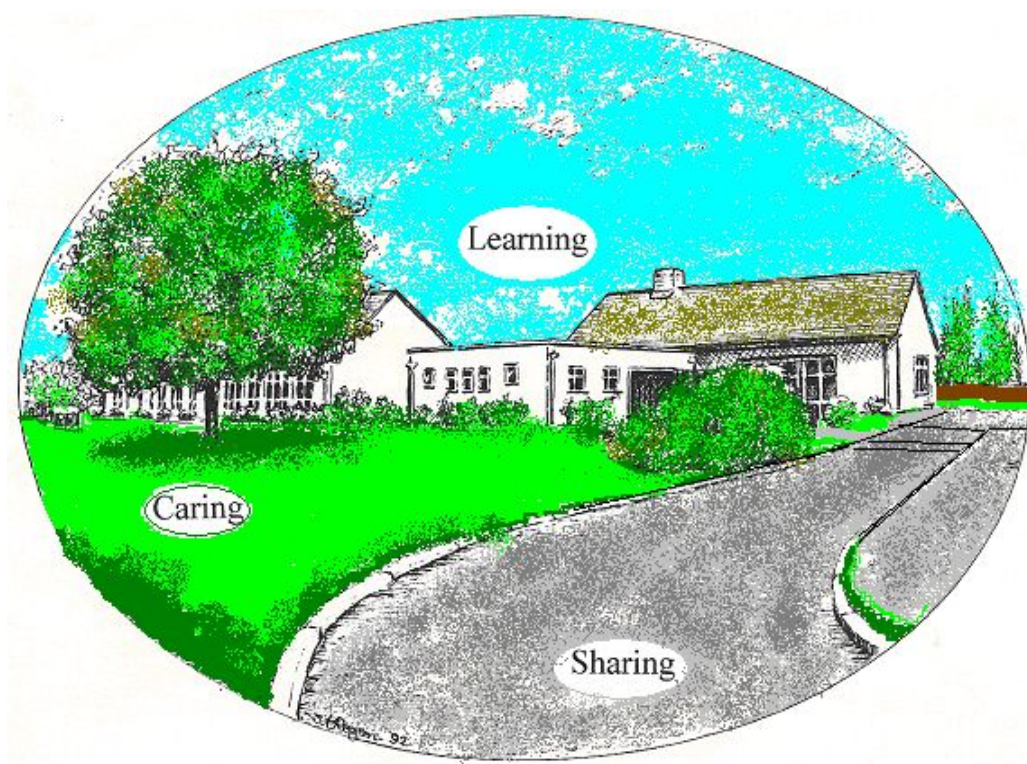


Byfleet Primary School

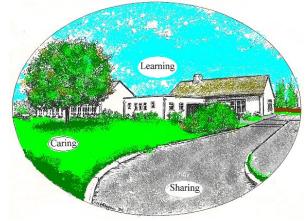


Kings Head Lane
Byfleet, Surrey, KT14 7AT

01932 403116
info@byfleet.surrey.sch.uk
www.byfleet.surrey.sch.uk
Twitter: @byfleetprimary

Learning, Caring, Sharing

Welcome to Byfleet Primary School



Dear Parents/Carers and Pupils,

As the new Headteacher, I am delighted to welcome you and your child to our lovely village school, Byfleet Primary. We are a small one-form entry school that prides itself on making sure every child is valued and can succeed. We are a happy, busy and thriving school with an ethos of '*Sharing, Caring, Learning*'. We are fortunate to be a part of Engage, Enrich, Excel Academy (EEEE) and our most recent OFSTED report (2018) is graded Good.

We invest in our staff as they are a valuable commodity to us at Byfleet. The benefits of this are evident in the strong relationships they develop with the children in their care. All the staff aim to provide a calm yet stimulating working environment and deliver an exciting and inspiring curriculum. Reading is placed at the heart of our curriculum as we believe that books provide high-quality vocabulary exposure. This is coupled with a language-rich environment and curriculum, which we believe is key to developing well-rounded learners who are able to articulate and present themselves well, in preparation for the next stages of their education as our children move on to secondary school.

My vision for Byfleet Primary School is determined through my values and belief of every child's entitlement to quality education in a caring environment. All children are special and should be made to feel so; they should be valued, respected and nurtured. As citizens of the future, they must be made aware of the vital contribution they can make to society and consider the contributions they make to making our world a better place. We want our children to reach their potential and become 'well rounded' and 'well adjusted' adults. Therefore, I will endeavour to make our school a learning community, a place where children and adults eagerly work and learn together in a secure, happy, exciting and challenging environment.

The quality of your child's education and learning is paramount to how they experience school. I can assure you that we are totally committed to the care and development of all our pupils. '*It takes a village to raise a child*' is a quote I hold dearly as I firmly believe that a trusting partnership between home and school lies at the heart of a successful educational experience for your child. Transparency and honesty are the foundations on which we build this trust relationship with you. You are warmly invited to join in our many and varied school activities and to share the experiences all pupils will have throughout the important years spent in their primary school. We welcome you to this partnership.

We are fortunate to have a thriving group of parents known as 'The Friends of Byfleet' (Parent/Carer Association) who help us raise valuable funds which help us fund exciting opportunities and equipment for our children. You are also welcome to join this friendly, proactive group of parents/carers to help us make your child's school experience become a memorable one!

Starting school is an exciting and important time for every child and their parents/carers and we want it to be a happy and successful experience. We can't wait to welcome you to our Byfleet family!

Kind regards,

Mrs Cheryl Meyrick

Headteacher



Welcome to our School



Reception Class

Admissions Policy

At Byfleet the published admission number is 30 at age 4+. Byfleet Primary School is part of EEEA Trust and as an academy we continue to follow Surrey County Council's process as the admission authority for our school in 2021/22, including the admissions criteria which is:

1. Looked after children and previously looked after children.
2. Exceptional arrangements.
3. Children of Staff
4. Siblings of existing pupils.
5. Children for whom the school is the nearest to their home.
6. Any other applicant.

To apply for our school please go online to:

www.surreycc.gov.uk/admissions where you can access the application form and more information on the application process and admission arrangements.

Applications open online on 2nd November 2020 and must be submitted by 15th January 2021.

The outcome of your application will be communicated to you on 16th April 2021.

Byfleet Primary Prospectus 2020/21

If you do not have internet access and would like a paper application form please phone 0300 200 1004

The normal School day begins at 8.45 am. With COVID, we are having to do things a little differently, with staggered start and end of the day timings. Below is an indication of a general timetable:

<u>Morning Session</u>	<u>Afternoon Session</u>
8.45 am – 11.45 am Reception	12.45 pm – 3 pm Reception
8.45 am – 12 pm KS1	1 pm – 3 pm – KS1 & KS2
8.45 am – 12.15 pm KS2	

The gate opens at 8.30am and there are staggered starts for all year groups. Registers will be called at 8.45am and any child arriving after this time will need to report to the office. They will be marked in the register as late so it's important that your child's punctuality and attendance is as expected as missing time off school, even the odd late 10 minutes every now and then, impacts negatively on their progress.

There is a mid-morning playtime of 15 minutes for all the children.

KS1 pupils have break time from 10 am to 10.15am KS1 pupils are given a piece of fresh fruit for their snack.	KS2 playtime is from 11am to 11.15am. Pupils in KS2 are allowed to bring a healthy snack – fruit or vegetables but no biscuits or crisp type snacks please.
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We are a **nut free** school so snacks and lunches should not contain nuts.

At the end of the day the children will come out onto the playground to be collected after their last lesson which finishes at 3pm children that are booked into After School Club will be taken directly to the club.

Breakfast and After School Club

These are the extended day care clubs run by the school. The clubs are non-profit making and the fees are used to run the clubs.

The clubs are booked half-termly. Once you have booked these sessions they cannot be cancelled. Any spare spaces can be booked on an ad hoc basis. Bookings will need to be paid for at the time of booking.

The staff work closely as a team to provide a fun, safe and stimulating environment for the children at all times.

The opening hours are:

Breakfast Club 7.30am to 8.35am

Afterschool Club 3pm to 5.30pm

The Breakfast Club provides a quiet relaxing setting for the children to complete homework, study, play board games or read. A cereal breakfast is supplied if required.

The After School Club provides time to complete homework, art and construction, outdoor play, puzzles and to wind down from the school day with friends. The children all enjoy a drink and healthy snack at 4.15pm.

Curriculum

At Byfleet Primary School we provide a broad and balanced curriculum so that our children have the opportunity to emerge as engaged and informed citizens and learners, ready for the next challenge.

The curriculum is based on the National Curriculum which ensures continuity and detail. Aspects of the curriculum are taught in formal lessons, but also in activities and through exploring the values and ethos of the school. The personal, social, health and emotional development of our children is at its heart.

Our teaching staff have high expectations of the children and deliver interesting and exciting lessons to develop their understanding. Those that need specialist help will be supported by a team of teachers and teaching assistants who are advised by our Special Educational Needs Co-ordinator. Those that have specific skills or talents are given the opportunity to develop these.

Through our Values curriculum children learn about responsibility, respect, care and trust and we hope to inspire pupils to become positive role models for each other, and to grow up to make a positive contribution to a fair and just world.

The Curriculum is made up of teaching in the following subjects:

English	Maths	Science	Computing	Art and Design	P.E. (incl swimming)	Personal, Social, Health and Emotional Citizenship (PSHE)
Humanities: History & Geography	Music	Foreign Languages (French)	R.E.	Design Technology	Forest School (from late Spring 2021)	

A creative curriculum allows integration of subjects across topics so that the learning is embedded through immersion in the history or geography focus. Our curriculum is ever-changing and adapts not only to the needs of the children but also to the modern world in which we live. Children at Byfleet Primary School have a sense of pride in their school, and through effective curriculum delivery they have knowledge and appreciation of the world around them.

P.E.

We pride ourselves that our physical education programme inspires all pupils to take part in sport. PE is taught for two hours a week, one lesson is teacher led inside and the second lesson is led by Ultimate Coaching - a specialist coaching company. The school also holds inter-house sports events and Sports Day in the summer term. We also arrange matches in a range of sports against other schools, as well as taking part in the district sports competition. We are fortunate to have our own swimming pool and capitalise on this during the summer months.

In September 2018, the school was awarded The Bronze School Games Mark.

Computing

All children are taught the principles of information and computation so that they become equipped to use information technology to create programs, systems and a range of content preparing them to be part of and be responsible in a digital world. We have a range of laptop computers, a large bank of ipads and a new bank

of Chromebooks. As a school, we use Google G-Suite, which the children have individual log ons to access the entire range of resources within this platform.

All children and parents are asked to sign our Online Safety policy when they start at school, to help to improve their own understanding of online safety issues so they can learn to use the internet and all digital media in a safe and secure way.



Year 5 Using the iPads



Year 5 Using the Chromebooks

All classes have Google online classrooms, allowing teachers to set work electronically for children to access remotely. This allows parents to engage with their children's learning from home and opens up channels for our staff to share work with our families via their children's Google accounts.

The Foundation Stage

The period from age three to the end of the Reception Year is described as the Foundation Stage. It is a distinct stage and important both in its own right and in preparing children for later schooling. Early Learning Goals set out what most children are expected to achieve by the end of the Foundation Stage. The Foundation Stage provides children with a wide range of fun, exciting and stimulating experiences, in large and small groups, both indoors and out across the three prime areas of learning.

Prime Areas of Learning:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

Specific Areas of Learning:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

We follow the children's interests when planning for each group of children and recognise the importance of involving the children in choosing activities and resources. Child-initiated learning is an important part of our daily routine and whenever possible adult-directed activities are play based, active and related to the

children's interests. Children and parents are encouraged to be involved in the next steps for learning through the children's learning journey and parent/carer consultations. All areas of learning are given equal emphasis and are interrelated. We aim to help children with their learning through observing, getting involved in their play, supporting their thinking and asking open questions.

Trips and Charging Policy

In order to raise aspirations and equip children with a real belief that they can achieve anything if they are prepared to work hard, it is imperative that we prioritise experiential learning within our curriculum. Visitors are regularly invited into school, educational and residential visits are carefully chosen to deepen understanding and we make the most of our beautiful outdoor learning environment to enhance hands-on learning experiences. Children from across the school have access to a wide range of extra-curricular activities in both sport, music and the creative and performing arts. Parents/carers are usually asked to make voluntary contributions to these activities. Many of these activities cannot be funded through the school's budget and we rely on voluntary contributions from parents/carers to meet the costs. When this occurs you will receive a letter stating the full cost of the activity and the cost per pupil. There will be a returnable slip to indicate if you are willing to contribute. When we receive all replies we decide if the activity can take place. If we decide to continue no child will be excluded on the grounds of no contribution paid.

In Year 5 and Year 6 the children have the opportunity to go on a residential trip.

Swimming

At Byfleet Primary School we are fortunate to have an outdoor swimming pool. During the summer term the children are offered swimming lessons. The lessons are delivered by a qualified swimming teacher in small groups of similar ability. A contribution towards the running costs and teacher is paid before the lessons start.



Children enjoying their P.E. Lesson

School Clubs

There are a number of clubs offered to the children at lunch time and after school. The school led clubs are free and mainly take place on a Wednesday after school and during lunch time. These include: Football, Tag Rugby, Multisport, Quicksticks, Craft, Choir, Science, Lego and Construction, Homework, and Authorfy.

Some of our clubs are run by outside providers and are chargeable. These include Gymnastics, Football and Drama.

Relationships and Sex Education (RSE)

Relationships and Sex Education is taught alongside our PSHE programme in accordance with the guidelines issued by the Department for Education. The content of the relationship and sex education programme is

chosen so as to be appropriate to the age and stage of development of the children. Parents are given the opportunity to view all materials relating to Relationships and Sex Education before they are used in school.

Inclusion

The school's specialist educational needs coordinator (Senco) oversees the progress and provision of any child requiring additional support. This may mean an individualised curriculum for some children and adaptations for children with specific educational needs or disabilities.

We also have an emotional literacy support assistant (ELSA), their role is to support children in school to understand and regulate their own emotional well-being whilst respecting the feelings of those around them. Offering children the opportunity to express their feelings and describe their emotions is a positive experience for both the child and school.

Reporting to Parents/Carers

There is an opportunity for discussion between parents/carers and teachers at termly held parents'/carers evenings. Additional SEND meetings are held, to share individual support targets, for children who are on the SEND register. Curriculum Information Evenings also take place throughout the year. Parents/carers are encouraged to discuss any specific concerns they may have as they occur throughout the year with the class teacher. Written reports are sent to parents/carers in the summer term. The reports always refer to attitude, effort and academic progress. If required the reports are supported by meetings between class teachers and parents/carers.

Homework

Children are introduced to the idea of "work to be done at home" from an early age. Homework provides an opportunity for children to organise their own learning as well as activities that need support from parents/carers. It is important that children develop regular learning routines in preparation for secondary school. It is expected that they will spend increasing amounts of time on homework as they move through the school. Reading is viewed as being pivotal to a child's progress and there is an expectation that children read five times a week. More detailed information is available in the school's Homework Policy.

Home and School

We are keen to promote strong links between home and school. If teachers and parents/carers work together in close co-operation much can be achieved to benefit the children. On entry to school parents/carers will be required to sign a Home-School Agreement that outlines the partnership.

Termly meetings are arranged for parents/carers and teachers to meet and discuss children's progress. In the Autumn Term, parents/carers and teachers meet for a 'meet the teacher' session and parents/carers evenings. In the Spring Term, parents/carers will meet to look at children's work and set targets with the teacher. In the Summer Term, parents/carers receive the child's Record of Achievement and are given the opportunity to come into school to discuss this with the teacher.

Attendance

Regular attendance at school is essential to ensure uninterrupted progress and to enable children to achieve their potential. The attendance pattern for all children is monitored weekly with the school seeking to work actively with parents/carers to ensure a regular pattern is maintained. We expect all children to attend every day, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend,

and put in place appropriate procedures to support this. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school and learning.

There may be occasions where lateness is unavoidable, and parents/carers should notify the school of this. Persistent lateness is not acceptable and is disruptive to your child, the teacher and the class. If you are late please bring your child to the school office to sign in.

We ask parents/carers not to make medical appointments within school hours unless it is unavoidable. If your child must attend an appointment please let the school office have a copy of the appointment letter or card.

The Head teacher may not grant any leave of absence from school during term time unless there are exceptional circumstances. All requests for absence should be made by completing the application form which can be obtained from the school office. If you feel there are exceptional circumstances you should discuss these with the school. If your child is absent from school because of a holiday for five days or more which has not been agreed, it will be marked as an unauthorised absence and the school may apply for a fixed penalty notice to be issued.



We are a Reading school and have a well-stocked Library

Well being and Mental Health are a big priority at Byfleet Primary School



There is always something fun to do at playtime.



Working in small groups.



School Uniform

School uniform helps your child to identify with the school community and encourages a neat and tidy appearance enabling our children to feel good about themselves and take pride in their school.

Reception and KS1 Uniform:

Girls - Yellow polo shirt
Green V neck cardigan or sweatshirt
Grey skirt, pinafore or trousers

Boys -Yellow polo shirt
Green V neck sweatshirt
Grey trousers or shorts
Grey socks

Green or grey tights /White or grey socks Black shoes Summer Uniform for Reception and KS1 (Easter to October half term) Green or Yellow gingham dress/skirts	Black shoes
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KS2 Uniform:

Girls White blouse with tie Green V neck cardigan or sweatshirt Grey skirt, pinafore or trousers Green or grey tights/white or grey socks Black shoes Summer Uniform for KS2 (Easter to October half term) Girls Yellow or Gingham Dress or skirts	Boys White shirt with tie Green V neck sweatshirt Grey trousers or shorts Grey socks Black shoes Boys Yellow polo shirt
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PE Kits

Children should wear a yellow t-shirt and black shorts, a dark tracksuit can be worn in colder weather. Trainers are needed for outside PE. PE kits should be kept in a bag which will hang on their pegs. ALL CLOTHING MUST BE NAMED. New parents will be able to access our [uniform swap shed](#) as well as ordering uniform from our reliable supplier.

All pupils starting Reception will be asked to purchase a SmartSack to store their learning resources in school.

School Council

At Byfleet Primary School we are proud of our School Council as it represents the views and opinions of the most important people in the school, the children. Two children from each class are elected at the start of the new school year by their classmates to represent the views of the whole class at the council meetings. During the year the council take part in a variety of activities which help to provide information about the well-being of the children and how to make the school an even better place to learn.

Houses

When joining school, children are placed in one of four houses: Eagles, Falcons, Hawks and Kestrels. The children will remain in their house until they leave at the end of Year 6. If younger siblings join the school they will join the same house as the older sibling. The house system provides children with a sense of belonging, team work and encourages healthy competition through sports days and inter-house events during the school term. Teachers and support staff are also allocated to houses. Each house has a captain and a vice captain from Year 6 and these children are elected by the whole school. House Points are given out for hard work, fair play, polite behaviour and other examples of our learning, caring sharing ethos.

School Meals

Studies suggest that young children eating a healthy meal together at lunchtime can improve their development and social skills. School lunch is an integral part of the school day and the learning process is extended to the dining hall.

Children in Reception, Year 1 and Year 2 are entitled to receive a free hot meal every day.

Children in Year 3, 4, 5 & 6 can order a hot meal at a cost of £2.40 per day. The meals are chosen every day and we have three choices, a meat or fish option, a vegetarian option and an option of a jacket potato. We also cater for any special dietary requirements.

More details can be found on the My School Lunch website:

<https://www2.myschoollunch.co.uk/surrey/primary-schools/about-surrey-primary-school-meals/menu/>

If in KS2 you can opt for your child to have a packed lunch it should be brought into school in a named container. We encourage a healthy lunch box to include a sandwich/wrap or similar, yogurt or cheese, fruit and a drink. We do not allow sweets or chocolate bars and we are a nut free school and so nuts should not be included.

All parents/carers on income support/job seekers allowance should contact the school admin team to apply formally for free school meals for their children. The benefits to your child are considerable as well as to the school funding income. We urge you to make use of this facility if you think there is any chance that your child might be eligible.

All children in Reception, Year One and Year Two are entitled to a free school meal under the governments' Universal Infant Free School Meal scheme. However, parents should still apply for FSM as all children who are registered as being eligible will also receive additional Pupil Premium Funding which can be used to support their learning and give access to additional educational experiences.

Parent/Carer Helpers/Volunteers

We warmly welcome the help of parents/carers in school. Under supervision we have parent/carers volunteers who hear children read.

Friends of the School

We have an excellent Friends Association. Parents/carers automatically become members. The Committee, comprising both parents/carers and teachers, meet regularly to plan fundraising and social events. In the past they have arranged, Summer and Christmas fayres, cake sales, discos and parties for the children. They have made financial contributions to the school for projects like the refurbishment of the swimming pool, Christmas pantomime, leavers dictionaries, Chromebooks, Chair Sacks and environmental projects. Follow our Friends on Instagram @byfleetprimaryfriends

Online & Photographic Permission

We enjoy sharing our children's successes and actively look to publish some of our children's work and achievements on our website and other social media platforms such as our Twitter account (@byfleetprimary).

When your child starts at Byfleet, you will be asked to authorise permission for us to publish images of your child and their work online, which we will also publish with the intention of celebrating and promoting your child's work, adhering to GDPR requirements - personal details will not be shared.

Voluntary Contributions

Nothing in this policy statement precludes the School Governing Body from inviting parents to make voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours. Any contributions sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents/carers make a contribution in response to any invitation.

Breakages and Damage to School Property

The School Governing Body reserves the right to seek reparation from parents/carers where their children cause breakages or damage to school property.

Complaints Procedure

At Byfleet, we aim to work successfully with parents/carers and do all we can to ensure your child has positive experiences each and every day, resulting in them making good progress and achieving well. We accept that sometimes we might not achieve this. If you are unhappy about any aspect of what the school is providing and how we are meeting your child's needs you are asked to speak to a member of the admin staff to:

- Book an informal discussion with the class teacher.
- Book a meeting with the Headteacher.

Should you still not feel your concerns are being met, you are directed to the school's Complaints Policy which can be found on our school website. The school welcomes comments, particularly constructive ones, from parents/carers as these can often help improve the standards of the service the school provides.

Medicines in School

We need to know about any particular medical need before a child is admitted, or when a child first develops a medical need. Parents/carers should tell us about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. All medicines must be brought to the school office by the child's parent/carer together with a consent form (available from the office) signed by the parent/carer. No child should ever bring medicine into school themselves or carry any medicine around with them.

We will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. The medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime. We will not administer any non-prescribed medicine. We are unable to accept responsibility for dangerous medicines or for failure to administer a dose.

Illness or injury in school

Children can sometimes feel unwell throughout the day and if this happens, parents/carers will be contacted by a member of our Administration team. It is therefore vital that day-time contact numbers are given to the school. In the case of an accident requiring medical attention, if parents/carers cannot be contacted, we would seek medical advice through 111 or for more serious incidents call the emergency services. Parents/carers are asked to inform the school of any relevant medical history that may affect the child's general development and education.

First aid

We have several members of staff who are trained to deliver first aid at school. A qualified first aider will always be present on any school trip. If a child requires First Aid for any reason while at school or on a school trip we record the incident. The person involved will fill in the report which includes a report slip which can be detached and given to the child to take home. The slip will record for parents/carers the date, time and location of the accident, the treatment given and also 'follow up' information. In the case of a head injury parents/carers will be informed in person or by telephone regardless of how minor the injury appears.

Health and Hygiene

We work hard to teach children the first steps in looking after themselves, e.g. washing their hands after using the toilet, wearing a coat when it is cold, not staying out in the sun for too long and blowing their noses properly. If your child has an accident we will enter the details in our accident book. If your child bumps their head we will send home a note to let you know or we will telephone you.

Parents/carers can help prevent head lice and threadworms from spreading by training children to always wash their hands after going to the toilet and by checking your child's hair and treating if necessary.

Safety

Children should be brought to school and collected by an adult. If you will not be able to collect your child please let the class teacher know who will be coming in your place. We will not release your child to another adult unless we have had a message from you. Please make sure that we know how to contact you by telephone.

As so many children are brought to school by car we ask you to avoid parking on King's Head Lane because of the danger to children walking to school. Parents/carers are not permitted to park in the school grounds or to drive into school to collect children from after school activities. Where possible, parents/carers are asked to 'park and stride' to school to avoid driving down King's Head Lane and parking near school. Your co-operation ensures the safety of the children and also the good relationship between the school and our neighbours in the adjacent roads.

Behaviour

We take a special pride in the excellent behaviour of our children and this is frequently a source of praise from visitors to the school or commented upon when we take the children on trips offsite. This is established through our very positive ethos where good behaviour, good manners and a good working attitude are always praised and rewarded.

Children are also taught to take responsibility for their behaviour and that:

- Everyone has rules to follow
- Everyone must take responsibility for their behaviour and actions
- Actions have consequences for everyone concerned.

Consequences at the school range from:

- Having to apologise to someone you have wronged – verbally or in writing
- Missing some play-time to make up for time lost in learning

The involvement of parents/carers will be sought as an early intervention where there are any concerns. Our Positive Behaviour Policy is based on a whole school, restorative approach and is clearly understood by pupils and staff. Pupils engage well with our 'Yellow Behaviour forms' which we use to support them in proactively changing their behaviour choices to become positive ones. Parents/carers are strongly encouraged to visit the school website to be familiar with it also. We ask parents/carers to support the school in achieving and maintaining a high standard of behaviour.

General

- Shoes should be closed toe and low heeled
- No open toe sandals, crocs or jelly shoes. No trainers other than for P.E.
- Pupils are encouraged to wear a cap at lunch times and break times during the summer. Sun protection may be applied before school - adults will not be able to apply cream to children during the school day
- All items of clothing should be clearly named
- Hair must be tied back and should not be extreme e.g. dyed and unusual cuts
- Jewellery must not be worn except a watch or simple stud earrings which must be removed for PE. SMART watches and those with recording devices may not be worn.
- No nail varnish
- Children need a 'book bag' for their reading books. (During Covid pupils are provided with a zippy wallet for their reading books.

Parents/Carers as Partners

New parents/carers are invited to visit the school before their child is admitted, so that they can meet the staff, find out about the organisation of Byfleet and its facilities, and discuss the type of education provided. The school keeps in close touch with parents/carers through our website (www.bycleet.surrey.sch.uk), Twitter (@byfleetprimary), regular newsletters, emails and texts. The Headteacher and staff are normally available for consultation after school. A prior appointment is helpful but not essential. Parents/carers are asked to respect the teaching commitments and wellbeing of our staff. If you need to talk to a teacher please remember that the mornings are very busy and teaching begins as soon as the children enter the classroom at 8.45 am. No staff may be emailed directly - all emails are to please be directed via our Byfleet office (info@byfleet.surrey.sch.uk). Any emails sent directly to staff will be returned via our info email account to allow us to respect our teachers' workload and wellbeing. We endeavour to answer messages within a reasonable timeframe.

Cycles and scooters at school

We welcome children cycling and scooting to school accompanied by their parents/carers. Once the children have successfully undertaken cycling proficiency training and testing they may cycle to school unaccompanied as long as a note giving permission is given from the parents/carers. All children cycling should wear a cycle helmet and bikes and scooters can be locked in the bike/scooter shelter at school during the day. The school cannot accept any responsibility for loss or damage to the bikes or scooters. A programme of bicycle and scooter training is provided for the children.

Disclaimer

The information in this prospectus which relates to the school year 2020/2021 was valid at the time of printing. It should not be assumed that there will be no changes affecting either the arrangements generally described in this prospectus or in any particular part of them before the start of the school year 2021/2022.

DATE OF ISSUE September 2020