



Welcome to St Andrew's CE Primary School

Thank you for choosing our school for your child's education. We hope that the following pages will be of assistance to you by answering some of your day-to-day queries, and to help you become a part of our close-knit school community.

This booklet is produced to guide you through the 'run of the mill' protocols for the school day, but please do not hesitate to ask any member of staff if you have any questions or queries.

There are many opportunities for staff, parents and friends of the school to get together throughout the school year socially as well as at Parents' Evenings, etc., and we hope to see you at one of the events.

The School Day

School officially starts at 8.55 am and finishes at;

Reception	3.00 pm
Year 1	3.05 pm
Year 2	3.10 pm
Years 3-6	3.30 pm

Children can be brought to school from 8.40 am each day – the main playground doors open from 8:40-8:55am. If you work and need to drop your child off earlier, then Breakfast Club operates from 7.45 am. Any pupils arriving after 8:55 need to enter via the main school office and be signed in.

All children should go to the playground when they arrive at school and wait to be collected or allowed in. We ask that parents dropping children to school remain in the playground until their child has gone in. Parents should not follow children into the building. If you wish to speak to someone in the office, please use the front entrance.

If you are late, please enter via the front entrance and make sure your child is signed in. Failure to do so endangers your child's safety in case of an evacuation of the building. The same procedure of signing in/out at the front entrance should be followed whenever you arrive or leave during the day. Please do not take children directly from the playground before the official finishing time, not even if you inform the adult in charge there.

Reception year children have a gradual induction programme to school, so will start at different times for the first few weeks. They may be taken to the classroom in the mornings whilst they get used to school.

Home Time

Because of our situation on a busy road with little parking available, we have staggered collection times. For younger children, parents are asked to wait in the playground until their child is escorted out to them.

Older children will come out with their class teacher, and are instructed to remain with their teacher until their parent is visible. Staff will not let children go into the car park without having been collected by an adult. We would appreciate it if you could stand back from the doors where the children exit so the school staff are able to bring their class to their designated collection point. Y3-Y6 classes are escorted by their class teachers to be collected outside the window of their classroom - this is where parents need to wait for their child.

If your child is collected by an adult unknown to the teacher (e.g. a friend or relative), please inform the office before pick up time. Staff also cannot allow your child to leave with another child's parent (play dates) unless **written permission** has been granted – this can be an email to the school office.

If you are late, your child will be taken to the after school club. Please note, the club will charge for your child's attendance, plus an administration fee for no pre booking.

Please note children are not allowed back into the building after having been picked up. If a child needs to return to the building, they need to be accompanied to the school doors by the adult in charge of them. This is in order to ensure their safety in case of an evacuation of the building. Please enter via the main entrance, not the children's exit or the After School Club doors and please keep re-entry to a minimum.

The main entrance of the school is closed for entry after 3.45 pm each day and thereafter is not regularly monitored. If you have business in the school office, please come in before 3.45 pm; otherwise please make an appointment.

Independent Travellers

If you wish your child to travel home on their own at the end of the school day, please inform the class teacher in writing. **This is only granted for pupils in Y6.** Children should not leave the premises without a responsible adult unless written permission has been granted.

Parking

We ask parents not to park in the access road between 8.30-8.50 am and 2:50-3.40 pm. The school maintains a good professional arrangement with the management of The Orange Tree in the use of their parking facilities. The OrangeTree pub car park is available for parking but please respect the fact that access is needed for pub visitors and delivery lorries. Please park considerately for both other road users and the safety of the children. If you arrive and the car park is already full, please do not block other cars in. There is plenty of parking in neighbouring roads – we advise you arrive earlier to accommodate the additional 5-minute walk from other roads. Failure of St Andrew's parents to maintain the harmonious relationship we have with The Orange Tree management may lead to us being barred from using their parking facilities without financial penalty – please help us keep good relationships with our neighbours.

Teacher / Parent Discussions

Teaching staff are usually available to pass on a quick informal message on the playground at pick up and drop off times. If you wish to speak to a member of staff on a more serious matter, please inform the office. You will be asked to fill in a short request form stating who you wish to speak to and an overview of what you wish to discuss. The form is also available from the school website and can be e-mailed to the school office. The Headteacher and/or the relevant member of staff will be informed of your request and will contact you within a week by phone or e-mail having had a chance to make any necessary preparation for a discussion or to arrange a meeting if necessary. Please note, meetings are not generally granted for discussing children's progress outside Parents' Evenings unless there is a cause for concern (in which case the class teacher will contact you).

We hold Parents' Evenings in Autumn and Spring Terms and send reports home in Summer Term. On Parents' Evenings each appointment is for 10 minutes to discuss your child's progress. This will be done via video conferencing.

Children with Special Education Needs (SEN) will have additional appointments where Individual Education Plans (IEPs) for their child are discussed with a range of professionals, usually held in school.

Reading

All children have some degree of reading focused learning throughout the school every day, from class shared reading to group guided reading and individual attention. As well as the teaching staff, we also have several experienced volunteers who come into school each week for individual reading. Although each child cannot be heard individually each week, we try to ensure each younger child is heard individually at least once per week. Reading books are not the only way children learn to read – there are many opportunities during the day for staff to monitor a child's progress.

When Reception children are ready, home-reading books are sent home. It is often better to re-read the same book over a few nights to ensure each word and intonation is accurate, rather than change books daily. Older children are able to change their books independently.

We find it useful if children have a reading folder with school logo (available from the school office).

Home / School Communication

Letters, newsletters and notices will be sent home via Parentpay (e-mail). Please ask your child to return any slips/notes to the office, or through e-mail. Staff cannot look through children's bags to find correspondence.

Children are encouraged to take responsibility for their belongings (lunch boxes, P.E. kits, swimming kits, etc.). If your child leaves something at home, the school will only contact you in exceptional circumstances. If a child misses the swimming lesson because of forgetting his or her swimming kit, no refund will be given.

At the beginning of each half term your child will be given an information sheet about the topic and what will be covered.

At the beginning of the year there will be an opportunity to informally meet your child's teacher.

For dates of events, please refer to the school calendar on our school website which is updated regularly.

Absence

If your child is absent please inform the school office of the reason by 9:00 am on the first day of the absence, preferably by e-mail. If you are not able to e-mail and rely on phone, please follow up in writing (e-mail / letter) later.

We do not recommend taking your child out of school for family holidays as this disrupts their learning. **Children are not allowed any holidays during term time.** Our governors are extremely strict with this. Please complete an absence request form, available on the web site, requesting authorisation for any other absence, including extended medical treatment. Medical appointments should be made outside school hours whenever possible.

Any un-notified absences will be recorded as unauthorised and will appear as such on your child's report. The Barnet Educational Welfare Officer does follow up any child with unauthorised absences when their attendance falls below the trigger of 90%. Unauthorised absences may also incur a penalty charge from the London Borough of Barnet.

Personal Belongings

The school cannot be held responsible for any personal belongings children may bring into school, and we ask that these are kept to a minimum.

Children are not allowed to bring to school mobile phones, iPods, electronic games and similar items. If found, all such items will be confiscated. Mobile phones, however, are allowed for independent travellers (Y6 children who travel to and from school without adult escort). In these cases, it is the child's responsibility to hand their phone to the school office in the morning for safekeeping and collect it at the end of the day.

Please ensure all uniform/personal items are clearly named.

School Uniform

The school uniform consists of:

- White polo shirt with St Andrew's logo and blue detail on collar (boys and girls)
- Navy blue skirt or pinafore or trousers (girls)
- Grey trousers (boys)
- Blue sweatshirt with St Andrew's logo (boys and girls) or navy blue cardigan (girls)
- Socks: navy blue or white (girls), grey or black (boys)
- Tights: navy blue, white or black

Optional:

- Blue fleece with St Andrew's logo

Optional in the summer term and in the first half of the autumn term:

- White polo shirt with St Andrew's logo (boys and girls)
- Grey tailored shorts (boys)
- Navy tailored shorts (girls) - Not PE shorts!
- Navy blue and white check dress (girls) - *please note this should be navy and **not** royal blue checked*

Book Bag with St Andrew's logo. Please note children should not bring rucksacks or any other bag.

Coats must be navy or black.

Shoes: sensible in a dark colour e.g. black. Under no circumstances are black trainers acceptable in place of school shoes. No high heels and no trainers. Trainers may only be worn by classes going swimming on that one day in the week (summer term only).

No jewellery, including stud earrings, should be worn in school. Parents wishing to pierce their child's ears should do so at the beginning of the summer holidays so there is sufficient time for their ears to heal before the beginning of the school year.

Items with the school logo are available directly from the school office and are ordered via Parentpay.

P.E. Kit:

- St Andrew's T-Shirt named on outside sleeve edge
- Navy shadow stripe shorts named on outside leg edge
- Trainers or plimsolls - preferably dark coloured
- St Andrew's PE bag with your child's name on the outside (navy)
- St Andrew's tracksuit: navy (KS2 only)

Please make sure your child's name is on all items of uniform, including trainers/plimsolls.

PE and swimming are part of the National Curriculum, and unless they have a letter excusing them due to illness, all children are expected to participate. PE kits should be in school from Monday to Friday.

Milk, Fruit and Hot Lunches

As part of the government's Healthy Schools' initiative, the children in the three infant classes are provided with a piece of fruit each to eat at morning break.

Free milk is given to children under 5 in Reception. Alternatively, your Reception child may bring a non-dairy drink for mid-morning in a labelled, disposable carton.

All pupils are expected to bring a refillable water bottle which can be replenished throughout the day at the water fountains.

AiP Catering provides hot lunches meeting the government's high standards each day. The lunches are cooked on the premises. The menu is available for viewing from our website.

Children from Reception to Year 2 are expected to have a hot meal cooked at school each day. If your child has a food allergy, then please contact the Headteacher with written information from a doctor so that provision can be made for your child to be safe.

Packed lunches can be brought in from Year 3 upwards and they are stored and eaten in the dining room. Please provide your child with a plastic lunch box, named on the outside. A half term's written notice is required to change from a hot meal to packed lunch and vice versa.

Payments

School dinners are payable in advance at the beginning of each half-term. A letter is sent home via Parentpay to those on school dinners informing them of the price of the lunches at the beginning of each half term. Lunches are provided free for children in Reception, Year 1 and Year 2. Children in Year 3-6 will have a free lunch funded by the Mayor of London this academic year.

Parents are required to pre-select which menu option they wish their child to eat from the three daily options, via the Parentpay booking system. This enables the school kitchen to ensure that each child is served their choice and keeps waste down by only cooking what is necessary. Pre-orders must take place by midnight on Thursdays for the following week. These orders are then given to the kitchen on Fridays. In the event that a parent forgets to make a booking, children will be automatically given a vegetarian meal (allergies information taken into account.)

Payments for trips should be made by logging in on to Parentpay where you can see your up-to-date dinner balance and any items available for payment. Please note that we operate a cashless office so we can only take payment via Parentpay.

Permissions

Local Walks:

As part of the National Curriculum we do sometimes go outside to do scientific, geographical or historical fieldwork, e.g. look at houses, signs of autumn, P.E. etc. This will depend on the weather and the number of helpers available so cannot be timetabled. No class **ever** goes out without the legal number of helpers.

Photos:

As part of the curriculum, we need to take photographs/videos of the children and use them for displays and teaching aids in the classroom. They are not used for public display in any way outside school. We also use photos on our website. No names will be given.

Parental Consent for Educational Visits or Trips:

No child can participate in a visit off the school premises without written parental permission. Verbal permissions are not acceptable. General consent can be given at the time of admission on the St Andrew's Admissions Form by confirming that in paying for a trip you thereby also give permission for your child to attend it. In the case of free trips, a letter will continue to be sent home with details and a permission slip attached.

If you refuse general consent (payment = permission), you will need to give consent on a trip by trip basis by filling in a paper permission slip and returning it to the school office. Blank slips are available for download from the school website. Handwritten and e-mailed permissions are also acceptable as long as they are signed and clearly state the child's name, class and what you are giving permission for. School trips require much organisation and we ask that parents return permission/payments by the deadlines set. It is your responsibility to ensure that the permission reaches the school office in time; sending a permission only on the day of the trip itself is generally too late and your child might miss the trip as a consequence.

Extra-Curricular Clubs

There are a variety of clubs throughout the week for children from Year 1 to Year 6. Most are after school unless otherwise stated and different clubs are for different age groups. Booking forms are sent out each new term giving full details. Most clubs are run by private contractors and are chargeable.

Please note some of the clubs for infants don't start immediately at the end of school. In these cases, it may be necessary to book your child into the after school club first, and pay the subsequent charge.

Children attending any extra-curricular clubs need to be collected from the playground entrance ("junior doors") in the middle of the building. (If this is not the case, you will be advised by the club leader of the collection point.) In order to guarantee the safety of children still on the premises, these doors will remain closed until the club has finished and the club leader opens the doors to lead the children out or to allow the parents in. Please wait in the playground until the doors opened; clubs sometimes run a few minutes late.

Children not picked up on time after the club will be taken to the After School Club (please note, you will be charged for After School Club attendance).

PTA

Our PTA is a valuable asset to our school as they raise much-needed funds to help us enhance our children's education. They meet regularly and are always looking for new members to help raise funds and come up with new ideas. Each class has PTA representatives who will make themselves known to you in the first half term.

Extended Schools

Our Breakfast Club operates in the school dining room from 7:45 – 8:50 am. There is a daily charge of £6 which includes the cost of providing breakfast.

We also operate an After School Club held in our dining room from 3:00 – 5:50pm each. Children are collected by staff from class each day. The current charge of £12 includes a snack.

The Breakfast and After School Club have their own door on the Orange Tree side of the building. Please use this for drop-off and pick up.

Registration forms for both clubs are available from our school website. Places both for Breakfast and After School Club need to be pre-booked. The clubs are very popular and we cannot guarantee places will be available for children who were not booked in advance; children who turn up without booking may be charged extra. Booking is online via the Parents' Evening System website (please follow the link from the school website – Links For Parents), login is with the parent's and child's details. In case of emergency while the clubs are in session please phone the clubs on:

020 8445 6157 option 4

Foundation Stage Curriculum

When your child starts in Reception there is a gradual intake to ensure that the initial assessments for each child are completed. You are advised of the results of these observations at the October Parents' Evening. Children in Reception will often tell you that they have just played all day! You can be assured that the children are taught for short times during the day and are given adult-led activities to complete in addition to their self-chosen activities.

Key Stage One (Y1, Y2)

When your child moves in to Year 1 we ensure that the transition from learning through play towards more direct teacher-led learning is gentle. Children gradually develop the ability to sit on the carpet and listen for English and Mathematics lessons.

In Year 2 children are challenged to use their newly developed skills to be able to read, write and calculate. Ongoing teacher assessments are used to give end of key stage assessments in English: Speaking and Listening, Reading and Writing; Mathematics and Science.

Key Stage Two (Y3 – Y6)

When your child progresses to Year 3 the learning increases in intensity and homework is more demanding. We still encourage children to think outside the box and ask questions. The Creative Curriculum ensures that children have input into what they want to find out about. Children in Years 4 and 5 are extending their knowledge and further developing their basic skills so that they can achieve their potential.

Year 6 is a very busy year at St Andrew's. Ongoing assessments are administered during the year and the SATs tests take place in May. After the tests, sometime in the Summer term, the children go on their School Journey for one week.

All children, in all year groups, are required to provide their own stationery: pens, pencils, glue etc. which needs to be restocked throughout the year as necessary.

Your child may also wish to bring in a suitable healthy snack for break time. E.g. fruit. (no crisps or chocolate please).

Please follow these links to find out more about the National Curriculum:

<http://www.education.gov.uk/schools/teachingandlearning/curriculum>

<http://www.direct.gov.uk/en/parents/schoolslearninganddevelopment/index.htm>

<http://www.direct.gov.uk/en/Parents/Schoolslearninganddevelopment/ExamsTestsAndTheCurriculum/D>

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Thank you for reading through this information. You will find a copy of this handbook on our website: www.standrewstotteridge.co.uk. If you have any queries, please contact the school office on 020 8445 6157 or by email office@standrews.barnetmail.net.