

St. Paulinus Catholic Primary School

Inspiring all to live, learn and love in the light of Jesus.

"I am the light of the world; whoever follows me will never walk in darkness but will have the light of life."

cf John 8:12



8th September, 2017

Dear Parents / Carers

NEW TERM : 2017 - 2018

I hope you enjoyed the summer holidays and are ready for the new academic year. It was lovely to see the children return this week looking very smart and with plenty of smiles. We particularly look forward to welcoming our new children and families who will be joining us for the first time in Reception next week.

Home / School Agreement

Our aim is to educate and nurture your child and inspire them to reach their full potential whilst at St. Paulinus. We believe that this is best achieved by working in co-operation with parents and carers across the school community. As such, the School staff and Governors are constantly working together to review, and where appropriate, improve our policies, practices and procedures.

Following a review of policies, it has been decided to update our Home/School Agreement and to give this important document a much greater emphasis in the life of our school. Attached is a copy of our Home/School Agreement. This document is being shared at the beginning of the year so that you are aware of it and we want to raise its prominence and meaning. Please take the time to read this for yourself and with your child; your signed agreement should then be returned to the school.

We believe it is important to recommit our intentions of working together with families. We are fully committed to involving parents and carers in our work, and equally, acknowledge the essential role that parents / carers have in their child's education. However, it must be stressed that in order to support a peaceful and safe school environment the school does not tolerate any disruptive behaviour because it interferes or threatens to interfere with the operation of the school. The sort of behaviour we refer to is: loud or offensive language; swearing; displaying temper or threatening to do harm to a member of our school family including school staff, governors, visitors, parents/carers or pupils. If such behaviours occurs directly or indirectly through social media and other electronic communications, the School may contact the appropriate authorities and, if necessary, warn and/or bar the offending person from entering school grounds.

I hope this explanation and the attached document clarifies all roles in our Home/School Agreement. I must stress that we aim to fulfil this ambition by working collaboratively with families, parents/carers and child, to foster and nurture encouraging relationships across the school community. This can be achieved through good communication and mutual trust and respect. By agreeing to work together in such a manner and abiding by the aims of the agreement we will develop an active and positive partnership with families at our school so that it continues to be recognised as a strength of the school and will further develop the entire school community.

Reminders

- School starts at 08:45 for all children from Early Years to Year 6. Members of staff are on duty from 08:30 to ensure the children are safe, to offer additional support within the school environment. A number of children are arriving late, after 08:45 ; this is not a good start to the day for your child. Please do ensure that they arrive on time. Letters will be sent out to the families that continue to arrive late.

- There is a **‘Welcome Celebration Open Evening’** on Tuesday, 12th September, 3:10 – 4:30, inviting parents to come and look at your child’s new classroom and have the chance to meet your child’s teacher.
- As a reminder **Half Term** is from Monday, 23rd October returning on Monday, 30th October.
- Tempest will be in school on Monday, 30th October to take both class and individual photographs of the children. Unfortunately, there **will not** be the opportunity for family groups to be taken.
- We will be holding **Parent Consultation evenings** on Tuesday, 7th and Wednesday, 8th November to share their success. Further details will be available soon.
- We break up for **Christmas** on Thursday 21st December returning to school on Monday, 8th January, 2018.

New Members of Staff

A warm welcome to our new teachers who have joined St. Paulinus this term : Miss Hannah Benyon (4B) and Miss Bethany Goodall (1G) and our new ETAs Mrs. Cary McGee and Miss Hayley Ambler. We also welcome two new members joining our lunchtime supervisor team: Mrs. Louise Pearson and Mrs. Sarah Davies. We also have two students Miss Catherine O’Shea and Mr. Ryan White who will be working in Year 2 and Year 6 this academic year.

Medical Appointments

Please note that if your child has a medical appointment first thing in the morning and you get them into school by 09:30 they will still get an attendance mark. Any later than this then they will receive an absence mark. Please try to arrange medical appointments after school if possible. A medical appointment card or letter must be handed to Mrs. Watt in these cases.

Medical Issues

We also need to be kept up-to-date with any medical issues that may well affect your child, eg. asthma, hay fever or allergy. Please see additional letter regarding this. It is essential that we are aware of ALL medical conditions from which a child suffers, no matter how minor these conditions may seem.



There is a system in school which allows children to attend school whilst taking prescribed anti-biotics. No other medicines can be sent in unless authorised by myself.

Safeguarding of Children

At St. Paulinus we are focused on keeping your children safe throughout the day, as such visitors and parents will not be allowed to enter school to see members of staff during the school day. An appointment can be made through Mrs. Watt at reception for a time to see the member of staff outside of the school day.



And due to fire safety regulations at no time should a parent enter the building and walk through school to access reception. Please walk around the school. Thank you.

Please could you ensure that while on school premises you use the paths for your family’s safety.

Cost of Dinners

Please note that the NEW COST of a school dinner is £2.12, therefore the cost per week is £10.60. Can you please pay for school dinners on ParentPay and keep your account in

credit. Reminders will be sent for accounts in debt and pupils will have to bring a packed lunch if their debt is not paid.

Key Stage I children are entitled to a universal free meal provided by Kirklees.

If your child is entitled to Free School Meals (FSM), please ensure that your application is up-to-date. This is very important for you to do.

Temple Road School Crossing Patrol

Unfortunately the School Crossing Patrol service ended at the last school term. Kirklees are currently in the process of trying to recruit someone for this position.



Temple Road Parking

Please be advised of the times which were put in place 3 years ago. This is to ensure the safety of the children at school start and finishing times. There are parking signs on Temple Road, indicating the times you are allowed to park. You may not stop on the yellow lines (straight or zigzag) anytime between the hours of 8:00 - 9:30 am and 2:30 - 4:00 pm.



As a reminder, in order to facilitate these arrangements, a Kirklees van will be driving around and photographs will be taken of parked cars within the 'no parking' zone area, and within a few days the owners of these cars will receive a fine.

The 'drop and go' continues to be monitored and is there to drop children off and then the driver of the vehicle to drive away.

School Buses

Further information is available from Lyles on 01924 464771 (Thornhill, Shawcross and Mirfield). Timetables available from the school reception.



Telephone Numbers / Address

Please inform the office of any change in telephone numbers and addresses. It is extremely important that we have the correct information just in case of any unforeseen emergency. This applies also to your relatives who may be on your contact form.



Mobile Phones

Due to our Safeguarding Policy mobile phones are **not** allowed in school; if you need to contact your child for any reason, the quickest way is to telephone the school and the message will be passed on.

Any mobile phones brought into school must be placed in an envelope and signed in with Mrs. Berry, and then signed out at the end of the school day. School will not accept any responsibility for mobile phones being lost or damaged in any way. Nor can I ask my members of staff to take responsibility for them in their classrooms.

If any phones are found in cloakrooms, pockets, etc., they will then be confiscated and parents will be asked to collect them from the office.

Musical Instruments

If you would like your child to learn to play a musical instrument, teachers come into school from Kirklees Music School (KMS) to teach most instruments except the piano, although you can have keyboard lessons. Application forms are available via the School. The cost is approximately £75.00 per term payable to KMS; and forms are available from the school office.

The school introduced a new brass class last year, which will continue to be taken by Mrs. Greenwell and Mrs. Hirst.

Governing Body

This meets regularly throughout the course of the year. If you wish to get in contact with them this can be done through Leslie Senior-Watson- the parent governor or Fr. John Aveyard – the Chair. You may leave a note or message at reception.

Admissions

Nursery Applications - If you have a child born between 1st September 2014 and 31st August 2015 and would like to apply for part-time nursery place here at St. Paulinus, please call into school for an application form as well as a copy of the Nursery Admissions Policy. The application window is 1st September 2017 to the 15th January 2018.

Primary Applications - If you have a child born between 1st September 2013 and 31st August 2014, and would like to apply for a reception place in September 2018, please apply online at : <http://www.kirklees.gov.uk/beta/admissions/apply-primary-school-place.aspx>

The application into St. Paulinus is a 2-part application, to ensure your child receives the correct over subscription criteria you MUST complete a SIF form from school and complete and return this before the 15th January 2018. The application window is 1st September 2017 to the 15th January 2018.

Secondary School Applications - If your child is in Year 6, then you need to apply for a high school place between the dates of 1st September 2017 and 31st October 2017. If you are applying for St. John Fishers you will need to complete a supplementary form on line at : <http://www.kirklees.gov.uk/beta/admissions/apply-secondary-school-place.aspx>

If you have any questions regarding Admissions, please contact Mrs. Berry.

Uniform

Before the term really does get underway, may I remind you of the schools uniform code and say thank you to you all for the smart appearance of your children :-

Boys

- Grey trousers or shorts
- Pale blue shirt
- Grey pullover or sweatshirt
- Grey socks
- School tie (optional)
- Pale blue polo shirt
- Sensible black shoes - not trainers!

Girls

- Grey trousers, grey skirt or pinafore dress
- Pale blue shirt or blouse
- Grey cardigan or sweatshirt
- White or grey socks
- School tie (optional)
- Pale blue polo shirt
- Blue & white checked dress (summer)
- Sensible flat black shoes - not trainers!

Year 4 – for swimming, the girls require a one-piece swimming costume and swimming cap and the boys require fitted swimming trunks and a swimming cap. Loose shorts are not acceptable. Don't forget a towel. Goggles are allowed to be worn with a medical note.

P.E. Kit : Blue (or dark coloured) shorts, White T-shirt, appropriate footwear: Plimsolls for indoor use for KSI / Trainers for outdoor use for KSII. Dark coloured jogging trousers (optional) for winter months.

- *Rawcliffes, Dewsbury and The Uniform Shop, Batley are our main uniform suppliers.*

Celebration Assemblies

Every fortnight children will attend a celebration assembly where they will be given merit awards, handwriting certificates and attendance certificates from myself. All parents are welcome to attend these assemblies every week regardless of whether their child receives a certificate or not. If your child will be receiving an award / certificate, parents will be invited to attend by GroupCall message.

Autumn 1 Celebration Assembly dates :

- Thursday 21st September 2:40 pm KSI
- Thursday 28th September 2:40 pm KSII
- Thursday 5th October 2:40 pm KSI
- Thursday 12th October 2:40 pm KSII

Class Assembly Dates

Here is a list of assemblies for your attention for the Autumn term. You are most welcome to attend your child's assembly on the set date :

29 th September	Year 6	6 th October	Year 3
13 th October	Year 5	20 th October	Year 1
10 th November	Year 4	17 th November	Year 2



On **Thursday, 19th October**, there is a Harvest assembly for the whole school. This will take place at : 9:30 am for EY and KSI / 2:15 pm KSII. All parents / carers are welcome to attend (details to follow).

Child Reading Photos

Also a big thank you to parents who have sent photos in of their child reading in lots of fun and exciting places over the summer for our display board. You can still print your photos and bring them to school to be passed onto Miss Naylor, or you can e-mail them to the school office at office@stpaulinus.org and we will print them out for you.



If your child is missing a soft cuddly toy – one was found outside KSI playground Monday morning, then please contact Miss Parnaby so that your child can be reunited with this item.

Thank you for your continued support. I look forward to seeing you around school.

Rd'Arcy

Headteacher: ROXANNE d'ARCY, BA Hons

TEMPLE ROAD, DEWSBURY, WEST YORKSHIRE WF13 3QE

Tel: (01924) 488282

E-mail: office@stpaulinus.org

Website: www.stpaulinuscps.org.uk

DIOCESE OF LEEDS - KIRKLEES L.E.A.

"Pupils' continue to be well cared for and expectations of behaviour remain high"
OFSTED January 2017



St Paulinus Catholic Primary School

"Inspiring all to live, learn and love in the light of Jesus"

(I am the light of the world; whoever follows me will never walk in darkness but will have the light of life." cf John 8:12)

Home – School Agreement

Signed Date
Headteacher

Policy reviewed by Subject Managers : Mrs. Roxanne d’Arcy
Policy updated by : Miss E. Sinclair, September 2017
Policy review date : September 2020



Home – School Agreement

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Home – School Agreement

Mission Statement

"Inspiring all to live, learn and love in the light of Jesus"

"I am the light of the world; whoever follows me will never walk in darkness but will have the light of life." *cf* John 8:12

Introduction

We believe St. Paulinus Catholic Primary School is a distinctive, inspiring and exciting place where children, parents, staff, governors and our community work together to provide a curriculum and learning environment that ensures every child achieves and makes the most of their talents given to them by God. By choosing to send your son/daughter to our school we have become your partners in the education and well-being of your child.

The purpose of this Home-School agreement is to give our Mission Statement a real context, whereby you as parents/carers, we as educators and your child as a pupil fully understand the purpose and respective responsibilities involved in being a member of our school community.

The school will ensure that:

- We care for your child's safety and happiness.
- We will treat each child as an individual and with respect.
- We will provide your child with an education rooted in our Catholic ethos and core values.
- Your child achieves their full potential as a valued member of the school community.
- We provide a balanced curriculum and meet the individual needs of your child.
- We achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility.
- We will be open and welcoming at all times and offer opportunities for you to become involved in the daily life of the school.
- We will celebrate your child's gifts and talents inside and outside of school.
- We will keep you informed of your child's progress and what you can do to support their learning at home.

**The Parent/Carers:**

- I/We will make sure my child attends school punctually each day.
- I/We will inform the school on the first day of any absence before 9:30 am.
- I/We will ensure that regular, planned, expected medical appointments are made out of school time.
- I/We will ensure that family holidays are booked during school holidays. EXCEPTIONAL circumstances should be discussed with the Headteacher following the completion of the holiday request letter.
- I/We will attend parents' consultation meetings and discussions on my child's progress.
- I/We will make every effort to attend pastoral and curriculum meetings to support my child at home. e.g. Reading meetings, transition meetings, maths workshops etc.
- I/We will support my child with their homework, handing homework in on time.
- I/We will make sure that my child is properly presented for school by ensuring:
 - my child is wearing the correct uniform (labelled)
 - my child has an appropriate hairstyle (NO shaved tramlines / patterns or colouring, undercuts or half shaved hairstyles)
 - my child is not wearing make-up or jewellery to school (stud earrings are acceptable but should not be worn in school during the day they have PE lessons/swimming)
- I/We will support the school's relationships policy ensuring that pupils, staff and property are properly respected.
- I/We will keep the school informed of anything relevant that will affect my child in school.
- I/We will discuss any concerns or issues with school staff about my child with courtesy.
- I/We will not approach other people's children to discuss matters involving my child.
- I/We will model a positive attitude towards education and the school and use discretion when discussing issues or grievances in front of children and other parents, as these may have a negative effect on their outlook.
- I/We will encourage our child to participate and support the faith of the School.



The pupil: I will:

- Be polite, respectful and helpful to others.
- Model our school's core values every day.
- Keep the school rules.
- Attend school regularly and on time.
- Wear the school uniform and be tidy in appearance.
- Always do my best.
- Come prepared for lessons, eg. By having the correct PE kit, homework etc.



Mobile Phones

Due to security and safety reasons, mobile phones are not allowed on school premises. Should you need to contact your child for any reason, the quickest way is to telephone school and the message will be passed on. If any phones are found in the cloakrooms, pockets, etc., they will be confiscated and parents will be asked to collect them from the office.

Alternatively, a pupil or parent / carer can sign in a phone with the school office which can be collected and signed out at the end of the school day. If you are unable to sign the phone in, then a letter should be written to the Headteacher stating the reasons why your child is bringing a phone to school. The letter will be kept with the child's phone.

E-Safety

Internet safety and being aware of the dangers present when using the internet is of paramount importance for our children. We all need to work together to ensure that our children are able to use the internet safely.

The SCHOOL will:

- Promote e-safety through the curriculum, assemblies and e-safety days / weeks.
- Provide safe search engines for children to use in school and from home.
- Inform parents of any concerns we have regarding e-safety.
- Monitor any incidents relating to e-safety.

The FAMILY will:

- Be aware of their social responsibilities with regard to using the internet and related technologies, including treating others with respect.
- Promote e-safety at home.
- Be mindful of social networking and be aware that many sites such as 'Facebook', are not intended for children under the age of 13.

The CHILD will:

- Listen to and follow advice provided for their own safety when using the internet.
- Report any worries regarding e-safety to their parents and to the school.



Photographs

There have been rapid changes in the technology of image reproduction. Taking and publishing pictures are now easy and it can be difficult for schools to monitor and control images of children.

St. Paulinus Catholic Primary School has a duty to provide a safe environment for pupils at school. While we are aware of the risks of image misuse, we believe that the school needs to balance this against the positive value of professional, high quality images of pupils in celebrating and promoting the school as an enjoyable, colourful and vibrant place to learn. Good pictures of the school and its children can help in putting the school at the heart of the local community and enhance its reputation.

The SCHOOL will:

- Take photographs and videos of children for assessment and display purposes in school.
- Use photographs and video footage on the school website and in publications.
- Limit parent's photography and video filming to designated areas.
- Ensure that children who should not be photographed, for example, those children whose parents have refused consent, are not included in any images.

The Parent/Carers will:

- Either give/not give permission for their child's photograph to be taken.
- Contact school if they do not give permission for photographs or video footage of their child to be used in publications or on the school website.
- Only take images of their child participating in school activities for family and personal use.
- Not place images of their child participating in school activities on any public or social media sites.

The CHILD will:

- Smile for the camera!

We would like to take this opportunity to thank you for your continuing support.

Could you please sign both copies of the back sheet and RETURN ONE COPY TO SCHOOL ASAP. Thank you.



Please sign both copies and RETURN ONE COPY TO SCHOOL ASAP

Home – School Agreement

Including : Mobile Phones, E–Safety & Photographs

I/We the parent/carer of declare that I/we have read the Home-School Agreement and are committed to upholding the principles outlined in it.

I/We will pay particular attention to my/our responsibilities as parents/carers.

PARENTS COPY

Headteacher : Roxanne d'Arcy

Date :

Signature : *Rd'Arcy*

September 2017

Parent's Name :

Date :

Signature :

.....

Pupil's Name :

Date :

Signature :

.....



Please sign both copies and RETURN ONE COPY TO SCHOOL ASAP

Home – School Agreement

Including : Mobile Phones, E-Safety & Photographs

I/We the parent/carer of declare that I/we have read the Home-School Agreement and are committed to upholding the principles outlined in it.

I/We will pay particular attention to my/our responsibilities as parents/carers.

SCHOOL'S COPY

Headteacher : Roxanne d'Arcy

Date :

Signature : *Rd'Arcy*

September 2017

Parent's Name :

Date :

Signature :

.....

Pupil's Name :

Date :

Signature :

.....