

St Catherine of Siena Catholic Primary School Prospectus 2016-2017



HEADTEACHER'S WELCOME

Dear Parents

We are delighted that you have taken this opportunity to look at our Prospectus. If you are unsure of anything, please do not hesitate to get in touch with the office for clarification, or to make an appointment to visit the school on the prearranged open mornings. There is no substitute for personal contact and we would encourage you to come to St. Catherine's and experience its warm, friendly and caring character and meet our wonderful pupils.

We want our children to experience success and become responsible and respectful citizens. Our highly skilled and dedicated staff work hard as a team to ensure a happy and positive learning environment, which we trust will enable pupils to have the self-discipline, confidence and motivation to become lifelong learners. We aim to deliver a broad, balanced and creative curriculum to meet the needs of pupils, providing support when needed, as well as challenge for our more able children.

We appreciate that parents are the first teachers of their children and education should be a joint venture. When staff and parents support one another and work closely together, in partnership, this provides the best possible atmosphere in which each individual child may flourish.

Once you have been offered and accepted a place, you will be invited to a New Parents' Meeting. We want school to be an extension of home life. Staff and governors look forward to welcoming you and your child into the unique family of St. Catherine's. We hope your time with us will be memorable and enriching.

At the heart of our Catholic school is its belief in Jesus' call to fullness of life. We ask for His blessing and guidance in all that we do together.

God bless

Nicola Kane

STAFFING

Miss Nicola Kane (DSL) Headteacher

SENIOR LEADERSHIP TEAM:

Mr Daniel Atherton (Deputy Head/ SLT)

Mrs Cathy Wildey (Assistant Head/SLT)

Mrs Stephanie Taylor (Assistant Head/SLT)

OFFICE STAFF:

Mrs Lisa Carlon

Mrs Geri Phipps

CLASS TEACHERS:

Mr Daniel Atherton

Mr Gary Wicks

Mr Christopher Waters

Miss Ellie Gabriel

Miss Aimee Smith

Mrs Caroline Griffin (SENDCo)

Mr Mark Mc Kew

Mrs Siobhan Togher

SUPPORT STAFF:

Mrs Kelly Fisher

Mrs Sharon Flanagan

Mrs Mandy Mc Carthy

Mrs Marie Mc Hugh

Mrs Barbara Metcalfe

Mrs Nicky Pargeter

Mrs Jacqui Pestana

Mrs Geri Phipps

Mrs Janet Magowen

Mrs Jennifer Krasniqui

Mrs Dawn Reidy

Mrs Joan Waugh

MSA:

Mrs Justyna Stefanska

Mrs Liumila Williams

Mrs Ruth Atille

Mrs Eileen Robinson

Premises Staff/Wrap Around Care

Mrs Pamela John

Premises Staff/Wrap Around Care

Mrs Pauline John

Wrap Around Care

Mr Robert Gray

Premises Staff

GOVERNING BODY:

Mr Paul Quinn

Chair & Foundation Governor

Mr Mike Pargeter

Vice Chair & Foundation Governor

Mrs Maggie Davidovitz

Foundation Governor

Mrs Mary Duffy

Foundation Governor

Mr Oscar Fernandez

Foundation Governor

Mrs Pat Morton

Foundation Governor

Mrs Patsy Whitham

Foundation Governor

Miss Nicola Kane

Headteacher & Ex Officio

Mrs Vera Woolls

Parent Governor

Mrs Hayley Reece

Parent Governor

Mr Daniel Atherton

Teacher Governor

Mrs Selina Janmohammed

Community Governor

Mr John Conlon

Clerk to the Governors

SCHOOL PRAYER

THIS IS OUR SCHOOL,
MAY PEACE DWELL HERE.
LET THE ROOMS BE FULL OF CONTENTMENT.
MAY LOVE ABIDE HERE;
LOVE OF ONE ANOTHER;
LOVE OF MANKIND;
LOVE OF LIFE ITSELF AND
LOVE OF GOD.
MAY WE REMEMBER
THAT AS MANY HANDS BUILD A HOUSE
SO MANY HEARTS BUILD A SCHOOL. AMEN.

ST. CATHERINE'S STATEMENT OF MISSION

We ask you to read the following statements very carefully as these have been produced and agreed by staff and governors as to why St. Catherine's is a distinctive Catholic School. They guide us in every aspect of school life. The statements are divided into the following main areas: -

Community – Our aim is to:

- Live our Mission Statement, “ **Live, love and learn joyfully together through Jesus and His Church**” and encourage all to spread the “Good News”;
- Nurture the partnership between home, school and parish;
- Create an atmosphere of justice and openness for those who work for the well being of the school;
- Strengthen and sustain School-Trust-Diocesan-Local Education Authority Links and
- Promote a tolerance and understanding of all faiths, creeds and minority groups in our society.

Communication and Relationships – Our aim is to:

- Offer involvement, friendship and welcome freely, so there is understanding in all our relationships;
- Willingly address concerns and give genuine forgiveness;
- Plan opportunities for each person's role to be fulfilled through guidance and mentoring;
- Understand that all may have their worries and that we are able to share these, if we wish to do so and
- Encourage each individual to flourish, knowing that they are valued and cherished.

“Live, love and learn joyfully together through Jesus and His Church”.

Worship – Our aim is to:

- Provide opportunities to celebrate, pray, reflect and share together within God’s family;
- Develop a balance between knowledge, worship and values in the curriculum;
- Recognise, guide and support everyone on their faith journey, during their different stages;
- Enable pupils to know that they are precious to God and to nurture this close loving relationship and
- Help the children to understand that we grow together in the Spirit of the Risen Jesus when we celebrate and frequent the Sacraments of Reconciliation and the Eucharist.

St. Catherine’s is part of the Parish of Our Lady and St Michael, in Garston, and we do all we can to join together in celebration. There are occasions when we go to the Church for Mass and at other times the Parish Priest comes to the school and parents/ parishioners are warmly invited to join us.

St. Catherine’s sees Religious Education as the core and foundation of the entire educational process, communicating beliefs and values which should inspire and unify every aspect of school life and the curriculum. It is this which gives St. Catherine’s its distinctive nature as a Catholic School.

Since we regard this as one of the most important school documents, we ask you to read it very carefully and if offered a place, we will request you to indicate that you agree with its contents and that you will join the staff and governors in doing all you can to support and work with us to develop this partnership, through open and honest communication. Thank you.

SCHOOL HISTORY

Tradition

St Catherine of Siena Catholic Primary School converted to Academy status on the 1st July 2012 under the trusteeship of the diocese of Westminster - DOWAT. It was opened by Dominican Sisters in April 1964. We are blessed by and grateful for our roots/identity and committed to carrying on the long and proud tradition of our Founders. St. Catherine of Siena was a remarkable woman who stands out not only in her own historical period (over 600 years ago) but throughout the centuries, up to today. She is the patron saint of Europe, of nurses and the sick. She died on April 29th 1380 and it is on this date that we celebrate her Feast Day. St. Catherine had a tremendous zest for life and put all of herself into whatever she undertook – an example to us all. The “**Truth**” she was most convinced about was God’s overwhelming love for humanity. Our school badge, with the latin word for truth, “**Veritas**” is the Dominican motto and a reminder that we are part of the Dominican family and called to seek God in our lives.

The Catholicity Team consists of Leadership and Management and pupils – it shapes our ethos and vision and is responsible for the quality of Catholic education we provide. This is translated into every day life and the shared, committed dedication of the staff. Everything we do is linked to our Mission Statement ‘Live, love and learn joyfully together through Jesus and His Church’. Each of us has a common sense of belonging and purpose, to motivate and inspire the pupils entrusted to our care. To this end we strive to develop and provide outstanding educational experiences to maximise the potential of every child and member of staff.

Context

St Catherine’s has created a warm and friendly atmosphere. The partnership between staff, governors, parents and pupils is excellent. Everything we do is for our pupils and future generations of children. We place the child at the centre of the whole educational enterprise. We plan opportunities for pupils to be active participants in day to day school life and encourage them to engage with others in assuming responsibilities.

Our pupils are aged between four and eleven. We are an over-subscribed one form entry school, with an extra bulge class in years two and three. Currently we have 278 children on roll – with a waiting list for some classes. Our Published Admissions Numbers are 30 in KS1 and 34 in KS2. We do our utmost to be inclusive. Respect for each pupil and his/her learning needs is reflected in the experiences offered at school. Therefore, to help us

to deliver the best service to parents/guardians and/carers. Please bring to the attention of the office staff any special needs you or your child may have, so we can try to accommodate you.

Location

Our side gate is located on the A405 in Garston, Watford, and we have a pedestrian access there. The main entrance is off Horseshoe Lane, opposite the Watford Leisure Centre. The school is situated on a campus with three secondary schools – one of them being our main feeder school, St. Michael’s Catholic High School - with whom we have forged very close relations. There are extensive playing fields, which include floodlit astro-turf pitches and several copes.

The school building is large and well resourced. During the summer of 2010, a major building project was completed and pupils returned to find exciting new play equipment. This afforded all ages and abilities to interact, challenge themselves, develop and enhance skills and, of course, have fun – all in a safe, durable and positive learning environment. More recently, in our 50th Jubilee Year, amongst other projects, we extended the building, with two new classrooms and an ICT suite – blessed by Bishop John Sherrington. We take pride in the fact that we provide a stimulating and welcoming setting, conducive to delivering an enhanced creative curriculum, both indoors and outdoors.

SCHOOL CONTACT DETAILS

Miss Nicola Kane (Headteacher)
Mr Paul Quinn (Chair of Governors)
St Catherine of Siena Catholic Primary School
Horseshoe Lane
Garston
Watford WD25 7HP
Tel: 01923 676022
Fax: 01923 893497
Email admin@st-catherine.herts.sch.uk

Father David Barrow
Parish Church of Our Lady and St Michael
Crown Rise
Garston
Watford WD25 0NE
01923 673239
www.parish.rcdow.uk/garston
St. Catherine’s Association
Email rc497@hotmail.com

Our website contains further pertinent information (such as term dates and events) and has useful links. It gives a true insight into school life and reflects the joy that being part of this community can bring.
Website: <http://www.st-catherine.herts.sch.uk>

Archdiocese of Westminster
Vaughan House
46 Francis Street
London SW1P 1QN
Tel: 0171 798 9005
www.rcdow.org.uk

DUTIES OF THE GOVERNING BODY

All governors – be they foundation, local authority, parent, staff or associate members – have the responsibility to uphold the distinctive ethos of our Catholic school. They are responsible for the strategic direction of the school and along with the Senior Leadership Team shape its vision. They willingly give of their time, bringing unique skills and expertise, which support us in our drive for school improvement. The Governing Body is responsible for many other matters, including safeguarding, finance, appointment of staff, personnel, admissions, curriculum, school policies, discipline, health and safety, repair and maintenance. As a full body, it meets formally at least twice a term and sub-committee meetings are arranged, on a regular basis, to look after aspects of the above.

The duties and functions of Governors are defined in the Instruments and Articles of Government for Schools. Day to day running of the school is a matter for the Headteacher. If problems with pupils occur, parents should initially make an appointment to discuss these with the class teacher. If the issue needs to be taken further, they go through the same process with the Senior Leadership Team and as a last resort with the Chair of Governors.

PASTORAL CARE

Safeguarding Children

The school works in partnership with parents to support children in every way possible. However, the Keeping Children Safe in Education document September 2016 places a clear responsibility on schools to ensure that they work together with this guidance from the DFE and other agencies to safeguard and promote the welfare of all children. As a result, if the concerns are raised within the school or a child or parent reports a situation involving possible abuse, we cannot guarantee confidentiality. Schools are legally bound to contact the Child Protection Unit if they believe a child may be suffering from abuse or neglect, without first contacting the parents. This is in line with Government and Hertfordshire County Council's guidelines on Safeguarding.

The Headteacher is the designated senior lead (DSL) for Safeguarding with her Deputy Head (Daniel Atherton) and Assistant Head (Stephanie Taylor) as Deputy DSLs. At St Catherine's, Safeguarding is our highest priority. All staff undergo Child Protection training annually and there are regular Safeguarding updates and Insets.

CURRICULUM

Religious Education: Whole school Religious Education provides for a lived faith experience; pupils learn about and from the Catholic tradition. It is central to our curriculum and permeates every aspect. It is treated as a core subject. It is taught in accordance with the Curriculum Directory and Diocesan guidelines and inspected according to their framework. It is closely linked with Personal, Social, Citizenship and Health Education (PSCHE) and British Values. Therefore, the removal of a child from the teaching of Religious Education would be impossible to achieve and parents who wish to exercise this legal right are discouraged from making application to St. Catherine's.

We follow the National Curriculum, taking advantage of the opportunity afforded to us as an Academy to have flexibility in our approach to its delivery. We provide children with a broad and balanced curriculum, adopting a cross-curricular approach wherever possible.

Curriculum maps for each class are available on our school website and parents are informed regularly via Twitter about work being undertaken each week.

Assessments, Parent Teacher Consultations and Annual Reports

Pupil progress and attainment is monitored and regularly assessed, formally and informally. Teachers assess children as they work in the classroom and assessment is ongoing. Parents Consultations usually take place twice a year, with an optional one after Reports are sent out at the end of the academic year. Dates for these are on our website.

However, meetings do not have to be limited. We have an open door policy. Parents are invited to make an appointment with the class teacher to discuss matters which need addressing immediately. If this does not bring about the desired result and you want to take matters further, please do not hesitate to contact the Deputy Head in the first instance who will work alongside the SLT team for a positive outcome. If you are not satisfied with the outcome of any issue, please contact the Head in accordance with the school's Complaint's Procedure.

Results of the KS1 & KS2 SATs

For details of attainment and progress at KS1 and KS2, please see our school website.

Inspection of Schools

On November 11th and 12th 2014 the school had an OFSTED inspection and was Graded as Good. A copy of this report can be obtained by clicking on the OFSTED link. We are very pleased with the outcome. In November 2015 the school had a very successful Religious Education Inspection – the school was Graded as Good for Curriculum religious Education and Outstanding for the Catholic Life of the School. This Inspection evaluated all aspects of school organisation and management and we are very proud of the outcomes. Copies of both findings are available for download on our website.

PARENTAL INVOLVEMENT

Communication

We believe that working closely with parents/guardians is paramount to success. We know that children learn best when they see their parents and the school working together to achieve common goals. We should be positive role-models and lead by example.

St. Catherine's Association

There is a very active association called “St Catherine’s Association”. Joining is a great way to make new friends! Every parent at the school automatically becomes a member of the Association and indeed we still have past pupils and their parents, who help on a regular basis. All are invited to come along to their meetings. If you can’t attend, your ideas and feedback are just as important. They have a Post Box located in the main school entrance and suggestions for them are welcomed.

The Committee run a variety of social events, such as family barbecue, quiz nights and children’s discos, so that parents can get to know one other better and pupils can have fun with their peers and/or family. This means that some functions do not make much profit but a good time is had by all. However, overall their main purpose is fundraising. Assistance on the day of big events is appreciated, as is your and your child’s attendance, the donation of raffle prizes and Match Funding. This is where employers match any funds raised through the efforts of their employees running stalls. Maybe your employer has such a scheme!

The Association, thanks to their hard-work, energy and parental support, can raise a substantial amount of money which is then used to purchase resources requested by the school.

GENERAL INFORMATION - School Uniform

We expect children to be dressed neatly and to respect their clothing. School Uniform should be worn at all times, apart from special occasions. Pupils with long hair should always have it tied back. Games kit must be worn for all Physical Education lessons and pupils may come to school in their P.E. kits on their allocated days, including swimming lessons. Items with * can only be purchased from the school office. Footwear is plain and sensible shoes for outdoors and plimsolls for indoors. A note of explanation is required should parents wish their child to be excluded from a games lesson on medical grounds. All items should be clearly labelled. Although we cannot be responsible for lost items - if they are not clearly labelled we put them in Lost Property.

Boys Uniform

Black Trousers	(High Street Stores or online @ School Trends)
Black Jumpers (Logo)	(Online only @ School Trends)
Tie	(In school only)
White Shirts	(High Street Stores or online @ School Trends)
Coats	(Online only @ School Trends Optional)
Summer Polo Shirts (Logo)	(Online only @ School Trends)
Smart Black Shorts	(High Street Stores)

Girls Uniform

Black Skirts	(High Street Stores or online @ School Trends)
Black Pinafores	(High Street Stores or online @ School Trends)
Black Cardigan/Jumpers (Logo)	(Online only @ School Trends)
White Shirts (open neck – no tie)	(High Street Stores or online @ School Trends)
Coats	(Online only @ School Trends– Optional)
Summer Dresses (lemon & white)	(High Street Stores or online @ School Trends)

P E Kit

Sweatshirts	(Online only @ School Trends)
T-Shirts (Logo)	(Online only @ School Trends)
Shorts	(High Street Stores or online @ School Trends)
Bags	(Online only @ School Trends)
Plain Black Tracksuit Bottoms	(High Street Stores)

Jewellery

A watch and small ear studs (if ears are pierced) are permitted. No other jewellery should be worn. The school will not accept responsibility for accidents or loss of items. On P.E. days, please remove studs before your child comes to school, otherwise children must take their own studs out and look after them or tape them up.

Mobile Phones

Children are discouraged from bringing mobile phones into school. However, on rare occasions where it is necessary i.e. child attending after school clubs or walking home alone, they should be handed to the class teacher at the beginning of the day so that they can be locked away for the day. If a mobile phone is not handed in and a pupil is found using it, the phone will be confiscated and only returned to an appropriate adult. Again, the school cannot take responsibility for lost mobiles.

Wrap Around Care

At St Catherine's we offer before and after-school care in our Early Birds and Night Owls Clubs. This is held each morning in the main hall. Early Birds commences at 7.40 am through to the start of the school day - 8.45 am. Night Owls runs from 3.30pm to 6pm. The personnel who run this are currently members of our school staff.

If you require any further details, please contact the school office on 01923 676022 or call in during the session and talk to one of the staff there.

School Day

Please see our School Driveway Policy for details of drop-off and collections procedures.

Classrooms will be open to pupils from 8.45 a.m. The children should arrive before this time as there is no supervision on the playground. The Governors/staff cannot accept responsibility for children left outside the school opening times.

Setting good routines is also ideal preparation for Secondary School and future employment prospects.

Parents should try to:-

- ensure that their child arrives at school on time, properly dressed and ready to learn
- instil in their child an appreciation of the importance of attending school regularly
- impress upon their child the need to observe school rules

- take an active interest in their child's school career
- praise and encourage good work and behaviour
- attend parents' consultations and other relevant meetings
- work in partnership with us to resolve issues
- avoid arranging holidays/medical/dental appointments during term time

Please note we finish at 1.30pm on a Friday.

Playground Equipment

For health and safety reasons pupils may not use this unsupervised by staff. Therefore, this means that children are not permitted on it either before or after school. We ask parents to ensure that younger siblings (not yet at our school) are kept away from the playground equipment at all times.

Teacher Contact

If you wish to speak to a class teacher, please make an appointment through the office. Teachers will do their best to accommodate you after school, as soon as possible. Most of them are on the premises from 8.00 am to 5.30 pm. However, please understand that it is not appropriate for them to see you when they should be with their class. Urgent messages can be given to the office staff and they will ensure these are dealt with appropriately.

When class teachers are on courses, visiting other schools, having non-contact time, observing, planning, and assessing lessons, the class will have another well briefed teacher or teaching assistant to cover.

As a school it is also our policy to support Initial Teacher Training, consequently your child may be taught by a student, under direct supervision of the class teacher and monitored by University tutors.

Home Time

At home time, children in the EYFS and KS1 must be collected from their classroom by an adult. The staff will not dismiss a child until their parent or another nominated adult responsible has arrived. Children in KS2 will be dismissed by their teacher onto the playground to meet their parents. If parents are not there, the children are requested to return to their class teacher who will then take them to the dining hall to wait for their parents. We ask that all parents arrive promptly to collect their children, as staff are often supervising extra curricular clubs or have the commitment of staff meetings. In the event of a parent being unavoidably late at the end of the day, a telephone call should be made to the school.

If you are unable to collect your child and instruct another parent to do so, please tell the office staff as soon as possible so a message can be passed to the teacher/pupil.

Children who are not collected on time will be registered in Night Owls in accordance with our school Collections Policy.

Holidays in School Time

Parents are urged to take their annual leave during the dates set for holidays by the Governors. Provisional term dates are given a year in advance. Attendance at school is essential for your child's continued development. Permission for term time absence will only be given in exceptional circumstances (e.g. family funeral or wedding).

HEALTHY EATING

Drinks/Snacks

We encourage healthy eating and a healthy lifestyle. Children may bring their own drink to school (water only) and a piece of fruit for their morning snack (no glass bottles – for safety). Fruit will be given free of charge to KS1. KS2 are able to purchase fruit (or a sugar free juice drink) direct from the school at morning break. All pupils are encouraged to drink water throughout the day, as this helps concentration.

Dinners

Hertfordshire Catering services are contracted by the School to deliver school lunches, organise the menus and ensure they comply fully with the Food Standard Agency. This operates on a three week menu and copies will be available at the start of term. Children may also bring their own packed lunch to school if preferred. We **stress** that the contents should be healthy – **no fizzy drinks, chocolate or sweets in lunch boxes**. The office staff are happy for children to partake of school meals as and when, depending on the menu. The Governors employ Mid-day Supervisory Assistants (MSA's) to look after pupils at lunchtimes and our Teaching Assistants also provide cover. If you are entitled to free school meals, (i.e. some families on benefits), applications should be made on line at www.hertsdirect.org/freeschoolmeals.

Behaviour

We have high expectations of behaviour, which we encourage through gradual self-discipline. Our Behaviour Policy is based on the principle of consideration, with respect for people, places and property. Misdemeanours will be dealt with firmness, kindness, forgiveness and understanding. There are rewards and sanctions. On rare occasions, parents will be asked to meet with the SLT to discuss their child's behaviour, if it is a cause for concern.

Equality

St. Catherine's is a Catholic School reflecting the views of the Catholic Church, which universally teaches respect and justice for all peoples in every aspect of our lives, irrespective of sex, race, colour, creed, sexual orientation, age or disability.

All staff are guided by these principles and any form of discrimination is not accepted. In line with LA guidelines, incidents must be logged and dealt with effectively and with sympathy. We ask that parents support us in this undertaking. School staff deal with these matters in accordance with the school's policy and procedures - a copy of which is available on request from the school office.

Anti-Bullying

Bullying in all forms must be dealt with swiftly and decisively. Please see our Anti-Bullying Policy for details of how we aim to prevent bullying (including cyber-bullying) and deal with issues when they arise.

Internet Acceptable Use Agreement

In light of the above, parents are expected to support and promote the school e-safety policy and help pupils to be safe whilst using the internet. A consent form will be given to you in your New Parent Pack.

Image Consent

We often take photographs of children at school. We may use these images in our prospectus, publications, Tweets, displays, videos or on our website. To comply with the Data Protection Act 1998 we need your permission before we can photograph or make recordings of your child - we will have to exclude pupils, who do **not** have permission, from participation in certain events and class photographs. A consent form will be given to you in your New Parent Pack.

Advance Parental Permission

There will be occasions when teachers wish to make full use of events that may happen locally, such as in the Church, cinema or one of the secondary schools on campus. Rather than keep completing permission slips for each occasion, if accepting a place, we will ask you to complete the General Permission Slip, (New Parent Pack), giving teachers your permission in advance for any of the above activities. Visits requiring transport, or a residential stay, will require an individual permission slip which will be forwarded to you as and when required.

Complaints Procedures

A formal complaint procedure exists in line with the Education Reform Act, under arrangements set up by the Diocese of Westminster and adopted by the Governing Body. These procedures are available from the school or the Diocese of Westminster office. If parents are abusive to staff, other parents or pupils, they will be asked to vacate the school premises.

From time to time pupil/parent/staff questionnaires are sent out for feedback and we are delighted and reassured when parents let us know when we are getting things right, as well as how we can improve.

Unexpected School Closure

We do all we can to stay open but on occasions it has been necessary to close the school, e.g. in winter if there has been a heavy snow fall. Any such closures will be notified via ParentMail, Twitter, our School Website and via any procedure set out by Hertfordshire LA. Staff will do their utmost to ensure parents are advised of any closure as soon as possible.

FINANCE

Monies Sent To School

All monies must be sent in a sealed envelope on Monday mornings, clearly marked with your child's name, class, amount of money and what the payment covers. Please note that money sent in on other days (unless requested by the Parents Association for a fun event) will be returned.

School Development Fund

This money is put towards the cost of any capital project, such as major building works, refurbishments or ICT infrastructure.

Parents are requested to contribute to this fund the sum of £70.00 per family, per academic year, payable by either by direct debit monthly/ annually or direct to the school.

We encourage parents to complete the Gift Aid Forms to claim back the tax paid on money donated. Forms are available from the School Office and are in the new reception children's "Welcome Pack".

Charging

The Governing Body recognises the valuable contribution that additional activities can make towards pupils' Personal, Social & Health Education (PSHE). If activities are organised in school time i.e. Theatre Groups, Music and Science Workshops, parents may be requested to make a voluntary contribution towards the cost. A charge will also be made for residential trips.

Children will not be prevented from taking part in activities, such as day trips and events organised within the school, if parents cannot or will not pay. However, if sufficient voluntary contributions are not received, it may result in the cancellation of an event. If a parent /guardian cannot or refuses to pay for a Residential Trip, a decision will be made, at the discretion of the Headteacher, as to whether the child can be funded from the school account or not. Any application for the remission of charges is to be made to the Headteacher.

- Costs will be kept to a minimum and are often subsidised from the School Budget or School Fund.
- Receipts are issued for any amounts paid in over £15.00.
- All charging policies are in line with the St. Catherine's School Finance Manual. A copy of the Charging Policy is available from the office, on request.
- The Governing Body of St Catherine's is a non-profit making organisation.

HEALTH AND SAFETY

In accordance with current Health and Safety Regulations, St. Catherine's will maintain, as far as is practicable, a safe and healthy environment for all at St Catherine's. Your co-operation is required to adhere to the Health & Safety Policy of the school (copy available from the office). We draw your attention to the following:-

- the Driveway Policy
- no dogs are allowed on the school premises at any time (excepting Guide Dogs).
- all visitors to the school must use the main front entrance and report to the office.
- visitors remaining on the premises are to sign in electronically
- visitors are required to familiarise themselves with the Fire & Evacuation Procedures.
- the gate on the A405 will be locked promptly at 09.10 am and reopened at 15.20

School Driveway Policy

Parents are only permitted to use the school driveway in accordance with our Driveway Policy. Parents are permitted to use the driveway for drop-off in the mornings, however, parking is not permitted. Only parents issued with a Disabled 'Blue Badge' or St Catherine's temporary pass will be permitted to use the driveway at the end of the day. Please see our policy for further details.

Please help us to make the system work for you! All parents must keep to this agreed method of dropping off and collecting of children. If any parent disregards the system, they will be contacted by the SLT and required to keep their car off school premises.

Parents are obviously free to walk children to and from school or to park their cars in other legal areas off the school site and again walk. We would like to draw your attention to the fact that there are vehicles crossing the entrance to our driveway. Please exercise caution. **Please do not:-**

- walk on the driveway.
- park on the driveway in the morning or after school
- park on double yellow lines - at anytime
- park on the pavement
- park in the first or second pull in
- park in the staff car park
- drop off children in the car park

Health and Welfare

On a child's entrance to school parents will be requested to fill in a questionnaire to make staff aware of any medical or physical problems. It is important for the school to have sufficient information about the medical condition of any pupil with long term medical needs or disabilities. Please ensure you update us of any changes to your child's medical needs.

Medicines (See Administration of Medicine Policy)

Parents are requested to dispense medicines to their children before they come to school. If a child needs medicine during the school day, the parent/guardian must be available to come to the school to do so. Staff cannot carry out this procedure. However, in exceptional circumstances staff will be trained to administer epi-

pens, inhalers and insulin. It is the responsibility of the parent to ensure that medicines kept on site are in date and checked on a regular basis. Any changes in condition must be notified to school with immediate effect.

Illness and Absence

If your child is absent from school, please notify the school that day by text to 07887 422516. We expect children to attend every day, when the school is in session, as long as they are fit and healthy and able to do so. The school will contact parents or guardians if any child has an unauthorised absence.

Repeated absences (pupils with less than 85% attendance) may be contacted by the Attendance Improvement Officer (AIO). This is with the exception of any child hospitalised or suffering from a long term illness that we have been made aware of. Repeated lateness may also be investigated by the AIO.

School Nurse

The School Nurse acts as liaison between Home and School and assists the School Medical Officer to check height, weight and growth of children. She can give advice on head lice, hygiene and other health matters. Parents may have an opportunity to meet the school nurse when attending our 'Welcome Meeting', at which she is usually available to give a short talk, as well as at various points during your child's school career.

Head Lice

Infestations are very common among young children and can cause a great deal of discomfort and embarrassment. The well-cared for, clean child is not immune. School checks have been discontinued and it is now the parent's responsibility to deal with this problem. Please check your child's hair weekly.

We would appreciate parents letting us know if their child has lice. This would enable us to inform their class mates by pro- forma, hence avoiding a continuous problem. When a letter is sent out, please check your child's hair thoroughly the same day/evening. Children must be excluded from school until they are treated and free from the condition. Leaflets and advice can be obtained from your local clinic and www.nhsdirect.nhs.uk.

Accidents at School

The majority of our staff are First Aid Trained and we have a well equipped medical room. If your child has a more serious accident or bumped head, a letter will be sent home via your child's class teacher. However, if staff are concerned about your child's injury, you will be contact immediately by telephone.

PLEASE ENSURE THAT THE SCHOOL OFFICE HAS UP TO DATE EMERGENCY NUMBERS AND THAT THEY ARE ADVISED OF ANY CHANGES TO THESE AS SOON AS POSSIBLE.

DISCLAIMER

We occasionally distribute information which has been sent in to us, relating to out-of-school activities. The fact that we pass it on to parents does not indicate that we have verified it in any way. Parents are responsible for satisfying themselves as to the suitability of any such activity.

The information in this document is correct at the time of publication for the forthcoming school year. However, it does not exclude the possibility of change during any given year or in subsequent school years.