

# **St. Kentigern's Catholic Primary School**

## **Information for Parents Home School Agreement**

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***TREAT OTHERS AS YOU WANT TO BE TREATED***

## **Information for the parents of new pupils**

Welcome to St Kentigern's. This is an exciting time for your family as your child begins their school life here at St Kentigern's. We hope that your child will be very happy, and enjoy many achievements and successes while they are here. If you do have any concerns at all, please speak to your child's teacher in the first instance or, if you wish to, arrange to see myself via the school office.

Mrs Murray

### **About our school**

On the ground floor there are five classrooms each with their own resource area, toilets and a Library area. We also have a disabled toilet located on the ground floor. The first floor accommodates two Key Stage 2 classrooms and an intervention room. The hall (which belongs to our Parish Centre) is used for assemblies, lunch time and PE lessons. We have two playgrounds: one for our Key Stage 1 children and one for our Key Stage 2 children. We also have a play deck that is used by all the children in school for any clubs or activities during the day.

### **Your child's first teacher**

Mrs Harris is the teacher of the reception class; she is assisted by Mrs Hilton on a daily basis. We also have other teaching assistants that support on occasions.

### **The school day**

We do offer a breakfast club that runs from 7.30am until 8.40am. The children can settle before school and are offered something to eat before the school day.

School opens its gates at 8.30am so children and parents can socialise before school. The school is not responsible for children until 8.40am so we ask children are not left on their own at this time. School doors open at 8.40am for children to settle into class. The school gates close at 8.50am with the register closing each morning at 8.55am for lessons to begin. The school day ends at 3.15pm, and children may be collected from the Foundation Stage and Key Stage 1 playground. Please inform us if you have to change your collection arrangements during the day, or if you will be late collecting your child. Please let your class teacher know if your child is going home with someone else by bringing a short note into school or contacting the office. We cannot let children go home without written consent.

### **Parking**

Unfortunately, school does not have a car park. Parking is restricted around school with the gates to the church car park/parish centre being locked at the start and end of the school day. Reducing traffic around the school site makes it a much safer area for children and we appreciate all parents' co-operation with this. There is parking on the road opposite school.

## **Medicines**

All prescribed medicines, including asthma inhalers and epi-pens, which children may need at school, must be handed in to the school office. They must still have the pharmacy prescription label attached displaying the child's name, contents and exact dosage required, and must be accompanied by a form signed by a parent giving permission and clear instructions for their administration (copies of this are available in the school office). They may be collected from the school office at the end of the school day.

If your child has a more serious or long term medical condition, please ask for an individual healthcare plan which we need you to complete, with school and the school nurse, so that we have all relevant details about medication and care of your child.

More detailed information is available in our Supporting Pupils with Medical Conditions Policy. Please contact Mrs Brooks if you have any further queries.

## **Uniform and jewellery**

Children should wear full school uniform. All items should be clearly marked with your child's name:

- Green jumper or cardigan with school crest
- White buttoned shirt
- School Tie
- Grey trousers
- School tartan skirt
- Grey tights or white knee-socks
- Grey ankle socks.
- Plain black shoes.

### **Summer term**

- Green and white gingham check dress
- Grey shorts and grey knee socks
- White knee-socks
- Plain black shoes

Children with pierced ears may wear plain studs only, except for P.E. when these must be removed. No other jewellery should be worn to school. Trainers or other 'fashion' footwear may NOT be worn in place of plain black shoes.

### **PE Kit (boys & girls)**

- Yellow PE shirt (printed with school name) and plain green shorts.
- PE shoes – black pumps.
- An optional hoody is available for outdoor games.

The school jumper, cardigan and P.E. kit are currently available from Ragamuffin, 1a Westcliffe Dr, Blackpool FY3 7DZ

## Payments

We are a cashless school with all trips, events and lunches to be paid for through our online payment system, MCAS.

## Lost Property

There is a lost property box in the School Hall. At the end of each term, if items have not been claimed, then they are recycled.

## School lunches

In line with Department for Education legislation, all Reception, Year 1 and Year 2 pupils will be entitled to a free hot school lunch. You do not have to do anything unless you wish to opt-out of universal free school meals for infants, in which case, you should complete an opt-out form and return it to the school office. Hot meals, cooked from fresh ingredients, are provided daily by Blackpool Catering Services.

Weekly menus are available at school and online so that parents can see the meals which will be served. From Year 3, parents who wish for their child to continue to receive school meals should sign up to MCAS, an online electronic payment system that can be used to make payments directly to the school.

It is straightforward to set up an account, but if you do encounter a particular problem, please contact our school office staff. If any parents do not have a home computer to set up a MCAS account, please contact our school office staff.

For those children who bring a packed lunch from home, we ask parents to provide a healthy and balanced lunch which will meet your child's nutritional requirements.

The following items should not be put into a packed lunch:

- Ring pull tins.
- Cocktail or kebab sticks.
- Metal knives or forks.
- Sweets and chocolates.
- Fizzy drinks.
- Glass bottles.

**Please do not send in nuts or foods containing nuts as we have several children in school with nut allergies.**

We ask all parents to please make sure that they notify us in writing of any allergies or dietary requirements your child may have, even if you have already provided us with this information verbally. Please contact Mrs Brooks.

## **Extended Childcare Provision**

### **Breakfast Club:**

7:30am to 8:40am

£3 per session (includes a light breakfast)

### **After School Club:**

3:15pm to 5:30pm

£7.00 per session (includes a light snack)

## **Parent volunteers**

We are always very pleased to hear from any parents who can spare a morning or afternoon on a regular basis to hear readers, or even those who could spare an occasional morning to help out. Please talk to the school office if you are interested.

## **Absences**

If your child is ill, please keep them at home until they are well enough to return to school. Please telephone on the first morning of your child's illness, and send in a letter on their return for our records. Details about exclusion periods for infectious illnesses are available from the school office. If you are wishing to take your child out of school for any reason, you must complete an absence form that can be collected from the school office.

## **Security**

All visitors must report to the school office and sign in on arrival and departure. All pupils arriving after 9.00am or leaving the school premises before 3.15pm (i.e., medical appointments, going home because of illness) must report to the school office and sign in or out via the inventory system for health and safety reasons (i.e. in the event of a fire or fire drill).

## **School Website**

You will find further information about the school's terms and holiday dates, as well as learning and home learning guidelines for classes on our school website:

<https://www.st-kentigern.blackpool.sch.uk/>

The following school policies and documents are available on our school website, or upon request from the school office:

- Allegations of abuse against staff members
- Behaviour Policy
- Charging Model Policy
- Child Protection and Safeguarding Policy
- Complaints Procedure Policy
- Data Protection Policy
- Health and Safety Policy

- Home/School Agreement
- Accessibility Plan
- Special Educational Needs Policy
- Sex and Relationships Policy
- Staff Code of Conduct
- Written Statement of Behaviour Principles
- Curriculum Policy

## Home learning

Children are expected to read at home each evening and we may request children to follow up work done in school. This type of home learning usually falls into one of three categories:

1. Specific information to be learnt to support a particular subject (such as learning number bonds or spellings);
2. Learning Logs based on the pupil's own research (such as research for a subject area);
3. Reinforcement and/or completion of work already undertaken in class (such as practice of shape recognition after an activity has been completed in class).

We expect you to give your child every encouragement and to support their efforts. A cheerful, positive attitude on your part will ensure that home learning does not cause undue stress and anxiety for you or your child. Parental interest in children's learning is greatly appreciated, and the willingness to give time and effort at home is valued highly in school.

## Data Protection

The information stored on the school's data management system is used to assist the school in its management of pupils' personal and academic records. The information it contains is treated confidentially by those members of staff who have a legitimate right to use it. Access to the data is governed by a series of computer passwords known only to those authorised by the Headteacher.

An example of the type of **personal information** required by the school and stored on the schools' management system includes:

- Name, date of birth, address and telephone number of the child.
- The names of his/her parents or guardians.
- A record of at least 2 emergency contact names.
- The child's religion (if any).
- The name and address of the child's doctor and details of any special medical conditions which need to be made known to those caring for the child in school.
- Type of mid-day meal taken.
- The method of travel to school.
- Ethnic group and language spoken at home.

Much of this information is contained on the school admission form, which all parents/carers are asked to complete when registering their child for school. In order that data can be kept up-to-date and accurate, parents/carers are requested to ensure that any change in their child's personal details are made known to the school as soon as they occur. The type of **academic data** stored on the data management system includes detail of the child's class registration group, the results of national curriculum assessments, teacher assessments and other standardised testing. As a registered data user, the school takes every precaution to ensure that pupil data stored on school

computers is held and used only for specified and lawful purposes and is not disclosed in any manner incompatible with those purposes.

## **The School and Parents**

During the school year, there are many informal opportunities for parents to visit and participate in school life. For example, class assemblies, school masses, Harvest Festival, Christmas Nativity, Sports Day and Open Day.

Our school has always enjoyed an open and friendly relationship with parents. Parents are encouraged to help in school with various activities, including cooking, sewing, art and craft, information technology and sports. We appreciate this support and hope you will be able to participate if you have the time.

We try to encourage a happy home/school relationship, as this enables the children to have a secure environment, which is conducive to learning. It cannot be emphasised too strongly that in every aspect of the school's relationships with its pupils, success depends very largely on co-operation with parents.

No school can hope to achieve its objectives unless both parents and teachers are working together to a common end.

## **Home Contacts**

There are certain opportunities during the school year for formal and informal contacts between home and school.

In the early years, parents are frequent visitors to the school, bringing and collecting their children. If you wish to pass on information, or you feel there may be a problem, you are welcome to see members of staff on the playground each morning. We do ask that you speak to the class teacher at the end of the day. If you need to speak to someone urgently, Mrs Murray (Headteacher), Mrs Brooks (Deputy Headteacher) or Mrs Bond (Family Support) will be available before the start of the school day.

Parents wishing to discuss matters in more detail are welcome to do so. However, we would appreciate the opportunity beforehand to arrange a convenient time.

When your child starts school it is important, for both the child and the class teacher, to be aware of who will collect your child from school. If there is a change to normal routine, please let the office staff know before hand, so that your child is collected and taken home by an appropriate adult. When joining school, we will ask you to complete a form with authorised names for pick ups each day.

If for some reason you are unexpectedly delayed, and unable to collect your child at the end of the school day, please telephone (01253 393302) the school beforehand.

This enables the teacher to check that your child waits inside school until they can be collected. This is very important for your child's safety.

## Special Education Needs (SEN)

Where children experience temporary or long-term difficulties for a variety of reasons and need help over and above what most others require, they have Special Educational Needs.

Provision for SEN covers all learning difficulties, whether physical, intellectual or emotional. A child's problems may range from severe and complex to relatively minor and temporary. Provision for SEN also extends to appropriate opportunities for very able children, to ensure that they are reaching their full potential.

For pupils with physical disabilities, the school offers the same broad and balanced curriculum it offers to all pupils. The school is fitted with ramps. Corridors and landings are of sufficient width to accommodate wheelchairs. There is a disabled person's toilet on the ground floor. There is no lift or chair lift.

Pupils with Special Educational Needs are given the opportunity to realise their full potential at St. Kentigern's. We do this by ensuring that they have access to a broad, balanced and relevant curriculum, and that any learning difficulties are identified early. Our Mission Statement affirms the dignity and self-esteem of every child.

The day-to-day operation of the SEN Policy is co-ordinated by the SENCO Mrs Sarah Brooks, and overseen by our SEN governor, Mrs Caron Walker.

Children with special educational needs receive individual and group programmes of learning to supplement their classroom shared experiences. Extra support is available in school with our teaching assistants. We enjoy a close working relationship with outside support agencies including the Educational Psychologist and the Outreach service for children with physical and complex learning difficulties.

We encourage and value parental involvement in the identification of pupils with Special Educational Needs and the assessment process.

Should a parent have a concern about their child's learning ability, they should, in the first instance, discuss these with the class teacher and/or the Special Educational Needs Co-ordinator. If these concerns continue then they should be brought to the notice of the Headteacher. Concerns that cannot be resolved at this level should be put in writing to the Governor with responsibility for Special Educational Needs.

If the school is alerted to the need for a child to receive SEN support, either by the parents or by external support agencies, the school will do its best to ensure that the appropriate resources are available, including staffing and equipment.





## **St Kentigern's Catholic Primary School Home-School Agreement**

### **St Kentigern's School's Aims and Purpose**

To this end, the School aims:

- For all our children, staff and parents to feel safe and feel loved and know they belong to our family.
- To create a welcoming community of faith which witnesses to the teachings of the gospel and fosters strong bonds of love within the community we serve.
- To provide a school that offers a place of love, laughter, friendship, kindness, tolerance and mercy and to form our pupils in the attitudes of the heart of Jesus expressed in respect, compassion, forgiveness and generosity.
- To recognise and treasure the unique gifts of each pupil and do all that we can to allow these to develop and flourish.
- To provide the highest possible quality of education where each child is challenged to pursue the highest standards in spiritual, moral, cultural, intellectual, and physical development in an environment of academic endeavour and personal discipline.
- To help pupils to acquire knowledge, skills, concepts and attitudes relevant to life in an ever-changing world.
- To instil respect for Catholic religious moral values and tolerance of other races, religions and cultures.
- To share the gospel values to enable pupils to understand the world in which they live and the independence of individuals, groups and nations.
- To help pupils to appreciate human achievements and aspirations.

### **Pupil's responsibilities**

- Attend school regularly and on time.
- Wear the correct uniform and P.E kit.
- Respect the school rules at all times.
- Respect every other pupil and staff member at the school and people in the surrounding community, regardless of any cultural differences or protected characteristics.
- Tell a teacher if they are worried or concerned about any aspect of their schooling.
- Complete all assigned home learning on time and to the best of his / her abilities.
- Strive to attain excellence in all its forms through full participation in the academic, sporting and extra-curricular activities of the school.

### **Parent's responsibilities**

- Ensure that your child attends school regularly and on time.
- Ensure that your child wears the correct uniform and that their P.E kit is labelled and brought to school.
- Support the school by encouraging the good behaviour of your child/children.
- Ensure home learning assigned to your child/children is completed on time.
- Assist your child with his/her home learning to the best of their ability.
- Encourage your child's learning through extra-curricular activities and independent learning.
- Inform the school of any change in your child's circumstances or if you have any concerns regarding any aspect of your child's schooling.
- Endeavour to support the school and your child by participating in any meetings or social activities that the school requests for you to attend.

### **St Kentigern's School's responsibilities**

- Provide your child with a safe, inclusive and accessible learning environment.
- Provide a full and balanced curriculum appropriate to the needs of every pupil.
- Provide regular home learning that sufficiently tests every pupil.
- Expect high standards, good behaviour and mutual respect.
- Record and reward excellence.
- Record and address poor behaviour and lack of progress.
- Provide extra-curricular activities to develop the broader skills that will assist with the personal, social, physical and cultural development of pupils.
- Respect the rights and needs of all staff, parents and children associated with the school.
- Regularly meet with parents to feedback the progress of their children.
- Endeavour to provide all necessary information regarding the policies and activities of the school.

#### **St Kentigern's Catholic Primary school**

#### **Home School Agreement Declaration**

I understand why the home school agreement is important and I agree to undertake the responsibilities outlined.

#### **Signed by**

<b>Pupil</b>	<b>Date:</b>
<b>Parent/Carer</b>	<b>Date:</b>
<b>Class Teacher</b>	<b>Date:</b>