



# Redbourn Infant & Nursery School

## A Guide for Parents



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Redbourn Infant and Nursery School



# Loving Learning, Respecting All

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# 1. Welcome to our School

This handbook has been compiled by parents for parents, to help get through the first few years of School with minimal stress. We intend it to be a brief guide and hope you find it useful.

# 2. Our School

## Who is who?

A detailed list of staff and Governors can be found in the School Prospectus. You will be familiar with Mrs Byrne, the Head and will very quickly become acquainted with Mrs Nina McCormick and Mrs Amanda Bowran our very helpful administration staff.

### Teachers:

Mrs Louise McLellan, Deputy Head

Mrs Francesca Turner

Mrs Samantha Tavender

Mrs Clare Burgess

Miss Holly Hoad

Mrs Helen Keith

Mrs Ruth Onyuma

Mrs Debbie Fairclough

Miss Emma Howells

Mrs Kathryn Grimes

Mrs Mandie Bentley

Miss Chloe Forrester

You will also get to know your Teaching Assistant who supports your child's Teacher in helping the children learn.

## Finding your way around

A map is on the back page which also indicates the entrance for children for their respective classes and also where the collection points are.



## What is the School Uniform and where do I buy it?

The requirements for School uniform are as follows:

	Winter	Summer		PE
Boys	Grey or black trousers White or red shirt/polo shirt	As Winter with the option of: Grey or black shorts	Red jumper/sweatshirt or cardigan (either round or v-neck) Sensible Outdoor Shoes - Black	Black shorts House colour t-shirt Black plimsolls Track suit for winter months
Girls	Grey skirt or pinafore Grey/Black Trousers White or red blouse/ polo shirt Grey or red tights	As Winter with the option of: Red checked dress White socks		
Addit'l Items	Coat Hat, Gloves & Scarves Wellington Boots All in one Waterproof	Sun Hat Thin Rain Coat	Water bottle Book bag Packed Lunch Box/Bag (if relevant)	



Although not compulsory, it is possible to buy some of these items with the School logo. Uniform can be ordered on-line from [www.yourschooluniform.com](http://www.yourschooluniform.com).

Pupils are asked to keep long hair up for PE, so it is a good idea to keep a spare elastic band or equivalent in their book bags or tied to their PE kit.

### Some points to consider:

- Red book bags are an essential purchase for the books, completed work and letters that go to and from School each day. A valuable form of communication.
- Uniform is optional in Nursery. However, most children do wear it.
- Velcro fastening shoes and coats help independence
- Chain stores sell reasonably priced uniform. Look for items that are easy to care for to avoid ironing!
- Elastic waistbands make dressing easier
- Children get stains on their clothes. In the case of paint, it is best to avoid using biological washing powder. Try hand washing in warm water with soap. Unfortunately, black paint is very difficult to remove.
- School provides overalls for painting, although long sleeves inevitably get dirty.
- Ensure all of your child's belongings are labelled, so you can find them when they end up in lost property or get left at a friend's house! Highlight to your child where the naming is.
- Red sun hats are available and offer good sun protection and are especially helpful for identifying children on School trips.
- It is a good idea to add a 'nit comb' to your uniform list!

## How does the School communicate with us?

The School sends out a fortnightly newsletter on Friday's containing information about all that is going on in School. It is a good idea to enter any dates straight into your diary or onto your family calendar. The majority of parents receive the newsletter via e-mail, but it is also posted on the School's website so you can read it there if you prefer. Each class also has a blog to tell you what they have been upto.

We recommend completing reply slips and returning them straight away before you forget!

### Where do I find the School website?

The School website is at [www.redbourninfants.herts.sch.uk](http://www.redbourninfants.herts.sch.uk). Each year group has their own page which is updated on a regular basis.

### Twitter

You can follow us on twitter - @redbourninfants

### If I have a query or complaint where do I go?

The School really values its relationship with parents. If you have a concern it is usually best to go to your class teacher first and if necessary then make an appointment with Mrs Byrne. Copies of the complaints procedure are available from the School Office.

### If my personal circumstances change, who do I tell?

It is important to tell the School of any changes in your family circumstances so your child is given the support they need. You can catch up with your teacher at the end of the day and arrange an appointment.

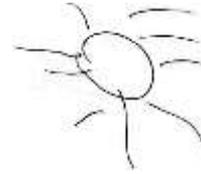
### How will I know if the School is closed?

Herts County Council use a company called Everbridge who text parents/carers when a school is closed. Parents and carers can sign up to this free service by visiting the Everbridge website.

Where possible, closures will be broadcast on BBC Three Counties Radio, Heart FM and Radio Verulam.



## How can I get involved in School life?



The School welcomes help offered by parents. You can offer your services in the following ways:

### **Parent Volunteers:**

The School welcomes extra help from parents, grandparents and the community. All volunteers must have a current DBS (Disclosure and Barring Service) check. (It is good to book an appointment with Amanda Bowran in the Office early in your time at the School as there will almost certainly be an occasion when you will want to help out with reading, cooking or attend a trip). The School incurs a cost for every DBS application – if you are able to contribute towards this (suggested amount £10) this is much appreciated. You can help in a variety of ways: distributing Library books, listening to readers, cooking, attending local trips or imparting your knowledge or skill. There is so much you can get involved with. You can commit to help regularly or just offer your services when you have the time. This can be really rewarding and fun! You are always welcome at any time and you really have an impact on the children in the classroom. We wouldn't be a great school without you.

**Contact: *The Classroom Teacher***

### **F.O.R.I.S:**

Friends of Redbourn Infants School: This is the thriving parent association which organises fund raising events such as the Strawberry Fayre, School quiz nights, discos, cake and uniform sales and much more. They always welcome new volunteers! As a parent you are automatically a member so see what you can do to help!

**Contact: *Katherine Horstmann (07775617711)***

### **Parent Focus Group:**

This is made up of a parent volunteer for each class, a parent governor, and the Headteacher. The aim of this group is to provide a consultative and advisory role to the school and Governors ensuring the effective communication of parental views. As an example they have helped establish the School Objectives, the Home Learning Policy, Home Schools Agreement and this Handbook. This involves meeting every term and some spare time to work on documents such as this one!

### **The Governors:-**

Are elected and stand for a four year period. They oversee the running of the School. If a position for parent governor comes up you will be notified. You can find more details in the leaflet 'So You Want to be a School Governor' on the school website.

**Contact: *via [governors@redbourninfants.herts.sch.uk](mailto:governors@redbourninfants.herts.sch.uk) our dedicated e-mail address***

### **Sponsorship**

If you own your own business, work in a business, or have an interest in taking up a fantastic opportunity, the Communications Governor would like to hear from you. There are many events, activities, provisions that you could sponsor.

It is a fantastic way of advertising and raising the profile of your company, so please don't hesitate to make contact and the Governing Team can let you know what opportunities there are.

(For further information on what these groups do, see the School prospectus)

### 3. School Year Structure and Progression

#### How is the School Year organised?

The School year is divided into 3 terms. The length varies as Easter is not fixed.

Term	Term Dates
Autumn	September – December
Spring	January – Easter
Summer	Easter – Mid July

- In each term there is a one week holiday for half term.
- 5 training days for staff and one occasional day per year, which usually coincides when holidays occur. Please note that Herts County Council have extended the school year but have given schools 5 extra occasional school days to use at their discretion. Therefore the number of days that children are in school remains the same.
- You will find dates for the current year with your pack and on the school website.

#### How are the classes structured?

The School takes up to 60 children in each year. Those entering Nursery start when 'rising' 4 and leave for Juniors aged 7 years. All Reception and Nursery children join in September. Each year has two balanced classes which work together closely.

#### What happens at Assembly?

The children have an Assembly every day, which is required to be of a 'broadly Christian nature'. Moral issues are discussed such as caring for others and looking after things in School.

Assembly structure:

Monday	SEAL Assembly (Social & Emotional Aspects of Learning)
Tuesday	Music Assembly
Wednesday	Themed Assembly / Visitors
Thursday	Birthday Assembly
Friday	Celebration Assembly

Each class take it in turns to present a Sharing Assembly during the term to parents. These are usually on a Friday and will be shown on the diary of events. This gives parents time to arrange childcare for younger children.

Birthday Assembly gives children who have had a birthday that week, the opportunity to sit on the "Birthday Chair" and talk about their day, showing a small gift they received. You will be sent an invitation to your child's Assembly it will usually take place on the Thursday after their birthday. On your child's actual birthday they will have the opportunity to wear a crown and feel special. Also, parents are invited to come and have lunch with their child on their birthday. Please speak to the office staff in the week before their birthday to arrange this.



At Celebration Assembly children are congratulated on their achievements both in and out of School. In School when a child has done a particularly good piece of work, they are invited to visit Mrs Byrne's office and are put in the Star Book. Their work is then shared with others at Celebration Assembly. It is a cause of much excitement.

## **What special events are there?**

There are many special events during the course of the year which bring great excitement for the children and some are an opportunity for parents to take part in their children's learning. This list is by no means definitive!

- Harvest Assembly is in September/October when gifts are given to a charity chosen by the School Council.
- Christmas plays are performed to parents, Juniors, playgroups and the community.
- Easter Exhibition (your child creates an item for the display).
- May Day celebrations with dancing and crowning of the May Queens!
- Cultural Week when learning is focused for a week on a different continent.
- Book week, Healthy Living week or similar focus. There is usually one focused week in every term.
- Community Events – to which local residents are invited to share in an event.
- School trips: Each class attends a day trip to visit a place of interest relevant to their topics. Local trips such as to a village shop, the Common or a Church occur throughout the year.

Unfortunately, it is not always possible to have younger children present as the school has to think of the needs of the children in the school first. It can be a daunting experience for a young child to perform to an audience and they only have small voices. Therefore, we may be asked to keep younger children at home on these occasions, so that it is a pleasant experience for performing child, parent and school. The school does understand that this causes a problem in some instances, but on the whole is more beneficial to all.

*Parents are welcome to take photographs of their own children, but are asked to refrain from taking photographs of other children or any video footage. These must only be used for personal use and not downloaded onto the internet. Thank you for respecting this.*

## 4. First Day at School and Routines

### What will happen when my child starts School?

We understand what an anxious time this can be for you and your child, (we have been there)! Your Welcome Pack gives a detailed explanation of all that is done to support the transition. In brief:

- Nursery and Reception children are inducted to ease stress. When starting Nursery, your child will visit their class for one hour on day one with you. The second day you may leave them for two hours. On day three you can leave them for the whole session if they are ready. Reception children are also inducted gradually, over a two/three day period, starting with half days, building up to lunch and then a full day.
- The focus in early weeks is simple activities to boost confidence and make children feel secure.
- Prepare for them to be tired after School. Don't plan much for those early weeks!

### How is the School day structured?

#### Arrival

Children need to be settled in their classroom between 8.45 and 8.55 for registration. Any later and you must go to the Office and sign the 'late book'. In the case of Nursery, the morning session starts at 8.40 and afternoon 12.30. Parents are asked to vacate the premises once the children are safely in their class to avoid unnecessary distraction.

#### Break

Key Stage One children (Years 1 and 2) have a 15 minute break time together in the morning and in the afternoon a short time is taken outside at the discretion of the teacher. In Foundation Stage the children access indoor and outdoor learning every day, so a break is not taken in the same way.

All children will be given their free fruit at a set time in their class. Milk has to be ordered and paid for in advance (it is only free until children are five or if the child is entitled to free school meals). If they prefer, children can have water. The School asks for all children to have a bottle of fresh water in school every day and they are encouraged to drink water throughout the day.

#### Lunch

Lunch is from 12.00 – 1.00pm in the main school only. This can be a time parents and children worry about, so much is done to ensure it runs smoothly.

- Reception go first into lunch.
- Helpers assist children in choosing their dinner which always includes a selection of salad and vegetables. Bread is also available every day.
- The 'buddy' system allows Year 2 buddies to support younger ones who are feeling unhappy during lunch.
- School dinners are available for Infant children free of charge.

### Some tips

- In the case of packed lunch, only give as much as your child is able to eat. Nuts, sweets bars of chocolate, and fizzy drinks are not allowed.
- Think about the weather and apply sun cream; include hats, raincoats when necessary.

**WE ARE A NUT FREE SCHOOL AS A HEALTH AND SAFETY MEASURE AS WE DO ACCOMMODATE CHILDREN WITH SEVERE NUT ALLERGIES.**

### End of Day

- Main School pick up is 3.15pm, Morning Nursery -11.40am and Afternoon Nursery - 3.30pm. Details of where each class exit from are on page 17.
- Prompt collection is important as children worry if they are left waiting. If you are late, your child will be taken into the hall to wait.
- As the School cannot be responsible for any accidents once the children have been passed back into your care, please do not **allow children in your care to play on any of the school equipment before or after school**. This is a health and safety requirement.
- Traffic congestion at the start and end of School day is a problem. If possible walk! If you have to drive, **please consider the safety of our children when you park (ie, no parking on: disabled spaces unless you are a badge holder, no parking on yellow lines or zig zags, avoid corners of roads)**. We also ask you to give consideration to our local residents by **not parking over driveways, paths or grass verges**. PCSO's regularly patrol the area and will issue any necessary penalties. We try to follow a voluntary one way system:

**UP CROUCH HALL LANE → LONG CUTT → SNATCHUP**

## Are there any School Clubs?

**Early Morning Club** is held in the Children's Centre from 8am until 8.45am, when children are escorted to their classes. No Breakfast is provided but activities and play are organised.

**Treetops** is offered for our Nursery children if numbers allow. Please see separate policy for details.

**Redbourn After School Club** is held in the Junior School for pupils from both Schools aged from rising 5 to 11. It operates 4 days a week, Tuesday to Friday, from 3.15pm to 5.45pm. The manager is Carole Clarke, tel: 07821 378492.

There is a leaflet available about the Club in the Welcome Packs.



Periodically there is the opportunity to take part in before school sports clubs run by external providers e.g. tennis and street dance.

**The School is keen to include further clubs. If there are any parents who have appropriate skills to offer please let the School know**

## After School Clubs

The clubs are available to KS1 children. You will receive a letter outlining the choices for your child for when the clubs are running. Many staff give up their time to run a club for the children such as philosophy, gardening, art, cooking and choir etc.



Our **Children's Centre** is also a great place to find out information on how you can be supported in the local area. If you are not familiar with them, it is worth visiting to see how they can help you.

Please encourage your children to be respectful of others and keep the school golden rules whilst on site for consistency. We are very fortunate to have a wonderful outside area for the children and it is considered an extension of the classroom. Therefore however tempting, please also **keep children off all school equipment** which has been put outside for the children to use when they are at school. There have been a few accidents where younger children have been playing and it also pulls on the schools resources if we have to set up again.

## 5. Pupil Development and Progression

### What is the Curriculum and how is it organised?

The curriculum (i.e. what is taught) is divided into two stages. Nursery and Reception follow the Early Years Foundation Stage and Years One and Two follow Key Stage One.

Stage	Year Group	Class Name	Approx Age	Curriculum	Learning Areas
Early Years Foundation Stage (EYFS)	Nursery	Nursery am	3-4 years	Early Years	Communication and Language
		Nursery pm			Physical Development
	Reception	Lime	4-5 years		Personal, Social and Emotional Development
		Willow			Literacy
					Mathematics
			Expressive Arts and Design		
		Understanding the World			
Key Stage One (KS1)	Year One	Oak	5-6 years		English (Literacy)
		Beech			Maths (Numeracy)
					Physical Education
	Year Two	Chestnut	6-7 years		Topic Based Learning (History, Geography, Art, D&T and Science)
		Maple			Music
					Computing
					Religious Education and Collective Worship
		Personal, Social and Health Education			
		Year 2 - French			

At the start of each School year there is a Curriculum Presentation for all parents which explains the different ways your child will be learning. This is a **really valuable session**, it makes things clearer and helps you give support at home. It is considered to be a partnership in supporting your child's learning. Curriculum newsletters and topic webs are also sent out half termly and posted on the school website.

### What will be my child's experience at the Foundation Stage?

Here teaching is based on a 'learning through play' approach, using both the inside and outside play areas. Children take part in some teacher focused tasks as well as play developed through the provision of planned activities, with opportunities to come together in groups to talk about their learning. When you step inside an active classroom where numerous activities are in progress, you are instantly aware of the 'buzz' of busy learning.

As children move from Nursery to Reception they continue to learn in this hands on way as well as spending a little time at seated table work.

## How is Key Stage One different?

There is still an emphasis on learning through play but children are expected to be seated for longer periods and undertake some individual and group work. Time spent on more focused work naturally increases as they move from Year One to Year Two. Still the classroom has an energy created by lively discussion and team activities.

Year Two are also given responsibilities such as being a buddy for the younger children at lunchtime. They are also given the position of Monitor where they help out in another area of school such as the office, nursery or another classroom. They also act as guides to show new people around our school.

## What happens when my child moves into a new School year?

There is a programme of visits for the children each time they change year groups. They get to spend time in their new classroom and meet their teacher who will read stories to them.

When children move from Nursery to Reception the morning and afternoon classes are mixed to create a balance of age, gender, ability and need. Different combinations are tried and the staff ensure children are placed with one or more of their friends. This class usually then remains unchanged as children move through the School and up to Juniors.



## What happens when moving to the Junior School

As the children start the Junior School there is a similar process of visiting, meeting their teacher, and then spending a session in the School. All children are paired with a buddy at the end of Year Two who will look after them for the first few weeks. The children will already be familiar with the School from the various events that bring the two together.

## What can I do to support my child's learning?

Do not expect to be helping your child prepare for spelling tests or guiding them through pages of sums. The change in the way in which early years education is approached has meant a change to traditional 'homework' which has been abandoned in favour of Home Learning. This is a fun continuation of your child's experiences during their pre School years. Your child can learn at home through:

**Play:** Through playing with cars or dolls or taking part in boisterous outdoor play, children challenge themselves to try new ideas.

**Conversation:** Chatting to your child about their day really helps their learning. If they are used to talking at home it will help them gain in confidence to contribute in group work at School.

**After School activities such as swimming or dancing:** As well as aiding social development, stronger muscles and improved fitness gained through these activities has a positive impact on their learning.

Your child will be provided with a **Home Learning Book** and each week they will be given an open ended question. This can be developed/answered anyway and recorded in their home learning. Your child may also like to include a postcard or photo from their holiday or a walk or a song they have written. There are opportunities to share these books in class.

The curriculum topic web explains what your child will be learning and ways in which you can extend this learning at home.

## Reading

The School greatly values the contribution of parents to their children's reading. This is an essential part of their Home Learning: There is a limit to how often they can be heard individually at School so this one to one at home makes a real difference to their progress. The School Reading leaflet explains how children learn to read and how you can help.

- Children bring home a reading and Library book to share with you. They quickly become familiar with the colour banding of the School reading books, which enables them to choose their own. They can choose fiction, non fiction and poetry books.
- To develop a love of reading we must ensure that when our children read with us it is relaxed, full of positive encouragement and led by them. If they are tired or distracted don't push them. It can take a long time! If they are struggling tell them what a word says and try to be patient! Shared reading can be a special time together.
- It is great if you can read with your child each day. Ten minutes a day really makes a difference.
- The 'Home Reading Book' where the title of each book is logged is a useful place to write a comment after listening to your child read. Your teacher will also write a comment there following individual reading.
- When learning to read, your child will make use of different techniques to identify new words. When reading together, use sounds (phonics); the context of a word and word recognition and picture. The reading leaflet gives a detailed explanation.
- Even as they become fluent, independent readers, it is recommended that we listen to them read and discuss their private reading.

## Shadowing your Child

Work shadowing is when you can come to school and work alongside your child with **all** the learning experiences on offer during that session. Dates and sessions will be set each year and you will be invited to sign up. The staff have been evaluating the process and benefits of work shadowing. As a result they are offering work shadowing within a specific time frame. This enables the staff to support this process more effectively and in turn enhance the children's experience. We look forward to welcoming you into school. We are encouraged to do this and highly recommend it!

## **How does the School report on our children's progress?**

In the Autumn term you can meet the teacher to share information about your child. You book your time slot on-line and complete a questionnaire with your child, which helps make sure you raise any questions you have. You are allocated ten minutes (if you have an issue that requires more time you will need to make a separate appointment). It is beneficial to both parent and child and will support your understanding of their development.

Children are encouraged to attend the consultation with you as it really helps them to understand and take ownership of their development.

When you have your second consultation in the Spring Term, targets will be set and ways we can help at home identified, using the teacher's closer understanding of your child.

In the Summer Term, there are no consultations but a written report telling us how our children are learning in each area of the curriculum. In Year One reports include results of Phonic Screening and In Year Two results of an end of Key Stage assessment.

## **6. Where can I find School Policies?**

School policies can be requested from the School Office. We have included some brief comments on policies we feel may be useful to you.

### **Behaviour**

The children put their 'Golden Rules' into their words where they agree to:

- Being kind
- Being gentle
- Being polite
- Telling the truth
- Keeping ourselves and others safe
- Listening to each other
- Looking after property

Good behaviour, during the classroom and at lunch, is rewarded with praise. Exceptional behaviour or work earns children a place in the Star Book. These successes are celebrated during Friday's Assembly.

## Medicine and Sickness

It is important that if children are unwell they stay at home. Following a stomach bug (diarrhoea or sickness) they should wait 48 hours from the last bout before returning to School. This is a requirement from the Local Education Authority. You will need to ask permission from your Teacher to come into School to give medicine to your child. We are unable to keep medicine for your children on the premises or administer these for you. The only exception to this is where inhalers and epipens are prescribed. In such cases there is a set procedure to follow, please discuss this with the Office staff.

If your child is absent from school for any reason you are asked to notify the Office by telephone or email by 9.30am on the first morning of absence.

Head Lice are a constant problem in schools. Parents report that keeping long hair plaited or in ponytails helps avoid head lice going on to your child's head. Please check your child's head using the wet-combing method - easy to do at bath time - at least once a week and treat any infestations promptly.

## Attendance, Appointments and Holidays during School Time

At the risk of stating the obvious, attendance is essential for success at School. If your child is unwell, absence is unavoidable but in other cases the School's policy is that absence should be avoided – where possible dental/medical appointments should be made after school or in the holidays.

The School's policy on taking holiday during the School Term is firm. We should not do it and it will not be authorised. If you believe you have an exceptional circumstance a form is available to ask Mrs Byrne's permission. Aside from the legal implications it is felt that missing School for a holiday sends a message to our children that education is optional. Sadly, paying a peak season supplement and sitting on a busy beach comes with the territory of having School age children!

## Health and Safety

This policy is here to ensure the safety of our children at all times.

Any reports concerning the individual safety of a child will be investigated by the Head who is the School's Child Protection Designated Teacher.

The School provides a safe environment for our children, first aid certificate holders to care for them when necessary and also to ensure that those who work with our children are DBS checked.

We are asked to support this policy by:

- Entering School via the front door, signing in and wearing a badge (if staying)!
- **Closing gates** securely on exit (using a bolt where there is one provided)
- **Not smoking** anywhere on the School premises
- Ensuring our children **do not wear jewellery**

- **No dogs** anywhere on the School site including tied to the railings outside school
- **No scooters or bicycles** to be ridden on site
- Ensuring our children are delivered safely to the classroom (they remain your responsibility until they are in school and handed over to the teacher!)

Fire evacuation procedures are displayed clearly in the school office.

## School Meals

School lunches are available every day of the week and are now free.

If you believe you are entitled to free school meals, you are able to apply for them through the Herts Direct website. The school office staff are happy to help you with this. You will still need to apply for this (even though meals are now free), this is so that extra funding can be claimed by the school to help your child.



**We hope you have found this booklet useful. If you have any comments, suggestions or inclusions, please do not hesitate to contact a member of the Parent Focus Group. Thank you.**

# A Map of Redbourn Infant and Nursery School

