



Eynesbury Church of England Primary School

School Handbook

September 2025

‘Making the most of every minute to be independent, ambitious and challenging ourselves to be the very best we can be!’

Our aim is for our children to enjoy being challenged. We want them to relish thinking hard. Their positive attitudes to learning are to be underpinned by the desire to ‘give it a go and never give up’.



EYNESBURY CHURCH OF ENGLAND PRIMARY SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT.

OUR PUPILS LEAVE EYNESBURY AS RESPECTFUL, GOOD CITIZENS WITH GOOD MEMORIES, A THIRST FOR LEARNING AND LIFE AND ALL IT HAS TO OFFER.

First day back – Tuesday 2nd September and thereafter

The School Day

The school day starts at **8.45am**. The school will be open from **8.40am**, children arriving at this time should come straight into class and will be set a task by their class teachers. **All children need to be in their classrooms by 8.45am. Registration will close at 8.55am and any children arriving after this time will be marked with a 'U' code denoting this.**

KS1 and KS2 children must come through the main school gate whilst our Reception and Pre-Schoolers should use the gate at the end of School Lane unless you are doing drop offs to other classrooms.

On Tuesday 2nd September the children will line up on the playground and will be met by their classteachers. As of Wednesday 3rd September, the children are free to enter their classrooms and settle to a 'good morning task' straight away. This will get them settled into school quickly and ready to learn.

We are encouraging a kiss and drop approach in the playground. There will be lots of familiar staff to welcome the children and guide them to their classrooms on their first day back in September.

Please ensure your children have all of their belongings with them rather than you having to come back to school to hand things across.

If your child wears glasses, please ensure they bring them with them on a daily basis or keep an additional pair in school to ensure they can successfully access their learning.

Please send all correspondence through your child's book bag rather than through the school office.

End of the day – afternoon pick ups

Staff will lead their class into the playground at the end of the school day – 3.15pm. Once your child's class has been brought out and you have collected your child, please leave the area and the school as quickly as possible. The school gates will be locked at 3.30pm to enable after school clubs to use the facility.

CHILDREN ARE NOT PERMITTED TO PLAY ON THE PLAYGROUND OR ANY EQUIPMENT AT THE END OF THE DAY. PLEASE ENSURE THEY DO NOT DO THIS. THANK YOU FOR YOUR SUPPORT IN THIS MATTER!

'Making the most of every minute to be independent and ambitious and challenging ourselves to be the very best we can be!'

Our aim is for our children to enjoy being challenged..

We want them to relish thinking hard.

Their positive attitudes to learning are to be underpinned by the desire to 'give it a go and never give up'.

An ambitious, broad and balanced curriculum

It is vitally important that from the beginning of term, we 'make the most of every minute to be independent and ambitious, challenging ourselves to be the very best we can be' in everything we do and commit fully to this! Independence is key to this and we all need to be ambitious for our children – they need to develop an attitude to be the very best that they can be, to challenge themselves and their thinking, to take risks in their learning and learn from mistakes. Our aim is for our children to enjoy being challenged.

We want them to relish thinking hard. Their positive attitudes to learning are to be underpinned by the desire to 'give it a go and never give up'.

Our children in Years 1 – 6 will follow an ambitious, broad and balanced knowledge rich curriculum, our **SOCKET** curriculum. Within their lessons, they will be **Seeking Out The Core Knowledge Every Time**. By doing this they will learn more, remember more and be able to do more. There will be retrieval practises, mini quizzes, and knowledge organisers aplenty to support them and assess learning. There will also be periods of more formal assessments across the school year.

Our children need to be able to talk about their curriculum, be proud of their books and demonstrate a good working memory whilst building up a bank of knowledge and skills that they can use throughout their lives. They will be taught all areas of the curriculum as discrete subjects, History, Geography, Art, DT etc.

We aim to provide as many enrichment opportunities as possible. Local walks in and around St. Neots, visits to Cambridge, London, museums, galleries, the theatre, residential in Key Stage 2 should add to the children's experiences of school and give them a thirst for learning whilst making some great and lasting memories.

As a school, we will also continue to focus on learning how to be independent and ambitious learners, challenging ourselves to be the very best that we can be, developing positive mindsets. Our mental and physical health, reading daily, writing and spelling correctly, calculating efficiently and 'making the most of every minute to be independent and ambitious, challenging ourselves to be the very best that we can be!' will be at the forefront of everything we do.



THE A-Z OF IMPORTANT EYNESBURY INFORMATION



After-school clubs

We are in discussions with Primary Sports Stars, Mrs Wainwright and Mrs Cherry about clubs restarting. Individual information will be heading out to you in September.

Attendance

All children will be welcomed back to Eynesbury Church of England Primary School from Tuesday 2nd September 2025.

We support the government here which notes the:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence;
- the availability to issue sanctions, including fixed penalty notices. However, please be assured, we will work with families to support you should attendance become an ongoing concern.

Please note all children must be on school site by 8.45am. Registers will close at 8.55am. This will support the school in meeting the DFE target for school to offer education for 32.5 hours per week. Any child arriving after 8.55am will be marked as late (U code).

Please see Appendix A for further information in respect of attendance which has been taken from the Local Authority policy/guidelines issued to schools in July 2024.

'Leave of Absence' forms are available from the school office. Please note, school is unable to authorise term time holiday requests unless exceptional circumstances are cited.

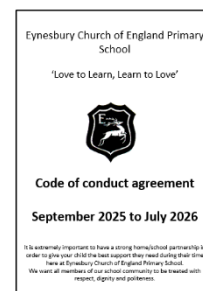
Behaviour



Our Eynesbury Church of England values and ethos remain unchanged, and children are expected to uphold them.

Our 5 core values are #respect #honesty # forgiveness # love #courage and our school motto is 'Love to Learn, Learn to Love' built on the story of The Good Samaritan.

Our children are expected to be good citizens inside and outside the classroom and all this encompasses.



***New for 2025 to 2026: All parents/carers and children will receive two copies of our home/school agreement and code of conduct in the first week as part of the Meet and Greet the Teachers meetings.**

We would ask that you share this as a family and discuss the expectations in respect of keeping everyone safe. Classteachers will also reiterate classroom and school expectations regularly. A signed copy of the agreements must be returned to school.

Our agreements act as a reminder of commitments by everyone and underpins the school's vision and aims.

British Values

We aim to create opportunities to promote the fundamental British Values of Democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

Democracy

We negotiate classroom and school roles and responsibilities for pupils, encouraging and listening to pupil opinions and suggestions. Our Junior Leadership Team (JLT) is trained to take a meaningful role to support others as our house captains. Our School Council demonstrates democracy in action.

The rule of law

This is demonstrated through our policies and practice. We uphold high expectations of behaviour including adherence to our agreed therapeutic behaviour policy.

Individual liberty and mutual respect

These are exemplified through day-to-day expectations and practice. We encourage and develop independence whilst demanding socially responsible attitudes and actions.

Tolerance and Respect

Good manners are expected from all members of the school community. We have high expectations of behaviour in and out of school. We celebrate and



learn about different religious festivals, promoting understanding and tolerance of those with different faiths and beliefs. The school has a long tradition of support for charities including: St Neots Foodbank, Children in Need, Macmillan Trust, The Poppy Appeal, Sports Relief, and Comic Relief.

Cashless school



Eynesbury is a cashless school. All payments for school meals, visits, wraparound care etc must be paid via the ParentPay app (a link can be found on the school website). New parents will be given a log in to enable them to set up their accounts.

***New for 2025 to 2026: Celebrating progress**

You are warmly invited in to share your children's books during our new celebrate progress sessions. These will take place half termly and dates will be shared with you in September. The sessions will vary throughout the year during the school day to hopefully enable as many of you to come as possible. We hope you will enjoy talking to your children about all they have been doing at key milestones during the school year and share in celebrating their progress.

CELEBRATE
PROGRESS

Collective Worship

Collective Worship will take place daily in the school hall. Friday celebrations will take place and parents are free to join us for this.

Communication

At Eynesbury Church of England Primary School it is important that parents/carers, pupils and staff, respect each other's contributions, and work together to achieve the highest possible levels of success for all pupils. Communication with parents is really important to us and an area we strive to improve on where possible.

- Eynesbury Echo will come out every second Friday
- Twitter and the school website will be updated often
- Emails will continue to be sent from the school office
- Text communication will be used with 1st parent contacts and in the case of split families, those with parental responsibility only.
- Children with EHCPs (Education and Health Care plans) will continue to receive a half termly summary to help keep you informed with their learning in school.
- Children with special educational needs and disabilities (SEND) may also have a communication book (as agreed between you and your child's class teacher).
- ***New for 2025 to 2026:** Any queries or concerns for classteachers **must** be sent through the office rather than class email accounts which are no longer active. Please use the following heading for the subject field in any email – **FAO: classteacher name and year group**



- Your child's teacher is the first port of call for worries and concerns. They will also be on the playground at the end of each day. Please be advised, staff will not respond to emails during the teaching day.

Teacher/Parent Meetings:

- Staff will be offering a 'meet and greet the teacher' session in the first week back at school – Wednesday 3rd September 3:30pm – 6pm. At this session they will talk to you about curriculum expectations and how you can support us in our quest for excellence.
- There will be an open school session for all parents in the second half of the Autumn term.
- In Spring term we will hold formal consultations.
- In Summer term we will hold an open school evening.
- If your child is on the special needs register, you will have the opportunity to discuss your child's APDR (assess/ plan/ do/ review) document on a termly basis.
- Throughout the year we will have various meetings in respect of reading and phonics in Early Years Foundation Stage and KS1, RSE, residential visits, Year 6 SATs.

All families have a duty to keep us informed of any changes in that may affect your child(ren).

It is imperative that the information provided by you to us as a school is up to date.

This includes permissions (Eynesbury Essentials document), email addresses, mobile phone numbers and contacts.

***New for 2025 to 2026: DreamCatcher assemblies**

Could you be our next Dreamcatcher? Can you talk to our school about your jobs, career paths? At Eynesbury, we are working hard to raise aspirations by capturing and fostering every child's interests, strengths and dreams. We want children to meet people doing interesting things and we want them to get a sense of the qualifications, skills and experience that people need to turn their dreams into reality.



Our aim is to make this a feature of school life for pupils in Years 2 through to 6, who will relish the chance to meet and ask questions of speakers from many walks of life.

In the Spring term, we would like to invite as many speakers from all walks of life come in to share their stories, giving the children a sense of the many opportunities open to them in the world beyond school. If you can spare half an hour to inspire our pupils, we would love to hear from you! Please email us at office@eynesbury.cambs.sch.uk

Equality

We welcome and uphold our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender (including issues of transgender, and of maternity and pregnancy), religion and belief, and sexual identity. We promote community cohesion in line with our duty under the Education and Inspections Act 2006.

We recognise that these duties reflect international human rights standards as expressed in the UN

Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

Equipment

All equipment will be provided by the school. Each child will have access to pencils, pencil crayons, glue sticks, rulers, rubbers etc. If your child brings a bag to school please ensure it is of an appropriate size! The cloakroom is of limited size!



E.P.T.A

Our PTA will be working to create some fabulous events this school year. They will send out regular updates via the school office and will keep their page on the school website up to date. The notice board at the front of school also holds this information. Great times ahead for all of us!

Family worker

Please contact Mrs Truman for support – sen@eynesbury.cambs.sch.uk

Homework

There will be an expectation of reading **everyday**, times tables and spellings. The children will need to continue to use their log books home to record their homework activities. There will be further formal homework set by classteachers. Homework guidance can be found on the school website.



Please support us in the need for children to know their times tables and four rules of number. This is the basis of mathematics and the children need to know their tables fluently and be able to apply them.

Jewellery and Smartwatches

Please do not send children in wearing jewellery or Smartwatches.

Medicines

Please ensure your child(ren)'s medical forms are up to date and any changes have been shared with the school.

Medicines are not normally administered by school staff, unless your child has an ongoing or temporary medical need which has been identified by your Doctor. A signed consent form will then be required. **Designated staff can only administer medication if 4 doses per day are required.**

Ongoing medication

Please ensure your child has up to date medicines (asthma pumps etc) and that these are brought to school on the first day of every term along with any plans or paperwork. School has access to emergency inhalers, consent forms have been sent out to the parents of specific children in respect of administering the inhaler if required.

****PLEASE ENSURE ALL MEDICATIONS ARE IN THEIR ORIGINAL LABELLED PACKAGE****

Mobile phones

Year 6 only are permitted to bring mobile phones to school. They must be handed in to their classteacher on arrival and will be returned to them at the end of the day.

Music lessons

We are pleased to be able to offer a range of music in school including peripatetic music lessons including piano and violin. We also have a very active school choir. Letters will be coming out from music teachers in due course.

PE days

As we are an active school, we encourage the children to come in their **Eynesbury Church of England Primary PE uniform** on their specified PE days so they can join in all the physical activities in practical and comfortable clothing. Please send children to school wearing their PE kit on their specified days..



The children will require kit:

- navy blue shorts, a white tee-shirt, trainers, a sweatshirt and joggers. Hats, and gloves will be needed in winter.
- a tee-shirt in their house colour

Please note, football kits must not be worn. The above list complies with our uniform policy. Long hair should be tied up and no jewellery should be worn please.

PE timetable – all sessions will be led by Mr Goddard, our regular Primary Sports Stars coach. PE sessions with Mr Goddard will start the week beginning 8th September 2025.

Times	Tuesday	Wednesday	Thursday
9am – 9.45am	Year R		Year 1
9.45am – 10.30am	Year 2	Year R	Year 2
11.00am – 12pm	Year 3	Year 1	Year 4
1pm – 2pm	Year 6	Year 3	Year 5
2pm – 3pm	Year 5	Year 4	Year 6

Classteachers via the school office will send emails to parents should we need to make changes to the above timetable during the school year. Texts will be sent at very short notice.

Reading Books



Reading books will be issued for all children with **the expectation that they read daily and parents sign to confirm this.** If children do not read daily, they will be offered the opportunity to catch up during the school day with a member of staff. Reading is a life-long skill and vitally important and we must encourage our children to read often and widely.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. To ensure we fulfil this responsibility at Eynesbury Church of England Primary School, all professionals are trained to ensure their approach is always in the best interest of the child.



We have worked hard to continue with our well-planned safeguard curriculum and embed our safeguard routines. This will of course continue to have a very high priority as we move into 2025/2026.

Each class has a 'worry box' for children to note down any concerns they may have. Safeguarding will continue to feature weekly for our children and will also continue to inform you of our safeguard practices in the Eynesbury Echo.

The Safeguarding team at Eynesbury is:

- Alana Brown, Headteacher, Designated Safeguarding Lead
- Caroline Truman, Jo Foster (Yrs 1 – 6) and Lyndsey Duckett (EYFS) Deputy Designated Safeguarding Leads
- Alana Brown and Jo Foster – Online Safety Leads in the first instance
- Amanda Harrison, Associate Governor responsible for Safeguarding and Bev Jones, Chair of Governors

If you have safeguarding concerns about any children, please do speak to one of the Safeguarding team or any member of staff.

SEND

If you have queries relating to Special Educational Needs and Disabilities please contact your child's class teacher in the first instance. If further support or advice is needed, please contact Caroline Truman (SENDCo) – sen@eynesbury.cambs.sch.uk

School lunches

Our school meals are provided by DOLCE. All new families will receive a login to order school meals for their child/children. All meals will be eaten in the school hall. Our Y6 Junior Leaders and House Captains will support our Reception children whilst they are in the hall, eating alongside them and getting them familiar with routines. Children in Years R to 2 are entitled to Universal Infant Free School Meals. As of September 2025, the cost of a school meal is £2.60.



Some families are entitled to free school meals. If you are unsure about whether you are entitled to free school meals and need to pay or not please contact the school office.

We are aware that many families' situations have changed due to the cost-of-living crisis and therefore if you could now be entitled to free school meals and the pupil premium funding please contact the school office and we will support you with this.

Packed lunch

Please ensure your child has all the cutlery they need and their meal is easy for them to manage on their own.



School office

Office opening hours are 8.30am – 4pm. The school does have answerphone facilities should you need to leave an out of hours message. Parents should do all they can to ensure that children have all that they need for the day (e.g. packed lunches, log books, book bags) at the start of the day and if there is an instance where their child needs to be collected at a different time, they should telephone the school to make arrangements.

There are often very busy periods in the school office and so please bear with us if we do not respond immediately to your requests.

There will also be occasions when staff training is taking place. The school office will inform you by email when this is the case.



School uniform

It is an expectation that all children will wear the approved school uniform. We expect our children to take great pride in their school and this is reflected in the way they dress for school.

Our school uniform consists of:

- grey trousers or skirts
- a white shirt or collared top (a 'polo' style shirt is ideal)
- a navy-blue jumper or sweatshirt
- black shoes or black trainers

In the Summer, the children may wear:

- grey shorts and a blue and white gingham style dress

Long hair should be tied up and no jewellery should be worn please.

*******Please clearly label your child/rens clothing!*******

Walking to and from school

Year 6 only are permitted to walk to and from school by themselves. Parents must inform Mrs Foster – Y6 classteacher that permission has been given to do this. No other year group is permitted to do this.



Water on site

All pupils should have their own water bottle that is untouched by other children or staff. Water is available in school to refill the children's own water bottles. Please clearly label your child/rens water bottle.



Wrap around care – Toasties and Squirrels

Both clubs will be run in the school hall. As before the holidays, please bring and collect all children to the Reception/Pre-School gate. Wraparound care runs from 7.30am until 8.40am and 3.15pm until 5.30pm.

Toasties staff: Mrs Jill Geraghty, Mrs Ginnette Jefferies with management support from Mrs Michelle Gilbert

Squirrels staff: Mrs Michelle Gilbert, Mrs Lesley Payne and Miss Hannah Gilbert

We would appreciate all places to be booked in advance (by Friday for the following week) however we do understand the need for 'on the day' booking. Please contact the school office to book places and give us this information.

And finally....

There could also be things that we have missed in this handbook, please contact us and we will answer your questions.

Thank you as always for your support as ever and I look forward to welcoming you all back to school for the start of 2025/2026.

Mrs Alana Brown
Headteacher

*All information is correct at the time of writing 12/08/25

Appendix A

Attendance Expectations taken from LA guidance/policy July 2024: (no changes)

We expect that all parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities.
- Ensure that their child arrives at school prepared for the school day, punctually and in time for registration. Lateness is monitored and may be recorded as an unauthorised absence.
- Inform school in advance of any medical appointments during school time. Parents may on occasion be asked to provide supporting information from the hospital, doctor or dentist, such as appointment details card/letter/text message in relation to the time requested. Where possible, medical appointments should be arranged outside of school hours.
- Ensure that they contact the school before 9am if their child is unable to attend school, citing the reason.
- Inform the school as soon as possible about any child's reluctance to come to school so that any problem can be quickly identified and dealt with.
- Follow application procedures regarding a request for leave of absence during term time, which should only be taken if absolutely necessary. Leave is not automatically authorised unless considered an exceptional circumstance. Any leave taken during term time, that has been unauthorised, could be subject to a penalty notice/fine.
- Notify school immediately of any changes to contact details, and ensure school has more than one name, address and telephone number as an emergency contact.
- Engage with early interventions designed to support the family and their child's attendance at school.
- Discuss attendance where necessary face to face or on the telephone – conversations are preferable to messages or emails.

Parents/carers have a legal responsibility to ensure that children of statutory school age (the term after the child turns five) attend school on a regular and full-time basis. Permitting an absence from school without good reason is an offence. A pupil whose attendance drops to 90% each year will, over their time at primary school, have missed the equivalent of two whole terms of learning.

We expect that school will:

- Provide a safe learning environment.
- Keep regular and accurate records of attendance and punctuality.
- Monitor individual children's attendance and punctuality.
- Contact parents/carers when a child fails to attend and where no message has been received to explain the absence.
- Follow up all unexplained absences to obtain explanations from parents/carers. Although parents/carers may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, information from a GP or other relevant body may be requested to assist school in offering appropriate support.
- Promote and celebrate good attendance and punctuality, for example through assemblies, social media, displays and parent/carer communications.
- Meet regularly with the Local Authority Attendance Improvement Officer (AIO) to monitor and support school attendance and punctuality.
- Refer irregular or unjustified patterns of attendance to the Local Authority Attendance Service.
- Provide intensive and bespoke support to children at risk of persistent absence.
- Work alongside other services and teams to support children's attendance eg: the Local Authority, Early Help, Social Care, Virtual School and the local community (including volunteers).

- Share attendance data with parents/carers and make it clear what good attendance and success looks like for their child.
- Communicate clearly and consistently with parents/carers and children regarding attendance.
- Follow the Local Authority Medical Needs Policy for children who are failing to access education in school due to medical and behavioural needs. This goes hand in hand with Section 19 of the Education Act 1996.
- Consider an Individual Healthcare Plan for children with medical needs.
- Work alongside the Access and Inclusion team to identify and support children with medical needs preventing them from attending school.

The Attendance Champion for our school is the Headteacher. The Headteacher is a member of the Senior Leadership Team and can be contacted via the school office.

All members of the school staff have a safeguarding responsibility for identifying trends in attendance and lateness; with the Headteacher having overall responsibility for the monitoring of attendance and lateness of every pupil. Where there are concerns, parents will always be informed by letter and/or telephone conversation and given an opportunity to come into school to meet with designated staff.

We expect that all children will:

- Attend school every day.
- Attend school punctually.
- Attend appropriately prepared for the day.
- Discuss promptly with their class teacher any problems that may affect their school attendance.

We expect that governors will:

- Monitor attendance figures for the whole school on at least a termly basis.
- Hold the headteacher to account for the implementation of this policy.

We expect that the Local Authority will:

- Provide support, information and guidance to school by having regular meetings to discuss attendance.
- Act as a partner with school to support in some cases of persistent absence.
- Work with schools in the enforcement of penalty notices, fines and prosecutions in cases that require legal involvement.
- Identify suitable provision and reasonable adjustments for pupils unable to access education due to prolonged ill health.

Appendix B

PARENTAL CONCERNS LINES OF COMMUNICATION

IN THE FIRST INSTANCE PLEASE SEE YOUR CHILD'S CLASS TEACHER

PRE-SCHOOL
MRS C RAFFAELLI

RECEPTION
MRS A CUMMINGS

YEAR 1
MRS V ALLEN

YEAR 2
MRS H GINETTA AND MS H SAVAGE

YEAR 3
MISS L BLACKBURN

YEAR 4
MRS D DICKINSON

YEAR 5
MR T RICHARDSON

YEAR 6
MRS J FOSTER

WHAT IF I NEED TO TAKE MY CONCERN TO THE NEXT LEVEL?
PLEASE SEE THE FOLLOWING MEMBERS OF THE LEADERSHIP TEAM

EARLY YEARS
MRS A CUMMINGS
EYFS LEADERS

YEARS 1/2/3
MRS V ALLEN
LOWER SCHOOL LEADER

YEARS 4/5/6
MRS J FOSTER
UPPER SCHOOL LEADER

MR T RICHARDSON
ASSISTANT HEAD

MRS C TRUMAN AND MRS J FOSTER – DEPUTY HEADTEACHERS

MRS A BROWN – HEADTEACHER

ALL SEND CONCERNS
MRS C TRUMAN
ALL SAFEGUARDING CONCERNS
MRS A BROWN, MRS C TRUMAN, MRS J FOSTER, MRS L DUCKET (EYFS)