

# St Catherine's C of E School School Handbook



ST CATHERINE'S  
CHURCH OF ENGLAND SCHOOL

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## St Catherine's C of E School- School Handbook

### School Vision and Ethos

At St Catherine's Church of England School, we strive to educate our children to realise their aspirations and to contribute positively to society guided by our Christian principles. Our aims for teaching and learning are that all the children will:



- be tolerant and understanding with respect for the rights, views and property of others;
- develop a responsible and independent attitude towards work and towards their roles in society
- not be limited in terms of their academic achievement, aesthetic appreciation and spiritual awareness.

Our school believes that:

- Children are the only reason why this school is here. Each child comes with amazing gifts, remarkable talents and immeasurable potential. We have a moral duty to ensure that each child is able to discover and develop these.
- Pupils will be happy and will flourish when working with adults who inspire them to learn. Relationships, based on mutual respect, trust, fun and high expectations are the key to excellent learning.
- Pupils will be happiest and achieve best when their families, in whatever form they happen to be, are involved and working closely with us. We will strive to develop strong partnerships with families.
- A broad and balanced creative curriculum inspires and motivates every child.

## **Welcome to St Catherine's School**

We thank you for your interest in our school and extend a warm welcome to children, parents and carers who are about to enter our school.

We feel that we can achieve the best for the children in our care through close co-operation between home and school. We welcome your involvement and support in any aspect of school life and will always make ourselves available to you to discuss any aspect of your child's development. Together we shall endeavour to make school life an enjoyable, productive, successful and worthwhile experience for the children.

This handbook is designed to give you information about the life and organisation of our school and hopefully give you an insight into what we are about. Please contact us if you require any extra information at any time. Visits to school by new pupils and their parents are encouraged. We look forward to a positive partnership with you. St Catherine's Church of England School and Nursery is part of An Daras Multi Academy Trust.

## **Our School Day**

Our school day begins at 8.40am and ends at 3.15pm, Lunch is 12-1pm and the children have a morning break. School gates open from 8.35am to allow children time to get into class between 8.40am and 8.50am for registration. Please see later for more details and for wrap-around care options.

## **Safeguarding and Child Protection**

The school maintains a Single Central Record (SCR) that records all adults who work, or volunteer in the school. Each adult has a DBS (Disclosure and Barring Service) check and this is recorded on the SCR.

The school staff regularly undertakes safeguarding of children training. Employees receive an enhanced check and personal details are verified. The school has a designated safeguarding lead (DSL), Louise Hussey and deputy DSL, Pippa Warner.

When visitors arrive at school they sign in, receive an information leaflet and are issued a visitors badge by the Office. We welcome volunteers to help out regularly in our classrooms. Parents who volunteer need to apply for a DBS check, and can participate once clearance is obtained. Volunteers will need to sign in at the office on each visit.

Further information about the school's safeguarding can be found under policies on the school website, [www.stcatherinescofe.co.uk](http://www.stcatherinescofe.co.uk).



## **School Policies**

All required school policies are available on our school website. Hard copies can be requested from the school office.

## **Admissions**

All admissions must be made through the local authority: [www.cornwall.gov.uk](http://www.cornwall.gov.uk)  
Information about our Admissions Policy is available from the School Office or school website.

## **Behaviour**

In our school, we have a golden rule that helps us learn the right ways to behave.

*"So, in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets."*

This means we treat others in the way that we would like to be treated.

In our classes, we reward good behaviour with 'diamonds' which each class collect and take to show in our weekly celebration assembly every Friday. Each week a child is selected as a 'Values in action child' who has represented our school values well and a 'Learner of the week' who has shown our learning dispositions throughout the week in class. In our school, we have four Houses: *Tamar, Ottery, Kensey and Inny*. Each child will be placed in a house which they will belong to for their time at St Catherine's. Teachers give the children house points to reward good effort and learning. When your child starts at St Catherine's we will send out a Home-School Agreement and an appropriate Internet Use Agreement form which help us to maintain high standards of behaviour in school.

## **Uniform**

All year groups are expected to wear plain white polo shirts, grey or black school shorts, trousers, skirts or pinafores (or in the Summer, a green gingham dress), white, grey or black

socks, black school shoes or trainers (plain, no colours) and the jade green school jumper or cardigan.

All our logoed uniform is available from an online uniform shop: [www.mapac.com](http://www.mapac.com). There is a variety of uniform available and if you are not sure what size you need, we have sample sizes available in school for your child to try. Also available are school book bags, school caps and school logoed PE t-shirts.

Mapac will take orders over the telephone if you do not have internet access. You can also use the link to the shop through our website via [www.stcatherinescofe.co.uk](http://www.stcatherinescofe.co.uk) by clicking Parents/ School Uniform.

On Mapac's website click 'Education', then 'Parent', then 'Find My School'. Search for St Catherines in Launceston, Cornwall and you will be directed to our logoed uniform page. Any issues please call 01923 255525.

We also have a 'School Uniform Swap Shop' for pre-loved uniform at the cost of a small donation. Please feel free to ask at the office to see what is currently available.

## **PE Kit**

Children participate in a full physical programme and therefore need to wear appropriate kit for these activities. PE kit is a school logoed black t-shirt from the Mapac uniform shop or a plain black t-shirt (no logos or colours), plain black (no logos or colours) shorts, leggings or joggers, plain white, grey or black sports trainers, if needed, a plain black hoodie or jumper (no logos or colours). This is ideal for outdoor games lessons when the weather is chilly. We are happy for pupils to wear their green school jumper, if needed.

You will be advised which day your child will have PE on. This will change each half term. On their PE day, they will wear their PE kit to school for the whole day. Bare foot work takes place indoors, however heavier shoes such as trainers are needed for outdoor use (we recommend trainers rather than plimsolls as these are more supportive for the foot and ankle). If it is wet, games take place in the school hall, otherwise we try to use our lovely outside space as much as possible. Children with long hair are required to tie it back for P.E. lessons and swimming.

## **Jewellery**

The wearing of jewellery during the school day is not encouraged except for a watch and stud earrings for children with pierced ears. Jewellery must not be worn for P.E, Design Technology or any other craft work in line with Health and Safety recommendations.

Children will be asked to remove any jewellery during these activities or cover with tape. This should be done at home before school and if not will need to be done by themselves at school - staff cannot support them with this.

## **Coats**

Children are required to go outside to the playground during break times. Please make sure your child brings a coat or jacket every day as it can get chilly and wet.

## **Care of property**

No responsibility can be taken for loss or damage to clothing or other items brought to school by the children. The basic responsibility for looking after their belongings must lie with the children themselves. Please make sure all items brought to school by the children are clearly named. Try to ensure that any mislaid items are reported as soon as possible.

## **Swimming**

In accordance with National Curriculum requirements, the children go swimming at our local leisure centre, we send 3 classes each school year. The children whose turn it is must bring a swimming kit - costume (one piece), towel, plastic bag, hairbrush or comb - in a suitable bag. Again, please make sure all items are named. You will be notified by your child's class teacher when it is their term to go swimming.

## **Lunchtime**

We are accredited as a 'Healthy School'. The School Catering Service, Aspens, provide a wide choice of meals.

The current menu is always available on our school website, and when updated, gets sent out on Class Dojo too. The school dinners then need to be booked via the School Money system by midnight on the Sunday before the week commences.

The orders are then checked on a Monday morning and given to the kitchen for them to order ingredients for the week. Orders cannot be taken/added to for the week after this point.

We would like all our children to try our hot meals especially during the winter months. Children can have a mixture of school dinners and packed lunches throughout the week if they prefer.

All Reception, Year 1 and Year 2 children receive a free school meal as part of the Universal Infant Free School Meals scheme. Please still order online via School Money to make your

child's choices for the week, you will 'Update Basket' to get to the payment screen, but there will be no charge.

For those parents who are in receipt of certain qualifying benefits, be aware that it is important to claim free school meals as this links to our Pupil Premium Funding - extra funding for your child in school - in addition to a free school meal (which can be ordered as above). You can check eligibility and apply online at [www.cornwall.gov.uk/schoolmeals](http://www.cornwall.gov.uk/schoolmeals). If you are entitled your child can receive extra allocated support for their learning so it's worth doing.

### **Packed lunches**

There is provision for packed lunches; all parents who wish their child to bring a packed lunch are asked to comply with the following requests:

- The lunch should be in a strong, plastic, named container. Each child should have their own container.
- No glass containers should be brought in. Hot soup can be brought in a suitable flask.
- Children will be reminded to eat savoury food first and sweet things after.
- A healthy, balanced selection of food is strongly encouraged - no sweets or fizzy drinks are allowed in packed lunches.
- A beaker and water will be provided if required.
- We are a NUT-FREE school – due to having pupils with severe allergies, we ask that you support this and ensure your child's lunch and snack contains no nuts.

### **Our School Curriculum**

As in all schools, we deliver the National curriculum, and our policies and schemes of work are created to fulfil the requirements of the programme of study covered throughout the Foundation stage (2-5 year olds), Key Stage 1 (6-7 year olds) and Key Stage 2 (8-11 year olds).

We aim to provide a detailed and varied education for the children. Some aspects of the curriculum may be taught as separate subjects, but where appropriate, our teaching is based on an integrated theme approach. This provides a lively environment and allows us to teach children the National Curriculum programmes of study in a natural and connected way. Our Curriculum themes are posted on our school website. Wherever possible, we aim to incorporate pupil voice in the themes we follow and explore.

The English and Maths Schemes of Learning provide the framework of our curriculum in these areas. In English, we follow the Read Write Inc. programme for phonics and spelling,



and The Literacy Tree for English lessons. In maths we follow the White Rose scheme of learning. Across the school we also offer learning in computing and, in Key Stage 2, a modern foreign language - French.

The curriculum we offer our children is designed to be broad, engaging and balanced. We try to make it relevant to the children's experiences and needs. It is structured to allow a progression in the acquisition of skills, knowledge and understanding. All pupils will have opportunities to experience all areas of the curriculum. It is designed to provide for children of varying aptitudes and abilities to find fulfilment and enable them to develop socially, emotionally, and physically as well as intellectually.

For 2, 3, 4 and 5 year olds (EYFS) the Foundation Areas of Learning are as follows:

- Personal, Social and Emotional Development
- Communication and language
- Physical Development
- Literacy and Mathematics
- Understanding the World and
- Expressive Arts and Design

The National Curriculum subjects for year groups 1-6 are as follows:

#### Core Subjects

- Mathematics
- English
- Science
- Computing





## Foundation Subjects

- Geography
- History
- Art and Design
- Art
- Music
- Religious Education
- Modern Foreign Language (Key Stage 2 only)

## Physical Education

- Please note, it is a legal requirement that all children take part in Physical Education lessons, unless excused for medical reasons. A child who is well enough to attend school, but not able to do P.E., will need a letter explaining the reason for their inability to take part.

## **Other curriculum subjects we are required to cover:**

PSHE / Citizenship, Relationship and Sex Education, Drugs Education, Health Education

## Religious Education (RE) and Collective Worship

As a Church of England School, the life and work of the school are founded on Christian values and principles as they apply in everyday living and much thought is given to the development of each child in his or her relationships with others. Children of all denominations attend the school and our aim at all times is to stress the uniting aspects of Christianity. Religious Education is based on the Cornwall Agreed Syllabus for RE and Understanding Christianity to support the teaching of a range of World faiths during blocked units of work.

All classes participate in an act of daily worship. This can be in the form of a whole school collective worship or class-based collective worship. The content of these acts of worship is linked to the Church Year and Christian teaching and involves Reception, Key Stage 1 and 2 classes. Parents are entitled to withdraw their children from daily collective worship, however we are a Church School and gathering together is an important time for our school community. As a Church School, we are inspected by the National Society and our latest report can be found on the school website - [www.stcatherinescofe.co.uk](http://www.stcatherinescofe.co.uk)

## **Enhanced Curriculum Provision**

During the school year, each class takes their pupils on a visit or arranges an in-school curriculum activity to enhance our curriculum for the children. In addition to this we take part in a range of activities to broaden and deepen our pupils learning and skills in a range of curriculum areas. These aim to support pupil learning in a cross-curricular way. Each year we hope to take our year 5 and 6 pupils on a residential trip to further develop their learning which may involve a range of outdoor activities or a visit to a city. We rely on parental contributions to help us put on these visits. Alternative programmes can be set up locally if costs are an issue and we work with parents on this. As part of An Daras MAT the pupils also attend events at the Trust's Woodland Centre as well as regularly attending Launceston College for a range of sporting events.



## **Record Keeping**

Detailed records are kept on the children's progress from Nursery through to Year 6 when they transfer to Secondary School. Children are assessed regularly throughout the school year to aid teacher assessment. Information about a child's progress is freely available to parents/carers. Please see our Data Protection Policy and An Daras GDPR Privacy Notice for Parents on the school website, [www.stcatherinescofe.co.uk](http://www.stcatherinescofe.co.uk), for information about how we use and look after information about your child.

## **Attendance and Absence**

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational, but your child will miss out on the teaching that their classmates will receive during your holiday. Attendance is vital to academic success and lost education poses a potential risk of underachievement. This is something we all have a responsibility to avoid.

The Department for Education no longer allows Headteachers to grant any leave of absence during term time unless there are exceptional circumstances. If you consider that your request for absence is exceptional you will need to complete a Leave Request Form, available from the school office. A response will be sent to you as soon as possible. If leave is not authorised and you nevertheless withdraw your child from school, the absence will be recorded as unauthorised absence.

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act.

If a child is absent from school for any period, however short, the school should be notified as soon as possible on the first morning of the absence. If we do not hear we will try to contact parents/carers to find out why the child is not in school. If it is not a genuine reason or we do not hear back from parents, we must enter the child as having an unauthorised absence. Unauthorised absence is reported to the Education Welfare Officer so please notify as soon as possible. We have a 24-hour answerphone (01566 772198) which is constantly monitored during the school day, for you to leave us a message. Please advise us of medical appointments within school time so we can enter them in the register as a medical absence and not late attendance. These absences will also need to have a Leave Request form completed and may also need evidence to be provided e.g. appointment confirmation letter. Routine medical and dental appointments should be made outside of the school day or during the holidays where possible.

If a child is unwell, please do not send him or her to school. All children at school are expected to go outside at playtimes. A child who is unwell cannot be expected to work to their normal potential and staff are not available to mind sick children. Also, germs do spread quickly in schools and will cause issues through absence of children and/or staff. We encourage children to arrive at 8.40am ready to commence lessons at 8:50 a.m. If a child is persistently late or absent, then the Education Welfare Officer may become involved. If your child is unwell with sickness or diarrhoea, they must be absent from school for 48 hours after the last bout of illness. If they have a temperature, they must be absent for 24 hours once the temperature has passed and free of medication in this time. We do not allow the use of Calpol or Ibuprofen in school for general illness unless it is for pain relief of a known injury e.g. a broken arm.

## **Medicines**

Under no circumstances are children to come to school with medicine or tablets on their person or in their bags. The only children who are able to carry medicine are asthmatics who must carry their inhaler or have easy access to it. In this case, it must first come to school via the office for the necessary paperwork to be completed. If a child requires medicine three times a day, then it must be given before the child comes to school, when the child arrives home and at night. If it is essential to be administered at lunchtime, parents can bring the medicine in, clearly labelled, and fill in the appropriate form at the school office for us to store and administer it. We cannot administer any medication unless the paperwork is

completed. We are not legally obliged to give medication to children and request that parents adhere to our policy. If there are any questions, please ask at the School Office.

## **Head lice**

Head lice are unfortunately a reality of school life - Teachers will not examine children's heads, but if head lice are observed, the child concerned (and their family) will require treatment and must be absent until this is done. The rest of the parents will receive a text informing them that head lice are about and to be on the look-out for them. We recommend that wet-combing is a regular occurrence in each household! This means that all the children have their hair washed and wet combed on that day and again four days after.

## **Emergency Contacts**

As well as main telephone numbers, parents should ensure that the school has details of a second phone number (e.g. home, mobile, work) should their child be taken ill at school. We ask for a minimum of 2 contacts, Priority 1 and Priority 2, who both have more than 1 number, so that we can get hold of someone in an emergency or if your child is unwell. This information will be given to the school when the child first registers. It is vitally important that contact numbers are kept up to date. Please ensure that the school is notified of any changes.

## **Class Dojo**

At St. Catherine's we are using ClassDojo to collate house points and encourage important skills, like working hard and participating. We'll also use it to communicate important information to you: we can message, send updates, photos, and videos from the classroom and school. It is an easy way to communicate what is going on at school.

We like all families to sign up for ClassDojo. You can use it on any device: it is a **simple, free mobile app** for iOS and Android, and can also be used from a computer at [www.classdojo.com](http://www.classdojo.com). (If you already have the app you are all set.)

We would like your permission to photograph or video your child to share with the class or school through the secure ClassDojo app. Only parents of St Catherine's students will be able to view these photographs/videos. Permissions can be given or withdrawn on the admissions form, and can be amended if required, at any time by putting the request in writing to the office. It is possible for more than 1 parent/carer to register on Class Dojo to keep up to date with school news and stay in touch with the class teacher.

## **School Text Service**

Text messaging is a discreet, convenient, secure and reliable method of communication. Keeping parents informed is important and we understand the importance of working in

partnership with the families of our children. Text messaging will help us to keep you informed so that together we can offer the best support for your child. Cancellation of clubs at short notice, unexplained pupil absence, sudden school closures, medical emergencies, reminders of meetings/ events, reminders of payments, forgotten PE kit, or packed lunch are all situations that can crop up. These are the times when we need to contact you and contact you quickly. Unfortunately, we can only text one contact, which is the first contact given by the parent. We also communicate information to parents through Class Dojo and Facebook;

## **School Money**

We are a cashless school and operate an online payment system for all school expenses. This is also the system to book school dinners for your child – whether they're paid for or free. School Money enables us to offer a more streamlined, cost-effective and efficient payment system in a secure and safe environment. You'll be able to access your account at any time to see if there is anything you need to pay for.

You won't need to sign up to this system as this is done automatically through the school office and as long as you have provided us with up to date contact details we will send you a password within the next few days. This password will give you access to your School Money account where you can pay for any items we have requested from you.

To make payments log into School Money, visit the website [www.schoolmoney.co.uk](http://www.schoolmoney.co.uk) and enter your mobile number, email address and the password we have sent to you. Please let us know immediately if either your mobile number or email address changes as these need to be updated on our systems to enable you to log in.

When you sign in please ensure you use the parent log in and not the school one. You will be asked for your mobile number, email address, password and child's first name which will take to your child's page where you can see any outstanding payments. There is a help manual at the top of the page to guide you but if you have any difficulty please come and see the Office staff who will be happy to help. As with the text service we only issue one log in to the first contact provided by you. If you require a second log in for an additional parent please contact the Office. Please be assured that School Money does not save or retain any card details.

## **Pupil and Parent Details**

To ensure data held is kept up to date, we ask that all parents/carers ensure they contact the school office at any point in the year if details need updating e.g. Change of address or phone number. It is essential that contact information is kept up to date by parents/carers in case we need to contact you in an emergency or if your child becomes unwell whilst at school.

## **Special Education Needs and Disabilities (SEND) and Medical Conditions**

The term 'special educational needs and disabilities' covers a wide range of needs, and affects many children at some time during their school career. The incidence of children with SEND is across the full range of the population. The school uses the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015) for identification of SEND and guidance on appropriate provision for children: <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25> . Our own staff are knowledgeable about their roles with regard to SEND and we work closely with the Cornwall Services for children with SEND. Most parents experience a wide range of feelings when it is found their child may have a Special Educational Need and/or disability. We aim to reassure parents that identifying and addressing a need will have a positive outcome for the child concerned. If your child has, or develops, a medical condition which requires support in school, please let the Class Teacher and school office know as soon as possible. Care and support can be planned for, in collaboration with parents and health professionals and a health care plan put in place.

If you have queries relating to Special Educational Needs and Disabilities please contact your child's class teacher in the first instance. If further support or advice is needed, please contact Tracey Laithwaite (SENDCo) – [tlaitwaite@andaras.org](mailto:tlaitwaite@andaras.org)

## **Educational Visits/Parental Contributions**

At St. Catherine's we try to enhance and enrich the curriculum using as much external stimulus as we can. This may take the form of visits to places of interest that are directly linked to class topic work or visitors to school in the form of specialists such as artists, story-tellers, writers or theatre workshops. Unfortunately, the majority of these involve a cost which the school is not able to fund itself. The school has a policy of charging for school activities such as those outlined above. The policy is based on the principle that schools have the right to invite voluntary contributions to enable these enhanced curriculum activities to take place. There are several activities which will take place if parental contributions are available but children will not be excluded if their parents are unable or unwilling to contribute. If the sum of the contributions received for any proposed visit is less than the overall cost, then the visit will not be viable and will be cancelled and contributions refunded through School Money. Parents who do contribute will not be subsidising those who do not. The school has a small fund to help families who find it difficult to contribute. A proportion of a contribution can be given if parents wish. We attempt to keep the costs of trips or visits to a minimum and to only one a term if appropriate. We also now have a PayItForward scheme so that, if you find you are able, you can make an extra donation of £5 or £10 anonymously to help to support another family who may struggle with costs. These funds will be used at the schools discretion.

The school reserves the right to charge for breakages and damage to property. The school will provide ingredients, materials and equipment needed for the delivery of the curriculum.

The school will invite parents to contribute towards the cost of an item if they indicate a wish to own the finished product, e.g. biscuits, pottery items, models etc.

## **Animal Handling**

We are really lucky to have pets in school. We have chickens, a tortoise, a school Well-Being dog and our own 2 bee hives. The children always enjoy looking after our pets and we hope these pets will encourage the children's nurturing and caring nature to help them develop responsibility as they learn to care for them. We are aware that some children may suffer allergies and so require you to give permission on the admissions form for your child to stroke, hold, handle or be involved with any of the animals, as well as giving permission for the administration of Piriton allergy medicine in case of an unexpected reaction.

Our Well-Being dog, Luna, is a black-coloured Springador (Springer Spaniel crossed with Labrador) who joined us in March 2021 at 8 weeks old. Dogs are increasingly being welcomed into schools with great success. Some of you may have seen, in the media that therapy dogs are now being used in some hospitals which impacts greatly on patients' improving health and emotional well-being. Please understand that we will do everything we can to reassure children who may be fearful and that under no circumstances will they be forced to meet with Luna. The children have gained a great deal of enjoyment from having their school dog as she has become a full member of our team.

Luna is Mrs Parish's (our school secretary) dog, and has joined our team alongside Mrs Parish's working hours. As a puppy she had an intense year; lots of training and socialisation was needed on her journey to becoming a well-being dog.

She is a great support to our children within our school helping them to continue to thrive.

There are many benefits to having a school dog, including:

- the presence of companion animals can improve the well-being of children and lower anxiety levels, simply by making the environment happier and more enjoyable.
- dogs can be used to calm fears, relieve anxieties and teach skills.
- improved behaviour and concentration, reduced stress and improvement in pupils' self-esteem;
- encouraging expression, participation and confidence for all children;
- fostering a sense of responsibility;
- motivating pupils to think and to learn, as most children have a high level of natural interest in, enthusiasm for and enjoyment of animals;
- encouraging respect and thereby improving pupils' relationships with each other, parents and teachers;
- teaching children to nurture and respect life;
- helping children build confidence in reading;
- improving overall attendance;
- further promoting our well-being agenda for pupils and staff.



Luna is fully vaccinated, with regular worming and flea treatment in line with current expectations. She is under a Pet Health Care Plan which will ensure future treatments will continue. Luna lives with Mrs Parish, who has two children in the house also.

We are aware of any pupils with allergies and a full risk assessment is completed. Luna is not based in any classrooms and therefore contact with any children who may have an adverse reaction can be avoided. Luna's main place of residence is in the main office area, where Mrs Parish is based. Whilst moving around the school, Luna will always be with an adult. There will always be a designated member of staff present during any interaction with pupils, including when she joins pupils on the playground at breaktimes.

For any new pupils arriving at the school we will discuss with the children the rules and expectations about having Luna in school, the 'Doggy Do's and Don'ts' and we will again highlight the many benefits and rewards, too. However, should you have any queries or questions on the matter then please do not hesitate to contact the school. Equally should you wish your child NOT to meet with or spend any time with Luna please register your concerns to withdraw your child from contact.

Our 2 bee colonies joined us in May 2022, after 2 years of planning and training undertaken by Mrs Parish (School Secretary) and Mrs Bishop (Nursery Manager). As the colonies became established, we started an after school 'Bee Club' for our Junior classes, with the opportunity to learn all about the bees and the vital role they play in our environment, plus chance to wear one of our special children's sized bee-keeping suits and see them up close! In the Summer we have a lovely crop of honey which is then sold at the school office to help fund further bee-keeping supplies as our Bee Club grows. The Year 6 beekeepers also get the opportunity to take an exam in the Summer to earn their Junior Beekeeping Certificate from the BBKA (The British Beekeeping Association).

### **Friends of St Catherine's**

St. Catherine's has a small group of parents wishing to get involved in organising fund-raising activities. They form the 'Friends' whose funds allow us to purchase a variety of school equipment and we welcome their efforts and involvement. They are always looking for volunteers, so please help if you can. If you wish to attend any planning meetings or help at any fund-raising activity, don't hesitate, please volunteer immediately! Your help will be very welcome. There are various activities held throughout the year: children's discos, raffles and lots more, and they are always keen for more support with our fund-raising.

### **Extra-curricular Activities**

At St. Catherine's we try to provide a variety of activities after school. Clubs throughout the school year might include football, multi-skills, cricket, dance, learning together, art, athletics,

recorders, youth speaks, netball, choir, film making, football, sewing, ICT, Film Club and cookery. Not all clubs operate all the time but a good variety is available each term for a mixture of age groups. There is also the opportunity to sign up for peripatetic music lessons – we currently have keyboards, guitars, drums, violin and cello. Children may have the opportunity to join chicken or bee club and throughout the year academic support groups run.

### **Breakfast Club**

We provide a Breakfast Club from 7.45am including breakfast (toast, cereals, fruit). Places must be booked by the preceding day via School Money and payment must be made on booking. A Parent/Carer must be present at drop off, until the child has been greeted into breakfast club by a staff member, each day and a Breakfast Club Form must be completed in advance of the first session highlighting, Terms & Conditions along with any special dietary requirements for the child.

Current prices are as follows:

Arrive from 7.45am - £1.50, including food

Arrive from 8.00am - £1.00, including food

Arrive from 8.15am – FREE, including food

### **Wrap-Around Care**

We also run a similar club after school. This is also booked via School Money ahead of the day required.

Current prices are as follows:

3.15pm – 4.15pm - £3, including snack

3.15pm – 5.15pm - £6, including snack

4.15pm – 5.15pm - £3, for bookings after hobby clubs at school.

Both Clubs are also available for nursery children.

### **Homework**

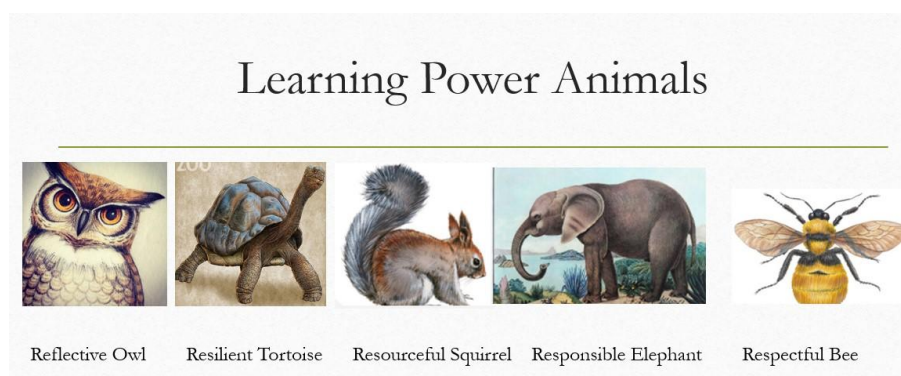
Each teacher will set age-appropriate homework to support children's learning in school. Generally this will consist of learning their topic knowledge organiser, Spelling Shed (App based), Times Table Rockstars (App based) or other English or Maths homework. We encourage all children to read daily at home as this forms the basis of their learning throughout all areas.

We use a virtual learning site called Class Dojo which staff, parents and pupils can use. Please log in with your child to see homework, spelling lists and other activities and websites that are suitable for your child to use. Using these sites with your child means that you don't just 'help out', you really ENGAGE with their learning.

**The most important learning you can support with at home is reading with your child.**

## **Learning Powers**

We have a set of learning 'powers' or dispositions that we work hard to develop with our children. These are skills of being a learner that have been proven to help children become more effective at learning and progressing well. Our learning powers are: Responsibility, Resourcefulness, Reflectiveness, Respect, and Resilience. More detail about these can be found on the class displays.



## **School Drop-off and Collection**

When you drop your child at school, please note that there is no parking available inside the school car park. For the children's safety, we keep the car park gates closed during school drop off and collection times. Our Senior Leaders will open the pedestrian gates at 8.35am to allow pupils in. We have permission to use the police overflow car park for school drop off and collection (not the main Police car park) and also the new car park on the Upper Chapel estate. The use of these car parks, along with encouraging families to 'Park & Stride' helps to further ease congestion.

To ease pupil congestion, we use separate gates for our Junior and Infant entrances. Infant entrance is at the main front gates, Juniors have access to our gate at the top corner of the school grounds (access via George Fox Close, gate by the cemetery) and Year 6's have their own pathed entrance (again, near the start George Fox Close).

Please do take care to drive and park sensibly if coming by car to school as this is a busy and congested time with lots of children crossing the narrow roads outside school. Children are to be dropped at the classroom outside door, where their teacher will meet and greet. As this is a very busy time and the teacher's focus will be on preparing the children for their learning, if you have concerns or questions we suggest that you send the class staff a direct message on Class Dojo. At the end of the day, you pick up from the classroom door. If you have arranged for someone else to collect your child, please inform the teacher at the

beginning of the day or, if it is a short notice change, call the office. You will need to provide a password for that person so that the school can confirm identity, unless that person is known to the class staff or regularly collects your child.

### **School Communication**

We communicate daily on Class Dojo and by a half termly newsletter as well as on the school website, [www.stcatherinescofe.co.uk](http://www.stcatherinescofe.co.uk). Please look out for this as it often includes important dates and organisational details. Hard copies are available from the office. We will also communicate regularly via Facebook; @stcatherinesandaras, Class Dojo and Text.

If you have any concerns that cannot be dealt with by the class teacher in the first instance, then please speak to the school office to make an appointment to see the Head. Our complaints policy is available via the school website.

### **Playtime snacks**

The school has a free fruit and vegetable scheme for Nursery and Infant children. However, Junior children will need to bring a snack to school. Sweets and crisps are not permitted, and please remember we are nut-free. If there are dietary issues, please see the Head.

The children are also asked to bring a **named water bottle** into school each day, which can be kept in the classroom. This can be re-filled during the day if needed, but must only contain water so that it is permitted to be brought into class. Keeping drinks to water only helps us maintain our 'Healthy School' status.

### **Severe Weather/Emergency Closure Procedures**

Occasionally, winter conditions may disrupt normal school arrangements; severe weather may delay or prevent staff reaching school; damage to pipes/ boilers may interfere with cooking facilities and/or toilets etc. As far as possible, however, the school will be kept open.

If there is partial or complete closure, information will be relayed through the local media, social media and the school website: [www.stcatherinescofe.co.uk](http://www.stcatherinescofe.co.uk), as well as communicated on Class Dojo. If parents are concerned about getting their children home, they may wish to collect them early or can telephone the school for information. We will also use our text service to inform parents and staff.

**We hope you have found this handbook useful. Further information can be found on our school website and please do feel free to pop in and ask any questions you may have. We look forward to welcoming you to St Catherine's.**

**Please do also get in touch if you'd like to find out about our Nursery which takes children from 2-4years.**