



Monks Risborough

Church of England Primary School

'A school family where everyone thrives in every way.'

Monks Risborough

Church of England

Primary School

Admission Notes

<https://www.mrisborough.bucks.sch.uk>

Telephone Number 01844 345590

Email office@monks.org.uk

Dear Parents and Guardians,

Welcome to Monks Risborough Church of England Primary School. We have a friendly, happy and caring ethos which runs throughout everything we do. Our Christian values and strong, vibrant, community links help to provide the children with a secure sense of belonging, within the diverse world in which we live. Walking through the door you will feel that we are very much a family – ‘all learning together’.

Children have been taught at Monks Risborough Church of England School since 1858. Being the oldest parish in the country, the school is steeped in history. However, our vision for our children embraces today and is filled with ambition in preparing them for tomorrow’s world. As a school we aim to ensure children of all faiths and none have an outstanding all round education, providing them with the firm foundations, opportunity and support, to achieve everything of which they are capable and be fully prepared for their next stage in learning.

Within these school admissions notes you will find helpful information to support your completion of the admission documents, prior to your child starting school. You may also wish to visit our website.

Miss Amy Robinson

Headteacher

School Term Dates 2025 - 2026

Recommended in-service training days for teachers:

Wednesday 3rd September 2025

Thursday 4th September 2025

Friday 24th October 2025

Friday 2nd January 2026

Friday 22nd May 2026

Schools will be closed on Bank Holiday **Monday 4th May 2026**

School Times

KS1 (Rec, Yr1 & Yr2) Morning Session 8.45—12pm Afternoon 1pm—3.15

KS2 (Yr3, Yr4, Yr5 & Yr6) Morning Session 8.45—12.30pm Afternoon 1.30—3.25

(Children should not be on the school premises before 8.30am)

Term	Open on morning of	Close at end of afternoon of
Autumn	Friday 5th September 2025	Thursday 23rd October 2025
	Monday 3rd November 2025	Friday 19th December 2025
Spring	Monday 5th January 2026	Friday 13th February 2026
	Monday 23rd February 2026	Friday 27th March 2026
Summer	Monday 13th April 2026	Thursday 21st May 2026
	Monday 1st June 2026	Wednesday 22nd July 2026

Illness and Medications

If your child is ill please contact the school on the first morning of their illness by 9am. This can be done through email, telephone (option 1) or via the school app. If your child has sickness and/or diarrhea then they must not return to school for 48 hours after the last bout. If your child requires medication the school can only administer it to your child if it is a **prescribed medicine i.e antibiotics**; and if required 4 times a day, medication in school forms will need to be completed by you. Other medication for your child would need to be administered by you coming into school at break or lunchtime. If your child has a medical appointment please inform the school by email, letter, note in their school diary, by the school or by telephone with the date and time.

At the start of the day parents of Reception children enter the school via the Aylesbury Road gates and accompany their child to the gate of reception playground where their teacher will meet them. Children in Year 1 and Year 2 enter the school from the same gate as reception and Year 1 come through the gate by the dining hall and Year 2 enter through their classroom fire exit. Years 3 – 6 children enter the school via the gate at Peter's Lane entrance Year 3 -5 then make their way to the cloak to drop off their bags e.t.c before going to their classroom, where a member of the staff is on duty to greet them. Year 6 will go in via their classroom before going to the cloakroom.

Parents who drive can park near the school and walk their children into the school grounds. When their children are old enough to be dropped off and walk into school unaccompanied, we encourage parents to use the drop off zone outside the Peter's Lane entrance. We like to remind parents who drive not to block or turn in any of our neighbours driveways.

At the end of the school day parents of children in Reception Year 1 and 2 collect their children from the same entrance they dropped them off in the morning. Please refer to the admissions pack 'adults with consent to collect my child/children from school' form Pg6. If your child is going home with a friend, you must write a note, email the school office or ring the school office to inform your teacher of this arrangement. Parents of children in Years 3, 4, 5 and 6 collect their children from the KS2 playground.

Headteacher Miss A Robinson

Assistant Headteacher Mrs E Howard

Assistant Headteacher Mr S Mullen

Office Staff

Business Manager Mrs F Waterhouse

Administrator Mrs M Hollyer

Admin Assistant Mrs A Price

Annual Consent to Local off Site Visits

During the coming year, your child is likely to take part in school activities outside the school premises and perhaps also outside school hours. I hope that your child will find these events helpful, enjoyable and beneficial.

The governing body and Local Education Authority actively support participation in such trips and acknowledge the many benefits that can be gained from them. The intention of the LEA and the governing body is that all of our school activities are properly organised to ensure that the highest level of benefit can be achieved and that all reasonable precautions are taken to ensure the safety and well-being of your child.

It is important to recognise that your child may take part in activities that involve elements of adventure, which are outside the normal range experienced at school. We will, of course, provide you with full details of any such planned activities. The governing body is mindful of its duties to select appropriate visits and to ensure that all relevant risk assessments are undertaken and the necessary insurance policies taken out.

The Annual Consent to local off site visits refers to school activities such as walking to St Dunstan's Church in Monks Risborough, for school services and rehearsals, and similar local activities. Your child will also have other opportunities to attend educational visits, which you will be informed of separately by letter, when further consent will be required.

Urgent medical treatment might be needed in circumstances where it is impossible to contact pupils' parents. In this situation the teacher leading any party may take with them a copy of your consent for any treatment required. **If your child is starting at the school please confirm your agreement in the 'Admissions Pack'. After this time an annual consent form will be sent home for your completion.**

Pupil Premium Funding

As you will be aware, the Government has introduced Pupil Premium Funding over the last few years. This is additional targeted income on top of the existing funding provided to schools, calculated on the number of pupils from low income families on the school roll. This funding is specifically targeted at narrowing the national attainment gap between pupils from low income families and their peers. Please visit our school website for further information and details of how we spend the pupil premium on the following link <https://www.mrisborough.bucks.sch.uk/pupil-premium/>

If you feel that you need help to find out if you satisfy any of the criteria please contact the school office

Income Based Free School Meals

This claim is based on a variety of criteria which can be found on our school website on the following link <https://www.mrisborough.bucks.sch.uk/pupil-premium/>

If you feel you satisfy these criteria simply download an application form from the school website or call into the school office to collect a paper copy. Then return the completed form to the school office. Your application will be processed usually within 24 hours.

There will be no additional free school meal application paperwork required by you while your child is at Monks. We will automatically check your eligibility every term, and will inform you of any changes.

Hot School Meals

We are working in partnership with Innovate (part of IFG) to provide our lunchtime meals service, delivered out of the Princes Risborough Hub kitchen. For further information follow this link primary@impactfood.co.uk

Universal Free School Meals

Universal free school meal funding is a government initiative based upon the number of eligible children having a school lunch on our termly census day. We will inform you when this is as **it is important that your child has a meal on this day, as it generates funding for the rest of the term.**

Although your child will automatically receive universal free school meals while they are in Reception Class 1 & 2, you may feel you fulfil the criteria for income based free school meals and pupil premium. It is essential that you apply separately for this additional support for your child.

Free School Milk

All children who are under five years old or entitled to income based free school meals will also receive free school milk. Please follow this link to access the information and registration advice for the scheme <https://www.mrisborough.bucks.sch.uk/break-time-milk-coolmilk/>

Home School Agreement

The School will:

1. Aim to provide a quality education within a happy, safe and productive Christian environment where everyone thrives in every way.
2. Encourage and expect your child to try their best at all times and learn from their mistakes.
3. Provide an environment in which self-confidence and personal fulfilment are encouraged throughout the child's school life.
4. Encourage your child to respect their environment and to respect and have tolerance for others.
5. Inform parents/carers of the child's progress at regular meetings.
6. Inform parents/carers of any concerns or problems which might affect the child's work or behaviour.
7. Keep parents/carers informed of the termly curriculum, ensuring that learning is meaningful and engaging.

Head Teacher's signature A Robinson

Parents/Carers will:

1. Ensure their child/children attend school regularly, be on time and properly equipped (School starts at 8.45am) and will provide an explanation if the child is absent.
2. Attend parent-teacher consultations about their child's progress.
3. Support their child in homework activities and provide appropriate environment/facilities.
4. Support the school's guidelines and policy for behaviour, including the safe use of social media and mobile phones.
5. Show consideration and support for staff who are delivering the aims and values of the school.
6. Make the school aware of any concerns or problems that might affect their child's work or behaviour.

Parent/Carer's signature.....

The child will endeavour to:

1. Follow our school values of Respect, Generosity, Friendship, Perseverance, Thankfulness and Responsibility.
2. Take personal responsibility for a high standard of presentation and conduct.
3. Complete any homework or tasks set by their teacher at home on time and to the best of their ability.
4. Use technology responsibly at home and in school, particularly the use of online media.
5. Try their best at all times.
6. Take pride in our school and local environment.

Some parents may feel that their child is able to understand and sign this agreement themselves. Alternatively, parents may sign on behalf of their child having read through this agreement with them.

Child's signature..... (or parent's/carer's on behalf of the child)

Class

Together we will support the children's learning and help them to achieve their potential.

ICT Acceptable Use Policy

Safety and Responsibilities Policy – Pupil

Pupil User Agreement Form

- I agree to follow the rules and the spirit of the rules when using school computers, tablet devices, the school network, school websites and services
- I agree to report any misuse of school computers, tablet devices or the school network to school staff
- I agree to report any inappropriate websites accessed on the school network to school staff
- I understand that if I break the rules I may have my access to computers restricted and I may be investigated by the school and outside agencies

For information about parents responsibilities please go to our website on this link

<https://monks-risborough-cofe-primary-school.secure-primariesite.net/policies/>

Using images of children

Consent for use by Buckinghamshire County Council Schools

Occasionally, we may take photographs of the children at our school. We may use these images in our schools prospectus or in other printed publications that we produce, as well as on our website. We may also make video recording for school-to-school conferences, monitoring or other educational use.

Photographs or film footage by parents or guardians of their children at school events is permitted under an exemption in the current data protection legislation. There is also a journalistic exemption with regard to the media and occasionally pupil's images may appear in local or national newspapers, or on televised news programmes. We may also include a picture of your child in our school app which is a closed group only for parents and guardians of children at the school.

To comply with the current data protection legislation, we need your permission before we can photograph or make any recordings of your child. Your permission will be kept for your child's time at Monks Risborough School. If however, you wish to change these we ask that you contact the school by email. Please answer the questions in the 'Admissions Pack' in the Supplementary Annual Documents section pg4.

For further information please refer to the school website policies section.

Privacy Notice—General Data Protection Regulations

Please refer to our website for this information or follow this link

<https://www.mrisborough.bucks.sch.uk/policies/>

Additional Documents

Further documents that you are required to complete are included in your email.

These include:

Adult Collecting Child from School Form

Income Based Free School Meal & Pupil Premium Application Form

Further Information

We encourage the children to bring in a named bottle of water that they can access throughout the day. All children in Reception, Year 1 and Year 2 are offered a snack (normally a piece of fruit) at break time. Children in Years 3 -6 are asked to bring in a healthy snack to be eaten at first break. We are a nut free school so no snacks obviously containing nuts are permitted on the school premises. Milk is also offered during break.

In the following pages you will find further information you may find useful in connection with the school.

School Uniform Supplier is PMG Schoolwear

Music Lessons provider Buckinghamshire Learning Trust Music Service

Extra Curricular Clubs/Activities

After School Club provider Bubblewrap

Breakfast Club - 'Ready Breakie Go' provider JR Sports Group

School Uniform

Our uniform is supplied by PMG Schoolwear. Listed below is the uniform available.

Order direct from PMG or visit their shop in High Wycombe using this link <https://www.pmg-schoolwear.co.uk> and paying via PayPal. There is a link from the school website to the online shop. The Username is **monks** and the password is **uniform**.

If you need any support with this please do not hesitate to contact the school admin team.

Uniform orders can be collected from school during term time or can be sent directly to home.

PMG Schoolwear contact details are;

PMG Schoolwear High Wycombe

Unit 67, The Eden Centre

29 Eden Walk

High Wycombe

HP11 2AUTel

01494 529693

Email highwycombe@pmgretail.co.uk

Note: If you place your order on-line for delivery to home, the postage is calculated via a weight based system, this could work out cheaper than filling out the manual form. Prices of the uniform are found on the PMG website.

Unbranded Uniform

For uniform that is not branded this can be purchased from local supermarket (e.g. Tesco, ASDA and Sainsbury's) and high street retailers (e.g. Marks and Spencer's)

Second Hand Uniform

We have a Facebook selling site where parents swap second-hand uniform. You can find the page at "Monks Uniform". Feel free to post any second-hand uniform or request any items needed.

Collection / delivery is then arranged between you and the seller/buyer. Monetary donations are welcome, but not required.

School Uniform for all year groups

Please read closely the colours that children are expected to wear. Please ensure children are wearing only the items listed with no deviations, for example, children must wear charcoal grey not black. All the information you need can be found on our website on the link below;

[Monks School Uniform](#)

All uniform must be named.

Peripatetic Music

[Music Lesson Information](#)

For pupils in Class 3—6 only.

Provided by Buckinghamshire Trust Music (BMT)

Instrumental Lessons for September 2025

Please remind parents that they need to book provision directly with BMT using our website or by contacting their local music centre

Subsidies to promote opportunity for all children

- Subsidies can be applied to all fees, including Music Centre memberships and BMT is absolutely committed to ensuring that all children can have the opportunity to access lessons.

Students eligible for Free School Meals (FSM)*		50% reduction
Students eligible for BMT Support Subsidy**		50% reduction
Siblings	2 nd child	20% reduction
	3 rd child	40% reduction
	Each subsequent child	60% reduction

* BMT may arrange for the school to support families eligible for FSM by subsidising the remaining 50% of lessons fees using Pupil Premium so that lessons are 100% subsidised.

** If your financial situation is such that you are not eligible for FSM but your family income is not greater than £25,600 including benefits, then you are eligible for a BMT support subsidy. Please contact the BMT for more information <https://www.bucksmusic.org>

Instrumental & Vocal teaching – all instruments (subject to availability)

- 33 lessons per academic year and all fees are payable per term in advance
- Parents are billed directly whether lessons are in music centres or schools, except where a school has agreed to subsidise pupils using pupil premium.

Individual lessons				Group lessons	
Length	Tuition only rate	Music Centre members	50% subsidy rate	All group lessons are 30 mins	
20 mins	£180	£155	£90	Small Group	£120
30 mins	£270	£240	£135	Large Group	£90

- Small Group is for 2/3 pupils – up to Grade 2 when it is recommended to move to an individual lesson
- Large Group is for 4 – 6 pupils – up to Grade 1 and is intended to follow on from Whole Class Provision in schools for those pupils who want to continue learning or start learning an instrument
- Longer lessons are available for senior students - please enquire at musicservice@bucksmusic.org
- Individual lessons have discounted rates for Music Centre members to recognise the value of playing in ensembles to the development of instrumental skills. The discounted rate shown above is for lessons and **does not** include the Music Centre membership – this is charged at the normal rate below

Music Centre membership £88 per term

- Membership gives access to **all** ensembles at **all** our Music Centres, including Hi-Gain
- Details of all Music Centre timetables are on our website: bucksmusic.org
- Music Centre members receive a discount on individual instrumental/vocal lessons

Instrument hire

- All instruments from our stock (subject to availability) can be hired at a cost of **£30 per term**
- Loans are available to all young musicians in Buckinghamshire, but priority is given to BMT Music Centre members

Extra Curriculum School Clubs

Extra-curricular activities are a significant part of school life at Monks Risborough. Children are encouraged to take part in a wide range of clubs before and after school. Monks Risborough is well regarded for providing children with opportunities to compete against children from other schools. The exceptional musical opportunities extend to children playing instruments on a weekly basis during worship, as well as performing at leading venues around the country, such as the Royal Albert Hall & Wembley Arena. Below are our current clubs being run during the Summer Term.

JR Sports run most of our after school clubs, gardening club run by school staff runs from Easter to around October half term. You can also find this information on our website. [Extra Curriculum Clubs JR Sports](#)

If the club has to be cancelled for any reason we will contact you via our Monks School App. It is essential you notify the school office if your child is unable to attend an after school club, on any particular week. At the end of the club parents are expected to collect their child from the club leader to ensure they have left safely.

Please sign up for the clubs using the Monks App or call into the office for a paper copy.

After School Care

Our after school care is offered by Bubblewrap on Monday, Tuesday, Wednesday & Thursday from 3.30pm to 5.45pm. Please follow the link for more information and to access the link for bookings

<https://www.mrisborough.bucks.sch.uk/bubblewrap-our-after-school-club/>

Breakfast Club – ‘Ready Breakie Go’

This is offered by JR Sports Group. Sessions are offered daily from 7.45am to 8.30am. Please follow the link below for more information and to access the link for bookings.

<https://www.mrisborough.bucks.sch.uk/jr-sports-ready-breakie-go-breakfast-club/>