

**English Martyrs Catholic Primary School
Reading**

Welcome to our School

ACADEMIC YEAR 2018-19



'Nurturing a relationship with Jesus Christ'

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Welcome

A warm welcome to our school community! We hope you and your child will have a long and happy association with us. We trust this booklet will help you to understand the routines of our school.

The School Day

Children can arrive in their classroom between 8.30am and 8.40am

Morning Session KS1 - 8.40am - 12.15pm

Morning Session KS2 - 8.40am - 12.30pm

Afternoon Session KS1 - 1.15pm - 3.05pm

Afternoon Session KS2 - 1.30pm - 3.10pm

For the first few days, please bring your child into class and show them how to hang up their coat and get them used to our routine. After that, please say goodbye to them at the classroom door.

Please note that the playground gate is closed and locked at 8.45am by our Site Controller Mr Steven Theobald. The pedestrian gate is closed at 9.00am; if you arrive after this time press the button for 'School' and the office staff will answer and then allow you to push the gate open.

The Site Controller will open the main pedestrian gate at 2.45pm and the playground gate at 3.00pm for you to walk round to your child's classroom door. The class teacher will send your child out to you. In the event that you are delayed in collecting your child, please inform the school office as soon as possible. If someone else is collecting your child, please ensure that you inform their class teacher. After 3.30pm the main gates are locked and you will need to press the button for 'School' and the office staff will answer and then allow you to push the gate open. From 4.00pm press ASC (After School Club) for access.

Morning Break

Children are entitled to a free carton of milk until their 5th birthday. Children may bring a bottle of water. All KS1 children will be provided with free fruit at morning break.

Lunch Break

Lunchtime Supervisor - Mrs Connolly

Your child may bring a packed lunch or order a school meal. All KS1 children (Reception, Year 1-2) will automatically be eligible for Free School Meals. If your child is entitled to pupil premium funding, please complete the Pupil Premium and Free School Meal Application Form. KS2 children (Year 3-6) must pay, unless eligible for Free School Meals. Meals must be paid and ordered in advance using 'Parent Pay'. You will be provided with a login once your child starts school. The deadline for ordering a meal each day is 9.00am.

Lunch boxes should be clearly labelled with your child's name and must be of a regular shape for easy storage. Please include a drink. The school has a no nut policy.

If you have any dietary concerns for your child please contact us.

Car Parking

In the morning you may drive into the car park to drop children off but not to park. Please park carefully in Dee Road so that you do not cause any inconvenience to our neighbours. The office may issue parking permits to people with disabilities.

Please do not park in the school car park - this is reserved for staff only.

Enquiries

Office Manager - Mrs Ann Lennon
Administrative Assistant - Miss Juliet Lyons
School Business Manager - Mrs Caroline Fraser
Finance/Admin Assistant - Mrs Beverley Booker

The office is open from 8.30am until 4.00pm daily. Please telephone between these hours.

Weekly Newsletter

The office will email the letter weekly on a Friday afternoon and the letter is also uploaded to our school website:
www.englishmartyrs.reading.sch.uk

Uniform

Green Jumpers / Cardigans, please see Appendix 3 for further information.

Red Reading Bags for EYFS and KS1
Blue Document Case Bags for KS2

Reception children receive their first tie in a special worship.

Please make sure that all uniform is labelled. Lost property boxes are kept in corridors around the school.

Your child's P.E. kit should be kept in a labelled drawstring bag and left on the child's peg. Please label the outside of P.E. garments.

Please provide a painting apron, which is labelled with your child's name in a prominent place.

Medicines/Illness/Accidents *(The School Medical Policy is available on the school website)*

First Aider - Mrs Connolly
Community School Nurse - Monika Mann

We do not dispense medicines to the children unless a doctor prescribes them and a consent form, available from the office, has been completed. If children require medication it is usually better to keep them at home. It is recommended that if a child has vomited they should be kept at home for at least 48 hours after the last bout of sickness.

If your child feels ill whilst at school we will take their temperature and keep them under observation. If they continue to feel unwell or have been vomiting, we will contact you.

We will make every effort to notify you by telephone if your child bumps his/her head. If we cannot contact you, the class teacher will speak with you when you pick up your child.

Please ensure that we have an up to date contact number for emergencies.

If your child has a hospital/dental appointment during school time please ensure that your child's teacher is informed in advance.

N.B. Children are not allowed to leave the premises during the school day unless they are accompanied by an adult.

The school nurse visits regularly to carry out routine health checks and to promote health education.

Like most schools, from time to time we have a problem with head lice. Bug busting combs, used regularly on wet conditioned hair, are very useful for prevention and cure. If you need to use medication, ask the chemist/doctor for the recommended treatment. Please inform us if your child has head lice so that we can let other parents know of the need to be vigilant. In this way we may help to prevent head lice spreading to other children.

The school nurse will be able to give you advice. Parents have found that putting detangling spray on hair in the mornings is beneficial.

Attendance

Regular attendance at school is crucial to your child's progress and learning. Please avoid keeping him/her off school except through illness.

Holidays taken without permission in term time, will be unauthorised. Days off for whatever reason **except illness/hospital appointments/compassionate** circumstances will also be marked as unauthorised if the school has not received a letter.

Please telephone the school on 0118 937 5466 or 0118 937 5468 between 8.30am and 9.15am if your child is unable to attend school. A letter must be sent to your child's teacher when he/she returns to school.

Please make every effort to ensure that your child is punctual for school. Late arrivals can cause disruption to other children's learning. **If your child arrives after 8.45am he/she will have to enter the school through the main door and give a reason for his/her lateness.** The names of late children are recorded. Children are deemed late if they are not in class by 8.45am. If your child arrives late after 9.00am they will be marked in the register as unauthorised absence.

Homework

We want to promote a partnership of learning between home and school, so from time to time your child will be given tasks to complete with you at home.

In addition, we would like you to read with your child each day and to complete their reading record book each time. Your child should keep his/her reading book in their book bag.

Reports/Parents' Evenings

Annual reports are sent home in the summer term.

Parents' Evenings are held in autumn and spring terms.

If you have any concerns, your child's teacher will be pleased to talk to you at the end of the school day.

Welcome Service

Reception children will receive an invitation to a special 'Welcome Service', where your child will be given his/her red tie and Admission Certificate. You and your family are very welcome to join us on this important occasion.

You will also be asked to sign our Home/School Agreement at this Service, on your child's behalf.

Don't forget to contact the school office if you have any problems

0118 937 5466 or 0118 937 5468

Email: admin@englishmartyrs.reading.sch.uk