

St Edmund's Catholic Primary School

Routines and Procedures

Welcome to St Edmund's Catholic Primary School. We aim to provide as much information as possible for a smooth transition to our school. Please read this booklet and visit our website regularly where you will find information, letters and printable forms.

Communication

In order to keep you up-to-date with what is happening in school our preferred form of communication is via our website. Learning Intentions (an overview of the curriculum) for the following week for your child's year are uploaded each Friday to our website, along with newsletters, trip letters, printable forms and diary of events. Emails will be sent with a link to alert you to new information and general reminders will also be sent via email. Our website address is www.st-edmunds.suffolk.sch.uk

Important reminders, queries regarding absences and other brief messages are sent via text so please ensure your mobile number is kept up to date.

If you need to leave a message for a member of staff, for example concerning collection arrangements or appointments, please email the school office or speak to the teacher in the playground after school. If you require a longer discussion please make arrangements with the classteacher for a mutually convenient time.

If you wish to speak to Mrs Kemble or Mrs Copeman please contact the office to make an appointment. You can contact the school via email office@st-edmunds.suffolk.sch.uk however if it is urgent it is better to phone (01284 755141).

Emergency Contact Details

It is vital that emergency contact details for your child are up to date. Please inform the office immediately if any details change. If you provide mobile numbers they must be available at all times or alternatives provided. In addition to details of both parents please provide two additional contacts who must be able to come to school to collect a child at short notice if necessary.

Uniform

St Edmund's pupils are always smart and their uniform plays an important part in maintaining our ethos. It helps us to take pride in ourselves and our school.

Please ensure the children have the correct uniform including sensible shoes, (navy blue/black), trainers are **not** allowed in school except for PE. In the summer sandals must be closed around the toe and heel.

School jumpers, cardigans, polo shirts and ties must have the school logo/ colours on and must be purchased from Aubyn Davies, 81 St Johns Street, Bury St Edmunds, IP33 1SQ (Tel: 01284 754276) either online, by telephone or in store. All other uniform is available from Aubyn Davies but can also be purchased from a high street store.

The school holds a small stock of boys summer polo shirts and other uniform items whilst stocks last. A small selection of good quality second hand uniform is available (not usually jumpers as these tend to wear out). Please contact Mrs Creffield in the School Office for further information.

Winter Uniform	Grey trousers (formal tailored - not leggings) OR Navy blue pleated skirt or navy blue tunic White shirt/blouse. Royal blue cardigan or jumper with school badge. Royal blue and gold tie. Black or navy blue socks or tights, or grey/white socks. Low heeled navy or black shoes (no trainers). Black or Navy raincoat or anorak.
Summer Uniform	White short sleeved shirt & tie OR White short sleeved embroidered polo shirt. Grey shorts OR Blue and white gingham dress. White socks. Low heeled black/navy sandals - not open-toed or open heeled.
PE	Black plimsolls or trainers. White t-shirt and navy shorts skorts for yr 5& 6). Black or navy joggers and hoodie in winter
Swimming (in year 3)	One piece swimming costume or Swimming trunks Swimming hat. LARGE towel.

EARLY YEARS

As above but plain white polo shirt (no logo required) instead of shirt and tie.

ALL CLOTHING MUST BE CLEARLY NAMED

Exceptions to the above only at the discretion of the Headteacher.

Please make sure children are able to fasten and unfasten all their clothing themselves. Top buttons must be done up and ties worn from Year 1 onwards. It is also helpful if hair is neat and tidy, without gel, shoulder length hair or longer must be tied back. Only plain dark clips or bobbles must be used. Hairstyles making a fashion statement (e.g tram lines, shaved) are not appropriate for school. We appreciate that in year 1, children will need help with ties etc but please practise at home so they can become independent as soon as possible. All children need a black or navy waterproof coat with hood to wear in the playground everyday even during the summer. (Unless it is raining very heavily the children will go out to play at break and lunchtimes). Many fashion coats are unsuitable as they are not waterproof or do not have a hood.

Please ensure that all items of uniform are labelled clearly (often the ink is very faded and illegible) with name and class. Name labels can be purchased from Label Planet <https://www.stikins.co.uk/> and if you use our reference number (35787) when purchasing the school receives commission. Named items will be returned to the owner and not kept in lost property. As many of you have purchased the school coats it is especially important they are labelled. Please label inside the pocket so we know where to look for names. Lost property is kept in boxes in each year group class areas and will be displayed regularly and disposed of each half term if it is not claimed.

Please ensure children wear PE kit to school on the days which they are timetabled to have PE lessons (this will be communicated to you by the year group staff). As the weather gets colder the children will be allowed to wear plain black or navy blue tracksuit bottoms (not heavily branded fashion items) and school hoodie for outdoor PE if they wish.

Jewellery, apart from a watch and small stud earrings, are not allowed in school. If your child wears earrings they must be able to remove them themselves on PE days, including swimming. We would prefer that children come into school on PE days with studs already removed. If your child does wish to have their ears pierced please can we encourage you to do this at the beginning of the summer holidays so they can be removed for PE. Children will not be permitted to participate in PE if they are wearing earrings.

Dropping off and Collection

In the mornings the school playground will open at 8.30am. At 8.40am children will be able to go straight into their classrooms. They will not line up in the playground. Parents of children in Early Years should take the children to the classroom doors where staff will be ready to greet them. Children in Year 3 and 4 will go into school via the blue door in the playground. Year 1 and 2 will come in via the library door and years 5 and 6 enter their building by the front door. Senior staff, Mrs Kemble or Mrs Copeman will be on duty between 8.40am and 8.50am to ensure children reach their classrooms. The school day will start at 8.50am.

In the afternoon children in Early Years should be collected from the classroom at 3.15pm. Children in Years 1 and 2 will be brought into the playground by their teachers at 3.20pm. Children in Years 3, 4, 5 & 6 will be brought into the playground at 3.30pm. We hope these staggered arrangements will mean less congestion in the playground.

Children will not be allowed to leave until the classteacher has seen the adult responsible for their collection. If you are going to be late or someone else will be collecting your child please let the office or classteacher know. Children who are not collected within 10 minutes will be taken to the hall.

If there is a change to the regular collection arrangements for your child, the school office **must** be informed by phone or in a letter, in advance if possible. Where possible it is helpful if your child also knows about the change.

Children must be collected and accompanied home by an adult unless prior agreement has been sought with the Executive Head or Head of School. In year 6, if you wish to make arrangements for your child to walk/cycle home alone a request should be made via a form available in the school office, giving full details of where your child is going and what safeguards are in place to ensure they have arrived at their destination safely. These

requests need to be made in advance and the arrangement can only start after approval from the school has been confirmed.

If your child usually attends an afterschool club, such as Kids Play, or St Edmund's preschool and you are collecting them from school please ensure you contact the club to advise the change of arrangements and inform the school office.

Safety and Security

Parking near school is limited and parents are not permitted to use either car park at any time (except for disabled access by agreement with the school). Obviously we appreciate some of the difficulty is caused by people unconnected with the school and the majority of parents make arrangements to park elsewhere when bringing children to school, however, please ensure that you do not park or stop outside the school entrance. It would be helpful if parents could make use of parking near Waitrose and Halfords rather than Westgate Street. Please use the pedestrian crossing or patrol officer to cross Westgate St. Please remember that parking on the zig zag lines is illegal.

Parents dropping off at Breakfast club should not use the carpark as staff arrive early and it causes delay if they are unable to park. The gate will be closed at 8.15am and only staff admitted.

Please **do not** use the blue door from the playground to come into school in the mornings especially if you wish to speak to a teacher or are coming into help. Please use the main entrance so that in the event of an emergency we know who is in the building. If you have a message for the classteacher please go to the office who will pass it on.

Children are not allowed to use the playground equipment before or after school or to play on the grass.

Dogs are not allowed on school premises and should not be tied to railings at the school entrance or in the car park. Barking dogs can be distressing and frightening for young children.

Lunches and Snacks

Please make sure lunchboxes have names on them and are taken home each day to be cleaned. Children are not allowed sweets or chocolate bars in their lunches. They are allowed one item such as a chocolate biscuit bar. Chocolate spread and peanut butter are not allowed in sandwiches to prevent allergic reactions. Please do not use processed food in their lunch such as fruit winders, dairylea lunchables and cheese strings as many of these contain significant amounts of hidden sugar and salt. Please make sure your child can open all the containers or packets in their lunchbox. If they do bring a drink, it must be in an unbreakable container and no fizzy or chocolate type drinks please. We are trying to encourage children to be aware of healthy eating as part of the curriculum and hope you will support this when providing their packed lunches. Although it can be messy, we ask the children to leave any uneaten items in the lunchbox so you know how much they are eating.

Children in Reception, year 1 and year 2 will be eligible for Universal Free School Meals. From year 3 onwards school dinners must be paid for **in advance** on Fridays for the week, month or half term ahead. Children will not be served if a debt arises for more than two days. If

there are any difficulties with payment, please speak to Mrs Kemble, Mrs Copeman or a member of office staff.

Please check via www.suffolk.gov.uk/children-families-and-learning/schools/school-meals-uniforms-and-trips/apply-for-free-school-meals/ if you think your child may be entitled to income related free school meals. Please apply even if your child currently receives universal free school meals as the school receives additional funding for children in receipt of income related free school meals and your child will also receive a free set of school uniform, reduced price trips and clubs as well as the free school lunch. Please note that your child does not need to eat school dinners every day to qualify. Please speak with the school office staff if you require further information.

Menus for this term are available to view on our website. If your child has specific dietary needs we will require a form to be completed with supporting information from a medical professional/GP. Please speak to the school office for a copy. Our cook is always willing to provide alternatives for children with recognised allergies and medical needs.

We encourage the children to enjoy lunch as a social occasion with their friends. It would be helpful if you reinforce good table manners at home and ensure the children can use their cutlery correctly. The school day is a long time and so we do encourage the children to eat a reasonable amount of their lunch- if they regularly do not seem to be eating enough the classteacher will discuss this with you.

All children are able to have a drink in the classroom but this must be in a named bottle and can only contain water. Children in reception, year 1 and 2 are provided fruit at morning break. From year 3 children are encouraged to bring a healthy snack like a piece of fruit, carrot, cucumber or cheese for break time. Cheese strings, cheese dippers, cereal bars and fruit winders are not permitted. We prefer snacks that do not need wrappers or packaging as it saves litter.

School Payments

Payments for dinners, school trips, uniform or after school clubs are made online using scopay. You will receive an email with login details and a link code to set up an account.

Absences, Late Arrival and Holidays

Please telephone the school office on the first day of absence, leaving a message on the dedicated extension number to inform us of the reason for absence as following local authority advice we now phone/text to check any unconfirmed absences. If no phone call, email or letter is received by the office then the absence will be recorded as unauthorised. Absences can only be authorised by the headteacher and even if you have supplied a reason, it **does not** mean an absence is automatically authorised.

Children who arrive late **must** be signed in at the office by a responsible adult. A reason for late arrival must be provided. If children are persistently late or the reason is not acceptable, unauthorised absence will be recorded.

The policy with regard to authorisation of holiday is that holiday during term time will not be routinely authorised unless parents can demonstrate exceptional reasons. If you intend to take a holiday during term time please send a letter informing the school in advance.

All absence (authorised and unauthorised), late arrivals and holidays are monitored by the Educational Welfare Officer at least once a term. They will investigate regular absence or persistent lateness even where a reason has been provided and unexplained absences if necessary.

A copy of the full policy is available from the office.

Medication

If your child requires ongoing medication for the treatment of medical conditions such as Diabetes, Epilepsy, Asthma etc, please ensure their medication is up to date and the new classteacher is aware. We do pass on all information when the child moves classes but it is useful to check nothing has changed since the records were completed. School office staff will update records and if you want to discuss your child's needs with them, myself or the school nurse, please make an appointment through the school office.

If your child is prescribed medication they need to take during school hours please refer to the Health and Medicine Policy in the policy section of the website.

We are given minimum periods of absence for some illness by the local health authority, especially those which are particularly contagious or could be dangerous to pregnant women for example. If your child has been unwell with vomiting or diarrhoea they must be clear for 48 hours before returning to school. Please check with the office if you are unsure whether it is safe for your child to return to school.

If your child has a serious accident or is ill in school and needs to be collected, we will contact you immediately.

For significant injuries, first aid treatment will be given and the top copy of the accident report detailing the nature of the accident and action taken will be put in your child's bag.

For minor injuries such as grazes, scrapes and small cuts these will be cleaned and child comforted as necessary but no accident form completed or sent home.

Health and Hygiene

Headlice are a continual problem in school and one which we can only solve if every family is vigilant and ensures they comb their family's hair once a week even if they are headlice free. The most effective way of controlling headlice is by using the wet combing method with conditioner. Regular use of specialist shampoos can lead to resistant headlice. We do not routinely send out letters informing you of outbreaks.

Personal hygiene is also an area of concern for young children. As part of the Personal, Social and Health Education curriculum we discuss the need to wash hands after visiting the toilet and before eating. It would be helpful if you could show your child at home how to use soap properly to wash their hands. Hopefully this will minimise outbreaks of tummy upsets or impetigo, which are caused by poor hygiene.

Behaviour, Rewards and Sanctions

We are fortunate that our children generally behave very well and it is a compliment to you and the staff that visitors to the school often comment on the children's politeness and good behaviour. However on occasions some children will not live up to the high expectations we have at St Edmund's. The classteacher will discuss any concerns with you in the first instance including possible sanctions. Most instances of misbehaviour will be solved in this way. On occasions withdrawal from playtime, school privileges or activities are used as a sanction too. This is monitored by Mrs Kemble and Mrs Copeman and if necessary will be discussed with you.

If the problem persists or there is a more serious incident, we will discuss this with you so we can work together to ensure your child is properly supported to behave appropriately. This may also involve seeking support from external advisory staff and longer term behaviour programmes.

Each week a child from each class is nominated for an award in assembly on Friday. The 'Hand of Success' award recognises examples of work or behaviour which show our Christian values and our school's Learning Characteristics in action. This is an integral part of our behaviour policy. We hope by positive reinforcement and highlighting positive role models, to help all our children learn the self discipline needed to live as caring members of our community. A full copy of the Behaviour Policy is available from the school office or the school website.

Breakfast and Afterschool Club

We are pleased to be able to offer breakfast and afterschool places at St Edmunds.

The clubs will be held on the primary school site for the older children (KS2) and those of younger age (Pre school- KS1) on the pre-school site. This depends on the numbers in each age group.

The cost is £3.50 per child per session for breakfast club running from 8am each day. A light breakfast is provided and there are opportunities to read or take part in quiet games.

The cost of afterschool club is £10 per session and staff provide play activities along with a light tea up until 5.00pm. If you require care after 5.00pm, there is an additional charge of £2.00 a session up to 6.00pm. Please note that if you book your session to finish at 5.00pm and are regularly late then the £2.00 fee will be charged.

Places are booked each half term in advance by completing a booking form available on our website or via the school office. One month's notice is required to cancel bookings. No refunds can be made for non-attendance, as staff will have to be employed to cover the number of places booked even when children are ill or absent. We reserve the right to charge an admin fee where payments are consistently late.

Ad hoc places can only be booked if your child is already registered and attending other sessions. These also need to be booked at least 24 hrs in advance, again to ensure staffing levels meet legal guidelines. They cannot be booked on the same day except in emergencies by agreement with Mrs Kemble, Mrs Copeman or Mrs Stabber.