

Saint Teresa's R.C. Primary School

PARENTS' HANDBOOK



Everything You Need To Know

Saint Teresa's R.C.P.

Redcar Road

Little Lever

Bolton

BL3 1EN

01204 333163



Doing small things with great love

SAINT TERESA'S SCHOOL

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ABSENCES

Attendance:

Classroom doors will be open at 8.40 a.m and school begins at 8.45 am. Children arriving late will have to come via the office and sign in.

The school day finishes at 3.15 p.m. Please be prompt collecting your child.

If you are delayed, or someone different is collecting your child please contact school so we can ensure your child is safe.



Sickness / Arriving Late:

If your child is absent due to sickness we require a phone call in the morning on the day of absence. If we do not receive an explanation then the absence will be recorded as an *unauthorised* absence.

If you arrive late to school (doors close at 8:50), please sign your child in via the online screen in the foyer. Arrival after the register closes also results in an *unauthorised* mark.



Holidays:

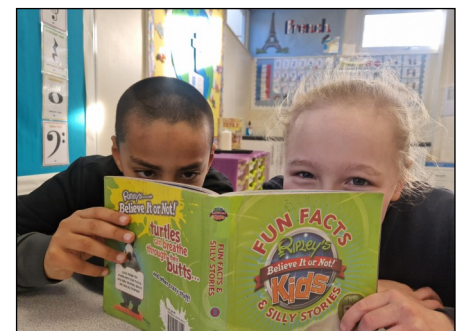
Holidays should be taken within the school holidays. There are only 190 days in school each year.

Due to changes in legislation, Head teachers are no longer able to authorise any absence for family holidays taken during the school term. If your child has more than 10 unauthorised absences (5 days) the early intervention team will get involved and fines may be issued.



Register Checks:

The Early Interventions team makes monthly checks on our registers. We are also supported by Jo Davies, the Trust's attendance officer. They follow up consistent lates and patterns unauthorised absences or sporadic days off. Parents may be invited in to supportive meetings. In extreme cases parents could be taken to court.



CATERING

Healthy Snacks:

The school operates a 'healthy Snack' system at break times. Suitable snacks are: fruit, raw vegetables, yoghurt or cheese. The less processed the better!

There is also fruit available in class.



Dinners:

The children's school dinners are made on site, by our school cook. They are served on a cafeteria system, enabling the children to exercise some choice. Currently, school dinners are free to all infant children.

Children may prefer to bring their own sandwiches.



Money:

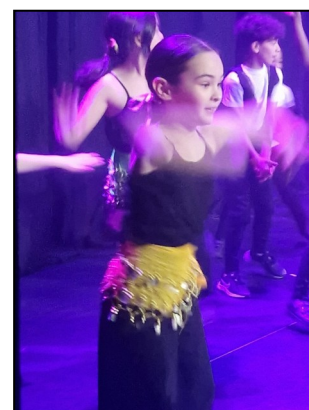
Payments for dinners and trips etc can all be made via the ARBOR APP. If you need to send cash, dinner Money is collected in on Mondays only (or on the first day back after a holiday). It should be sent into school in a clearly marked envelope, bearing your child's name, class and the amount of money enclosed. Infant school meals are free, subsidised by the Council. Any other monies (eg for school trips) should come into school in a separate and clearly marked envelope.



Drinks:

Children need a named water bottle in school to help keep them hydrated. Please **only put water** in and no fruit juice.

The children will also get a drink of juice/ water / milk with their lunch and all Reception children will also be offered milk in the afternoon.



COMMUNICATION

Newsletter:

Every fortnight, you will receive the school newsletter electronically via a link through the ARBOR APP. It gives information about the events that are happening in school and updates you on projects, news etc and photographs from the week. It can be found on our website and social media too. Please do read it and then you will know everything that is going on!



Worries:

If you have any problems or concerns the teachers are always available to speak to you. Of course between 8.40 a.m. and 3.15 p.m. they are in class teaching, but before and after that time they will be happy to speak to you. More serious matters can be addressed through Mrs Willis. Please do not worry that a matter is too trivial, if it concerns you it concerns us.



Reading Records:

The reading record books are a system we have in place to co-ordinate the reading that is done between school and home. It is an opportunity for both parents and teachers to share notes about a child's progress. It is important that children practice regularly and a teacher is able to take home practice into account if there is an accurate record of it.

This will travel every day between home and school with the reading book in your child's reading folder.



Events:

There are many events which take place in school that allow both parents and staff to communicate in both formal and informal ways e.g. parents days, assemblies and so on and build a strong partnership to help the children! Please do your best to attend them. We enjoy meeting you and it shows the children we are working together. Details of such events will always be on the newsletter. We absolutely understand that parents also have work commitments.



HEALTH AND SAFETY

Safeguarding:

Safeguarding is everyone's responsibility and ensuring our children are safe and happy is at the heart of what we do. St Teresa's is committed to providing a safe and secure environment for all children, staff and visitors. In addition, we promote an ethos where children and adults feel confident about sharing their concerns about their own safety or the well being of others. We will work closely with families and other agencies where necessary. We also work with the police through 'Operation Encompass'.

Our Safeguarding lead is Mrs Willis. Our Deputy is Mrs Winder and all staff are regularly trained and refreshed in safeguarding practices and policies.



Physical Education:

Children need to have a suitable P.E. kit and appropriate footwear. Bare feet are necessary for gymnastic lessons unless there is a medical reason e.g. verrucae. Earrings must be removed by the child or covered over with a plaster. Long hair must be tied back.

Children will come into school in school PE kits, including trainers, on their allocated days. Appropriate PE kits (not bright tracksuits, large logos or football tops) are part of our school uniform.



Health Checks:

Occasionally the school nurses carry out routine checks such as sight checks. You will be informed before they come into school. However, if a teacher suspects a child may be having a problem they will speak to you personally and may suggest further action e.g. a hearing test.

From time to time you may discover your child has head lice. Do not be concerned it is a common, if tiresome, problem. The best way to limit head lice in schools is for parents to carry out regular checks on their child's hair. We ask that children with long hair have it neatly tied back.



Illness:

If your child is taken sick during the day the staff will make contact with you using the telephone numbers you have supplied. It is very important you give us at least two numbers.

If we are unable to contact you we will phone other contact numbers you may have left and make your child as comfortable as possible whilst they wait. If your child has vomiting/diarrhea, you must keep them at home for 48 hours after their last bout of sickness.



MEDICAL

Medical Information:

If your child has special medical requirements e.g. nut allergy or suffers from asthma, epilepsy, diabetes or eczema etc. please make sure that we have been informed.

When your child moves into a new class the teacher would appreciate it if you had a chat about your child's condition. Please make sure we know if your child has a hearing or sight problem so that we can make suitable arrangements in class.

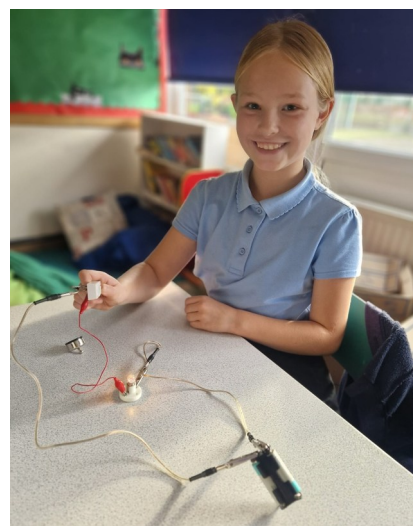


Medicines:

It is obviously dangerous to bring medicines into school and as a general rule, if children are taking medicines they should not be in school.

Any medication required to be given 3 times a day **should be given at home.** We will only give prescribed medicines with a parental permission slip.

However, there are some medications which need to be taken when the child is fit for school e.g. asthma inhalers. Please make sure that the class teacher is aware of the need for medication and that the medicine is handed into the office where you will be asked to fill in a permission slip. All medicines must be clearly labeled and regularly refreshed.



Appointments:

It is important that appointments for dentists, doctors and so on are made outside of school hours wherever possible. We appreciate that this is not always possible.

UNIFORM

Uniform:

Uniform consists of grey pinafore, skirt or grey school trousers/ school shorts.

White/blue polo shirt

Navy sweatshirt/cardigan with school logo

In the summer, a blue gingham dress can also be worn.

Shoes appropriate for outdoors.

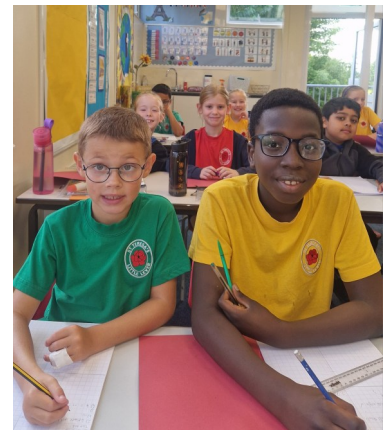


P.E. kit:

T-shirt in child's house colour (red, blue, yellow or green – please check).

black/navy shorts , **plain** navy or black tracksuit (no big logos)

Trainers for outdoors. Please ensure your child can fasten the shoes themselves if they need to take them off for gymnastics.



Additional items

Your child will also need a pair of wellies (named) for playing in the outside area whilst in Class One.

We will also request they wear a sunhat when the weather is warm.

Spare socks are also always welcome!



Labels:

It is very important that you ensure your child's name is in everything that belongs to them.

As you can imagine, it is a nightmare trying to find a lost sweatshirt when there is a class full of size 28" sweatshirts with no names in.



MISCELLANEOUS

Jewellery:

We do not allow children to wear jewellery in school, with the exception of stud earrings (the child must be able to remove and replace these for themselves) and watches. There must be no jewellery worn during P.E. lessons.



Car Parking:

Parents are requested to park on the church car park before and after school. Please bring your child onto the school grounds to ensure their safe arrival and wait with them until the doors open.

Please do not cut through the carpark, but the path which runs alongside school.

For very obvious safety reasons parents are asked:

Not to use the school car park.

Not to drop children off on the road opposite school.

Not to expect children to run to their classroom from the carpark alone.



House System:

All our children are allocated to one of four 'Houses'.

They meet regularly. This system allows us to offer rewards and sanctions, involve the children in matters that concern them, hold inter house activities and provide a network of peer support. Our houses are named after saints:

Saint Catherine of Siena — Red

Saint Frances Cabrini — Green

Saint Martin de Porres —Yellow

Saint Oscar Romero — Blue

