

# A GUIDE TO PRINCESS FREDERICA CE VA PRIMARY SCHOOL

Written by parents for parents

# A WELCOME FROM PARENTS AND CARERS

Understanding the way schools work can be daunting for new parents and carers – and their children! This guide has been written by parents to help you and your child feel comfortable as you settle in and to understand how Princess Frederica works. The important thing is to encourage you to engage with the school as much as possible. You will have lots of questions and hopefully this guide will tackle some of them. If there is anything that needs more clarity, please contact the school administration team (0208 969 7756) who will be happy to help you. If there are things we have missed, then let us know so we can add more into the next version of this guide.

From the Parent Staff Association

## DID YOU KNOW?

Princess Frederica of Hanover (1848 – 1926) was related to Queen Victoria, who gave her away at her wedding and presented her with apartments at Hampton Court Palace. Frederica was interested in children and became patron of the Church Extension Association, then in Kilburn, which set up schools in the new suburb of Willesden. On July 24th 1889, she formally opened our school. Princess Frederica School celebrated its 125th birthday in 2014 with a school tea party, giant cake and the children and teachers dressing up in Victorian clothes for the day.



# WELCOME FROM THE SCHOOL HEADSHIP TEAM



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We are delighted the PSA has produced this booklet of handy hints and tips for parents and carers which supplements the formal information the school has sent you as your child prepares to start at Princess Frederica.

We are fantastically lucky to have such an engaged parent and carer community and we benefit enormously from the fundraising our PSA undertakes and the enrichment opportunities it organises for the children especially the two flagship annual events of Art Week and Book Week and, more recently, Science Week. Please do get involved!

We look forward to welcoming you to Princess Frederica Primary School.  
Best wishes,

**Sarah Bouette**  
Executive Headteacher

**Nicola Christopher**  
Head of School







## SCHOOL UNIFORM

Attending school in school uniform is one way that develops a child's pride and sense of belonging. Children are expected to wear full uniform every day and in school-organised events outside normal school hours. The uniform at Princess Frederica is comfortable and changes in the summer term to adapt to the warmer weather.

All items of school uniform are available from the school's official supplier at ACE Clothing. Your order can be delivered to school on Tuesdays free of charge. Forms are also available on ACE clothing's website - <http://www.aceclothing.co.uk> Please ask in the school office for a uniform order form if you need one.

In addition, many parents choose to purchase the more generic uniform items (such as grey trousers, white t-shirts and checked dresses etc) from other places such as supermarkets to keep costs down. There are also second-hand uniform sales throughout the year, to give you a chance to pick-up good quality second-hand uniform during the year.

**HANDY TIP** - The lost property box is located next to Ms. Amponsah's office and you can have a look through after school to see if you can locate any missing items!



## P.E.KIT

All children are assigned a 'House' when they join Princess Frederica and siblings are always in the same House. Your child's PE kit should be in their House colours (if you are unsure of the House your child is in, ask your child's teacher).

**HANDY TIP** - Children in nursery DO NOT need a PE kit until the summer term when they take part in sports day. All Reception children will need a PE kit from the beginning of the Autumn term, which is available from ACE clothing.



# YOUR CHILD'S FIRST DAY IN THE EARLY YEARS what to expect

On your child's first day, please arrive on time to the little playground (entrance at the corner of Purves and College Road). The Nursery teacher will welcome your child into the playground. For Reception, please also enter through the Nursery gate from 8:40 and wait with your child in the Reception playground located outside of the two Reception classrooms. On the first day you can walk into the classroom with your child and help them to find their peg, but after that, you are encouraged to leave them. The Nursery teacher and assistant teachers will be on hand to help with this transition and are used to children who may be a bit upset. There is a staggered start for Nursery and Reception children so not all the children start on the same day. This means teachers can devote their time to the new starters and help to make them settle in and become comfortable at school.

Please bring – their blue Princess Frederica book bag – this is used to carry their library book and also their homework book on a Friday and other things such as art they have created in class.

Please also bring a drinks container with water in it, clearly labelled with your child's name. Don't forget to bring a change of uniform and underwear for your child in case accidents happen. This can stay at school in either the blue Princess Frederica drawstring bag or your own bag. Please clearly label everything that comes into school.

Nursery – Nursery pick up time is 12pm at the main office entrance or at 3:15pm in the little playground at the doors to the Nursery classroom. Water bottles, lunch boxes and blue bags should be picked up each day in the tubs outside the classroom.

Reception – Reception pick-up time is 3.20pm from the Reception play area. Water bottles, lunch boxes and blue bags should be picked up each day in the tubs outside the classroom.



# THE SCHOOL DAY

## A TYPICAL SCHOOL DAY

### Start of the School Day

The KS2 playground opens 8.40am

The bell is rung at 8:50am - children line up in silence at this time (Nursery) Playground gates open 8:45am

### Morning Break

KS1: 10:00-10:30am

Y3&Y4: 10:30-11:00am

Y5&Y6: 11:00-11:30am

### Lunch

Nursery Lunch 11.30 - 12.30pm

Reception Lunch 11:30 - 12:30pm

KS1 Lunch 12:00 - 1:00pm

KS2 Lunch 12:30 - 1:25pm

Y3&Y4: 12:00 - 1:00pm

Y5&Y6: 1:00 - 2:00pm

### End of Day

Nursery School Day 12pm (Afternoon session ends 3:15pm)

Reception School Day 3:20pm

KS1 and KS2 3:30pm

(Optional) breakfast club runs between 7:45am and 8:50am

(Optional) after-school club runs between 3:30pm and 6:00pm (5:00pm on Fridays)

## DROP OFF AND PICK UP

### BEING ON TIME

The school works very hard to ensure that timekeeping is upheld. Punctuality is an important skill for your child(ren) to learn from an early age and you can help by making sure that (even on the busy days!) your child arrives to school on time and that you pick them up promptly.

There are fines to pay if you are late picking up your child.

The gates to the Nursery playground are locked at 9am prompt, so if you arrive to school after 9am you will have to sign your child in to the school office and they will be marked down as late.

Children from Year 2 upwards are dropped off and picked up from the big Key Stage 2 playground. In the mornings, parents cannot come into the playground, instead children should be dropped off at the school gates.

**IMPORTANT!** If someone else is going to pick your child up instead of you, or your plans change during the day, please phone or email the school office to inform them who is picking up your child.

[welfare@princessfrederica.com](mailto:welfare@princessfrederica.com)





## GETTING TO AND FROM SCHOOL

For healthy living and environmental consideration, families are encouraged to walk, scoot, ride or catch public transport to and from school. Purves Road is very busy at the start and finish of the school day and some of the older children walk to and from school on their own. Scooters can be locked/stored on the left as you enter through the entrance near the school office. There is a bicycle rack inside the KS2 playground. There is a School Street Scheme in operation on Purves Road which means that the street is closed at drop off and pick up times each school day.

## WET WEATHER DROP-OFF AND COLLECTION

If it is wet or snowy, Nursery children can be dropped off in their normal playground where they will be taken straight inside to warm up.

**HANDY TIP** – in snowy weather your children can walk to school in wellies etc. and change into their school shoes once they reach school. Don't forget gloves and hats on cold days as children still play outside unless it's pouring with rain. Children are not allowed to bring umbrellas into school – these have to be taken home with parents/carers once children are dropped off.







## ABSENCE

Attendance in school is very important and missing a few days here or there can mean your child misses valuable learning and can fall behind. Children inevitably pick up all sorts of illnesses and CAN come to school with minor coughs and colds etc. They should only miss school if they have a high temperature, pain, vomiting or diarrhoea or have an infectious illness like chickenpox. If for any reason your child is absent or late, please let the school office know by phoning 0208 969 7756 at the beginning of the school day or emailing: [welfare@princessfrederica.com](mailto:welfare@princessfrederica.com). You are asked to ring on every day of your child's absence and provide a written note if requested. A doctor's note should be provided for absence periods of more than 5 days.

There will be times when your child needs to visit the doctors, dentist or hospital during school time and the school understands this (although try to keep these visits to a minimum). School attendance is monitored closely by the governors, local authority and Ofsted. Do discuss any planned reasons for unauthorised absence with the Head of School in advance and in this instance an absence form should be completed which is available from the office. Sometimes additional information will be requested. Children who are never late and never absent are recognised at the end of each half-term and are entered into a prize draw.



## BEFORE AND AFTER-SCHOOL CARE

Kenzalia is the school's before and after school club, where children can be dropped-off earlier and stay later than the normal school day. Kenzalia is open to all children who attend Princess Frederica. The breakfast club runs between 7:45am and 8:50am. Kenzalia runs between 3:30pm and 6:00pm (5pm on Fridays). It must be booked by 3pm otherwise you will be phoned to pick up your child.

There are a range of exciting After School Clubs that can be booked through the School Gateway. The timetable of clubs and details of how to book are on the School website.



## SCHOOL MEALS AND SNACKS

Nursery children must all have a packed lunch each day, provided by you until after Christmas, where usually the children can then start having school dinners. If you wish to continue with a packed lunch after Christmas then you may do so. Nursery children have to pay for school dinners and payment is made through the school Gateway System, which you'll be given a log-in for once your child starts at the school.

School dinners are prepared in the school's own kitchen, with a variety of fruit, vegetables and herbs, some of which are grown in the school's garden. The menu is on a two-week rotation to give children variety. There is always a vegetarian option and all meals are nutritionally balanced. Bread and fruit are always available. You should let the school know if your child has any special dietary requirements or allergies.

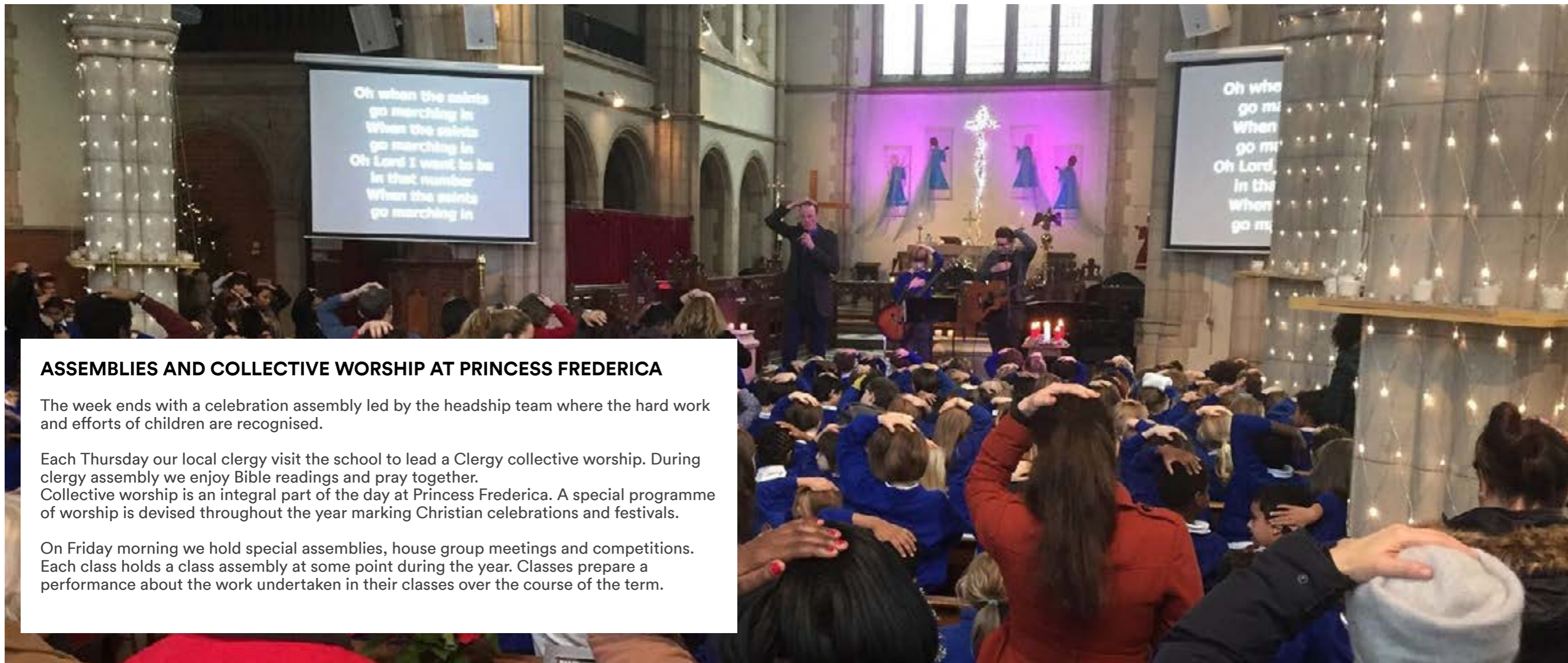
Teachers are on hand to help Nursery children get their lunch and sit with them when they eat. The thought of your child eating lunch in the big lunch hall, may seem daunting but the children get the hang of it pretty quickly and respond well to eating alongside the older children.

Once the children leave Nursery and move onto Reception, Year 1 and Year 2, they receive a free school meal in line with the Government's universal free school meal provision. It is really important for the school that any parents who would otherwise qualify for a free meal (such as parents on low incomes) register for this because this releases additional resources through "pupil premium" funding.

If you are sending your child into school with a packed lunch please make sure it is healthy. You are not allowed to include crisps, chocolate, sweets, fizzy drinks, or foods that are high in sugar or fat. Children are not permitted to bring any foods with nuts in them to school as there are a few pupils who have extreme allergies to nuts.

Water is provided to all children throughout the day and children in Foundation Stage and Key Stage One are given a piece of fruit or a vegetable snack at morning playtime. Children may bring a bottle of water to school and older children may bring a piece of fruit if they wish. For children attending after school clubs, you may wish to send some extra fruit or snack for them. Nursery children are expected to bring a labelled water-bottle with them to school each day with fresh water.





### ASSEMBLIES AND COLLECTIVE WORSHIP AT PRINCESS FREDERICA

The week ends with a celebration assembly led by the headship team where the hard work and efforts of children are recognised.

Each Thursday our local clergy visit the school to lead a Clergy collective worship. During clergy assembly we enjoy Bible readings and pray together. Collective worship is an integral part of the day at Princess Frederica. A special programme of worship is devised throughout the year marking Christian celebrations and festivals.

On Friday morning we hold special assemblies, house group meetings and competitions. Each class holds a class assembly at some point during the year. Classes prepare a performance about the work undertaken in their classes over the course of the term.

### HOUSE GROUPS

There are four 'house groups' at Princess Frederica, Twain (Green), Seacole (Blue), Anderson (Red) and Brunel (Yellow).

### REWARDING AND RECOGNISING SUCCESS

Each child will be assigned a house group which they stay in for their whole time at the school – siblings are allocated the same house. This means they wear their 'house' colours for P.E, get rewarded points for good behavior, manners and demonstrating role model behavior. These are added to a 'House Points' chart

and added up at the end of each week. In addition to this, children compete for their 'house' on school sports day. They also have House Group assemblies, House group songs and in year six, may get the chance to be House Group Captain.





## REWARD CHARTS

Princess Frederica runs a 'Stay on Green' behavior scheme. This is a colour coded 'traffic light' system, where children are encouraged to 'Stay on Green' for good behavior. A yellow card is a warning and a red card is for something more serious. Parents are notified if their child receives a red card in order to help to learn from the incident. It is a good way to keep an eye on how your child is doing at school and the children respond to the system well.

The Love Thy Neighbour award is awarded to one child per class at the end of each half term, who exemplify the school values, in the opinion of their class teachers. They are rewarded with a tea party with the other LTN winners and the Headship Team.

## STAR OF THE WEEK

Your child's teacher will choose one child each week who have either shown outstanding behavior, exceptional work, or have tried really hard with a piece of work or sports. Their names will be called out at assembly on Friday afternoon and they will receive a certificate.

## NURSERY AND RECEPTION REWARD CHART

There is a slightly different system at place in nursery and reception, as the children are younger. These classes have a wall chart with a rainbow at the top, and a rain cloud at the bottom and children will move up and down the chart depending on their behavior. Children respond well to these charts and often come out of school full of pride that they have stayed on the rainbow for the whole day.



## MARBLE JAR PARTIES

When the whole class has behaved well or produced fantastic work the teacher puts a marble into the class 'Marble Jar'. Once the jar is full, the class are allowed to have a reward. For safety reasons, Nursery and Reception children have virtual marble jars instead of real ones!

## SCHOOL TRIPS

The school does much to help your child(ren) learn basic skills and have fun whilst learning. The curriculum is designed to provide a broad range of experiences and this includes a variety of visitors and trips. You may be asked to contribute a small cost to some trips to ensure your child(ren) can have exciting and new opportunities. As they move up the school, they also have the opportunity to go on school residential trips. Every class needs parents who are willing (and able, ie not in full time work!) to accompany school trips.





## HOME LEARNING

The school's approach to home learning varies with each class and Key Stage and parents are asked to support the home learning programmes, which concentrates on your child learning basic skills in reading, mathematics and phonics. Children have homework each week – in the Foundation stages this can be drawing or handwriting practice, right up to year six when children are expected to complete their homework without much parental help. Please check when your child's homework has to be returned from school and support them as much as you can.

## LIBRARY

The school has a fully stocked children's library that the children visit on set days to borrow books. Nursery's day is Monday and Reception is Monday (but do check this at the start of term in case of changes). The children can take the book home but must return it the following Monday. If the book is not returned the school will send home a reminder, after that, the cost of the book will be charged to your school account. **HANDY TIP** - You can replace the book with a similar book in GOOD condition if you have lost the book - alternatively the school charges £6 to replace it.

Nursery homework is placed in book bags on Fridays and should be returned on Monday (or at the beginning of the week).

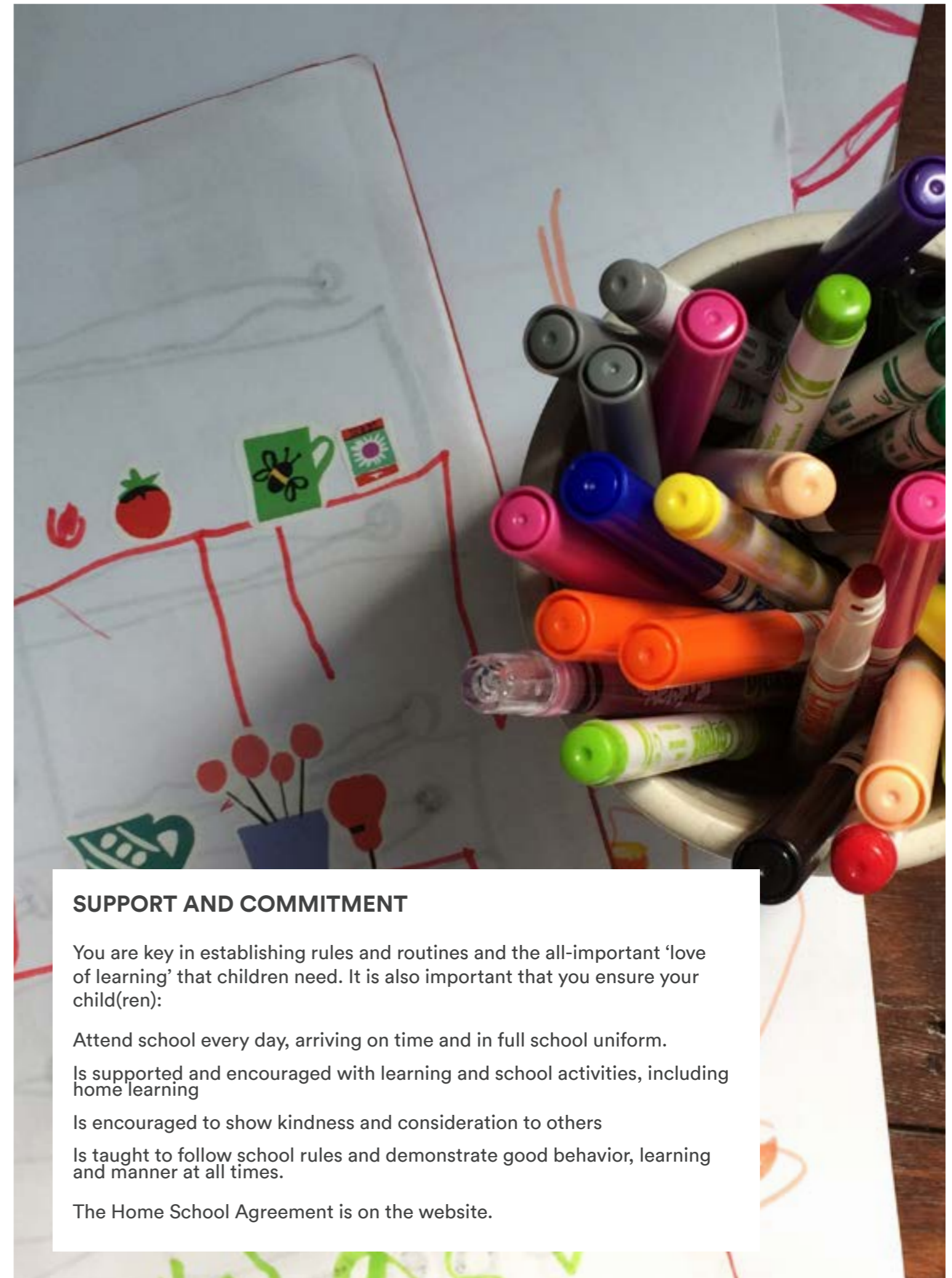
Reception homework – The homework task can be found in your child's home school book every Friday and is to be returned on Monday. Reading books are sent home regularly as well as phonics book for sounding and practising writing. These come home once a week with a 'tricky words' pack, which you practise and the teacher adds in more words as your child progresses.

Y2 to Y6 Maths homework is set on Mathletics and Y1 to Y6 words are set each work on Spelling Shed. Links to these websites are on the school website



## Knowledge Organisers

These identify the key areas that children will be learning about and include key vocabulary. All knowledge organisers are available on the school website so that parents and carers can talk through subject organisers with their children before the start of work.



## SUPPORT AND COMMITMENT

You are key in establishing rules and routines and the all-important 'love of learning' that children need. It is also important that you ensure your child(ren):

Attend school every day, arriving on time and in full school uniform.

Is supported and encouraged with learning and school activities, including home learning

Is encouraged to show kindness and consideration to others

Is taught to follow school rules and demonstrate good behavior, learning and manner at all times.

The Home School Agreement is on the website.



# HOW OUR SCHOOL WORKS



The school is organised into three phases:

Foundation stage = nursery and reception (ages 3-5 years) following the Early Years Foundation Stage Statutory Framework

Key Stage One = Years 1 & 2 (ages 5-7 years) following the National Curriculum (KS1)

Key Stage Two = Years 3,4,5 & 6 (ages 7-11 years) following the National Curriculum (KS2)

**HANDY TIP** Get to know more about expectations and content of each of these phases by exploring [www.gov.uk/national-curriculum/overview](http://www.gov.uk/national-curriculum/overview)

## The Headship Team consists of:

Executive Headteacher

Ms Sarah Bouette

Head of School

Ms Nicola Christopher

## GOVERNORS

School governors provide strategic oversight and accountability in schools. Governors appoint the head teacher and deputy headteacher and oversee the school's finances.

There are various categories of governors – Foundation, Local Education Authority, London Diocese, Parent-Governor, Staff Governor and Associate Members. They meet regularly to ensure that the school's objectives are being fulfilled and that high standards in all areas are maintained.

## OUR GOVERNING BOARD

Sarah Bouette (Executive Headteacher)

Zoë Miller (Chair of Governors)

Kwamena Duker

Dan Brandt

Jayesh Bhudia

Victoria Heald-Barraclough

Richard Finch

Marianne Jenkins

David Sin

Leandros Taliotis

## A VOLUNTARY AIDED SCHOOL

Princess Frederica is a Voluntary Aided Church of England Primary School. Voluntary aided school (VA) means although it is largely state-funded, the school is not owned by the local authority. Being a CE school means that the school's approach reflects Anglican values and tradition and that there are specific Church governors on the governing body who make up a majority. The school follows the National Curriculum but Governors determine the RE syllabus to reflect the Anglican tradition and worship reflects the Anglican tradition.

In contrast to local authority-owned schools, only 90% of the capital costs of a voluntary aided school are met by the state. The remaining 10% of the capital costs are captured in the arrangement the school has with the London Diocesan Board of Schools which owns and maintains the building.

Like other VA CE schools, Princess Frederica belongs to a diocesan maintenance scheme. This is an arrangement in which the school pays an annual amount and in return can draw down capital renovations and the like – such as new roofs and toilets etc.

Although the school does not charge fees to meet this 10% shortfall in state funding, parents are encouraged to contribute a voluntary amount towards meeting the schools' maintenance costs to LDBS – which is collected through the ABC fund run by the school governors.





## THE ABC FUND

The school is facing unprecedented funding pressures. Costs are up and revenue down. Although we are currently coping by finding ways to bring costs down, the pressures aren't going away.

School core funding (from local education authority) pays for teaching, learning and core maintenance costs. As a church school, Fred's pays £12k per year into the London Diocese Board of Schools Building Fund and is able to draw out more for things like refurbishment projects. However, the past two years has seen only 5k of the ABC target reached from the existing scheme.

The ABC fund is a voluntary contribution. The governors and school leadership want to make sure that, in the face of funding pressures, Fred's doesn't lose its distinct ethos and relaunched the ABC fund in 2017 with a view to raising more money. Governors are asking parents to set up a voluntary standing order of £20 per month per child. This is to ensure that some of the things we see as so special to Fred's don't get lost.

If everyone paid this amount then the school would not only have enough to cover to protect core extra-curricular activities like music, and address maintenance issues like the playground and classrooms.

It's important to remember that this contribution is voluntary, but it's expected that parents that can afford to contribute do. Whilst the school is suggesting £20 per month, if you can afford to give more – it's more than welcome. It's also worth remembering that the school is run as a charity and therefore comes off pre-tax income and that parents can pay gift aid. You will hear more about this over the coming academic year.

To sign up to the ABC fund, please do this via the online donation platform here <https://caf-donate.cafonline.org/6771>

Alternatively, there is a button on the homepage of the school website that will take you straight to the donation page.

Some parents may have already set up a standing order but if you can change to the Direct Debit option on the CAF page the school can reclaim additional money through Gift Aid.



## SAFEGUARDING

The school is committed to safeguarding children. This includes health and safety and child protection. It is the school's policy to ring you if your child(ren) has ANY injury to face, head or a more sensitive part of the body. This does not necessarily mean your child(ren) has had a serious injury but is a way of keeping you informed. Any minor injuries will be detailed on an accident slip which will be sent home with your child.

The school has zero tolerance for bullying behavior. Children, whilst learning how to socialise, may have 'falling outs' with friends or come across children who they find challenging to relate too. Please approach the school with any concerns or worries about your child.

## SAFEGUARDING CONCERNS

If you have any concerns around the safety and/or wellbeing of a child, please either ask to speak to the DSL (designated safeguarding lead) at the school or e-mail: [safeguarding@princessfrederica.com](mailto:safeguarding@princessfrederica.com)







## MUSIC AT PRINCESS FREDERICA

At Princess Frederica music is valued as an important part of the school curriculum. Below is a brief summary of what is currently part of our curriculum.

**Children in the Foundation Stage** focus on singing and percussion plus Glock and Ukulele in Reception.

**Children in Year 1** learn music using the violin.

**Children in Year 2** take key roles in the Christmas Production; and glockenspiel.

**Children in Year 3** learn trumpet in the Autumn Term and recorder in the Spring Term.

**Children in Year 4** learn steel pans and the recorder.

**Children in Year 5 and 6** learn the steel pans and the ukulele.

Music concerts several times a year to showcase musical talent.

Children are also invited to take part in our various music clubs, including the 3 choirs (year 3 upwards), recorder ensemble (by invitation only), steel pans band (by invitation only) and various musical ensembles. On top of this, there are a number of children learning other instruments in small groups.



## COMMUNICATION WITH THE SCHOOL

The school communicates in several ways including a weekly parent bulletin on a Friday, half-termly school newsletter, parent meetings and termly and annual reports detailing your child's progress.

It is always best to speak with the school if you have any worries or concerns or if there is anything the school needs to know about your child(ren). Teachers are available before school and after school at pick-up. You can also contact the school administration team for any other queries.

The school website has an up-to-date calendar on it, which shows you when events take place or term dates and times.

Contacting the school office - Phone: 0208 969 7756

The office can put you through to the school nurse, the welfare officer, the bursar, or help you out with any other query.

You can email the school by filling out the form in this link - <http://www.princessfredERICA.brent.sch.uk/contact-us.html>

Or by emailing – [admin@princessfredERICA.brent.sch.uk](mailto:admin@princessfredERICA.brent.sch.uk)

## COMPLAINTS

If parents have a complaint or a concern, it should be raised first with a member of staff who will attempt to deal with it informally. If complaints remains unresolved, the school complaints procedure sets out further steps that can be taken.

The complaints policy can be found in the policies section on the school website.





# GETTING INVOLVED AS A PARENT

## THE PRINCESS FREDERICA PARENT STAFF ASSOCIATION (PSA)

Princess Frederica is lucky to have a vibrant, committed and active association of parents, carers, families and staff who are committed to supporting children at the school. Anyone who has a child at Fred's is automatically a part of the Parent Staff Association (PSA).

The PSA is a registered charity with the aim of enriching the school experience for children at Princess Frederica. We do this in three ways:

- 1) We raise money for activities and projects that enrich children's experience at Princess Frederica
- 2) We support and run activities and events
- 3) We enable engagement of parents, carers, and families with the school community and, through this, help shape school improvement

## RAISING MONEY

With ever-tightening school budgets, our fundraising activity helps to fund things beyond the scope of the core school budget. We run two major fundraising events per year - the Summer and Christmas Fairs - when it is all hands on deck. Everyone gets involved and the children love it! We also run events such as fundraising discos and film nights at school and an annual quiz night that is always popular with parents.

Money raised goes towards events such as Art Week and Book Week (see below) and other recent investments have been the AV equipment in the upstairs hall, and new school mini buses.

## SUPPORTING AND RUNNING ACTIVITIES AND EVENTS

The main activities that the PSA funds and runs the annual school Art Week, Book Week. These are organised by the PSA with the school. We also have a team that has been instrumental to the whole redevelopment of the Embankment which has turned around the space that is available to our children. This has only been possible because of active parental engagement and we always need more help.

**Did you Know? Our PSA raises about £10,000 each year!**





# SPOTLIGHT ON THE EMBANKMENT PROJECT

The Embankment is an outdoor learning area for the children to explore and experience nature's wonders all year round. Their visits involve pond dipping and learning life cycles of frogs, mini beast adventures, planting seeds, nurturing and observing them grow. Learning how to respect nature and spot a flower or a tree. Higher up the school there are lunchtime gardening & woodwork clubs and nature lessons conducted in the woodland & growing areas. Future projects are to introduce maths into the environment using measurement, weighing and wigwam building! The children are very excited about their new Embankment Area and all enjoy time outside. Nursery and Reception children have 'Welly Wednesdays' where they are asked to bring in a pair of wellies so they can explore the outside and get mucky!



## GETTING INVOLVED

The PSA is chaired by Peter Grigg and deputy-chaired by Clare Laurance. They are supported by a fantastic team who take on different roles.

We are always looking for parents – especially those who have younger children in the school (to fill the gaps as each year 6 class and parents leave the school) to come along and help. [There are many levels at which parents and families can get involved in the PSA.](#)

**HELPERS** We are regularly looking for helpers and volunteers for events and activities – such as taking on a role in the Fairs or in projects like the Embankment.

**CLASS REPS** Each year we look for one or two parents in each class to act as a class rep whose role it is to act as a cascade to other parents in the class and to coordinate volunteering efforts and events. This is a really rewarding role that helps create closer links between parents in each class. These people receive emails from the PSA Exec to cascade to their class parents/carers. If you are interested in repping for your class please email PSA co-chair lucy.dare@googlemail.com

**NEW PARENT REPS** The school has two New Parent Reps. They help to welcome new parents, answer any questions about settling in to the school and organise social events for new parents. They will hold new parent coffee mornings in September as well as other exciting events.

**PROJECT LEAD** We are increasingly interested in the parents taking on a particular project and specific aspect of work to lead on. This may be a particular interest or professional connections you have. This may range from a specific fundraising initiative. This may stem from an area of the school you'd love to see further enhanced.

**JOIN THE PSA EXEC** Behind the scenes of the PSA there is a busy team who help organize and coordinate activities and events. The PSA are always looking for parents and carers to join our "Exec" team of around 8 people that oversee everything.





## OTHER WAYS TO GET INVOLVED AS A PARENT:

There are plenty of ways to get involved and the school welcomes parents and carers helping out:



**Schools trips** – please let the administration team know if you can help out on school trips – you will need to complete a DBS form which can take a few weeks (see note above).

**Governance** – Join the governing body and play a part in the strategic leadership of the school. When vacancies arise they are widely advertised to the parent/carers community.



**School events** – there are lots of exciting events at Princess Frederica that parents can get involved with such as Book week, Art week, coffee mornings, workshops, Christmas and summer fairs. Watch the school website to see up-and-coming events and also check the school calendar on the website.



**Parent/Teacher evenings** – these are held at the beginning of each term so you can see the targets your child is aiming for during that term. Emails are sent to parents about Parent's evening and you will have to log on to the booking system (link is in the email) to book your time slot.

**Handy Tip** - Appointments fill up very quickly, so follow the link in the email to book your preferred time. If you have more than one child in the school, make sure your appointments are spaced out to allow for late running.

**Church and school worship assemblies** – at the end of each term and also at Easter and Christmas, parents are invited to attend worship assemblies at our partner churches St Mark's, at the bottom of Bathurst Gardens and St Martin's on Mortimer Road, where children also sing, perform and play instruments.





## 4 KEY COMMS ALL NEW PARENTS SHOULD SIGN UP TO...

### 1. Parent Comms (from the school)

If you have shared your email address, you should be automatically included in official school communications. The school sends out a weekly bulletin by email. If you do not receive anything (such as regular alerts and updates) from the school then sign up at this address [admin@princessfrederica.brent.sch.uk](mailto:admin@princessfrederica.brent.sch.uk).

Handy Tip! Check the emails aren't going to your junk mail.

### 2. Gateway App

Gateway is the school online payment system. This is how you can pay for school dinners, school trips, music lessons, school clubs etc

At the beginning of the Autumn term you can log on via the school website and activate your account - <http://www.princessfrederica.brent.sch.uk/online-payment.html>

### 3. Find your class rep!

Each class has a class rep(s) who communicate things like cake sales, term dates, inset days, parties, school trips etc. to the rest of the class. Each rep will manage this differently, some use email chains and others use WhatsApp. It is a massively valuable source of info not to be missed!

In order for this to work, please make sure your class rep has your email address and phone number at the beginning of the Autumn term.

### 4. Princess Frederica Twitter Account

The school are using this platform to celebrate what the children are enjoying and achieving in school. You can also see the Twitter feed on the home page of the School website.

Official Twitter Account: [PrincessFrederica\\_PS](https://twitter.com/PrincessFrederica_PS)





# GLOSSARY OF TERMS

**Freds** – Princess Frederica School is often shortened to ‘Fred’s’.

**LSA** – LSA stands for Learning Support Assistant or Teaching Assistant and they provide support for both the Teacher and Pupils.

**Mufti Day** – Mufti Day actually means non-uniform day where children can wear their own clothes to school. They usually happen on the two Fridays prior to the Summer and Christmas Fairs as a way to raise money for the fair or to encourage families to donate items for the fair. They may also happen at other times during the year and you should receive an email reminder from the school and your class rep about them. They are also clearly marked on the school calendar.

**The Embankment** – The Embankment is the area in between the school playground and the train track. It is a grassy secure area which has recently undergone an amazing renovation to become an outdoor learning area for the children.

**Show and Tell** - Show and Tell takes place on a Friday and there is a Rota so that each child gets a chance to get up and speak. Children are encouraged to bring into school a favourite toy, picture, photograph or anything that interests them. They then get the chance to tell the rest of the class all about it. Children absolutely love Show and tell, especially as the year goes on and the children’s familiarity with their class and confidence grows. Children are not encouraged to bring toys into school except on their allocated Show and Tell days.

**Cake sales** - Each year group runs a couple of cake sales during the year to raise money for school trips, class supplies, or other fun things that the individual classes enjoy. The cake sales happen after school every Thursday and Friday in the big playground. Parents and carers make cakes and sell them to the rest of the school. There is a Rota system so that each year group gets a turn. Your Class Rep will be able to tell you which dates your year group’s cake sales take place during the year. All the dates are in the school calendar.

**Home School Book** – In Nursery and Reception your child will be given a Home School book at the start of term. In Nursery, this is where the children complete very simple and fun homework and teachers will add in a bit of information about what they have been learning that week. In Reception, the book goes back and forwards and is filled out by you and your child and also the school. Your child is encouraged to add in anything that interests them or any exciting activities they have been doing. You will receive more information about the Home School book at the beginning of term.

## School Address

Princess Frederica C of E Primary School  
College Road  
Kensal Green  
NW10 5TP

# ESSENTIALS

School Office: 0208 969 7756

Website: <http://www.princessfrederica.brent.sch.uk>

Email: [admin@princessfrederica.brent.sch.uk](mailto:admin@princessfrederica.brent.sch.uk)

[welfare@princessfrederica.com](mailto:welfare@princessfrederica.com)

Kenzalia After-school club information:  
<http://princessfrederica.brent.sch.uk/after-school-provision.html>

Uniform website: <http://aceclothing.co.uk>

ABC fund:  
<http://www.princessfrederica.brent.sch.uk/the-abc-fund.html>

School payment system:  
<http://www.princessfrederica.brent.sch.uk/online-payment.html>

Autumn Term	
Inset Day	Thursday 1 <sup>st</sup> September and Friday 2 <sup>nd</sup> September (School closed to all children)
Autumn term starts for children	Monday 5 <sup>th</sup> September '22
Break up for half-term	Thursday 20 <sup>th</sup> October '22
Inset Day	Friday 21 <sup>st</sup> October '22
School starts for children	Monday 31 <sup>st</sup> October '22
Last day of autumn term for children	Friday 16 <sup>th</sup> December '22
Spring Term	
Inset Day	Tuesday 3 <sup>rd</sup> January '23
Spring term starts for children	Wednesday 4 <sup>th</sup> January '23
Children break up for half-term	Friday 10 <sup>th</sup> February '23
School starts for children	Monday 20 <sup>th</sup> February '23
Last day of spring term for children	Friday 31 <sup>st</sup> March '23
Summer Term	
Summer term starts for children	Monday 17 <sup>th</sup> April '23
May Bank Holiday	Monday 1 <sup>st</sup> May '23 (Bank Holiday- School closed to all children)
Children break up for half-term	Thursday 25 <sup>th</sup> May '23
Inset Day	Friday 26 <sup>th</sup> May '23 (School closed to all children)
School starts for children	Monday 5 <sup>th</sup> June '23
Last day of summer term	Friday 21 <sup>st</sup> July '23
Inset Days	
Inset Days (School is closed to children)	Thursday 1 <sup>st</sup> September 2022 Friday 2 <sup>nd</sup> September 2022 Friday 21 <sup>st</sup> October 2022 Tuesday 3 <sup>rd</sup> January 2023 Friday 26 <sup>th</sup> May 2023
Bank Holidays	
Bank Holidays (School is closed to children)	Monday 1 <sup>st</sup> May '22 (Bank Holiday- School closed to all children)