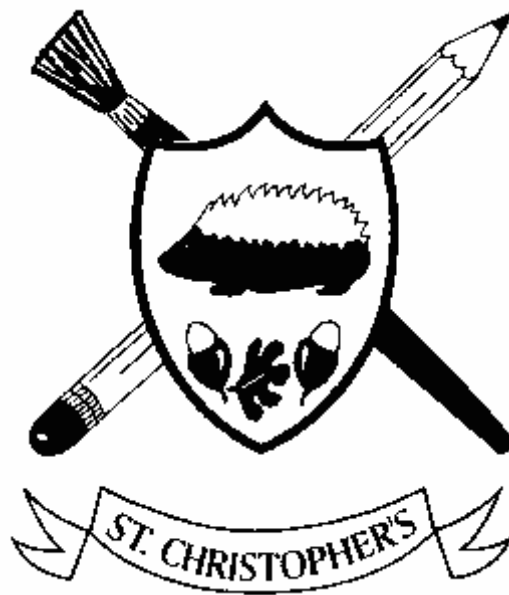


St Christopher's CE Primary School

# Parent Handbook



Lechlade Road

Langford

Near Lechlade

GL7 3LA

Tel: 01367 860318

[www.st-christophers.oxon.sch.uk](http://www.st-christophers.oxon.sch.uk)



# Welcome to our School!

Dear Parents/Carers

We are very pleased to welcome you to the St. Christopher's school family. We hope that this booklet gives practical information about the organisation and routines in school. It contains the school's aims, curriculum organisation and teaching, together with other legal requirements. The booklet is subject to change with information being updated, but the latest version can always be found on the school website at:

[www.st-christophers.oxon.sch.uk](http://www.st-christophers.oxon.sch.uk)

Newsletters containing important information including current and upcoming events, clubs and school lunch menus are sent home regularly, normally fortnightly on a Friday. Parents can chose to receive the newsletter by email and an archive of all newsletters can also be found on the website.

We want your child's experience of our school to be happy, positive and successful. If you have any input into how we can make this booklet even more useful or require further information on any matter please do speak to a member of staff.

We look forward to working together with you to provide the very best education for your child.

Yours sincerely

**Mr Shaw Goodwin**

Headteacher

# Table of Contents

Vision and Values .....	4
Oxford Diocesan School Trust .....	6
Safeguarding – including Child Protection .....	7
Staff Team.....	8
School Governance .....	9
Admissions and Class Structures.....	11
Our School Day .....	12
Collective Acts of Worship .....	14
Curriculum .....	15
Behaviour.....	18
Breaktimes .....	20
Other Information.....	23
Water bottles .....	23
Valuables .....	23
Security .....	23
Ways to help your child have a good start at school.....	26
St Christopher’s Parents Association (SCPA) .....	28
School Policies .....	28
School Term and Holiday Dates .....	34
And Finally!.....	34

# Vision and Values

A school where:-

- The uniqueness of individuals is respected and valued.
- The staff provide a safe and nurturing environment which supports children to approach their learning with an enquiring mind, courage and perseverance.
- Children's continually evolving needs are identified and they are equipped with the skills and motivation to succeed.
- All achievements are recognised and children learn to value their own successes.

**All within the loving support of our Lord Jesus Christ**

This vision is built on the school's Christian Values which in turn underpins all that we do at St. Christopher's.

## **Perseverance**

Children keep going when they encounter difficulties. They recognise that getting things wrong does not equate to failure, but is a normal and important part of the learning process. The school perseveres through difficult situations by keeping to its core values. It continues to work tirelessly to ensure that children are supported to overcome any barriers they may have.

*Perseverance must finish its work so that you may be mature and complete, not lacking anything.*

*James 1-4*

## **Courage**

Children are enabled to make the right decisions and take the right path at the right time. Children are able to stand up for what they believe to be right even when they might be in the minority. The school has the courage, at all times, to do the right things for the overall rounded education and wellbeing of our children and families.

*Be strong and courageous. Do not fear or be in dread of them, for it is the Lord your God who goes with you. He will not leave you or forsake you.*

*Deuteronomy 31:6*

## **Honesty**

Children demonstrate honesty about their behaviour, effort and learning. The school is honest and transparent in all its dealings and recognises and admits when it has made mistakes. The school is honest and transparent with parents even when a difficult message has to be delivered.

*Do that which is honest  
2 Corinthians 13:7*

## **Respect**

Children show respect to each other, the school's property and to all adults equally. The children recognise and understand that they are part of a diverse world and respect and value difference. All the school staff listen to and respond with respect to the views of the children and parents.

*Show respect for all people. Love the brothers and sisters of God's family,  
respect God, honour the king.  
1 Peter 2:17*

## **Teamwork**

Children and staff acknowledge how teamwork can help them to achieve personal and group goals. The school family recognises that the need for support from others is a strength not a weakness. The school works in partnership with parents to provide the best possible environment for the children's development.

*From him the whole body, joined and held together by every supporting ligament,  
grows and builds itself up in love, as each part does its work.  
Ephesians 4:16*

## **Compassion**

Children recognise that there are others who are less fortunate than themselves and are moved to help them. We recognise as a school the needs of our children and families and support them to bring about positive change.

*Finally all of you be like-minded be sympathetic,  
love one another, be compassionate and humble.  
1 Peter 3:8*

## Oxford Diocesan School Trust

St. Christopher's school is an academy and a member of the Oxford Diocesan School Trust (ODST). The Trust was founded in 2012 from a commitment to excellent education for academies in the Oxford Diocese.

The trust supports schools right across the diocese, which covers Oxfordshire, Buckinghamshire, Berkshire and Milton Keynes. An ODST school is a special place, which values its individual identity and serves its local community.

ODST are committed to the highest professional standards from staff, ensuring that all their schools have high aspirations for their pupils, not just in the key curriculum areas but in those wider aspects of education that ensure our young people leave school fit to be caring and effective citizens in the world of tomorrow.

ODST is a place where all are welcome; for both CofE schools and community schools, for staff and pupils of all faiths and none, where academic excellence abounds and where pupils and staff are enabled, valued and encouraged to become outward looking, resilient learners and professionals.



# Safeguarding – including Child Protection

Safeguarding our children is everyone's responsibility. St. Christopher's recognises its responsibility for Safeguarding. We want to work closely with you to establish a safe and nurturing environment free from discrimination or bullying where children can learn and develop happily.

The school's policy applies to all staff, governors and volunteers working in school and focuses on the 4 main elements;

- Staff recruitment and selection – ensuring that all staff (volunteers etc) who have unsupervised access to children, have been appropriately checked for their suitability through the DBS (formerly CRB) procedures.
- Raising awareness of child protection issues and equipping children with the skills needed to keep themselves safe.
- Developing and implementing procedures for identifying and reporting cases, or suspected cases of abuse.
- Supporting pupils who have been abused in accordance with his/her child protection plan.

A full copy of the safeguarding policy can be found on our website; it is also available from the school office.

Mr Shaw Goodwin is the school's designated safeguarding person and can be contacted at school; 01367 860318.

Alison Beasley is the Local Authority's designed officer and can be contacted on 01865 815956.



# Staff Team

Headteacher		Mr Shaw Goodwin
Teacher (Senior Teacher & SENCO)	Cherry Class	Ms Wendy Clements
Teacher	Maple Class	Mrs Pam Lee
Teacher	Ginkgo Class	Mrs Rowena Martin
Teacher	Oak Class	Mr Garth Lenton
Teacher	Willow Class	Mrs Maria Penn
Teacher	Hazel Class	Mrs Rachael Long
Higher Level Teaching Assistants		Mrs Joanne Brownjohn Mrs Pamela Watt
Teaching Assistants		Mrs Juliet Bennett Mrs Elaine Johnstone Mrs Laura Kinchen Mrs Kim Thomas Mrs Debbie Wiles Mrs Lynne Woolaston
Nurture Leader		Mrs Joanne Brindle
Breakfast Club		Mrs Juliet Bennett Mrs Debbie Wiles
After School Provision		Mrs Elaine Johnstone Mrs Kim Thomas
Secretary		Mrs Sarah Jones
Lunchtime Supervisors		Mrs Juliet Bennett Mrs Elaine Johnstone Mrs Kim Thomas Mrs Debbie Wiles
Caretaker and Cleaner		Mrs Janet Hobbs
School Kitchen		Dinners provided by The School Lunch Company

# School Governance

The school is governed by 12 governors who are responsible for the conduct of the school and the promotion of high standards of educational achievement at the school.

The governing body is comprised of

- 8 Foundation/Skills based governors
- 2 Parent governors
- 2 Staff governors

What Governors do:

- Offer challenge and support to the headteacher and the senior leadership team.
- Agree the aims of the school
- Represent the views of the community to the school
- Monitor the school's curriculum with the headteacher
- Agree the school's organisation and teaching methods with the headteacher
- Help keep in good order the schools premises
- Help interview and appoint new teaching staff
- Attend termly meetings at the school, minutes of which are available on the Governors notice board
- Monitor finance
- Monitor legal changes/responsibilities and ensure appropriate action is taken
- Share the responsibility for the health and safety of staff and pupils

The full governing body delegates many of its responsibilities and decision making to two sub committees:

**Performance and Standards (P&S):** This committee is responsible for monitoring the school's academic achievement and standards of behaviour. It sets annual challenging targets for continual improvement.

**Resources (Resources):** This committee is responsible for the monitoring and strategic development of the school’s budget and resources, whilst ensuring that the school meets its health and safety responsibilities.

The current governors are:

Mrs Catherine Jones	Chair - Foundation
Mr Phil Genge	Vice Chair - Chair of Resources – Parent
Mr Stephen Richards	Chair P&S - Foundation
Mrs Pamela Watt	P&S - Staff
Mrs Sally Denyer	Resources - Foundation
Mr Steve Poole	Resources - Foundation
Rev’d Harry MacInnes	Foundation
Mr Shaw Goodwin	Staff
Mrs Tessa Farley	P&S - Foundation
Vacancy	Foundation
Vacancy	Foundation
Miss Lucy Chesher	Resources - Parent

Occasionally a vacancy occurs and we may ask for nominations and hold a ballot. If you are interested in knowing more about becoming a Governor please ask.

## Admissions and Class Structures

All schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than available places. As an academy we are our own admissions authority which means that we set our own criteria. Although the school determines the criteria it must make every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation, including that on infant class sizes and equal opportunities.

At St. Christopher's we have two main points of intake: Reception and Y3. The school uses Oxfordshire County Council to fully coordinate admission arrangements. Parents wishing to apply for a place in Reception or Year 3 must complete the common application form provided by their home local authority.

All admission policies are available on the school website.

St. Christopher's provides education for children from Reception (age 4) to Year 6 (age 11). The seven year groups are taught in 6 classrooms which mean that on occasions two year groups will be taught in the same classroom and/or a year group will be split across two classes. There are a number of positive outcomes to having this arrangement – aspiring to be like the older children, learning to support and 'mentor' the younger children and building a broader group of friends. We do however recognise that splitting classes can cause anxieties for both children and parents; where possible we therefore try to avoid splitting year groups. If we do have to make a split it will be based on date of birth.

Due to the variations in year group sizes class structures can change from year to year. For the academic year 2016-2017 the class structure is:

Cherry Class	Reception
Maple Class	Year 1 and Year 2
Ginkgo Class	Year 2 and Year 3
Oak Class	Year 4
Willow Class	Year 5
Hazel Class	Year 6

## Our School Day

From 7:45am	Breakfast club is available - see page 25 for details. Please enter the hall via the playground, at the rear of the school, which is accessed via the pedestrian gate.
From 8:35am	Please enter the playground via the pedestrian gate when dropping off. A member of staff will be out on duty.
8:40am	The school bell is rung and the children are welcomed into their classrooms.
8:45am	Registration takes place between 8:45am and 9:00am
9:05am-9:25am	Our daily act of Collective Worship (Mon, Tue and Thu)
9:30am-10:15am	Learning Session 1
10:15-10:30am	Playtime
10:30-12:00	Learning Session 2
12:00-1:00pm	Lunchtime
1:00-3:00pm	Learning Session 3 & 4
2.45-3.10pm	Celebration/Sharing or Class Assembly (most Fridays)
3.00-3.15pm	Class Time
3:15pm	End of the school day. Please enter the playground via the pedestrian gate. The children will be dismissed directly from their classrooms.
3:15pm-4:15pm	Clubs
3:15pm-6:00pm	Afterschool provision – see page 25 for details. Please come to the main entrance to pick up.

## Start and End of Day Information

- If you arrive in the playground before 8:35am please supervise your children carefully as they are your responsibility at this time.
- Children who use the school bus will be supervised on the bus until a member of staff is out on duty.
- The Adventure Playground equipment is only designed for primary school age children. Whilst it looks like fantastic fun, in the interests of safety, please do not let pre-school age children (or 11+ children) use the equipment. The equipment is not for use before or after school.
- It is important that children are on time as it helps them to start the day in a calm manner; often the teachers will have an activity planned for completion during registration. If you do however arrive late and the pedestrian gate is locked then please come to the main entrance where you will be asked to sign in your child.
- If your child is absent due to illness please phone school before 8:45am and leave a message on the Absence Line (this does not need to be followed up with a letter). If a child is frequently late or absent without explanation we will contact parents and try to offer help.
- Please try and make routine dental and doctors appointments outside school hours wherever possible.
- Please try and collect your child on time – being late can really worry children. However if you are running late please let us know as soon as you can so that we can make appropriate plans. If we have not heard from you your child will be brought in from the playground and will wait outside the office. A member of staff will then contact you to find out what has happened and agree a course of action.
- Children who travel home by bus are expected to wait sensibly at the internal “bus stop” by Cherry Class. A member of staff will check the bus register and supervise children on to the bus. The service is run

by Oxfordshire County Council Integrated Transport Services Department, please contact them on 01865 871670 with any queries.

## Collective Acts of Worship

Collective worship is a daily event at St Christopher's. As a church school we view this time as an integral part of our ethos. Collective worship largely takes place through daily acts of worship, led by staff, pupils, clergy and other invited guests. The children are invited to participate and respond.



Acts of worship generally include one or more of the following:

- Listening to music
- Singing hymns and songs
- Stories and readings from the Bible
- Talks on themes that are thought-provoking and deal with moral, social and spiritual issues
- Drama, mime and dance
- The use of pictures and artefacts to
- A prayer and/or an opportunity for children to reflect in silence

Parents have the right to withdraw their children from Religious Education and Collective Worship if they wish. If you are concerned about your child please contact the headteacher.

On most Fridays we hold our “Celebration and Sharing Assemblies” to celebrate the children’s achievements both in and out of school. These are generally at 2.45pm although we do hold one each short term at 9.05am to try and accommodate parents who can’t make the 2.45pm time. Everyone is welcome to come and join us. Please encourage and support children in adding their celebration news to our Celebration Book located outside the office.

## **Curriculum**

At St Christopher’s we follow a creative curriculum making the most of cross curricular links in topic themed teaching and learning. The National Curriculum is used for all subjects to ensure breadth and balance. All children have a weekly music lesson led by a specialist Teacher, and a range of musical instrument lessons are also offered by peripatetic teachers.

## **Special Educational Needs**

St Christopher’s is committed to ensuring each child attending the school achieves their full potential. To support this vision, the Headteacher, special educational needs (SEN) co-ordinator and staff liaise with parents to help ensure the school meets the physical, emotional and intellectual needs of every individual child. The Governing Body regularly review the policies and procedures that underpin this objective.

The school caters for any child with a learning, medical or behavioural condition which calls for special education provision to be made for him/her, additional to that normally available in a primary school. Early identification and assessment of need is made by referral to a range of observations. Each child is monitored and reviewed in a series of stages. These are carried out with sensitivity and in close consultation with parents and may involve the school seeking specialist advice. There is full wheelchair access to all facilities and the staff and governing body regularly review the school environment to ensure it can meet the needs of all pupils.



## **Religious Education**

As a Church School we believe that spirituality has an important role in our lives. We aim to set foundations in children's lives where they are able to recognise their own growing understanding of faith, whilst gaining a respect and knowledge for the beliefs of others. It is in implementing our curriculum that we maintain a distinction between the teaching of RE and worship. RE does not seek to impose religious beliefs on children nor to compromise the integrity of their own beliefs by promoting one religion over another. It is not the same as collective worship, which has its own place in school life.

## **Health Education**

At St Christopher's we have a broad and balanced programme of health education. For the older children (Year Group 5 & 6) this includes sex and relationships education, usually delivered by the School Nurse. Parents have the right to withdraw their children from sex education if they wish. If you are concerned about your child please contact the headteacher.

## **Educational Visits**

These are planned carefully to support learning. You will receive details of visits throughout the year and may be asked to make a voluntary contribution towards the costs of these trips or activities. If coaches are required they will be fitted with seat belts. Children can only be taken out of school with your permission. When your child is being taken out of school you will be asked to sign and return a consent form, otherwise your child will not be able to take part. The school does have travel insurance. Please ask if you require more details.

When your child starts school we will ask you to sign a local visits permission form which we will keep on file throughout your child's time with us. The form asks your permission for us to take your child out in our local area – these trips will not involve any transport, but will be local walks, ie a walk to visit St Matthew's Church in Langford, or a nature walk to explore the history of the village.

## Swimming

Children start swimming lessons with our school from Year 2. These lessons take place at RAF Brize Norton Swimming Pool in Carterton. Swimming lessons are during school time, and further information will be given to you before your child starts these lessons. We ask for a voluntary contribution for this activity, to help cover the cost of swimming instructors, life guards, and coaches.

## Homework

We believe that homework is an important part of a child's learning. Please support your child to complete their homework. A copy of the school's homework policy can be found on the school website.



# **Behaviour**

It is important that parents and staff work together to manage children's behaviour. Our approach should be similar and consistent. Over recent years we are consistently complemented on the excellent behaviour of our children, although interestingly our children think behaviour in the school could be better – they do have high expectations of themselves!

The behaviour of everyone in our school is a shared responsibility. The school has a behaviour policy and each class has an agreed code of conduct displayed, the agreed consequences and a reward system. The policy and conduct applies in class time, play time, lunch time, before and after school including Out of Hours School Learning (for instance after school clubs).

Expectations of behaviour are taught through PSHE, Circle times, and Collective Worship (themed on values). Children are encouraged to view behaviour as a choice. Adults are asked to use the language of choice eg 'you can either continue to... or you can choose to... then I will have to ask you to... If you stop and make the right choice then we can...'

## **Code of Conduct**

- We always speak and listen to each other politely
- We respect our school and everything in it
- We act sensibly and responsibly
- We always try our best in everything we do
- We keep our hands, feet and unkind comments to ourselves

## **Consequences**

- Choice
- Time out in class to think about choices
- Time out in a partner class
- Written reflection time – during break or lunch time
- Discussion with Senior Staff
- Letter/phone call to parents/guardians
- Discussion with parents

If we are concerned about your child's behaviour we will contact you to discuss the matter. If you become aware of any problems please do contact us.

## Anti-Bullying

At St Christopher's, we take any bullying very seriously and through consultation with parents, children and staff have developed a policy and procedures to deal with concerns raised. The policy is available on the school's website but the core of the policy is reproduced below.

At the point that a parent/carer, child or member of staff raises concerns that bullying might be occurring we make a record of the concern. If there has been a specific incident, we will investigate what has happened and deal with it as with any other behavioural incident. This means that we will listen to both sides of the story, try to get the bottom of the incident and if appropriate apply sanctions in line with our behaviour policy. At this point we would not necessarily categorise it as a bullying incident.

### We define bullying as:

The wilful, conscious desire to hurt, threaten, belittle or frighten someone deliberately - repeated over a period of time.

### Bullying can be:

- Physical – hitting, kicking, pinching, punching, scratching, spitting and taking belongings.
- Verbal – name calling, insulting, making offensive remarks.
- Indirect – spreading nasty stories about someone, exclusion from social groups, being made the subject of malicious rumours, sending abusive mail, email, text messages and picture messages. Sending abusive messages through social networking sites.

So for us to categorise it as bullying there needs to be evidence of repeated incidents over time.

Each time a child who has been accused of possible bullying, is involved in a behaviour incident we make a record of the incident. Each incident will be dealt with independently; following the behaviour management process. These records are regularly reviewed and monitored and if there is a pattern of behaviour we feel demonstrates bullying we will follow our anti-bullying process:

- Those who bully will be subject to sanctions in line with the school's Behaviour Policy; and the targets of bullying will continue to receive support from identified members of staff.
- Adult mediation may be used between the child being bullied and the child doing the bullying to discuss what has happened and how it has made the children feel.
- The target of the bullying will be assured that they should immediately report any future incidents and know that they will be listened to.
- We will ensure extra supervision and monitoring of the children's behaviour over the following few days to check that all is well.
- We will inform parents of the outcome of the investigation and keep in touch until it is felt there is no longer any risk of bullying.
- If there are repeated or serious incidents, parents will be informed and invited to meet with the class teacher or Headteacher.
- In extreme cases, the school may involve the LA's Behavioural Support Services, Anti-bullying LA coordinator and the Educational Psychologist.
- The school also reserves the right to exclude children whose behaviour remains wholly unacceptable (withdrawal of playtime privileges; withholding participation in school activities e.g. trips; fixed term exclusion or permanent exclusion).

It is important to make the distinction between bullying and friends falling out with each other. However much we would like it not to be, falling out is an inevitable part of a child's life that they need to learn to cope with.

As part of our internal monitoring procedures we also have a designated governor who checks on a termly basis that the school is following our behaviour and anti-bullying procedure.

## **Breaktimes**

### **Morning Break**

Children are encouraged to bring a healthy snack for morning play. A healthy snack could be a piece of fruit, raw vegetable, plain biscuit or a small sandwich. No drinks, crisps, chocolate or fruit winders please.

All Foundation & KS1 children are provided with a piece of fruit or vegetable as part of the Healthy Schools scheme.

## **Lunch Time Break and School Meals**

Lunchtime is between 12 noon and 1pm. A two-course meal is cooked in the school kitchen every day. There is generally one main dish, with vegetables and/or a selection of salads and fresh bread, followed by a pudding, fruit yoghurt or cheese and biscuits. The menus are designed in accordance with the National standards for school meals and are generally printed in our newsletters.

Due to the success and numbers of children taking up the option of school meals we have put in place a two sitting procedure. Whilst one group of children are eating their meals the second group will go out to play, the groups then swap around. This procedure ensures that children are not waiting in a queue for excessive amounts of time

Payment for school meals should be made on Monday morning. We prefer payment by cheque (payable to St. Christopher's CE School) but cash is accepted providing it is in a sealed named envelope. Dinner money should be placed in the plastic money box in the classroom each morning by the child. A dinner register is taken each day and the children will be asked whether they are dinners or sandwiches. Please make sure your child knows which they are having!

Free meals are available for those eligible. Full information can be obtained from the school office. All Reception, Year 1 and Year 2 children are eligible for free meals under the government's universal infant free school meals initiative.

Packed lunches are eaten in the hall or outside during the summer months, under the supervision of lunchtime supervisors. Lunchboxes should be clearly named. Please respect our healthy eating policy and do not put fizzy drinks or sweets in your child's lunchbox.

Trained staff are responsible for the children during lunchtime. Other members of staff are always available.



## **Other Information**

### **Water bottles**

Children should bring a sports style water bottle into school daily to ensure they stay hydrated. This may be kept in the classroom, and should be clearly named.

### **Valuables**

Children should not bring toys or money to school unless they have been asked to do so. Valuable items that could be broken or lost should not be brought into school.

Children should not bring in to school electronic and mobile devices. Unless there are specific reasons, agreed in advance with the school, children should not bring in mobile phones. Staff will look after any devices found in school and return them home. will be confiscated. The school cannot accept responsibility for loss, theft or damage of electronic devices or phones.

### **Security**

Parents and children should use the pedestrian entrance at the beginning and end of the school day. This entrance is locked between 8:50am and 3:10pm, and access during these times should be through the main entrance, accessed from the car park.

All visitors are requested to report and sign in at the school office.

If your child arrives after morning registration, or is collected during the school day, ie if they become unwell, or need to leave for a medical appointment, please use the main entrance and sign him/her in or out in the 'In & Out' Record in the school office.



## **Parent Teacher Meetings**

Parents of all year groups will be offered individual timed appointments for a discussion with your child's class teacher during the Autumn, Spring and Summer Term. Termly report cards are sent home with the most recent assessment data in literacy and numeracy. An annual report on your child's progress will be sent home during the Summer Term and there will be an opportunity for you to discuss the report with the class teacher at the summer term parents evening.

If, however, you wish to discuss your child's progress or have any concerns at any time, please contact your child's class teacher who will be happy to make you an appointment.

## **School Council**

We have a thriving school council which is comprised of children from all classes. Potential Councillors apply for the role on an annual basis.

A School Council should encourage pupils to develop:

- A sense of ownership over policy and practice
- A consensus over school issues, such as behaviour
- Responsibility towards the school community environment

A School Council should give pupils experience of:

- Planning, organising and monitoring small projects
- Speaking, listening and debating
- Mediation and negotiation skills
- Basic budgeting and managing money

A School Council should prepare pupils for citizenship by:

- Teaching them about roles, rights and responsibilities within the school system and in the community

## **Book Shop**

The St Christopher's Parents Association runs the School Bookshop where book savings stamps are available from the shop so children can save to buy a book. Books can be reserved until enough stamps are purchased. Parents are welcome to visit book shop.

## **Weekly clubs**

We offer a fantastic range of out of school clubs, these are run by staff, external sports coaches or other specialist providers. Details are given out termly.

## **Breakfast Club**

We are delighted that St Christopher's offers a Breakfast Club between 7.45am – 8.40am, in the school hall.

Children are provided with breakfast and activities under the supervision of a member of staff, allowing parents an earlier start to the day. If you think you may require the use of Breakfast Club at any time, please complete the registration form below and hand in to the school office. Once registered you will be able to use the service as and when required.

## **Afterschool Provision**

The school will offers afterschool provision between 3:15pm and 6:00pm. Bookings will need to be made a short (half) term in advance. Costs, subject to review, will be:

£6.00 for a half session 3:15pm-4:30pm

£8.00 for a half session after a club 4:15pm-6:00pm - including a light tea.

£10.00 for a full session 3:15-6:00 - including a light tea.

We recognise that parents will not necessarily know about which clubs are being run in advance and so if bookings are made for a full session and your child uses a club, only the £8.00 half session would be charged.

Subject to places being available, there is also the possibility of ‘ad hoc’ use of the provision. This would be offered at the slightly higher cost of £9:00, £12.00 and £15.00 respectively. We do accept childcare vouchers from a number of issuers.

## **Ways to help your child have a good start at school**

- Encourage your children to dress themselves (including shoes) and use the toilet independently
- Young children learn through play. Spend time with them as they play, listening and watching so that you can add a little extra to what they are already learning
- Talk to them a lot – always try to add to their spoken vocabulary
- Make sure they can listen carefully and repeat and obey simple instructions
- Encourage games that help them recognise similar shapes – snap, happy families, picture lotto, jigsaw puzzles, also counting games such as snakes and ladders
- Let them help you with jobs, especially ‘sorting out and putting in order’ eg tidying a cupboard or setting a table
- Learning to tidy away is an important skill
- If they want to learn some letter shapes, make sure they are lower case (small letters), not CAPITALS. Tell them the letter ‘sounds’ and names at the same time
- Let them experience many different materials – paint, play-dough, sand, water, paper, scissors and paste. A painting overall and plenty of newspaper or a large sheet of plastic for the floor will help!

We hope you will find this list useful. If you would like any further ideas or advice, please contact the school.



## Reading

When your child starts school, we ask you to buy a book bag. Your child will be given a reading record to carry in their bag, along with their reading book. When you share your child's reading book at home, please make a comment and sign the reading diary so teachers know the book has been shared.

Reading is one of those key areas of your child's learning which relies on home and school working closely together. To support your child's progress we ask that you treat this as a key priority.

- Read to your child as often as possible, bringing the story to life. Enthusiasm for books and stories is generated by parents.
- Re-read favourite stories chosen by your child even when you become bored and want a change.
- Talk about the stories, and encourage your child to predict what might happen next in the story.
- Sing and say rhymes, songs, and jingles with your child and encourage him/her to join in so that they know them by heart.
- Point out print and talk about signs, shop names, advertisements and packaging.
- Choosing and owning a book can be a great pleasure. Make use of the local library – choose some books and let your child choose others. Sometimes your child will choose books you might not have selected, but learning to make choices is all part of becoming a reader.
- When possible buy books for your child. Exciting and interesting books can be found in jumble and car boot sales as well as second hand bookshops.
- When you watch television with your child, chat about the characters, plot etc.
- Audio CDs and DVDs are an additional source of pleasure and interest.
- Make sure your child sees you reading for purpose and pleasure. Newspapers, letters, cookery books, instruction manuals and magazines are all varieties of reading material, and demonstrate to the child that reading is not limited to reading a story.

# **St Christopher's Parents Association (SCPA)**

We are lucky to have an active group of parents who organise fund raising activities for children and parents throughout the year to raise funds for our children. We really appreciate all the support they give us, and would like to encourage you to support their really valuable work in any way you can.

## **School Policies**

I'm sure you will appreciate that for the school to work efficiently and happily there is a need to have in place policies that set out procedures and expectations of the school, parents and children. All school policies are available from the school website, but the following are some of the policies that you are likely to need on a regular basis.

### **School Uniform Policy**

It is our school policy that all children wear school uniform when attending school, or when participating in a school-organised event outside normal school hours.

Our policy on school uniform is based on the notion that school uniform:

- Promotes a sense of pride in the school
- Engenders a sense of community and belonging towards the school
- Is practical and smart
- Identifies the children with the school
- Prevents the children from coming to school in fashion clothes that could be distracting in class
- Makes children feel equal to their peers in terms of appearance
- Is regarded as suitable wear for school and good value for money by most parents
- Is designed with health and safety in mind.

## **Uniform & the Role of Parents**

We ask all parents who send their children to our school to support the school uniform policy. Please send your children to school correctly dressed and ready for their daily schoolwork,

If any parent would like the school to modify the uniform policy, they should make representation, in the first instance, to the headteacher. The school welcomes children from all backgrounds and faith communities. If there are any serious reasons, for example on religious grounds, why parents want their child to wear clothes that differ from the school uniform, the school will look sympathetically at such requests.

Please remember that all uniform should be clearly named! If an item of school uniform is lost, please check in your child's classroom in the first instance. If the item is not located there, check with the school office. We do our best to return found items, however this is made much easier if everything is named!

## **Spare Clothing for Emergency Use**

We keep minimal articles of spare clothing in case of emergency. If your child is lent items of clothing please wash and return these items as soon as possible.

## **Footwear**

For Health & Safety reasons children are not allowed to wear shoes that have platform soles, open toes or high heels.

## **Jewellery**

On health and safety grounds we do not allow children to wear jewellery in our school. The exceptions to this rule are earring studs, and small objects of religious significance, such as a crucifix on a chain.

We ask the children to either remove these objects during PE or cover them with a plaster, to prevent them from causing injury. During swimming lessons all jewellery and earrings must be removed. This is in line with Oxfordshire County Council's policy and the policy at the swimming pool.

## Haircuts

The school does not permit children to have 'extreme' haircuts that could serve as a distraction to other children. Children with long hair should have it tied, especially for PE.

## Nail Varnish

Nail varnish is not permitted to be worn at school.

## Medicines

It remains the parents responsibility to administer medicine to children during the school day. Please try to give the medicine at home or come into school during lunch time. However, if this is not possible we want to be helpful in this matter and staff may be willing to carry out this task. The medicine must be brought into the office by an adult and clearly labelled with a completed permission form (available from the school office). It is parents' responsibility to collect the medicine at the end of the day and children will not be allowed to take the medicine home themselves. Asthma inhalers should be clearly labelled in a sealed plastic box with a photograph of the child clearly displayed. Any particular known health requirements or allergies should be fully discussed when your child is first admitted into school and our records kept up-to-date.

## Illness or Accident

The school has a Health and Safety policy that may be seen by parents on request and is available on the school's website. In the event of illness or accident, parents will be contacted immediately. It is therefore very important that we have telephone numbers which we can contact you on. When a child bumps his/her head, we will telephone a parent and send a letter home to inform you of the accident. **Please inform the office of any changes in contact numbers immediately.**

The School Health Nurse makes regular visits to school. If parents wish advice or to discuss health concerns about their children her telephone number can be obtained from the school office.

Head lice are a recurring problem in all schools. The best aid to preventing infestation is to comb or thoroughly brush your child's hair regularly. Long hair should be tied back. Please inform the school if your child has headlice.

## **Charging Policy**

### **Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

### **Voluntary Contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

### **Breakages**

We greatly value the fantastic learning environment we have created at St Christopher's school. We encourage everyone to look after the environment and know that breakages do happen. If we feel any damage or loss results from a lack of respect or misbehaviour, we may ask parent to pay the cost or repair or replacement.





## School Emergency Closure Procedure

We avoid closing the school whenever possible, but under certain conditions are required to do so for health and safety reasons. The most likely reason for closure will be severe weather conditions. We will inform:

- GWR FM 97.2
- Heart FM 102.6
- [www.st-christophers.oxon.sch.uk](http://www.st-christophers.oxon.sch.uk)
- [www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)
- Parents via Class Dojo message.

Parents are advised to listen to these stations for up to date information during very bad weather.

However, we also operate a SMS/text service. Your mobile phone number will be added to the text service when your child joins us if you complete the SMS form. Please keep us up to date with any changes to your contact information.

## Car Parking

The roads around the school can get very congested in the mornings and at the end of the school day. We ask parents to be considerate when parking, and not to block the driveways of local residents or park on the junction to The Elms. We also ask, for the safety of the children coming out of the school gate, parents NOT to park on the zig-zag yellow lines.

The staff car park should also NOT be used unless there are specific reasons and prior agreement. This includes picking up from after school clubs due to safety issues surrounding children exiting through the main entrance and having to walk through the car park.

For health and safety reasons no dogs should be brought into the school grounds.

We do also ask parents to refrain from smoking anywhere on the school premises or grounds as we operate in accordance with Oxfordshire County Council's no-smoking policy.

## **Complaints Policy**

A happy community makes the best environment for learning. However, if a parent is concerned about anything to do with the education that we are providing at our school we are keen they let us know as soon as possible. They should, in the first instance, discuss the matter with their child's class teacher. Most matters of concern can be dealt with in this way.

Where a parent feels that a situation has not been resolved through contact with the class teacher, or that their concern is of a sufficiently serious nature, they should make an appointment to discuss it with the headteacher. Most complaints are normally resolved at this stage.

Should a parent have a complaint about the headteacher, he/she should first make an informal approach to one of the members of the Governing Body, who is obliged to investigate it. The Governor in question will do all he/she can to resolve the issue through a dialogue with the school, but if a parent is unhappy with the outcome he/she can make a formal complaint as outlined below.

Only if an informal complaint fails to resolve the matter should a formal complaint be made to the governing body. This complaint must be made in writing, stating the nature of the complaint and how the school has handled it so far. It is also really helpful if the letter explains what sort of action the complainant feels would resolve the problem. The parent should send this written complaint to the Chair of Governors. The Governors do all they can at this stage to resolve the complaint to the parent's satisfaction.

If the complaint is not resolved, a parent may make representation to ODST. Further information about this process is available from the school or from ODST. If any parent is still not concerned that the complaint has been dealt with properly, then he/she is entitled to appeal to the Secretary of State for Education.

## School Term and Holiday Dates

The dates for the next academic year are below. Please note that regular school attendance is essential to your child's progress and, therefore, all absences should be agreed with the Headteacher in advance. Please ensure that family holidays are taken during school holiday periods.

<b>Term</b>	<b>Dates</b>
Term 1 – Autumn	5 <sup>th</sup> September 2017 – 19 <sup>th</sup> December 2017*
<i>October Half Term</i> <i>Christmas Break</i>	<i>23<sup>rd</sup> October 2017 – 27<sup>th</sup> October 2017</i> <i>20<sup>th</sup> December 2017 – 3<sup>rd</sup> January 2018</i>
Term 2 - Spring	4 <sup>th</sup> January 2018 – 29 <sup>th</sup> March 2018*
<i>February Half Term</i> <i>Easter Break</i>	<i>12<sup>th</sup> February 2018 – 16<sup>th</sup> February 2018</i> <i>30<sup>th</sup> March 2018 – 16<sup>th</sup> April 2018</i>
Term 3 – Summer	17 <sup>th</sup> April 2018 – 20 <sup>th</sup> July 2018*
<i>May Half Term</i>	<i>28<sup>th</sup> May 2018 – 1<sup>st</sup> June 2018</i>

**Inset/teacher training – 4<sup>th</sup> September 2017, 16<sup>th</sup> April, 23<sup>rd</sup>, 24<sup>th</sup> & 25<sup>th</sup> July 2018**

**\*Finish 1.30pm 19<sup>th</sup> December, 29<sup>th</sup> March & 20<sup>th</sup> July**

## And Finally!

We hope you have found this booklet useful. We are constantly seeking ways to improve, and as such if you feel there was anything missing from this information, please do let us know!