

St Paul's Catholic Primary School – Welcome Pack

St. Paul's Catholic Primary School

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Welcome

On behalf of the staff and pupils I would like to welcome you to St. Paul's Catholic Primary School. I hope this Welcome Pack will give you an idea of the type of education and experience that St. Paul's can offer your child.

St. Paul's is a very caring and supportive community inspired by the love of God as it strives to live out the Gospel value with Jesus and the Eucharist at its' hearts. All our children are very special to us and care is taken to ensure that their first experience of school is enjoyable, happy and rewarding. It is our aim to build on this initial experience through a variety of activities that will encourage your child to use his or her talents and so achieve their full potential. The education of your child will be much enhanced if we can work together to reinforce and implement the aims of the school as set out in our Mission Statement "United through Jesus in faith, love and learning". As a Catholic School, the basic religious ethos is to be found across the whole curriculum and in all aspects of the life of the school. The primary aim of St. Paul's is the Christian growth of our pupils, not simply the growth of their own faith, but their growing awareness of the world as a maturing Christian. Celebration of our faith through prayer and worship is at the centre of the life of the school and, whenever possible, parents are encouraged to join us.

We are very proud of St. Paul's School and all that has been achieved. Our pupils grow into confident, independent, caring young Christians, well equipped to meet the challenges facing them in secondary school and beyond.

If you wish to discuss any aspect of this Welcome Pack or wish to visit the school and meet our delightful pupils at work, please do not hesitate to contact me.

With all good wishes.

***Mrs Nuala Oster
Headteacher***

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AT THE BEGINNING

We will support parents in their roles as first educators of their children. We will work with them in preparing children to become mature, responsible adults able to lead a fulfilling and satisfied life.

Our EYFS children are invited into school during the term before they are due to start school, to meet their teacher and become familiar with the classroom and the playground.

Special care is taken of the EYFS children: they are gradually integrated into school life so that they enjoy each new experience and do not find it daunting. All EYFS children are paired with a Yr6 pupil who acts as their mentor. These relationships provide invaluable support to our young pupils during their first year at school, and give Yr6 pupils the opportunity to put into practice Gospel values.

PARENTS AND SCHOOL LIFE

Teachers are very keen to develop a close relationship with the parents/carers of our children. Parents are invited into school to see their children's work at regular intervals. Meetings are also arranged to inform parents about matters of interest. If a parent is concerned about his or her child they are most welcome to come to the school and discuss the concern with the teaching staff. Teachers are available at the beginning and end of every day and will always be willing to make a longer appointment if required. Please do speak to us about any issue; we are here to help you settle in as much as your child.

Annual reports are sent home in the summer term giving a full breakdown of your child's progress over the school year.

Parents' Evenings are held in October and February, where you will be invited to attend a meeting with your child's teacher to discuss their progress.

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THE SCHOOL DAY

The infant playground gates open at 8:30am. Parents are responsible for their children before 8.50am and after 3.20pm.

Doors are opened at 8.50am and children are encouraged to come into class so that they are ready for the start of the morning session at 9.00am. School finishes at 3.20pm and arrangements should be made for the children to go straight home.

The above times may not apply during your child's first weeks in school. In order to facilitate the settling-in-process, children may start and finish at slightly different times. Written notice detailing your child's initial visits to school and their attendance times for the first few weeks will be given.

SNACK BREAK

A snack break takes place every day. Children in EYFS and Key Stage One are provided with a free piece of fruit or vegetable. All other children are encouraged to bring a piece of fruit or a vegetable to eat. Crisps and snacks are not allowed.

Milk is available free to every child up to their fifth birthday, the school will register your child onto the Coolmilk scheme on your behalf and parents should inform the school if they do not want their child to receive milk. Once your child turns five if you wish your child to continue to have milk there will be a charge.

Children are encouraged to drink water throughout the day. Please provide your child with a named water bottle which can be replenished at the water fountain. School bottles are available for purchase from the school office.

LUNCH ARRANGEMENTS

In order to give the children more confidence in settling into school, times will be staggered.

During the first week the children will stay for lunch to experience lunchtime routines and will need to be picked up at 1.00pm. The following week children will stay at school until 3.20pm.

We strongly advise that children bring a packed lunch for their first few weeks in school.

School dinners can be ordered online or daily in the classroom. All children in Early Years, Year 1 and Year 2 are entitled to a free school dinner. Please contact the school office for details.

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TEACHING ORGANISATION

The school has been built to accommodate approximately 300 pupils. Our current admission number is one and a half form, or 45 pupils per year group. During their time at St. Paul's children could be taught in a single year group or a mixed age class.

The year groups are arranged as follows:-

Foundation Stage

Year R	Reception	4-5yrs)	
)	
Key Stage One (Infants))	Lower School
Year 1	Children aged	5-6yrs)	
Year 2	Children aged	6-7yrs)	

Children take the End of Key Stage 1 SATs in Year 2

Key Stage Two (Juniors)

Year 3	Children aged	7-8yrs)	
Year 4	Children aged	8-9yrs)	Middle School
Year 5	Children aged	9-10yrs)	
Year 6	Children aged	10-11yrs)	Upper School

Children take the End of Key Stage 2 SATs in Year 6

HOMEWORK

We want to promote a partnership of learning between home and school, so your child will be given tasks to complete with you at home, depending on their age. Please refer to our Homework Policy.

In addition, we would like you to read with your child each day. Your child should keep their reading book in their book bag. We want reading to be enjoyable and the start of a lifelong love of books!

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CONTACT WITH SCHOOL

Your Contact Details

Please make sure the school has up to date contact details for at least two adults who are responsible for your child.

Weekly Newsletter

A weekly newsletter is sent by parentmail every Thursday to every family. If you do not have an email address a paper copy can be provided, on request, from the school office.

Other Links

During their time with us your child will be given access to a variety of online learning resources. Relevant passwords will be given to your child, together with full instructions. If your child does not have access to a computer at home please do not worry, let us know and we will make special arrangements.

EXTRA CURRICULAR ACTIVITIES

We are proud of the range of activities we can offer children in KS1 and KS2, through the talents and skills of the school staff, parent volunteers and external professionals. During the course of the school year children can participate in the following activities depending on the season.

Canoeing	Choir	Cycling	Drama
Football	Guitar	ICT	Judo
Netball	Mini Maestros	Portuguese	Sports Xtra
Street Dance	Violin	Woodwind	

We feel it is important for children to experience a variety of leisure pursuits and if you have a skill that you would like to offer, we would be very pleased to hear about it!

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ST. PAUL'S BREAKFAST AND AFTER SCHOOL CLUB

A Breakfast and After School Club has been established in the school for children aged 4 years to 11 years under the supervision of experienced staff. They are open throughout the week during term time. Breakfast Club runs from 8.00am until 8.50am and After School Club from 3.15pm to 6.00pm. The school is registered under the Children's Act and is supported by West Berkshire Early Years and Childcare team. The children are offered an informal environment and breakfast and tea are provided. Details of fees payable can be obtained from the school office.

The school's principles shall be extended throughout the clubs as we aim to provide a safe, stimulating and fun environment for the children.

HOLIDAYS

Dates of school holidays are sent home to parents and cover the forthcoming year. A copy of this year's dates is to be found at the back of this pack. Parents are asked to arrange holidays to take place during the school closures. The school is unable to authorise term time holidays.

ABSENCES

We are obliged by law to keep a record of all absences and it is therefore very important that we receive notice in writing of any appointments which mean that your child misses school. Holidays in term time can only be authorised in special circumstances. We will need a note if your child misses school through illness. Absences without written explanation count as unauthorised absence.

CAR PARKING

Parking in the school car park, before and after school, is available to those who hold a disabled (blue) card. Please contact the school office for a school permit and conditions of use. We do not have enough parking facilities to accommodate other vehicles. Also there is no facility to allow parents to use the car park to drop off children. Parking is available to parents at St. Joseph's Church in Berkshire Drive and at the Water Tower Public House (until 9.30am). Parents can park and walk their children into school – a walk of less than 5 minutes.

Parents are also requested to adhere to the parking restrictions in operation along City Road and to be considerate to residents by not parking across their driveways or up on the kerb.

At **NO TIME** should parents park or drop off in front of the school gates

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VOLUNTARY CONTRIBUTIONS

Parents may be asked to make voluntary contributions for any visit or journey organised by the school and approved by the Governors. Although the matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions, the school management reserves the absolute right to determine whether the level of voluntary contribution is sufficient to enable the activity to take place.

BUILDING FUND

We are a Voluntary Aided Catholic School. This means that we have to secure funding from our local Catholic community. We have to secure 10% of the cost of maintenance work carried out in the school independently. The school is a member of the Diocesan Buildings Fund Scheme and we make contributions in accordance. It is expected that all families will contribute to the Diocesan Building Fund. Details of the level of funding will be advised when your child commences its education in the school. This funding is essential and is a significant contributory factor to the success of the school and the academic achievement of our pupils. More information is available on request.

MEDICAL SERVICES

The school nurse visits the school along with other health professionals for hearing and eye tests etc. Every child is examined at least once during his/her Primary school career. This usually occurs in the second term in school.

For minor injuries sustained in school, first aid is given. Parents are always informed of more serious accidents. If the child is really ill we contact parents to collect him/her. It is more comfortable at home hence the need for up to date contact names and telephone numbers.

Medicines

For your child's safety the only medicines that can be brought into school are those prescribed by a doctor specifically for that child and bearing a label with the child's name. A form should be obtained from the school office to enable medication to be administered. Medicines must be handed in to the school office for administration and safe-keeping, not left in children's bags.

Asthma

The school recognises the need for asthmatic children to have immediate access to blue inhalers. These will be kept in the classroom or, as the child gets older, on their person. If your child suffers from asthma please ask the school office for a Medical Form for completion.

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ST. PAUL'S SCHOOL ASSOCIATION (SPSA)

Every St. Paul's parent is automatically a member of our SPSA. We hope this will make you feel a part of the school 'family' from the outset.

The SPSA is here to help and support children through their education. This is done in a number of ways, such as raising funds and organising social events for children and for parents.

Please do get involved. There are so many ways in which parents can help to enrich our children's education and new faces are always welcomed with a friendly smile. If you have any skills or contacts to offer us, or if you would simply like to take a more active role in the running of the school, please let us know.

THE GOVERNORS

The Governors are responsible for the character and the policies of the school, as well as its finance, admissions and discipline. The Governing Body works closely with the Headteacher to ensure the smooth and efficient daily running of the school, for the benefit of its pupils.

The Diocese appoints Governors known as Foundation Governors. In addition the Local Council appoints a representative Governor. There is also a Teacher and a Staff Governor and a Parent Governor elected by the respective groups. The Headteacher has elected to undertake the role of Governor.

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SCHOOL UNIFORM REQUIREMENTS

Our school is proud of your children and of its distinctive identity: all our children wear the school uniform. It is kept simple and easy to obtain. All items of clothing, including footwear, should be clearly marked with the child's name.

Children should have a blue reading folder (available for purchase from the school office) with their name on the outside. Trainers are not permitted in any circumstances.

Winter Uniform

Boys

White long-sleeved shirt (Polo Shirt in Early Years)

Royal Blue tie (no tie in Early Years)

Grey trousers

Royal Blue pullover

Grey socks

Dark coloured shoes (preferably not laces)

Girls

White shirt/blouse (Polo Shirt in Early Years)

Royal Blue tie (no tie in Early Years)

Grey skirt/tunic – Knee length

Royal Blue pullover/cardigan

White socks

Grey/Black thick tights

Dark coloured shoes (preferably not laces, no slingback or high heeled shoes)

Wellington boots for children in Early Years – to be named and left in school

Summer Uniform

Boys As above, shirt and tie should be replaced by white open neck polo shirt.

Girls A royal blue dress, either striped or gingham. Girls in Year 6 only may wear white open neck short-sleeved tailored shirt with grey skirt.

Sandals may be worn in summer but not opened toed or sling backs.

Raincoat, anorak in blue or black.

PE uniform:

royal blue shorts, white tee-shirt, black pull on or Velcro plimsolls

Please note school jumpers/cardigans, fleece lined waterproof jackets, summer hats, water bottles and P.E. Kits are available to order from the school office.

Jewellery

Children must not wear any jewellery, including ear-rings, to school. Wrist watches may be worn by children in the junior department, but they must be removed for PE.

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SCHOOL IS A POSITIVE EXPERIENCE

If you are worried about your child going to school, your child will pick up your anxiety. So if **you** are worried the first thing you must do is to find out **why** you are worried

You might be worried about your child going to school because:

1. You've grown used to having the child around all the time

But we all have to give up our children at some time - and if other parents can cope then so can you. Talk to other parents of children who have recently started school, and ask them how they felt.

2. You're not sure if your child is ready for school

This is a common worry. Most children are perfectly ready for school by the time they have to go. Remember that your child's private worries and fears, hopes and dreams are not the same as your child's public face.

3. You're not sure if your child will do well at school

It is very hard to judge how well a 4 or 5 year old will do at school so try not to start judging your child now. If you do you might put too much pressure on your child just at the wrong time. There's a long way to go, a lot to learn and plenty of time to do it in!

4. Everyone else's child seems more grown up

Children develop at different rates physically and mentally. Children who one year seem to be way ahead can slip behind. The children who are good at sports one year might find the benefit of additional height or speed suddenly deserts them as everyone else has a growing spurt.

Don't judge your child against everyone else. There tends to be a lot of that later in life - there is no need to do it before your child has even started school.

GETTING YOUR CHILD READY TO START SCHOOL

As your child gets ready for school - three important things to do

1. Give your child confidence

A child who feels confident about going to school will do better than a child who feels nervous. You want your child to go to school thinking that this is going to be a wonderful thing to do, and to feel happy about the adventure.

How to give your child confidence about going to school

Children get confidence about going to school if they hear good things about school life.

If you tell your child “You are really going to enjoy school” then your child will probably believe you. If, in a moment of exasperation, you mutter “You’re going to do really badly at school if you carry on like this,” then your child will start losing confidence.

It is much easier to be positive if the child in question is your eldest child, or an only child in your family. Watch out though if you have an older child who can’t resist a little bit of scaremongering about what goes on at school.

You should try and deal with this. Reassure the younger child. Tell your child that this is typical of older children - they always make up tales to frighten brothers or sisters. Talk with the older brother or sister and explain just why what they are doing is so unhelpful!

You will probably have already visited the school with your child. If not, why not arrange a brief trip round the school, just to show that it is not a scary place at all.

2. Make sure your child can build relationships

Being at school is about being with other people. That means other children of the same age, older children, and of course adults in the shape of teachers and support staff.

How to help your child build relationships

Starting school for the first time means coming face to face with a large group of unknown children. It can be a frightening experience. For this reason it is helpful to let your child meet and get to know as many other children as possible before coming to school.

As children do get to know each other they have to learn how to relate - and this can be a painful and difficult business. But children are great natural learners. You will often want to help your child behave properly with other children. You will want to stop fights, encourage sharing, stop bullying, help the children play with each other, and stop them breaking things. But whenever possible you should also try and let the children just get on with each other - that is how they learn best what other children are like.

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3. The practicalities of life

Dressing

After a games lesson children should be able to get dressed by themselves. If you encourage your child to get dressed in the morning with the minimum of assistance this can help enormously. Also if you make sure that the clothes selected for school are ones that are easy to get on and off, this too makes life much easier for your child.

Shoes - Some shoes are much harder to do up than others. It is much better for your child to have shoes that are easy to do up.

Coats - Coats too need to be done up and the easier this is, the better it is for your child.

Labelling

Remember that everything taken to school should be labelled and named.

Toilet Training

Children coming to school should be able to go to the toilet alone, and wash their hands themselves afterwards.

Nose Blowing

Children should be able to get out a tissue and blow their own nose.

Eating Lunch

By the age of 4 your child should be able to eat lunch without help.

Sharing

Children aged 4 should have a clear idea about sharing and be able to share and take turns with suitable adult supervision.

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MOVING TO SECONDARY SCHOOL

Children are encouraged to continue their Catholic education at Blessed Hugh Faringdon Catholic Comprehensive School in Reading. Liaison staff from Blessed Hugh Faringdon visit on a regular basis and pupils from St. Paul's accept invitations to participate in a variety of activities provided by Blessed Hugh Faringdon School.

FINALLY

If at any time parents have any queries or concerns about any aspect of school life, they should be directed in the first instance to the class teacher who is usually able to reassure parents and resolve any concerns swiftly.

We believe that St. Paul's is the most wonderful school where your child will flourish – a fact verified in our last Ofsted report!

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TERM DATES 2016/2017

Autumn Term

INSET DAY	5 th September 2016
Pupil Term Starts	6 th September 2016
INSET DAY	21 st October 2016
Half Term	24 th October – 28 th October 2016
Term Ends	21 st December 2016

Spring Term

INSET DAY	4 th January 2017
Pupil Term Starts	5 th January 2017
Half Term	13 th – 17 th February 2017
Term Ends	6 th April 2017
INSET DAY	7 th April 2017

Summer Term

Pupil Term Starts	24 th April 2017
Bank Holiday	1 st May 2017
Half Term	29 th May – 2 nd June 2017
INSET DAY	5 th June 2017
Term Ends	21 st July 2017

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STAFF 2015/2016

Headteacher	Mrs. N. Oster	
Deputy Head	Mrs. B. Canning	
Early Years	Mrs. P. Woolnough	
Early Years	Mrs. A. Wright	
St. Andrew	Miss A. Todd	
St. James	Mrs. R. Chambers	
St. John	Mrs. S. McEvoy/Mrs. McKie	
St. Philip	Ms. M. Corsten	
St. Matthew	Mr. N. Murray	
St. Thomas	Mrs G. Stagg	
St. Batholomew	Miss S. Lamport	
St. Simon	Mrs. D. Snape	
St. Jude	Ms. L. Sheppard	
SEN Co-ordinator	Miss P. Hoare	
School Buisness Manager	Mrs. J. Madhurapantula	
Finance Officer	Mrs. C. Mckenzie	
S.I.M.S. Administrator	Mrs. I. Karabin	
Office Administrator	Mrs. J. Lovekin	
ICT Technician	Mr. F. Lozano	
Support staff & Lunchtime Controllers	Mrs. M. Barry	Mrs. H. Knotts
	Mrs. V. Beal	Mrs. J. Laleye
	Mrs. K. Campbell	Mrs. F. Lee
	Mrs. A. Carroll	Mrs. T. Lyng
	Ms. N. Dixon	Mrs. A. Maramreddy
	Ms. A. Dodson	Mrs. W. Marshall
	Mrs. C. Giles	Mrs. C. O'Connell
	Mrs. L. Gingell	Ms. M. Ruata
	Mrs. C. Hughes	Mrs. C. Shoefield
	Mrs. S. Jain	Mrs. K. Statham Beard
	Mrs. D. Josif	Mr. C. Steepe
		Mrs. L. West