



ST NICHOLAS CE PRIMARY SCHOOL
(Part of Aquinas Trust)

Guidance for Parents

Absences

If your child is absent due to illness, please call the school office first thing in the morning and leave a message to confirm reason of absence. A call should be made for each day of absence unless prior agreement with the school i.e. a long-term absence. Confirmation in writing should also be sent to your child's class teacher when your child returns to school.

Other Absences i.e. Medical, Music Exams, Holiday

Medical absences should be emailed to the school office, where possible prior to the appointment. For other absences such as music exams etc. a 'Special Leave' of absence form should be completed and sent into the school office via email or your child's book bag for authorisation by the Head teacher. These forms can be downloaded from our school website www.stnicholasceprimary.co.uk or copies are outside the school office.

Please note that the school does **not authorise** taking the children out of school for holidays in term time as it is detrimental to their learning, and absence for this will be marked as unauthorised absence. Please also note that Teachers will **not** provide children with 'holiday work' to be done while away.

Behaviour

In line with our core school ethos, we wish to work together with parents to encourage children to develop ownership of their own good behaviour and respect for people, possessions, etc. Our Behaviour Policy can be found by following this link:

<https://www.stnicholasceprimary.co.uk/attachments/download.asp?file=4668&type=pdf>

Collection Arrangements

Regular collection of your child by someone other than yourself, i.e. childminder, grandparents, etc. must be notified in via email to the school office for our records and notifying the class teacher. For any ad-hoc arrangements you must either advise classroom staff at drop off of the name of the person who will be collecting or contact the school office at your earliest opportunity via email or telephone. Please can arrangements be notified before lunchtime if possible, as we can then add a note to the afternoon register.

PLEASE SPEAK TO THE SCHOOL IF THERE ARE ANY CONTACT ARRANGEMENTS OR COURT ORDERS IN PLACE.

Medicines

If your child requires medication this can be administered by school staff upon completion of a Medical Consent form (obtainable from the school office). Please see our policy on Administration of Medicines for full details.

Routines

Children should arrive at school at 8.40am, but have ten minutes grace before the doors close at 8.50am. Children arriving in the classroom after 8.55am are registered as 'late'. Please note that Reception pupils come in through the front door, which will be opened by the class teacher.

Children should not be left unsupervised by an adult before 8:45am, as there are no arrangements for their supervision by school staff prior to this time. Due to the limited area available in the cloakroom, it is not possible to accommodate parents, so children should learn to manage their possessions independently once they enter the door. The Year R teacher will make appropriate arrangements for the early weeks of term.

Teachers are not available for long consultation at the start of the morning, as their responsibilities for classes prevent this; however, quick communications are possible if they are important and relevant to the day ahead. Generally, appointments with staff may be made by letter or telephone call to the school office.

Please bring 'forgotten items' to the school office rather than the classroom. All items of clothing, bags etc. should be clearly marked with your child's name and class (as part of an ongoing process). We have 218 children using the cloakroom areas, so taking care of possessions should be a high priority.

PAYMENTS TO SCHOOL

We are a cashless school and in order to make payments for school meals, out of school clubs, trips you will need to have a School Gateway account. It's quick and easy to open an account - all you need are your email address and mobile number that school holds on record for you.

Download the app: If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website PLUS it saves the school money when we send you a text message.

Visit the website: www.schoolgateway.com and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to log into School Gateway.

Please make a note of these details – **you will not be able to open your account until your child has started at our school.**

Free School Meals Entitlement (not linked to universal free school meals *)

Your child is entitled to Free School Meals if you or your partner (living at the same address) receive one or more of the following:

- Universal Credit – with a household income less than £7,400 a year (after tax and not including
- any benefits you get)
- Income Support
- Income-based Job Seeker's Allowance
- Income-related Employment and Support Allowance
- Guarantee Credit element of Pension Credit
- Support from the National Asylum Support Services (NASS) under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit provided you are NOT also entitled to Working Tax Credit and have an annual
- gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

Eligibility criteria and application details are available through the London Borough of Bromley link for Pupil Premium and Free School Meals funding. Further information is also available in the pack.

*Universal infant free school meals (UIFSM) provides funding for all government funded schools to offer free school meals to pupils in reception, year 1, and year 2. This funding is not dependent on the receipt of benefits.

Religious Worship

Religious Worship is highly important in our church school and there is daily assembly of a religious nature. Once a month the school goes across to St Nicholas Church and parents are encouraged to join the school for this service.

In line with government regulations, parents are entitled to withdraw their children from all or part of the religious or collective worship provided. Pupils in this case will be given alternative study to complete, either in class or under supervision as is appropriate to each individual.

The School Day

08:40 School doors open
08:55 Registers close – children arriving in the classroom after this time marked as ‘late’
12:00 KS1 lunch begins
12.15 KS2 lunch break begins
13:25 Afternoon registers taken
15:20 Close of school day for all children

Entrances:

The front entrance is prioritised for use by younger children (years R).

The back (cloakroom) entrance* is prioritised for use of older children (years 1,2, 3, 4, 5, & 6).

Exits:

Class R will be dismissed to parents through the front entrance.

Year 1 & 2 will be dismissed to parents from the hall steps.

Years 3, 4, 5 & 6 will be dismissed to parents from the back (cloakroom) door.

Parents are kindly requested to collect children promptly at the end of the school day (or after school club).

N.B. parents are not permitted access into school through the back entrance first thing in the morning – please use the front door.

Sex Education

Parents have the right to withdraw their children from sex education (but not Relationships or Health Education). This does not include what is taught as part of the science curriculum.

School Uniform

School uniform is currently available to order online from outfitters – *Your School Uniform* (01773 837384) and *121 Uniforms* (please see separate school uniform sheet for further details).

A second PE bag complete with ‘wellies’ in winter or ‘outside shoes’ in summer is also required for outdoor play.

Lost Property – this is collected in a **blue box** located in the main cloakroom for children to retrieve their items. There is a uniform display held periodically which usually coincides with the second-hand uniform sale held by the PTA on a termly basis after school.

Security

The school has a secure entry system. **All** visitors should report to the school office via the front door (quad), and sign in. Please do not enter classrooms without following this procedure.

If you are collecting (or returning) your child from (or to) school during the school day, please come up to the school office to notify us and sign your child out (or in). Also, if you are dropping something off for your child please ensure that you drop the item to the school office and not directly to your child’s classroom. This disturbs the teacher and children during their learning.

Thank you in anticipation for your support.