



September 2016

Dear Parents and Carers,

We are delighted to welcome you into our community in St. Cuthbert's school. We recognise that the best kind of education takes place when school, home and parish are working together in a partnership for the good of the children.

This booklet is designed to give you all the essential information you need to ensure that your child gets the most out of what we have to offer.

We look forward to working with you and if there is any other information you require please come into school and talk to your child's class teacher or to myself.

Yours sincerely,

Mrs. Joanne Wilson

Headteacher



St. Cuthbert's R.C. Primary School

Starting Reception: **Information for parents and carers**

Our Mission Statement

'Let the light of Christ shine in us all'

Early Years Teaching Staff from September 2016

Mrs E Daly— Deputy Head teacher and Early Years Leader

Mrs C A Gilbraith—Nursery Teacher Mrs C McDonald Higher Level Teaching Assistant

Mrs C Mudd —Reception Teacher Mrs J Hunter Higher Level Teaching Assistant

Mrs A Bray —Reception Teacher Mrs S Rutherford Teaching Assistant

Mrs P Smith—Parent Support Advisor Mrs M Baranowska EAL (Polish) support

School Uniform

It is expected that parents who choose to send their children to St. Cuthbert's will comply with the wishes of the Governing Body for their child to wear school uniform.

Standard Uniform

- Grey Trousers or Skirt/Pinafore.
- Maroon Sweatshirt.
- White Polo Shirt **or** Shirt/Blouse.
- Maroon Jumper **or** Cardigan.
- Black Shoes **or** Plain Black Trainers (**with plain black laces**).

Optional

- Maroon Fleece.
- Maroon Waterproof Jacket.
- Girls may wear red and white checked or striped dresses in summer.

FOOTWEAR Children need to wear sensible footwear for school: no high soles or heels; as they spend time in the playground each day and sensible footwear is essential.

ORDERING UNIFORM Sweatshirts, Polo shirts, Fleecees and waterproof Jackets, embroidered with the School badge and School name and the child's initials can be ordered at the school.

Parents are advised to sew name labels onto their child's clothing for identification purposes.

P.E.

CHILDREN NEED -

- Black Shorts and White T-shirt for P.E.
- Suitable footwear: - Sandshoes for indoor wear and trainers for outdoor work.
- The footwear worn for P.E. should not be the same shoes as were being worn in school before the lesson.

Walking Bus

A 'Walking bus' operates every morning before and after school. It begins at Catcote Road shops, travels down Oxford Road with designated stops. Your child is able to meet the bus at an arranged stop and can then walk safely to school with our driver and conductor. There is a charge of £1.00 each way per child for the walking bus. If you wish your child to join please contact the school office for the consent forms which must be completed to enable your child to take part. Please be aware that the school behaviour Policy and its rules/consequences still apply to children who take part on the walking bus.

Breakfast Club and After School Club

We run a Breakfast Club every morning, for pupils from Nursery to Year 6. This is run Belle Vue Community Centre. It begins at 7.30 a.m. with a healthy selection of cereals, yoghurts, pancakes, toast and fruit, followed by activities. There is no charge to parents. After Breakfast Club children are walked to school via a walking bus at 8.30am. The cost is £1.00 per day for the walking bus from breakfast club to school. If you would like your child to attend our Breakfast Club please contact the School Office where you will receive further information. All children must be in by 8am.

We run an after school club in partnership with St Aidan's C of E Primary School. For information on how to access the after school club and current charges, **£8.00 per session**, please contact the school office. The club is based in St. Cuthbert's school hall and runs from 3 pm to 6 pm. A snack is provided.

School Meals

As you may be aware the government currently provides a free school meal for all children in school from Reception to the end of Y2. However your child and school can also benefit from additional money from the Government via Pupil Premium funding. Parents who are in receipt of Income Support or Income Based Job Seekers Allowance can help us to obtain this funding by phoning the local authority and registering your details to find out if you are eligible. The phone number and further information is available from the school office. Information is treated with the strictest confidence.

Children may bring a packed lunch to school. Water is available for every child and children are encouraged to drink water rather than bottled drinks. All children are asked to provide a water bottle which they can fill with filtered, chilled water from a machine. If parents wish to change from packed lunch to school lunches or vice versa, please give notice to a member of the school office staff. Children will then be able to change at the beginning of the next half term. Please do not change without first consulting the office.

After Y2 school meals will cost £1.90 a day (current price at the moment). Dinner money (for the full week) must be sent to school on the first day of each school week (no late payments please). Parents are asked to send in the correct money; when a child is due a credit because of absence, please adjust the following week. Every effort is made to ensure children receiving free school meals cannot be distinguished from other children.

Behaviour

In St. Cuthbert's we believe in a positive approach to pupil behaviour, highlighting and rewarding good behaviour. We have a behaviour policy that sets out systematic guidelines for staff and children. Each class clearly displays our behaviour plan and all children from Nursery to Year 6 are taught expected behaviour.

We expect pupils to: -

- follow instructions
- are kind and polite
- talk at the right time
- walk in and around school quietly
- are responsible for the care of our school
- listen to whoever is speaking

If pupils work hard and behave well they will earn some of these rewards:

- Stamps and Stickers
- Certificates
- Positive notes home
- Lining up award and attendance award

If pupils choose **NOT** to behave in the way we expect, there are consequences:

- Warning
- Time out for 5 minutes
- Work alone in class area
- Work in another class for 30 minutes.
- Miss playtime/lunchtime
- Lose Golden Time
- Sent to Headteacher/Deputy Head
- Parents contacted

REMEMBER: Every day pupils have a choice to start again.

For serious misbehaviour in years 1 - 6, such as inappropriate language or fighting, pupils receive a verbal warning which is recorded in a behaviour book. If there is another incident, parents are contacted to meet with Mrs Wilson. The pupil will also lose a privilege, such as a trip or a class treat. If another serious incident occurs, managed moves to another school for a number of days are arranged. The child will be put onto a behaviour plan.

Jewellery

The practice of children wearing jewellery in school can constitute a Health and Safety risk. This risk is not only to the wearer but also to fellow pupils and staff. Because of this danger, The Governing Body of St. Cuthbert's has adopted Hartlepool Children's Services Code of Practice and has a policy of **not allowing** pupils to wear jewellery at school. Jewellery is defined as being, jewels or ornamental objects especially for personal adornment. Earrings, ear studs, rings, chains and bracelets are included. Watches may be worn, but must be removed for P.E. and must be the responsibility of the pupil. Over coloured hair and extreme hair-styles are against school rules.

The School Day

Children in Years 1—6 line up in the playground to be accompanied into school when the bell rings at 8.50 a.m. All pupils have a fifteen minute break during the morning. Reception and Key Stage One pupils also have a fifteen minute break during the afternoon session as detailed below. Reception children can enter school from 8.40am so parents can talk to staff, access parent information boards, look at learning journeys etc. The school day starts as above at 8.55am.

- Morning Session: begins at 8.55 a.m. - Ends 11.45am - **Reception and Key Stage One**
- Morning Session ends at 12.15 p.m. - **Key Stage Two**
- Afternoon Session: runs from 12.20pm till 3.00pm with **Reception and KS1** also having a 15 minute break at 1.45pm till 2pm every afternoon.
- Afternoon KS2 session runs from 1.00 p.m. - 3.00 p.m. with no afternoon break.

Absence

In accordance with the Home/School Agreement, parents are asked to inform school of the reason for a child's absence on the first day of absence. Messages may be left with the school office staff. You will receive a phone-call from school to check why your child is absent if you do not contact us.

School Access

Children enter and leave via the gate on Beachfield Drive. In order to ensure children's safety, parents are asked not to park on Beachfield Drive but to leave cars in one of the many adjacent roads and walk children to the school gate. We wish to bring to your attention that **Parking is prohibited** on Beachfield Drive, immediately outside of the school gates, between 8.30 and 9.30 a.m. and 2.30 and 4.00 p.m; this restriction includes stopping to drop off and collect children. Please do not park over the gateways of the residents of Beachfield Drive. Although we try to make school as welcoming as possible, in order to further promote safety the Governors of St. Cuthbert's ask that children only enter school through doors from the playground.

Early Years Provision at St Cuthbert's

Early Years Foundation Stage: Nursery and Reception

At St Cuthbert's we understand that the Early Years are the most important time for your child's learning and development. As they begin their next steps of learning in Reception we aim to provide a setting which builds on the four main principles of Early Education. Practitioners use these principles to guide them in creating the most effective learning environment for your child.

Those principles are:

Unique Child

Enabling Environments

Learning and Development

Positive Relationships

Unique Child

We strive to ensure that children become resilient, self assured, capable and confident individuals. We let children take risks in a safe environment. Activities are child led or adult focussed from children's interests. We ensure that children's individual gifts are recognised and provide support to develop these further.

As an inclusive setting we ensure that our provision meets the needs of each individual child. We take account of any special needs and disabilities a child may have. We have a lot of experience supporting children with special needs and disabilities and we positively celebrate each other's differences.

Enabling Environments

We understand that the environment plays a pivotal role in supporting and extending children's development and learning. We are striving to improve provision in the Early Years to provide free flow between Nursery and Reception classes both indoors and outdoors this year and onwards into the next academic year. We know with the improvements made we can ease transitions, develop resources to better support children's development/interests and enable the environment at St Cuthbert's to provide every opportunity to help your child become the best they can be.

We continually observe and assess children to inform our planning so that activities planned and resources are changed and enhanced on a daily/weekly basis to reflect children's individual needs and interests.

Learning and Development

We recognise that children learn and develop in different ways. We believe play which promotes doing and talking is at the heart of young children's learning and development. Staff and parents, working closely together, can provide learning opportunities at home and in school to support and move children forward in their learning journey.

Each child has their own learning journey which records their own significant moments of learning and development. Each area of learning is interconnected and has equal importance so that your child becomes a well-balanced and well-rounded child. Our curriculum planning and the environment will reflect the 7 areas of the Early Years curriculum. For parents we can provide support and advice on how to support your child's learning and development at home.

Positive Relationships

At St Cuthbert's we strive to provide a warm, friendly and safe environment where children can see positive adult role models which enable them to develop secure relationships with adults and other children.

St Cuthbert's Early Years staff will positively encourage strong constructive links with parents, children and school community. This will enable us to respond sensitively to children's needs in the setting. In the Early Years we share children's developmental steps with parents by holding regular open days in Nursery, parents evenings in Reception and using WOW boards to encourage parents to share with us what happens at home. Parents are invited to attend Collective Worship and other special events in the setting and in school. We work closely with other agencies to ensure each child has the best outcomes possible at St Cuthbert's.