- Literacy (English)
- Lockdown Policy
- Mathematics
- Music Policy
- **Online Safety Policy**
- Out of Hours Policy
- PE
- **Prevent Risk Assessment**
- PSHCEE Policy
- Racial Harassment Policy
- RE Policy
- Relationships & Sex Education
- **Safeguarding Children Policy**
- Science
- SEND Policy
- Student & Volunteer Policy
- **Supporting Pupils with Medical Conditions**
- Swimming Pool Policy EAP
- Swimming Pool Policy NOP
- Swimming Pool Policy SOP
- Teaching and Learning Policy
- Transition Policy
- Visitor Policy

...visit our website



# Appendix

## Appendix 1 - Little Pilgrims, Kindergarten and Pre School's HSA

### PILGRIMS PRE PREP

#### HOME/SCHOOL AGREEMENT (Little Pilgrims, Kindergarten and Pre School)

At Pilgrims School our vision is to **'inspire a love of learning'**. To achieve this, 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. This Home/School agreement has been established to clearly outline the school's responsibility towards the children, the parents' responsibility towards the school and what the school expects of the children. We ask that all parents read and share this agreement with their child (when age appropriate) before signing it and returning a copy to their child's Key Worker/room.

#### The responsibilities of the school

Pilgrims School will:

- Provide a safe and happy environment.
- Offer a stimulating, broad and relevant curriculum that challenges each child to reach their potential.
- Develop the children's independence and resilience.
- Encourage each child to show kindness and respect to others at all times, reflecting the school's Behaviour Policy, ensuring a safe, caring and inclusive environment for all.
- Keep parents informed about school life, their child's progress, attainment and behaviour and how this can be supported at home.
- Be open and welcoming.
- Respond to parents' questions or concerns in a professional manner and in an appropriate timescale.

Signed:

 Mrs J Webster, Headteacher

#### The responsibilities of the child (when age appropriate)

I will:

- Always try my best
- Share
- Be kind and helpful
- Take care of things.
- Let an adult know if I feel sad /unhappy.
- Ask questions when I don't understand.

#### The responsibilities of the parent(s)/carer(s)

All parent(s)/carer(s) will:

- Work in partnership with the school, positively supporting its aims and vision.
- Role model the school values to the children, the school staff and wider school community.
- Help their child to understand and demonstrate the school values at all times.
- Ensure that their child arrives for their booked sessions on time and ahead of any timetabled activities and notify the school as soon as possible in the event of any absence.
- Ensure that their child is collected on time at the end of their booked session.
- Address any concerns or problems that may affect their child's learning, behaviour or happiness at school with a member of staff in a professional and courteous manner.
- Be mindful when speaking to a member of staff that the staff's priority is to attend to the needs of the children in the room and so should a longer discussion be required then a separate appointment should be arranged.
- Support the school's policies and guidelines with regards to learning, behaviour, communication and, where appropriate uniform.
- Ensure they read **all** school communication, including weekly and general school newsletters so they are aware of events, requests and key dates relating to their child's school life.
- Refer to the Parent Handbook for general information on policies and procedures prior to contacting their child's key person.
- Contact Little Pilgrims, Kindergarten or Pre School with urgent messages i.e. changes to collection arrangements, absence.
- Attend parent/Key Worker meetings to discuss their child's progress.
- Ensure that emergency contact and medical details are kept up to date and current.

*Please accept and sign on your Parent Portal Account.*

In establishing this Home/School Agreement, and in line with the Parental Contract, we would like to remind parents /carers and any visitors to the school, whilst accepting these are rare occurrences, we are unable to tolerate the following:

1. Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds, including the car park and school field.
2. Use of inappropriate behaviour i.e. displays of temper/anger or threats including loud/or offensive language.
3. Damaging or destroying school property.
4. Unprofessional or inappropriate tone in emails or other correspondence including voicemail/phone messages or other written communication.
5. Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child.
6. Smoking or consumption of alcohol or other drugs whilst on the school property.

(All Policies and handbooks referred to in the agreement are available on the school's website [www.pilgrims-school.info/schoolife](http://www.pilgrims-school.info/schoolife))



## Appendix 2 - Main School HSA

### PILGRIMS PRE PREP

#### HOME/SCHOOL AGREEMENT (RECEPTION TO YEAR 2)

At Pilgrims School our vision is to **'inspire a love of learning'**. To achieve this, 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. This Home/School agreement has been established to clearly outline the school's responsibility towards the children, the parents' responsibility towards the school and what the school expects of the children. We ask that all parents read and share this agreement with their child before signing it and returning a copy to their child's class teacher.

#### The responsibilities of the school

Pilgrims School will:

- Provide a safe and happy school environment.
- Offer a stimulating, broad and relevant curriculum that challenges each child to reach their potential.
- Develop a 'growth mind-set' culture by promoting independence and resilience.
- Encourage each child to show kindness and respect to others at all times, reflecting the school's Behaviour Policy, ensuring a safe, caring and inclusive environment for all.
- Keep parents informed about school life, their child's progress, attainment and behaviour and how this can be supported at home.
- Be open and welcoming.
- Respond to parents' questions or concerns in a professional manner and in an appropriate timescale.

Signed:



Mrs J Webster, Headteacher

#### The responsibilities of the child

I will:

- Always try my best
- Do all classwork and homework as well as I can, asking questions when I don't understand.
- Demonstrate behaviour which reflects the school values of curiosity, kindness and respect.
- Look smart and take pride in my appearance.
- Take care of my belongings and school equipment.
- Always let an adult know if I feel sad /unhappy.

*Please sign on behalf of your child on your Parent Portal account.*

#### The responsibilities of the parent(s)/carer(s)

All parent(s)/carer(s) will:

- Work in partnership with the school, positively supporting its aims and vision.
- Role model the school values to the children, the school staff and wider school community.
- Help their child to understand and demonstrate the school values at all times.
- Ensure that their child attends school punctually every day, notifying the school in the event of any absence.
- Support the school's policies and guidelines with regards to learning, behaviour, communication and uniform.
- Work in partnership with the school to ensure that the correct support is in place, if required, to ensure your child is able to reach their full potential. This may include support from specialist teaching staff, such as our Pastoral & SEND Co-Ordinator, our School Nurse and our Able, Gifted & Talented Co-Ordinator.
- Address any concerns or problems that may affect their child's learning, behaviour or happiness at school with their child's class teacher in a professional and courteous manner.
- Understand that the school's priority is to attend to the needs of the children during the school day (8.45 to 3.30) and agree that any issues or concerns should be addressed outside of this time.
- Be mindful that teaching staff may find it difficult to respond to emails / communications during the school day and that urgent messages should be directed to the main school Reception.
- Ensure they read **all** school communication, including weekly year group and general school newsletters so they are aware of events, requests and key dates relating to their child's school life.
- Refer to the Parent Handbook for general information on policies and procedures prior to contacting their child's class teacher.
- Attend parent/teacher meetings to discuss their child's progress.
- Support their child with homework that is set, including reading.
- Ensure that emergency contact and medical details are kept up to date and current.

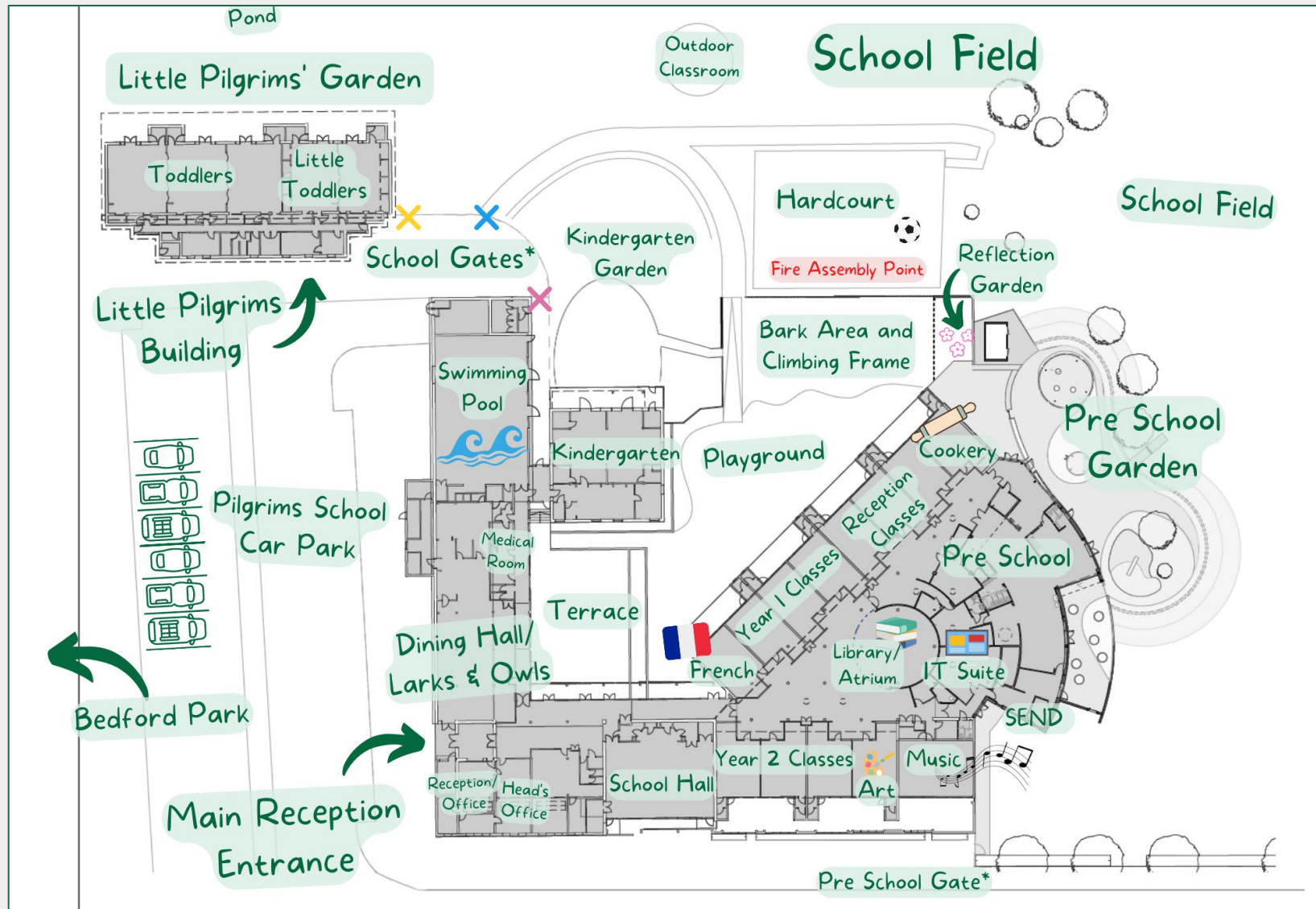
*Please accept and sign on your Parent Portal account.*

In establishing this Home/School Agreement, and in line with the Parental Contract, we would like to remind parents /carers and any visitors to the school, whilst accepting these are rare occurrences, we are unable to tolerate the following:


1. Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds, including the car park and school field.
2. Use of inappropriate behaviour i.e. displays of temper/anger or threats including loud/or offensive language.
3. Damaging or destroying school property.
4. Unprofessional or inappropriate tone in emails or other correspondence including voicemail/phone messages or other written communication.
5. Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child.
6. Smoking or consumption of alcohol or other drugs whilst on the school property.

(All policies and handbooks referred to in this agreement are available on the school's website [www.pilgrims-school.info](http://www.pilgrims-school.info))

# Appendix 3 – School Map



## Appendix 4 – Main School Uniform List



# UNIFORM LIST: RECEPTION TO YEAR 2

<div style="background-color: #43984d; color: white; padding: 10px; border-radius: 15px; text-align: center; margin-bottom: 10px;"> <b>AUTUMN TERM</b>                  September - December                  Winter OR Summer uniform, weather dependent (do not mix).                  Winter uniform only after half-term             </div> <div style="background-color: #43984d; color: white; padding: 10px; border-radius: 15px; text-align: center; margin-bottom: 10px;"> <b>SPRING TERM</b>                  January - April                  Winter Uniform             </div> <div style="background-color: #43984d; color: white; padding: 10px; border-radius: 15px; text-align: center; margin-bottom: 10px;"> <b>SUMMER TERM</b>                  May - July                  Summer Uniform             </div> <div style="border: 1px solid #ccc; border-radius: 15px; padding: 10px; margin-top: 10px;"> <p style="text-align: center;"><b>ALL uniform should be clearly named including towels, underwear and shoes.</b></p> <p style="text-align: center; margin-top: 20px;"><b>We advise Autumn Term New Starters to purchase a Winter Uniform.</b></p> </div>	<div style="text-align: center; margin-bottom: 10px;"> <div style="background-color: #43984d; color: white; padding: 5px; transform: rotate(-45deg); display: inline-block;">SUMMER</div> </div> <div style="text-align: center; margin-bottom: 10px;"> <b>GIRLS</b>                  Summer dress                  Cardigan                  Short, white socks             </div> <div style="text-align: center; margin-bottom: 10px;"> <b>BOYS</b>                  Summer shorts                  Short Sleeved Shirt                  Jumper                  Short, green socks             </div> <div style="text-align: center;"> <b>Shoes* (girls and boys):</b>  <b>black, Velcro fastening</b> </div>	<div style="text-align: center; margin-bottom: 10px;"> <div style="background-color: #43984d; color: white; padding: 5px; transform: rotate(-45deg); display: inline-block;">WINTER</div> </div> <div style="text-align: center; margin-bottom: 10px;"> <b>GIRLS</b>                  Tunic dress                  Long sleeved blouse                  Cardigan                  Long, green socks or tights             </div> <div style="text-align: center; margin-bottom: 10px;"> <b>BOYS</b>                  Cord shorts                  Long sleeved Shirt, Tie                  Jumper                  Long, green socks             </div> <div style="text-align: center;"> <b>Shoes* (girls and boys):</b>  <b>black, Velcro fastening</b> </div>	<div style="text-align: center; margin-bottom: 10px;"> <b>OUTDOOR - ALL YEAR</b>                  Waterproofs (top &amp; bottoms)*                  Wellington boots - high*             </div> <div style="text-align: center;"> <b>OUTDOOR - SEASONAL</b>                  Coat                  Winter hat/ gloves/ scarf                  Blazer                  (optional until summer term)                  Legionnaires/ Sun Hat             </div>
<div style="text-align: center; margin-bottom: 10px;"> <b>PE</b>                  PE shorts                  Polo shirt                  Jogging top and bottoms                  Yellow Games Bag                  Velcro Trainers*             </div>	<div style="text-align: center; margin-bottom: 10px;"> <b>SWIMMING</b>                  Swimming Costume / Trunks                  Swimming Hat                  Swimming Tummy Band*                  Towel*                  Green Swimming Bag                  Goggles* (Optional)             </div>	<div style="text-align: center;"> <b>OTHER</b>                  Water colour set &amp; brush*                  (Winsor &amp; Newton Cotman pocket set 12)                  Book bag                  Ocarina                  (Year 2 only - purchase arranged through school)             </div>	

Uniform to be purchased via NoLimitz or the Pilgrims Parents Second Hand Uniform Shop.  
 NoLimitz: 25 Shuttleworth Road, Bedford, MK41 0HS  
 Appointments can be made by website or phone: 01234 350720  
 Where items have asterisk (\*) these can be purchased anywhere.

## Appendix 5 – Kindergarten and Pre School Uniform List

# UNIFORM LIST: KINDERGARTEN & PRE SCHOOL



Items with an asterisk (\*) do not have to be Pilgrims branding/ logo and can be purchased anywhere.

AUTUMN

Jogging Bottoms  
Jogging Top  
Polo Shirt

Any Velcro Fastening Shoes\*

**Optional:**  
Green Shorts

SPRING

Jogging Bottoms  
Jogging Top  
Polo Shirt

Any Velcro Fastening Shoes\*

**Optional:**  
Green Shorts  
Summer Dress & white socks

SUMMER

Jogging Bottoms  
Jogging Top  
Polo Shirt

Any Velcro Fastening Shoes\*

**Optional:**  
Green Shorts  
Summer Dress & white socks

ALL YEAR

Coat\*  
Waterproofs (top & bottoms)\*  
Wellington boots - high\*  
Winter hat, gloves, scarf\*  
Sun Hat\*

**Spare Clothes:**  
Yellow Pilgrims Bag  
Top, bottoms, pants (x2), socks  
(these can be uniform or home clothes)

### SWIMMING

(session dependent and after October half-term for Kindergarten)

Neoprene over-nappy\* **THEN** Swimming Costume/ Trunks  
(swim nappies, provided by Pilgrims, worn underneath  
neoprene over-nappy until child is fully toilet trained)

Swimming Hat\*  
Swimming Tummy Band\*  
Towel\*  
Green Pilgrims Swimming Bag

Please note that we offer some flexibility with our Pilgrims Uniform requirements in Kindergarten and Pre School. If you have any questions, please ask your Key Person/ Room Leader.

Uniform can be purchased via NoLimitz  
Address: 25 Shuttleworth Road, Bedford, MK41 0HS  
Or, Pilgrims Parents Second Hand Uniform Shop  
(Please look out for sale dates in school communications)



## Appendix 6 – Family Record Expectations

	Little Toddlers	Toddlers	Kindergarten	Preschool
Singing in and out	✓	✓	✓	✓
Staff direct messaging	✓	✓	✓	✓
Holiday booking	✓	✓	✓	✓
Sickness reporting	✓	✓	✓	✓
Meals	✓			
Sleep	✓	✓	✓	
Nappies/toileting	✓	✓	✓	
Accident records	✓	✓	✓	✓
Medication records	✓	✓	✓	✓
Observation Frequency	2 snapshot observations per week, 1 long observation per half term			
Attendance tracking	✓	✓	✓	✓
News feed post frequency	Once per week			
Notes from significant events/conversations	✓	✓	✓	✓

