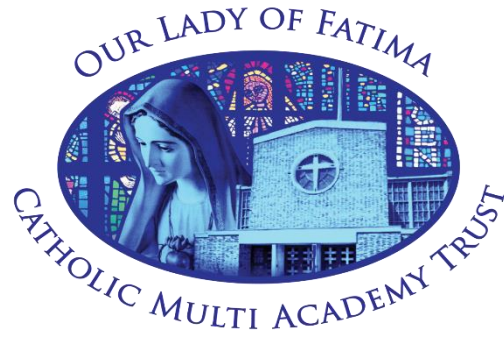




St. Alban's Catholic Academy

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Harlow  
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CM20 2NP

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Email: [admin@st-albans.essex.sch.uk](mailto:admin@st-albans.essex.sch.uk)



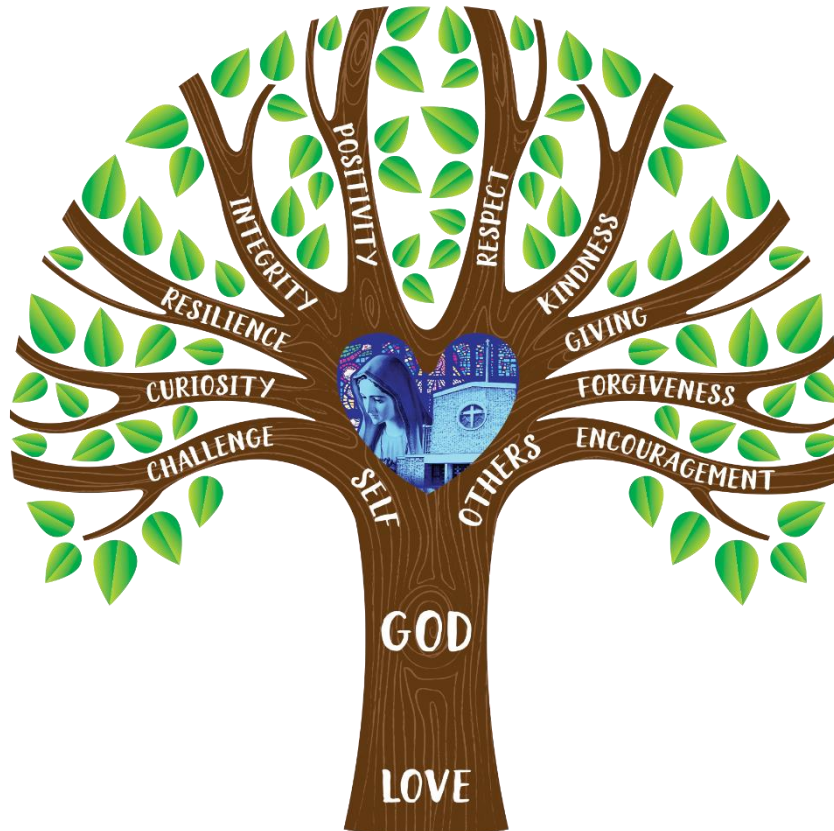
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Pyenest Road  
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Essex  
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# Parent Handbook

## 2021 2022



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## Welcome

Our Lady of Fatima Catholic Multi Academy Trust, as a community of schools and through God's Love, endeavours to inspire and motivate our children so they can learn together, grow together, and achieve together. As a community of schools, we believe passionately in a rich education. John 10:10 "I have come that they may have life, and have it to the full." Through Jesus, we ensure that our children have life, and have it to the full. We ensure children excel, not just academically but in faith as disciples and as individuals. Our children learn to love themselves, love each other and the world around them and to love God.

As a community of schools, we believe:

Adults are to 'know' the child to ensure they are treated as individuals and recognised as unique. We believe the child and the divine are inseparable. Through this the children will come to know our love.

Education is centred around the child. Children are taught to be the person they can be – realise their potential. Through Christ we value them as individuals. Through this the children will come to know equality.

Every child can achieve something (show greatness), the curriculum explores and encourages the children's gifts. As adults, we celebrate their gifts and value them. Learning and education are about the children, not about the narrow measures of success. Our schools are assessment guided - not results driven. Through this the children will come to know they are to serve as witnesses, to proclaim the Love of God.

Children are to be nurtured, encouraged, and supported. Mistakes, through which we learn, are celebrated. Children will develop a belief in themselves, a confidence to learn and persevere. Through this the children will know happiness.

Learning is to be engaging, motivating, inspiring and life-long; reflecting high expectations and challenge. We believe in creative learning. Through this the children will love to learn.

Children are to explore their world; we will promote child led learning – developing natural curiosity. We encourage children to ask questions, determine their own success and expect them to articulate what they need to do to achieve. Through this the children will know how to learn for life.

A strong community is based on love, partnership and on good communication. Through this the children will be part of a learning community founded on Gospel values.

I commend the attached Parents' Handbook as an essential tool in clarifying our shared expectations to ensure that "together we grow in God's love, learning to be the best we can be."

Mr Ian Kendal B.Ed. (Hons), M.A., NPQH

<b>Leadership</b>	<b>St Alban's</b>	<b>St Luke's</b>
<b>Executive Headteacher</b>	Mr Kendal (Across Trust)	
<b>Head of School</b>	Mrs Black	Mrs Kendal
<b>Inclusion Leader</b>	Mrs Kendell (Across Trust)	
<b>Teaching Staff</b>	<b>St Alban's</b>	<b>St Luke's</b>
<b>Reception</b>	Mrs Hinds Ms Linden	Mrs Hawkins
<b>Year 1</b>	Miss Howe	Ms Purssord
<b>Year 2</b>	Miss Jones	Mrs Ingram
<b>Year 3</b>	Miss Bethan Buck Mrs Church	Mrs O'Dell Ms Wisniewska
<b>Year 4</b>	Miss Ashborn	Miss Fisher
<b>Year 5</b>	Miss Orasanu	Miss Gifford
<b>Year 6</b>	Mr Foster	Miss Crick
<b>Cover</b>	Mrs White	
<b>Higher Level Teaching Assistants</b>	Mrs Duffy	Mrs De-Freitas
	Mrs Wood	Mrs Kahouadji
	Mrs Holland	Mrs Weston
<b>Learning Support Assistant Key Stage 2</b>	Mrs McCarthy	Mrs O'Byrne
	Mrs Beaton	Mrs Pokusinska
	Mrs Rowlandson	Mrs Sarkies
	Mrs Kent	Mrs Farrow
	Mrs Badke	
	Miss Garcia	
	Mr Linden	
<b>Keys Stage 1</b>	Miss Kellett	Mrs Hilley
	Mrs Minihane	Mrs Kasalova
	Mrs Garbutt	Mrs Farrow
	Mrs Rolland	Ms Turner
	Mrs Milbourn	Ms Zambra
<b>EYFS</b>	Mrs Galloway	Mrs Cargill
	Miss Keen	Ms Goldman
	Mrs Chapman	Mrs Man
	Mrs Dennis	
	Mrs Jones	
<b>Midday Assistants</b>	Mrs Payne	Mrs Cargill
	Mrs Deacon	Mr Hampson
	Mrs Rolland	Miss Hickey
	Mrs Holland	Mrs Kasalova
	Mrs Kent	Miss Turner
	Mrs McCarthy	Mrs Anjum11
	Miss Brown	Miss McGlinchey
	Mrs Badke	
	Mrs Galloway	
	Mrs Milbourn	
<b>Extended School</b>	Mrs Garbutt	Mrs Austin
	Miss Keen	Mrs O'Byrne
	Mrs Rolland	Mrs Farrow
	Mrs Gradziel	
<b>Kitchen</b>	Mrs Brady	Mrs Fullen
	Miss Crafton	Mrs Platt
<b>Office</b>	Miss Maynard	Mrs Pennells
<b>Finance</b>	Mrs Copsey(Across Trust)	
<b>HR</b>	Mrs Nelson(Across Trust)	
<b>Premises</b>	Mr Wood	Mr Hampson
<b>Cleaners</b>	Mrs Duffy	Mrs Ottosen
	Mrs Wood	

## Term dates 2021 – 2022

<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
Wednesday 1 September 2021 – Friday 17 December 2021 Half Term 25 October – 29 October	Tuesday 4 January 2022 – Friday 1 April 2022 Half Term 14 February - 18 February	Tuesday 19 April 2022 – Friday 22 July 2022 Half Term 31 May – 3 June, and May Bank Holiday, 2 May
<b>INSET:</b> Wednesday 1st September, Friday 19th November,	<b>INSET:</b> Tuesday 4th January 2022	<b>INSET:</b> Tuesday 20th April 2022, Monday 7th June 2022

### **One more INSET day to be allocated**

**INSET days are training days for school staff, therefore the school is closed to children**

### **Family Holidays and Term Time Leave**

Parents/carers should not remove their child from school during term time without having first requested a leave of absence in writing from the Head of School or Executive Headteacher. All requests for authorised absence will be responded to in writing and will only be authorised in the most extreme circumstances.

Parents/carers should ensure that family holidays are arranged outside of school term time. Holidays during term time will not be authorised. If permission is not granted, and the child is absent, the absence is classed as unauthorised and parents/carers may be issued with a penalty notice.

*Why: By taking a holiday during term time you are giving your child the message that education is not important. As a consequence your child may not value the work we all do in supporting their learning and as a consequence not apply effort to their learning – in the end they may achieve much lower results and they are able to achieve.*

*It is not necessary the time off that has the greatest impact, it is the message it gives.*

### **Attendance**

The Academy is continuously focusing on attendance and punctuality. We expect children's attendance to be above 97% for the academic year.

All children and young people nationally whose school attendance is 90% or below are considered to be persistent absentees. If your child's attendance falls below an acceptable standard, the school will invite you to a meeting to discuss this further.

### **Corona virus Covid 19**

All children should attend school. We have worked exceptionally hard to ensure our schools is as safe and secure as possible. We expect full attendance.

*Why: There is a link between attendance and achievement and therefore it is very important that your child attends school every day, unless there are exceptional circumstances, every school day counts. Education lays the vital foundations of a child's life. Regular and punctual attendance at school is key to both academic and social development, which in turn will improve the life chances of children and young people.*

## Infectious Diseases

The following extract is taken from 'Notes on Infectious Diseases in Schools' and is copied here for your information.

Disease	Normal Incubation Period	Minimum Period (Days) of Exclusion
Chickenpox	13-21 days	5 days from onset of rash
German Measles(Rubella)	14-21 days	6 days from onset of rash
Measles	7-14 days	4 days from onset of rash
Mumps	12-21 days	5 days until swelling subsides
Impetigo	4-10 days	until skin is healed

If your child has a sickness bug (vomiting/ diarrhoea), please ensure that a period of 48 hours without an episode before sending them back to school.

*Why: This will help to contain the spread of the illness.*

If your child has a medical appointment during school hours, please ensure that you provide the school with the appropriate documentation to ensure that we are able to grant the necessary leave to attend the appointment.

## Home School Agreement

We endeavour to create a learning environment in which each child's full potential for spiritual, emotional, social and intellectual development is nurtured.

### The school will:

1. Support and encourage each child to develop a positive attitude to learning and do their best at all times.
2. Aim for each child to achieve his/her full potential.
3. Provide a full and balanced curriculum in line with the National Curriculum requirements and school's policy for RE.
4. Inform parents of child's progress through regular meetings with the class teacher and a written report once a year.
5. Alert parents to any difficulties as and when they appear.

### The parents will:

1. Ensure that the child attends school regularly, arrives on time and wears the correct school uniform.
2. Recognise the need to limit absences to a minimum (i.e. Not to take holidays within school time).
3. Attend Parents' Meetings to discuss the child's progress.
4. Support the child in homework and other opportunities for school learning.
5. Encourage the child to have high standards of behaviour at all times.

*By accepting a place within our school, you are agreeing to the above.*

### The pupil will:

1. Try to do all class work and home learning as well as he/she can.
2. Keep to the school rules.
3. Be polite and helpful to others.
4. Take good care of the equipment, buildings and surroundings.

## **The Induction Process**

We aim to make the transition into school as smooth as possible for both children and parents/carers. We run a successful transition programme to ensure that our new families are made to feel welcome and valued additions to our school community.

Children new to the school will be given buddies to aid their transition. This may include playing with them on the playground, supporting them during lunch and other educational paired activities.

Children new to the school in other year groups will be given an in-class buddy to ensure they are inducted into school life.

## **The School Day**

### **School Organisation**

8.45	Children may go into their classrooms from 8.45am. (8.40 on wet days)
8.55	Gates Close (Please enter by Main office after this time)
9.00	End of Registration Period
10.30 - 10.45	Break
12.00 – 1.00	Infant Lunch-time
12.15 – 1.15	Junior Lunch-time
2.05 – 2.15	Key Stage 1 afternoon break (If necessary)
3.15	School ends (please always collect your child promptly)

### **Child Absence Reporting**

If your child is absent from school, you must contact the school on the first day of absence before 9.20 am and on every further day of absence, again before 9.20am. If we do not hear from you, we will phone or text you on the first day of absence. If we are unable to make contact, we may visit your home to ascertain why your child is absent and a record of the visit left at the parental home. This will be noted and referenced when making a referral to an Education Welfare Officer.

On your child's return to School, bring a note to (or email) the office explaining why your child was absent. If your child is absent directly before or after a holiday you will need to bring in medical proof to support the absence.

If your child becomes unwell at school and is unable to stay, we will always contact you.

Please ensure your contact details are **always** up to date.

If your child has a sickness bug, please ensure that a period of 48 hours without sickness elapses before sending him/her back to school.

*Why: This will help to contain the spread of the illness.*

### **Punctuality**

The gate to the school opens at 8.40am; the doors to the classroom open at 8.45am and close at 8.55am. Your child must be supervised by an adult before entering the classroom. Older children who walk to school on their own must aim to arrive between 8.45am and 8.55am to ensure they go straight to the classroom.

There is no school led supervision on the playground before school.

Please ensure that your child arrives on time. Arrivals after 8.55am will be recorded as late.

*Why: If a child arrives late, they often disrupt the routine of the class. They may have missed the dinner register or the start of the lesson and can become unsettled and anxious as a result. Unavoidable or occasional lateness is completely understandable, and we ask for your co-operation to ensure these are kept to an absolute minimum.*



## End of the Day

School finishes at 3.15pm. (3.05 for Nursery.) Please wait near the classroom door. Do not approach the door or the windows to look in.

*Why: This becomes very distracting for the children and impacts on their behaviour and other children while the teachers are trying to dismiss the class.*

Children are dismissed “into the arms” of their parents/guardians from the classroom door. Please ensure the person collecting your child is known by your child and permission to release to that person has been granted and given to the school. We will use a password system to enable safe handover to those you nominate to collect.

Only children from year 5 & 6, with written permission, may walk home on their own.

## Games Before and After School

No ball games should be played before or after school on either playground. Children are not permitted to use the school play equipment before or after school.

*Why: There is no appropriate supervision for these children.*

## School Uniform

Girls	Boys
White Blouse School Tie Grey Skirt/pinafore Navy cardigan with school logo White, grey, black tights or socks Black Shoes (no boots or trainers) Hair ties in school colours Rain Jacket (optional)	White Shirt School Tie Grey trousers Navy jumper with school logo Grey/ white socks Black shoes (no boots or trainers) Rain Jacket (optional)
<b><u>Summer Option</u></b> Blue and white check dress White/ Navy cardigan School cap (Play suits are not permitted)	<b><u>Summer Option</u></b> Short sleeved white shirt Short grey trousers School cap (optional)
<b><u>PE – PE kit may be worn all day on the day your child has a PE lesson</u></b> Black shorts and PE top with school logo Black plimsolls for inside sport Black or white Trainers for outdoor sports and play time (if required – football etc) (Coloured trainers not permitted) Football shirts are not permitted Navy Blue Joggers and Navy Blue sweat top for outdoor games in winter	

‘Underlayers’ (sports type) are not permitted as the pupils find these very tricky to manage getting in and out of and can make them feel too hot.

Parents of pupils with medical conditions may make an appointment to see a senior member of staff regarding any variation requests based on the pupils’ medical need.

School shoes must be worn at all times with the exception playtime or PE (Open toe/heel sandals are not permitted for school wear).

Please label all clothes

*Why: As it can be very upsetting to young children trying to find clothing – all navy jumpers look the same.*

### **Crazes/Fads/Fashions**

Over time different fashions and fads appear, these often subvert school uniform. We remain consistent in our approach and do not allow these in school.

### **Forgotten Uniform**

If a child forgets an item of uniform a replacement will be found (from lost property). If a child does not wear the correct footwear, they will wear black plimsolls around school until the correct footwear is worn.

### **Book Bag/Rucksacks**

Children will be required to have a school logo book bag or rucksack this can be purchased from Top Form. Other similar sized and coloured bags (royal blue) are permitted. Please send your children to school with the smallest possible bags (containing packed lunch etc.). The schoolbook bag is an ideal size.

*Why: Storage space within school is limited and if we do not define which bag children bring, we run out of space in the classroom. Furthermore, the school bag may become a fashion accessory which is not appropriate for a school setting.*

All PE kits should be kept in a draw string bag that has the child's name on it.

All uniform can be purchased from [www.top-form.co.uk](http://www.top-form.co.uk)

Top Form: 90-91 The Stow, Harlow, Essex - CM20 3AP Tel: 01279 434813

### **Pencil Cases**

Your children do not need pencil cases as all necessary resources will be provided. This applies to all year groups.

### **Presentation of Children**

Children are expected to be clean, smart and well presented, extreme or unorthodox hair styles are not permitted – as a guide we expect hair to be above the eyes and above the shoulders for boys. Longer hair must be tied back, and hair bands must reflect the school colours. Shaven patterns, designs and lines are not appropriate. Hair extensions and coloured braiding is not permitted, these are often seen following a holiday and the child will be asked to remove them.

### **Jewellery**

Jewellery should not be worn to school. Jewellery is defined as rings, necklaces, bracelets and earrings (other than one pair of studs). This policy applies equally to boys and girls. Ear studs may be worn but must be removed for P.E. (by the child not the adult). If a child wishes to have his/her ear(s) pierced, this is to be carried out at the beginning of the summer holiday, so that the healing process is complete by the time school starts again in September and the ear stud can be removed. In the rare cases when a child cannot remove their ear studs the child will not be able to take part in the PE lessons.

## **Watches**

Watches are permitted but are not necessary. We would prefer analogue watches to enable children to learn to tell the time. We cannot permit smart watches in school.

*Why: These watches can be used to make or receive messages, they can record sound and take photos, and they can cause distraction and are expensive. These devices can easily be damaged or lost at school.*

The following will be used as a guide of the types of watches that are not allowed. (Please note this also includes certain health monitoring devices such as 'fit-bits').

Not permitted:

- Can receive or send text messages (Irrespective if phone is not connected)
- Can receive or make calls (Irrespective if phone is not connected)
- Take photos
- Record sound or video
- Excessively large (play watches)

## **Lost Property**

Unfortunately, each term we have lots of unnamed items of lost property within school, this is kept in a box in the library/office. At the end of term this is either washed and redistributed or it is thrown away.

Any outgrown uniform in good condition could be donated to the school. These donations are always welcome.

Again, please label all clothes, sometimes sewing a coloured ribbon into clothes makes it easier to find.

## **Valuables:**

The school strongly discourages children to bring anything valuable into school, especially of financial or sentimental value as they can easily get lost or damaged. We cannot expend time repeatedly searching for such items if lost. The school cannot be held responsible for anything lost or damaged.

## **Toys and Trading Cards**

Children are not to bring toys into school

*Why: toys are usually valuable (to the children).*

**Trading cards**, at certain points during the school year, trading cards, (football, comic related etc.) emerge. To the children these are also valuable – however, we will allow them in school up-to the point where a problem occurs. As long as the children trade carefully, sensibly and with awareness that they may lose, then they may continue to bring them into school.

*Why: The difference with trading cards is that school is often the only place children can trade. It is also a good life skill to learn how to negotiate, barter and trade. But if a problem occurs, we will review this decision for individual children or classes.*

## Spiritual Life of the School

We expect all parents and children to be supportive of the Christian ethos of our school and participate in school-based liturgies and prayer activities.

Children should learn the following prayers by heart by the end of each Key Stage

Key Stage 1 (Year 2) <ul style="list-style-type: none"><li>• Our Father</li><li>• Hail Mary</li><li>• Morning offering</li><li>• Grace before and after Meals</li><li>• Evening prayer</li></ul>	Key Stage 2 (year 6) <ul style="list-style-type: none"><li>• Hail Holy Queen</li><li>• The Angelus</li><li>• The Magnificat</li><li>• The Apostles' Creed</li><li>• The Confiteor</li><li>• The Gloria</li></ul>
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### Masses and Liturgies

Masses are celebrated on Holy Days and Feast days and other celebratory days in the academic year. Masses on Holy Days are Parish Masses and members of the public other than parents may attend. Children will be asked to read and be an active part of the mass.

Key Stage 2 children (Years 3, 4, 5 and 6) have class masses within the parish church or school. The children will participate and choose the hymns; they will read and write the bidding prayers. Children who have not received the First Sacrament of the Eucharist (First Communion) will receive a blessing. Parents are to be invited to all Masses and Liturgies.

### Class Assemblies

Children will do an assembly each year to celebrate their learning. At the end of the assembly, the children presenting the assembly will go back to class first, followed by the rest of the children. Parents will then be invited to remain behind for refreshments.

**Due to the current pandemic, we cannot hold gathering. As a consequence we cannot invite you to our masses or assemblies.**

### Our Curriculum

We plan our curriculum in three phases. We agree a long-term plan for the Foundation Stage, Key Stage 1 and Key Stage 2. This indicates what topics are to be taught in each term, and to which groups of children.

Our year group coverage is displayed on the school website and clearly shows the progression of skills the children learn as they move through the school, but importantly also the depth and breadth of learning opportunities on offer.

In addition, we enhance the curriculum offered to children by implementing a series of 'focus weeks and/or days'. For example, recently we have held science week, book week and international week.

Through their topics, children are given the opportunity to work with a range of specialists and experience a wide range of trips and visits to enhance the curriculum.

## **Curriculum Enrichment**

The curriculum is enriched through a wide range of off-site visits, residential visits, themed days, visitors and practical experiences and children consolidate their learning through opportunities to apply learnt skills across subject areas and in meaningful situations whenever possible. Written particulars of the visit are sent via email to each parent well in advance and consent requested through the Arbor Parent portal. No child may travel without having completed the consent section on the portal, as such will remain in school.

Some of these activities are funded by the school to enable all pupils to take part in a wide range of activities and enjoy new experiences however, we do organise a number of educational visits and activities where we ask for voluntary contributions from parents and carers to support the cost.

## **Extra-Curricular Activities**

To enhance the provision for the children in the school, school staff freely and voluntarily offer a lunch time (any day of the week) or after school club which take place on the Monday. Each term children apply for a place in these clubs. A variety of clubs and activities are offered in addition to the sporting clubs provided by PE specialists.

## **Sports**

We endeavour to participate in as many sports as possible. We will endeavour to let you know if your child has been selected to participate at least two week before an event; however with sports fixtures, we are often given very little notice ourselves. Your child will not be able to attend unless consent is received through the Arbor Parent Portal.

## **Performing Arts**

Our Performances are spread through the year

By selecting parts in the performances, we seek to bring out the different talents of the children. Not all children can take the lead part, (not all children want to be the lead part). We make these selections by reflecting on previous years, by discussing the part with the children and by drawing on the talents of different children.

## **Music Tuition**

We invite different music teachers to support instrumental teaching. If your child would like to learn how to play a musical instrument, please inform the office and we will endeavour to find a teacher.

## **Relationship and Sex Education**

Relationship and Sex Education is a part of the curriculum and linked to other aspects of Personal, Social, Health and Economic education. As they progress through the school, the children are guided sensitively in matters of personal hygiene, cleanliness and aspects of body change. This is a natural progression from the work that they cover in Science and other subjects regarding the composition and functions of the human body.

Parents are informed when this aspect of the curriculum is covered and its purpose. Parents have the right to withdraw their child from an aspect of Sex and Relationship lesson but are advised to discuss this with the class teacher or Head of School, before making any decision. Further details about the school's approach towards teaching sex and relationship education can be found in the policy available on the website.

## An overview of the Year

<b>September</b> Start of year mass (all parents invited) Year 6 visit St Mark's Catholic Secondary School Individual school photos	<b>October</b> Year 6 Residential Parent Consultations (See note below) St Luke's Feast Day	<b>November</b> Remembrance Day	<b>December</b> Carol service Reception/Nursery Nativity Year 1 & 2 Christmas Play
<b>January</b>	<b>February</b>	<b>March/April</b> Parent Consultations Class Photos Year 3 & 4 Easter Play Sacrament of Reconciliation	
<b>May</b> SATs week (National Assessment for year 6) SATs for Year 2	<b>June</b> Phonics Testing for Year 1 & 2 Sports day St Alban's Day	<b>July</b> Meet the new class day (transition day) year 6 children to visit secondary school Year 5 & 6 Production Leavers Mass and Awards	

## Payments

As a school, we have adopted a cashless system for the payment of monies owed to school, for example dinner, breakfast club, after school club money, payment of trips and some extra-curricular activities. We do not accept cash in school, unless for charitable donations.

An online account will be set up for you with Arbor once we receive your mobile telephone number and e-mail address.

To login into the Arbor Parent Portal for the first time and view your child's dashboard, you will need the email that came from your school to welcome you to Arbor. We also recommend that you log in for the first time on a desktop computer, using Chrome as your web browser.

This email will confirm your username (your email on school record) and a link for you to click on that will take you directly to your schools' Parent Portal site.

The website address for our online payment system is: <https://login.arbor.sc/>

Alternatively, you can download the Arbor App, this is available on IOS or Android devices. If you have any problems logging on to your account, the office staff will be more than willing to help you.

## Home learning

Learning at home is an essential part of a child's education. Regular Home Learning is important as it gives children the opportunity to consolidate skills that they have learnt at school, as well as developing and improving important life skills. Children develop confidence and independence with their learning and these skills will support them throughout their time at school and

into adult life. We will use home learning as a positive link between home and school, encouraging self-discipline and parental involvement. Parents are responsible for ensuring that home learning is completed.

Home Learning is defined as 'out of school tasks set for children as an extension of their learning'. Home Learning promotes a love of learning and discovery.

**Why:** *The following may help to understand our approach to home learning:*

*“When you cut it for me, write for me, open it for me,  
set it up for me, draw it for me, find it for me, tie my  
laces for me, do my homework for me.  
All I learn is: that you are better than me.”*

## **Reading**

Reading with your child daily is essential – (irrespective of age). Your child will be given a reading diary and a reading book. Please listen to your child read, then mark in the reading diary the page and comment if you wish. Please ensure these comments are positive. If you have a concern, please speak to the class teacher. This book will be changed regularly depending on the needs of the child. Progress through the reading scheme books is strategically planned to maximise your child’s learning. It is not a race to complete as many books as possible. It is essential the children understand the text of what is read therefore please ask deeper questions about what they have read. See last pages for questions you can ask your child at home.

## **Behaviour**

As a community we all have a collective pastoral role towards the children.

### **Our approach to behaviour is reflected within our Mission Statement.**

*‘Through God’s love we learn together, grow together and achieve together’*

We have regard for the worth and dignity of each individual and the children are encouraged to develop a respect for other people and their property. We expect children to come to school with appropriate manners and an understanding of good behaviour. We continue the role of parents in educating them on right choices and appropriate reactions as well as how they might choose to handle different situations. Each day is a new day and a fresh start for them to be able to make good choices.

The children are treated with respect by all members of staff, who value and listen to the children’s opinions and interests. The children are encouraged to be open, friendly and welcoming and to have respect for the adults in the school and each other.

House points are regularly awarded. Every pupil is able to earn House Points during the course of the week. These are given for recognition of a positive behaviour linked to our values.

No more than three at one time. 1 good, 2 great, 3 wow. These are recorded in a House and the running totals read out at Friday assembly.

‘Pupil of the Week’ Certificates are awarded each week during Friday assembly, to a single child. This is to encourage positive attitudes to school life. It is anticipated that each child will receive at least one certificate during an academic year.

Values leaves may also be given out to a child for reflecting our values as displayed on our ‘Values Tree’. The child will automatically receive a house point.

Year 6 children act as prefects throughout the school; responsibilities are given as a means of encouraging self-confidence and self-discipline. The children may help with the setting up of the Hall prior to Mass or assembly; holding doors to assist other members of the school; register monitors; library monitors. All prefects support a class within the school. Year 6 children also undertake a dinner duty in which they assist the younger children to dispose of the remnants of their lunch and generally help to tidy the dining hall. House captains and vice captains will be elected from the Year 6 children.

## House System

<u>St Theresa</u>	<u>St Francis</u>	<u>St Paul</u>	<u>St Anne Line</u>	<u>St Bernadette</u>	<u>St Thomas More</u>
<u>Red</u>	<u>Green</u>	<u>Blue</u>	<u>White</u>	<u>Yellow</u>	<u>Purple</u>
<u>1st October</u>	<u>4th October</u>	<u>10th February</u>	<u>27th February</u>	<u>April 16th</u>	<u>June 22nd</u>

Children are allocated a House at the beginning of their time in school. The allocation of Houses take into account family connections with the school and a balance of males and females. The children remain in the same House throughout their life in our school.

Each House will celebrate the feast day of their saint.

## Bullying

In the rare event that bullying takes place, please speak immediately to your child's class teacher. All reported cases are taken seriously. Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, deliberately hurtful and repeated, often over a period of time and difficult to defend against

## Child Protection

We are committed to safeguarding and promoting the welfare of all our children. We will always take a considered and sensitive approach; we will support all our pupils and recognise that each pupil's welfare is of paramount importance. All staff and any volunteers who work within the school are given clear guidance in how to behave and work with children. They are highly vigilant and well trained to report any concerns they have about a child's well-being swiftly. We will always talk with parents if concerns have been noted and will keep them informed should we feel it is necessary for us to report these concerns to another agency. Children know they can talk about their worries to an adult they trust.

## Our safeguarding team

<b>Executive Head</b>	Mr Ian Kendal	
<b>Inclusion</b>	Mrs Kendell	
	St Alban's	St Luke's
<b>Head of School</b>	Mrs Black	Mrs Kendal
	Mr Foster	Ms Crick

## Special Educational Needs and Disability

Where a child has a recognised disability, we will make all reasonable adjustments to accommodate their needs in school. This will include the availability of resources and accessibility of the school building and site. We make every effort to ensure that children with Special Educational Needs make progress in line with their class. We have high expectations of all our children and aim to offer excellence and choice to all, whatever their ability or needs. We aim to achieve this through the removal of barriers to learning and participation. We want all our children to feel that they are a valued part of our school community.

Through appropriate curricular provision, we respect the fact that children:

- have different educational and behavioural needs and aspirations;



- require different strategies for learning;
- acquire, assimilate and communicate information at different rates;
- need a range of different teaching approaches and experiences.

### **Equality Statement**

We welcome our duties under the Equality Act 2010. The general duties are to

- eliminate discrimination,
- advance equality of opportunity
- foster good relations

We understand the principle of the Act and the work needed to ensure that those with protected characteristics are not discriminated against and are given equality of opportunity. We firmly hold that all people are born equal irrespective of colour, race, faith or gender. As such, we consequently treat all associated with the school – staff, governors, pupils, parents – and the wider community with equal respect and dignity, regardless of ethnic background.

### **First Aid**

The majority of members of staff have Emergency First Aid training or ‘First Aiders at Work’ and identified staff who are designated Paediatric First Aiders in Foundation. Their opinion is sought if necessary. Minor cuts and grazes are dealt with appropriately and you may be advised that a further check by a parent would be appropriate.

### **Promoting Healthy Life-Styles**

#### **Fruit and water**

To encourage healthy eating, children in Foundation and Key Stage 1 are given a piece of fruit or vegetable each day. Children in Key Stage 2 are also encouraged to eat fruit at break time. We do not allow children to eat other items at break time. We encourage pupils to bring fresh water into school to drink during the day and we have water fountains where they can refill their bottles.

#### **Nut Free**

Due to children with severe allergies to nuts we are a nut free school. Parents must not provide nuts or nut based products in children’s packed lunches. The kitchen does not use nuts in their meals.

#### **Birthdays**

Every week we celebrate those children who have birthdays in our whole school assembly. We do not permit cakes, ‘party bags’ or sweets to be handed out during the school day. Instead we encourage your child to make a public gift of a book to the class library – this could include your child’s name in the front and the giving of the book will be celebrated by the class teacher.

***Why:** The trend of giving our treats when it is your child’s birthday runs the risk of children being judged for the treat they give out. The trend also pressurises some parents to giving when they can least afford it. Furthermore, in order to encourage healthy eating and because of possible allergies we do not allow children to bring sweets into school to share with the whole class.*

**ALSO:** We are also unable to hand out invitations on your behalf, you may wish to do this yourself at the end of the school day.

**Why:** *If the class teacher hands out invitation we are drawn into social challenges where some children may not be invited, and this then becomes the responsibility/fault of the class teacher which then may erode the confidence the child has in the class teacher.*

### **School Meals**

School meals are cooked daily on the premises and are available at a set price (please see newsletter for current price). We employ a cashless system for the payment of school meals and school trips. Please see note about our payment system Arbor.

### **Free School Meals**

All Foundation Stage and Year 1 and 2 children are entitled to a 'universal free school meals' under Government legislation introduced in September 2014 and children from low income families are eligible from Year 3. (If your household income is less than £16,190 per year, or you receive Income Support or an equivalent benefit, you will need to make an application if you want your child to receive a free school meal. Applications can be made online at [www.essex.gov.uk/freeschoolmeals](http://www.essex.gov.uk/freeschoolmeals) or by calling 0345 603 2200).

### **Packed Lunches**

We all endeavour to ensure our children have a healthy start in life and that includes encouraging children to make healthy choices about food.

We expect children who have packed lunches to reflect this. Therefore, chocolate bars, sweets and fizzy drinks must not be brought into school for lunch or as a snack.

Due to the choking hazard, grapes should also be cut vertically, and cherries must be have the stone removed.

We have children in school with some severe allergies. Therefore, we are nut-free school and that includes peanut butter and Nutella.

### **Site Security**

CCTV recording takes place at all times that the school is closed. Do not bring dogs onto the school site at any time, (they may be secured just inside the school on the fence away from the gate). There is also "No Smoking" "NO vaping" Policy throughout the school site and buildings.

We operate a 'secure site' policy, with all external doors locked once children are in school, access being via the main entrance only. Although we are an 'Open School', we are very much aware that the security of the children is of prime importance.

We request that parents during the school day (excluding morning drop off and collection)

1. Access the school through main office/front doors only.
2. Collect sick children from the main office area - where they will be supervised until you arrive.
3. Make appointments to see their child's teacher. Staff are very accommodating but their busiest time is between 8.30am-8.55am so appointments are usually made outside of these times. Teachers are unavailable to meet on Wednesday afternoons due to staff meetings.

The 'side' gates are locked during the school day. School staff will challenge anyone found on the school site without permission.

### **Car Parking and Vehicle Access**

Parents must not park in the school site. You must not use the school car park to collect or drop children off. Please do not block the gates at any point.

We endeavour to maintain good relationships with our neighbours and their main concern is parking. When dropping children off at school parking is limited. Out of respect for our community you must park with consideration for others.

Do not park outside the school, use the driveway to drop off or block others drives.

### **Sun safety**

Occasionally in the UK we experience lovely weather please ensure your child has a cap/summer hat to wear at playtime. We also encourage parents to apply sun-cream before coming to school.

Sunglasses are not allowed in school, unless for a prescribed medical condition.

If your child suffers from hay fever, additional medication can be administered at school if parents complete the consent form available at the office.

### **Bikes and Scooters**

Children are not to ride bikes or scooters on the school grounds. Please park bikes and scooters in the shelters provided. Even though the school site is locked during the day, we recommend locking your bikes/scooters up. We cannot guarantee their security.

*Why: When one child rides, other copy, when many children ride scooters, they could potentially run into other smaller children and cause injury.*

### **Head Lice**

Please make a special point of checking your children's hair – and the rest of the family – for any signs of head lice. If an infestation is found, it should be treated accordingly to current advice from your pharmacy or health visitor. Being vigilant and treating as soon as they are spotted is the only way to eradicate this annoying bug!

### **Newsletters**

We send a newsletter out weekly – please do read it. The first page will contain new information and older information will be on the later pages.

We will attempt to inform parents of events at least 2 weeks before. This is not always possible with sporting events for which we are also often given limited notice.

### **Reporting to Parents**

There are two Consultation Evenings held each year: in the Autumn and Spring terms. These take the form of a 10-minute interview with the parents on their child's progress. These evenings present an opportunity to discuss your child's progress. It is an opportunity to discuss targets with the parents. Please adhere to the appointment offered One appointment is offered per pupil. Where a parent requires a longer consultation, these must be arranged outside the consultation evening. Parents of children with SEND do not need to have a consultation as this would have been covered at the SEND review meeting.

### **Parents Visiting the School**

We operate a welcoming open-door policy and look to encourage any parent/carer who may wish to come in and discuss their child's progress or any issues. If you wish to see the Executive Headteacher or the Heads of school, it is advisable to ring the school to make an

appointment. The Executive Headteacher or the Heads of School are usually available on the school gate at the start and end of each day.

Teachers are also willing to discuss problems which parents may have regarding their children. If a quick word is enough, then try to catch the teacher when you collect your child. Otherwise, appointments can be made for a meeting through the school office. Please remember that you do not have to wait until Parent's Evenings to discuss any matter concerning your child. We would like you, as parents, to learn how we work and you can only do this by speaking with us. Try to get to know your child's teacher. If you have a concern – please speak to a member of staff about it. If it is not brought to our attention, we cannot help. Rather than worry about something, come in and talk.

### **Helping in School**

We need your help in school; in fact, we find it difficult to complete parts of the curriculum without your assistance. The ways in which you can help are cooking, needlework, art/craft; with reading or maths games; just talking with small groups of children; accompanying children on external visits, etc. You do not have to be an expert in anything, and please do not feel afraid to volunteer, many parents give us invaluable help and it is fully appreciated. Please inform the Head of School or email the school office, if you are interested.

### **Use of Images and Internet Agreement**

Our internet agreement is signed by both children and parents to ensure that everyone is aware of our policy and code of conduct in relation to access of the internet. While we cannot guarantee that children will not access unsuitable materials we do use a very robust filtering system, which provides a proxy system to filter access to unsuitable sites. Children are also made aware of their responsibility in keeping themselves safe online and our internet safety lessons reinforce this message in every year group.

Our images permission form, available in the Arbor Parent Portal, allows you to choose whether we can share photos of the children's activities in school with you, through our website, and allows images to appear in the press. Children are usually unnamed unless the occasion permits, e.g. the presentation of an award.

### **Medicines in school**

Children should not carry their own medicines (with the exception of inhalers). If a child has medication, then this must be given to the school office and the parents must complete the consent forms. The first dose must be administered by the parents.

### **Epi pens / Jext Pens**

Following parental permission forms being completed, there will be 1 Epi pens / Jext Pens held in the office and another in your classroom. Please ensure you know where the Epi pens / Jext Pens are kept for the children in your care.

### **Inhalers**

All children are responsible for their own inhalers. Children keep the inhalers in their own bag. Staff must ensure they are carried for all PE and offsite activities. The school now holds emergency inhalers in the school office.

### **Accident Procedures**

In school there are always trained members of staff who oversee first aid. There are a number of first aid kits situated around school.

If a child bumps or bangs their head, parents will be informed via a letter. If the incident is serious or the child shows signs of concussion you will be contacted immediately. Only water or non-alcohol wipes will be used to treat cuts and bruises.

### **Charging Policy**

We have agreed a policy on charging to ensure that there is clarity over those items which the school will provide free of charge and for those items where the school may ask for a voluntary contribution from parents and carers. This policy is available to view on our school website.

During the school day, all activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. Occasionally we do organise a number of educational visits and activities for which we seek voluntary contributions from parents and carers to support the cost of the activity. Unless sufficient contributions are forthcoming it may in some circumstances be necessary to cancel the trip.

### **Data**

We respect your data, we proactively comply with all regulations; please see our website for further details.

### **The Friends / Parent Association**

We have an active Parent Association, known as 'Friends' and all parents automatically become members when their child joins the school. You will be welcome at committee meetings, if you are able to attend, or you can pass your views on through another committee member. If you have any ideas for social events or fund-raising please do pass them on to the Committee and we will do our best to get them off the ground. We are always glad to hear from other parents, especially with regard to our Committee activities, so if you have any comments to make, either criticism or praise, please don't hesitate to contact us. You can talk to a Committee member you know, or get in touch through the school. We will always listen.

### **Dealing with Concerns**

If you have a concern or complaint, we would like you to tell us about it. We welcome suggestions for improving what we do in the school and across the Trust. Be assured that no matter what you want to tell us, our support for you and your child in the school will not be affected in any way. Please tell us of your concern as soon as possible.

*Why: It is difficult for us to investigate properly an incident or problem that happened some time ago. Most concerns can be sorted out quickly by speaking with your child's class teacher. All class teachers are in constant communication with senior leaders and the majority of issues can be resolved quickly.*

### **Escalating the Concern**

If you feel that the issue is unresolved, it is usually best to discuss the problem face to face with the Head of school. You will need to make an appointment to do this, which can be done by phoning or visiting the school office.

If you are still unhappy or feel that your concern has still not been resolved then the next stage is to make an appointment to speak to the Executive Headteacher. A copy of the school's Complaints Policy can be viewed on the school website or obtained from the school office on request.

## **Helping Your Child with Reading**

Here are some questions that may help you to support your children's reading and enjoyment of the stories that they choose.

It is not expected that you ask every question, every time they read a book to you! However, by choosing 2 or 3 of the questions to ask your child before, during and after the reading of their book, it will support their developing comprehension of what they read and ultimately, their enjoyment of the books that they choose.

Whilst the questions and ideas listed below will help to develop and support your child's reading in Key Stage 1, they can also be adapted to allow you to support your child as they continue to develop in their reading and enter Key Stage 2.

They can also be adapted to any text that your child is reading (e.g. comics, newspapers, leaflets, information on signs (e.g. at the zoo), etc.)

### **Asking Questions about a book...**

#### **Choosing a book:**

Why did you choose this book?

Did you like the picture on the front?

Have you read other books by this author?

Did you choose it because it is about ... (e.g. Trains, cats, etc.)

What could this book be about?

#### **Before reading the book:**

Can you point to the title? or What is this? (pointing to the title)

What do you think this story will be about? What might happen in the story?

What do we call the writing on the back of the book? (Blurb) or What does the blurb tell us?

Talk about the different parts of the book (e.g. Front cover, back cover, title, author, illustrator, blurb, ISBN number, bar code, publisher marks)

If it is an information book ask them where you will find out about something specific (i.e. can the child use the Contents page or Index to locate information?)

#### **During the reading of the book:**

Tell me what is happening in the pictures?

What has happened so far? Is it what you expected to happen?

What might happen next? How do you think the story might end?

What sort of character is....? Is he/she friendly/ mean/nice...?

Do you know what the word ..... means?

What word in sentence/on the page means .....? Can you think of another word that has a similar meaning?

Ask children about events in the story: How would you feel if you had been that character?

Has anything like that happened to you? Would you like that to happen to you?

If reading an information book: What facts have you read? Have you learnt anything new?

What does this page tell you about? Is there anything that interests you on this page?

Where would you go to find information about....?

#### **At the end of the book:**

What was their favourite part? Why?

What was the most interesting/ exciting part of the book? Can you find it?  
 What sort of character is....?  
 Why did that character do ... (give a situation/ event from the story)?  
 What happened in the story?  
 Are there any words or phrases that you enjoyed?  
 Did the pictures help you to understand the story better?  
 Would you still read this book if it did not have pictures? Why?  
 Are there any parts of the book that are repeated? Why do you think that the author did that?  
 Who are the main characters in the story? What character would you like to be?  
 Why are some words written in capital letters? Italics? Bold print? Different colour?  
 Do you think this book has helped you to understand.... Better?  
 Would you like to read another story by this author or illustrator?  
 Have you read any other books like this one? Is it happy/sad/ scary/ exciting? Why do you think this?  
 Does this book remind you of any other stories, or TV programmes/ DVDs?  
 Does this story remind you of anything that has happened to you?  
 Tell me about some other books that you have read recently.  
 Did you like this book? Why? (Encourage children to develop their opinion about books by encouraging them to explain their reasons)

Some key words to use when discussing books with your child:

Story	Title	Beginning	Bold
Book	Contents	Middle	Italic
Character	Index	End	Under-lined
Setting	Glossary	Fiction	Pictures/ illustrations
Plot	Headings	Non-fiction	Predict
Author	Sub-headings	Information	Front cover
Illustrator	Blurb	Page	Back cover
			Publisher