

The A to Z of Life at Manby Lodge



A warm welcome to Manby Lodge Infants School from the Friends of Manby Lodge! We are the PTA for the school and we are looking forward to welcoming you onboard.

So you have the uniform, shoes and book bag, you've labelled everything (including their socks!) and are finally all set to send your little one off to school!

It's such an exciting time, but as with all new starts it can seem like there is an overwhelming amount of information to process and new things to learn in those first weeks.

To help with this, we have put together this A to Z of information that may come in useful as you settle into life at Manby Lodge. From contact details and school meals to finding out about school social events, we have tried to cover everything.

The Friends of Manby Lodge Facebook page is a forum for you to connect with fellow parents, across all year groups. We're a really friendly bunch, and there will always be plenty of folk ready to answer any queries that you may have. Find us here www.facebook.com/groups/Friendsofmanbylodge

A

After school Club and Breakfast Club

Koosa Kids is the 'brand new' breakfast and after school club provider which runs every school day. During these sessions, children are able to choose from a variety of activities in a safe and comfortable environment. They will also receive health and nutritious breakfast/snacks. Breakfast Club opens at 7:50 in the Main School Hall until school starts where the children will be led to their classroom. After School Club runs straight after school at 3pm until 6pm where your child will be available for collection from the Main School Hall. You can book ad-hoc or regular sessions by contacting Koosa Kids on 0845 094 2322 or emailing info@koosakids.co.uk

Absence

If your child is too poorly to attend school, or you are going to be late, contact the school by 9:30am via phone 01932 851848 or email secretary@manby-lodge.surrey.sch.uk. Phone messages need to be followed up by an explanatory note when your child returns to school.

Other absences -The school follows the DFE guidelines on leave of absence which means holidays during term time will not be authorised. Any other requests for leave of absence should be made by completing the absence request form, which you can find on our internet site, under the parents section.

B

Book bags

These can be purchased from the school office for £5, remember to label your child's with their name. We recommend that you check your child's book bags for letters and notices daily. Your child will also bring home things from school that they have made in their bags and be keen to share these with you.

Buddy Bench

Look out for the buddy bench in the playground. It's a lovely idea, that helps the children look out for each other during playtime. The children know to look out for anyone waiting at the buddy bench, perhaps looking for someone to play with maybe or feeling a bit lost, and they will go and chat to them, and find them a "buddy" to play with. It's a system that works well, so be sure to point out the buddy bench to your child as you pass through the playground.

The A to Z of Life at Manby Lodge



C

Calendar dates

All school and social events, term dates and important notices can be found on the school website www.manbylodge.co.uk, under CALENDAR. Also check the noticeboards around the school which will have details of all upcoming events.

Cake Sales

Manby Lodge is known for its wonderful cake sales. Each class in the school takes responsibility for baking/buying and selling cakes once in the year. The monies raised from each cake bake will be split 50-50 to buy something for the classes and the remainder to add to the annual FoML PTA fund to benefit our children.

Class Reps

Each class will have approximately two parent Class Representatives (Class Reps) who relay information from the school and PTA to the rest of the class. WhatsApp groups are a great way to cascade messages between the class reps and parents, weekly email updates on activities... etc. The reps are vital for cascading any notices the teacher wants to pass on to the parents. We suggest the first step of a class rep is to compile a class contacts list to enable a WhatsApp group/Email group to be set up. The class rep tends to be the person who organises social events for the parents, like coffee mornings and nights out. They also take responsibility for class collections at Christmas and End of Year.

Your class teacher may approach you asking for class rep volunteers, it's a great way to get to know other parents, and get involved in the school community. One of the class reps from year 1 and 2 will be available to act as a Mentor for you if you wish.

Collections

Sometimes it may feel like there is a lot the school are asking for, donations to a tombola, sponsorship for this, £1 for that and it can feel a little relentless. Be prepared for this now. Also, please bear in mind that Manby Lodge is inclusive and no child or parent would ever be excluded if they didn't contribute. That is not in the nature of our school.

Consultation Evenings

Or are held usually at the end of the half terms in Autumn and Spring. These are your chance to discuss your child and their progress at school with your child's teacher. If you need to discuss anything with your teacher at other times during the term, you can book an appointment to see them via the school office.

Communication

If you need to contact the school, your class teacher, or the Head teacher then do so via the school secretary via phone 01932 851848 or email secretary@manby-lodge.surrey.sch.uk

D

DBS Checks

DBS checks, which used to be known as CRB checks, are required for any adult volunteers coming into school. DBS checks can be arranged through the school office, for a small admin fee. So if you sign up to be a parent volunteer, then please log onto the Manby Lodge website, under the parent heading, you will see a link to the parent volunteer page. Contact the school office in advance to obtain your organization reference and code which you require to process your application. Applications can take 2- 6 weeks (and sometimes longer) to process so it's worth applying early. Please note too that for your DBS status to remain active you must volunteer in school at least every 3 months.

Drop off and pick ups

School Hours: 8.50am to 3.00pm. Registration is at 8.50am, so your child should be waiting outside their classroom to be welcomed by the teacher before this time. School gates are generally opened 10/15 mins before drop off time.

The A to Z of Life at Manby Lodge



Once the school gates are locked at 9.10am, entrance to the school during the day is via reception only, accessible from Queens Road.

In order to ease congestion during pick up and drop of times parents and children are asked to wait in the main playground.

Dads

“Manby Dads” is a group that aims to bring the dads of Manby Lodge children together to “do good stuff for their kids, help the school and occasionally visit the pub”. for more info contact Neil at neil@44-16.com, or find them on Facebook: www.facebook.com/pages/Manby-Dads

E

Emotions

It is an emotional time for both your child and for you as parents. Use your parent peer group and the forums that are in place to discuss. The chances are that other people are going through the exact same. This is a period of change and we all want to support your child and you through this in the best way possible. We have an amazing set of teachers and teaching assistants who are there to support us all through this. Previous parents have remarked on how useful the conversations with the teaching assistants and teachers after drop off or pick-ups can be. Just sometimes to let you know that everything is ‘normal’ and to offer words of wisdom.

Events in the first term

The first term is most certainly the busiest! Your child will be tired both physically and emotionally, as will you – pace yourselves. It gets easier once Christmas is out of the way.

Excursions

School trips are arranged by the school, the first for reception children being in the summer term. Details will be sent out via email and notices in book bags. Parent volunteers will be asked to attend, and they will need to hold a full DBS check, which can be arranged via the school office.

Extracurricular activities such as Rock Band

Once your little one starts, their book bag will start to fill daily with forms and information. Initially this will be in relation to some of the extracurricular activities such as Drama Tree, Multi-Sports, Rock Band to name a few. You can read more about all of these on the Manby Lodge website. Throughout the year there will be opportunities for you to sign your child up for any of these additional activities. Some take place in school time, and others after school and are very popular.

F

Fairs

Manby Lodge hosts its own Christmas Fair and Spring Music Festival (Manby Fest). These are a lot of fun and big fundraisers for the PTA. As parents we are actively involved in supporting these fairs by running stalls, donating either goodies or your time. These are great fun and a lot goes into organizing these events. No doubt you will be hearing more about these very soon.

Friends of Manby Lodge (FoML)

Is the name of the Parent Teacher Association at Manby Lodge School. We help our school by raising money to fund additional resources and provide fun activities for our children. We are a transparent group and agree with Mrs Creasey where she would ideally like to see the money we raise be spent so this immediately affects our children positively. Just last year (2016/2017) we raised over £20,000. This money has paid for new trim trail apparatus, the school garden, musical instruments, Reception play area, school fencing and much much more....

The A to Z of Life at Manby Lodge



Throughout the year we do many fundraising activities, but also activities which encourage our children to gain a better insight of the world around them and how it's not always about money. These events are advertised throughout the year but can also be found on the school calendar on the Manby Lodge website www.manbylodge.co.uk

Everyone is welcome to be part of the FoML Committee. We meet about once every 6 weeks either at school after drop off or in the local pub in the evening. We would love to have you involve and to hear any new ideas you may have. Please contact us via Facebook www.facebook.com/groups/Friendsofmanbylodge or email friendsofmanbylodge@yahoo.co.uk or find us in the playground at drop off and pick up.

G

Gates

School gates allowing access at drop off and pick up are located on Princes Road, Barrington Lodge, Queens Road entrance and the entrance next to the Cricket Club Car Park.

In order to ease congestion during pick up and drop of times parents and children are asked to wait in the main playground. The gates into the Reception playground will be open at 8.45 am and 2.55 pm to allow parents and children to walk through to access their classrooms.

Gold FoML Box

At the side of reception there is a gold box on the wall. If you need to leave anything for any of the FoML team, you can use this box.

H

Helping in school

Parents are often asked by the class teachers to volunteer to help in the classroom. Volunteer opportunities include helping the class in the school library, listening to children read, helping on school trips and at class parties. The children love having their parents involved with their class, and its a great way to get to know the school, and get an insight into your child's day. All parent helpers must be DBS checked through the school before they can volunteer. See "DBS checks" section above.

Hats

The children spend a lot of time learning outside when the weather is good. Please provide a named sunhat for your child when the sun is shining.

I

Illness

If your child becomes ill during the school day, the school will contact you to take them home. The school is unable to give out medicines to children, unless it is long-term treatment e.g. inhalers. Please do not send your child to school with medicines.

Please keep your child at home if they are unwell. In the case of vomiting, it is important that your child should remain at home for at least 48 hours. Call the school office before 10am if your child is ill and won't be attending school.

During your child's first year at school there is a strong likelihood that they will pick up a bug or two as they come into contact with other people in the school environment. Be prepared!

The A to Z of Life at Manby Lodge



Inset Days

Inset days are teacher training days. Children do not attend school on inset days. Check the school calendar on the website for details of inset days this school year. Manby Lodge tend to try where possible to bolt their inset days to existing holidays to make this easier for parents.

Internet

We have a super website which is updated and maintained regularly containing lots of essential information for us parents. Please ensure that you are familiar with the contents of this site www.manbylodge.co.uk

J

Junk Modelling

You will be asked by your teachers to bring in any empty boxes, kitchen roll tubes, boxes, milk cartons etc. Your child will use these for junk modelling and will turn these into amazing works of art. Very important, do not bring in any boxes will have contained eggs or any product containing nuts.

Just Ask!

If anything is unclear, or you have questions that are not answered here, or on the school website, then just ask. The Friends of Manby Lodge Facebook page or the Manby Lodge Reception 2017/2018 group are both great places to start. These forums offer opportunities for sharing ideas, information or just for trying to find a lost jumper!

K

Key rings

The children love to decorate and personalise their book bags with key rings, and it's a good way of keeping track of their own bag, and avoiding taking the wrong one home!

L

Library

Each class get a library day per week where they get to visit the school library, look at books and choose their own book to take home. Please ensure your child has their previous book in their book bag, ready to return on their library day.

Lunch

Lunchtime is 12.00 - 1.10 pm

All children are entitled to a free school meal under the Government's Universal Infant Free School Meal Initiative. Surrey County Council Commercial Services provide our school lunches and a balanced meal is produced each day. We have our own kitchen at the school and our caterer is happy to provide for special dietary requirements. Please complete the special diet request form and return it to the school office. For more info and menus please visit: www2.myschoollunch.co.uk/surrey

Lost property

Make sure all your child's property is clearly labelled with their name and class name, including socks and shoes. If your little one does have any item go astray then check the lost property box, you can find this by going to the school office. You can also ask your class reps to email the class list to ask other parents to look out for the item, and let your teacher or teaching assistant know what you are missing so they can look out for it too.

The A to Z of Life at Manby Lodge



M

Milk

Under five's are entitled to free milk. Once your child is five, you will need to apply for their milk and to pay a small charge for this. You can do this through the Manby Lodge website in the parent section under coolmilk.

Mufti day

A charity day where children can come to school in their own clothes or specific fancy dress (for example, World Book Day, as a character from their favourite book). The Friends of Manby Lodge also hold fund raising mufti days throughout the year to raise money for the school. Children donate £1 to take part.

N

Name EVERYTHING!

You will be amazed how easy it is for your child to lose a shoe, or a jumper. Please ensure that you label **everything** clearly with your child's name.

Notice boards

Do check the noticeboard outside your child's classroom for information, requests and updates from your child's teacher and teaching assistant.

Also don't forget to check the school noticeboards around the school for details of events, FoML notices and fundraising news.

No Nuts

Manby Lodge is a no nut school. Please ensure that your child does not bring anything that could contain nuts onto the premises.

O

Oh My Goodness! How many emails!

Notices, newsletters and details of school events are sent out from the school to parents via email, as are details of Friends of Manby Lodge meetings, social events and fundraising initiatives. The first term can seem very very busy, and it can feel like your inbox is being constantly bombarded by school business! It does settle down as the year goes on, but it's always worth checking the school website too for any email notices that might have been missed www.manbylodge.co.uk. Or checking with your class rep.

P

PE

All children need PE kit: blue shorts, white T-shirt and black plimsolls all in a named P.E. bag.

Your child's PE kit is kept in school and sent home to wash periodically (usually half termly). Do make sure everything is labelled clearly with your child's name, including their plimsolls, as it is so easy for things to go astray when the children are changing.

Payments

Payments to the school (for things like school photos, school trips etc..) can be made in person at the school office, or online via the school website. It's quick and easy to set up online payments, just ask at the school office for details.

The A to Z of Life at Manby Lodge



Parking

Parking near to the school at pick up and drop off time can get very busy. Limited street parking is available at the front of the school on Queens Road, and in select streets a short walk away from the school. Many parents choose to use the Cricket Club car park next to the green. The best advice would be to walk to school where possible to avoid the traffic, or if driving leave yourself a good 10/15 minutes to find a space before drop off and pick up time. Watch out for the traffic wardens too – usually someone circulates a note on the FoML facebook page when a traffic warden is spotted in the area!

Photos

The school photographer will come in to take individual photographs in October 2017. Perfect timing for Christmas! Later in the school year the class will have a class photograph.

Q

Quiz Night

The Friends of Manby Lodge holds a fundraising quiz night in the spring term. It's always a lively event and has a reputation for being a 'different' type of quiz. The timed kinder egg eating/ toy making round is always a favourite! It's great fun, if a bit silly, and there is a full bar and supper served. It is always a popular event, so grab your tickets quick when they go on sale after Christmas.

R

Rainbow Stickers

You may see your child coming home with a rainbow sticker proudly displayed on their jumper. This is the reward system that the school uses to help the children make good choices at school. As the stickers say, ask your child why they were on the rainbow today!

Reading

When it comes to your child's journey to learn how to read, this is their own personal individual journey. We are very lucky at Manby Lodge to have such excellent and talented teachers who will be guiding your child on their individual journey. It is not a race and there is no competition. When your child starts to learn phonics you will be invited to attend a short briefing workshop with Mrs Mularkey. Previous parents have commented on how invaluable this session is to enable you to help your child.

Reading Books

Your child will receive library books along with a reading record book towards the end of their first term. They will keep the same library book for approximately 1 week before it is changed. They encourage our children to repeat read over and over again. Please don't expect your child to have a different book daily. The teachers at Manby Lodge are incredibly committed to reading and apply specific methodology which Mrs Mullarkey will share with you in due course. The best bit is that this methodology works!

S

Sports Day

The whole school take part in Sports Day towards the end of the summer term. Parents are invited to come along and cheer on the athletes!

Sun Cream

Please remember to apply sun cream to your child before they come to school on those sunny days.

The A to Z of Life at Manby Lodge



School Day

School hours are 8.50am to 3pm

10.05 Assembly

10.20 - 10.40 Playtime

12.00 - 1.10 Lunchtime

For children in Reception there is no formal playtime as they have access to physical activities throughout the learning day. Reception children join in with singing and sharing assemblies as the year progresses.

Scooters and Bikes

There are dedicated areas to park any scooters and bikes in the playground. The school asks that you ride any scooters and bikes outside of the school gates and to take care.

Snacks

- Fruit Under the Government scheme the school provides fruit and vegetables as a mid-morning snack.
- Milk Parents have the option of registering for milk under the scheme "Cool Milk", under-fives are entitled to free school milk and there is a small daily charge for children once they are five years old. For more information go to www.coolmilk.com
- Water There are a number of water fountains around school; children are to bring their own named water bottle in each day.

Please make sure that no eggs or items containing nuts are brought in to school, as there are several children with severe allergies at school.

Summer Ball

This fantastic event for parents is held towards the end of the year, normally in July. It's a fantastic way to see out the year and a great fundraiser too. Last July we raised over £8,000 just at this event! It's great fun and a perfect opportunity to get dressed up in your finery and have a great time!

T

Teaching Staff

Your child's teacher will always be happy to meet with you and discuss any issues and queries you have. Pick up and drop off time gets very busy, and the teachers must understandably focus on the safety of the children when entering and leaving the school premises, so do try and avoid long discussions at these times. If in doubt it's always best to make an appointment with your teacher via the school office, if you have something that needs to be talked through.

U

Uniform

Our school uniform is worn throughout the school. Branded school sweatshirts and sweat cardigans, polo shirts, coats, PE shorts, PE T-Shirts, royal blue jog pants and PE bags are available from Unismart in Cobham www.unismart.co.uk.

Although there is no strict guidance on this, usually children start in September in their summer uniform until at half term in October when they change into winter uniform.

Book bags are purchased from the school office.

Grey trousers, tunic, skirt and light blue summer dresses form part of the uniform and can be easily obtained from any supermarket or department store. Black formal school shoes must be worn with white socks or grey tights. No open toe sandals or trainers are allowed.

The A to Z of Life at Manby Lodge



Hair accessories must be in school colours of white, light blue or royal blue.

Watches and jewellery - including earrings for pierced ears, must not be worn in school at any time. If you wish your child to have pierced ears, please arrange this at the beginning of the Summer break.

The Friends of Manby Lodge hold good quality used school uniform sales throughout the year, so look out for notices. If you require any specific item sooner just ask one of the FoML team and we will happily check the stock for you.

V

Values led education

Manby Lodge supports the curriculum with a set of universal, positive values. Children are given a variety of opportunities to embrace these values and through access to a "Values Led Education" the children are nurtured and inspired and given a sense of self- worth.

Lots of information is contained on the Manby Lodge website about this...we are very proud of this. Please check out www.manbylodge.co.uk

W

Water bottles

Please provide your child with a named water bottle each day, the teachers are very good at refilling and reminding them to drink it

X

Xmas

A very full (and fun) time of year at school, with parties, Christmas fairs, carol concerts, craft days and school plays. Keep an eye out for details of things that you may need to provide for your child (costumes, raffle prizes for the fair etc.) via the class noticeboards, newsletters, WhatsApps and emails from the school and your class reps.

Y

You

The school community thrives, and your child's time at school is enhanced when everyone plays a part.

The pressures of time, work and busy family life can become overwhelming, but even a little contribution in whatever way can go a long way in making the school the best it can be for our children.

All parents are automatically members of the Friends of Manby Lodge while their child attends the school. Be as active or not as you like – there is no pressure. We are super proud of our PTA and of our achievements over the years. On average each year we raise in the region of £15k which is incredible and buys amazing things for our children. Things that our children wouldn't normally receive relying on their current funding.

We welcome you to get involved in the running, helping or planning of the various events. All parents are welcome at any of our meetings. We meet approximately once every 6 weeks for half an hour.

Z

Zzzzzzz!

The A to Z of Life at Manby Lodge



With all the excitement of starting school, your little one will be exhausted!

Their school day is just packed, so really don't be surprised if they come out to meet you wanting food and with barely enough energy to tell you anything about their day. Rest assured, they have been well-fed and that when they say that they have "done nothing" or "can't remember", this doesn't mean they haven't had a wonderful day!

If possible, we suggest that you may want to try to keep after school activities to a minimum for at least the first term whilst they adjust to their busy new life.