



St Edmund's Catholic Primary and Nursery School

A to Z Guide To School Life



*Together we
learn and grow
through worship and celebration*



WELCOME



Welcome to our fantastic school!

We hope you will enjoy reading this A-Z guide and find out a little more about what makes St Edmund's such a special place.

St Edmund's Catholic Primary School is a two form entry primary school and nursery in Whitton, Middlesex for children ageing from 3 to 11 years old.

Our highly dedicated staff are constantly striving to ensure the curriculum is challenging, stimulating and enjoyable; equipping each and every one of our children with the skills, knowledge and attributes to thrive at our school and in the world beyond.

Mrs Moreland – Headteacher



ABSENCE:

If your child is absent from school through illness or for any other reason, we ask you to please telephone, email or use the absence form under the parents tab on our website www.st-edmunds.richmond.sch.uk at the start of the absence. This is to avoid any concern that something may have happened to your child on the way to school.

Our duty of care requires us to establish authorised and unauthorised absences: unexplained absences have to be followed up and could result in a referral to the Educational Welfare Officer, if we do not know why.

ACCIDENTS:

Some children are very young when they join the school and whilst toilet trained, may have an occasional accident. Accidents can and do happen. We believe it is vital to maintain children's dignity and build their confidence to secure this development.

Staff will support children who need changing but encourage the child to clean and dress themselves. Wet clothes will be sent home in a plastic bag. We have spare underwear at school, but please put spare labelled underwear in their bag too. If your child borrows school underwear please wash and return it as soon as possible. A positive approach is most successful in reducing accidents in school.

There are several sets of toilets in each Key Stage area of the school and one of the first jobs each year is to show the children where they are!

AFTER SCHOOL CLUBS:

Frejo run an After-School Club until 6pm. Their staff collect the children from our school at 3.10pm and take them to their premises in Kerswell Hall. For further details about the club, please call Ellen on 07518 119924.

As a school we run a range of clubs until 4.15pm. Frejo are very happy to pick children up at 4.15pm to enable children to avail of the wide range of clubs we have on offer.

Our list of clubs are on the website and included in the first newsletter of each term.

ALLERGIES:

On joining our school please complete the medical form. Make sure you include as much detail about your child's allergy or intolerance as possible. It is vital that we are kept informed of any changes and children's medication is in date. We are a nut-free school. Peanut butter, pesto and foods containing nuts are not allowed.

ASSEMBLIES:

We hold a whole school assembly every Monday morning in the school hall, with KS1 & 2 assemblies and choir practice during the week. Covid restrictions haven't stopped us – we are now class based linked together through Zoom.

At the end of Summer term we hold a special assembly for our annual trophy, certificate and attendance awards where we celebrate a range of children's achievements.

ATTENDANCE:

Attendance and punctuality have a direct impact on children's achievement, and we are rightly proud of our excellent attendance record. We ask you to ensure that your child arrives at and is collected from school at the correct time.

In the event of you not being able to collect your child on time (or needing to arrange for someone else to collect your child) we would ask you write a note in their planner or if unable to do this, call the office in advance, in order that we can advise the class teacher.

If a child is regularly late for school or is not picked up on time, we have a duty to report the matter to the Education Welfare Officer, which may result in a meeting with them and/or the Headteacher.





BREAKFAST CLUB:

We run a daily Breakfast which commences at 7.45am. Children can eat a simple breakfast of cereal, toast and juice. The current cost of this is £3.50 per day and can be booked for individual days or a full week, email office@st-edmunds.richmond.sch.uk or call 0208 894 7898 if you require a place.

BEHAVIOUR:

St Edmund's children are very well behaved and we are very proud of this fact. The reason for this is the partnership and support we nurture between home and school – we work together for the benefit of the children. A copy of the full behaviour policy is available on our website.

BIKES & SCOOTERS:

Children in Reception attend Balance Bike training run by our trained Reception team. Whilst we do not have facilities for the children to leave bikes at school, we do have a scooter rack at the front of the site. We ask that all scooters parked at school are marked and locked as we cannot take responsibility for any items left in that space.

BIRTHDAYS:

Children may wear a badge to school on their birthday, but we discourage the parents from bringing in cakes and sweets. If you wish, you may donate a book for the class library that the 'birthday child' can share with his/her child's peers.

BACKPACKS:

Backpacks are available from The School Shop in Whitton High Street. We have two sizes available for Infants & Juniors. Please label clearly with your child's name.



CERTIFICATES:

Certificates are awarded in assembly. These may be for house points, number bonds, star of the week, handwriting, putting on a tie independently, quick fire multiplication, wonderful writing, good manners and for other various events that may take place in the school. We love a certificate!

CHILD PROTECTION:

Parents should be aware that the Local Authority requires all schools to report any obvious or suspected case of child abuse. This may be a non-accidental injury, physical neglect, emotional abuse and/or sexual abuse.

Schools are encouraged to take the attitude that where there are grounds for suspicion it is better to be safe than sorry. The procedure is intended to protect children who may be at risk.

CLUBS:

We run many different clubs before, during and after school, for example, choir, basketball, tennis, cookery, little star writers, dansicality, netball, football, athletics, gardening eco, tag rugby, knitting, sewing, science, art, running, guitar, judo, zumba, homework.

These clubs are available to specific year groups. Some are run by external providers and may require a payment, but many are free. Unfortunately clubs are on hold at the moment due to Covid-19 precautions.

CHRISTMAS:

We celebrate Christmas through Nativity plays, Christingle Services and Carol Concerts which we like to share with parents.



COATS & SCHOOL UNIFORM:

Please make sure your child's coat is appropriate for the weather when sending them to school. Please ensure they are school colours and label them clearly - Teachers cannot keep track of clothing for so many children, and we try to ensure they become responsible for their own property.

CURRICULUM:

The National Curriculum subjects are as follows:

- *English / Mathematics*
- *Science / Computing*
- *Art / Design and Technology (DT)*
- *Geography / History*
- *Music / Physical Education (PE)*
- *French / RE*
- *PSHE / RSE*

Our main aim is to develop a whole school curriculum that not only fulfils all our statutory requirements, but also offers our children the learning experiences they need. See more details on our website.

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DRESS UP DAYS:

During the school year there are occasions when children will be asked to dress up. These could be whole school, charity days or theme days such as World Book Day.

They are an opportunity to have fun and be creative. There is no expectation for you to buy expensive costumes – home made outfits are always the best!

Children may also be allowed to wear own clothes if they have won the most house points in a term – a huge privilege!



DIARRHOEA AND SICKNESS:

In order to contain any outbreak of diarrhoea and/or vomiting, parents are requested to keep their child at home for a period of 48 hours from the last episode of diarrhoea or vomiting. This is very important - thank you.



EARLY YEARS FOUNDATION STAGE EYFS:

The Early Years Foundation Stage (EYFS) covers education for children under the age of five. The government standards ensure children learn and develop and are kept healthy and safe. It promotes teaching and learning to access the broad range of knowledge and skills that provide the right foundation for good future progress. We have two Reception classes and a morning and afternoon Nursery. These classes are based in our Early Years Block and have their own dedicated playground and outdoor area.



***Early Years Building
& Playground***



*Nursery Class
and outside
play areas*





***Reception Classes
and outside
play areas***



END OF THE DAY:

***The school day currently finishes at
3.00pm for Reception, Years 1,3,5 and siblings,
3:10pm for Years 2,4,6,
3.20pm for Nursery.***

If your child is going to be collected by someone other than you, please inform the teacher or the office on that day by writing in their planner or calling the school office.

We will only hand your child over to another adult if you have informed us. Please look after your child whilst on school premises and remember not to let your child on any school equipment.

EARRINGS & JEWELLERY:

As a general rule, no jewellery should be worn to school. The only exception is that children with pierced ears may wear small, plain studs. However, these cannot be worn during swimming lessons. Please see the full Uniform Policy on our website.

ENGLISH/LITERACY:

We use English to communicate in both written and spoken form. We use language to build our view and opinion of the world and our community. We continue to learn, develop and enhance our knowledge and understanding of English throughout our lives.

Children have daily English lessons with work appropriately differentiated to match all abilities.

The best gift you can give your child is to help and support them when learning how to read. Hear them EVERY SINGLE NIGHT until they leave primary school.

With parental support, we want our children to:

- Speak clearly and confidently in any situation***
- Listen actively and respond appropriately developing knowledge and opinion***
- Read fluently for both pleasure and information***
- Write clearly and with confidence in any given genre***
- Use spelling rules, phonics and grammar accurately***
- Be able to proof read their own work and make amendments and improvements.***



FIELD:

At St Edmund's we are fortunate to have a wonderfully large field for the children to play on during the summer months.



FIRST AID & WELFARE:

We have several fully-trained first aid staff in the school who will deal directly with your child when necessary. Mrs De Leon is our Welfare Officer and her room is located in the Year 5 corridor.

FRUIT:

A snack of fruit or vegetables is provided before play for nursery reception and infant children. Junior children are invited to bring a healthy snack in to school for break time. Water is available at all times in class and from water fountains in the playground.



GOVERNORS:

The Governing Body is responsible for approving the strategic vision for the school working in partnership with the Headteacher. The Governing Body promotes the continuous improvement and performance of our school whilst adhering to its Catholic ethos. A full list of the Governing Body is displayed on our website and on the noticeboard in the main school entrance.



HOLIDAYS:

It is expected that family holidays will be arranged during the school holiday period. Permission for absences during the school term must be sought from the Headteacher, and taking unauthorised family holidays in term time could result in a meeting with the Educational Welfare Officer.

If you have a query regarding leave please contact the school office or for further details, please read our Attendance Policy found on our website.

HOME SCHOOL AGREEMENT:

Parents and children are asked to sign a Home-School Agreement. Children do best when there is an effective partnership between home and school and the Agreement clarifies our expectations of all three parties – the school, the parents and the child.

HOMEWORK:

All children are encouraged to complete homework from Reception through to Year 6.

Activities change as children progress through the school but reading is key and will be an expectation that parents support and hear their children read every evening.

Additional tasks to support handwriting, spelling, grammar, writing and numeracy will be introduced in an age appropriate way.



ILLNESS:

We will call you if your child is taken ill at school. If we are unable to reach you we will try the next contact that you have given us.

If your child is absent from school through illness or for any other reason, we would appreciate a telephone call, email or use the absence form on the website. A telephone call (020 8894 7898) giving the reason for an absence avoids unnecessary worry and enables us to mark the school register accordingly. Our duty of care requires us to establish authorised and unauthorised absences, we will, if necessary, report unexplained absences to the Educational Welfare Officer.

INTERNET SAFETY:

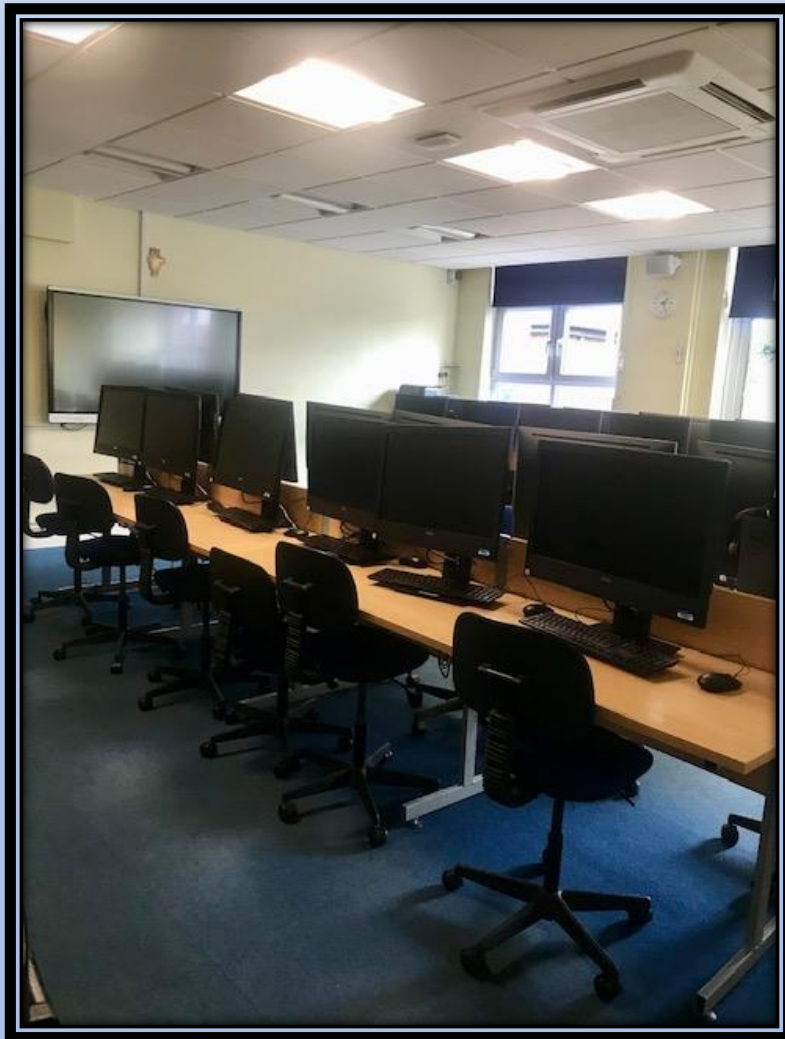
We are committed to offering our children a rich and exciting curriculum. The internet gives access to a vast range of knowledge and information, and one of the ways we develop our children's computing skills is by giving them supervised access to the internet.

Children and parents are expected to sign up to our 'Safer Use' protocols and we teach children how to be safe online as well as taking part in national E-safety days.

INTERNET:

Our School's internet access comes through the London Grid for Learning (LGfL), an educational company whose filtering system means it is hard for children to come across inappropriate material.

All our computer screens are in public view, and access is always supervised. We teach children e-safety skills, and make them aware that all their activities on the computer can be monitored by the school.



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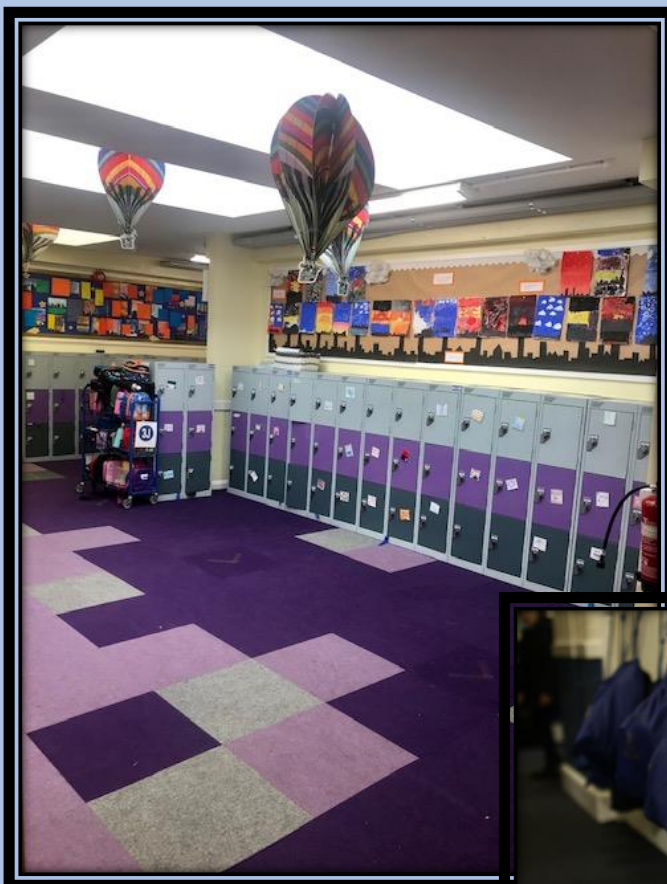
JEWELLERY:

As a general rule, no jewellery should be worn to school. The only exception is that children with pierced ears may wear small, plain studs.

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KEY STAGE 1:

Key Stage 1 is the name given to the infant year groups; Key Stage 1 has 4 classes, Year 1 and Year 2 which comprises of 120 children, located at the front of the school.



KEY STAGE 2:

Key Stage 2 is the name given to the junior year groups; Key Stage 2 currently has eight classes - Year 3 and Year 4 (Lower Key Stage 2) are in the purple area and Year 5 and 6 (Upper Key Stage 2) are at the far end of the school and in the outside classrooms.





LABELS:

Please label ALL items that are brought to school clearly, with permanent ink. Some names may fade during the course of the year. It is the parent or carer's responsibility to check this and re-label when necessary.

LETTERS/SCHOOL APP:

Letters and Newsletters are sent out via our School Communicator APP, and we also have an online payment service for trips, breakfast club etc.

LOST PROPERTY:

Please ensure ALL items of clothing, shoes, PE kit etc are labelled – if your items are labelled we have a good chance of reuniting them with their owner. If there is no label, then we cannot identify ownership. If uniform is recycled – please make sure your child's name covers the name of the previous owner.

LUNCH:

All children in Reception, Year 1 and 2 are eligible for free school meals. We have appointed caterers and food is cooked on site daily. We also offer school meals to junior pupils at a cost of £2.35 per day.

We have the ordering system online - meaning that you can access the menus and make your food selection via Feeding Hungry Minds. Please make sure you tell your child what you have ordered for them or better still involve them in the selection process.

Packed lunches are stored on a trolley in the classrooms until lunchtime. Content is monitored to ensure they are balanced and a little note will go home if products with nuts are found as a reminder that we are a nut free school. All children need a healthy, nutritious meal at lunchtime so they can continue to play and learn for the remainder of the day.

If you send in a packed lunch, please ensure that all containers and the bag are clearly labelled. During the summer months it may be advisable to include a small ice pack in the lunch box.





MATHS:

At St Edmund's we provide our children with a wide mathematical education taught in an enjoyable, relevant and creative way.

We use 'real life' experiences so that children begin to understand the importance of applying maths skills in order to solve problems and engage in future learning.

Maths is taught daily.

Children build on existing skills deepening their knowledge and understanding – we use the mastery approach in maths. Children explore all four number operations and are encouraged to try different strategies to best suit their learning.

Children explore shape and space and develop their measuring skills in a range of contexts. They are given plenty of opportunity to discuss their methods and encouraged to use appropriate mathematical vocabulary.

We want our children to know and understand mathematical concepts, skills, facts, relationships and strategies and to be able to apply and communicate these with confidence in a wide range of contexts.

MEDICAL/DENTAL APPOINTMENTS:

Please inform the school if your child is attending an appointment during school time. No child will be permitted to leave the school premises unless accompanied by a parent or representative.

MEDICAL EXAMINATIONS:

At around 5 years of age children are monitored for height, weight and hearing. In Year 6 children's height and weight are checked again. These checks are carried out by school health nurses. Parents are advised of any treatment that is deemed necessary as a result of these tests. If you would like to opt out of the health screening checks, then this is possible.

MEDICATION:

If your child needs to take prescribed medication at school, please go to the office and complete a medical form. We cannot give any medication without this form being completed. Please note we can only give medicine that has been prescribed by a doctor, in original packaging and within its expiry date.

MEDICAL NEEDS:

Children who have medical needs such as, asthma, anaphylaxis or severe allergies, epilepsy, diabetes or eczema will need on-going medical care. We will need to work together to create an Individual Health Care Plan for your child. Please contact the school office/welfare for more information.

MILK:

Our school provides a milk scheme that is available to all our pupils. School milk is free for under-5s. Each child that registers with Cool Milk will receive a 189ml portion of semi-skimmed milk every day, delivered fresh and chilled to the classroom. Milk will provide the children with essential nutrients, it is rehydrating and energy boosting and also bridges the gap between breakfast and lunch to help children stay focused.

MOBILE PHONES:

Children in Year 5 and 6 whose parents have informed the school at the beginning of the school year that they are walking to and from school independently, are allowed to bring a mobile phone to school. These must be turned off and given to the class teacher upon arrival. This is because we understand parents may want children to contact them on their journey to and from school.

MUSIC:

Music is taught throughout the school - we have a very comprehensive scheme of work that offers progression year on year. We have a weekly hymn practice for both infant and juniors separately.

The Richmond Music Trust provide Piano, Guitar or Violin lessons to junior children, these are payable directly to the Richmond Music Trust. These lessons usually take place after school.



NAIL VARNISH:

Nail varnish is not permitted.

NEWSLETTER:

A newsletter is sent to all parents via the APP and posted on our website. Newsletters contain topical information relating to the school, calendar events and information on the many activities that are taking place.

NITS:

These are common and very easily spread. You may notice your child scratching their head or complaining about being itchy. Please contact the office if your child has nits and treat your child's hair at home. Hair longer than shoulder length should be tied up.

NUTS:

We are a nut free school, as we have several children with nut allergies, for safety reasons, nuts and products containing nuts such as peanut butter, pesto sauces are not allowed at school. Please check food labels for packed lunches if you are unsure.



OFSTED:

Please see our latest Ofsted Report on the school website under Key Information. We are a 'good' school with many wonderful qualities.



PARENTS' MEETINGS / EVENING:

It is our policy to work closely with parents. School staff will always meet parents who wish to discuss an issue; meetings are arranged at a mutually convenient time, normally at either end of the school day. In addition to this, we hold Parents' Meetings in Autumn and Spring term. Here you have the opportunity to look at your child's work, talk about their progress and discuss the learning targets that have been set. In the Summer term you will receive an Annual Report detailing your child's progress and attainment.

PARENT HELPERS:

We actively encourage parental help in the school. You will be amazed at the number of different ways you can help, reading with individual children, helping on class outings... the list is endless!

PARKING:

Please note there is no parking available within the school/church area for parents to park. However we have organised free parking in the car park behind Lidl, term time only, for 30 minutes free parking morning and afternoon. Car Park passes are available from the school office.

PE:

Children love Physical Education at St Edmund's - we have a very strong tradition of doing well at local competitions and regularly bring home the silver much to everyone's delight. Classes have two allocated sessions weekly as well as access to a range of clubs in the juniors.

PHOTOGRAPHS:

Many school activities are photographed. The photographs we take are used in displays to celebrate children's achievements; some also appear on our website, and facebook/twitter pages. Unless you instruct us to the contrary, via our GDPR form we will assume that you have no objections to us using photographs in this way. The school has an Internet Policy which ensures that no child can be identified by name from any photograph that appears on the website. The school organises (Autumn term) class photographs for Nursery, Reception, Year 3 and Year 6 along with individual photos for R, Y3 and Y6. We also provide a session for sibling photographs too.

PHONICS:

Phonics is the method we use for teaching reading and writing to our infant children. It develops learners' phonemic (sound) awareness (the ability to hear, identify, and use phonemes) in order to teach the connection between these sounds and the spelling patterns (graphemes) that represent them. The goal of phonics is to enable beginner readers to decode new written words by sounding them out, or in phonics terms, blending the sound-spelling patterns. Parents can support this by practising the sound strings and wordstrings every day.

PLAYGROUND:

We have several play areas - EYFS have their own playground and the rest of the children access the large playground behind the main school building. Playtimes are staggered across all year groups. In good weather the school field is used for playtime.



QUESTIONS:

Please do ask if you have any questions. The school office staff are a valuable source of information too.



READING:

Each child will be given a reading record. Books are changed frequently. Please support your child in reading, and then sign the reading record. We use a variety of different reading schemes and all books sent home have been chosen for the level at which your child is reading (with some degree of challenge, to develop their skills). Once children have been through our reading scheme, they then become free readers and can bring a book of their choice to school.

RELIGIOUS EDUCATION:

RE is a core subject at St. Edmund's. RE is taught through individual RE lessons but it is also interwoven through the whole range of subjects taught throughout the school.

We consider it vital for the children's religious and spiritual development that an appropriate amount of time is set aside each week for RE lessons. RE aims for the development of knowledge and understanding of our faith and the ability to reflect on its meaning. Our planning follows the Liturgical Year, so the children learn about the Church's major feasts and celebrations, as well as the Sacraments, the Old and New Testament and the many aspects of prayer.

As we live in a multicultural society we believe it is important that the children learn about and respect other beliefs. As the children journey through school, they will learn about Judaism, Islam, Sikhism, Buddhism and Hinduism.



SAFEGUARDING:

Children and young people have a fundamental right to be protected from harm: we are committed to safeguarding and promoting the welfare of the children in our care. The protection of children from abuse – both at home and in school – is a key part of our commitment. Please see our full Safeguarding Policy available on our website.

SATS:

Year 6 children will take Standard Assessment Tasks (SATs) in English and Mathematics. The tests provide information on children’s performance in these core subjects at the end of their time at primary school. SATs are taken in May of your child’s final year at primary school.

SECONDARY SCHOOL TRANSFER:

At the age of eleven the children transfer to a number of different secondary schools. Each September, we hold an information evening on secondary transfer to support parents with the process. In July 2020, we had 59 Year 6 pupils, who moved to the following schools:

Catholic Secondary Schools	Non Catholic Schools	
St Richard Reynolds Catholic College	23	Heathlands 1
St Mark’s Catholic Secondary School	13	Isleworth and Syon 1
Gumley House Convent School	6	The Richmond Upon Thames School 1
St Paul’s Catholic College	12	Lady Eleanor Holles 1
Gunnersbury Catholic School	1	

More details can be found on the Secondary Transfer tab on our website.

SECURITY (GATES):

*The school offers a secure environment for all the children and staff. All visitors are required to sign in and wear a visitor's lanyard. There is a visitor's book at the main school reception. See Safeguarding**

Gates are locked at 8:55am and are then re-opened for Morning and Afternoon Nursery pick up and drop off - a member of staff is on gate duty at these times. If you visit the school out of these times then please press the relevant button on the security pad on the gate.

SEX AND RELATIONSHIPS EDUCATION (RSE):

The school has a detailed policy on Relationships and Sex Education, which is available on our website.

SNOW DAYS:

In the case of extreme weather, any decision whether or not to close the school will be taken as early as possible. The Headteacher will consult with our site staff at 6:30am and make a decision about whether the school will remain open.

Parents will be informed as soon as possible via the School Communicator School App and School Website.

In the event of closure, the prime concern for the school must always be the safety of the pupils and staff.

School closure is logged on a daily basis after re-assessment of conditions of the site, the surrounding area and the supervision of pupils. Parents will be notified at all points.

SPECIAL EDUCATION NEEDS (SEN):

The school has an effective policy for supporting children with special needs, which is also available for any parent wishing to know more. If you are concerned that your child may have special needs, you should arrange to discuss concerns initially with your child's teacher and then with our Inclusion Lead.

SPORTS DAY:

A sports day is held during the summer term. Parents are invited to watch. It is always a fun-filled time particularly the parents race!

STAFF:

All staff are listed in the main school reception lobby and on our website, along with their roles within the school.

START OF THE DAY:

Being on time and ready for class activities ensures your child is prepared and in the best frame of mind for joining in. If this doesn't happen, the rest of the day is unsettled. If the morning is not rushed, they will learn to organise themselves: getting dressed, having breakfast and sorting out their school bag, allow time for traffic. The school day starts at 8:55 am.

SUNNY DAYS:

On sunny days, please apply sun cream before school. To help your child keep cool, send in a sun hat from home, wear shorts or a summer uniform dress. Please also remember to bring in a bottle of water for your child to drink from throughout the day.

SWIMMING:

Children in Years 3/4/5 take part in swimming lessons as part of the national curriculum.



TERM DATES:

There is a full list of term dates available on our website.

TRIPS:

From time to time your child's class teacher would like to take their class out of school to places of interest or a trip within walking distance. Full information will be sent prior to the trip. Payment and confirmation for trips should be made via our online payment system.



UNIFORM:

St. Edmund's has a school uniform which helps the children to feel part of our school community as well as giving them a smart appearance. The school colours are royal blue and gold. Pupils are expected to wear the correct uniform. Full details are available on our website.



VALUABLES:

Please do not bring any valuables to school.



WATER:

Each new Reception child will receive a water bottle courtesy of our school PA. Children are invited to bring a bottle of water to school each day (no squash) and are able to access it throughout the day as required. Water refills are available from each class.

WEBSITE:

Our school website is www.st-edmunds.richmond.sch.uk. Our Facebook page is St Edmund's Primary School & Nursery Whitton. Our Twitter page is StEdmunds@TW2 - Please do take a look.



ANXIETY:

If you or your child has/have any concerns, please get in touch. You can use book appointment via the school office, please email or telephone. We want to allay your fears.



YES:

We hope that this A to Z pack of School life has been informative and answered all the questions that you may have asked on a tour, please feel free to contact the office if you have any further queries.



ZIG ZAGS:

*Please park safely - use the Lidl/library carpark and walk to school. Do not stop on the yellow zigzags!
We are an idle-free school.*

