



St. Cuthbert's RC VA First School

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Head teacher: Mrs C McGregor



5th September 2018

WELCOME

I extend a warm welcome to our new and existing families to St Cuthbert's. Please read the following information extremely carefully as it sets out all you will need to know for the year ahead.

Should you have any further questions or concerns you may find further information on our website or please do not hesitate to contact us here at school.

We believe in an equal partnership between home and school, as parents you are the first educators of your child and this responsibility continues as your child travels along their educational journey. Building a strong partnership between home and school will produce the best outcomes for your child.

St Cuthbert's is a very special place where every member of staff develops positive relationships with the children which enable them to feel secure, valued and able to learn.

Clare McGregor

Head teacher

Security & Access

Your children are in our care and while parents and visitors are most welcome, in the interests of security everyone must report to the main office in the first instance. Parents should not enter the school via pupil entrances that are opened to allow children access at appropriate times.

The car park is for staff use only and parents are not permitted to enter / leave school via the car park.

Access to Early Year (EYFS) is via the path at the front of the school the EYFS gate will be locked at 9am
Access to Class 2 & 3 – children must be on the main yard before 8:55am; please note there is no supervision before this time.

We expect all children to be brought to and collected by an adult.

St Cuthbert's Governing Body 2018-19

Chair of Governors

Barbara Simpson (Foundation Governor)

Vice Chair of Governors

Jane McQueen (Foundation Governor)

Foundation Governors

Steve Clough

Co-opted Parent Governor

Louise Martin

Dave Stewart

Elected Parent Governor

Michael Cornish

Peter Johnson

Local Authority Governor

Caroline Wilson

Staff (teacher) Governor

Kiera Thorpe

Co-opted Governor

Fiona Bruce

Headteacher

Clare McGregor

There is more information on our website about each of our governors and what their role is. If you are interested in becoming a governor please feel free to have a chat with Mrs McGregor.

Teaching & support staff 2018-19

Early Years
Years 1 & 2
Years 3 & 4/Deputy Head
Deputy designated safeguarding lead

Mrs Katie Turnbull
Miss Katie Morton
Mrs Kiera Thorpe

Headteacher/Designated
safeguarding lead

Mrs Clare McGregor

Higher level teaching assistant
Teaching assistants

Mrs Adele Gillon
Miss Fiona Bruce
Mrs Linda Moffat
Miss Katy Rutter



Miss Anne Wallace
Miss Karen Prior

Non – teaching staff

School admin assistant

Mrs Louise Newton

Caretaker

Mr George Allan

Cleaner

Mrs Kristina Smilgiene

Cook

Mrs Jeanette Watson

Lunchtime supervisors

Mrs Kristina Smilgiene

Mrs Shirley Strachan

Mrs Amanda Johnston

Attendance/Absence from School

At St. Cuthbert's we believe that good attendance is central to good learning and achievement. A child's attendance record is regarded as a serious matter. We record and monitor attendances, a legal requirement and expect a minimum of **96%** attendance.

You should contact us by **9.30am** on the first day of absence if your child is ill either by telephone, in writing or in person. If no contact has been made by 9:30am it will be followed up by our office staff.

Where a child's level or pattern of absences becomes a concern we will discuss this with the parent or carer and may involve the services of our Educational Welfare Officer (EWO) to help improve the situation.

Appointments

Please try to avoid appointments in school time; if children are removed from school for medical or dental appointments they should be signed out at the school office. On their return, a return time should be recorded. Please bring the appointment card or letter to the office so that it can be copied. Please complete an Administration form to ensure we have the most up-to-date emergency contact information and do remember to let us know during the year if these change. The office holds administration information files on all children with 2 parents/carers contact numbers and 2 emergency contact numbers.

Requests for Leave of Absence, including holidays

We discourage taking holidays during term time. It makes it difficult for your child to catch up with their work when they return. Absences will be unauthorised (except in exceptional circumstances) and may result in the Educational Welfare Officer (EWO) contacting you and/or issuing you with a Fixed Penalty Notice (FPN).

We follow the Berwick partnership leave of absence in term time policy which can be found on our website.



Punctuality

It is important that all children arrive on time for the beginning of the school day. This helps them start each day in the right way. Children who have not arrived in school by 8.55am will be marked as a late arrival unless parents have previously notified school of a reason for absence. Parents will be asked to sign the late book at the office and will be contacted if the time of their child's arrival at school becomes a cause for concern. **Please note children are the responsibility of their parents before 8:55am; please ensure your child is supervised until the teachers are on the playground.**

Contacting school



PLEASE ENSURE WE HAVE UP TO DATE CONTACT INFO

Should you wish to contact the school in the first instance we recommend that you speak directly to your child's class teacher. If you feel the matter is more serious then you may speak to the head or deputy head teacher. We contact parents through 'teachers2parents' text messaging service as well as phoning with regard to attendance, behaviour or safety issues.



Homework

In line with Government guidelines, weekly homework is given in all classes. We greatly value parental support with homework. Children are rewarded with house points for completion. We expect children to undertake frequent reading and each class has its' own reward system for 'regular readers'.

Website www.st-cuthbertsrc.northumberland.sch.uk

Please ensure you check our school website which has more detailed information as well as polices, holiday dates and a calendar for the school year. Our full prospectus can also be downloaded which details the full curriculum and assessment information. Our Facebook page can also be accessed via the website.

Home/School Agreement



In line with a government directive we ask all children and parents or carers to sign our Home/School Agreement. This aims to develop links between home and school, sharing common ideas and working together for the benefit of the children. Parents, children and the school are asked to sign this agreement at the start of your educational journey with us. We understand that a strong partnership between home and school ensures the best outcomes for your child.

Breakfast Club

Is open daily from 8:15am a cost of £1 or 50p for those in receipt of the pupil premium funding. Payment must be made on the day.

'Cuddies' After School Club

Cuddies club runs daily in school between 3:00-5:15pm at a cost of £2:50 per hour or £5:50 for the whole session – please contact the office to book. We also run a variety of after school clubs until 4pm.

School Uniform

Red school jumper or cardigan **with the school badge**

White polo shirt

Grey shorts / pinafore / skirt / trousers

Red and white summer dress

Black shoes – easy fastening

NO leggings



PE Kit

Red t-shirt **with the school badge**

Plain black shorts (no logos or emblems)

Black plimsolls

School hoodie

NO leggings

Uniform can be ordered and purchased from the school office. Uniform is not compulsory for Nursery children but please make sure they can manage their clothes and have spares in a bag!

*All uniform should be clearly marked with child's name. **Jewellery is not allowed in school**, except for wristwatches, which have to be removed for PE, Games and Swimming etc. If parents wish to have their children's ears pierced, it is suggested this is done at the beginning of the Summer Holiday, so that by the time the autumn term starts, studs can be removed. Any child who has not followed this advice will be asked to remove any earrings during the school day. If a child cannot remove his/her own earrings they will be asked to place a plaster over them, to avoid any potential accidents in the playground. Long hair should be tied back and no tram lines or other fashion hair cuts please.*

We greatly appreciate the support of parents in this policy.



School meals

All children from Reception – Year 2 are entitled to a free school lunch. For Nursery, Year 3 & 4 pupils the cost of a hot dinner is £2.20 per day and payable on a Monday. Cheques should be made payable to ‘Northumberland County Council’. If a child wishes to change from school meals to packed lunches or vice versa a week’s notice is required. A school menu is available on our school website.

Your child may be entitled to **free school meals** -you can apply online for an eligibility check or speak to Mrs Newton in the school office. If you do qualify not only will your child receive free school meals but the school will also receive funding which we use to improve education for your child – this may involve extra staffing, resources, reductions for breakfast club & school trips etc. **So even if your child is currently in Rec-Y2 please still check in case you are eligible as there are many benefits.**

Free fruit is provided for all children every day and milk is available daily to all children until the term after their 5th birthday. After this children may pay for milk – please contact the office to order this for your child.



Swimming

All children from Year 1 – 4 go swimming on a Monday afternoon. This is part of the curriculum and children should not miss swimming if they are in school. We ask for a voluntary contribution of £2.50 per week towards transport costs & to enable us to continue to provide swimming lessons – we feel these are vitally important considering our proximity to the River Tweed and the North Sea.

FOSC (Friends of St Cuthbert’s)



Could you help us raise money for the school?? Now is the time....We are always looking for new fundraising ideas and because we are such a small school it can be difficult to run events if we don’t have your support either helping out or supporting us with donations etc.

Please look out for events being run and put them in your diary! We try to hold a few meetings a year to discuss ideas and / or get ready for an event if you are free to come along to one or all of them we would really appreciate it so come along for a cuppa & a chat!

Safeguarding

Safeguarding is our top priority. As a school we are vigilant about the safety and welfare of all the children in our care and take any concerns seriously. We are part of Operation Encompass, following any incident of domestic abuse reported to the police the designated safeguarding leads at our school would be contacted by children’s services so that we can support the child/ren in any way needed.

All safeguarding information remains confidential and on a strictly ‘need to know’ basis.

KEEP THIS INFORMATION FOR FURTHER REFERENCE

**PLEASE READ CAREFULLY & SIGN AND RETURN ALL OF THE
ATTACHED FORMS TO SCHOOL NO LATER THAN THE 14th
SEPTEMBER 2018**