

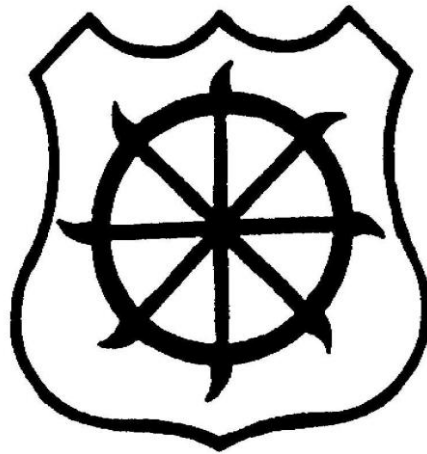


ST. KATHARINE'S C.E. (V.A.) PRIMARY
SCHOOL

Grace ~ Integrity ~ Aspiration



St. Katharine's School



An Introduction To joining St. Katharine's



September 2025

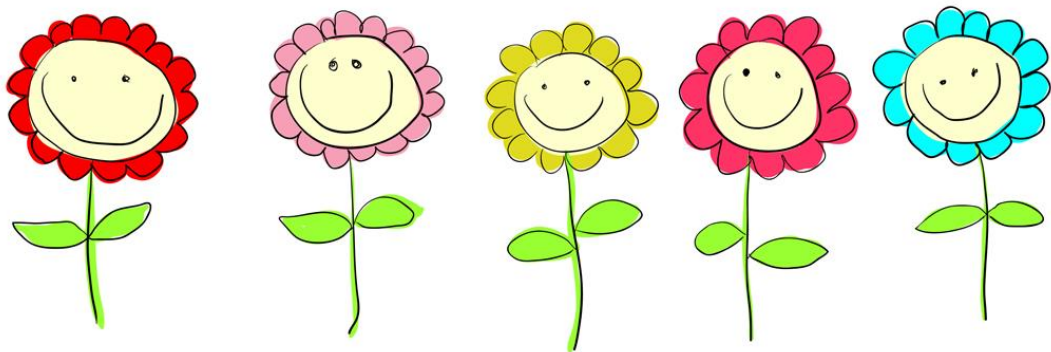
WELCOME TO ST. KATHARINE'S SCHOOL

We very much look forward to your child joining our school and we hope that this booklet will be helpful to you.

The aim of this booklet is to give you all the information you will need for the coming year. If you keep this booklet safe you will be able to refer to it later.

If you have any questions or queries, please do not hesitate to contact us on the main school line: **01202 426663**.

We are determined to get the best out of your child and we will take the greatest care of them.



SCHOOL ORGANISATION

The classroom doors open at 8:45am for a prompt 8:55am registration. The school day ends at 3:15pm.

Please ensure that your child arrives at school in good time each day and is collected promptly at the end of the day. It is important that the school office and your child's teacher are notified if another adult is due to collect your child from school, as we will not release children to unauthorised people.



There is parking for cars at the golf course car park next to the school in the front two lines only. The school car park is for **staff only** and must not be used for dropping off or picking up children, including Breakfast and After School Club.

TOYS IN SCHOOL

Children are asked not to bring in toys because they are difficult to look after and losses and breakages can cause great distress. The school provides a variety of play equipment, both for indoor and outdoor use.

BAGS IN SCHOOL

The children need:

A Book Bag



For EY and KS1 - The children need a suitable bag in which to carry their book to and from school. St. Katharine's book bags are available from Stevensons Uniform shop. These are purpose made and waterproof. Please ensure that this bag is named. Book bags should be returned to school each day. The back pocket of the bag can be used for the drink and fruit snack.

For KS2 – Small rucksacks tend to be used by children in KS2.

P.E. Bag – Available from Stevensons uniform shop. Again, these bags should be clearly named and should be kept in their locker. The children

bring their PE kit home every Thursday ready for Head, Heart, Hands Day on Friday.

HEAD, HEART, HANDS DAY

Friday is 'Head, Heart, Hands day' at St Katharine's. **The children should wear their PE kit to school every Friday.**

A bottle of water – this should be water only, in a bottle with a sports lid. The child's name and class must be on the bottle at all times. **Please do not put the water bottle in your child's book bag.**



A piece of fruit will be provided for your child (KS1 only) each day as part of the Fruit and Vegetable Scheme. If your child is in KS2 your child will need fruit for snack time. Please ensure that fruit is in a named container as we keep the fruit and water bottles in a container in the classroom.



Milk is available daily (free to those children under 5). Forms to order milk are available at the school office or on-line at www.coolmilk.com.



CLOTHES AND P.E. KIT

Please could all clothes and P.E. kit be clearly named. The children will need trainers (not plimsolls). We have a no earring policy in this school.



Please could you ensure that your child brings a named coat for outside play. We always try to take the children out to play unless the weather is really dreadful.

PARENTS AND TEACHERS

Important messages, such as who a child is going home with, needs to be emailed to the school office (office@skps.email) or passed to a member of staff at the gate as the children enter school. Teachers are available at the end of the day if you wish to speak to them. Please make an appointment at the school office.

CONTACT DETAILS



You will have received the request for contact details via Arbor; please complete these as soon as possible.

It is **vitaly important** that we are kept up to date with phone numbers on your child's contact form should they be taken ill at school. **It is essential that you provide at least 2 emergency contacts.** Remember to update Arbor with any changes to your/ your child's details. Once you have updated your details, the school office will receive a notification of the change and will need to approve this.

SUPPORTING LEARNING AT HOME

We encourage parents to be a part of their child's learning and welcome comments from you about their learning and achievements.

You can support your child at home in many ways such as reading to your child and talking about their learning. The children change their reading books regularly and reading at home is important to develop accuracy and fluency.

SHARING LEARNING WITH PARENTS



You are very welcome to arrange to speak to your child's teacher at any point about their learning. We also hold two formal parents' evenings a year as well as several drop in sessions to the classroom. A written report will be issued once a year and you may wish to discuss this with the class teacher.

SPECIAL EDUCATIONAL NEEDS DISABILITIES (SEND) AND INCLUSION

The school has an SEND and Inclusion policy which is implemented throughout the school. Children can be identified at any time during their education as having a special need, for example; speech, language or communication needs. In close consultation with the parents a learning plan will be drawn up, whereby we identify any specific support that your child may benefit from. Outside agencies will be involved where necessary. Please see the full SEND policy for details, or contact the school's Special Educational Needs and Disabilities Co-ordinator/ Inclusion Leader (SENDCO) Mrs Foyle.

BEHAVIOUR

We expect high standards of behaviour in our school and have three clear expectations, which tally, with our core values.

Grace – we are kind.

Aspiration – we are ready to be the best we can be.

Integrity – we show respect.

We also have four clear expectations about moving around the school.

- Legendary line ups
- Delightful door holding
- Wonderful walking
- Marvellous manners

We believe that recognising positive behaviour first leads to high standards of behaviour from everyone. In Early Years and Key Stage 1 children are rewarded by moving up the rainbow display in their classroom. When they have reached the top of the rainbow on five occasions, the children visit Mrs St John to be given a Pot of Gold certificate. In Key Stage 2 children are recognised for their positive behaviour and their name is added to the class Recognition Board. Children may also receive a Recognition Note from their teacher or teaching assistant which can be taken home to share with parents/ carers. Children are invited to Mrs St John's Over and Above treat when they have demonstrated consistently the values and behaviour

expectations. Phone calls home to celebrate Over and Above behaviour are made by teachers on occasion.

Please speak in the first instance to your child's class teacher regarding any behaviour concerns.

CONCERNS

If you have any concerns, questions or queries, your first port of call should always be the class teacher. Mrs Pollard, Assistant Head Teacher, would be your next contact or Mrs Burton, Deputy Head Teacher.

SAFEGUARDING

The designated members of staff responsible for safeguarding throughout the school are Mrs St John, Mrs Burton, Mrs Pollard and Mrs Foyle.

MEDICAL MATTERS



If your child suffers from a significant or recurrent medical condition, the school must be informed so that the appropriate treatment may be given if, and when, necessary. Parents are required to complete a consent form for any medicines kept at school to be administered by school staff, whether this be for long or short term conditions or illnesses.

All medicines, (excluding inhalers), epipens, etc will be kept in a cupboard in the school office and children have access to first aiders at all times.

If your child is ill before school, please keep them at home; this is particularly important if a child has a stomach upset for which they should be kept away from school for 48 hours after the last episode of illness. When your child is off school due to illness we require a phone call, if possible before the start of school, by **9:00am on the school absence line: 01202 426663 and press option 1** (child's absence).

Alternatively please email the school office office@skps.email by 9.00am.

Please contact the school every day of your child's absence.

If a child becomes ill during the school day, parents will be telephoned and asked to collect the child as soon as possible. Please make sure that our contact numbers for you or your nominated emergency contacts are up to date at all times.

Should a child have a minor injury during the school day it will be dealt with properly and the child will be given a yellow sticker. If your child bumps their head they will be given a 'head bump' sticker. Parents will be notified if the injury is serious.

LEAVE OF ABSENCE

- If you need to take your child out of school, for any reason, you must ask the school, by completing the 'Leave of Absence Request Form' (this can be found on our school website under the 'Parents' tab under 'General Forms and Information', giving the dates of requested absence and the reason. We ask that you give as much notice as possible.
- Attendance levels will be impacted by taking children out of school for most reasons, including medical appointments, sickness etc.
- Attendance levels can also be impacted by children who arrive late into school.
- Head Teachers may grant leave for exceptional circumstances, but will review first:
 - The impact on the child's academic progress of any absence.
 - The child's attendance over the academic year.
 - Whether the request falls within any key stage national tests or exams.

- The law states that parents are **not entitled to take their child on holiday during term time.** This legislation means that we do not have any flexibility to consider individual applications for holiday requests in school time.

Head Teachers are not allowed to authorise ANY holiday requests.



- A child who has 10 sessions of unauthorised absence (equivalent to five full school days) within a 10 week period will trigger the school to notify BCP to consider issuing a fixed penalty notice to parents or putting in targeted support.
- Parents who book a term time holiday of 5 school days (**10 unauthorised sessions**) will fall into this category.

Finally, if there are other questions you have about school, please telephone the office and ask.

We look forward to welcoming your child to St. Katharine's.