



# Unicorn Primary School - New Starter Information

## Welcome

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*Welcome to Unicorn Primary School. This pack contains all the essential details that you need before your child starts with us.*

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## THE SCHOOL DAY

School officially starts at 8.55am. Doors from the playground to Y1 and 2 classrooms and to upstairs for Y3-6 open at 8.45am. Reception classes' gate will open at 8:45am. A senior leader and one other member of staff will be on the playground from 8.35am and you can leave your child (Y1 – Y6 only) in their care if you wish to. Gates will be monitored but parents should make that decision based on their child's comfort, confidence and age.

All children should be in school by the time registers close at 9.00am and after this, children will need to be signed in at the screen in the entrance lobby by the office window. If your child arrives in the classroom after 9.00am, they will be marked as late on that day. If your child is late and arrives after 9.20am, your child will be marked as being absent for the whole morning session.

The school day ends at 3.15pm for Reception Class children. Please arrive on time to collect your child. If you are unavoidably delayed, please telephone the school office to advise us so we can reassure your child that you are on your way.

If your child is being collected by another person, please write a note in the contact book to let the teacher know or, if there is a last minute change of arrangements, please contact the School Office. If it will be a regular occurrence, eg Grandparent/Childminder will collect every Wednesday, please make this clear with the teacher and you will not need to mention each week.

**Collection times and points are:**

**R - 3.15pm:** from the reception gate where they go in, in the morning.

**Y1 & Y2 – 3.25pm:** from classroom doors on the playground.

**Y3 – 6 - 3:30pm**

Y3 from the first set of double doors on the playground – where they go in at drop off.

Y4 from the doors just after the Y1 classrooms.

Y5 from the doors at the front of the school to the left of the main entrance.

Y6 from the doors at the far end of the playground by the sensory garden.

## PUPIL ABSENCES

If your child is unable to attend school for any reason, please email the school office via our absence email address ([absence@unicorn.mslt.org.uk](mailto:absence@unicorn.mslt.org.uk)) or leave a telephone message (option 1) by 9.15am, giving brief details of the reasons for the absence, including symptoms if unwell. If your child vomits or has an upset stomach, children are required to stay at home for no less than 48 hours from the last bout of sickness or diarrhoea. We ask that this is strictly adhered to, to limit the spread to others in school.

If no call is received, we will email/telephone you to ensure your child is safe at home with you. We do this to ensure that all children are accounted for each school day.

If your child has a doctor's or dentist's appointment within school time, please notify the school office in advance, although we would ask that you avoid routine check-up appointments for the dentist during term time to prevent your child's attendance record being unnecessarily affected.

Family holidays should not be taken in school term time and will be recorded as an unauthorised absence. We recognise, however, that on occasion, you may have an exceptional

reason for needing to take your child out of school. Please address an email to Miss Elvines, or speak to her on the playground, outlining the exceptional circumstances to be considered for her authorisation.

If there is any cause for concern during the year with regard to your child's attendance, we may contact you to discuss any issues. Levels of absence and lateness are recorded and monitored. You will receive a record each year with your child's school report.

## SCHOOL LUNCHES

School meals are prepared daily on site by our catering company, with fresh ingredients. If your child suffers from any food allergies these can be catered for, but the details must be given in writing. A menu will be available at the beginning of term. We encourage all children to have a school lunch as we believe it helps them to develop healthy eating habits as well as their social skills.

School meals are free to all children in Reception and Key Stage 1 (under the Government initiative for universal infant free school meals). At the moment, Key Stage 2 meals are also free, under The Mayor of London scheme.

However, if you are in receipt of any kind of income support benefit, you may be eligible to apply for free school meals throughout your child's schooling. We encourage parents to check their eligibility as it can contribute to discounts on school trip costs during your child's school time too. It would also provide additional funding for the school to help support your child's education. Information is available on the Bromley Local Authority website:

[https://www.bromley.gov.uk/forms/form/180/en/new\\_application\\_for\\_free\\_school\\_meals](https://www.bromley.gov.uk/forms/form/180/en/new_application_for_free_school_meals)

## FOOD & DRINK

### NUTS IN SCHOOL

We have a growing number of children in school who have an allergy to nuts. This type of allergy can have very serious consequences if the individual comes into contact with nuts. As such, we request that **under no circumstances** should nuts or products containing nuts be brought into school and we kindly urge you to adhere to this request.

### DRINKS IN SCHOOL

Please provide your child with a named drinking bottle; the children have access to fresh water throughout the day. We would ask that children drink water **only**. Do not send children in with squash or fizzy drinks in their bottles.

## NATIONAL FRUIT & VEGETABLE SCHEME

Unicorn Primary participates in the National School Fruit & Vegetable Scheme. Each infant age child receives a free piece of fresh fruit/vegetable each school day. Scientists agree that everybody, including children, can reduce their risk of heart disease and cancer by eating at least five portions of fruit and vegetables a day. Our participation reinforces our commitment to healthy eating.

If your child suffers from any allergies, it is essential that you inform us so that we can ensure they are not given anything that will harm them.

## COOL MILK SCHEME

At Unicorn Primary we offer a school milk scheme. All children receive free milk until they turn 5. If you would like your child to continue to have milk once they turn 5, please visit [www.coolmilk.com](http://www.coolmilk.com) to register and pay directly.

## APPS & WEBSITES

### ARBOR PARENT PORTAL APP

You will be required to create an account on the school communication and payment portal ARBOR (<https://login.arbor.sc>) and you can download the app, once your child has been enrolled on the system in September. This is our platform for all communication with parents. Payments for school trips, Breakfast and Afterschool Club or internal clubs, are paid to the school via Arbor. You are also able to update and check any information we hold on your child here, including consents and medical details. Parents' Evening slots are also booked via Arbor.

### **Creating your Arbor Parent Portal/App Account and Logging in for the First Time (once your child has been admitted to the School)**

An account has been set up for you. To finish creating this account:

- Go to <https://login.arbor.sc>
- Enter your email address. This is the email address we have sent this email to.
- Click **Forgot your Password and set a new** a password
- Click to accept the terms and conditions
- To verify your account, you will need to enter the date of birth of one of your children.

## SEESAW

Throughout our school we use a secure online learning platform called Seesaw (<http://seesaw.me>) which is a great way to capture children's learning that does not fit into an

exercise book! Each child has their own online learning journal and you will be invited to get family access to the app so you can see their work in DT or Computers or Music. Sometimes group photos are saved in Seesaw learning journals, usually when the children have worked collaboratively. When using this service to view your child's learning, it is with the expectation that you will not download or reshare photos on social media that contain other people's children.

### OTHER APPS

Other learning websites we currently use at Unicorn include Bug Club for reading, Times Tables Rock Stars, EdShed, Phonics Play, and Scratch.

## SCHOOL NURSE, IMMUNISATIONS & MEDICATION

Our school nurse visits school to undertake a Health Check with your child during the Reception and Year 6 school year. You will be notified when this will be taking place. The nursing team also visit to administer the flu vaccine; you will be given the option to refuse this at the time, should you wish to.

If your child is prescribed medication by the doctor, and this needs to be given within school time, please complete an authority form, which can be obtained from the school website or the Office. The school office will be able to assist with one administration of medicine during the school day, so please arrange all others outside of school hours to keep the interruption to the children's learning and the number of medicines held in school to a minimum.

Please check that your child is up to date with their immunisations before they start school in September. Now is a good time to catch up with any of the usual immunisations your child may have missed as a baby or toddler. Just ask your GP practice or clinic about catch-up doses. It is never too late to have your child immunised.

Diphtheria, tetanus, pertussis(Whooping cough), polio - This is a booster dose of the vaccine your child had as a baby.

Measles, mumps and rubella (MMR) - This is a second dose of the MMR vaccine. If your child has not had the first dose yet, it should be given now and they should have their second dose one month later.

This link, [Pre-school immunisation booklet](#), is a guide to pre-school immunisations from two years old until starting primary school.

Alongside immunisations, there are other ways in which everyone can help reduce the spread of infections in schools. Here is a helpful link which you might like to look at to help you and your

family learn about what else you can do: [Health protection in children and young people settings, including education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/health-protection-in-children-and-young-people-settings-including-education)

## UNIFORM

All children should come to school in the correct school uniform. Below you can see the uniform for school, PE days and forest school days. We ask you to take careful note of rules around shoes and jewellery. Children should come to school in PE Kit or Forest School Kit on days when they will do these activities. These days will be shared with you at the start of each term.



Grey shorts, skirt, trousers or pinafore dress

White polo shirt (logo optional)

Ocean blue cardigan, sweatshirt or fleece (logo optional)

Optional blue and white summer dress

Shoes must be black **all over**

**No jewellery** except **small** stud or hoop earrings (to be removed or covered in PE)



## PE KIT

Team colour t-shirt (logo optional)

Blue, navy or black shorts

Trainers

Long hair tied back

Earrings removed or covered

When it's cooler:

**Plain** blue, navy or black leggings or tracksuit bottoms

School fleece, sweatshirt or cardigan



### [What to Wear for Forest School](#)

We are extremely lucky that all our children will have regular outdoor learning and Forest School sessions. These sessions happen in all types of weather, so please ensure your child is wearing appropriate clothing.

**From September**, children should wear their 'winter' PE kit and bring waterproof top layers when needed.

**Long trousers** – both in summer and winter we ask for children to wear long black or navy blue trousers /leggings/tracksuit bottoms, to keep warm, dry and to protect from scratches and insect bites. Even on warm days, it can be cooler under the shade of the trees.

**Long sleeved top** – both in summer and winter to protect from scratches and bites. When it is warm, this can be a plain long sleeved t-shirt. When cooler, children should wear their school jumper or fleece over the top.

**Layers of clothing appropriate to the temperature and the season.** In the winter months, children should have a warm **waterproof** coat with hood, and gloves, hat and a scarf when needed.

**Wellies or change of closed toe shoes** (which you do not mind getting wet and muddy). Children need a different pair of shoes to change into after Forest School, as parts of the forest are always muddy and we use the river for some of our sessions. Please can children bring their wellies in a named bag.

On sunny days, we recommend that all-day sunscreen and insect repellent are applied to the children before school at home and that they bring a hat.

#### NAME IT!

It is essential to name all school uniform items and water bottles/lunch boxes.

To help you name items and raise money for FUN, you can use the following codes to purchase name tags:

MyNameTags - use our school ID number, **59597**—[MyNameTags.com](https://www.mynametags.com)

Stikins - use school code **35761**—[stikins.co.uk](https://www.stikins.co.uk)

Stamptastic - use school code **5adef90a890a9** - [stamptastic.co.uk](https://www.stamptastic.co.uk)

FUN (Friends of Unicorn Primary School), our PTA, have lots of pre-loved uniform for you to purchase and offer regular sales after school.

[Graduates](#) is our uniform supplier. Uniform can be delivered to the school, free of charge, on a Thursday, if ordered before the Tuesday.

## BREAKFAST & AFTER SCHOOL CLUB (BASC)



### Unicorn Primary School

#### Breakfast & After School Club



#### ACTIVITIES ON OFFER

**Key Stage 1:** Daily Arts & Crafts, Small World Play, Construction Toys, Home Corner, Reading Area, Physical Play, Playground Activities

**Key Stage 2:** Daily Arts & Crafts, Board Games, Construction, Card Games, Trivia & Quizzes, Indoor & Outdoor Sports, Video Games and Creative Competitions



#### Food Served at Breakfast & After School Club

**Breakfast:** Toast, Cereal Selection, Bagel, Choice of Fruit

**After School Club:** Muffin, Pita, Sandwiches, Soup, Spaghetti, Beans on Toast, Pasta and sauce, Burritos, Selection of Fruit with Yogurt – New menu items coming soon



#### Prices

Breakfast: £8  
After School: £17

#### Sessions

Breakfast:  
7:30am – 8:45am  
After School:  
3:10pm – 6:00pm

#### Staff

Leader: Sue Tidd  
Deputy: Cleon King

For any questions you have, please email or call during BASC hours.

Contacts: [BASC@unicorn.mslt.org.uk](mailto:BASC@unicorn.mslt.org.uk) or 020 8658 0282 ext 232

To register your intention to use BASC, please complete this form –

<https://forms.office.com/e/JP17jmJuZP>

Please see school website for terms and conditions.

You are unable to book any dates until your child has been enrolled at Unicorn.

## FUN

Welcome to the Unicorn Family and the PTA, otherwise known as Friends of Unicorn or FUN!

We are a parent-run registered charity dedicated to coordinating a wide range of fundraising activities and social events for our lovely school. We are bound by a constitution and hold an AGM in September as part of our commitments to PTA+ and the Charity Commission.

We use money that we raise to subsidise educational trips for each year group and to contribute funds to other activities within the school. We liaise with the teaching staff, Miss Elvines and the School Council who each year create a list of items that the school would like to purchase. This

can range from ICT equipment, climbing frames, books to playground equipment. The FUN funds are for the 'extras' not provided by the school budget.

In the last few years, we have **raised over £60k** through events such as discos and fairs as well as organising ticket sales for the pantomime and the firework display at Park Langley. We raise money through personalised Christmas cards, pre-loved uniform sales and Bag2School to name but a few. We always endeavour to spend our funds in ways that will benefit our children across all areas of the school and curriculum. FUN meet once every half term.

We could not do any of this without the support of parents like YOU and all the PTA members and parent helpers who volunteer their time. If you are interested in **getting involved** or **becoming a class rep**, please contact us.

Chair, Georgina Ferrier: [friends.of.unicorn.events@gmail.com](mailto:friends.of.unicorn.events@gmail.com)

Secretary, Fee Edwards: [friends.of.unicorn.secretary@gmail.com](mailto:friends.of.unicorn.secretary@gmail.com)

Treasurer, Sam Lucas: [friends.of.unicorn.treasury@gmail.com](mailto:friends.of.unicorn.treasury@gmail.com)

Come and join us at our upcoming Summer Fair on Saturday, 6th June, 12.00-4.00pm.

Follow us on [Facebook](#) or sign up to your class Whatsapp group run by your Class Rep to receive regular updates on FUN events. If you do not know the parent, you can ask in the school office.

## VOLUNTEER AT UNICORN

There are many opportunities for parents and family members to volunteer at Unicorn. Could you help?

Please contact the Office if you would like to help in any way.

### **Parent Reader**

Commit to coming into school every week for an hour or two and listen to our young readers, helping them develop their skills. A DBS check will be required for this role - we organise this for you.

### **Trips**

We always ask for parent volunteers to accompany our school day trips - this may be in the local area, central London or further afield. Trips are arranged by the teachers to help enrich the curriculum and add value to the children's learning.

### **FUN (Friends of Unicorn - PTA)**

Please give as much or as little time as you can to help organise and run events for the school, eg Christmas, Spring or Summer Fair, pre-loved uniform sales, raffles, quiz night, visiting circus event, colour run. Use your professional skills to help the team with design, administration or organisation, or simply be extra manpower to help set up events. Get in touch with FUN for more details.

### **Drop Off Zone Volunteer**

To ease congestion in the car park, we *try* to offer a drop-off service in the car park from 8.45am, where you are able to hand your child over to one of our volunteer parents who will escort them into school playground. The parents all hold a DBS certificate (from the Disclosure and Barring Service government agency). They volunteer on a weekly rota to help other parents who need to “drop and go” in the mornings. This service is dependent on volunteers coming forward.

### **Library Helper**

Help keep the library in order by checking books back in, logging new books onto the system or generally refreshing the library space.

### **Visitor**

Share aspects of your culture, faith, special interest or profession with our children to help teachers enrich curriculum subjects. For example, we have had parents visit to give talks about the values and beliefs of their faith as part of RE lessons and assemblies; we also an aunt who visited to share her work with worms to bring Reception class science to life.

## [Term Dates 2026 - 2027](#)

### [Autumn 2026](#)

Wednesday, 2nd September – Friday, 16th October

*Half Term 19th October – 30th October*

Monday, 2nd November – Friday, 18th December

### [Spring 2027](#)

Tuesday, 5th January – Friday, 12th February

*Half Term 15th – 19th February*

Monday, 22nd February – Thursday, 25th March

## Summer 2027

Monday, 12th April – Friday, 28th May

*(Bank Holiday Monday, 3rd May)*

*Half Term 31st May – 4th June*

Monday, 7th June – Friday, 23rd July

**These are the dates children are expected to be in school.**

Any staff Inset days will fall outside of these dates. We ask that all holidays are taken in the school holidays, and NOT during term time. Thank You.