
WELCOME



Thank you for applying for a place at St Cuthbert's C of E Academy Infants & Pre-school. We are delighted to be welcoming you and your child/ren into our school community.

At St Cuthbert's Infants & Pre-school we aim to build a good relationship between home and school so that everybody involved can ensure your child/ren gets the best out of their school experience.

Mrs Sheryl Cooper,

Head teacher

THE BEGINNING AND END OF THE SCHOOL DAY

At the beginning of school day, the bell will be rung by a member of staff at 8:40 and then your child's class teacher will come and greet the children on the playground. On wet days, the teachers will usually invite the children in earlier. Please ensure as the child's parent/carer you supervise and stay with your child until the bell goes and the teacher collects them.

Your child's teacher will escort the children in the line into the classroom where they will be supported by the staff to put their water bottle, book bag and coats etc in the correct places. There is no need for you to accompany your child into the school; we find the children settle quicker without parents joining them in the cloak rooms. Plus, there really isn't enough room for everyone in the cloak room or corridors.

If you arrive late and the children have already been taken into class, you will need to sign your child in at the main reception.

The end of the school day is at 3:15. Your child will be let out by their class teacher at their classroom gate/door. They will only be dismissed once the member of staff has seen the designated adult who is collecting your child from school. If there is anyone else who is likely to be picking your child up from school other than yourselves, then please make your child's class teacher aware of this in the morning. If you, on the rare occasion, are going to be late picking up your child then please telephone the school to inform them of this information and/or the arrangements you have put in place for your child to be collected.

BEFORE AND AFTER SCHOOL PROVISION

We offer an extended wrap-around-care service from 8:00 until 5:30 daily.

Breakfast Club can be booked from 8:00am and children will be offered cereal or toast and a drink and some fruit during this time, they will then be taken to their class in time for morning registration, the cost for this session is £4.40

Bookings can be made in our after-school club in one of two sessions, the first session will run from 3:15pm – 4:30pm and the charge for this is £8.25. The second session will run from 3:15pm – 5:30pm and the charge for this will be £14.85. Children are escorted from their class to after school club by a member of staff. Different activities are on offer each day and the children are offered a snack and a drink during their time there. Bookings and payment to be made at least 24 hours in advance via the school office.

Wrap-around care staff dismiss children in the same manner to parents/ carers at their pick up time, as our staff would at the end of a school day, directly to the parent/carer.

CLASS MEETING POINTS: START & END OF SCHOOL DAY

Start of school:

Willow class - line up by the gate on the 'number square'

Beech class- line up by the 'friend zone'

End of school:

Willow class- please wait in front of the picket fence in the front playground

Beech class- please wait in front of the picket fence by the mud kitchen in the front playground

THINGS TO BRING TO SCHOOL ON A DAILY BASIS

- Book bag (for reading books, sound books – please encourage your child to bring every day); Ruck-sacks are not suitable as they do not fit in the drawers provided.
- Water bottle (named and kept in classroom) – taken home each day for refilling and cleaning. Please note that we are a healthy school and we do not permit anything in your child's water bottle apart from water.
- Lunchbox (if required) clearly named and we encourage a healthy lunchbox.
- A clean pair of underwear in case your child has an accident (you can conceal these discretely in the zip pocket of their book bags)
- They need to have wellington boots and wet weather clothing in school everyday as we go outside in all weather – we usually advise that these are kept in school and are clearly named.

USEFUL HINTS

- It is helpful if your child wears clothes that are easy for them to put on and take off, and shoes that do not have laces. Please label all items of clothing with your child's full name, and show your child where their name is on their clothes. Remember there will be up to 30 other sweatshirts/cardigans and 30 other polo shirts that all look very similar!

It is also helpful if your child can:

- Dress and undress themselves
- Use a tissue or handkerchief
- Use a knife and fork (if having school dinners)
- Wash hands and dry carefully
- Share toys and take turns
- Use the toilet independently

SCHOOLS RULES, LEARNING BEHAVIOUR AND SUPPORT AND HOME SCHOOL CONTRACTS

At St Cuthbert's Infants and Pre-school we have only three key rules:

1] To be kind 2] To try your best 3] To take time to think

This means the children are able to remember them and learn throughout the year the complexity of what these big concepts mean. We also directly relate good manners and kindness together as part of our Church of England ethos. In classes we have a '**good to be green**' policy which rewards children for 'starting and maintaining' the 'green' behaviours. This is a positive behaviour strategy designed to allow children to make good and better choices.

Children are all unique and we know *one size does not fit all*; we pride ourselves on having excellent provision to enable all children to make progress in all aspects of learning. We have close contact with professionals and an ELSA trained TA working in school time with children. If behaviours are a concern, parents and carers would be encouraged to work with us and other professionals to meet your child/ren's needs.

COLLECTIVE WORSHIP

As a Church of England school we have Collective Worship both as a whole school and in classes. We are fully inclusive and have a range of topics and provision in place. We are proud of our diverse community and enjoy having a wealth of religious, cultural and other differences represented. This diverse community enriches our school and all our lives.

Collective Worship on a Friday is often an open invite to our whole school community, with parents/carers regularly invited to share in the pupils successes. We sing traditional hymns, as well as whole school singing (whole school singing is non-religious in nature) and say prayers, we have our own school prayer. These activities are not compulsory; we use these moments to respect and value differences. If you have any concerns please talk to us.

Some Collective Worship are led by external agencies, including church and non-church staff. Topics covered in Collective Worship can be; our Christian Values, topical, seasonal, and enrich the curriculum; we have a varied and rich coverage rooted in kindness, charity, achievement, and Christian and British values.

Rewards on a Friday for children on a weekly basis are for:

- Kindness
- Achievement
- Class attendance award and 100% weekly raffle
- Star of the week/ term

We also have a Leavers assembly for Year 2

COMMUNICATION

A monthly newsletter goes home from the Head teacher summarising events which have taken place in school, and also drawing attention to forthcoming events. Reminders of key dates and other useful pieces of information are sent out regularly. Our school website also provides key information;

<https://www.stcuthbertsinfantswells.co.uk/>

Class teachers are the first port of call for information and are an excellent support for parents. You are able to message teachers through our online learning platforms which are currently Tapestry for Reception classes and Class Dojo for our Year 1 and Year 2 classes. We are in the process of moving over to a new communications platform called Bromcom/MCAS (My Child at School) and you will receive further information on this in due course.

SPECIAL EDUCATIONAL NEEDS

Miss Lisa McLaurie is our school SENCO. Please speak to Miss McLaurie about medical plans, school entry plans or any other concerns you may have.

Our experience and knowledge is extensive allowing us to provide first rate support as we liaise effectively with many experts in education, health and other agencies to provide the best possible education for all our pupils.

UNIFORM STOCKISTS & LIST

Our uniform list is on the school website. The stockist for our school uniform displaying our school logo is currently The South West School Wear Shop, in Wells. Non-logo uniform is also available from most supermarkets. The school also provides a stock of pre-loved second-hand school uniform for which we ask for a small donation.

School Uniform Requirements are:

- Black or Grey trousers, skirts or pinafore dresses
- Tailored Black or Grey shorts or red gingham dresses (Summer term only if desired)
- White or Burgundy polo shirts
- Burgundy sweatshirt, jumper, cardigan or fleece
- Black Shoes/Boots
- Grey, black or white socks or tights

P.E Kit

- Black or Grey shorts, jogging bottoms or leggings
- White t-shirt or Burgundy t-shirt

- Grey or Black hoody/sweatshirt
- Black daps or trainers

It would also be useful for children to have wellington boots and waterproof clothing for forest school/outdoor play.

For safety reasons, we please ask that no jewellery is worn in school. Children with pierced ears should only wear one small stud in each ear.

PE AND SPORTS ACTIVITIES

The children will have PE with a specialist once a week and will take part in many other health and fitness activities. We work with a lead coaching agency. This allows for us to have continued review and improvements throughout the year as well as having some really special opportunities.

We like to have special seasonal activities and to look at celebrating key sporting events throughout the year. This culminates with a lovely sports day in the summer.

LUNCHTIME ROUTINE

Children will be eating in our school hall in class groups. They go to the hall with their class teaching assistant. The lead midday supervisor oversees all the health and safety aspects of the menus and ensures every child gets their choices. Toys and activities are provided at playtime and we have a friendship zone for those children who need a buddy.

We encourage and actively teach children to use cutlery, to tidy away, to have good manners, and have nice calm conversations whilst at the lunch tables and this is something we are very proud of.

TOILETING ROUTINES AND EXPECTATIONS

Each reception classroom has toilets right next to them for easy access. We would like children to toilet themselves, but please talk to us if you have any concerns.

ENRICHMENT OPPORTUNITIES

We have many opportunities and we are proud to have very competitive prices for these additional classes.

We offer:

- Ballet, tap and modern dance lessons
- Instrumental Lessons

PARENT/ CARER PERMISSIONS

Your permission will be sought for most events. For photographs, for publicity, for the unusual trips. We ask for general permission to be given for things like local visits such as to the church etc. This allows for us to freely enrich the daily experience without constantly asking you for signatures.

ALLERGIES, HEALTH, FIRST AID AND MEDICINES

Please ensure you have alerted us to any health issues or allergies your child may have and provide us with emergency contact details. In some cases we will recommend a medical plan be in place for your child and this will involve you, and where appropriate, other agencies in this risk assessing process.

All our staff are first aid trained, and we have specific staff further trained in full paediatric first aid. You will always be informed if your child has had a knock or bump during the school day, either by the class teacher or the class teaching assistant and on occasion may find you need to sign our bump book.

We can give antibiotic medicines to children during the school day, but we require you to sign an agreement for us to safely do so.

ATTENDANCE EXPECTATIONS

We have a full and detailed policy for attendance, please see this on our website or ask reception staff for a copy. In brief, regardless of your child's age, once they are on roll we expect them to attend school regularly.

Please call us if they are unwell and cannot attend school on the first day of absence. If we have not heard from you, we will call you. It is imperative we know the children on our roll are safe and therefore, we need to know why they have not arrived for school when we were expecting them. This is part of our safeguarding procedures.

We would hope every child can achieve 97% or above for their attendance to school as less than this can cause for them to fall behind on their learning, become disaffected with school or become school phobic. Always talk to us if you have any concerns.

HOME LEARNING

We will provide weekly home learning that will challenge and stretch your child, but in ways which should be fun and encourage family time together. This home learning really does make an astronomical amount of difference during the course of the reception year, helping children to meet age related mile stones and achieve their Early Learning Goals, but also in being Year 1 ready.

We learn to read using the programme: *Twinkl Phonics*. Guidance and advice is available on our website and from the class teachers. In general, reading with your child regularly and asking them questions about what they have read will help them become school ready and develop a positive perspective on reading.