

Our Lady and St Edward's Catholic Primary School



Information for Parents

"Hand in hand we learn and together we achieve"

Home and School in Partnership



Starting School

Starting school is a tremendously big step for all children.

At Our Lady and St Edward's Catholic Primary School, we seek to make this step easy to take and a time of excitement and joy for both parent and child.



We meet with parents in the Summer Term before the children start, to discuss all you will need to know and answer your questions. There is also an opportunity for you and your child to join us for lunch, when they have the opportunity to meet new friends and you can talk on a one to one basis with your child's teacher about starting school.

When the children start in September, there is an induction period of about two weeks. The children start in groups to allow numbers to build up gradually. This staggered start allows teachers to spend a great deal of time getting to know the children as individuals. We also complete statutory baseline assessments, which help the school to identify the strengths and development of each child as they begin school.

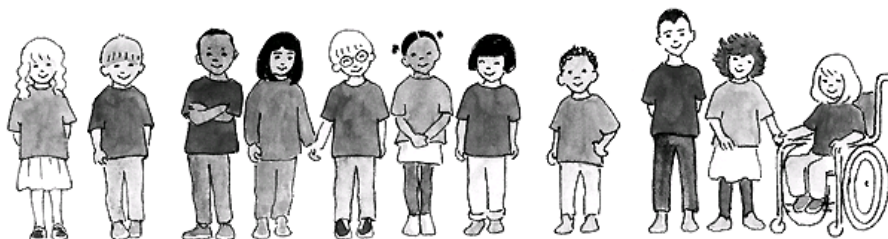
Children usually settle in well and soon make lots of friends but if you have any worries or concerns, please talk to their class teacher so that we can work together to ensure that the children are happy.



Pastoral Care and Discipline

The emphasis at Our Lady and St Edward's is always on self-discipline. Children are encouraged to respect and care for other people and to be sensitive to the needs of others.

High standards of behaviour are insisted upon and encouraged through positive rewards and praise of good behaviour. When a problem arises in this area there is always close consultation with parents and we hope to solve any difficult situations by working together.



School Hours

Classrooms are open from 8:45am and school starts at 8:55am. School finishes at 3.30pm, although F2 children with siblings in the main school site can be collected from 3:25pm. Punctuality is very important as the school day starts promptly. Children who are late will receive a late mark and those who are persistently late or absent will be referred to the School Attendance Officer.

Children will not be allowed to leave the school premises during school time unless collected by an adult, who is known to the Early Years staff. Parents collecting children during school hours should use the front entrance and inform the Office staff.



Absence from School

In all cases of absence the school must be notified by a telephone call or letter. Please try to make any appointments i.e. medical/ dental outside of school hours where possible. As a school we encourage all children to strive for at least 95% attendance.

Holidays in Term Time

Head teachers are no longer able to authorise any leave of absence from school for family holidays. If children are taken out, it will be recorded as unauthorised absence and you may be fined by the Local Authority. Leave of absence may only be authorised in exceptional circumstances. Please contact the school office for further information.

If children are taken out for holidays during term time they will inevitably miss work completed by the rest of their class and their progress may be hindered.

Parents must think very seriously about taking their children out of school during term time and should avoid doing this in September when children are settling in to new classes at all costs.

When your child is in Year 1, Year 2 and Year 6 it is absolutely essential that they are not absent from school during May/June when national tests are administered.



Uniform

The smart appearance of the children is a reflection of the high standards we expect at Our Lady and St Edward's in all areas. It has been proven in many educational studies that uniform has a significant impact on standards, both educational and behavioural.

We therefore expect all children to wear correct school uniform.

Boys: Grey/Black school trousers/shorts
Blue school jumper (with school crest)
Blue/White/Yellow polo shirt OR
White/Blue shirt and school tie

Girls: Grey or checked skirt or pinafore, grey or black trousers
Blue school jumper/cardigan (with school crest)
Blue/White/Yellow polo shirt OR
White/Blue shirt with school tie

Casual or fashion trousers are not acceptable for either boys or girls.

Sensible school shoes are essential for health and safety reasons.

We encourage parents to buy school shoes with Velcro or buckle fastenings, as our young children are unable to tie laces independently.

Extreme haircuts, such as shaven heads or part-shaven heads, and the use of hair gel are **not** permitted, as they are inappropriate for primary age school children.



Summer Uniform:

In the Summer term (after Easter) parents may choose to adopt the Summer uniform, particularly if it becomes very warm.

Boys: May wear blue/white/yellow polo shirts (with school crest) and grey short school trousers.

Girls: May wear blue OR yellow, checked OR striped school summer dresses.

ALL CLOTHING MUST BE CLEARLY MARKED WITH YOUR CHILD'S NAME, INCLUDING THEIR COAT AND SHOES.



PE

Physical Education is a required part of the curriculum and all children must take part and need suitable clothing to do so.

P.E. kit consists of plain black or blue shorts, plain white t-shirt and a pair of black school pumps with an elastic gusset or velcro fastening. Your child will need a drawstring P.E. bag clearly marked with his/her name in which to leave P.E. kit in school.

ALL CLOTHING MUST BE CLEARLY MARKED WITH YOUR CHILD'S NAME (INCLUDING PUMPS).

Jewellery

Children may wear a simple watch suitable for school – nothing with games or noises please! **The wearing of other jewellery is not permitted in school**, except for small, sleeper stud earrings. Earrings must not be worn to school on days where your child has PE.

Medicines in School

Medicine will only be administered in school if absolutely necessary. (medicine prescribed to be taken 4 times per day). Parents will be required to complete a consent form giving all relevant information.

Inhalers needed by children suffering from asthma are kept in the child's classroom in the safe keeping of the class teacher. Parents will be required to fill in a consent form indicating dosage/frequency.



Before and After School care

We have before and after school care available on site from 7:45am until 6.00pm. This is run by our own staff and many parents find it very helpful. Full details can be obtained from the school office.

School Meals

Children may choose to have school meals or to bring a packed lunch. School meals are cooked on the premises and the children will choose from a varied selection taken from a three week menu cycle of hot meal choices and filled jacket potatoes. As of September 2014, all children in KS1 are entitled to a free school meal. Please see the school office for further information regarding free school meals.

Packed Lunches

If you choose for your child to have a packed lunch, we request that parents make every effort to ensure that the contents of lunch boxes provide a balanced diet with healthy extras such as fruit and vegetables. **Lunch boxes should not contain sweets and chocolate bars.** (one small “lunch box type” snack bar is permitted)

We are a NUT FREE school.



Healthy Living

Infant children are given a free piece of fruit at break times and all other children are encouraged to bring a piece of fruit from home. No other snacks are permitted and children must not bring sweets or chocolate bars to school. Parents will be well aware of the need to encourage healthy eating habits and at school we are obliged to do all we can to develop these with the children.

Children are permitted, if you wish, to bring in their own bottle of water or juice fitted with a sports top to prevent spills. Fizzy, energy or milkshake drinks are not allowed.

Parents and School

As a parent, your involvement with and relationship with the school is an important contributor to your child's success in school. We need your support with every area of school life from sending your child in the correct uniform, to getting them to school on time in the mornings. Your attitude to school and to the teaching staff, sets the example to your child. As your child starts school, we ask you to support us in the important partnership that we are entering into.

Parental involvement is highly valued in school and parents help with a range of school activities: art and craft, reading, computer work. Please offer your help to the class teachers if you are free to come into school during the day.

Parents are invited to many events throughout the year and share many special experiences with their children, such as class assemblies, school productions and sports day.



Catholic Status

The Diocese of Shrewsbury has the responsibility for meeting the maintenance and building demands of all its' Catholic schools. Traditionally, the funds for this were taken from collections in church every Sunday. There are however, increasing difficulties due to falling attendance at mass.

The Bishop now therefore, requires an annual contribution to the "Diocesan Schools Building Fund". This fund is essential to the future of Catholic schools. This contribution is currently £15.00 per family. This enables those who are using Catholic schools to contribute to their maintenance.

Where we do not get this £15 contribution from parents, the school is required to take it from the school budget. This means that every parent who contributes is helping to protect the school budget which is spent of staffing and education equipment for your child.



**Our Lady
& St. Edward's**
Catholic Primary School