



Welcome Booklet



Headteacher: Mrs Helen Southgate MA

The Bence, Rosemary Lane, Thorpe, Egham, Surrey TW20 8QD

Phone: 01932 562329 Fax: 01932 562259 Email: admin@thorpe.surrey.sch.uk Website: www.thorpe.surrey.sch.uk

Staffing 2018

Headteacher	Mrs Helen Southgate
Deputy Head	Miss Laura White (Wed, Thurs & Fri)
SENCO	Mrs Carly Orriss (Tues, Weds & Thurs)
Year R <i>Sapphire</i> (EYFS)	Mrs Paula Fisher - Class Teacher SLT Mrs Sandra Elmer – Teaching Assistant
Year 1 <i>Emerald</i>	Mrs Sharon Osborne – Class Teacher (Mon, Tues & Wed) Miss Laura White – Class Teacher (Thurs & Fri) Mrs Jill Chamberlain - Teaching Assistant
Year 2 <i>Ruby</i>	Mrs Naomi Warren - Class Teacher (Mon, Tues & Wed am) Ms Alyson Gilmore - Class Teacher (Wed pm, Thurs & Fri) Mrs Nicky Gardner - Teaching Assistant (Mon, Tues & Wed) Mrs Lisa Mellor - Teaching Assistant (Wed, Thurs & Fri) Mrs Liza Carter - Special Needs Assistant Mrs Christine Manning - Special Needs Assistant Miss Michelle Tobias - Special Needs Assistant
Year 3 <i>Amethyst</i>	Mrs Anna Vassallo – Class Teacher (Mon, Tues & Wed) Mrs Kimberley George – Class Teacher (Thurs & Fri) Mrs Gill Heywood - Teaching Assistant (Wed, Thurs & Fri) Mrs Katherine Wade - Teaching Assistant (Mon & Tues) Miss Jennadel Pablo - Special Needs Assistant
Year 4 <i>Garnet</i>	Mrs Susan Howie – Class Teacher Mrs Clare Tiller – Teaching Assistant Mrs Rada Severnyak - Special Needs Assistant
Year 5 <i>Amber</i>	Mrs Stefanie Smith - Class Teacher (Mon & Tues) Mrs Mandy Ambridge - Class Teacher (Wed, Thurs, Fri) Mrs Lisa McLaren - Teaching Assistant
Year 6 <i>Topaz</i>	Miss Sophie Nicholson – Class Teacher Mrs Tracy Betteridge - Teaching Assistant Mrs Natasha Dray – Special Needs Assistant Mrs Yazmin Begum - Special Needs Assistant
More Thorpe Team	Mrs Susan Holmes - School Business Manager Mrs Viv Neathey - PA to Headteacher Mrs Helen Thompson - Office Administrator Mrs Melanie Wright - Office Administrator Mr Richard Lubbock - Site Manager Mr Steve Orriss - Sports specialist Mr Fenton – Sports specialist Mr Mazzone – Sports specialist Mrs Mazzocco - Music specialist Mrs Jill Chamberlain – TRACKS Literacy Support Mrs Caroline Breen - School Cook Mrs Debbie Sands - Catering Assistant Mrs Teresa Nuttall - Catering Assistant Mrs Sandra Betteridge - Midday Supervisor

Our Governing Body 2014 – 2015

1. Eric Peacock – Chairman of Governors
2. Fr Damian – Vice-Chairman of Governors
3. Helen Southgate - Headteacher
4. Linda Gillham – Chair of Finance Committee
5. Mel Wright – Foundation Governor
6. Margaret Roberts – Foundation Governor
7. Hedvig Schmidt – Parent Governor
8. Laura White - Staff Governor
9. Susan Holmes - Staff Governor - Link Governor (Training)
10. Louise Hales – Foundation Governor
11. Margaret Alderson - Chair of Children’s Learning Committee
12. Margaret Harnden – Foundation Governor
13. David James – Foundation Governor
14. Emily Perrier - Parent Governor - Chair of Physical Environment Committee
15. Eiry Price - Associate Governor

Useful information

The Learning Paddocks and Outside Classrooms: You are welcome to shelter under the covered area in the outside classrooms. However, if your child uses any equipment, please help us by putting it away and supervising your child at all times. Any parents able to offer time to sweep or tidy equipment in the outside classrooms, please contact your child’s class teacher. KS2 children should be dropped off in the playground at 8.30 and will be collected by class teachers at 8.50am. KS2 children should not go to the classroom doors.

Book Bags: Please can you label all book bags and encourage your child to place them in their trays. No large back packs please as we don’t have the space in the cloakrooms.

PE Kits: Please ensure your child has their PE kit in school every day.

Reading books will be sent home on a daily basis. When you have shared your child’s reading book please write a comment in the home school link book and ask them to place the books in the tray to be changed.

Home-School Link Books: When your child starts a new class they will be given a *Home-school link book*. This book is for recording when you have shared a book with your child or if you feel the school should know an important fact that may affect their learning that day.

Labelling: Please can everything that your child brings into school be clearly named.

Rewards System: Each week two children from each class are chosen by the support assistants as ‘star of the week’ for following the golden rules. Also, two children from each class receive certificates for good learning, presented at Friday’s assembly. Children may earn points for their team through good learning, following the golden rules and exemplary behaviour.

If your child is being collected by someone else you must let your child’s class teacher or the Office know as soon as you do. No child will be able to go home with another adult unless we have had notification from the parents. Please write information on the blue slips in the class and hand to your child’s class teacher.

Illnesses: If your child has an episode of vomiting (24 hours) or diarrhoea (24 hours) please ensure they stay away from school for the specified time from the last episode. If your child is ill in school we will call you and have a chat about whether you need to come and collect them.

Curriculum: A précis of your child's learning for the week is written on the whiteboard outside your child's class.

Morning registration: School opens at 8.50am Infant and 8.30am drop off for Juniors. The door will be closed at 9am, children arriving after this will be marked down as 'Late' in the register. If you arrive after 9am, please enter school via the main office and record your child's reason for lateness in the file.

Parking: Please do not drive or drop off your children in The Bence. This road must be kept free from vehicles for the safety of the children in our school. Parking is permitted in the Red Lion Pub car park with a redeemable permit. If you park in neighbouring roads, please be mindful of driveway and emergency services access.

School Meal Information (Free for Infant children)

- Children say prayers and then wash hands and go to the hall
- We ask that packed lunches contain a balance of sandwich or pasta, meat or cheese or fish and a pudding of some sort ie yogurt, jelly, cereal bar. Packed lunch **must not contain nuts, chocolate and fizzy drinks**
- School meals children should collect their food from the servery. There will be a member of staff helping at the servery and three members of staff circulating around the hall.
- Payment for school meals can be done online - for information on cost and how to pay, please see the Office.

Snacks: We are a healthy eating school. Please can your child bring in a healthy snack in a named pot or a piece of fruit. Infant children receive a piece of free fruit from school. Children under five receive free milk. If your child would like to continue to have milk over five you may order it directly from the supplier. Please pick up a leaflet in the office. Snack pots should be clearly labelled and place in the tray in your child's class ready for morning break. We issue a piece of free fruit in the afternoon.

Water Bottles: Water bottles must contain only water. If your child requires a particular drink due to medical needs, please contact the Headteacher. No water bottles should be place inside book bags at any time.

Free Milk: At time of print under 5s are entitled to free milk. Over 5s may pay a small amount so that your child receives milk each day. This can be done online or over the phone. Please contact the office for further information.

New to our School? If you are new to our school we will give your child an induction session to explain our expectations and ensure they are clear about where to go, what to do and who will help them if they are unsure. Your child will be paired with a buddy who will assist them for as long as they need. Staff will also aim to give parents a buddy who will guide them through the first few weeks of being at our school.

FOTSA: Friends of Thorpe School Association - each parent is automatically a member. If you wish to take a more active role, please come along to the meetings. FOTSA plays a vital role in our small school and provides essential extras for the benefit of all children.

Attendance: Coming to school is vitally important for your child's education and wellbeing. Children with poor attendance do not do as well academically. Children with poor attendance find friendships difficult as their peer groups move on and it takes time to settle and this also impacts on their attainment. Please ensure your child comes to school on time, every day.

Any problems our door is always open
The Whole Team