



SURREY STREET PRIMARY SCHOOL & NURSERY



Learning for life at Surrey Street where the social, emotional, spiritual, physical and learning needs of every member of the school community are met."



Information Pack 2024/25 School Year

Class	
Teacher	
Start Date	

Surrey Street Primary School & Nursery
Cutenhoe Learning Park, Cutenhoe Road, Luton. LU1 3NJ

☎ 01582 359390

✉ admin@surreystreetprimary.net

🌐 www.surreystreetprimary.com



Welcome from the Headteacher



Dear Parents/Carers,

We extend a warm and friendly welcome to you and your family. Children, governors and staff are all extremely proud to be part of the Surrey Street Team.

Our vision is:

Learning for life at Surrey Street where the emotional, physical, social, spiritual and learning needs of every member of the school community are met.

We want our children to become independent, confident, self-motivated and enthusiastic learners, having the self-esteem to both evaluate and extend their learning to achieve their full potential, within a secure, caring, happy environment.

It is important to us that each child is happy, confident and feels secure and successful. We have high expectations and aim to achieve good standards in all areas of learning.

This requires a balanced education that promotes academic achievement, creativity and a caring attitude to others. We wish to work closely with you as parents to develop in our pupils the values of hard work, politeness, self-discipline and a pride in appearance.

The school has three simple values that we expect all children to show:

**** RESPECT ****

**** RESPONSIBLE ****

**** KINDNESS ****

Working together we can ensure your child has excellent learning behaviour and manners. We have a proud reputation of being a friendly school. We value your support and hope that you will join us in as many school events as possible, when permitted.

We will be pleased to discuss with you any questions you may have regarding your child's primary education. Teachers take their classes to the playground at the end of the school day. Alternatively, please make a mutually convenient appointment through the Office or message your class teacher directly through ClassDojo.

By joining us you will be part of our school family and we look forward to a long and happy partnership with you while your child is at school.

Mrs S Jackson
Headteacher

School Structure

Key Stage – Early Years Foundation Stage (EYFS)		
Nursery		Butterfly
Year R	Poppy	Tulip
Key Stage 1		
Year 1	Ladybird	Robin
Year 2	Apple	
Key Stage 2		
Year 3	Cardinal	Maroon
Year 4	Burgundy	Rouge
Year 5	Ruby	Carmine
Year 6	Crimson	Magenta
Specialist SEND Provision		
KS1 Otters		KS2 Kestrels
Redwood Unit – Local Authority SEND Provision		
KS1 Squirrels		KS2 Foxes

All classes have no more than 30 children and are all of mixed ability and have their own class teacher.

Pupils' varying needs are met within the class structure and all children are seen as individuals. Children with special needs are given specific individual help with the Class Teacher and support staff working closely together.



Most parents want their children to get on well in life. It is so important to have a good education behind you to make the most of future opportunities in adult life. Children only get one chance at school and your child's chances of a successful future will be affected by not attending regularly.

At Surrey Street, we believe that all children have the right to a high-quality education. Where children have additional needs, class teachers and support staff work quickly to identify and support the children with their learning. If you have any concerns about your child, please speak to their class teacher, who will liase with the school SENDCo.

By law, all children of compulsory school age (between 5 and 16 years) must get a suitable full-time education. Once a child is registered at school, parents are responsible for making sure their child attends punctually and every day.

The School Day

The school day starts at 8.55am and finishes at 3.30pm.



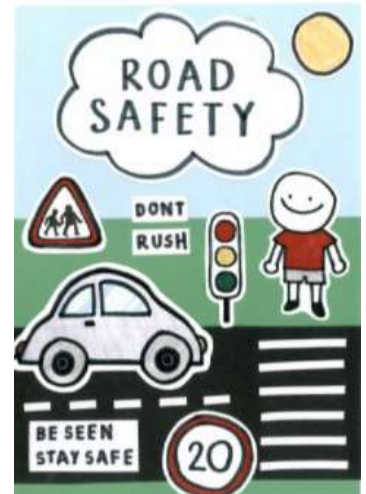
We request that parents ensure children are punctual and ready to start school by 8.55am. Late arrivals, after 8.55am, should report to the main school office. Please collect your child promptly at 3.30pm.

Arriving on time and being in school every day will ensure your child receives a 100% attendance certificate!

Nursery		EYFS	KS1	KS2
Morning Session 8.45am – 11.45am	Morning Session	8.55am – 11.30am	8.55am – 11.50am	8.55am - 12.05pm
	Morning Break	Various times	10.25am – 10.40am	10.55am – 11.10am
Afternoon Session 12.30pm – 3.30pm	Lunch	11.30am – 12.30pm	11.50 am – 12.45pm	12.05pm – 1.00pm
	Afternoon Session	12.30pm - 3.30pm	12.45pm – 3.30pm	1.00pm – 3.30pm



We encourage all of our families To walk to school, where possible.



If you do have to drive your child(ren) to school, please do so with respect for our neighbours and local residents.

It is not acceptable to park or wait on double yellow lines, on the school zigzags or across residential driveways for any period of time.

Parents are not permitted to drive up the hill, unless they are able to provide evidence to support this (Blue Badge)

Medical Appointments

- Doctors and dental appointments should be arranged out of school hours. In the case of an emergency appointment school may ask to see appropriate evidence, such as an appointment card.
- It is school policy to not authorise holidays or trips to embassies during the school term.

Illness

If your child is ill, you must call or email the school office, to tell us why on the first day of absence. If you fail to do so, you will be contacted by a member of our office staff. Unauthorised absences are monitored by our Attendance Officer.

Contact details

Please make sure we have your correct contact numbers!
We require 2 emergency contacts for your child.

Lunchtime Information



School Meal Payments

Dinner money is paid online using **Scopay**. You will receive a link/letter to register once your child has started. Menus are displayed on our website in the Parents section. School Dinners are £2.55 per day or £12.75 per week. Meals must be paid weekly in advance. Kitchen Telephone Number: 01582 359398.

Free School Meals for KS1

All children in Reception, Year 1 and Year 2 are eligible for free school meals. Visit: <https://apply.cloudforedu.org.uk/ofsm/surreystreetprimary> to apply online.


A healthy daily snack is provided for Early Years and KS1 children.

Packed Lunches

Children may bring in a healthy balanced packed lunch, which should be in a lunchbox, clearly labelled with the child's name. No nuts please!

Healthy Lunchbox Planning Tool


Select an item from each starred box to create your own healthy packed lunch!

 **Protein & Carbohydrate**


- Chicken, cheese, ham or tuna sandwich
- Hummus and crackers
- Hummus and carrot wrap
- Cheese or Tuna wrap
- Chicken and rice
- Pasta with cheese, chicken or tuna
- Sausage roll

 **Snacks**


- Yogurt
- Rice pot
- Custard pot
- Cereal Bar – NO NUTS!
- Fruit Bar
- Flapjack
- Fruit Jelly

 **Veggies**

- Carrot sticks
- Pepper sticks
- Cucumber sticks or slices
- Celery
- Sugar Snap Peas
- Baby tomatoes
- Sweetcorn
- Broccoli

 **Drinks**

- Water
- Fruit Juice
- Diluted squash

 **Fruit**

- Apple
- Pear
- Plum
- Kiwi
- Small orange or banana
- Peach or tinned peaches
- Fruit smoothie
- Grapes
- Blueberries
- Strawberries
- Raspberries
- Raisins

Snack – KS2

Parents must provide a snack, if required. Please note only fresh fruit is allowed.

Milk

Children who are eligible for Free School Meals can have milk for free, please request this at the office. Should you wish to pay for your child to have milk please register your child for school milk at: www.coolmilk.com

Uniform

At Surrey Street we believe that the wearing of a school uniform encourages pride in our school and helps children feel like they belong to the school community. We kindly ask parents to ensure their children come to school wearing the correct school uniform at all times. Please note that all children require a book bag, PE bag and water bottle.

White shirt or red polo shirt



Trousers, skirt or pinafore dress



School water bottle



Red cardigan or jumper



Black sensible school shoes



Book bag



In the summer term children can wear:

- Red & white summer dress
- Light grey school shorts

PE Uniform:

White or red plain t-shirt



Black shorts or tracksuit bottoms



Trainers



Red drawstring PE bag



Uniform



- Our school colours are red with white, black or grey
- Shoes – All children should wear black shoes that are strong, practical and sensible. High heeled shoes or boots are not acceptable for appropriate for school.
- Socks & tights **MUST** be plain black, white, red or grey when worn with skirts, dresses or shorts.
- A hijab may be worn provided it is removed or tucked in securely for PE and is of an all-in-one design in red, white, black or grey.
- Book bags - All children are required to bring a book bag small enough to fit inside their drawer. **Rucksacks are NOT permitted in school, due to insufficient space to store them safely.**
- Jewellery – No jewellery is to be worn to school, except for small stud earrings (which must be removed for all sports lessons)
- Hair - Long hair **MUST** be tied up at all times. We do not permit extreme hairstyles, dyed hair or hair with patterns or lines shaved in.
- Make up and nail varnish should **NOT** be worn to school.
- Your child's PE kit stays at school until half term when it will be sent home to be washed.

and finally,

PLEASE MAKE SURE YOU PUT YOUR CHILD'S NAME ON THEIR CLOTHES

The main school office stock uniform. We sell the following items:

Jumpers £10.00	Cardigans £11.00	Polo Shirts £8.00
Book bags £8.00	P.E. bag £5.00	Water Bottle £2.00

Swimming

You will be advised when your child is due to go swimming.
Your child will need:

Boys - Swimming shorts (above the knee)

Girls - One-piece swimming costume

Plus a towel in a plastic carrier bag.



Things to remember

- Remember to inform us if you move house or change your contact details.
- Let us know if you have arranged for someone else to collect your child, **please provide them with your password.**
- Check the website for Term Dates and Teacher Training Days.



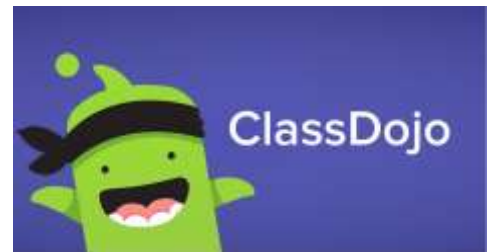
Keep me handy!

School Address:

Surrey Street Primary School & Nursery
Cutenhoe Learning Park, Cutenhoe Road, Luton LU1 3NJ

How to contact us:

Call 01582 359390
Email admin@surreystreetprimary.net
Kitchen 01582 359398



How to contact your child's Class Teacher:

The easiest way to contact your child's teacher is to use ClassDoJo – This can be used to pass on messages and questions.

PLEASE DO NOT USE THIS TO REPORT ABSENCES!

Website address:

www.surreystreetprimary.com

You can find school policies, lunch menus and a wealth of information.

To pay for school dinners, trips etc:

Payments online at: SCOPAY

If you need assistance setting up your account please contact the office – we can help!

To apply for free school meals:

<https://apply.cloudforedu.org.uk/ofsm/surreystreetprimary>

Communication:

How we keep in touch

- ClassDojo
- Emails
- Updates to our website
- Letters home



Academic Calendar for Community Schools 2024/25

SEPTEMBER 2024					
Monday	30	2	9	16	23
Tuesday		3	10	17	24
Wednesday		4	11	18	25
Thursday		5	12	19	26
Friday		6	13	20	27
Saturday		7	14	21	28
Sunday	1	8	15	22	29

OCTOBER 2024					
Monday		7	14	21	28
Tuesday	1	8	15	22	29
Wednesday	2	9	16	23	30
Thursday	3	10	17	24	31
Friday	4	11	18	25	
Saturday	5	12	19	26	
Sunday	6	13	20	27	

NOVEMBER 2024					
Monday		4	11	18	25
Tuesday		5	12	19	26
Wednesday		6	13	20	27
Thursday		7	14	21	28
Friday	1	8	15	22	29
Saturday	2	9	16	23	30
Sunday	3	10	17	24	

DECEMBER 2024					
Monday	30	2	9	16	23
Tuesday	31	3	10	17	24
Wednesday		4	11	18	25
Thursday		5	12	19	26
Friday		6	13	20	27
Saturday		7	14	21	28
Sunday	1	8	15	22	29

JANUARY 2025					
Monday		6	13	20	27
Tuesday		7	14	21	28
Wednesday	1	8	15	22	29
Thursday	2	9	16	23	30
Friday	3	10	17	24	31
Saturday	4	11	18	25	
Sunday	5	12	19	26	

FEBRUARY 2025					
Monday		3	10	17	24
Tuesday		4	11	18	25
Wednesday		5	12	19	26
Thursday		6	13	20	27
Friday		7	14	21	28
Saturday	1	8	15	22	
Sunday	2	9	16	23	

MARCH 2025					
Monday	31	3	10	17	24
Tuesday		4	11	18	25
Wednesday		5	12	19	26
Thursday		6	13	20	27
Friday		7	14	21	28
Saturday	1	8	15	22	29
Sunday	2	9	16	23	30

APRIL 2025					
Monday		7	14	21	28
Tuesday	1	8	15	22	29
Wednesday	2	9	16	23	30
Thursday	3	10	17	24	
Friday	4	11	18	25	
Saturday	5	12	19	26	
Sunday	6	13	20	27	

MAY 2025					
Monday		5	12	19	26
Tuesday		6	13	20	27
Wednesday		7	14	21	28
Thursday	1	8	15	22	29
Friday	2	9	16	23	30
Saturday	3	10	17	24	31
Sunday	4	11	18	25	

JUNE 2025					
Monday	30	2	9	16	23
Tuesday		3	10	17	24
Wednesday		4	11	18	25
Thursday		5	12	19	26
Friday		6	13	20	27
Saturday		7	14	21	28
Sunday	1	8	15	22	29

JULY 2025					
Monday		7	14	21	28
Tuesday	1	8	15	22	29
Wednesday	2	9	16	23	30
Thursday	3	10	17	24	31
Friday	4	11	18	25	
Saturday	5	12	19	26	
Sunday	6	13	20	27	

AUGUST 2025					
Monday		4	11	18	25
Tuesday		5	12	19	26
Wednesday		6	13	20	27
Thursday		7	14	21	28
Friday	1	8	15	22	29
Saturday	2	9	16	23	30
Sunday	3	10	17	24	31

 School Holidays

 Bank Holidays

**Children, Families and Education
Directorate**

Main switchboard: 01582 54 60 00

email: admissions@luton.gov.uk
website: www.luton.gov.uk



 Inset Day – School closed to all pupils

PRIVACY NOTICE

Surrey Street Primary School is committed to protecting your privacy when you give us your personal data and that of your child.

We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer at finance@surreystreetprimary.net

Data Controller	Mrs Jackson - Head Teacher, Surrey Street Primary School
Personal Data	Name; Address; medical details; ethnicity, Special educational needs, assessment and behavioural information.
Purpose for using it	To register your child and monitor their attendance and attainment in the school. To provide appropriate pastoral care To support your child's learning and pastoral needs To provide access to school meals
Lawful basis	To carry out the performance of a public task. Consent for photography, trips and internet access. Special category data such as ethnicity and medical details are used in the public interest of supporting each child according to their needs and to take care of their well-being in the school setting.
Who we share it with	Luton Borough Council, education providers, NHS, safeguarding partners, catering services; pastoral support such as counselling. Learning platforms, Sims, School Comms, Schools cash Office, CPOMS and ScholarPack.
Why we share it with them	To meet the statutory requirement for monitoring by the department of Education. To provide access to education. To provide pastoral care, school meals and safeguarding where necessary To provide educational support eg SENCO or educational psychologist To safeguard children
Any automated decision making	None
Transfer of data to a non-EU country	None
Exercising your rights	You have the right to ask us to amend or delete your data as well as transfer it or limit its use. You also have the right to request a review of an automated decision where you think this is wrong. Each request will be considered individually however, where we are required to keep your data by law we may be unable to action your request. In all circumstances we will explain our decision making in writing to you

If you want more information about how we keep your data safe please see our main privacy notice at

www.surreystreetprimary.net