

St Catherine's C of E School School Handbook



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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.

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. Each class will keep a register of helpers that parents must sign every time they visit the classroom. The class teacher will indicate where this register is located.

Further information about the school's safeguarding can be found under policies on the school website, 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
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

The school uniform at St. Catherine's is a plain white shirt/polo-shirt, a jade sweatshirt/cardigan (with school logo), grey or black school skirt or trousers (girls may wear trousers if they wish), black school shoes. All our logoed uniform is available from an online uniform shop: 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 house-coloured PE t-shirts with the house printed on the back.

Mapac will take orders over the telephone if you do not have internet access and you can choose to have your items delivered to school free of charge. You can also link to the shop through the website via www.stcatherinescofe.co.uk by clicking Information/ School Uniform.

PE Kit

Children participate in a full physical programme and therefore need to wear appropriate kit for these activities. Kit should be in school every 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). Our P.E. kit is black shorts and plain white or house coloured t-shirts. These are all available through www.mapac.com. Girls may wear a leotard if they wish. Plain black tracksuit type tops and trousers are ideal for outdoor games lessons when the weather is chilly. If it is wet, games take place in the school Hall. 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.

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.

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 Key Stage 2 (Years 3 and 5) children go swimming at our local Leisure Centre at some time during the school year. 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.

Lunchtime

We are accredited as a 'Healthy School'. We have the Gold Standard for School Meals. The School Catering Service, Chartwells, provide a wide choice of meals and a copy of the termly menu is available at the School Office. A copy of the menu is sent to parents via satchel mail and is also available to view on the school website. We would like all our children to try our hot meals especially during the winter months. Any child who wishes to have perhaps two or three school meals a week and have packed lunch for the remainder of the week may do so. School dinner money is sent in on a Monday in a named purse or sealed envelope noting which days your child wants a lunch and what menu choices they have selected. Payment is made at the time of ordering for the week. Jacket potatoes, salad and a school packed lunch are also available every day.

Please ensure cheques are made payable to Chartwells.

All Reception, Year 1 and Year 2 children will receive a free school meal as part of the Universal Infant Free School Meals scheme. Please still send in your child's menu choices for the week ahead on a Monday morning.

For those parents who receive various 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. Please enquire at the School Office for an application form and any other information. 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.

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 (3-5 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, Grammarsaurus for grammar lessons and Babcock Literacy Curriculum Teaching sequences

for English lessons. In maths we follow the White Rose scheme of learning. Across the school we also offer learning in computing and 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 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

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, 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

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. Every term, classes will invite their parents in to a 'Parental Engagement Activity Session' which helps to involve you in your child's learning. As part of An Daras MAT the pupils also attend events working with pupils the same age across local schools 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, for information about how we use and look after information about your child.

Attendance and Absence

All children are required by law to attend school regularly. Requests for children to be absent, unless through sickness, should be made to the Head. An Absence Request form is available from the School Office. It is recommended that absence, other than illness, is kept to an absolute minimum during term times. There are exceptions for leave during term time and these are listed on the Request for Absence form. As a rule, no term time holidays will be authorised. 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. 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 if the weather is dry. 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. Children should arrive at school on time ready to commence lessons at 9 a.m. If a child is persistently late or absent, then the Education Welfare Officer may become involved.

Medicines

Under no circumstances are children to come to school with medicine or tablets. The only children who are able to carry medicine are asthmatics who must carry their inhaler and have easy access to it. 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 - Permission for long term/short term medicine - for us to 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 home telephone numbers, parents should ensure that the school has details of mobile phone numbers should their child be taken ill at school. 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.

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, lunch money 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 usually 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 payments, apart from dinner money as that is not paid to school but goes directly to Chartwells.

When your child starts at St Catherine's you will be issued with a password and the link to School Money. 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. We must hold exactly the same information as you on our school record to enable you to log in successfully, so if you change your mobile or email please let us know. As with the text service we can only issue one log in to the first contact given by you. Please be assured that School Money does not save or retain any card details.

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.

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.

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. We are always looking for volunteers so please help. 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: fetes, children's discos, quiz nights, bingo and lots more.

Extra-curricular Activities

At St. Catherine's we try to provide a variety of activities after school. Not all clubs operate all the time but a good variety is available each term for a mixture of age groups.

Breakfast Club

We provide a Breakfast Club at a cost of £2.50 from 8am including breakfast, or £2.00 from 8.15am excluding breakfast. Places must be booked in the preceding week via School Money and payment must be paid on booking. If your child does not attend for any reason please see the office staff who can arrange a refund.

Homework

Each teacher will set age-appropriate homework to support children's learning in school. This will generally be a spelling or grammar related English homework and a times table or number related maths homework. Teachers may also ask children to contribute to topic related homework throughout the term. 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.

In Reception Class, you will be asked to submit an e-mail address so that we can send you regular updates on your child's progress via our 2Simple programme.

We also use programmes called 'Times Table Rock Stars' and Spelling Shed which the children can log onto to practice their skills at home.

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 site supervisor will open the pedestrian gates at 8.45am to allow pupils in.

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 dropped at the classroom outside door, where their teacher will meet and greet. This gives you a chance to pass on any brief messages to the teacher that may be needed for that day. 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 that require a more in-depth discussion we suggest that you make an appointment to see the teacher after school – this can be done via the school office, in person or by phone.

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 post a fortnightly newsletter on the school website, www.stcatherinescofe.co.uk. Please look out for this as it often includes important dates and organisational details. A few 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. Children do not, therefore, need to bring a snack to school. Sweets and crisps are not permitted. If there are dietary issues, please see the Head.

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 (Radio Cornwall or Pirate FM) or the school website: www.stcatherinescofe.co.uk. 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.



ST CATHERINE'S CHURCH OF ENGLAND
SCHOOL

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