

# St Margaret Clitherow Roman Catholic Primary School

Monkswood Lane, Stevenage, Herts SG2 8QJ

Tel: 01438 352863

[www.clitherow.herts.sch.uk](http://www.clitherow.herts.sch.uk)

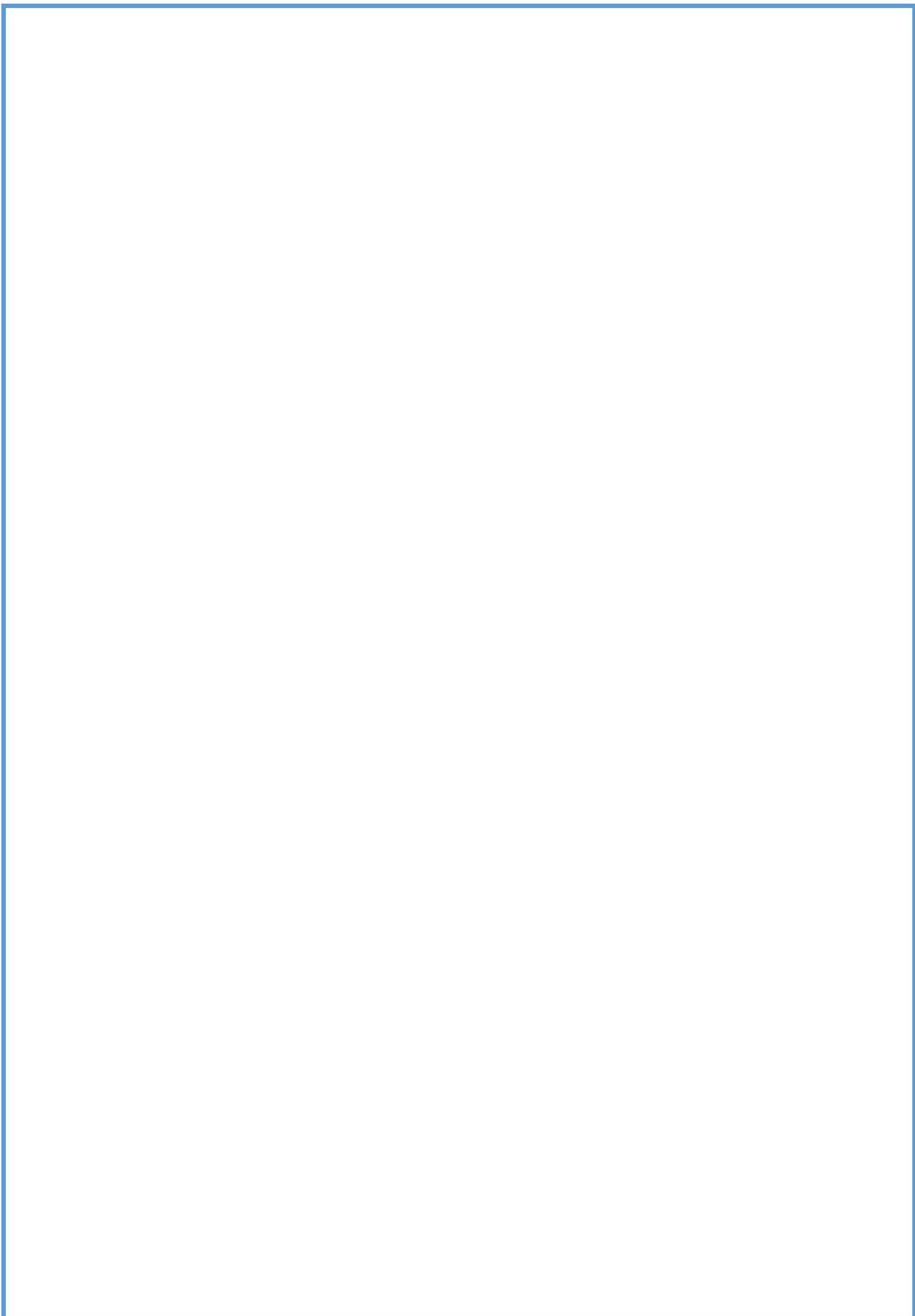
Headteacher: Carmela Puccio

Chair of Governors: Sally Curtis

## GENERAL INFORMATION



*Jesus lives in us, our families, our school, our Church, our World.  
Jesus is our guide, let us follow Him.*



## Table of Contents

<b>GENERAL INFORMATION</b> .....	4
<b>School times</b> .....	4
<b>Please telephone the school if:</b> .....	4
<b>Communications</b> .....	4
<b>School Lunches</b> .....	5
Free School Meals.....	5
<b>Snacks</b> .....	6
<b>Milk</b> .....	6
<b>Health Inspections</b> .....	6
<b>Toys</b> .....	6
<b>Uniform</b> .....	6
Girls: Winter .....	6
Girls: Summer.....	6
Boys: Winter .....	6
Boys: Summer.....	6
PE.....	7
<b>Book bag</b> .....	7
<b>Outdoor Shoes</b> .....	7
<b>Jewellery</b> .....	7
<b>Art /Technology</b> .....	7
<b>School library books</b> .....	7
<b>Outside Play Equipment</b> .....	7
<b>Parking</b> .....	8
<b>Parents in School</b> .....	8
<b>First Aid</b> .....	8
<b>Illness</b> .....	9
<b>School Building Fund</b> .....	9
<b>Voluntary Contributions</b> .....	9
<b>Parent Staff Friends Association</b> .....	10
<b>Leave during term time</b> .....	10
<b>Working together</b> .....	10

# Welcome to our wonderful school!

## GENERAL INFORMATION

This booklet has been produced specifically for the parents of new entrants to our school. It is, in essence, a compilation of parts of previously published newsletters to our parents. In general most of what you will read informs you of the practical, day-to-day running of the school and its systems. It is important that you are aware of what happens when, for example, your car breaks down on your way to school to collect your child.

### School times

School Day	8.45 a.m.	-	3.15 p.m. Nursery
		-	3.15 p.m. Infants
		-	3.20 p.m. Juniors
Morning break	10.40 a.m.	-	11.00 a.m.
Lunch time	12.00 noon	-	12.30pm. Nursery
	12.00 noon	-	1.15 p.m. Infants
	12.15 p.m.	-	1.15 p.m. Juniors

Punctuality is essential: every second in school counts!

### Please telephone the school if:

- a) your child is absent;
- b) your child is coming in late;
- c) your child is going home early;
- d) there is to be an alternative arrangement to your normal procedure;
- e) you are going to be late collecting your child (he/she will then wait by the office);
- f) there are last minute changes? If you need to make a last minute change in arrangements for the collection of your child please instruct the person who is to collect them to report to the school office before collection.

### Communications

**Good communications** are essential between home and school. Please read all the newsletters that come from school (check the bottom of your child's school bag frequently!) and Parentmail regularly. Make a note of relevant dates on your calendar so that you do not miss any events, which are important to you and your child. Most letters will be delivered by Parentmail electronically. A calendar of school events is on the school website.

Car Broken Down? Don't worry! It happens and could happen when you are on your way to collect your child from school. What should you do? If you cannot contact us then don't worry we will look after your child until you are able to come to the school. Younger children are released directly to parents and KS2 pupils have been told to report to the school office if nobody has collected them. Please reinforce this with your child at home.

**Parents with very young children are asked to be particularly vigilant and keep hold of their children at busy times in the school day, especially whilst in the car park.**

**Unfortunately we are unable to help with child care arrangements. Should a child be frequently dropped off or picked up late, a meeting with the Headteacher may be arranged. Rising Stars Wrap-Around Club are able to provide before and after school childcare for children in full time education (Not Nursery children under the age of 4).**

### **School Lunches**

School dinners are nutritious and offer a choice of hot or cold meals. Dietary requirements can be catered for, if your child has a food allergy, an online application for a special menu must be made and agreed with Hertfordshire Catering Limited before we can offer your child a school meal. Please ask the school office for further information.

Children from Reception to Year 2 are all currently entitled to a Universal Infant Free School Meal (UIFSM). We strongly encourage you to take this option.

School dinners must be pre-ordered in advance using the SchoolGrid system. Login details will be sent to you separately.

Alternatively, children may bring packed lunches. We are sorry but we cannot accommodate cup-a-soups or foods that need heating. *In the interests of promoting good health, sweets and chocolate bars should not be included in packed lunches.* Children in the Nursery must bring packed lunch from home.

### ***Free School Meals***

Your child may be able to get free school meals if you receive any of the following:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

The school receives extra funding towards the education of any child in receipt of Free School Meals. This is an essential element of school funding which we depend upon. Even if your child is entitled to the Universal Infant Free School Meal (ie they are in Reception, Year 1 or Year 2), if you are in receipt of any of the benefits listed above, please do apply as this helps us considerably.

Applications can be made at [www.hertsdirect.org/freeschoolmeals](http://www.hertsdirect.org/freeschoolmeals) or you can ask at the school office for help with an application. All applications are treated in the strictest confidence. Children receive their dinner in exactly the same way as everyone else and are not identified to others as having 'Free School Meals' in any way.

## **Snacks**

Sweets, biscuits, etc. are not allowed in school at break-time. Apples or other fruit are encouraged. Fruit is provided free for infant pupils.

## **Milk**

We are able to offer **all** children the opportunity to have milk during the school day. Milk is offered at a reduced price as a result of European Community subsidy and is beneficial to children's health and physical development. Milk provides protein, calcium and vitamins B2 and B12, which are essential for growing children. A letter will be sent out to parents requesting if their child would like milk per term. Milk is free for all children in Nursery and during the term in which they are 4 years of age in Reception.

## **Health Inspections**

Parents will be notified by letter of arrangements for the health examination (height, weight, vision and hearing). Hearing and Sight Tests are carried out at regular intervals.

## **Toys**

We ask the children to leave toys at home, although small scale playground equipment (e.g. hoops, skipping ropes and sponge balls) are allowed.

## **Uniform**

**Uniforms can be purchased online via [www.smartyschoolwear.co.uk](http://www.smartyschoolwear.co.uk) or instore. Smarty Software, Mulberry House Park, Park Place Plaza, Stevenage, SG1 1DP.**

### *Girls: Winter*

- Grey pinafore dress or skirt or grey or black trousers
- White polo shirt (with school badge), or plain white shirt or blouse
- Red cardigan/sweat shirt (with school badge)
- White socks or red, grey or black tights
- Black shoes – not trainers

### *Girls: Summer*

- Red checked dress
- Red cardigan/sweat shirt (with school badge)

### *Boys: Winter*

- Grey or black trousers;
- White polo shirt (with school badge), or plain white shirt;
- Red sweat shirt (with school badge)
- Black shoes – not trainers

### *Boys: Summer*

- Same as for winter except grey or black shorts may be worn.

**PLEASE LABEL YOUR CHILDREN'S CLOTHING**

## **PE**

- Red T-shirt (with school badge)
- Black shorts
- Plimsolls
- Outdoors
  - Trainers
  - Black or grey jogging bottoms
  - Red sweat shirt.

*Haircuts* – Children are not allowed to have ‘extreme’ haircuts, for example: with tram lines, patterns or shaved on one-side only. Long hair should be tied back where possible and hair bands should be simple.

## **Book bag**

This is needed as soon as possible. You can purchase a school book bag from [www.smartyschoolwear.co.uk](http://www.smartyschoolwear.co.uk)

## **Outdoor Shoes**

Please buy shoes that your child can manage independently! Trainers, boots and pumps are not permitted.

## **Jewellery**

Jewellery is a source of particular danger in physical activities. The school cannot accept any responsibility for injury or loss. The issue of safety is relevant not only to the child wearing the jewellery but also to other pupils who may come into contact with the wearer. It is the policy of St. Margaret Clitherow and of Hertfordshire LA that all pupils remove items of jewellery during physical education lessons. In school only one pair of stud type earrings should be worn and they must be covered by surgical tape, provided by the parents, during PE lessons if for any reason they cannot be removed. Children wearing earrings will only be permitted to play football or netball at break times if they remove/cover studs in a similar fashion. I am sure that you will agree that these are sensible precautions, implemented in the best interests of your child.

## **Art /Technology**

An old shirt will help to protect clothes.

## **School library books**

Text books and reading materials are on loan for home use and are your responsibility as parents. Please see that these are returned promptly and in good condition.

## **Outside Play Equipment**

Please be advised that the Junior outdoor adventure equipment may be used by Junior children only, during the school day and when supervised by a member of staff. Other than this it is **out of bounds for everyone**, for health and safety reasons. Staff will challenge children using them outside the rules.

The gazebo areas may be used by parents waiting to drop off or collect children. No food or drink should be consumed whilst in the gazebo and any children using it must be under the supervision of their parents. No climbing is allowed.

The school and all equipment is regularly checked for Health and Safety purposes but please, if you spot a hazard, report it to Mr Ryan (Site Manager) or to the school office.

### **Parking**

Please do not park or drop off on the yellow zigzags in the Stevenage Borough Football Club car park near the gate to the Infants' playground. **It is most important that the road is kept clear both sides of the Infant Playground gate so that the view is not obscured.** A child could easily run to or from the gate and a passing vehicle may not see them if there are parked vehicles near the gate.

The car park bordering the infant playground and the field belongs to Stevenage Borough Football Club and is not our responsibility. At the moment they allow us to park there at the beginning and end of the School day, but the School does not recommend use of this facility. The Governors have arranged parking in both Fairlands Valley Park (directly opposite the School on the other side of the A602, Broadhall Way) and Roaring Meg Retail Park (near Burger King). We recommend that you park in these car parks and use the underpass to walk in to School. Please do be aware of localised parking restrictions which may be in place in these areas. The Borough car park regularly has over 120 cars competing for just 90 places. Please do not park on the access road as this causes congestion at busy times. If the car park is full, we request that users exit and park elsewhere, being consideration to our neighbours.

If you do make use of the Borough car park, please ensure that children walking from cars are supervised at all times. Children **must not** be left unattended either in the car park or in cars parked in it.

### **On no account must parents use the Bus Stop on Broadhall Way as a pick up/drop off point.**

The small car park is **for staff use only**. Please refrain from parking in front of the school gates, obscuring emergency access.

### **Parents in School**

St Margaret Clitherow staff welcome parents coming in either to offer their help or to discuss any issue about their child. If you wish to help in the school please let your child's teacher know.

If you have a problem: in the first instance contact your child's classteacher. The best time for this is at the end of the day rather than the beginning. If you need to see the Headteacher following this, please do not hesitate to make an appointment to see me.

### **First Aid**

In order to comply with local Health and Safety guidance, it has become necessary to follow some new procedures which are designed to protect the welfare of your child. These procedures are as follows:

- a) Savlon, witch hazel, anthisan and other medicines cannot be applied to children in case of a resultant allergy.
- b) Only prescribed medicines can be given by staff members and these must be handed in to the school office. They will be kept in a locked medical fridge. They must be clearly

labelled with name, date and dosage. The parent, or guardian **MUST** complete the form provided by the office staff giving consent for the medicine to be administered by a member of staff.

- c) In the event of any head injury, however minor, you must be informed in case complications should occur later, this will either be by phone or in minor cases by a note sent home with your child at the end of the day (please check book bags!).
- d) Asthma and Epi-pens – please complete a school Healthcare Plan and 'label' inhalers with your child's name. Your child must have an asthma pump available in school at all times.

## **Illness**

It is inevitable that at some time or another your child will be ill and this seems to happen more often when a child first starts school. On these occasions please keep your child off school (especially in the case of sickness or diarrhoea) and allow your child to recover. The School nurse recommends 48 hours, so that your child can have a good night's sleep and feel re-energised and be ready to come back to school to learn. Please note that if your child is prescribed antibiotics they should have taken at least 3 doses before returning to school.

If your child is going to be absent please ensure that you inform the office either by telephone or email.

**Please make sure that the school has up-to-date contact telephone numbers (home, mobile and work) so that we can get hold of you or a guardian in the event of an emergency.**

## **School Building Fund**

This is important as Voluntary Aided Schools are obliged to fund at least 10% of any capital costs. Thank you for your contributions.

† £5.00 per month ( $£5.00 \times 12 = £60$  per year) if you have one child at the school or,

† £7.50 per month ( $£7.50 \times 12 = £90$  per year) if you have more than one child at the school.

Additional donations can be made via Parentpay.

## **Voluntary Contributions for School Trips**

Voluntary contributions will be requested for school visits, transport and admission costs. These activities are considered to be an important part of their education and we ask that parents make a contribution towards the cost. These contributions are voluntary and no child will be excluded from any trip on the grounds of the parents' inability to pay. We must, however, make it clear that the activity will be cancelled for all children if we do not receive sufficient contributions towards the cost.

If any charge causes difficulty, please do not hesitate to contact the Headteacher. This matter will, of course, be treated in the strictest confidence.

Instrumental music tuition (violin) will be charged for if parents agree to such tuition.

In the rare occurrence that something has been damaged, parents may be asked to pay for the cost of replacing, where this is the result of a pupil's wilful behaviour.

Our Charging Policy is available on the school website.

## **Parent Staff Friends Association**

The school has a Parent, Staff and Friends Association (PSFA) to which all parents belong. The PSFA, through social and fundraising activities, raises money to provide amenities for the school which cannot be met from government funding. The PSFA has a very important part to play in the life of the school. Please support it. Recent purchases for the school have included ICT equipment and a book vending machine.

## **Leave during term time**

Parents have a legal responsibility to ensure their child's regular attendance at school. Changes to advice in 2013 make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Therefore, leave during term time, including leave to visit family living overseas, may not be granted unless there are exceptional circumstances which can be evidenced. The school applies this policy to all children in school, regardless of age. Please note that our attendance policy can be found on our school website, and we work with the Local Authority issuing fixed penalty notices if necessary. An 'Exceptional Circumstances Leave' form is available from the school office and should be completed well in advance.

## **Working together**

Our school depends upon the full support and backing of you - the parents. In return we will do whatever we can to support you in your difficult and sometimes onerous task. It follows then that the staff of St Margaret Clitherow School see the education of your child as a two way process, an informed dialogue between you and school.

You may find there are times when you are perplexed because of what your child has said to you after school. This is not uncommon! Do not worry about what might be a trivial issue or worry about something that probably does not, in reality, exist at all. The sensible thing to do is to come into school and 'get the facts'. We are always happy to explain.

We look forward to working with you over the coming years.