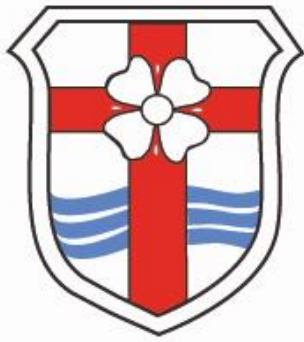




St Margaret Clitherow Roman Catholic Primary School

Monkswood Lane, Stevenage, Herts SG2 8QJ

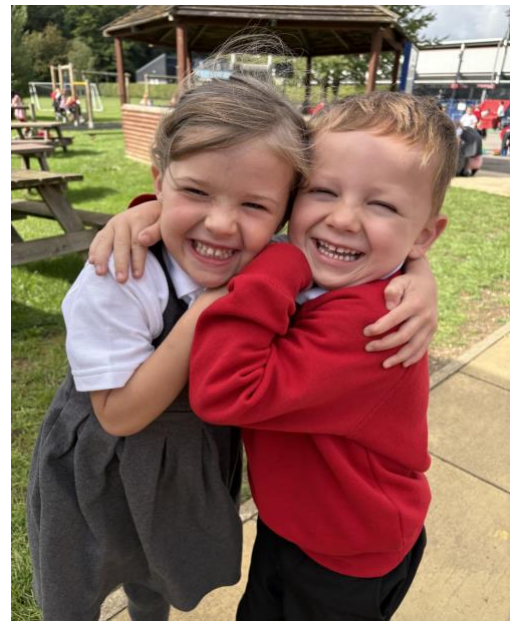
Tel: 01438 352863

www.clitherow.herts.sch.uk

Headteacher: Carmela Puccio

Chair of Governors: Elizabeth King

GENERAL INFORMATION



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

Welcome to our wonderful school!

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 (Year 1 -6)
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

We primarily use Arbor (online system) to communicate with parents. Please read the updates 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. A calendar of school events is on the front page of the school website.

School dinners

School dinners are nutritious and we 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. When ordering a school dinner for children in the Juniors, you must ensure there is credit on the account before ordering a meal.

Alternatively, children may bring packed lunches from home. 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 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.

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 for all children in Reception until the term they turn 5.

Uniform

Uniforms can be purchased online via 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 (Year 1-6)
- Black jogging bottoms (Nursery and Reception)
- 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 (Year 1-6)
- Black shorts (Nursery and Reception)
- 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

Your child will need a bookbag and you can purchase this from www.smartyschoolwear.co.uk

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.

School library books

Reading books 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 outdoor adventure equipment must not be used before or after school. 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. The school and all equipment is regularly checked for Health and Safety purposes but please, if you spot a hazard, report it to the Site Manager or to the school office.

Stevenage FC Car Park

The following guidelines apply when using the Stevenage FC Car Park.

- Only park in designated spaces in the car park – not on the bend, yellow zig zag lines, in the open space near the entrance or in front of the school gates.
- Please drive slowly when entering the car parks
- All children must be accompanied by an adult through the car park. Children are encouraged to dismount their bike/scooter when entering the Stevenage FC carpark.
- The climbing frames must not be used by anyone before or after school.
- Bikes and scooters must be walked through the playground

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

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) 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 a form from the office giving consent.
- b) In the event of any head injury, however minor, you will 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.
- c) Asthma, Epi-pens and any other emergency medication – please complete a school Healthcare Plan when requested.

Illness

It is inevitable that at some time or another your child will be ill. 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 hour following the last episode of sickness or diarrhoea. 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.

- † £7.50 per month ($£7.50 \times 12 = £90$ per year) if you have one child at the school or,
- † £10.00 per month ($£10.00 \times 12 = £120$ per year) if you have more than one child at the school.

Voluntary Contributions for School Trips

Voluntary contributions will be requested for school visits which cover 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.

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 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, a book vending machine, musical instruments and the art work in the main entrance.

Leave during term time

Parents have a legal duty 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, will not be granted unless there are exceptional circumstances which can be evidenced. Our attendance policy can be found on our school website. 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 in advance of an absence.

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 and your child. We see the education of your child as a two way process, an informed dialogue between you and school. No worry is ever too small to talk about. If something is concerning you, it is important to us too. Please don't hesitate to come and speak to us - your child's class teacher should always be your first point of contact, and we will work with you to help and support in any way we can.

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