Loving God – Serving others – Flourishing together

RESPECT – ASPIRE – REJOICE

INDUCTION 2026 – 2027

"Encourage one another and build each other up."

1 THESSALONIANS 5:11

St. Mark's C.E. Primary School
Talbot Village, Bournemouth, Dorset, BH10 4JA
Headteacher: Andrew Bright

Dear Parents,

May 2026

A very warm welcome to St. Mark's C.E. Primary School.

Starting school is a new and exciting stage of life for both children and parents. We are excited to welcome you to St. Mark's and look forward to working with you to ensure that your child has a happy and successful time with us.

This booklet has been compiled to answer common questions that are asked. If there is anything you are unsure of or would like to know, please do not hesitate to contact us.

Our school vision is:
Loving God - Serving others - Flourishing together

Our three core values are deliberately chosen as verbs, as things which we will all '*do*' to support us living out our vision every day are:
Respect – **Aspire** – **Rejoice**

Our underpinning Bible quote, which is like the golden thread through our Vision and Values is:
"Encourage one another and build each other up."
1 Thessalonians 5:11

Yours sincerely,

Andrew Bright
Headteacher

The First Few Days

We understand that some children may be anxious about starting school. Although some children may feel anxious at first, school is an exciting place and they never remain worried for long. Our staff are very experienced and extremely nurturing and will ensure that children are happy and settled in school.

Arrival

When the doors open at 8:30am, Reception children come into school through the Key Stage 1 courtyard door, to the right of the main entrance and school office. Registration is at 8:40am and any children arriving after this time must enter school via the office and be signed in by a parent or carer. School staff are on the door each day and can pass on any messages you have for their class teacher. Once your child is settled and confident coming into school, you can leave your child under supervision from 8:25am in the courtyard. If you choose to do this, please drop off and leave, as remaining in sight tends to unsettle children.

Home Time

Children are collected from the same courtyard area at 2:55pm. It is helpful to us if you wait in approximately the same place each day; your child will then get used to looking for you there.

If you wish for someone else to collect your child from school, you will be provided with a pick-up password which you will be able to share with your trusted adult(s). Please ensure that you either complete a green slip (can be obtained from the office) or send an email to parentmail to advise us of alternative pick up arrangements. Older siblings may collect your child with this password, but please inform the school office or class teacher if you wish to give this permission. This password can be changed at any point in the school year by sending a request to parentmail@st-marks.bournemouth.sch.uk.

We will not let the children leave school with unidentified persons without this password to ensure that they have your permission.

There are no public toilet facilities for young children or parents to use in school whilst waiting at the start or end of the day.

What to Bring to School

- A named school bag big enough to contain the items children bring to school every day. If you wish to purchase a St. Mark's school bag, these can be bought online from CJI Clothing www.cjiclothing.com

- S&PA will provide a green P.E. polo shirt at the meet the teacher event in September

- A named A4 sized waterproof zip up wallet to protect all reading books and the reading log, **will be supplied by the school**

- A named drinks bottle containing water.

- A fruit or vegetable snack in a small named container.

- Swimming kit in a named bag in the appropriate term (we will inform you when your child is due to swim later on in the academic year)

Snack Time

To promote healthy eating, Reception children have a daily snack time in the morning session when they will have their drink, milk (should you choose this, see leaflet attached for information on free Coolmilk for under 5's) and healthy fruit or vegetable snack from home. Children have access to their water bottle throughout the day and are encouraged to drink regularly. They can refill their bottle when necessary in the classroom.

Lunch Time

Hot school meals can be ordered through the WisePay system and are subsidised through the Universal Free School Meal Scheme, up to Year 2. From Year 3, meals currently cost £3.00* per meal (subject to termly review). Alternatively, you can provide a packed lunch on some or all days if you would prefer. Once your child starts attending school, meals need to be booked in advance on WisePay, accessed through our school website; you will be issued log in details. Bookings must be made before midnight on Tuesdays for the following week's meals. If this cut off is missed, please provide your child with a packed lunch for that week. We will provide you with a link to an online order for you to book meal preferences for your child's first two weeks in due course.

Our menus detail allergens and include vegetarian and/or vegan option, some of our students are severely allergic to nuts. To ensure their safety **we are a nut free school**, therefore please do not put any nut products in your child's lunchbox, including tree nuts, peanuts, sesame seeds, and chocolate nut spreads and related products.

Accessing additional entitlements

If you are in receipt of benefits, your child may be eligible for additional funding during their time with us; this may include continuing to receive free school meals from Year 3, and a uniform subsidy. Please complete the Free School Meals form sent to you with the welcome letter, if you think this applies to your situation. For more information and online applications, please visit: www.bcpcouncil.gov.uk/Schools-and-learning/Free-school-meals/How-to-apply-for-free-school-meals.aspx

Absence

If your child is ill or unable to come to school, please contact the office by telephone or email before 8:30am and on each day of absence to let us know why they are away. Our telephone number is 01202 512241. Please select option one. Alternatively, please email absence@st-marks.bournemouth.sch.uk.

If your child has had sickness or diarrhoea, they will need to stay at home for at least 48 hours after the last bout in order to stop the infection spreading. For advice on how long your child should stay off from school and how to care for your child for several common illnesses please follow the BeCareConfident NHS Parent Guide to Common Illnesses and Keeping Your Child Healthy, which can be found under the 'Parents and Carers' tab on our website.

Children who are well enough to be in school are expected to take part in all areas of the P.E. curriculum, including swimming. The only exception is where a child has a condition such as an ear infection, when bodily fluids are being exuded or a doctor's note has been provided.

Holiday

The expectation is that all our pupils will attain at least 96% attendance every year. Absence during term time will only be authorised for exceptional circumstances. Following the introduction of the new National Framework August 2024, the Fixed Penalty Notice (FPN) for school absence across the country is £80 per parent, per child of statutory school age, if paid within 21 days, or £160 if paid withing 28 days. All absence requests must be made in writing. If the FPN is not paid, legal proceedings follow under The Education Act 1996. Any Penalty notice issued will be in line with Local Authority's code of conduct and the 'working together to improve school attendance' guidance. In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the hight rate of £160, per parent, per child. FPN's per parent will be capped at two fines within any three-year period. Once this limit has been reached, other action like parenting order or prosecution will be considered. Please note that FPN payments do not benefit the school and are collected by the council.

Medication

Should your child require medication in school, it should be brought to the school office, in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. You will need to complete a permission to administer medication form. Medication for asthma or any medication as part of a Health Care Plan such as anaphylaxis and diabetes will be held in your child's classroom. Medicines should only be brought into school when it is essential that it be administered during the school day.

Allergies

If your child has an allergy, please contact the school as soon as possible via parentmail@st-marks.bournemouth.sch.uk . A member of staff will be in touch to discuss this with you to ensure that a healthcare plan is in place before your child starts school.

Local Visits

From time to time, children will be taken on visits in the immediate vicinity of the school (for instance St Mark's Church, Slade's Farm, Bournemouth University, etc). We will endeavour to inform you of such trips in advance but from time to time impromptu excursions may be undertaken during the school day.

Parking

The car park is not owned by the school and if you bring and collect your children by car, please remember that the car parking area gets very busy. Parents are not allowed to park in front of the school, or on the lane that leads to the car park. If you cannot find a space in the car park, you must turn left back out to the university roundabout before coming back and trying again. Please be assured that we will wait with your children if you are having difficulty finding a space, so there is no need to park in a manner that hinders other road users or blocks access to the school. Please do not park in the Alms houses' driveways or on double yellow lines. The car park management company may issue parking charge notices to vehicles causing obstruction.

Helping in school

We are always pleased when we receive offers of help in school. There are lots of different activities that parents can get involved in. Most of our volunteers are involved in hearing readers throughout the school, or general classroom help with our younger classes. However, there are opportunities to help us with curriculum areas such as Art or Design Technology. If you would like to get involved in some way, please contact the office to register you interest – we will contact you when we are able to allow helpers in school.

Communication

We use Instagram and our website to update our families about upcoming events and school activities, with letters being published on Fridays.

Should you have a question, query or concern which you wish to raise, in the first instance please speak to your child's class teacher. At 8:30am, all teachers are in class ready to lead learning when the children arrive, so are not available to speak to parents before school starts. However, urgent messages for your child's teacher should be passed to school staff on the door in the morning who will ensure their teacher gets the message. At home time, teachers are usually available for a chat at the gate once they have seen all of the children out safely, unless they have other appointments. You can also arrange an appointment with them to speak privately should you wish. Contact can also be made at any time using the following email address: parentmail@st-marks.bournemouth.sch.uk.

Any written communications, including trip payments, should be posted in an envelope, with your child's name and subject of payment detailed, into the red letter box in the main entrance to the school, which is emptied so that messages are distributed every day. For urgent messages, please ensure communications are raised to a member of the office team to be passed on as quickly as possible.

Please do come and speak to us if you have any queries or concerns. Should you feel that you are unsatisfied with the outcome of discussions with the Teacher, you can then speak to the appropriate Phase Leader. If you continue to feel that you need to pursue the matter further, you may speak to the Deputy Headteacher (Miss Roberts) and then the Headteacher (Mr Bright).

We want your child to have the best possible start to school life at St. Mark's. Should there be anything you are worried about or unsure of, please don't hesitate to contact us. We are always here to help.

Term Dates

These can also be found on our school website, which is where any amendments will be shown if necessary.

Autumn Term 1 2026	**Staff Training Days (school closed to pupils)**	**1, 2, 3 & 28 September 2026**
	Autumn Term 1	**4 September – 23 October 2026**
	Half Term Holiday	26 October – 30 October 2026
	Autumn Term 2	**2 November – 18 December (School day ends at 1:15pm)**
	Christmas Holidays	21 December – 3 January 2027
Spring Term 2027	**Staff Training Days (school closed to pupils)**	**4 January & 26 February 2027**
	Spring Term 1	**5 January – 12 February 2027**
	Half Term Holiday	16 – 20 February 2026
	Spring Term 2	**22 February – 25 March (School day ends at 1:15pm)**
	Easter Holidays	26 March – 11 April 2027
Summer Term 2027	**Summer Term 1**	**12 April – 28 May 2027**
	May Day Bank Holiday	3 May 2027
	Half Term Holiday	31 May – 4 June 2027
	Summer Term 2	**7 June – 21 July (School day ends at 1:15pm)**
	Staff Training Days (school closed to pupils)	**18 & 21 June 2027**

Policies

For access to our school policies, including Regulation and Engagement Policy, Complaints Procedures, Child Protection and Safeguarding Policy and SEND Policy, amongst others. Please visit our website: http://www.st-marks.bournemouth.sch.uk/policies.

The Governors and staff of St. Mark's School are sincerely committed to providing all pupils with a first class education, both socially and academically. However, we acknowledge that from time to time we won't always get everything right. In the first instance, we always encourage you to contact us directly so we can try to resolve your concerns. For advice and guidance on who to speak to if you have any concerns, please see our Complaints Policy.
The Privacy Notice explains that the school is a data controller and collects, stores and shares pupil data as appropriate. It also explains what information will be held about your child, how it will be held and processed by St. Mark's C.E. Primary School.

If you would like a paper copy of any of our policies, please contact the school office.
Governing Body Policy on Uniform, Hairstyles and Jewellery Uniform

Please ensure all uniform is clearly labelled including shoes, socks and tights where possible. Please also ensure that your child is appropriately dressed for and protected against the varying weather conditions e.g. sunhat/raincoat etc.

Our uniform list is as follows:
School uniform

- Yellow polo shirt with St. Mark's logo.
- School grey V-neck jumper (with yellow piping) **or** cardigan (with yellow piping) with St. Mark's logo.
- Grey blazer with St. Mark's logo (*optional*).
- Black trousers **or** shorts (no three-quarter length shorts) **or** black knee-length skirt **or** black pinafore **or** yellow/white checked summer dress.
- Black socks (ankle/knee high) **or** black tights [**or** white socks (ankle/knee high) with yellow/white checked summer dress.]
- Black formal leather or leather-look shoes. Heel limit of 1 inch. No open-toed/open-back sandals, jelly shoes, boots, casual shoes. Trainers only to be worn on PE days.

P.E. Kit

- Emerald green short-sleeved polo shirt with St. Mark's logo
- Plain black shorts/skort – no leggings or cycling shorts
- Short black socks
- Plain black tracksuit, preferably with St. Mark's logo, for winter – **not leggings**
- Trainers

Swimming Kit

- Black swimsuit **or** trunks
- Towel
- Swim hat (may be purchased from the school office)
- Flip flops or Crocs (in case of evacuation)
- Named goggles (*optional*)

Pupils should wear P.E. kit to school all day on P.E. days and full uniform on all other days.

Footwear

To promote high standards of dress, shoes should be black and of a formal leather or leather-look style. Casual canvas shoes, trainers, boots or open shoes/sandals are not acceptable.

Where alternative footwear is necessary to support a medical condition, it should be plain black and accompanied by a doctor's certificate.

Hair

Hair at or below shoulder length (all pupils) must be tied back at all times in school, but especially during P.E. and games lessons. School hair ties should be in appropriate colours and styles suitable to blend with school uniform (yellow/white [uniform days] or green/black [P.E. days] bands). Hair should be off the face, clipped back and not obscuring sight.

Pupils should not wear extreme hair fashions which are designed to attract attention, including dyed or streaked hair, styles such as spikes or images/lines cut into the hair.

Jewellery & Make-up

On health and safety grounds, we do not allow children to wear jewellery or make up in school. The only exceptions to this rule are pierced ears and wearing a watch. Ear piercings should be kept to one small, simple stud earring in one or both ears, any logo or emblem as part of the earring is unacceptable. **Ears should be pierced at the beginning of the summer holiday to allow adequate healing time before returning to school in September as all items of jewellery must be removed for all P.E. and games lessons, including swimming**. If your child is unable to remove their earrings themselves, please do not send them to school wearing them. Smart watches with camera or games functions are not allowed but fitness trackers are permitted. Make up and nail varnish are not allowed.

Please note that the school cannot take responsibility for any lost jewellery.

Pupils are expected to follow the same dress code with regard to hair and jewellery on non-uniform days, unless it is a themed event.

Certain items of jewellery and headwear may be worn by pupils when doing so is genuinely demonstrating religious or racial beliefs or identity. This is subject to considerations of safety and welfare and the school's existing uniform policy principles. Where there is uncertainty as to whether an item may be worn on this basis, the issue must be referred by the pupil or the pupil's parents to the Headteacher, whose decision will be final, subject to the complaints procedure set out in the Complaints Policy and Procedure.

If you have any queries, or need advice, please consult the school **before** purchasing items or committing to piercings or hair styles.

Accessories

Coats can be any colour but must be practical and waterproof coats should be worn during wet weather. Any colour of hats/gloves/scarves may be worn in addition to coats during cold weather but must be named. Sun hats can be any colour but must also be named.

This policy cannot deal with every possible new fashion and variation of dress and hairstyles. The Headteacher, supported by the Governing body, reserves the right to take exception to hair styles and dress which deliberately breach the general school dress code.

Our uniform can be purchased from:
CJI Clothing
545 - 547 Wimborne Road
Bournemouth
BH9 2AP
Tel: 01202 249244
www.cjiclothing.com.
Uniform can be ordered online from CJI website for home delivery (see CJI's delivery details page).
Please see the CJI website for further information and to place an order.

Pre-Loved uniform items
The School and Parent Association offer a selection of pre-loved uniform items for sale, these are displayed in the school office.

Please see school website for our full Uniform Policy.

St. Mark's School and Parents' Association

Welcome to all new parents!

We would like to introduce you to St Mark's School and Parents' Association, which is a registered charity 299942.

We are a group of parent and carer volunteers that raise funds for the school to help provide things that their budget alone cannot meet. We do this by running all sorts of different events across the academic year, such as Children's Discos, uniform sales, sponsored swims and scoots, as well as Christmas and Summer fairs! In the past, we have funded many projects such as purchasing new dictionaries for the school and refurbishment of the playground equipment including a new slide and design work on the tarmac area.

We have also spent time over the last few years looking at supporting the emotional and educational wellbeing by funding new books and refurbishing the schools Nurture Room which is run by the pastoral team at the school, supporting children with SEND and those who may need extra emotional care and support.

We hold regular open meetings across the academic year for parents and carers to come together and share fundraising ideas, hear about our progress, and help us make all important decisions about funds we've raised. Typically, we meet once a month via Zoom. The funds we raise are a vital part of helping to give the children a great academic environment in which to flourish, last year we donated over £9,262 to support the school.

Our Annual General Meeting will be taking place via zoom **date to be confirmed**. This will be for parents and carers to have an opportunity to meet existing and newly voted in committee members, as well as meeting other parents and key volunteers at the school.

We are always looking for new ideas, new Trustees/Committee members to help and to team up with any local businesses that may be able to help us in our fundraising efforts so please feel free to contact us via our Facebook page or stmarkssandpa@hotmail.co.uk if you can help.

We look forward to meeting you all soon,

The S&PA Team

St. Mark's School & Parents' Association

STMARKS_SPA

https://www.facebook.com/share/1963qaNaxQ/?mibextid=wwXIfr

Breakfast Club

- Runs every weekday from 7:30 – 8:30am
- Full session including breakfast (cereals/toast/squash) - £5.00*
- Please book on Wisepay or ring 07826 623063 for bookings and enquiries
- Childcare vouchers are accepted
- Bookings should be made 48 hours in advance, please do not drop off children without a prior booking
- Places are limited and on a first come first served basis. Bookings for a full session take priority
- Bring children to the swimming pool entrance at the back of school with their own named toothbrush in named holder and named toothpaste please
- Please note fees are payable in advance. Non-attendance at sessions booked will not be refunded.
- A prompt start for breakfast is appreciated

After School Club

- Runs every weekday from 3 – 5:30pm
- Currently the After School Club is over-subscribed. If you would like to put your child on the waiting list please e-mail Parentmail@st-marks.bournemouth.sch.uk with which days you require. We will review and confirm whether or not a space can be offered by July at the latest. We cannot currently guarantee offering spaces.
- Current costs are £12.50* per day
- On the day bookings are £18.50* per day
- Please book on Wisepay or email afterschoolclub@st-marks.bournemouth.sch.uk for enquiries
- Childcare vouchers are accepted
- Bookings must be made 48 hours in advance
- During After School Club children will have:
    - A daily healthy snack
    - Help with completion of homework
    - 20 minutes of reading time
    - Educational and physical activities every day
- Please note fees are payable in advance. Non-attendance at sessions booked will not be refunded.
- **Fines are issued for late collection at £5* per 5 minutes.**

*** All prices are subject to termly review**

Thank you for taking the time to read the induction pack.
We look forward to welcoming you to our school community.

St. Mark's C.E. Primary School
Talbot Village • Bournemouth